

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

OCTOBER 26, 2016



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
OCTOBER 26, 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 11:15 am.

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

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President, Dr. Monica Baker, Mr. Dan Begay, Ms. Colleen Carscallen, Mr. Mark Easton, Ms. Allison Eckert, Dr. Dudley Gardner, Mr. Greg Giangobbe, Ms. Veronica Hipolito, Mr. Jim Hunter, Mr. Jeff Jones, Ms. Siri Mullaney, Ms. April Sandoval, Mr. Kurt Stull, Mr. Scott Talboom, Ms. Mary Talentinow, and Ms. Jami Van Ess.

Reports, summaries, background material and other documents referred to in these minutes can be found in the October 26, 2016 documents file.

Follow Up

- Mr. Patrick Hurley would like to see an interim report on the non-UCR items mentioned in the annual security report and asked to put this report on the January work session agenda.
- The Board asked that Ms. Veronica Hipolito to investigate what students are paying for housing at NAU currently versus what the American Campus Communities facilities would cost.
- The Board would like to discuss the housing issue for CCC2NAU students in the future.

Important Dates

January 25, 2017	DGB Meeting
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ADOPTION OF AGENDA

Dr. Marie Peoples moved to approve the agenda and Mr. Patrick Hurley seconded the motion. The agenda was approved as presented.

ADOPTION OF CONSENT AGENDA

Minutes of the Work Session, September 28, 2016

Minutes of the Regular Meeting, September 28, 2016

Separations/New Hires

Dr. Marie Peoples 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 follow up items were discussed during the work session or will be on the agenda later today.

INTRODUCTION OF GUESTS

There were no guests present.

CALL TO THE PUBLIC

There was no response to the call to the public.

Dr. Colleen Smith asked Ms. Jami Van Ess to introduce one of the College's newest employees to the Board. Mr. Kurt Stull has joined the College as the Executive Director of Facilities. Mr. Stull joins us from Purdue University and we are glad to have him join our team.

MEMORANDA OF UNDERSTANDING – HIGHER EDUCATION CONSORTIUM – Dr. Colleen Smith

Dr. Smith mentioned that this type of memoranda of understanding (MOU) does not require Board approval. She is bringing it to the Board to ensure that as we move forward in discussing ideas for this project, we have the support of the Board. This agreement commits Northern Arizona University, Navajo Technical University, Diné College, and Coconino Community College to begin to develop a consortium to offer classes and programs at the Page Instructional Site to help meet the educational needs of northern Coconino County. We are working to ensure that this partnership benefits the members of the consortium and would make sure that CCC has the first right of refusal since the Consortium will be using a College facility. Moving forward with the MOU shows that we are interested in participating in the consortium and asks the Boards of the other institutions to commit as well.

ACTION ITEMS

President's Evaluation Instrument - Mr. Lloyd Hammonds

The proposed evaluation instrument was included in the October 26, 2016 documents file and reflects the work of the entire Board, Dr. Colleen Smith, Ms. Veronica Hipolito as Interim President, and former Board member Gioia Goodrum over the past year and a half.

Mr. Hammonds recommended that the Board adopt the evaluation instrument and that it be used in the evaluation process for the President for the 2016-2017 academic year. Mr. Hammonds also requested that the Board evaluate the effectiveness of the instrument after the first year.

Mr. Patrick Hurley asked that the procedure related to the President's Evaluation include a statement that the goals developed by the Board and President be included in the evaluation instrument for the President's Evaluation.

Mr. Patrick Hurley made a motion to approve the evaluation instrument for the President. Dr. Marie Peoples seconded the motion and it was unanimously approved.

Smart Schools Contract - Ms. Jami Van Ess

The Board requested that Ms. Jami Van Ess bring back a renewal to the employee lease back contract with Smart Schools. Ms. Van Ess reviewed the history of this program. The College does not currently have any employees identified for this program but having the contract in place will help the College move quickly if there is a need for an eligible employee.

Ms. Van Ess recommended that the District Governing Board adopt a motion authorizing the College President to sign this New Employee Leaseback (Phased Retirement) Service Agreement with smartworksplus.

