

**COCONINO COUNTY COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

JANUARY 28, 2014



**COCONINO COUNTY COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
JANUARY 28, 2014**

A Regular Meeting 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. Board Chair, Mr. Patrick Hurley, called the meeting to order at 5:23 p.m. The Pledge of Allegiance was led by Mr. Patrick Hurley.

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

Also present: Dr. Leah Bornstein, CCC President; Mr. Franklin Hoover and Ms. Kellie Peterson, Legal Counsels; Ms. Jami Van Ess, Ms. Gayle Benton, Ms. Suzzanna Rodriguez, Ms. Kimmi Grulke, Ms. Ofelia Gonzalez, Dr. Ingrid Lee, Mr. Bob Voytek, Ms. Siri Mullaney, Mr. Mark Easton, Ms. Jennifer DuFresne, Mr. Brian Harris, Ms. Robin Long, Mr. Don Johnson, Mr. Reuben Salazar, Mr. Paul Wilkins, Mr. Dan Begay, Mr. Scott Talboom, and Ms. Joan White, CCC staff.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the January 28, 2014 Documents File.

ADOPTION OF AGENDA

Mr. Lloyd Hammonds moved to approve the agenda and Dr. Nat White seconded the motion. The agenda was approved as presented.

Comments from Board Chair: Mr. Hurley congratulated Dr. Nat White on being selected as one of Flagstaff's Citizens of the Year; Ms. Andrea Burke was chosen as the 2013 Athena Young Professional Award recipient (Andrea's a CCC graduate) and Dr. Leah Bornstein was selected as the 2013 Athena Award recipient. Mr. Hurley thanked Mr. Franklin Hoover for all the legal advice provided to the College during his employment with Mangum, Wall, Stoops & Warden. Mr. Hoover is opening his own law practice. Ms. Kellie Peterson will be the Colleges new legal counsel.

ADOPTION OF CONSENT AGENDA

Minutes of the November 19, 2013 Work Session and Regular Session
Employment Separations/New Hires

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

INSTALLATION OF NEW BOARD MEMBER

Ms. Gioia Goodrum was installed by Coconino County Superintendent of Schools, Mr. Robert Kely, as the new Governing Board member for District 3. Ms. Goodrum was appointed to replace Mr. Jack Hadley who resigned at the end of 2013.

ELECTION OF OFFICERS

Mr. Patrick Hurley was re-elected to the position of Board Chair. Ms. Patty Garcia was elected to the position of Vice Chair/Secretary.

OTHER REPRESENTATIVES

AADGB – Mr. Lloyd Hammonds was re-elected as the AADGB Representative and Dr. Nat White will continue as the alternate.

Alliance – Ms. Patty Garcia was re-elected to the Alliance Representative position.

Foundation – Ms. Gioia Goodrum was elected to the Foundation Representative position.

INTRODUCTION OF GUESTS

Mr. Scott Talboom introduced Ms. Annette Zinke of Northern Arizona Center for Entrepreneurship and Technology (NACET) and three grad students from NAU: Ms. Jade Ellis, Ms. Cindy Bitzui and Ms. Samantha Harbison.

CALL TO THE PUBLIC

Ms. Christy Carey, CCC part-time faculty, expressed concern on behalf of the faculty about the possibility of increasing the instruction load from 15 to 18 credit hours. She feels that the quality of the instruction could suffer with the increased load and recommends against this should the Board consider this change in the future.

EXCELLENCE REPORT – Veterans' Center – Mr. Bob Voytek and Mr. Reuben Salazar

Mr. Voytek reported that a record number of 180 veterans were served at the College in 2013 and CCC has been designated as a “military friendly” school. On November 12, 2013 the grand opening of the new Veterans' Center took place. Mr. Reuben Salazar, Financial Aid Counselor and Veterans' Certifying Official, has relocated his office to this new center where he meets with veteran students and offers advising and support. Mr. Salazar has been at CCC for 15 years and is also a veteran with 26 years of service.

Mr. Salazar told the Board about the Military Honor Tree that stands outside of the Veterans' Center. He also shared the Military Challenge Coin that was provided by the CCC Foundation that is presented to each graduating veteran. Two student veterans assist Mr. Salazar in the Veterans' Center.

Mr. Voytek credited Mr. Salazar for the clean audits that CCC consistently receives from the Veterans' Administration. Among the challenges facing our veteran students is Post Traumatic Stress Disorder (PTSD) which can be debilitating. Mr. Voytek recommended viewing the video referenced on the handout. Another challenge faced by some veterans is homelessness which CCC can assist them in receiving their benefits to find housing. The VWRAP program for unemployed veterans will be ending in April.

Mr. Hurley commented that he is very impressed by all the CCC employees and students who are highlighted in the President's monthly reports for receiving awards or recognitions.

ACTION ITEMS**2014 DGB Meeting Schedule – Ms. Joan White**

Ms. White presented the proposed 2014 meeting schedule which follows the previous schedule of the fourth Tuesday of each month (with three exceptions).

RECOMMENDED ACTION: That the District Governing Board adopts a motion to approve the meeting schedule for 2014 as presented.

Motion was made by Mr. Lloyd Hammonds and seconded by Ms. Gioia Goodrum to approve the 2014 meeting schedule as presented. The motion was unanimously approved.

