

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

WORK SESSION

OCTOBER 26, 2016



**COCONINO COMMUNITY COLLEGE
MINUTES OF A WORK SESSION
OF THE
DISTRICT GOVERNING BOARD
OCTOBER 26, 2016**

A Work Session 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 10:06 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. Kimmi Grulke, Ms. Veronica Hipolito, Mr. Jim Hunter, Mr. Jeff Jones, Ms. Siri Mullaney, Ms. Sharri Penland, Ms. April Sandoval, Mr. Kurt Stull, Mr. Scott Talboom, Ms. Mary Talentinow, Ms. Jami Van Ess, and Mr. Bob Voytek.

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

Follow Up

- The Board would like to schedule a round table discussion after December 4, 2016.
- Mr. Lloyd Hammonds will make the suggested changes to the procedures and check with the President to ensure that legal counsel can keep the President's evaluation.
- Ms. Jami Van Ess and Dr. Colleen Smith will work together to talk to our security group and see what needs or gaps they have. They will bring additional information back to the Board.
- The Board would like to review the risk assessment conducted by former security supervisor, Mr. Paul Wilkins.
- Mr. Lloyd Hammonds would like to see security as an item for the January Board meeting and have a proposal for how we are going to update security as well as the additional input the Board requested so that the Board can begin to debate the proposal.
- Mr. Patrick Hurley would also like to know what the College's overall liability costs would be for any changes in security. Ms. Jami Van Ess will reach out to the College's risk management group to discuss these costs.

Important Dates

January 25, 2017	DGB Meeting
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FOLLOW UP ITEMS

Ms. Patricia Garcia reviewed the follow up items with the Board.

- The President's Evaluation will be discussed later today.
- Ms. Garcia asked the Board if would they would still like to have a round table discussion in the Fall semester. The Board would like to schedule something after December 4, 2016.
- Ms. Garcia asked for additional feedback on the GISS event. If you have future comments, please send to Ms. April Sandoval to place on a work session agenda in the future. Ms. Garcia asked that this item remain on the follow up items.

DISCUSSION/INFORMATION ITEMS

A. Board Assessment Policy/Procedure – Mr. Lloyd Hammonds

Mr. Hammonds reviewed the Board Assessment Policy and Procedures with the Board and asked for additional input on these items. The procedure suggests two options for how the Board can conduct an assessment. Mr. Hammonds would suggest a revision to Option 1 that would have the Board conduct an assessment each year but allow the Board to decide how they would like to conduct the evaluation. As the Board approaches the time of year for the evaluation, they can determine how the evaluation would be conducted.

Ms. Garcia is supportive of the suggested changes because they allow for flexibility in how the Board conducts the assessment. Dr. Peoples concurs with having flexibility and not being tied to a particular assessment process but would prefer a digital/electronic format. Mr. Hurley is also supportive of this change.

Ms. Garcia would like to change the wording in the procedure to say that the Board conducts an annual evaluation without specifying whether it is a formal or informal assessment.

B. President's Evaluation Policy/Procedure – Mr. Lloyd Hammonds

Mr. Hammonds reviewed the policy and procedure with Board. Mr. Hammonds suggested that the procedure be modified to remove item number 5 which relates to the job description for the President. The Board feels that a job description is unnecessary as the evaluation instrument includes the items that the Board will evaluate for the President. Mr. Hammonds suggested a modification to number 6 to allow more flexibility. His suggestion was to change the wording to specify that the Board would determine if they would evaluate the President's assessment internally or have an external entity assist with the evaluation. An internal evaluation would require two board members to complete the assessment process and would not be done by College staff members.

Mr. Hurley wanted to more clearly specify what would happen to the evaluation when it was complete. The Board suggested that the President receive a copy and that a sealed copy should be kept by our legal counsel. No one at the College, including the Board, would have access to the evaluation without contacting legal counsel.

Mr. Lloyd Hammonds will make the suggested changes to the procedures and check with the President to ensure that legal counsel can keep the President's evaluation.

C. Security – Ms. Jami Van Ess

The Board has discussed security at previous meetings over the past year. Ms. Jami Van Ess would like to use this opportunity to follow up on some of the questions posed by the Board at those meetings and to ask for further direction. A summary of the most recent Board questions was included in the October 26, 2016 documents file.

Ms. Van Ess did reach out to the City of Flagstaff, Northern Arizona University and other community colleges in the state. The City of Flagstaff and NAU think very highly of their partnership with the College and are supportive of assisting us; however, both organizations are severely understaffed due to difficulties hiring and retaining police officers.

Dr. Colleen Smith appreciated the detailed research that was conducted with other community colleges and asked the Board to consider Mohave Community College and Northland Pioneer College as most like Coconino Community College because they have no residence halls and are similar in size.

Mr. Patrick Hurley suggested a memoranda of understanding (MOU) with local law enforcement agencies that defines who and when might respond if there is an incident. Mr. Hurley also clarified his question about partnering with NAU and the City of Flagstaff. He was thinking of hiring their officers in their off-duty time to provide security at the College. Ms. Van Ess did discuss this topic. The City of Flagstaff officers are already stretched thin with the City's requests for overtime and NAU is not allowing their officers to work in off duty jobs at other agencies.

Ms. Jami Van Ess and Dr. Colleen Smith will work together to talk to our security group and see what needs or gaps they have. They will bring additional information back to the Board.

Dr. Marie Peoples is not prepared to move forward with options that include armed officers because there is still a need to have some significant conversations on the Board and among the College community.

Dr. Peoples would like to see engaged, targeted student feedback at all three campuses. Mr. Hammonds would also like to see input from Faculty and Staff. Ms. Van Ess reminded the Board of the results of the security survey that were presented to the Board earlier this year. The Board would like to revisit this survey to see if it gives the feedback they are requesting. The Board would also like to consider a new survey that includes campus security and other safety issues on campus.

Dr. Nat White suggested that the Board consider a risk assessment. Mr. Greg Giangobbe has provided the Board with his assessment but Dr. White is also interested in seeing a risk assessment from outside professionals. Mr. Hurley mentioned that there was a risk assessment conducted when Mr. Paul Wilkins was the security supervisor. Mr. Hurley and Ms. Garcia concur that it would be helpful to review that assessment.

Mr. Lloyd Hammonds concurred with much of the discussion but would like to see a very short survey that collects additional input from students and employees to determine how an armed

security force would impact faculty, staff, and students. Mr. Hammonds would like to see this item on the agenda for the January Board meeting and have a proposal for how we are going to update security as well as the additional input the Board requested so that the Board can begin to debate the proposal.

Mr. Patrick Hurley would also like to know what the College's overall liability costs would be for any changes in security. Ms. Jami Van Ess will reach out to the College's risk management group to discuss these costs.

ADJOURNMENT: The Work Session Adjourned at 10:58 am.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Mr. Lloyd Hammonds
Vice Chair/Secretary of the Board

Ms. Patricia Garcia
Board Chair