Dr. Marie Peoples made a motion to authorize the College President to sign the service agreement. Mr. Patrick Hurley seconded the motion and it was unanimously approved.

INFORMATION REPORTS

Academic Affairs - Dr. Dudley Gardner

Academic Affairs Committee Updates

Dr. Dudley Gardner spoke of some of the efforts to involve faculty in the accreditation process. Academic Affairs has created an environment of assessment and learning to help meet the accreditation guidelines and has involved the Assessment Committee, Curriculum Committee, Strategic Enrollment Group, and the Credentialing Committee in developing a project for the next phase of our assessment of student learning that focuses on critical thinking. Dr. Gardner also spoke of other collaborations with faculty members and Faculty Senate.

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 October 26, 2016 documents file.

Annual Security Report

Ms. Jami Van Ess introduce the Annual Security Report which is a requirement of the Clery Act and asked Mr. Greg Giangobbe to review the report with the Board. Mr. Giangobbe discussed changes to the reporting format and pending legislation with possible additional requirements for reporting in the future.

Mr. Patrick Hurley would like to see an interim report on the non-UCR items mentioned in the annual security report and asked to put this report on the January work session agenda.

Student Engagement - Ms. Veronica Hipolito

CCC2NAU Program

Ms. Veronica Hipolito shared information about the CCC2NAU program with the Board. Students in the program make up 31% of our current student enrollment which is consistent with the enrollment from last year. The TAACCCT grant will close out in December. As part of the

grant requirements, we will have an outside evaluator provide a final report on the CCC2NAU program. The results of that evaluation will be shared at a future meeting.

The CCC2NAU program is facing some challenges as a result of the large growth in the program and the large growth at Northern Arizona University. Our memoranda of understanding with NAU states that NAU will provide housing to CCC2NAU students when they have the capacity to do so. Due to the large enrollment growth at NAU, CCC2NAU students, NAU juniors and seniors, and other transfer students will not be allowed to live on campus starting in Fall 2016. The American Campus Communities facilities will still be an option but are more expensive than traditional campus housing. We are working to make connections with off campus housing and have reached out to the affected students to help them find other housing opportunities.

With thousands of students in the program, there is a challenge with CCC2NAU students being given free access to activities and events that NAU students have to pay a fee for.

NAU is also hiring an Associate Vice President who will be working with transfer institutions. We see this as a positive step and hope that this will improve the transfer experience for students.

The Board asked that Ms. Hipolito to investigate what students are paying for housing at NAU now versus what the American Campus Communities facilities would cost.

The Board would like to discuss the housing challenge in the future and discussed the possibility of asking NAU to allot a certain number of spaces in campus housing to CCC2NAU students.

President's Information Report - Dr. Colleen Smith

Dr. Colleen Smith highlighted a few efforts that were not included in the President's Report. The College is focusing on achieving the priorities the Board has set for us and making those a part of the Budget Process. Ms. Jami Van Ess has worked with the Budget Committee and the Executive Council to develop a new budget process that will ensure more consistency and transparency in how budget requests are submitted and reviewed. The new process will focus on Board Priorities and the Strategic Plan. The process started with an open meeting for all College employees that helped employees understand how our budget was used and compared our budgets to other community colleges in the state. The new process will also include input from the College Community, more transparency, and will help more people learn about the budget. We have had a great start to the process. Ms. Van Ess and her team are doing a great job in helping create a collaborative process that will help us make good decisions that will support student learning and student processes on campus.

The College is also participating in a Business Process Review to help improve the student experience from recruitment through graduation. This process will help us identify barriers for students and suggest solutions for them. Groups across the campus are working on this project.

Dr. Smith highlighted the many other items included in the report. For additional details on the report, please see the October 26, 2016 documents file or the webpage for the Office of the President.

Dr. Smith mentioned that in place of the President’s Report at the November meeting, we will focus on the progress towards the strategic plan and the Board priorities.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next District Governing Board meeting will be November 9, 2016.

The Foundation Board meeting has been moved from December 13, 2016 to November 21, 2016.

ADJOURNMENT: Mr. Patrick Hurley made a motion to adjourn the meeting at 12:41 pm. The motion was seconded by Dr. Marie Peoples 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