

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**APRIL 26, 2017**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
APRIL 26, 2017**

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 6:00 pm.

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, Dr. Dudley Gardner, Ms. Kimmi Grulke, Mr. Jeff Jones, Dr. Andrew Lawlor, Ms. Breanna Mevoli, Ms. Siri Mullaney, Ms. April Sandoval, Mr. Dietrich Sauer, 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 April 26, 2017 documents file.

Follow Up
<ul style="list-style-type: none"> <li>• None</li> </ul>

Important Dates	
May 9, 2017	DGB Round Table
May 10, 2017	Student Awards Ceremony
May 11, 2017	Nursing Pinning
May 12, 2017	Commencement

**ADOPTION OF AGENDA**

Mr. Lloyd Hammonds 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, March 22, 2017  
Minutes of the Regular Meeting, March 22, 2017  
Separations/New Hires

Mr. Lloyd Hammonds moved to approve the Consent Agenda and Mr. Patrick Hurley seconded the motion. The motion was unanimously approved.

## **FOLLOW UP ITEMS**

There were no follow up items.

## **INTRODUCTION OF GUESTS**

Mr. Scott Talboom introduced Ms. Breanna Mevoli, an NAU student.

## **CALL TO THE PUBLIC**

There was no response to the call to the public.

## **ACTION ITEMS**

### **New and Retired Course Curriculum** – Dr. Dudley Gardner

Dr. Dudley Gardner reviewed the new and retired course curriculum presented for approval today. For additional details on these items, please see the April 26, 2017 documents file. Thirteen certificate programs are being presented for approval. If the certificates are approved by the Board, they would also need to be approved by the Higher Learning Commission.

Discussion on this item focused on the process for determining how to create a new program or retire existing courses, how certificates would help students gain employment, and the process for approval of certificates with the Higher Learning Commission.

Dr. Gardner recommended that the Board adopt a motion to approve the curriculum as presented.

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

## **INFORMATION REPORTS**

### **Academic Affairs and Student Engagement** - Dr. Dudley Gardner

Dr. Dudley Gardner read the following statement to the Board:

“The Higher Learning Commission, the accrediting agency for Coconino Community College that covers 19 western and central states, has determined that as of Fall 2017, all faculty at institutions of higher learning will have a master’s-level (or similar combination of education and work experience) credential in the subjects they teach.

Beginning in early 2016, CCC performed an audit to review the credential status of all faculty, full-time and part-time. The majority of faculty members had the credentials that HLC is now requiring. It was determined that they were eligible to teach or an action plan was developed for those who needed additional graduate hours to bring them up to the HLC standards. CCC has extended tuition reimbursement to part-time faculty to assist with classwork and the college worked diligently to retain faculty when possible. To make up any possible shortfall in classes, CCC is recruiting nationwide for replacement faculty and will offer classes via distance education.

All institutions under HLC requirements must comply with credentialing standards by 2017 for regular faculty and 2022 for Dual Enrollment/CAVIAT faculty.

By doing this, we are gaining credibility as an institution of excellence for our students. These are the same standards faced by NAU, and by taking these measures, CCC will ensure its continued accreditation with the HLC.

CCC is currently in good standing with the HLC, and in a recent review as part of the College's reaccreditation process, the College was recognized for having a positive and constructive plan in place to address faculty credentialing. CCC was one of the first schools within HLC to develop a clear process and plan for addressing the issue."

These credentialing requirements and course enrollments have helped to drive the hiring process for full-time faculty. Dr. Gardner updated the Board on the status of the hiring process for faculty for Fall 2017. Dr. Gardner discussed the process being put in place to ensure that all future faculty hires are properly credentialed.

This has been a large task and Dr. Colleen Smith mentioned her appreciation for the work that Academic Affairs and other areas have put into meeting this requirement.

**Business Administrative Services** – Ms. Jami Van Ess

**Budget Status Report**

Ms. Jami Van Ess reviewed the Budget Status Report. For additional details on the report, please see the April 26, 2017 documents file.

**President's Information Report** Dr. Colleen Smith

**Strategic Plan Report**

Dr. Colleen Smith updated the Board on some of the work the College has been doing to accomplish the goals in the 2016-2020 Strategic Plan. For additional details on the report, please see the April 26, 2017 documents file.

**Organization Update**

Dr. Colleen Smith reviewed the organizational chart that was included in the Board Packet. These changes were motivated by siloes that had developed over time, to get different groups to work together, to approach innovation in a different way, and from suggestions made in the Business Process Review. As time and the needs of the institution change, there may be additional changes to this structure.

**President's Report**

Dr. Colleen Smith highlighted the many wonderful things that happened at the College and were included in the President's Report. To view the President's Report, please see the April 26, 2017 or the President's page of the College website.

**ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

The next District Governing Board meeting will be May 9, 2017 – Round Table and May 24, 2017- Regular Meeting (on the Fourth Street Campus)

The next Foundation Board meeting will be June 13, 2017.

Dr. Nat White and Mr. Steve Peru are working to form a community network and support group for the College.

The AADGB meeting on June 9, 2017 will be held on the CCC campus. Mr. Lloyd Hammonds encouraged all Board members to attend as this is the first meeting outside of the Maricopa District area and will include a legislative update.

**MEETING EVALUATION**

ADJOURNMENT: Dr. Nat White made a motion to adjourn the meeting at 6:56 pm. The motion was seconded by Mr. Patrick Hurley and unanimously approved.

**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