

**COCONINO COUNTY COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

NOVEMBER 18, 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 Chair, Mr. Patrick Hurley, called the meeting to order at 5:47 pm.

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

ABSENT: None

Also present: Dr. Leah Bornstein, CCC President; Ms. Jami Van Ess, Dr. Russ Rothamer, Dr. Monica Baker, Mr. Dan Begay, Ms. Gayle Benton, Ms. Kimmi Grulke, Ms. Veronica Hipolito, Dr. Ingrid Lee, Mr. Tim McGee, Ms. Suzanna Rodriguez, Ms. April Sandoval, Ms. Mary Ann Schrade, Mr. Robert Sedillo, Mr. Scott Talboom, Mr. Joe Traino, Ms. Jami Van Ess, Mr. Bob Voytek, Ms. Nancy Smith, Mr. Doug King, Mr. Daniel Vigil, and Mr. Richard Travis.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the November 18, 2014 Documents File.

Follow Up

- The next DGB meeting will be held on January 27, 2015.
- The Board asked Dr. Rothamer to present more on the Robert C. Dickeson book during a future work session.

Important Dates

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|--|--------------------------|
| December 15 th | Foundation Board Meeting |
| December 24 th to January 2 nd | Winter Closure |
| January 27 th | DGB Meeting |

ADOPTION OF AGENDA

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

ADOPTION OF CONSENT AGENDA

Minutes of the Work Session and Regular Board Meeting, October 28, 2014
New Hires

Mr. Lloyd Hammonds moved to approve the Consent Agenda and Ms. Gioia Goodrum seconded. The motion was unanimously approved.

FOLLOW UP ITEMS

The follow up items were discussed in the work session.

INTRODUCTION OF GUESTS

Mr. Richard Travis, the college lobbyist, was introduced and will be speaking to the Board later in the meeting.

CALL TO THE PUBLIC

There were three individuals who provided public comment for this meeting. All comments related to the ITS leadership options agenda item.

Ms. Nancy Smith, the Functional Analyst for the Registrar's office, expressed her support of continuing to use Campus Works subject matter experts. We do not currently have the experience in house to do the type of work these experts do and it would require a lot of training if we eliminate the subject matter experts.

Mr. Daniel Vigil, a System Administrator for the ITS department, discussed the weekly meetings the IT department holds to discuss projects and needs in the IT department. No matter what option the administration picks, he would encourage the college to select a chief technology officer who has a similar philosophy on team work who can continue this type of positive movement.

Mr. Daniel Begay, a User Services Analyst for the ITS department, encouraged the Board to select the option for an in house chief technology officer to allow the college to be self-sufficient.

ACTION ITEMS

Donation Acceptance – Mr. Scott Talboom

Mr. Talboom presented the Board with a request to approve the donation of a pug mill, a machine to condition clay, to the ceramics program. The pug mill was purchased by the CCC Foundation on the recommendation of the Arts Advisory Council. Funds for the purchase were secured from the Palette to Palate fundraiser. The purchase price of the pug mill was \$6,000

Mr. Talboom expressed an apology to the Board for not bringing this donation approval to the board prior to the purchase of the pug mill.

A motion was made by Dr. Nat White and seconded by Ms. Patricia Garcia to accept the pug mill as a gift from the Foundation to the ceramics program. The motion was unanimously approved.

Intergovernmental Agreement (IGA) – Coconino County – Mr. Scott Talboom

The Board approved an IGA from Coconino County concerning individual development accounts (IDA) earlier this year. That IGA established the program and we are now requesting that the Board approve a second IGA to implement the program. The IGA has been reviewed by legal counsel.

Coconino County has also requested that matching donations for this program be run through the CCC Foundation because of their 501(C) 3 non-profit status.

Dr. Nat White made a motion to approve the IGA which was seconded by Ms. Patricia Garcia. The motion was unanimously approved.

January 2015 Meeting Date and Time – Ms. April Sandoval

Dr. Nat White made a motion to approve January 27, 2015 for the next Board meeting date and time which was seconded by Ms. Patricia Garcia. The motion was unanimously approved.

Future Information Technology Services Leadership Options – Ms. Jami Van Ess

The Board has participated in two work sessions to discuss future IT leadership options. We are now asking the board for feedback on the options presented.

A motion was made by Ms. Gioia Goodrum and seconded by Mr. Lloyd Hammonds to give direction to administrative staff concerning this issue. The Board's direction was to move in a way that maintains the strength of the IT department and provides a solid IT infrastructure that is financially feasible for the college.

INFORMATION REPORTS

President's Information Report

Legislative Update – Mr. Richard Travis

Mr. Travis reviewed the makeup of the new legislature, the number one issue facing the legislature next year, our message, and how we want to move forward in the next legislative session. Mr. Travis also presented information from a PowerPoint presentation from the Governor's Office of Strategic Planning and Budgeting. The contents of the presentation are included in the November 18, 2014 documents file.

The heart of our message to the legislature is to let us solve our own problem. We recognize that there is not going to be general fund money available for community colleges so are asking you to help us by adjusting our property tax base.

