

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**WORK SESSION**

**OCTOBER 18, 2017**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A WORK SESSION  
OF THE  
DISTRICT GOVERNING BOARD  
OCTOBER 18, 2017**

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 4:09 pm.

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

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Dr. Kimberly Batty-Herbert, Mr. Dan Begay, Dr. Dudley Gardner, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Ron Hurle, Mr. Jeff Jones, Ms. Kay Leum, Ms. Siri Mullaney, Dr. Gonzalo Perez, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Kurt Stull, Mr. Scott Talboom, 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 October 18, 2017 documents file.

**Follow Up**

- None

**FOLLOW UP ITEMS**

Ms. Patricia Garcia reviewed the follow up items with the Board. The follow up items were discussed at this meeting.

**DISCUSSION/INFORMATION ITEMS**

**A. Microphone Training – Mr. Doug King**

Mr. Doug King gave the Board a brief training session on how to use the microphones in the Board Room.

**B. Round Table Purpose – Ms. Patricia Garcia**

Ms. Patricia Garcia reviewed her notes concerning Round Table Discussions from the original Governance Institute for Student Success event and asked for feedback on the most recent Round Table. Mr. Patrick Hurley would like to see these meetings be even more informal. Dr. Nat White enjoys hearing all kinds of opinions and feels that the kinds of conversations that happen at these meetings are beneficial for the Board. Mr. Lloyd Hammonds thought the last session was very good but focused on a topic initiated by the Board. Mr. Hammonds suggested the potential to look at other topics generated by employees for the Board to consider. Mr.

Hammonds also suggested that these meetings be less formal and focus on hearing input from employees on issues the Board can help with. Dr. Marie Peoples felt the topic was good and has enjoyed the Round Tables. Dr. Peoples would like to see a format with less participation from the Board.

Ms. Patricia Garcia invited staff to submit topics they would like to see addressed in Round Table discussion to herself, Ms. April Sandoval, or Dr. Colleen Smith.

### **C. Educational Plan – Dr. Colleen A. Smith**

Dr. Colleen Smith provided the Board with data and qualitative information the College is using to make choices about moving forward with new programs and asked the Board to assist in setting priorities for reinstating and adding new programs. To review the data and qualitative information, please see the October 18, 2017 documents file.

Dr. Smith has met with the Deans, Provost, and Associate Vice Provost to develop their recommendations for the Board. Based on those discussions, the College is recommending moving forward with hiring a full time History/Humanities faculty member in the area of Arts and Sciences for Fall 2018. The College would like to continue monitoring needs for full time faculty in Art/Ceramics, Math, Music, and Speech/Communication.

Dr. Smith reviewed priorities that were set for Career and Technical Education and that the College could only move forward with if funding becomes available to support these programs:

#### **Priority 1**

- Construction Trades (welding, plumbing, pipe fitting, electrical, HVAC, etc.)
- Early Childhood Education
- Small Business Development Center (SBDC)
- Retain Capacity in Nursing Program

#### **Priority 2**

- Lifelong learning and continuing education (examples: entry level hotel, customer service, culinary and facility maintenance)
- Computer Information Systems Certifications and Cyber Security

#### **Priority 3**

- Human/Social Services Specialist
- Veterinary Technician
- Health Information Technology
- Automotive

Dr. Smith informed the Board that the Small Business Development Center (SBDC) has some funding in through the Coconino Community College Foundation.

Dr. Smith asked the Board for their questions, direction on which programs to move forward with, additional ideas, or any priorities to add. Discussion on these topics focused on the following:

- Mr. Lloyd Hammonds stressed the need to focus on more full time faculty and would like to see 60-70% of classes taught by full time faculty. The College made great progress in this area considering the College's financial constraints.

- Mr. Hammond had no issue with the order of the priorities but would like to see the College hire 3-4 full time faculty for next year. The Board discussed the need to establish a goal for the percentage of classes taught by full time faculty, determine the number of faculty needed, and the costs related to meeting the goal.
- College staff will take recommendations from the Board, calculate expenses, and determine what it would take to move these programs forward.
- Dr. Nat What did not express a specific goal for full time faculty but wanted to ensure that the College has enough full time faculty members to support the work of the College.
- Dr. Colleen Smith would like to have Academic Affairs suggest goals for the ratio of classes taught by full time faculty.
- There could be an offset to the costs related to hiring full time faculty as more full time faculty in the classroom has been shown to retain students.
- The Board supports hiring more full time faculty and would support a budget that allocates funding for these efforts.

Dr. Smith asked the Board if they would like to revisit programs that were previously eliminated or if this presentation gave the Board enough data to allow the College to move forward. There was consensus among the Board and support for the process being used in planning for new programs. The Board gave direction to move forward with items identified as first priority. The Board did ask to see data in the future related to the number of students enrolled, issues with class time availability, etc. to use as the Board makes future decisions.

Mr. Patrick Hurley would like to see information on why enrollment has dropped over time in some programs but understands that this data may not provide reasons for these changes.

Dr. Smith asked the Board to give input on ways the College can help the community understand that the College is their community college. The Board gave input on several logos related to this effort. The College will be starting a review of the College's Mission and Vision later this year and could consider the logo as part of this process.

**D. District Governing Board Policy and Procedure Review – Ms. Patricia Garcia**

Ms. Patricia Garcia asked Board members to review policies and procedures related to the Board over the next two weeks to make suggestions for items that needed to be revised or added. Please send any suggestions for updates to Ms. April Sandoval.

The Board will update the policies and procedures suggested by Board Members, update the remaining items with a review date to show that the Board has reviewed them, and consider adding policies and procedures as needed.

ADJOURNMENT: The Work Session Adjourned at 5:33 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