

**COCONINO COUNTY COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

MAY 26, 2015



**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, Ms. Patricia Garcia, called the meeting to order at 6:30 pm.

PRESENT: Patricia Garcia
Lloyd Hammonds
Patrick Hurley
Nat White

ABSENT: None

Also present: Dr. Leah Bornstein, Dr. Monica Baker, Mr. Dan Begay, Ms. Gayle Benton, Ms. Denise Folke, Ms. Kimmi Grulke, Ms. Veronica Hipolito, Dr. Ingrid Lee, Mr. Tim McGee, Ms. Siri Mullaney, Ms. Suzzanna Rodriguez, Dr. Russ Rothamer, Ms. April Sandoval, Mr. Scott Talboom, Mr. Joe Traino, Mr. Richard Travis, Ms. Jami Van Ess, Mr. Bob Voytek, Mr. Van Walker, Ms. Kellie Peterson, legal counsel and Mr. Jeffrey Dollins, legal counsel.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the May 26, 2015 Documents File.

Follow Up

- Mr. Lloyd Hammonds will serve as Vice Chair/Secretary for the remainder of the year.
- Mr. Patrick Hurley requested that any action item related to approval for additional years of the Smart Schools program include the status of the program and how effective the program was.
- Dr. Russ Rothamer will bring a timeline for the prioritization process to the Board.
- Mr. Patrick Hurley suggested that we get a little more direction and clarification from legal on how we label executive sessions.

Important Dates

June 29-30, 2015	DGB Retreat
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ADOPTION OF AGENDA

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

ADOPTION OF CONSENT AGENDA

Minutes of the Work Session and Regular Board Meeting, April 28, 2015

Minutes of the Special Meeting, May 8, 2015

Employment Separations/New Hires

Mr. Patrick Hurley moved to approve the Consent Agenda and Mr. Lloyd Hammonds seconded. The motion was unanimously approved.

FOLLOW UP ITEMS

All follow up items from the May 8, 2015 meeting are agenda items at today's meeting.

INTRODUCTION OF GUESTS

Mr. Scott Talboom introduced Mr. Richard Travis from Triadvocates who will be presenting at today's meeting.

CALL TO THE PUBLIC

There was no response to the call to the public.

GOVERNMENT AFFAIRS UPDATE

Mr. Richard Travis of Triadvocates presented a government affairs update to the Board that included a brief summary and overview of this year's legislative session. Mr. Travis also feels that funding for higher education could be the focal point of the next legislative session.

CCC STUDENT SUCCESS – Student Portal Demonstration

Mr. Joe Traino and Mr. Van Walker demonstrated the student portal to the Board. The student portal is a website that provides access to student services. The portal went live on April 22, 2015 and since then has had more than 1800 individual log ins. The student portal software was paid for by the TAACCCT grant for the first year and will be funded by technology fee monies in the future.

ACTION ITEMS

Resignation of Dr. Leah Bornstein – Dr. Leah Bornstein

Dr. Bornstein has submitted a letter of resignation to the board. Mr. Lloyd Hammonds made a reluctant motion to accept Dr. Bornstein's letter of resignation. The motion was seconded by Ms. Patricia Garcia and unanimously approved.

Proposal from ACCT for Presidential Search Services – Ms. Patricia Garcia

Mr. Patrick Hurley made a motion that the Board direct the Board Chair and President to contact ACCT and request additional information about the Presidential Search. This conversation should direct ACCT to outline a more robust process, better specify the timeline, provide more definition of the board role, and include a much higher level of specificity in the proposal. Mr. Lloyd Hammonds seconded the motion and it was unanimously approved.

Election of Vice Chair/Secretary – Ms. Patricia Garcia

Ms. Gioia Goodrum has resigned her position with the board leaving the Vice Chair/Secretary position vacant.

Ms. Patricia Garcia nominated Dr. Nat White as Vice Chair/Secretary and Dr. White accepted the nomination.

Mr. Patrick Hurley nominated Mr. Lloyd Hammond as Vice Chair/Secretary and Mr. Hammonds accepted the nomination.

Ms. Patricia Garcia made a motion to elect Dr. Nat White as Vice Chair/Secretary. Dr. Nat White seconded the motion. The motion failed with two yes votes (Ms. Garcia and Dr. White) and two no votes (Mr. Hurley and Mr. Hammonds).

Mr. Patrick Hurley made a motion to elect Mr. Lloyd Hammonds as Vice Chair/Secretary. Mr. Lloyd Hammonds seconded the motion. The motion passed with three yes votes (Mr. Hurley, Mr. Hammonds and Dr. White) and one nay vote (Ms. Garcia).

Emeritus Status – Mr. Patrick Hurley

Patrick would like to recommend Dr. Bornstein for emeritus status for her selfless contributions to the health and wellbeing of the College over the past eight years.

Mr. Patrick Hurley made a motion to award emeritus status to Dr. Bornstein. The motion was seconded by Mr. Lloyd Hammonds and unanimously approved.

Retiree Return to Work – Ms. Gayle Benton

Mr. Patrick Hurley moved to accept the recommendation of staff to enter into contract with Smart Schools plus effective June 1, 2015. Mr. Lloyd Hammonds seconded the motion.

The discussion on this item consisted of concerns from Ms. Patricia Garcia that the program could limit or deny opportunity to younger people, that the term of appointment under the program could become indefinite, that the College do as much as it can for cross training and succession planning, and that the program be used as it is intended for rare and special situations.

Mr. Lloyd Hammonds reminded the Board that the contract is for thirteen months and would require approval by the Board again next year. This allows the Board to discuss how the program is being used on an annual basis. In addition, Mr. Hammonds requested the importance of maintaining copies of faculty credentials at the College to avoid issues with accreditation in the future.

