

**COCONINO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**JANUARY 27, 2015**



**COCONINO COUNTY COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
JANUARY 27, 2015**

A Regular Meeting of the Coconino County Community College District Governing Board was held in the Board Room at the Lone Tree Campus at 2800 S. Lone Tree, Flagstaff, Arizona 86005. Board Chair, Mr. Patrick Hurley, called the meeting to order at 5:38 pm.

PRESENT: Patricia Garcia  
Gioia Goodrum  
Lloyd Hammonds  
Patrick Hurley  
Nat White

ABSENT: None

Also present: Dr. Leah Bornstein, CCC President; Ms. Jami Van Ess, Dr. Russ Rothamer, Dr. Monica Baker, Mr. Dan Begay, Ms. Gayle Benton, Ms. Jennifer Dufresne, Mr. Mark Easton, Mr. Greg Giangobbe, Ms. Kimmi Grulke, Mr. Brian Harris, Ms. Veronica Hipolito, Mr. Tim McGee, Dr. Michael Merica, Ms. Siri Mullaney, Ms. Kellie Peterson, Legal Counsel, Ms. Suzzanna Rodriguez, Ms. April Sandoval, and Mr. Scott Talboom.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the January 27, 2015 Documents File.

**Follow Up**

- The board would like to review information on the cuts to the education program including: employment data for students in the program; how these classes can help the community and what alternatives are available; if there are partnerships might be available to fund these classes over a longer period of time; and the data that was presented last year prior to the cuts in the program.

**Important Dates**

February 12, 2014	Foundation Board Meeting (Retreat)
February 24, 2015	DGB Meeting
March 24, 2015	DGB Meeting

**ADOPTION OF AGENDA**

Ms. Patricia Garcia moved to approve the agenda and Ms. Gioia Goodrum seconded the motion. The agenda was approved as presented.

**ADOPTION OF CONSENT AGENDA**

Minutes of the Work Session and Regular Board Meeting, November 18, 2014  
Employment Separations/New Hires

Mr. Lloyd Hammonds moved to approve the Consent Agenda and Ms. Patricia Garcia seconded the motion. The motion was unanimously approved.

**FOLLOW UP ITEMS**

All follow up items have been completed.

**ELECTION OF BOARD CHAIR, VICE CHAIR/SECRETARY AND COMMITTEE REPRESENTATIVES**

The floor was opened for nominations for Chair. Mr. Lloyd Hammonds nominated Ms. Patricia Garcia and Dr. Nat White seconded the motion. There were no other nominations so the nominations were closed. The motion was unanimously approved and Ms. Patricia Garcia was elected Chair.

The floor was opened for nominations for Vice Chair/Secretary. Mr. Lloyd Hammonds nominated Mr. Patrick Hurley. Mr. Hurley declined the nomination. Mr. Patrick Hurley nominated Ms. Gioia Goodrum and Dr. Nat White seconded the motion. There were no other nominations so the nominations were closed. The motion was unanimously approved and Ms. Gioia Goodrum was elected Vice Chair/Secretary.

The board then moved to appoint committee representatives. The current AADGB representative is Mr. Lloyd Hammonds. Ms. Patricia Garcia nominated Mr. Hammonds and Ms. Gioia Goodrum seconded the nomination. The motion was unanimously approved.

The current Alliance representative is Ms. Patricia Garcia. Ms. Garcia has rotated out of the chair position for this group so does not have to remain in this position. Mr. Patrick Hurley nominated himself and Ms. Gioia Goodrum seconded the motion. The motion was unanimously approved.

The current Foundation Board Representative is Ms. Gioia Goodrum. Mr. Patrick Hurley volunteered Dr. Nat White to replace her. Ms. Gioia Goodrum seconded the motion and it was unanimously approved.

The board also felt that it would be wise to appoint an alternate to AADGB. Mr. Lloyd Hammonds nominated Dr. Nat White. Ms. Gioia Goodrum seconded the nomination and it was unanimously approved.

**INTRODUCTION OF GUESTS**

Mr. Scott Talboom introduced four guests: Lynette Bybee and Claire Kerada who attended the meeting to provide public comment and NAU students Brandon Chappell and Rebecca Largend.

**CALL TO THE PUBLIC**

Ms. Lynette Bybee spoke to the board about how the cuts in the education program have been really hard for her. She is a child care provider and is required to receive certain amount of

education to continue her certification and to allow parents that use her service to receive scholarships for child care. She would like the board to see what they can do to continue the program.

