

**COCONINO COUNTY COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

AUGUST 26, 2014



**COCONINO COUNTY COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
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A Regular Meeting of the Coconino County Community College District Governing Board was held in the Board Room at the Lone Tree Campus at 2800 S. Lone Tree, Flagstaff, Arizona 86005. Board Vice Chair/Secretary, Ms. Patricia Garcia, called the meeting to order at 5:30 pm. The Pledge of Allegiance was led by Ms. Gioia Goodrum.

PRESENT: Patricia Garcia
Nat White
Gioia Goodrum

ABSENT: Patrick Hurley
Lloyd Hammonds

Foundation Board Members: Lavelle McCoy
Ann Johnson
Gary Smith
Andy Phillips
Lee Treece
Joe Donaldson

Also present: Dr. Leah Bornstein, CCC President; Ms. Jami Van Ess, Dr. Russ Rothamer, Mr. Scott Talboom, Ms. Veronica Hipolito, Ms. Gayle Benton, Dr. Monica Baker, Mr. Joe Traino, Mr. Bob Voytek, Dr. Michael Merica, Dr. Ingrid Lee, Mr. Robert Sedillo, Mr. Van Walker, Ms. April Sandoval, Ms. Kimmi Grulke, Ms. Siri Mullaney, Ms. Suzanna Rodriguez, Ms. Jennifer Dufresne, Mr. Brian Harris, Ms. Mary Anne Schrade, Ms. Denise Folke, and Mr. Daniel Vigil.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the August 26, 2014 Documents File.

Follow Up

- Mr. Scott Talboom will develop a fact sheet for DGB members to use in promoting the Foundation.

Important Dates

September 9 th	CCC Day
September 12 th	Foundation Annual Meeting and Breakfast
September 30 th	DGB Meeting
October 11 th	Page Golf Tournament
October 14 th	Foundation Board Meeting
October 31 st to November 1 st	Page Balloon Regatta

ADOPTION OF AGENDA

Ms. Gioia Goodrum moved to approve the agenda and Mr. Nat White seconded the motion. The agenda was approved as presented.

ADOPTION OF CONSENT AGENDA

Minutes of the Regular Board Meeting, TNT Meeting, Budget Hearing, and Budget Meeting for May 27, 2014

Minutes of the Governing Board Retreat of June 24, 2014

Employment Separations/New Hires

Ms. Gioia Goodrum moved to approve the Consent Agenda and Dr. Nat White seconded the motion. The Consent Agenda was approved as presented.

INTRODUCTION OF GUESTS

No guests were present but Janet Regner from Coconino County will join the meeting later.

CALL TO THE PUBLIC

There was no public comment.

JOINT DGB/FOUNDATION BOARD DISCUSSION – Mr. Scott Talboom

Foundation Board President Joe Donaldson began the Foundation's Annual Report. The strategic goals of the Foundation Board this year are to focus on increasing the President's CCC2NAU scholarship to \$50,000 and increasing general endowments.

Mr. Scott Talboom continued the report by highlighting the development of the Alumni Association and the events that they have held over the past year. The Alumni Association developed a mailing list, newsletter, and Facebook page. The Foundation was able to award approximately \$65,000 in scholarships this year. Mr. Talboom also highlighted additional scholarship, grant opportunities, the year-end appeal, fundraising events and the employee giving campaign.

The District Governing Board and the Foundation Board discussed various ways that they could assist each other in promoting the college. Some of the ideas discussed were:

- Foundation Board members are sponsoring the first hole of the Page Golf Tournament as a way to show support of the Page Instructional Site
- Continuing to develop the Alumni Association
- Adding more members to the Foundation Board and the process for election of these members
- Using the Facebook pages and recruiting people to like us on Facebook
- Dr. Nat White offered to join Foundation Board members in meeting with prospective donors
- Opportunities for fundraising with the Arizona Gives campaign
- Legacy programs and recognizing legacy donors
- Recognizing Foundation Board members for their service
- Developing the Foundation endowment to \$500,000 over the next three years

- Focusing on a balanced donor recruitment strategy that would encourage endowments and pass through donations.
- Mr. Scott Talboom will develop a fact sheet for DGB members to use in promoting the Foundation

The District Governing Board thanked the Foundation Board for attending and for their participation.

YEAR END REPORTS

The following year end reports were presented:

Academic Affairs – Dr. Russ Rothamer

Business Administrative Services – Ms. Jami Van Ess

Human Resources – Ms. Gayle Benton

Information Technology Services – Mr. Joe Traino

Public Relations, Publications, Marketing & Graphic Design – Mr. Scott Talboom

Student Support Services – Ms. Veronica Hipolito

For additional details on the annual reports, please see the August 26, 2014 documents file.

