

**COCONINO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**SEPTEMBER 30, 2014**



**COCONINO COUNTY COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
SEPTEMBER 30, 2014**

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 Chair, Mr. Patrick Hurley, called the meeting to order at 5:21 pm.

**PRESENT:** Patrick Hurley  
Patricia Garcia  
Gioia Goodrum  
Lloyd Hammonds  
Nat White

**ABSENT:** None

Also present: Dr. Leah Bornstein, CCC President; Ms. Jami Van Ess, Dr. Russ Rothamer, Ms. Veronica Hipolito, Ms. Ofelia Gonzalez, Ms. Suzanna Rodriguez, Dr. Monica Baker, Mr. Joe Traino, Dr. Michael Merica, Dr. Ingrid Lee, Mr. Robert Sedillo, Ms. April Sandoval, Mr. Daniel Begay, Ms. Kimmi Grulke, Mr. Tim McGee, and Mr. Brian Harris.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the September 30, 2014 Documents File.

**Follow Up**

- Dr. Leah Bornstein and Ms. April Sandoval will review the calendar for any conflicts between the AACC conference and the GISS event in April 2015 and report back to the board.
- The Environmental Scan data will be a future work session agenda item.

**Important Dates**

October 11 <sup>th</sup>	Page Golf Tournament
October 14 <sup>th</sup>	Foundation Board Meeting
October 21 <sup>st</sup> to 25 <sup>th</sup>	ACCT Leadership Congress
October 28 <sup>th</sup>	DGB Meeting
October 31 <sup>st</sup> to November 1 <sup>st</sup>	Page Balloon Regatta
November 18 <sup>th</sup>	DGB Meeting

**ADOPTION OF AGENDA**

Ms. Patricia Garcia moved to approve the agenda and Ms. Gioia Goodrum seconded the motion. The agenda was approved as presented.

**ADOPTION OF CONSENT AGENDA**

Minutes of the Work Session and Regular Board Meeting, August 26, 2014

Policy 142

Employment Separations/New Hires

Ms. Patricia Garcia moved to approve the Consent Agenda and Ms. Gioia Goodrum seconded. The motion was unanimously approved.

Mr. Patrick Hurley asked that we remember that when we hear an action item, we ensure that there is a seconded motion before any discussion. Mr. Hurley also asked for help from the other board members in adhering to this policy.

**FOLLOW UP ITEMS**

Mr. Scott Talboom was asked to create a Foundation fact sheet for board members. Mr. Talboom is at a conference but Dr. Bornstein will follow up with Mr. Talboom to make sure this project is under way.

**INTRODUCTION OF GUESTS**

Coconino County Deputy County Manager Mike Townsend and Deputy Director Lucinda Andreani were present.

**CALL TO THE PUBLIC**

There was no public comment.

**ACTION ITEMS**

**IGA – Flagstaff Alliance for the Second Century** – Ms. Jami Van Ess

Ms. Jami Van Ess and Mr. Bobby Sedillo presented a request to renew an intergovernmental agreement with the Flagstaff Alliance for the Second Century. This renewal would cover a ten year period. The only changes from the original agreement were updates to revised statutes and incorporation of e-verify. Each agency that is a part to the IGA has reviewed and approved the agreement.

Dr. Nat White moved to approve the agreement and Ms. Patricia Garcia seconded the motion. The motion was unanimously approved.

**INFORMATION REPORTS**

**District Governing Board**

**AADGB Update** – Mr. Lloyd Hammonds

Mr. Lloyd Hammonds has become the chair of Arizona Association of District Governing Boards (AADGB). During the last meeting, the USDA gave a presentation that stressed several grant opportunities for community colleges. The most significant action taken at the meeting was the opportunity for college presidents and board members to attend the Governance Institute for Student Success that will be offered by the Association of Community College Trustees (ACCT) on April 24-25, 2015. ACCT will underwrite most of the cost of this event. This event may conflict with

the American Association of Community Colleges (AACC) conference. Dr. Bornstein and Ms. April Sandoval will review the calendar and let everyone know if there are any conflicts.

Alliance – Ms. Patricia Garcia

Alliance met last Friday at NAU and Dr. Rita Cheng, NAU President attended the meeting. The meeting focused on tax updates from Alliance members and upcoming ballot initiatives.

CCC Foundation – Ms. Gioia Goodrum

Ms. Gioia Goodrum was unable to attend the Foundation Annual meeting but was happy to report that the event raised \$5,000 more than anticipated. The board expressed their gratitude for the matching gift given by Mr. Lloyd Hammonds for this event.

Road Maintenance Sales Tax Initiative (Coconino County) – Mr. Patrick Hurley

Coconino County Deputy County Manager Mike Townsend gave a presentation about Proposition 403 and Deputy Director Lucina Andreani was available to answer any questions. A copy of the presentation can be found in the meeting files for the September 30, 2014 meeting.

