

**COCONINO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**WORK SESSION**

**SEPTEMBER 22, 2015**



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

A Work Session 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 86005. Board Chair, Ms. Patricia Garcia, called the meeting to order at 4:10 pm.

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

ABSENT: None

Also Present: Ms. Veronica Hipolito, CCC Interim President; Mr. Daniel Begay, Ms. Gayle Benton, Ms. Colleen Carscallen, Mr. Brian Francis, Mr. Brian Harris, Mr. Larry Hendricks, Ms. Emily Lizotte, Dr. Michael Merica, Dr. Russ Rothamer, Ms. April Sandoval, Ms. Mary Anne Schrade, 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**

- The Board is interested in discussing Dr. Merica’s presentation in more detail at a round table in the future.

**Important Dates**

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

**FOLLOW UP ITEMS**

Ms. Patricia Garcia reviewed the follow up items. All items have been postponed until a later date.

**DISCUSSION/INFORMATION ITEMS**

**A. Strategic Plan/Prioritization – Ms. Veronica Hipolito  
Prioritization**

Ms. Veronica Hipolito began with an update on the Prioritization Project. The President’s Cabinet supports the idea that this project should be completed institution wide and not within one division. In consultation with other schools who have completed the project, we have found

a need to extend the timeline in order to complete the project and allow for an appropriate and thoughtful approach.

The President's Cabinet will be working on providing clearly defined goals and objectives for the project and on updating the College mission and vision statement. Ms. Veronica Hipolito, Mr. Russ Rothamer and Ms. Jami Van Ess will be attending a conference on this project in the next couple of weeks.

### **Strategic Plan**

The 2016-2020 Strategic Plan is in the process of being completed and will be finalized by the end of the Fall semester. At the Board's request, Ms. Hipolito presented the Board with an outline of the strategic plan to allow them time to provide input prior to the plan being finalized. The outline is a little different than in previous years in that the focus is on a smaller number of high impact objectives. This approach allows us to focus College resources and efforts to achieve the goals in the plan.

Another change for this plan was in the types of measurements used to track success in the plan. With previous measures, tracking focused on the percentage a tactic was completed. We are now using a different measurement system that will show the impact of tactics and allow us to quantify strategic gains over time. Dr. Michael Merica presented the measures that are being used in the strategic plan. These measures were:

Access	1). Full Time Student Enrollment (FTSE)
Access	2). Enrollment of Underserved Populations
	2a). Minority
	2b). Age 25+
	2c). Pell Grant
Access	3). Alternative Delivery
Access	4). College-going
Access	5). 1 Yr. Success After Last Developmental Course
	5a). Math
	5b). English/Reading
Access	6). Cost of Attendance
Retention	7). Developmental Course Success
Retention	8). College Level Course Success
Retention	9). Reaching Credit Thresholds
	9a). Full Time
	9b). Part Time
Retention	10). FA-SP Retention
Retention	11). FA-FA Retention
Completion	12). Annual Degree/Certificate Completion
Completion	13). Transfer Rate
Completion	14). Transfer Rate after CCC Completion

Ms. Hipolito reviewed how the District Governing Board priorities for 2015-2016 align with the objectives and goals for the strategic plan. The priorities have all been addressed in the plan.

The strategic plan is currently being vetted with the College community. The next steps in the process will be to vet the plan to the President’s Advisory Councils, gather additional employee input, and review the plan with other experts outside the College. We will bring the plan back to the Board at the October work session and will also bring recommendations for goals we would set on an annual basis for the plan. These goals will reflect sustainable growth and change so the percentage goals may be small but will be significant to the institution over the next five years. The Board will be approving the plan at the November board meeting.

**B. Wage and Employment Data – Dr. Michael Merica**

Dr. Michael Merica gave a follow up presentation to his presentation at the July 28, 2015 Work Session. The follow up presentation was prompted by the Board’s request to know more about details in that presentation related to county wage and employment data. Dr. Merica provided additional information on the data. See the September 22, 2015 documents file for details on the slide and additional data.

The Board is interested in discussing this topic in more detail at a round table in the future.

The Work Session Adjourned at 5:06 pm.

**MINUTES PREPARED BY:**

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April Sandoval  
Board Recorder

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Lloyd Hammonds  
Vice Chair/Secretary of the Board

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Patricia Garcia  
Board Chair