

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**AUGUST 4-5, 2016**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
AUGUST 4-5, 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 5:30 pm.

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

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President, Dr. Pamela Fisher, ACCT Leadership Consultant, and Ms. April Sandoval.

Reports, summaries, background material and other documents referred to in these minutes can be found in the August 4-5, 2016 documents file.

Follow Up	
<ul style="list-style-type: none"> <li>The Board set a goal of bringing items related to the President's Evaluation process to the October meeting.</li> <li>The Board would like the President to develop the suggested topics for the 2016-2017 Board Priorities and 2016-2017 President's Goals into goal statements.</li> </ul>	

Important Dates	
August 25, 2016	Flagstaff Chamber of Commerce Mixer hosted by CCC for 25 <sup>th</sup> Anniversary
August 29, 2016	Fall Semester Begins
September 8-10, 2016	GISS Event
September 16, 2016	Foundation Annual Meeting, Alumni Awards and Breakfast

**ADOPTION OF AGENDA**

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

**ACTION ITEMS**

**Action Item** - Coconino County Elections Department Intergovernmental Agreement  
Dr. Colleen Smith presented this item to the Board. The Coconino County Elections department has asked the Board to approve this agreement so that they can coordinate election services for the November Override Election.

Dr. Nat White made a motion to approve the Intergovernmental Agreement with Coconino County. Mr. Lloyd Hammonds seconded the motion and it was unanimously approved.

## **BOARD RETREAT**

### **Overview and Purpose**

The Board reviewed the items for discussion, the agenda for the retreat, and discussed some of the work the Board completed in the last year including the Presidential Search. The Board also discussed communication styles.

Mr. Lloyd Hammonds made a motion to adjourn the meeting at 7:55 pm. The motion was seconded by Dr. Nat White and unanimously approved.

Board Chair, Ms. Patricia Garcia, called the meeting to order on August 5, 2016 at 8:45 am.

### **Highlights of the Past Year**

The Board talked about the major accomplishments of the College in the past year. The items discussed included:

1. Successful Presidential Search.
2. Marie Peoples joined the Board and strengthened the Board.
3. Began the exploration of conducting an override.
4. Higher Learning Commission Assurance Argument report completed.
5. Data collection and course review to move towards enrollment management.
6. Participation in Governance Institute for Student Success (GISS) and additional focus on student success.
7. Established planning priorities.

### **District Governing Board Self-Assessment**

The Board reviewed the compiled results of their self-assessment. Some of the topics the Board would like to address in future discussions included:

1. Space utilization (sites, rooms, etc.)
2. More efficient meetings (length of reports, number of reports, more discussion on what items mean)
3. Media training for override
4. Mission review and strategic planning
5. Link budget to plans/objectives
6. The Board's monitoring role (define and schedule what is needed/wanted)
7. Board visibility in community events (ensure the Board is recognized as elected officials)

### **President's Evaluation**

**EXECUTIVE SESSION** At 10:53 am a motion was made by Mr. Lloyd Hammonds and seconded by Dr. Marie Peoples to enter into Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for discussion of the personnel issues related to the President's evaluation.

**RECONVENED IN OPEN SESSION** at 12:29 pm.

Mr. Lloyd Hammonds motioned to reconvene in open session and Dr. Nat White seconded the motion. The meeting resumed in open session at 12:29 pm.

The Board discussed the steps taken to revise the evaluation process for the President. The Board referred back to the Presidential Evaluation Recommendations document. For additional details on this document, please see the August 4-5, 2016 documents file.

The Board would like to:

- Look at samples of policy for board and presidential evaluation
- Develop and adopt a policy for presidential evaluation
- Lloyd will meet with Colleen to review the proposed evaluation tool
- Adopt procedures
- Implement the process
- Develop a policy for board-self assessment that is conducted annually and coordinated with the President's evaluation

The Board set a goal of bringing items related to this process to the Board by the October Board meeting.

**DGB 2016-2017 Priorities**

The Board reviewed their 2015-2016 priorities and discussed 2016-2017 priorities. The suggested 2016-2017 DGB Priorities were:

- Champion and Assess Student Success
- Achieve Fiscal Stability
- Create a Plan to Foster Greater Diversity, Equity and Inclusion at Every Level of the College
- Proactively Engage and Support Coconino County Communities

The Board suggested the following goals for the President for 2016-2017:

- Higher Learning Commission
- Community Education/Override
- Enhancing Services throughout the County
- Partnerships

The Board would like the President to develop the suggested topics into goal statements.

**Creating our Future: Critical Issues**

The Board reviewed the Challenges and Recommendations document related to the Higher Learning Commission Assurance Argument Review. For additional details on this document, please see the August 4-5, 2016 documents file.

The Board also reviewed an updated version of the Educational Outreach presentation being used for community education. The Board suggested removing the statement that this would increase the average tax bill 1%; adding a slide referring to the Page area; reducing the wordiness

on some slides; including some of the initiatives the override would fund; adding back in lifelong learning; and mentioning Tuba City and Williams.

Dr. Smith also shared several items that the College is working on as part of our 25<sup>th</sup> Anniversary celebrations including a copy of the 25<sup>th</sup> Anniversary book.

Dr. Nat White gave the Board a brief update on the activities underway to support the educational outreach effort.

ADJOURNMENT: Mr. Lloyd Hammonds made a motion to adjourn the meeting at 3:44 pm. The motion was seconded by Mr. Patrick Hurley 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