

**COCONINO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**MARCH 25, 2014**



**COCONINO COUNTY COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
MARCH 25, 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 5:35 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. Brandon Kavanagh, Legal Counsel; Ms. Jami Van Ess, Ms. Gayle Benton, Mr. Scott Talboom, Ms. Suzzanna Rodriguez, Dr. Russ Rothamer, Ms. Veronica Hipolito, Ms. Kimmi Grulke, Dr. Ingrid Lee, Mr. Joe Traino, Mr. Michael Merica, Mr. Bob Sedillo, Mr. Daniel Vigil, Ms. Jennifer Jameson, Ms. Emily McRobbie, Ms. Maxie Inigo, Ms. Kate Kozak, Ms. Sarah Southwick, Mr. Dan Begay, and Ms. Joan White, CCC staff and faculty.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the March 25, 2014 Documents File.

**ADOPTION OF AGENDA**

Ms. Patty Garcia moved to approve the agenda and Mr. Lloyd Hammonds seconded the motion. The agenda was approved as presented.

**ADOPTION OF CONSENT AGENDA**

Minutes of the Work Session and Regular Board meeting of February 25, 2014  
Employment Separations/New Hires  
Full-Time Faculty Contract Renewals for FY 2014-2015  
Retirement of AAS in Electricity and Health Information Management Certificate

Ms. Patty Garcia moved to approve the Consent Agenda and Ms. Gioia Goodrum seconded the motion. The Consent Agenda was approved as presented.

**INTRODUCTION OF GUESTS** – None

**CALL TO THE PUBLIC** – None

**CCC EXCELLENCE** – Sabbatical Update – Ms. Kate Kozak

Ms. Kozak reported to the Board that the purpose of her sabbatical was to write an open source statistics textbook that would be free to students. Open source textbooks are accessible on an open

source site and students can download the book to their computers free of charge. A printed copy is available for a nominal fee. With a Creative Commons open license, other faculty can use the textbook as well as modify it to meet their specific needs.

Although Ms. Kozak found the experience of writing a textbook very rewarding, it was not without its challenges. The biggest challenge was finding suitable real data which Ms. Kozak was able to research (data sets not available in the US) during her travels to Australia and then locate similar data sets in the United States when she returned. She will continue to update the information in her textbook to keep it current. Ms. Kozak has been invited to join the Amatic American Statistical Associations Joint Committee which is a national organization.

Ms. Kozak finished her textbook the middle of March and is currently investigating the best way to post it on an open source website and it will also be posted on the College website under Academic Affairs. She did determine that one semester is really not enough time to write a textbook. She said that the sabbatical provided an enriching experience for her as well as renewed her passion for teaching and for future challenges. The College as well as the students will benefit from this free access textbook which will lower the cost of the statistics courses.

### **ACTION ITEMS**

Salary and Benefits – Ms. Gayle Benton

Ms. Benton presented the Compensation Adjustment Plans for Fiscal Year 2014 – 15 to the Board for their consideration. The following three plans were presented:

Plan 1 (Preferred) – Keep Employees Whole which picks up the Arizona State Retirement System increase of 0.06% and the Vision Insurance premium increase. Total Cost \$5,437.

Plan 2 (Preferred) – 2.0% averaged adjustment for Part-Time and Full-Time Faculty and Staff (includes a 1.0% CPI for staff and Pay for Performance), Cafeteria increase, Reclassification/Degree attainment for four staff & Benefits. Total Cost \$231,042.

Plan 3 – 2.5% averaged adjustment for Part-Time and Full-Time Faculty and Staff (includes a 1.5% CPI for staff and Pay for Performance), Reclassification/Degree attainment for four staff & benefits. Total Cost \$275,271.

Ms. Benton reminded the Board that the College went without salary adjustments for three years prior to FY 2012. FY 2012 – 2014 the College implemented a major three-year salary adjustment plan to address some of the serious compression issues. This plan presented today allows for small increments versus the larger increments done in the last three years and allows the College to remain competitive and retain its employees. These salary adjustments have been budgeted for and will contribute to employee morale. Next year, the Compensation Committee will conduct a market analysis on salaries for both faculty and staff.

**RECOMMENDATION:** Ms. Benton recommended that the Board adopt a compensation adjustment plan for the FY 2014 – 15 budget.

