

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**AUGUST 24, 2016**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
AUGUST 24, 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 5:35 pm. The District Governing Board was joined by the Foundation Board for this meeting.

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

**ABSENT:** None

**Foundation Board Members:** Gary Boyer  
Ande Burke  
Christina Caldwell  
Tom DeStefano  
Joe Donaldson  
John Lewis  
Gail Lowe  
Lavelle McCoy  
Andy Phillips

Also Present: Dr. Colleen Smith, CCC President, Dr. Monica Baker, Mr. Dan Begay, Ms. Colleen Carscallen, Ms. Allison Eckert, Mr. Brian Francis, Ms. Kimmi Grulke, Mr. Jeff Jones, Mr. Shaun McKernan, Mr. Jeff Meilbeck, Ms. Siri Mullaney, Ms. April Sandoval, Ms. Hannah Schneider, Mr. Scott Talboom, and Mr. Bob Voytek

Reports, summaries, background material and other documents referred to in these minutes can be found in the August 24, 2016 documents file.

**Follow Up**

- Ms. Patricia Garcia will work with Mr. Scott Talboom to notify Dr. Hughes of the Distinguished Service Award.

**Important Dates**

September 9-10, 2016	Governance Institute for Student Success (GISS)
September 16, 2016	Foundation Annual Meeting, Alumni and Student Awards
September 28, 2016	District Governing Board Meeting (Fourth Street)

### **ADOPTION OF AGENDA**

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

### **ADOPTION OF CONSENT AGENDA**

Minutes of a Work Session – May 25, 2016  
Minutes of a Public Hearing Truth in Taxation – May 25, 2016  
Minutes of a Public Hearing Budget – May 25, 2016  
Minutes of a Special Budget Meeting – May 25, 2016  
Minutes of a Regular Meeting – May 25, 2016  
Minutes of a Work Session – June 29, 2016  
Minutes of a Special Meeting – June 29, 2016  
Minutes of a Work Session – July 27, 2016  
Minutes of a Retreat – August 4-5, 2016  
Separations/New Hires

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

### **FOLLOW UP ITEMS**

Ms. Patricia Garcia reviewed the follow up items with the Board. We are moving forward on the President's Evaluation process and the DGB priorities will be discussed at today's meeting.

### **INTRODUCTION OF GUESTS**

Mr. Scott Talboom introduced Mr. Jeff Meilbeck, CEO of NAIPTA and Ms. Hannah Schneider, CCC student and scholarship recipient.

### **CALL TO THE PUBLIC**

There was no response to the call to the public.

### **CCC EXCELLENCE/STUDENT SUCCESS – Foundation Scholarship Student Impact – Ms. Hannah Schneider**

Ms. Hannah Schneider addressed both the Foundation and District Governing Boards. She is a current student in the CCC2NAU program who was awarded the Raymond Foundation Scholarship. Ms. Schneider spoke about the ways this scholarship has helped her attain her educational goals.

### **ACTION ITEMS**

**Action Item** - Intergovernmental Agreement for a Pilot Bus Pass Program with the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) – Ms. Jami Van Ess

Ms. Jami Van Ess presented the proposed intergovernmental agreement with NAIPTA. This is a brand new, one-year pilot program that will provide bus passes to College staff and students for free. The program may help us alleviate some of the parking issues on campus and is a wonderful benefit for our employees and our students.

Dr. Nat White made a motion to authorize the College President to sign the intergovernmental agreement with NAIPTA for the Pilot Bus Pass Program as presented. Mr. Patrick Hurley seconded the motion.

Discussion on this item focused on how innovative this program was; how beneficial it would be to students and employees; and how success would be measured.

The motion was unanimously approved.

**Action Item** - Board Priorities for 2016-2017 – Ms. Patricia Garcia

Mr. Lloyd Hammonds moved that the Board adopt the following priorities for the Board for the year that were developed at the August retreat:

1. Champion and Assess Student Success
2. Achieve Fiscal Stability
3. Promote Diversity
4. Promote a more Effective Campus Climate to Support Teaching and Learning
5. Engage with the Community

Mr. Hammonds continued the motion and asked that the Board also approve the goals of the President that have been aligned with each of those priorities as submitted on the action item. Dr. Nat White seconded the motion. The motion was unanimously approved.

