

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**JANUARY 27, 2016**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
JANUARY 27, 2016**

A Regular Meeting of the Coconino Community College District Governing Board was held in the Board Room at the Lone Tree Campus at 2800 S. Lone Tree Road, Flagstaff, Arizona 86005. Board Chair, Ms. Patricia Garcia, called the meeting to order at 5:48 pm.

PRESENT: Patricia Garcia  
Lloyd Hammonds  
Patrick Hurley  
Nat White

ABSENT: Marie Peoples

Also Present: Ms. Veronica Hipolito, CCC Interim President; Dr. Monica Baker, Mr. Bryan Bates, Mr. Dan Begay, Ms. Gayle Benton, Ms. Colleen Carscallen, Dr. Dudley Gardner, Ms. Kimmi Grulke, Ms. Kate Harkins, Mr. Brian Harris, Mr. Jeff Jones, Mr. Shaun McKernan, Ms. Siri Mullaney, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Robert Sedillo, Dr. Colleen Smith, Ms. Jami Van Ess, and Mr. Bob Voytek. Jay Zsorey, the Financial Audit Director and David Glennon, the Financial Audit Manager from the Arizona Auditor General’s Office.

Reports, summaries, background material and other documents referred to in these minutes can be found in the January 27, 2016 documents file.

Follow Up
<ul style="list-style-type: none"> <li>• None</li> </ul>

Important Dates	
February 9, 2016	Foundation Board Meeting
February 24, 2016	District Governing Board Meeting
February 27, 2016	District Governing Board Retreat
April 5, 2016	Arizona Gives Day
April 29, 2016	Palate to Palette
September 9, 2016	GISS Follow Up Event

**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, November 17, 2015  
Minutes of the Regular Meeting, November 17, 2015  
Separations/New Hires

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

### **FOLLOW UP ITEMS**

Ms. Patricia Garcia reviewed the follow up items with the Board. The GISS event will be held on September 9, 2016 due to the availability of facilitators from the Association of Community College Trustees.

### **ELECTION OF BOARD CHAIR, VICE CHAIR/SECRETARY AND COMMITTEE REPRESENTATIVES**

The floor was opened for nominations for Chair. Dr. Nat White nominated Ms. Patricia Garcia and Mr. Lloyd Hammonds seconded the motion. There were no other nominations so the nominations were closed. The motion was unanimously approved and Ms. Patricia Garcia was elected Chair.

The floor was opened for nominations for Vice Chair/Secretary. Ms. Patricia Garcia nominated Mr. Lloyd Hammonds. There were no other nominations so the nominations were closed. The motion was unanimously approved and Mr. Lloyd Hammonds was elected Vice Chair/Secretary.

The board then moved to appoint committee representatives. The current AADGB representative is Mr. Lloyd Hammonds. Dr. Nat White nominated Mr. Lloyd Hammonds and Ms. Patricia Garcia seconded the nomination. The motion was unanimously approved.

The current Alliance representative is Mr. Patrick Hurley. Ms. Patricia Garcia nominated Mr. Patrick Hurley and Dr. Nat White seconded the motion. The motion was unanimously approved and Mr. Patrick Hurley was elected Alliance Representative.

The current Foundation Board Representative is Dr. Nat White. Ms. Patricia Garcia nominated Dr. Nat White. Mr. Patrick Hurley seconded the motion. The motion was unanimously approved and Mr. Patrick Hurley was elected Foundation Board Representative.

### **INTRODUCTION OF GUESTS**

There were no guests present.

### **CALL TO THE PUBLIC**

There was no response to the call to the public.

### **ACTION ITEMS**

**Action Item** - Curriculum Retirements – Dr. Dudley Gardner and Dr. Monica Baker  
Dr. Dudley Gardner and Dr. Monica Baker presented this item. They are requesting that the Board take action to approve the retirements. The local carpenters union has moved its training operations out of Coconino County. The apprenticeship certificate that is being retired is a curriculum that is that training program for that carpenters union and cannot be offered to non-union members.

Dr. Nat White moved that the District Governing Board adopt a motion to approve the retirement of the Certificate and AAS in Carpentry Apprenticeship that is associated with the union. Mr. Patrick Hurley seconded the motion and it was unanimously approved.