Ms. Clarie Kerada is a student in the education program at CCC and plans to transfer to NAU in the Fall. She spoke to the board about how important this program has been to her. Claire would not have been able to afford the tuition at NAU for the first two years of her program. She also stressed the importance of having an Early Childhood Education program in the community for students that don't necessarily need a four year degree. She is grateful for her time in the program and would like the board to consider continuing any component of the program.

The board would like to review information on the cuts to this program including:

- Employment data for students in the program.
- How these classes can help the community and what alternatives are available.
- If there are partnerships might be available to fund these classes over a longer period of time.
- The board would also review the data that was presented last year prior to the cuts in the program.

### **ACTION ITEMS**

#### **2015 Meeting Schedule** – Ms. April Sandoval

The 2015 Meeting Schedule was presented to the board. Mr. Patrick Hurley motioned to approve the schedule as presented and Dr. Nat White seconded the motion. After a discussion on the retreat dates, the motion was amended to change the retreat dates to June 23<sup>rd</sup> and 24<sup>th</sup>. The amended motion was unanimously approved.

#### **Strategic Plan Goals 2016-2020** – Dr. Leah Bornstein

The three strategic planning goals for the 2016-2020 strategic plan were presented to the board. The goals are focused on student success initiatives related to access, retention and completion. Dr. Bornstein would like to ask for approval of these three goals but would like latitude to bring back a fourth goal as discussions on the strategic plan continue.

Dr. Nat White motioned to approve the strategic planning goals and Mr. Lloyd Hammonds seconded the motion. The motion was unanimously approved.

#### **Donation Acceptance, Art Renovations** – Mr. Scott Talboom

The Foundation Board is recommending that funds raised from the Palette to Palate event be used to renovate the art classrooms. Additional details about the renovations are included in the January 27, 2015 documents file.

Dr. Nat White motioned to accept the donation for art classroom renovations and Mr. Lloyd Hammonds seconded the motion. The motion was unanimously approved.

#### **Donation Acceptance, Hydration Station** - Mr. Scott Talboom

The Foundation has a specific fund for donations for sustainability projects. The Foundation Board is recommending that the funds currently in this account be used to install two hydration

stations on the Lone Tree Campus. These stations would allow people to use drinking fountains to fill water bottles. There are some maintenance costs associated with the hydration stations including filters that would have to be replaced annually. Mr. Mark Easton has evaluated the costs and they are minimal.

Ms. Gioia Goodrum motioned to accept the donation and Mr. Patrick Hurley seconded the motion. There was a discussion on whether hydration stations would be installed at the Fourth Street and Page locations. The funds available would only cover two stations and the size of the Lone Tree Campus and concentration of students at that campus resulted in the recommendation to install both stations there.

Dr. Nat White amended the motion to approve the donation with the understanding that funding for the Page and Fourth Street installations has board support. Mr. Lloyd Hammonds seconded the amended motion and it was unanimously approved.

## **INFORMATION REPORTS**

### **District Governing Board**

#### AADGB Update – Mr. Lloyd Hammonds

AADGB met on December 5, 2014 and the agenda and minutes for that meeting were included in the January 27, 2015 documents file. AADGB has adopted a new mission statement and set dates for the Governance Institute for Student Success. AADGB will have two new representatives from Yavapai College and Pima Community College.

We would like to extend a thank you to AADGB for the invitation to attend the Governance Institute for Student Success.

#### Alliance – Ms. Patricia Garcia

The Alliance Policy Group met on January 16, 2015 and that meeting was devoted to updates from various institutions on their legislative agendas for the year. The Management Group has not met.

#### CCC Foundation – Ms. Gioia Goodrum

Antelope Point Marina has recently added \$10,000 to its scholarship fund. This will convert the scholarship from a pass thought to an endowment. The Foundation completed a successful Annual Fund drive.

#### 2015 DGB Activity Calendar – Ms. April Sandoval

Ms. April Sandoval presented the 2015 DGB Activity Calendar. This calendar lists standing agenda items for the District Governing Board and special events for the year.

**Business Administrative Services** – Ms. Jami Van Ess**Fiscal Year 2015 Audit Results**

Ms. Siri Mullaney presented the Audit Results. For additional details on the presentation, please see the January 27, 2015 documents file. Our auditors found that we are in compliance and are considered a low risk auditee. There was one internal control finding from the TRiO program related to student eligibility for the program. The program will be checking eligibility more closely to correct that finding.

Ms. Mullaney was also pleased to report that we have been able to avoid additional costs associated with complying with ARS § 41-725. We are not required to participate in a state database to report expenditures of state monies because we already publish our annual financial report and that report receives an excellence award from the Government Finance Officers Association. This saves us \$5,000 in set up fees and an annual fee of \$1,000.