Starfish Early Alert and Retention Software – Mr. Bob Sedillo

Mr. Sedillo presented this action item to the Board. Starfish is an early alert and student retention tool used to facilitate faculty and advisor interaction with students regarding academic performance. This tool will address scheduling needs, connect students to assigned advisors, address challenges with scheduling students and faculty, allow for more “touch points” to students, address retention issues, and meet increased advising needs.

The TAACCCT grant is providing the funding source and will allow the College to meet its strategic goal of Learning and Growth. The funding is for three years and includes service, integration and support. Starfish is a sole source provider of this software.

RECOMMENDED ACTION: That the District Governing Board adopts a motion to authorize the President to approve the contract award to Starfish in the amount of \$127,140 over the next three years.

Motion was made by Dr. Nat White and seconded by Ms. Patty Garcia to authorize the President to approve the contract award to Starfish as presented. The motion was unanimously approved.

INFORMATION REPORTS**District Governing Board****AADGB Update – Mr. Lloyd Hammonds**

- The AADGB met on December 5, 2013 and Ms. Dawn Wallace and Chancellor Rufus Glasper from Maricopa Community College District spoke to the group on the proposal for Performance Based Funding. The six indicators for the Performance Based Funding were discussed. As much as one tenth of the State funding that has been cut could potentially be restored if this proposal is successful. The presidents have suggested a three-year trial period. Mr. Hammonds has some concerns about some of the indicators.
- Two governing board members resigned and possibly will be losing a third member.
- The ACCCC is still looking for an executive director.
- At the March 6 meeting, will be considering ways the AADGB can communicate with all trustees across Arizona possibly through social media means. Will also be looking at the

- legislative agenda and hope to have some information from the Governor's office on the Performance Based Funding.

Alliance – Ms. Patricia Garcia

The Alliance Policy Group adopted a quarterly meeting schedule instead of every other month so the next meeting will be on March 7. Ms. Van Ess said that the Management Group met on January 17 and agenda items discussed were related to legislative issues and the Fall 2014 election.

CCC Foundation – Dr. Nat White

The emphasis of the December 10th meeting was the financial analysis update from Autus Asset Management Co.

Review of Board Terms/Activity Calendar – Ms. Joan White

Ms. White referred to the Board membership listing in the packet. She reminded the Board members whose terms expire the end of 2014 to obtain a packet of information from the County Superintendent's office if they plan to run for re-election. The packets are available the first week of July and need to be returned the first week of August. Ms. White announced that she will be retiring the end of May or early June.

Business and Administrative Services – Ms. Jami Van Ess

Ms. Van Ess received notice that the College will be receiving an audit from the Arizona State Retirement System but the date has not been determined yet.

Ms. Van Ess reviewed the Budget Status Summary through the month of December. She reported that 50 percent of the year has been completed. The Tuition and Fees line is at 74 percent compared to 76.8 percent this same time last year. State Appropriations is at 44.2 percent compared to 50 percent this same time last year. Property tax line is at 59.4 percent collected compared to 60.1 percent this same time last year. Expenses: Compensation and Benefits is at 45.1 percent compared to 45.2 percent this same time last year. Overall, the progress for the year is meeting expectations.

Academic Affairs – Dr. Russ Rothamer

Academic Affairs Reorganization – Ms. Kimmi Grulke

Key initiatives are being discussed for workflow and process improvement. Six committees are being formed to hire part-time faculty, choose textbooks, schedule classes, develop resource lists, provide training orientation for the two non-professional positions and determine how best to continue serving Coconino County. The committees will not only include Academic Affairs staff but stakeholders from across the campus.

Enrollment Update – The enrollment figures are from the 10th day of classes for the Spring 2014 Semester so these figures are very preliminary and do not include the dual enrollment students. Total Enrollment Headcount is 3,275 which is 418 (11.32 percent) less than Spring 2013 at this same time. It appears that enrollments are all down across Arizona community colleges.

President's Information Report – Dr. Leah Bornstein

Dr. Bornstein reported that ACCCC (Arizona Community College Coordinating Council) is indeed seeking an executive director and it is hoped that this person will be in place by summer. Dr. Bornstein is the Chair-Elect of ACCCC for FY 2015 as of today.

- The legislative session has begun and Child Protective Services, Higher Education and Transportation funding will probably be the primary focus with emphasis on Child Protective Services and certainly the budget. The legislative updates will be emailed weekly.
- A lot of awards were highlighted in Dr. Bornstein’s information report. She did point out Ms. Dusty Rhoton and Ms. Julie Drinkard, CCC students and Dusty is also an employee, have been awarded the All Arizona Phi Theta Kappa transfer scholarships.
- Dr. Russ Rothamer and Mr. Lloyd Hammonds will be presenting at the Higher Learning Commission’s conference in April.
- Reports for both the TAACCCT and Trio grants have been submitted. All goals have been met. This is the year to reapply for the Trio grant.
- Confirmation has been received from HLC on the progress report that was submitted.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

Next Board Meeting – February 25, 2014 at 4:00 p.m. at the Lone Tree Campus

Next Foundation Board Meeting – February 11, 2014 at 10:30 a.m. Lone Tree Board Room

ADJOURNMENT: Motion was made by Ms. Garcia and seconded by Ms. Goodrum to adjourn the meeting at 6:21 p.m.

MINUTES PREPARED BY:

Joan White
Board Recorder

ATTEST:

APPROVED:

Patricia Garcia
Vice Chair/Secretary of the Board

Patrick Hurley
Board Chair