**Action Item** - Acceptance of Fiscal Year 2015 Comprehensive Annual Financial Report, Single Audit, and Expenditure Limitation Reports – Ms. Jami Van Ess and Ms. Siri Mullaney

Ms. Jami Van Ess gave an introduction to the agenda item and Ms. Siri Mullaney gave a presentation on this agenda item. For additional details on the presentation, please see the January 27, 2016 documents file.

The overall result of the audit was positive and resulted in an unmodified opinion. The largest change from the audit was in how retirement liabilities are accounted for as a result of the implementation of the Government Accounting Standards Board (GASB) Statement Number 68, *Accounting and Financial Reporting for Pensions*.

The audit did result in a compliance finding which is not a material weakness on the financial end but is seen as a significant. The finding relates to our IT systems and relationship to the data used for the financial systems. There is a likelihood that we could receive a more thorough IT audit as a result of this finding. IT is working on a plan to address this weakness and is on track to complete that plan by the end of the fiscal year.

Business and Administrative Services is considering creating an audit committee that could provide a more formalized system for reports of fraud.

There are three additional GASB statements (numbers 74, 75 and 77) that could impact our financial reporting in the future. The impact is likely to be less than GASB 68 but we are unsure of what the impact will be at this time.

Jay Zsorey, the Financial Audit Director and David Glennon, the Financial Audit Manager from the Arizona Auditor General's Office joined the board and answered questions related to the audit.

Ms. Jami Van Ess made a recommendation that the District Governing Board accept the Comprehensive Annual Financial Report, Single Audit, and Expenditure Limitation reports for Fiscal Year 2015 as presented. Mr. Patrick Hurley made a motion to accept the recommendation. Mr. Lloyd Hammonds 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 March 10, 2016. AADGB has been identifying dates for the GISS event. Please reserve September 9, 2016 for this event.

Alliance Update – Mr. Patrick Hurley

Alliance met on January 25, 2016 at the College. Alliance members discussed the different legislation for this session and other initiatives being sponsored by their agencies. The next alliance meeting is scheduled for June 17, 2016.

Foundation Update – Dr. Nat White

The Foundation has not met since the last District Governing Board meeting.

**Business Administrative Services** – Ms. Jami Van Ess

Budget Status Report

Ms. Jami Van Ess reviewed the Budget Status Report. For additional details on the report, please see the January 27, 2016 documents file.

**Academic Affairs** - Dr. Dudley Gardner

Faculty Senate

Mr. Bryan Bates, Chair of the Faculty Senate, gave a report to the Board on the formation and history of the Faculty Senate. Mr. Bates also described the Senate's decision making and communication processes.

**President's Information Report** – Ms. Veronica Hipolito

Ms. Veronica Hipolito began her report with a legislative update. We have been invited to participate in a work session with Maricopa Community College's District Governing Board to review the expenditure limitation bill proposed by AC4 next week. Dr. Colleen Smith, Mr. Lloyd Hammonds and Dr. Nat White will attend that session.

The annual appeal from Institutional Advancement was very successful this year and yielded 7% more than the previous year. Over half of our employees participated in the employee giving campaign.

We have created a new publication for the Strategic Plan. This item replaces previous items that separated the strategic plan and our vision, mission, and core values.

The Nursing program pinned 19 nursing graduates at the December 17, 2015 pinning ceremony. Ms. Lori Edwards, director of the Nursing Program, made some significant changes to the event and it was very professional and meaningful.

The College completed our annual report for the TRiO program which shows that TRiO students have more success than other students in the areas of persistence, academic standing and graduation.

**ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

The next District Governing Board meeting will be February 24, 2016.

The next Foundation Board meeting will be February 9, 2016.

**MEETING EVALUATION**

The Board felt that the work session was very informative and effective.

ADJOURNMENT: Mr. Lloyd Hammonds made a motion to adjourn the meeting at 7:05 pm. The motion was seconded by Dr. Nat White and unanimously approved.

**MINUTES PREPARED BY:**

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Ms. April Sandoval  
Board Recorder

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Mr. Lloyd Hammonds  
Vice Chair/Secretary of the Board

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Ms. Patricia Garcia  
Board Chair