

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

MAY 25, 2016



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
MAY 25, 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 6:21 pm.

PRESENT: Patricia Garcia
Lloyd Hammonds
Patrick Hurley
Nat White

ABSENT: Marie Peoples

Also Present: Dr. Colleen Smith, CCC President, Mr. Bryan Bates, Mr. Dan Begay, Ms. Doris Beran, Ms. Colleen Carscallen, Ms. Summer Dennis, Mr. Mark Easton, Ms. Allison Eckert, Dr. Dudley Gardner, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Larry Hendricks, Ms. Veronica Hipolito, Mr. Jeff Jones, Dr. Michael Merica, Ms. Siri Mullaney, Ms. Ana Novak, Ms. April Sandoval, 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 May 25, 2016 documents file.

Follow Up

- There were no follow up items

Important Dates

June 29, 2016

District Governing Board Meeting

ADOPTION OF AGENDA

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

ADOPTION OF CONSENT AGENDA

Minutes of the Work Session, April 27, 2016
Minutes of the Regular Meeting, April 27, 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. All remaining follow up items are from the February 27, 2016 meeting and relate to the President's evaluation and board assessment policy. These items may be best discussed at the Board's retreat.

INTRODUCTION OF GUESTS

There were no guests present.

Mary Talentinow, Director of Purchasing and Auxiliary Services and Allison Eckert, Interim Director of Human Resources have joined the College and were introduced.

CALL TO THE PUBLIC

Mr. Bryan Bates expressed concern about a potential override campaign. His comments focused on the short time to the election, the need to have the entire College community engaged in the override, and an override not being a permanent fix to the low property tax rate.

RETIREMENT RECOGNITIONS – Dr. Colleen Smith

Three of the College's long-time employees are retiring. The retirees are Bryan Bates, Instructor – Science, Doris Beran, Instructor – Allied Health, and Mark Easton, Executive Director of Purchasing. On behalf of the Board, we thank you very much on what you have done for the College. We also appreciate your service and will miss you.

ACTION ITEMS

Emeritus Status – Dr. Colleen Smith

The College has a policy that allows for granting of emeritus status that includes a nomination process, review by committee, and approval by the District Governing Board. Dr. Smith reviewed the nomination and process for the consideration of Mr. Bryan Bates for Professor Emeritus Status. Dr. Smith is supporting the recommendation and read some of the items in the letters of nomination for Mr. Bates. For additional details on the nomination, please see the May 25, 2016 documents file.

Dr. Smith recommends that the Board consider Bryan Bates for Professor emeritus status. Dr. Nat White made a motion to grant Mr. Bryan Bates, Professor Emeritus status. Mr. Patrick Hurley seconded the motion and it was unanimously approved.

Ms. Patricia Garcia presented Mr. Bryan Bates with a plaque commemorating his appointment. Mr. Bates shared a few words about his history with the College and support for the College.

CAVIAT Central Programs Intergovernmental Agreement Renewal – Dr. Dudley Gardner

Dr. Dudley Gardner presented a renewal of the CAVIAT Central Programs Intergovernmental Agreement. For additional details on this item, please see the May 25, 2016 documents file.

Dr. Gardner made a recommendation to approve the renewal of the CAVIAT Central Programs Intergovernmental Agreement. Mr. Patrick Hurley made a motion to adopt the recommendation for the renewal. Dr. Nat White seconded the motion and it was unanimously approved.

Dual Enrollment Intergovernmental Agreement Renewals – Dr. Dudley Gardner

Dr. Dudley Gardner presented a renewal of the Dual Enrollment Intergovernmental Agreements. For additional details on this item, please see the May 25, 2016 documents file.

Dr. Gardner made a recommendation to approve the renewal of the Dual Enrollment Intergovernmental Agreements. Dr. Nat White made a motion to adopt the recommendation for the renewal. Mr. Lloyd Hammonds seconded the motion and it was unanimously approved.

