

**COCONINO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**WORK SESSION**

**OCTOBER 27, 2015**



**COCONINO COUNTY COMMUNITY COLLEGE  
MINUTES OF A WORK SESSION  
OF THE  
DISTRICT GOVERNING BOARD  
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A Work Session of the Coconino County Community College District Governing Board was held at the Fourth Street campus in Room C4 at 3000 N. Fourth Street, Flagstaff, Arizona 86004. Board Chair, Ms. Patricia Garcia, called the meeting to order at 4:02 pm.

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

ABSENT: None

Also Present: Ms. Veronica Hipolito, CCC Interim President; Dr. Monica Baker, Mr. Dan Begay, Ms. Gayle Benton, Ms. Colleen Carscallen, Mr. Larry Hendricks, Mr. Jeff Jones, Mr. Tim McGee, Dr. Michael Merica, Dr. Russ Rothamer, Ms. April Sandoval, and Ms. Jami Van Ess.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the October 27, 2015 Documents File.

**Follow Up**

- The policy governance topic will be discussed sometime after January.
- Ms. Veronica Hipolito and Ms. April Sandoval will send out a request to the Board on topics for the round table discussions. A possible topic is Dr. Michael Merica's previous presentation on employment data in the county. Ms. Hipolito and Ms. Sandoval will work with the Board to schedule the round table.
- The Board directed Ms. Veronica Hipolito to find out what the cost would be for an outside organization to conduct the president's evaluation.
- Approval of the 2016-2020 strategic plan will be an agenda item at the next meeting.
- Ms. Patricia Garcia asked that anyone who attended ACCT write up a brief summary of the sessions they attended prior to the November 17, 2015 board meeting.

**Important Dates**

November 17, 2015	DGB Meeting
December 8, 2015	Foundation Board Meeting

**FOLLOW UP ITEMS**

Ms. Patricia Garcia reviewed the follow up items. The policy governance topic will be discussed sometime after January. The Board would like to host a quarterly round table discussion. Ms. Veronica Hipolito and Ms. April Sandoval will send out a request to the Board on topics for the round tables. A possible topic is Dr. Michael Merica's previous presentation on employment data in the county. Ms. Hipolito and Ms. Sandoval will work with the Board to schedule the round table.

**DISCUSSION/INFORMATION ITEMS****A. President's Evaluation Process**

Mr. Lloyd Hammonds provided a copy of the revised presidential evaluation recommendations. This version incorporated changes the board discussed at the August 18, 2015 work session and the feedback received by email. Mr. Hammonds reviewed the changes to the document and the evaluation instrument.

The Board discussed alternatives for who would oversee the evaluation process including the Board, the Association of Community College Trustees, or an independent organization. The Board directed Ms. Veronica Hipolito to find out what the cost would be for an outside organization to conduct the evaluation.

Mr. Hammonds also suggested reviewing the evaluation process and instrument with the incoming President. The Board would like to use this process on a trial basis and make any necessary changes after the first year.

**B. Strategic Plan/Prioritization Project- Ms. Veronica Hipolito**

Ms. Veronica Hipolito and Dr. Michael Merica reviewed the updated strategic plan and presented goals for the measures in the plan. The goals were determined using historical data and are an attempt to reverse downward trends. These are annual goals which may change after the first year implementation of the strategic plan, allowing time to implement new ideas and initiatives.

The College is incorporating strategic plan feedback that was collected in the past month. Ms. Hipolito asked the Board for direction in how to align the strategic plan with some of the District Governing Board priorities. Specifically, the priorities for assessing campus climate and reviewing the employee evaluation processes.

The outcomes the Board would like to see in the area of campus climate are to better understand the general campus climate including morale and other work environment issues. The Board would like to know the specific areas where a broad number of employees have concerns.

In the area of employee evaluations, the Board would like to know that evaluations are taken seriously, that employees who do well or who perform poorly have that information communicated during the evaluation process and that evaluations are being conducted consistently for all employees (faculty and staff).

The next steps in the strategic planning process will be bringing the final plan to the November board meeting for approval. There have been concerns about moving forward with the strategic plan when a new President is starting in February. Ms. Hipolito shared that moving forward with the new plan will give employees focus and address critical student performance indicators. To address concerns about timing, Ms. Hipolito suggests reviewing the plan in twelve months to incorporate revisions which may be suggested by the new college president.

Ms. Veronica Hipolito, Mr. Russ Rothamer, and Ms. Jami Van Ess attended a training on Prioritizing Academic Programs and Services in early October. Based on information presented at that session and consulting with each other, they feel this process is not the best fit for the College at this time. The College would like to implement some of the prioritization strategies such as using our resources in a strategic manner, reviewing evidence, and using an evidence based approach in decision making.

### **C. ACCT Update – Ms. Patricia Garcia**

Ms. Patricia Garcia and Mr. Patrick Hurley spoke to the Board about the sessions they attended at the Association of Community College Trustees (ACCT) Leadership Congress. Ms. Patricia Garcia asked that anyone who attended ACCT write up a brief summary of the sessions they attended prior to the November 17, 2015 board meeting.

The Work Session Adjourned at 5:06 pm.

### **MINUTES PREPARED BY:**

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April Sandoval  
Board Recorder

### **ATTEST:**

### **APPROVED:**

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Lloyd Hammonds  
Vice Chair/Secretary of the Board

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Patricia Garcia  
Board Chair