Mr. Patrick Hurley requested that any action item related to approval for additional years of the Smart Schools program include the status of the program and how effective the program was.

The motion was unanimously approved.

Adjust Operating and Unexpended Plant Funds to Actual– Ms. Jami Van Ess

Dr. Nat White made a motion to adjust the operating and unexpended plant funds to actual. The motion was seconded by Mr. Lloyd Hammonds and unanimously approved.

General Liability Insurance– Ms. Jami Van Ess

Ms. Jami Van Ess presented an action item related to the renewal of our general liability and property insurance coverage for Fiscal Year 2015-2016. This item includes a decrease in premium because of fluctuations in student and employee counts and lower utilization in pre-paid legal services. The College has also participated in a number of risk management activities and has had low claim utilization. These efforts will result in the College receiving a dividend check in the amount of \$12,646.

Mr. Patrick Hurley made a motion to approve the renewal of coverage as presented with The Arizona School Risk Retention Trust in the amount on \$120,172 for FY 2015-2016 and to authorize the President to sign the agreement. Dr. Nat White seconded the motion and it was unanimously approved.

Campus Works Contract– Ms. Jami Van Ess

Ms. Van Ess presented the Board with an addendum to the current Campus Works contract. This contract has been discussed at several board meetings in the last year. The addendum is a two – year contract with the option to renew for one additional year. Ms. Van Ess requested that the Board adopt a motion to authorize President to sign contract with Campus Works.

Mr. Patrick Hurley motioned to approve the contract extension. Mr. Lloyd Hammonds seconded the motion and it was unanimously approved.

CAVIAT Lease – Ms. Jami Van Ess

CAVIAT reached out to the College with a request to lease space at the Fourth Street Campus. The College and CAVIAT participated in a series of meetings to identify needs and the space that would be rented. This resulted in a lease of \$4,000 per month that is indexed by CPI. The lease includes maintenance, custodial and security and does not include technology. The lease is a total of five years but will be reviewed on an annual basis.

Ms. Van Ess requested that the Board adopt a motion authorizing the President to sign the IGA Lease Agreement with CAVIAT effective July 1, 2015.

Mr. Patrick Hurley motioned to approve the IGA Lease Agreement and Mr. Lloyd Hammonds seconded the motion. The motion was unanimously approved.

Dual Enrollment and CAVIAT Intergovernmental Agreements – Dr. Russ Rothamer

Dr. Russ Rothamer presented an action item related to renewals for dual enrollment intergovernmental agreements for FUSD, WUSD, TCUSD, PUSD, FMUSD, GCUSD, GHAHS, and CAVIAT. Dr. Rothamer requested that the board adopt a motion to authorize the President to sign one year intergovernmental agreements with these school districts.

Dr. Nat White moved to approve the IGA renewals. Mr. Patrick Hurley seconded the motion and it was unanimously approved.

INFORMATION REPORTS

District Governing Board

AADGB Update – Mr. Lloyd Hammonds

The next meeting for AADGB will be held on July 23, 2015 and will focus on approving goals for AADGB. Mr. Hammonds gave the Board a list of suggested goals and would appreciate the Board's input on these goals or suggestions for additional goals.

AADGB will be hosting an Arizona caucus at the ACCT conference in October for Presidents and Governing Board Members. AADGB would like to have a guest speaker at this event and Mr. Hammonds would appreciate any suggestions for a speaker.

Alliance – Mr. Patrick Hurley

Alliance will not meet until June 19, 2015.

CCC Foundation – Dr. Nat White

The Foundation Board has not met since the last Board meeting. Dr. White mentioned that the Palette to Palate event netted \$13,000 and that the Foundation was able to award approximately \$72,000 in scholarships.

Business Administrative Services – Ms. Jami Van Ess

Budget Status Report

Ms. Van Ess reviewed the Budget Status Report. For additional details on the report, see the April 28, 2015 documents file.

Affordable Care Act

Ms. Van Ess briefly discussed the Affordable Care Act (ACA) and its effect on the College. The College could be fined \$110,000 for the first year and \$220,000 for the second year if we are not providing benefits to employees as defined by the act. There has been a lot of staff time and effort in reviewing process, policies and procedures to ensure that we are in compliance with the act.

Academic Affairs– Dr. Russ Rothamer

Prioritizing Academic Programs and Services

Dr. Russ Rothamer and Ms. Veronica Hipolito will co-chair the prioritization committee and will solicit representation from other areas on campus. The Cabinet will assist in developing a draft timeline for the project and Dr. Rothamer will provide more details on the timeline to the Board.

President's Information Report – Dr. Leah Bornstein

This month's report is packed with awards and recognitions for staff, employees and students.

Dr. Bornstein drew the Board's attention to the AC4 and legislative affairs section of the report. AC4 receives a significant portion of their funding from Pima and Maricopa Community Colleges. With the recent state budget cuts, those colleges can no longer provide as much funding to AC4. This means that this group may change its function.

Dr. Bornstein attended Dr. Cheng's official installation at the end of April.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next DGB meeting will be the retreat on June 29 and 30, 2015 at Lowell Observatory.

The next Foundation Board meeting will be June 9, 2015.

MEETING EVALUATION

Mr. Patrick Hurley suggested that we get a little more direction and clarification from legal on how we label executive sessions.

ADJOURNMENT: A motion to adjourn the meeting at 8:15 pm was made by Mr. Patrick Hurley and seconded by Mr. Lloyd Hammonds.

MINUTES PREPARED BY:

April Sandoval
Board Recorder

ATTEST:

APPROVED:

Mr. Lloyd Hammonds
Vice Chair/Secretary of the Board

Patricia Garcia
Board Chair