Lease Renewal with CAVIAT for space at Fourth Street Campus – Ms. Jami Van Ess

This agenda item is a renewal of the current lease of space at the Fourth Street Campus by the CAVIAT program. The original agreement included options for additional one year renewals and this item is being brought forward to the Board to approve an additional on year renewal.

It is Ms. Van Ess' recommendation that the District Governing Board adopts a motion authorizing the President to sign Addendum 1 to extend the Lease agreement with CAVIAT effective July 1, 2016.

Mr. Patrick Hurley made a motion to accept the recommendation to extend the lease agreement. The motion was seconded by Mr. Lloyd Hammonds and unanimously approved.

Intergovernmental Agreement Renewal with Northern Arizona University – Ms. Jami Van Ess

Ms. Van Ess presented a renewal of the intergovernmental agreement with Northern Arizona University. Both parties to the agreement are asking for a consecutive two-year renewal. Since both groups have new leadership, we are discussing reviewing the contract, considering other items for partnerships, and developing a new intergovernmental agreement.

It is Ms. Van Ess' recommendation that the District Governing Board adopts a motion to approve Addendum 4 to the IGA with Northern Arizona University and authorize the President to sign the agreement.

Mr. Patrick Hurley made a motion to accept the recommendation to approve the renewal of the intergovernmental agreement with NAU. The motion was seconded by Dr. Nat White and unanimously approved.

Intergovernmental Agreement Renewal with the City of Page – Ms. Jami Van Ess

Ms. Van Ess presented a renewal of the intergovernmental agreement with the City of Page for sharing of services at the Page Lake Powell Instructional Site. The renewal would be for one year.

It is Ms. Van Ess' recommendation that the District Governing Board adopts a motion authorizing the President to sign a one year extension of the existing intergovernmental agreement with the City of Page.

Mr. Lloyd Hammonds made a motion to accept the recommendation to approve the renewal of the intergovernmental agreement with the City of Page. The motion was seconded by Dr. Nat White and unanimously approved.

General Liability Insurance – Ms. Jami Van Ess

This action item deals with a renewal of the College's General Liability Insurance with the Arizona Risk Retention Trust. Premiums have increased this year due to increased utilization in pre-paid legal over the past year from the transition in leadership and an extensive review of the nursing clinical contracts.

Ms. Van Ess recommended that the Board approves the coverage as presented with The Arizona School Risk Retention Trust in the amount on \$126,210 for FY17 and authorizes the President to sign the agreement.

Dr. Nat White made a motion to take the recommended action. Mr. Patrick Hurley seconded the motion and it was unanimously approved.

Adjusted Operating and Unexpended Plant Fund – Ms. Jami Van Ess

Ms. Van Ess requests that the Board adjust the operating and unexpended plant funds to actual expenses for the current fiscal year. This allows the College to maximize our expenditure limitation and carry forward the maximum amount of funds.

Ms. Van Ess recommended that the District Governing Board adopt a motion to set the Operating and Plant Funds for fiscal year 2015-2016 to actual.

Mr. Patrick Hurley made a motion to accept the recommendation. Dr. Nat White seconded the motion and it was unanimously approved.

INFORMATION REPORTS

District Governing Board

AADGB Update – Mr. Lloyd Hammonds

Mr. Hammonds will defer his report until after the next AADGB meeting.

Alliance Update – Mr. Patrick Hurley

Alliance has not met since the last Board meeting.

Foundation Update – Dr. Nat White

Dr. White deferred to Mr. Scott Talboom for the Foundation Update. The Foundation Board did not meet in May and will meet again on June 12, 2016. The Foundation Board is focusing on orienting new Foundation Board members and developing the Foundation budget.

Academic Affairs - Dr. Dudley Gardner

Higher Learning Commission

Dr. Gardner spoke to the Higher Learning Commission review team and we expect a report from them within the next 15 days.

