

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

NOVEMBER 9, 2016



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
NOVEMBER 9, 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 6:20 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. Dan Begay, Ms. Sandra Dihlmann-Lunday, Mr. Lou Blazquez, Ms. Colleen Carscallen, Mr. Mark Easton, Ms. Allison Eckert, Dr. Dudley Gardner, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Larry Hendricks, Ms. Veronica Hipolito, Ms. Jennifer Jameson, Mr. Jeff Jones, Dr. Andrew Lawlor, Mr. Rick McDonald, Dr. Michael Merica, Ms. Siri Mullaney, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Kurt Stull, Mr. Scott Talboom, Ms. Mary Talentinow, 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 workplace harassment and sexual harassment policies and procedures will be brought back to the Board for review.
- The Foundation Operating Agreement will be reviewed by legal counsel and brought back to the Board for review.

Important Dates

January 25, 2017

DGB Meeting

ADOPTION OF AGENDA

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

ADOPTION OF CONSENT AGENDA

Minutes of the Work Session, October 26, 2016
Minutes of the Regular Meeting, October 26, 2016
Separations/New Hires

Dr. Marie Peoples moved to approve the Consent Agenda and Dr. Nat White seconded the motion. The motion was approved with one abstention (Mr. Lloyd Hammonds).

FOLLOW UP ITEMS

Ms. Patricia Garcia reviewed the follow up items with the Board. The follow up items will be discussed at the January Board meeting.

INTRODUCTION OF GUESTS

Mr. Scott Talboom introduced Mr. Lou Blazquez and Mr. Rick McDonald.

CALL TO THE PUBLIC

There were two responses to the Call to the Public. Mr. Lou Blazquez asked the Board how someone becomes a board member and when a seat will be open. Ms. Patricia Garcia referred Mr. Blazquez to the Coconino County Superintendent of Schools to answer these questions.

Mr. Rick McDonald spoke to the Board about concerns he has about the College's information technology department. Mr. McDonald has expressed similar concerns at previous Board meetings.

CCC EXCELLENCE/STUDENT SUCCESS

OnCourse and Curios Student Publications – Ms. Sandra Dihlmann-Lunday

Ms. Sandra Dihlmann-Lunday and Ms. Jennifer Jameson spoke to the Board about the history of student publications at the College, the OnCourse and Curios publications, and how these publications serve our community.

Dr. Smith thanked Ms. Dihlman-Lunday and Ms. Jameson for their work and focus on student success. Dr. Smith asked that we always include the Board when distributing these publications.

Dr. Nat White expressed his appreciation for the publications and the reading events held at the College earlier this year and was appreciative of the outreach these publications accomplish in our community.

ACTION ITEMS

President's Evaluation Policy and Procedure – Mr. Lloyd Hammonds

The revised procedures included in the Board packet reflect the discussion and changes suggested at the last Board meeting to implement the policy and procedure for the President's Evaluation.

Dr. Nat White moved to accept the recommendation to approve the Policy 42-00 and Procedure 42-01. Dr. Marie Peoples seconded the motion. The motion was unanimously approved.

After discovering an error in the recommendation included for this item in the Board Packet, Mr. Patrick Hurley made a second motion to reconsider the previous motion and correct the recommendation to include 41-01 Annual Evaluation of the President Procedure rather than 42-01 Annual District Governing Board Self-Evaluation Procedure. Mr. Lloyd Hammonds seconded the motion and it was unanimously approved.

Dr. Nat White made a motion to correct the first motion and act on the updated recommendation to approve Policy 42-00 and Procedure 42-01. Mr. Patrick Hurley seconded the motion and it was unanimously approved.

Board Assessment Policy and Procedure – Mr. Lloyd Hammonds

Mr. Lloyd Hammonds presented the Board Assessment Policy and Procedure and suggested an additional change to update the title of the Director of Institutional Research by removing the word “Executive”.

Mr. Hammonds made a motion to accept the recommendation to approve the recommendation to approve 41-00 Annual District Governing Board Self-Evaluation and 41-01 Annual District Governing Board Self-Evaluation Procedure with the suggested change. Mr. Patrick Hurley seconded the motion and it was unanimously approved.

Workplace Harassment Policy - Ms. Jami Van Ess

The Board was asked to review and approve policy concerning workplace discrimination and harassment. Ms. Jami Van Ess reviewed the process that was used to create this policy. Initially this item was included in the policy that addresses sexual harassment and has been separated into two policies: one addresses sexual harassment and the second workplace discrimination and harassment. These changes were suggested to better align with Title IX requirements, provide definitions and examples, and provide more clarity in these areas.