Motion was made by Dr. Nat White and seconded by Mr. Lloyd Hammonds to adopt Plan 2 as presented.

Discussion: Ms. Garcia said that she would feel much more comfortable with this plan a year down the road or into the Financial Austerity Plan but not at this time as presented. Mr. Hurley said he would feel more comfortable with a 1% adjustment on CPI for faculty and staff but this would lose the Pay for Performance portion which has involved a lot of time and effort to implement this year.

Mr. Hurley called for the vote: There were three (3) yes votes, one (1) no vote and one (1) abstention. The motion was approved.

Distinguished Service Award Nominee – Mr. Scott Talboom

Mr. Talboom explained to the Board the significance of this award and that it is based on an individual's contributions to community service and support of Coconino Community College. The Distinguished Service Award Committee would like to recommend Ms. Carla Diamond as the recipient of the 2014 award.

Ms. Diamond is the Director of the Page National Bank of Arizona and this recommendation is based on her contributions to community service, business, and support of Coconino Community College, particularly the Page Campus. As a member of the Page Community Foundation, Ms. Diamond helped with fundraising programs and events at CCC's Page Campus and is one of the founding members of the annual Life's a Ball event. When the Page Campus took over that event, Ms. Diamond remained a major contributor. She is always the first one to volunteer whenever the College needs assistance and doesn't hesitate to bring along some of her fellow bank employees.

In a small community like Page, exceptional people stand out. Ms. Diamond is noted for her generosity throughout the community and her constant advocacy on behalf of the College; therefore the Distinguished Service Award Committee wants to recognize her with this prestigious and well-deserved award.

**RECOMMENDED ACTION:** That the District Governing Board adopts a motion to approve the nomination of Ms. Carla Diamond as the 2014 Distinguished Service Award recipient.

Motion was made by Mr. Hammonds and seconded by Dr. White to approve Ms. Carla Diamond as the recipient of the 2014 Distinguished Service Award. The motion was unanimously approved.

## **INFORMATION REPORTS**

### District Governing Board

#### AADGB Update – Mr. Lloyd Hammonds

Mr. Hammonds reported that in the future he will email the minutes of the AADGB meetings to Ms. White to forward to all Board members. Among the discussion items from the March 6 meeting was the Governance Institute for Student Success (GISS) which is being offered by ACCT to any of the governing boards in Arizona who want to take advantage of it. The cost for each participating institution will be \$5,000 (from two members to the entire board) and the

purpose is to educate board members on how to promote student success at their respective institutions. A concern was brought up as to whether or not district governing boards are the appropriate target audience for this type of conference rather than employees who work in the student services or academic affairs areas of colleges. This could possibly involve boards in the operational details of these areas rather than the more appropriate area of policy governance. It is a commitment of two – three years at \$5,000 a year plus hotel expenses which is a large expense for the CCC Board. Mr. Hammonds will keep the Board informed as more information is available.

Mr. Hammonds is chairing a subcommittee on strategic planning and budget and he would appreciate ideas from the Board members regarding the future direction of the AADGB. Dr. White sees some opportunity and potential growth for the AADGB in the near future.

Yavapai College is going to host the Rural Community College Alliance Conference September 24 – 26, 2014. More information will be forthcoming.

#### Alliance – Ms. Patricia Garcia

Ms. Garcia reported that the Policy Group met on March 7. Discussed was FUSD's plans to seek a renewal of their last override in November 2014 and it's likely that both Coconino County and the City of Flagstaff will be seeking sales tax initiatives. Ms. Garcia will be the chair for this year. The purpose of the June meeting will be to coordinate the election initiatives.

#### CCC Foundation – Ms. Gioia Goodrum

Ms. Goodrum reported on the upcoming Palette to Palate event on April 25 at the Lone Tree Campus beginning at 5:30 p.m. Fourteen restaurants have confirmed their participation and a significant amount of art is being contributed. The next meeting will be on April 8 and Dr. White will be attending in Ms. Goodrum's absence.

#### The ACCT October 2014 Leadership Conference – Mr. Patrick Hurley

Mr. Hurley reported that Ms. Garcia will help with one of the presentations and will be joined by Mr. Hammonds. Mr. Hurley will take the lead in a presentation on Emergency Preparedness (using the Emergency Response plan created by Mr. Paul Wilkins) and will be joined by Ms. Goodrum. Dr. Bornstein will facilitate. The proposal (title and brief description) needs to be submitted by May 1.