Proposition 403, the Coconino County Road Maintenance Sales Tax initiative, will increase property taxes to fund road maintenance and construction. The board is supportive of this proposition.

Budget Status Report – Ms. Jami Van Ess

Ms. Jami Van Ess reviewed the budget status report that was included in the meeting files for the September 30, 2014 meeting.

Transwestern Pipeline – Ms. Jami Van Ess

Ms. Van Ess explained a recent decision regarding a property tax appeal between the Transwestern Pipeline and Coconino County. The result of this decision is that we will be collecting 33% less in property taxes this year. We were unable to successfully levy for additional property taxes to recoup this loss because the judgment was made too close to the deadline for applying for a levy. The judgment amount has been booked as an adjustment in the fiscal year 2014 budget.

ASRS Audit Update – Ms. Jami Van Ess

The Arizona State Retirement System (ASRS) conducted an audit that was an exhaustive three year study of payroll related to ASRS deductions. There were two recommendations that came out of the audit related to the benefit premiums that are paid to retired employees. The first suggestion was that we conduct monthly process reconciliations and the second was that we conduct an annual self-audit that would be shared with ASRS.

Academic Affairs – Dr. Russ Rothamer

Dr. Russ Rothamer shared our most recent enrollment numbers. Overall, our enrollment is about even or slightly down based on overall headcount. However, we have higher full time student enrolment (FTSE) which means that while we have slightly fewer students, they are taking more credits. Enrollment on the Page instructional site is down 41% over last year despite a number of outreach efforts and an increase in course offerings. Enrollment at the Lone Tree and Fourth Street campuses has increased.

President's Information Report – Dr. Leah Bornstein

The President's Report was included in the meeting files for the September 30, 2014 meeting. Dr. Bornstein wanted to spend this time focused on the Environmental Scan and Student Success. Ms. Gioia Goodrum and Mr. Lloyd Hammonds were able to participate in Environmental Scan presentation and a link to that presentation and a recording of the presentation was sent out the board. Dr. Bornstein encouraged the board to review this presentation as it included significant and impactful information to help guide the strategic planning conversation as well as student success efforts.

Dr. Bornstein posed a question to the board related to our next strategic plan. Does the board wish to have the college remain a complete transfer institution that includes arts and sciences or would the board like to have us focus on only career and technical degrees. The board would like the college to remain a comprehensive institution as much as we are able to do so.

Dr. Bornstein felt that Dr. Michael Merica and his team did an excellent job of collecting the data and presenting it in the Environmental Scan. Some of the ideas in that presentation were:

- Dual enrollment and CAVIAT students are three times more likely to earn a degree than other students.
- Most of our students are declared majors in or receive degrees from only thirteen of our programs.
- Mandatory advising was a common theme in the presentation with students reporting that advising was key to their success.

This topic and the data related to it will be scheduled as a work session agenda item in the future.

Dr. Bornstein feels that there is some hopeful news in regards to our finances. There could be initiatives that encompass both student success and have a positive impact on our bottom line. Dr. Michael Merica, Ms. Jami Van Ess and Dr. Russ Rothamer gave a presentation that focused on ways to incorporate student success and long term financial planning. The presentation is attached in the meeting files for the September 30, 2014 meeting.

The board was encouraged to keep going back to the Environmental Scan as this is the information we will be using in the conversation related to setting goals for the next strategic plan. Access, Retention, Completion are three possible goals for that plan and the college is looking at what these ideas mean to us.

Lastly, Dr. Bornstein highlighted a few items on the President's report. The ten Arizona community colleges are pooling their resources to hire EMSI, an economic modeling specialist, to complete an economic modeling of the return on investment from community colleges. We are hoping for draft data on this study by the start of the next legislative session. The Arizona Community College Coordinating Council (ACCCC) interviewed three candidates for the Executive Director position and is currently in contract negotiations for this position.

#### **ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

The next DGB meeting will be October 28, 2014.

The next Foundation Board meeting will be October 14, 2014 and Ms. Gioia Goodrum will be attending that meeting.

**MEETING EVALUATION**

The board was supportive of trying to finish the work session on time to allow the regular meeting to start on time. If a discussion is not complete, it should be left unfinished to allow the second meeting to start on time.

A point was also made that much of the discussion is not germane to the topic. The meeting should be more focused.

ADJOURNMENT: A motion to adjourn the meeting at 7:29 pm was made by Ms. Gioia Goodrum and seconded by Dr. Nat White.

**MINUTES PREPARED BY:**

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April Sandoval  
Board Recorder

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Patricia Garcia  
Vice Chair/Secretary of the Board

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Patrick Hurley  
Board Chair