

**COCONINO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**WORK SESSION**

**SEPTEMBER 30, 2014**



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

A Work Session of the Coconino County Community College District Governing Board was held at the Lone Tree campus in the Board Room at 2800 S. Lone Tree Road, Flagstaff, Arizona 86005. Board Chair, Mr. Patrick Hurley, called the meeting to order at 4:00 pm.

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

ABSENT: None

Also present: Dr. Leah Bornstein, CCC President; and Ms. April Sandoval, staff.

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

**Follow Up**

- Gioia Goodrum and Lloyd Hammonds will continue reviewing changes to the President's Evaluation process.
- ACCT Presentations
  - Copies of any handouts for this presentation will be forwarded to Northcentral Technical College.
  - Dr. Bornstein will bring a few copies of the emergency management flipchart and the threat analysis summary that was completed in 2009.
  - Board members are encouraged to bring their business cards and name tags.
  - Ms. April Sandoval will order business cards for Ms. Gioia Goodrum and a name tag for Ms. Patricia Garcia.
  - Ms. Patricia Garcia will send her feedback on the financial austerity presentation to Dr. Bornstein and Ms. April Sandoval.
  - Once that feedback has been incorporated in the presentation, Ms. Sandoval will send it to the board for additional feedback.
- ACCT Congress
  - If board members would like to participate in either dinner opportunity at the ACCT conference, please email Dr. Leah Bornstein and Ms. April Sandoval by the end of the week.
  - If we receive additional invitations for special events at ACCT, they will be forwarded to the board.
  - ACCT has not published the final schedule with session information as of yet. If Dr.

- Bornstein or Ms. Sandoval sees a published schedule, we will forward it to the board.
- Dr. Leah Bornstein and Ms. April Sandoval will develop some questions based on the discussion on policies and procedures to provide to Pamila Fisher before the ACCT Congress to prepare her for a discussion with the board.

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

### **FOLLOW UP**

The board reviewed the follow up items from the last work session. Most of the items on the follow up list have been completed or are on the agenda to review today.

The only outstanding item is:

- Gioia Goodrum and Lloyd Hammonds will continue reviewing changes to the President's Evaluation process.

**EXECUTIVE SESSION** At 4:07 pm a motion was made by Ms. Patty Garcia and seconded by Ms. Gioia Goodrum to enter into Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for discussion of the President's annual performance evaluation.

**RECONVENED IN OPEN SESSION** at 4:20 pm.

Ms. Gioia Goodrum motioned to reconvene in open session and Ms. Patty Garcia seconded the motion. The meeting resumed in open session at 4:20 pm.

### **B. ACCT Presentation**

Dr. Bornstein participated in a conference call with the institutions that are sharing in the security presentation at the Association of Community College Trustees (ACCT) Leadership Congress. That call resulted in a document that outlines the presenters for each question and identifies a lead responder for each question. This document is included in the September 30, 2014 meeting files. Based on how the other institutions were presenting, we focused on having Mr. Lloyd Hammonds, Mr. Patrick Hurley and Dr. Leah Bornstein participate in the presentation.

The presenters will meet at 4 pm on the day of the presentation to get to know each other and familiarize themselves with the room. If we have handouts for the presentation, they should be forwarded to Northcentral Technical College (NTC) who will send them to ACCT to post on the conference website. NTC has taken a lead role in preparing for this presentation and we are appreciative of their help.

Dr. Bornstein will bring a few copies of the emergency management flipchart and copies of the threat analysis summary that was completed in 2009. Board members are encouraged to bring

their business cards and name tags. Ms. April Sandoval will order business cards for Ms. Gioia Goodrum and a name tag for Ms. Patricia Garcia.

Dr. Bornstein gave the board a brief overview of the presentation she and Ms. Patricia Garcia will be giving on financial austerity. Once Ms. Garcia reviews and updates the presentation, it will be sent to the board for input.

Two weeks before a conference, we receive a lot of invitations to attend receptions and events. We have already received a couple of dinner invitations. Pamila Fisher would like to have dinner with the board on Wednesday, October 22<sup>nd</sup> and Campus Works, Inc. has offered to host a dinner on Thursday, October 23<sup>rd</sup>. If you would like to participate in either dinner, please email Dr. Leah Bornstein and Ms. April Sandoval by the end of the week. If we receive additional invitations, they will be forwarded to the board.

ACCT has not published the final schedule with session information as of yet. If Dr. Bornstein or Ms. Sandoval sees a published schedule, we will forward it to the board.

### **C. Policies and Procedures**

Two additional documents were handed out at the meeting and are included in the meeting files for September 30, 2014. The first handout included comments on the policies and procedures from Mr. Patrick Hurley, Dr. Leah Bornstein and Ms. April Sandoval. The second handout included sections from the Arizona Association of District Governing Boards (AADGB) Board Member handbook concerning the chair's role and relationships between board members.

The discussion focused on what questions the board would like to bring to the ACCT conference. The ideas that the board would like to discuss included:

- Board members going directly to the President with issues instead of going through the board chairperson
- Relationship between the President and Board Chair
- Board and chair roles and responsibilities
- How to deal with situations where the Board Chair, President or board members may not be in agreement

Dr. Leah Bornstein and Ms. April Sandoval will develop some questions based on these ideas and provide to Pamila Fisher before the event to prepare her for a discussion with the board.

Dr. Nat White motioned to adjourn the work session and the motion was seconded by Ms. Patricia Garcia. The motion was unanimously approved.

The Work Session adjourned at 5:15 p.m.

### **MINUTES PREPARED BY:**

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April Sandoval  
Board Recorder

**ATTEST:**

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Patricia Garcia  
Vice Chair/Secretary of the Board

**APPROVED:**

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Patrick Hurley  
Board Chair