ACTION ITEMS

Inter-Governmental Agreement – Individual Development Accounts – Ms. Jami Van Ess

Ms. Van Ess, Mr. Scott Talboom and Ms. Janet Regner from Coconino County presented an Inter-Governmental Agreement related to individual development accounts. Individual development accounts allow students to save for college and provide a triple match on any funds deposited using grant monies and donations. The county would administer the program and is asking for our help in identifying and recruiting eligible students.

RECOMMENDATION: Ms. Van Ess recommended that the Governing Board adopt a motion to authorize the IGA with Coconino County as presented.

Motion was made by Ms. Gioia Goodrum and seconded by Dr. Nat White to approve the contract as presented. The motion was unanimously approved.

Campus EAI Software Purchase – Ms. Jami Van Ess

Ms Van Ess presented a contract for the purchase of Campus EAI software to provide a student portal website. Campus EAI is a sole source provider of this software. The first year contract amount will be paid for the TAAACCT grant with the remaining years being paid for by student technology fees. The corrected total cost for this contract is \$161,500. This software provides students with an integrated website that has access to all of the college systems with only one log in.

RECOMMENDATION: Ms. Van Ess recommended that the Governing Board adopt a motion to authorize the IGA with Coconino County as presented.

Motion was made by Ms. Gioia Goodrum and seconded by Dr. Nat White to approve the contract as presented. The motion was unanimously approved.

Strategic Plan Extension – Dr. Leah Bornstein

The college is requesting that the board consider an extension of our current strategic plan from June 30, 2015 to December 31, 2015. This extension allows us to complete the initiatives in the plan and develop a new five year strategic plan that will cover 2016 to 2020.

RECOMMENDATION: Dr. Bornstein recommended that the Governing Board adopt a motion to authorize the extension of the current strategic plan to December 2015 and to develop a new strategic plan for 2016-2020.

Motion was made by Dr. Nat white and seconded by Ms. Gioia Goodrum to approve the contract as presented. The motion was unanimously approved.

INFORMATION REPORTSDistrict Governing BoardAADGB Update – Mr. Lloyd Hammonds

Mr. Hammonds was not present so there was not an AADGB report.

Alliance – Ms. Patricia Garcia

There has not been a meeting of Alliance since the last report. There was a management meeting on August 15th and Alliance is working on preparing for the next policy group meeting.

CCC Foundation – Ms. Gioia Goodrum

Ms. Goodrum thanked Mr. Talboom for presenting the Foundation report. The Foundation Annual meeting will be held on September 12th at 7:30 am on the Lone Tree Campus in the Commons. The Page Golf Tournament has secured Benefit and Financial Strategies as a sponsor. The Foundation board has been focusing on board development and recruitment. As of today's meeting, three additional board members have been appointed and there are several others in the recruitment process. The Foundation will be kicking off the Employee Giving campaign.

Human Resources – Ms. Gayle Benton

Congratulations to Dr. Michael Merica, the Director of Institutional Research, who received his doctoral degree in Spring 2014.

Financial Austerity Plan Update – Ms. Jami Van Ess and Dr. Rothamer

Ms. Van Ess gave a brief update on the revenue side of the financial austerity plan. The credit card fees have generated a couple of comments but have brought in \$480,000 revenue and we have avoided \$13,000 in fees. Parking fees have also generated a few minor comments.

Dr. Russ Rothamer updated the board on the expense side of the financial austerity plan. Community and Corporate Learning transitioned out July 1st but we are continuing pieces of this program as we are able to. We have notified the Arizona Small Business Development Center that we will discontinue this program in December. There has been some disappointment and understanding with the reduction in course offerings.

President's Information Report – Dr. Leah Bornstein

Dr. Bornstein presented a verbal President's Report. There were three retreats in June and Ms. Van Ess and Dr. Rothamer were presidential coverage in July and August. Faculty are back from their summer break. The college participated in an in-service day on August 15th. That event

included several presentations on student success and the feedback on the event was that it was one of the best in-service days we have had.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The District Governing Board thanked the Foundation Board for their support and participation in this meeting.

ADJOURNMENT: Motion was made by Dr. White and seconded by Ms. Goodrum to adjourn the meeting at 7:26 p.m.

MINUTES PREPARED BY:

April Sandoval
Board Recorder

ATTEST:

APPROVED:

Patricia Garcia
Vice Chair/Secretary of the Board

Patrick Hurley
Board Chair