Strategic Plan Updates

Human Resources – Ms. Gayle Benton

Ms. Gayle Benton provided an update on the strategic plan initiatives Human Resources is responsible for. For more details on this update, please see the November 18, 2014 documents file.

Student Services – Ms. Veronica Hipolito

Ms. Veronica Hipolito provided an update on the strategic plan initiatives Student Services is responsible for. For more details on this update, please see the November 18, 2014 documents file.

Institutional Advancement – Mr. Scott Talboom

Mr. Scott Talboom provided an update on the strategic plan initiatives Institutional Advancement is responsible for. For more details on this update, please see the November 18, 2014 documents file.

President's Report – Dr. Leah Bornstein

Dr. Bornstein highlighted a few items on the President's Report including the hiring of Jack Lunsford as Executive Director of the Arizona Community College Coordinating Council. Mr. Lunsford met with Dr. Bornstein yesterday to start the process of learning about the college. The faculty committee has been investigating a faculty senate. Faculty Committee also invited the Arizona Education Association to campus to meet with faculty members.

Strategic Plan Primary Focus – Dr. Leah Bornstein

In January, Dr. Bornstein will bring an action item to the Board to approve three overarching goals for the next strategic plan. Then college will then move forward with populating the objectives, tactics and measures in the strategic plan. The draft goals are as follows:

1. By December 2020, CCC will continue to empower learners by providing educational opportunities that are accessible and affordable, while also being economically feasible for the college.
2. By December 2020, CCC will promote a learner-centered environment that continues to incorporate innovative strategies and support structures intended to reduce student attrition and to support retention.
3. By December 2020, CCC will empower students to achieve their individual learning goals and implement strategies to increase certificate and degree completion rates.

Mr. Lloyd Hammonds suggested removing the words "By December 2020" from the goals and to avoid using the word continue.

District Governing BoardAADGB Update – Mr. Lloyd Hammonds

Mr. Lloyd Hammonds presented two handouts from AADGB that discussed a proposed mission statement and the GISS initiative. AADGB will set a final date for the GISS initiative at their December meeting.

Alliance – Ms. Patricia Garcia

There was no update as Alliance has not met since the last report.

CCC Foundation – Ms. Gioia Goodrum

Ms. Gioia Goodrum presented gave the following updates:

- Stacy Fobar has joined the Foundation Staff as Administrative Assistant, Sr.
- The Employee giving campaign has concluded with more than 50% of employees participating in the campaign to raise approximately \$12,000.
- Sunwest Bank has seeded the Individual Development Account program with \$20,000. The Raymond Foundation is allocating about \$10,000 to this program as well.

Business Administrative Services – Ms. Jami Van EssStrategic Plan Update

Ms. Jami Van Ess provided an update on the strategic plan initiatives Business and Administrative Services is responsible for. For more details on this update, please see the November 18, 2014 documents file.

Budget Status Report

The Budget Status Report was not available at time of packet creation due to an earlier meeting date this month so the Board reviewed a handout of the budget report. The budget is tracking well.

Academic Affairs– Dr. Russ RothamerStrategic Plan Update

Dr. Russ Rothamer provided an update on the strategic plan initiatives Academic Affairs is responsible for. For more details on this update, please see the November 18, 2014 documents file.

HLC Assurance Argument – Timeline and Process

Dr. Rothamer highlighted the Assurance Argument Timeline included in the November 18, 2014 documents file. We are on schedule for this project and are completing the objectives on the timeline as planned.

HLC Assessment Academy

Dr. Rothamer presented a handout on the purpose of Higher Learning Commission Assessment Academy. This initiative has the main components of: (1) annual program evaluation reports for every CCC degree and certification and (2) an assessment report of student learning in the General Studies degrees. The overall intent of the program is to provide a concrete assessment program throughout the college.

Prioritizing Academic Programs and Services

Dr. Rothamer presented a second handout that reviews a book written by Dr. Robert C. Dickeson, *Prioritizing Academic Programs and Services: Reallocating Resources to Achieve Strategic Balance*. The Board asked Dr. Rothamer to present more on this book during a future work session.

Board Recorder – April Sandoval

Ms. Sandoval presented the Board with a plaque to commemorate the years of service given by all of the past and current District Governing Board members. The plaque will be hung in the board room.

Ms. Sandoval also reminded the Board that they will be participating in a policy and procedure review next year starting with policies and procedures 0-19 in January. Please review those policies to see if there are any areas that need revision. We will be working on this process through June.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next DGB meeting will be January 27, 2015.

The next Foundation Board meeting will be December 15, 2014.

Thank you all for your outstanding service this year and the work that you do for the college.

MEETING EVALUATION

Mr. Hurley suggesting eliminating this agenda item as part of the policy and procedure review.

ADJOURNMENT: A motion to adjourn the meeting at 7:35 pm was made by Ms. Gioia Goodrum and seconded by Ms. Patricia Garcia.

MINUTES PREPARED BY:

April Sandoval
Board Recorder

ATTEST:

APPROVED:

Patricia Garcia
Vice Chair/Secretary of the Board

Patrick Hurley
Board Chair