

**COCONINO COUNTY COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

SEPTEMBER 22, 2015



**COCONINO COUNTY COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
SEPTEMBER 22, 2015**

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 5:40 pm.

PRESENT: Patricia Garcia
Lloyd Hammonds
Patrick Hurley
Marie Peoples
Nat White

Foundation Board Members: Ande Burke
Tom DeStefano
Joe Donaldson
Lavelle McCoy
Andy Phillips
Gary Smith

ABSENT: None

Also Present: Ms. Veronica Hipolito, CCC Interim President; Mr. Daniel Begay, Ms. Gayle Benton, Ms. Colleen Carscallen, Mr. Jeffrey Dollins, Legal Counsel; Ms. Stacy Fobar, Mr. Brian Francis, Mr. Larry Hendricks, Dr. Russ Rothamer, Ms. April Sandoval, Mr. Carl Scott, Mr. Scott Talboom, and Mr. Bob Voytek.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the September 22, 2015 Documents File.

Follow Up

- Mr. Patrick Hurley asked Ms. Veronica Hipolito to research the Board decision to keep employees whole to better understand if this was a one-time initiative or meant to be continued on an ongoing basis.

Important Dates

October 10, 2015	Page Golf Tournament
October 13, 2015	Foundation Board Meeting
October 27, 2015	DGB Meeting

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

Special Minutes – August 11, 2015
Work Session and Regular Minutes – August 18, 2015
Special Minutes – August 24, 2015
Special Minutes – August 25, 2015
Special Minutes – August 26, 2015
Special Minutes – September 1, 2015
Separations/New Hires

Mr. Patrick Hurley moved to approve the Consent Agenda and Dr. Nat White seconded the motion. The motion was unanimously approved.

FOLLOW UP ITEMS

All follow up items were completed at today's work session.

INTRODUCTION OF GUESTS

There were no guests present.

JOINT DGB/FOUNDATION BOARD DISCUSSION**Institutional Advancement Year-End Report** – Mr. Scott Talboom

Mr. Scott Talboom highlighted a few items from the Institutional Advancement year-end report. For additional details on the report, please see the September 22, 2015 documents file.

Open Conversation

The Foundation Board and District Governing Board participated in an open conversation. Some of the topics discussed included:

- How the Foundation Board can help the DGB advance this year's DGB priorities:
 - Lead the Presidential Search and Transition
 - Champion and Ensure Student Success
 - Achieve Fiscal Stability
 - Promote Diversity
 - Assess Campus Climate
 - Review Employee Evaluation Processes
- How the Boards can support the transition of the new President such as introducing the new President to people that the board members know in the community and thinking about events the President should attend.
- Other ways to champion and ensure student success such as:
 - The Foundation Board committees to strategize solicitation of funds for scholarships
 - Pursuing estate planning
 - Understanding what is already happening on the campus in the area of student success

- Reverse transfer and other ways to award degrees to students outside of the normal graduation process
 - Reaching out to high schools and charter high schools
 - Internship programs
 - The Save2Learn/Individual Development Account program
 - The High School to CCC program including dual enrollment and the CAVIAT program
 - Giving scholarships to students while still in high school
 - Soliciting endowed scholarships and internships from larger corporations
 - The Foundation participating in recruitment visits to high schools
 - Someone from the Foundation attending high school awards ceremonies to present scholarships
 - Having the President and one of the Board members attend meetings for donation asks
- Foundation board members being out in the community and helping the District Governing Board better understand how the community feels about the College.
 - Continuing to go out and let people know about the college and inform the community about the financial situation of the College.
 - Identify opportunities such as building a better bridge/relationship with the business community, address deficiencies in trades, and finding ways to support business needs.

The District Governing Board thanked the Foundation Board Members for the work that they do on behalf of the College.

CALL TO THE PUBLIC

There was no public comment.

YEAR END REPORTS

Academic Affairs Year-End Report – Dr. Russ Rothamer

Dr. Russ Rothamer highlighted a few items from the Academic Affairs year-end report. For additional details on the report, please see the September 22, 2015 documents file.

Dr. Rothamer also highlighted an upcoming decision from the Higher Learning Commission related to faculty credentialing. More details on this decision will be available on October 1, 2015 and Academic Affairs is preparing to respond to this decision.

Student Support Services Year-End Report – Mr. Brian Francis

Mr. Brian Francis highlighted a few items from the Student Support Services year-end report and highlighted the TRiO and CCC2NAU programs. For additional details on the report, please see the September 22, 2015 documents file.

Some of the questions posed focused on incorporating business and community members in the advising process and student to advisor ratios.

Business Administrative Services Year-End Report – Mr. Bob Voytek

Mr. Bob Voytek highlighted a few items from the Business and Administrative Services year-end report. For additional details on the report, please see the September 22, 2015 documents file.

The questions for Mr. Voytek's report focused on student loan defaults.

Human Resources Year-End Report – Ms. Gayle Benton

Ms. Gayle Benton highlighted a few items from the Human Resources year-end report. For additional details on the report, please see the September 22, 2015 documents file.

Mr. Patrick Hurley asked Ms. Veronica Hipolito to research the Board decision to keep employees whole to better understand if this was a one-time initiative or meant to be continued on an ongoing basis.

Information Technology Services Year-End Report – Mr. Carl Scott

Mr. Carl Scott highlighted a few items from the Information Technology year-end report. For additional details on the report, please see the September 22, 2015 documents file.