**Fiscal Year 2015 Budget Documents**

Ms. Van Ess explained the substantial change in this year's budget document. We have been selected to participate in a pilot project with the Government Finance Officers Association. The project creates a framework that ties strategic planning initiatives to the budget by incorporating student performance measures in budget development. Ms. Van Ess outlined the various changes in the budget document and hoped that the board members would take time to read through the budget document.

The board appreciates the work that went into this document.

**Financial Austerity Plan Update Follow-Up**

Ms. Van Ess presented an update on the parts of the financial austerity plan (FAP) related to revenue. The overall results of implementing the seven recommendations from the FAP was a gain of \$25,000 less than anticipated. The major difference in revenue generation came from no-show fees. This fee motivated students to drop classes they were not planning on taking.

**Budget Status Report**

For additional details on the budget status report, please see the January 27, 2015 documents file. The budget is tracking as expected.

**IT Leadership Follow-up**

Ms. Van Ess updated the board on the college leadership's decision concerning IT leadership. The college leadership has decided to recommend a contract with Campus Works that will include a 1.0 FTE, .75 will be the CTO and .25 will be Subject Matter Experts. The college leadership made this decision because of the professionalism of Campus Works, the number of technology initiatives that have been recently implemented, and an understanding that our next strategic plan will include a number of technology initiatives. The board is supportive of this decision.

**Academic Affairs**– Dr. Russ Rothamer  
**Financial Austerity Plan Update**

Dr. Rothamer provided updates on six areas in the financial austerity plan (FAP).

- Community and Corporate Learning has been dissolved and most of the services provided by that division were discontinued last year. Dr. Baker has taken on the partnership with Goodwill and we currently run 5-6 sessions each month on work readiness and customer service. We are more than recovering our costs for these initiatives.
- Our contract for the Small Business Development Center (SBDC) ended in December. We are happy to report that this contract transitioned to NACET who will continue these services for Northern Arizona.
- There were some staffing changes at the Page site with its transition from a campus to an instructional site. As of January 1, 2015, the Administrative Assistant in Page moved from a full time position to part time. The director of the Page site transitioned from part time to full time. That position was previously split with the SBDC.
- We have implemented the changes to the nursing program to reduce the program to 20 students per year. We did not admit a class for Spring 2015.
- The dance degree, early childhood education and education programs are all planned for termination. The dance degree has already been eliminated but we are continuing popular classes. We are teaching out the education program and the last time courses in these programs will be offered is Spring 2015.

**President's Information Report** – Dr. Leah Bornstein

Dr. Bornstein highlighted items from the President's Report. There are two CCC employees that serve on the Flagstaff Unified School District Board. The NAPEBT wellness program was recognized by the American Heart Association. CCC's pandemic response plan was reviewed by Mark Easton and David Engelthaler from TGen. This was a nice community partnership that resulted in bringing expertise to the college.

We are on track with the strategic planning timeline. The next six months may see us needing more time to discuss objectives, tactics and measures. There were a couple of extra months built into the timeline to allow for extra time if needed.

The Arizona Community College Coordinating Council had their first couple of meetings with Jack Lunsford as CEO and he will be meeting with AADGB as well.

Dr. Bornstein met with Dr. Loretta Mayer of Senestech to discuss partnerships that would allow students to intern/apprentice with the company. Senestech is committed to offering jobs to the students at the end of the internship/apprenticeship. Dr. Bornstein mentioned that this type of commitment opens the conversation about businesses committing to students once they have received training.

Dr. Bornstein gave an update on what the college is doing in the community to the Williams Chamber of Commerce in December.

The Arizona State Legislature is focusing on the budget for this session and are planning on closing the session once the budget has been approved.

Dawn Wallace has recently been appointed as Governor Ducey’s Education Policy Advisor. Ms. Wallace was a staff member in the House of Representatives for several years and worked with higher education and community colleges in that role.

**ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

The next DGB meeting will be February 24, 2015.

The next Foundation Board meeting will be February 12, 2015.

**MEETING EVALUATION**

We wish to thank Mr. Patrick Hurley for his service over his tenure as chair.

ADJOURNMENT: A motion to adjourn the meeting at 7:04 pm was made by Mr. Lloyd Hammonds and seconded by Ms. Gioia Goodrum.

**MINUTES PREPARED BY:**

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April Sandoval  
Board Recorder

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Gioia Goodrum  
Vice Chair/Secretary of the Board

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Patricia Garcia  
Board Chair