Mr. Patrick Hurley made a motion to table review of this policy until 1) the workplace discrimination and harassment policy is somewhat better defined and includes what these definitions are and 2) the procedure is included so the Board can read them together and 3) that both the policy and procedure for both workplace harassment and sexual harassment be presented together so that the Board can review them together and make an informed judgement. Mr. Lloyd Hammonds seconded the motion.

Discussion on the topic included the following topics:

- Mr. Hammonds was not sure what behavior was being prohibited by the new policy and that if it was not well defined, there could be repercussions for the Board. He would also like to see related policies and procedures.
- Mr. Patrick Hurley suggested that the policy reference the procedure.
- Dr. Nat White suggested adding additional verbiage to the policy and would like to look at the policies and procedures together.
- Mr. Lloyd Hammonds asked that the policy incorporate definitions of this type of behavior.
- Mr. Patrick Hurley requested that if there is a provision that is defined by statute, the policy include the statute rather than a definition.

The motion to table this item was unanimously approved.

Clinical Practicum Agreements with Tuba City Regional Health Care Corporation and the Peaks – Mr. Jami Van Ess

At the September 28, 2016 Board meeting, the Board approved a template for clinical practicum agreements. Two organizations, Tuba City Regional Health Care Corporation and the Peaks, have asked that the College make changes to that template. Ms. Mary Talentinow reviewed the differences between the agreement approved at the September meeting and the items being presented tonight. For additional details on those differences, please see the November 9, 2016 documents file.

The Board requested that anything that includes the attorney's signature, also include a date the document was signed.

Dr. Marie Peoples made a motion to approve both agreements. Dr. Nat White seconded the motion and it was unanimously approved.

Foundation Operating Agreement – Mr. Scott Talboom

Mr. Scott Talboom reviewed the changes made to the agreement, legal counsel review, and the approval process with the Foundation Board.

The Board discussed the provision in the contract that specifies that the District Governing Board has the power to dismiss the Executive Director. The Board felt that this provision needs to be revised before this item could be approved. They would like to ensure that from the Board perspective, this position is not treated differently than other College hiring and firing. The Board also asked that we demonstrate that legal counsel has reviewed the document and add a signature section for legal counsel.

Mr. Lloyd Hammonds made a motion to table this agenda item. Mr. Patrick Hurley seconded the motion and it was unanimously approved.

2017 DGB Meeting Schedule – Ms. April Sandoval

Ms. April Sandoval presented the proposed 2017 DGB Meeting Schedule. In addition to the regularly scheduled Board meetings, this schedule also includes proposed dates for round table discussions.

The Board discussed the necessity of having a Board meeting in Page. The Board was supportive of having meetings in Page but suggested that the TNT and Budget meeting be held in Flagstaff.

The locations for the May and August meetings will be changed so that the May meeting is at the Fourth Street Campus and the August meeting is in Page.

Mr. Patrick Hurley made a motion to approve the 2017 DGB Meeting Schedule with the suggested change. Dr. Nat White seconded the motion and it was unanimously approved.

INFORMATION REPORTS

Strategic Plan Report – Dr. Colleen Smith

Dr. Colleen Smith thanked the Board for the opportunity to present updates on the strategic plan. The members of the Executive Council worked together to develop the report in the Board packet to help the Board see all of the work being done on strategic plan objectives even in the midst of the Educational Outreach and other initiatives.

Dr. Smith gave a presentation to the Board that briefly reviewed the strategic plan report and a few of the many initiatives that have been completed. The Board appreciated Dr. Smith’s approach to this report and would like to see similar presentations in the future.

2017 DGB Activity Calendar – Ms. April Sandoval

Ms. April Sandoval presented the 2017 DGB Activity Calendar. This calendar includes important dates for the Board and a summary of recurring agenda items. Ms. Sandoval asked the Board for guidance on the Strategic Plan Report items. The Board would like to hear updates on the strategic plan in both April and October.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

Mr. Lloyd Hammonds asked that DGB members consider other professional development opportunities such as the Higher Learning Commission Conference.

The next District Governing Board meeting will be January 25, 2017.

The next Foundation Board meeting will be November 21, 2016.

MEETING EVALUATION

Public comment is important to the Board but did not stay within the time frame allowed.

ADJOURNMENT: Mr. Lloyd Hammonds made a motion to adjourn the meeting at 7:56 pm. The motion was seconded by Dr. Nat White and unanimously approved.

MINUTES PREPARED BY:

Mr. Lloyd Hammonds
Vice Chair/Secretary of the Board

Ms. April Sandoval
Board Recorder

Ms. Patricia Garcia
Board Chair