ACTION ITEMS**Art Donation** – Mr. Scott Talboom

The CCC Foundation has been gifted with two pieces of artwork for the purpose of donating to the College's permanent art collection. The first piece is titled "*Out of the Fire*" by Ben Craigie. This recycled art piece was chosen as the 2015 signature art piece for Palate to Palette and was purchased by Mr. Scott Talboom. The second piece was donated by President Emeritus, Dr. Leah L. Bornstein. The artist is Joe Findley and the artwork is a photograph entitled "*Morning Storm*". The two art pieces were displayed at the board meeting.

Mr. Patrick Hurley made a motion to approve the donation of the artwork. Dr. Marie Peoples seconded the motion and it was unanimously approved.

Approval of President's Contract and Appointment of Dr. Colleen Smith as President of Coconino Community College – Ms. Patricia Garcia

The Board members have had a chance to review the president's contract as negotiated with Dr. Colleen Smith by Ms. Patricia Garcia and Mr. Lloyd Hammonds.

Mr. Patrick Hurley made a motion to accept the recommendation that the District Governing Board adopt the contract as presented. Dr. Nat White seconded the motion.

Mr. Hammonds would like to point out a few items that came to mind as the Board deliberated this critically important decision. This was a very competitive application process and included applications from across the country. Mr. Hammonds was impressed with Dr. Smith's community college experience in both urban and rural environments, the fact that she had teaching experience as a faculty member, had developed a curriculum committee, had experience in working with a faculty senate and shared governance, experience in the assessment of student learning, experience in helping to create distance learning opportunities and had experience with accreditation both with the Southern and North Central regions.

Mr. Patrick Hurley seconded Mr. Hammond's points and added that he appreciated Dr. Smith's community college connections and the fact that she has been a president before.

Ms. Patricia Garcia mentioned that in her communication with the College and to the press, we were very fortunate to have such an outstanding group of applicants and a very extraordinary group of finalists.

Dr. Nat White was humbled by the fact that all the applicants and the people being interviewed saw the College as a great opportunity. One thing that caught Dr. White's attention with Dr. Smith was her interaction and actual leadership at the state level in Texas with statewide organizations and with the state legislature.

The motion was called to a vote and was unanimously approved.

Ms. Garcia stated the appointment of a new president is implicit with the approval of Dr. Colleen A. Smith's presidential contract. Ms. Garcia also updated the Board on the current plan and will send out more information to the College Community and community at large in the next couple of days. Dr. Smith will begin her tenure on February 1, 2016. Between now and then, Dr. Smith will visit the College several times to become acquainted with the College and the community.

Ms. Hipolito has agreed to serve as interim president between now and Dr. Smith's start date.

Ms. Garcia thanked everyone that participated in the search in any way.

Mr. Patrick Hurley and Dr. Marie Peoples left the meeting but a quorum was maintained so the meeting could continue.

INFORMATION REPORTS

District Governing Board

AADGB Update – Mr. Lloyd Hammonds

AADGB will not meet again until November 12, 2015 so Mr. Hammonds did not have a report.

Alliance – Mr. Patrick Hurley

Ms. Hipolito gave the Alliance update in Mr. Hurley's absence. The City of Flagstaff, Coconino County and the Flagstaff Unified School District were present at the most recent meeting. Each group shared their tax rate projections for the upcoming year and their current enrollment.

CCC Foundation – Dr. Nat White

Mr. Scott Talboom gave the Foundation Update earlier in the meeting.

Business Administrative Services – Mr. Bob Voytek

Budget Status Report

Mr. Voytek reviewed the Budget Status Report. This month's report included a detailed written summary. For additional details on the report, see the September 22, 2015 documents file.

Campus Works CTO Transition

Mr. Voytek introduced Mr. Carl Scott who gave information about the transition in the Chief Technology Officer (CTO) position. Mr. Scott will be taking over for Mr. Joe Traino as CTO. Mr. Scott's biography was included in the packet and he is happy to bring several years of experience in the education area to the College.

Academic Affairs– Dr. Russ RothamerEnrollment Update

Dr. Rothamer highlighted the Day 5 Enrollment Update in the packet and passed out a Day 15 Enrollment Update. For additional details on these updates, please see the September 22, 2015 documents file. Both unduplicated headcount and full time student enrollment numbers are up over last year.

President's Information Report – Ms. Veronica Hipolito

Ms. Hipolito began by recognizing the President's Cabinet for the work they did on their year-end reports. These reports represent leadership, a tremendous amount of work done throughout the year, and the work of many employees who were not in the room.

Ms. Hipolito drew the Board's attention to two awards mentioned the President's Report. Ms. Suzzanna Rodriguez, Controller, won the Community College Business Officers 2015 Darrell E. Roberts Emerging Professional Award. The CCC Adult Education Program was awarded the distinction of "Excelling Adult Education Program for Distance Learning" for 2013-2014.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next DGB meeting will be October 27, 2015.

The next Foundation Board meeting will be October 13, 2015.

MEETING EVALUATION

The Board thought the year end reports were succinct, to the point, and very useful.

ADJOURNMENT: A motion to adjourn the meeting at 7:37 pm was made by Dr. Nat White and seconded by Mr. Lloyd Hammonds.

MINUTES PREPARED BY:

April Sandoval
Board Recorder

ATTEST:**APPROVED:**

Lloyd Hammonds
Vice Chair/Secretary of the Board

Patricia Garcia
Board Chair