**Action Item** - Distinguished Service Award – Mr. Scott Talboom

Mr. Scott Talboom gave the Board a brief history of the Distinguished Service Award and explained the steps the College takes in determining who will receive this award. There were four nominees and the Distinguished Service Award committee recommended that Dr. Eugene Hughes receive the award. Dr. Hughes was instrumental in establishing Coconino Community College, leant the College Dr. John Glenn as our first President and has supported the College greatly throughout the years. This award will be given out at the September 16, 2016 Foundation Annual Meeting and Awards Breakfast.

Mr. Patrick Hurley moved to take the action of approving the Distinguished Service Award for Dr. Gene Hughes, for the School Year of 2016-2017. The motion was seconded by Dr. Nat White and unanimously approved.

Ms. Patricia Garcia will work with Mr. Scott Talboom to notify Dr. Hughes of the award.

### **JOINT DGB/FOUNDATION BOARD DISCUSSION**

Ms. Patricia Garcia thanked the Foundation Board for their attendance and being so generous with their time this evening. Board members from both Boards introduced themselves.

### **DGB Goals for 2016-2017 and Foundation Goals for 2016-2017**

Ms. Garcia reviewed the DGB goals and the ways that President Smith will assist in supporting those goals. The Boards discussed how the DGB priorities and the Foundation Board goals help to move the College forward and better support our students and community.

### **Foundation Participation in the Educational Outreach Campaign**

The Boards discussed the ways they could support the Educational Outreach Campaign.

#### Fundraising Report from Mr. Scott Talboom

The Foundation is happy to report that they have reached the level of having over \$1,000,000 in investments for the first time. Mr. Talboom explained the different funding sources for the Foundation and highlighted the high participation in the employee giving program.

#### General Discussion

This agenda item was covered in the other topics under this discussion item.

### **INFORMATION REPORTS**

#### **Academic Affairs** - Dr. Dudley Gardner

##### Faculty Credentialing

The College has been working on several positive steps to meet the faculty credentialing requirements from the Higher Learning Commission. These steps include developing a funding mechanism to assist with the cost of attaining additional classes; partnering with several universities to provide classes to assist faculty in meeting credentialing requirements; and establishing a peer review committee to review credentials and help ensure that faculty members can continue to teach in the areas they would like to.

##### Faculty Orientation

Academic Affairs partnered with several areas on campus to hold an extensive faculty orientation for the new full and part time faculty members who will join the College this Fall. This orientation focused on helping the faculty to understand their role at the College.

#### **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 August 24, 2016 documents file.

##### Fiscal Year 2016 Year End Budget Report

Ms. Jami Van Ess reviewed the Fiscal Year 2016 Year End Report. This report outlines how the most recent fiscal year just ended and are preliminary numbers that have not been audited yet. For additional details on the report, please see the August 24, 2016 documents file.

##### Fiscal Year 2017 Budget Document

Ms. Jami Van Ess reviewed the Fiscal Year 2017 Budget Document. This documents tells the story of the College and includes items from the strategic plan and other planning efforts. For additional details on the report, please see the August 24, 2016 documents file.

#### **Student Engagement** - Ms. Veronica Hipolito

##### Start of Term

Mr. Brian Francis presented this agenda item. Mr. Francis highlighted start of term events such as New Student Orientation and Online Student Orientation; the Student Resource Fair; the Student Clubs and Organization Fair; and the Student Services Launch Party.

**President's Information Report** Dr. Colleen Smith

The President's Report is now posted on our website. Dr. Colleen Smith highlighted the many wonderful things that have happened at the College over the Summer throughout the College.

**ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

The next District Governing Board meeting will be September 28, 2016 (Fourth Street Campus)

The next Foundation Board meeting will be October 11, 2016.

The Foundation Annual Meeting will be September 16, 2016

**MEETING EVALUATION**

The District Governing Board welcomed the new members to the Foundation Board.

ADJOURNMENT: Dr. Nat White made a motion to adjourn the meeting at 7:27 pm. The motion was seconded by Mr. Patrick Hurley and unanimously approved.

**MINUTES PREPARED BY:**

---

Ms. April Sandoval  
Board Recorder

---

Mr. Lloyd Hammonds  
Vice Chair/Secretary of the Board

---

Ms. Patricia Garcia  
Board Chair