

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**WORK SESSION**

**NOVEMBER 9, 2016**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A WORK SESSION  
OF THE  
DISTRICT GOVERNING BOARD  
NOVEMBER 9, 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 4:12 pm.

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

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Mr. Keith Becker, Mr. Craig Beeson, Mr. Dan Begay, Mr. Lou Blazquez, Ms. Colleen Carscallen, Ms. Allison Eckert, Dr. Dudley Gardner, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Larry Hendricks, Ms. Veronica Hipolito, Mr. Jeff Jones, Dr. Andrew Lawlor, Mr. Rick McDonald, Dr. Michael Merica, Ms. Siri Mullaney, Ms. Suzanna Rodriguez, Ms. April Sandoval, Mr. Kurt Stull, Mr. Scott Talboom, Ms. Sonia Tris, 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 November 9, 2016 documents file.

**Follow Up**

- The President will send the Board the security risk assessment.
- Mr. Lloyd Hammonds would like to see a broader range of tuition options for the Board to discuss. In previous years, the Board has looked at a range of tuition increases from \$1 to \$3. Mr. Hammonds requested that the Board review options up to a \$6 tuition increase and how that increase would impact the budget.
- Dr. Nat White would like to see information on the whole cost of attendance for students including textbooks.
- Ms. Van Ess asked the Board to consider the type of information they would like to review to inform this decision. The Board requested the following information:
  - Dr. Peoples asked for a more robust list of cost comparisons for outsourced work and information on the types of specialty projects the College has to contract out.
  - Dr. Nat White asked for information on what kinds of problems lead to the decision to contract with Campus Works and what types of pitfalls we might face in hiring our own CTO. He also asked to see the positive aspects of hiring a CTO.

- Ms. Patricia Garcia was concerned about the rapidly changing IT environment and the kind of training that would be needed to keep an internal CTO up to speed.
- Mr. Patrick Hurley suggested considering an IT management position rather than a technical position.
- Dr. Marie Peoples asked to see job descriptions from the two community colleges that recently advertised for CTO positions.

Important Dates	
January 25, 2017	DGB Meeting

**FOLLOW UP ITEMS**

Ms. Patricia Garcia reviewed the follow up items with the Board. The Board has nothing additional to add to the GISS discussion so it will be removed from the follow-up items. There was no consensus for a date for the round table discussion in December so will schedule the first round table for after the first of the year.

The Board and President’s evaluation policies and procedures will be discussed at the regular meeting. Security will be discussed at the January meeting.

The President will send the Board the security risk assessment.

**DISCUSSION/INFORMATION ITEMS**

**1. Election Debrief – Ms. Patricia Garcia**

The Coconino County Elections department is showing that Proposition 410 did not pass based on the initial voting results.

Ms. Patricia Garcia began the discussion by thanking everyone for all of the work they did on educating the voters on the challenges that the College faces. It was the voter’s choice to make.

Mr. Lloyd Hammonds thanked all the employees and fellow board members for all of their hard work. The voters have spoken and while the outcome was disappointing, the College will go on. The College may not be able to do everything we want to do but will continue to offer high quality education.

Mr. Patrick Hurley thanked everyone for all of their hard work in multiple initiatives over the past few years. He would like the College to follow up to find out what happened and possibly consider a poll to find out why the effort was not successful. Mr. Hurley was impressed with the message the College spread in the community and the energy of the campaign. There were a lot of positives about the campaign including the number of endorsements.

Dr. Marie Peoples mentioned that today was a really hard day. She echoed the other Board members’ comments and would like to take some time, reflect and consider the great work we have done. Dr. Peoples does not see this as a failure as the College made inroads in many areas of the community. The College is resilient, has great staff and faculty, and will now look at making some hard choices to keep moving forward.

Dr. Nat White felt that there was a lack of knowledge and information about the College in the community and that we learned a lot in this effort. The College improved the campaign compared to 2013. Dr. White is excited about the feedback he is hearing in the community and is planning to get right back to work to make plans for the future.

Mr. Patrick Hurley thanked Dr. Nat White for his exceptional efforts in this campaign. It was Dr. White who started this campaign and put a lot of energy into it.

## **2. Preliminary Revenue and Expense Assumptions – Ms. Jami Van Ess**

Ms. Jami Van Ess gave a presentation on the Preliminary Revenue and Expense Assumptions and reviewed a budget handout with the Board. For additional details on these items, please see the November 9, 2016 documents file.

The budget assumptions for Fiscal Year 2018 (FY18) were developed using trend analysis. Ms. Van Ess reviewed the budget calendar, long-term forecast, economic indicators, FY18 priorities, FY18 forecast and assumptions, and next steps for the budget process.

There will be changes to the budget process this year to include budget hearings. These hearings will begin in February and will allow as many people as possible to participate in the budget process and give input.

Yesterday's election voted in increases to the Arizona and Flagstaff minimum wage that will need to be factored into the budget.

Mr. Lloyd Hammonds would like to see a broader range of tuition options for the Board to discuss. In previous years, the Board has looked at a range of tuition increases from \$1 to \$3. Mr. Hammonds requested that the Board review options up to a \$6 tuition increase and how that increase would impact the budget.

Dr. Nat White would like to see information on the whole cost of attendance for students including textbooks.

## **3. Cyber Security – Ms. Jami Van Ess**

Dr. Andrew Lawlor, Chief Technical Officer, spoke to the Board on cyber security. For additional details on this presentation, please see the November 9, 2016 documents file.

Dr. Lawlor shared the challenges we face in Cyber Security and how the College works to protect against these risks. The College tries to build a risk management culture that helps everyone understand what they can do to help mitigate risks.

## **4. Campus Works – Ms. Jami Van Ess**

Ms. Jami Van Ess spoke to the Board about our Campus Works contract and asked the Board to discuss this item prior to bringing an action item for renewal of the contract. The College is 1.5 years into a two-year contract and there is an option to renew the contract. Ms. Van Ess asked the Board to consider whether or not they would like to renew the contract or have the College

conduct a search for a Chief Technology Officer (CTO). Ms. Van Ess reviewed the history of the Campus Work Contract and how it has been reduced over time.

Ms. Van Ess asked the Board to consider the type of information they would like to review to inform this decision. The Board requested the following information:

- Dr. Peoples asked for a more robust list of cost comparisons for outsourced work and information on the types of specialty projects the College has to contract out.
- Dr. Nat White asked for information on what kinds of problems lead to the decision to contract with Campus Works and what types of pitfalls we might face in hiring our own CTO. He also asked to see the positive aspects of hiring a CTO.
- Ms. Patricia Garcia was concerned about the rapidly changing IT environment and the kind of training that would be needed to keep an internal CTO up to speed.
- Mr. Patrick Hurley suggested considering an IT management position rather than a technical position.
- Dr. Marie Peoples asked to see job descriptions from the two community colleges that recently advertised for CTO positions.

ADJOURNMENT: The Work Session Adjourned at 5:38 pm.

**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