#### Business and Administrative Services – Ms. Jami Van Ess

Ms. Van Ess reported that we are two-thirds of the way through the year and she gave a brief review of the General Fund. The three major sources of revenue, Student Tuition & Fees, State Appropriations and Property Taxes, are as follows: Tuition & Fees are at 90.7 percent, down only a half percent from this same time last year. State Appropriations is on target. Property Taxes are one percent below where we were this same time last year. In the Expense area, Compensation and Benefits is half a percent down from this same time last year. Overall, expenses are tracking identical to last year's budget.

#### Academic Affairs: Ms. Kimmi Grulke

Ms. Kimmi Grulke reported on the 45<sup>th</sup> Day Census for Spring 2014 with a comparison to Spring 2013. There was an increase of 1,191 (5.3 percent) credit hours at the Lone Tree Campus for

Spring 2014 over Spring 2013 but the total credit hours decreased by .3 percent. FTSE had a slight decrease of .3 percent and the total Unduplicated Headcount was 3,786 compared to 3,828 in Spring 2013 or a 1.1 percent decrease.

#### Human Resources – Ms. Gayle Benton

Ms. Benton presented the Reclassifications and Degree Attainment information item to the Board. Three Reclassifications for FY 2014 – 15 were presented: Ms. Veronica Hipolito was reclassified from a Range 10 to a Range 11 and also has a new title – Dean of Student Services as well as a salary increase. Both Mr. Daniel Begay and Mr. Doug King in Information Technology received reclassifications from Range T8 to T9 and also title changes as well as salary increases. One individual attained a degree; Ms. Misty Green in Student Services received a Master of Arts.

#### President's Information Report – Dr. Leah Bornstein

Dr. Bornstein reported on the following:

- The majority of the legislative bills is either dead or didn't go anywhere, including CCC's bill. The emphasis is on the budget and it looks like the session could end early.
- President Glenn Mayle of Arizona Western has volunteered to be the chair of AC4 for this next year to relieve Dr. Bornstein of this responsibility so she can focus on issues in Flagstaff.
- CCC's Phi Theta Kappa Honor Society (PTK) has achieved Five-Star status, the highest award of excellence and they are truly excited about this. PTK advisor and instructor, Ms. Linda Barker, will be awarded the Soroptimist Ruby Award, an award given to leaders who make extraordinary differences in the lives of women.
- Mr. Bryan Bates, CCC science instructor, recently facilitated a panel of water experts and local officials for discussions on the quality of Flagstaff's well water.
- Dr. Bornstein is part of the NAU Presidential Search team and she said that airport interview prescreenings will be scheduled beginning next weekend.
- Reminder to attend the Palette to Palate event on April 25<sup>th</sup>.
- May brings numerous events: Student Awards Ceremony on May 7<sup>th</sup>, Nursing Pinning Ceremony on May 8<sup>th</sup> and of course Commencement on May 9<sup>th</sup> at 5:00 p.m.
- Dr. Bornstein shared a letter in response to Mr. Alan Spiegler's concerns raised at the February Board meeting.
- Also shared was a letter of response to the Arizona Department of Education informing them that the College would not be paying an invoice for their project of gathering longitudinal data. This was supposed to be for one year only and has continued to be billed for several more years. Dr. Bornstein is choosing not to pay this invoice.
- Dr. Ingrid Lee is receiving an award for Administrator of the Year from Phi Theta Kappa and Dr. Bornstein is receiving an award for CEO of the Year at the annual convention in Florida April 24 – 26.

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

Next DGB Board Meeting: April 29<sup>th</sup> at the Page Campus. The Board retreat is scheduled for June 24<sup>th</sup> at the Colton House.

Next CCC Foundation Board meeting: April 8 and Dr. White will attend in Ms. Goodrum's absence.

**ADJOURNMENT:** Motion was made by Ms. Goodrum and seconded by Ms. Garcia to adjourn the meeting at 6:45 p.m.

**MINUTES PREPARED BY:**

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Joan White  
Board Recorder

**ATTEST:**

**APPROVED:**

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Patricia Garcia  
Vice Chair/Secretary of the Board

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Patrick Hurley  
Board Chair