

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**WORK SESSION**

**SEPTEMBER 21, 2022**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A WORK SESSION  
OF THE  
DISTRICT GOVERNING BOARD  
SEPTEMBER 21, 2022**

A Work Session of the Coconino Community College District Governing Board was held via interactive videoconferencing (Zoom). Board Chair Dr. Nat White, called the meeting to order at 4:06 pm.

PRESENT: Eric Eikenberry  
Patrick Hurley  
Nat White  
Joseph R. Smith (via Zoom)  
Patricia Garcia (via Zoom)

ABSENT: None

Also Present: Dr. Christal Albrecht, Dr. Adriana Flores-Church, Mr. Bob Voytek, Mr. Brian Wilson, Mr. Cheyenne Grabeic, Ms. Christina Bauer, Ms. Colleen Carscallen, Dr. David Borofsky, Mr. Doug Friedman, Dr. Jami Van Ess, Ms. Kay Leum, Mr. Keith Becker, Ms. Kirsten Mead, Mr. Kurt Stull, Mr. Larry Hendricks, Mr. Lloyd Hammonds, Dr. Nate Southerland, Ms. Sonni Marbury, and Mr. Tony Williams.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the September 21, 2022, documents file.

**1. FOLLOW-UP ITEMS**

Dr. Nat White spoke about the presidential search finalists that will be coming to campus the week of October 3, 2022, for in person interviews and public forums.

**2. DISCUSSION/INFORMATION ITEMS**

**A. HLC Update and Progress Report – Mr. Lloyd Hammonds**

Mr. Lloyd Hammonds presented his findings from the review of College policy and procedure for HLC congruency, and all faculty files, including full-time, part-time, liberal arts, CTE, and dual enrollment for the submission of the HLC report due to HLC on October 1, 2022. See the September 21, 2022, documents file for more information.

Topics covered included:

- 140 faculty files were reviewed with Dr. Nate Southerland, Dr. Adriana Flores-Church, and Dr. Christal Albrecht
- Each file was matched to a rubric with institutional requirements
- Some notes on files need to be addressed prior to submitting the October 1<sup>st</sup> report
- The College is on track for full compliance
- 80% of colleges seeking HLC accreditation have to complete at least two reports – it is not unusual that the College is also required to do so

- The HLC concerns that triggered the reporting requirement include assessment, inconsistent syllabus templates, lack of clear protocols for assessment of general education programs, and lack of an assessment coordinator

Actions that the College must take:

- Formal faculty affirmation of Institutional Learning Outcomes (ILO's)
- Develop a written process for assessing ILO's
- Speed up the assessment process of general education
- Analysis of results
- Proposed actions for improvement
- Establish a written timeline to complete the required actions
- Address all of the issues
- Academic Affairs and Institutional Research need to partner and work collaboratively
- Strengthen the Academic Affairs and Human Resources collaboration
- Strong administrative oversight
- It is critical that an assessment coordinator with experience in assessment from other Colleges is hired

Chair Nat White thanked Mr. Hammonds for his thorough review of the faculty files and College processes and appreciates that both the positives and negatives were presented. The Board discussion included:

- What should the Board's involvement be? Boards do not get involved in administration issues; that is the President's responsibility. The Board could organize members to review the issues or meet more frequently with the President.
- A standing agenda item will be added to Board meetings to keep the Board updated on HLC
- Is the report ready to be submitted? There is still some work to be done on identified files and separate rubrics for each area.
- The importance of hiring an assessment coordinator
- There is a pattern of discrepancies that must not continue, nor should staff continue in complacency in their actions

Mr. Hammonds finished by stating that the report being prepared for HLC is balanced and moving in the right direction.

There being no further comments, Mr. Patrick Hurley motioned to adjourn, with Mr. Eric Eikenberry seconding the motion. The motion passed unanimously (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor.)

ADJOURNMENT: The Work Session Adjourned at 5:18 pm.

**MINUTES PREPARED BY:**

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Ms. Kirsten Mead  
Board Recorder

**ATTEST and APPROVED:**

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Mr. Joseph R. Smith  
Vice Chair/Secretary of the Board

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Dr. Nat White  
Board Chair