Faculty Evaluation and Procedure Recommendations

Dr. Gardner was tasked with revising the Faculty Evaluation process and worked with the Deans to develop a draft evaluation. From there, an ad hoc evaluation committee and the Faculty Senate reviewed the draft and made revisions. All faculty members were also given an opportunity to provide input and feedback.

Dr. Gardner reviewed a presentation and copies of the new evaluation forms for the Faculty Evaluation process. For additional details on the presentation, please see the May 25, 2016 documents file.

After the first year of use, the faculty evaluation process will be evaluated to determine if it is working. Academic Affairs will also be working on developing a manual for conducting the evaluation process.

Dr. Nat White had to leave the meeting but a quorum was maintained so the meeting could continue.

Business Administrative Services – Ms. Jami Van Ess

Budget Status Report

Ms. Jami Van Ess reviewed the Budget Status Report and highlighted several items. For additional details on the report, please see the May 25, 2016 documents file.

Smart Schools

Ms. Van Ess gave a pilot project report on the Smart Schools program and its implementation over the past year. It was very beneficial to the College to retain Mr. Bobby Sedillo in his position for the past nine months and allowed for a smoother transition for his replacement. There was one additional request to utilize the Smart Schools program that was not granted because it was not beneficial to the College.

The Board can renew the contract with Smart Schools if they feel it is still needed. The contract can be renewed annually and there is no cost to the College unless we have an employee who joins the Smart Schools program.

Before renewal of the contract, Mr. Patrick Hurley would like to see the amount of money the College saved using Smart Schools.

Mr. Hurley and Ms. Garcia both stressed that it would be up to the College management to determine who could utilize Smart Schools and that it should only be used for those cases where it benefits the College.

Ms. Van Ess will bring back information on a contract renewal when there is an employee who is interested in the program.

Student Engagement - Ms. Veronica Hipolito

University of Arizona Transfer Program

The College recently signed a Memoranda of Understanding for a new partnership with the University of Arizona. This is a transfer partnership that is open to any CCC student who would

like to attend the University of Arizona. This program will increase the presence of the University of Arizona on campus and provide access to activities and services to interested students. The program includes a transfer scholarship for students, access to a University ID card and services, and admissions assistance.

Student Awards Ceremony

The Student Awards Ceremony occurred on May 11, 2016 and recognized nearly 60 students. Graduating student veterans were also recognized and Ms. Hipolito shared the challenge coin presented to Veteran Students with the Board. This coin is a military tradition that recognizes challenges students have faced.

President's Information Report Dr. Colleen Smith

President's Report

One of the most important parts of Dr. Smith's job is highlighting the amazing things faculty and staff are doing in the President's Report. The report is posted on the President's webpage so everyone can see the amazing things that are going on at the College. For additional details on the report, please see the May 25, 2016 documents file or the President's website at: <https://www.coconino.edu/ccc-president-office/president>. Dr. Smith highlighted the many efforts the College is making to reach out to our community.

Reorganization

Dr. Smith presented an information item related to a small reorganization that resulted from two vacant positions. When the positions came open, we analyzed them to determine how we could best use those positions. Based on that analysis, we have decided to add some additional job duties to some positions and create a new training position to address assessment issues and professional development for faculty. In addition, Dr. Smith felt that the student services organization was very flat and would benefit from appointing two new directors.

The College is also reviewing the new Fair Labor Standards Act provisions related to overtime and exempt employees. This analysis will take some time and our goal is to comply with the law and be fair to employees.

Some of the items not included in Dr. Smith's written report are adding some additional responsibilities to the Dean of Student Services, Director of Institutional Research, and Vice President of Business and Administrative Services.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next District Governing Board meeting will be June 29, 2016.

The next Foundation Board meeting will be June 14, 2016.

MEETING EVALUATION

There were no comments related to meeting evaluation.

ADJOURNMENT: Mr. Patrick Hurley made a motion to adjourn the meeting at 7:52 pm. The motion was seconded by Mr. Lloyd Hammonds 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