

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

SPECIAL MEETING

SEPTEMBER 13-14, 2018



**COCONINO COMMUNITY COLLEGE
MINUTES OF A SPECIAL MEETING
OF THE
DISTRICT GOVERNING BOARD
SEPTEMBER 13-14, 2018**

A Special Meeting of the Coconino Community College District Governing Board was held at 2337 North Oakmont Drive, Flagstaff, AZ 86004. Board Chair, Ms. Patricia Garcia, called the meeting to order at 5:46 p.m.

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

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President, Ms. Narcisa Polonio, and Ms. April Sandoval.

Reports, summaries, background material and other documents referred to in these minutes can be found in the September 13-14, 2018 documents file.

Follow Up

- Dr. Colleen Smith will wordsmith the Board priorities and goals and bring back suggestions to the September board meeting. Dr. Smith will also develop the President/Administrative goals to support the Board priorities.
- The Board would like to see cost estimates for the programs and services proposed under Proposition 417. They would also like to see at what point the suggested programs become financially sustainable.

1. Overview and Purpose

Ms. Patricia Garcia began the meeting by asking the Board for their ideas on the purpose of the retreat. Some of the expectations for the retreat included:

- The process for the President's Evaluation and Finalizing the President's Evaluation. The Board really stressed the need to complete this process earlier and their wish to not have it be part of the Board's retreat. The Board also discussed establishing a firm timeline for the President's Evaluation including a timeline for a compensation adjustment.
- Identifying the Board's Goals and Priorities for the year.
- Discussing what to do after the November 6th General Election and considering other options besides the override.

2. Finalize the President's Evaluation and Compensation Plan

EXECUTIVE SESSION At 6:30 pm a motion was made by Mr. Patrick Hurley and seconded by Dr. Marie Peoples to enter into Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for discussion of the President's annual performance evaluation and compensation plan. The motion

was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

RECONVENED IN OPEN SESSION at 8:26 pm.

Mr. Patrick Hurley motioned to reconvene in open session and Dr. Marie Peoples seconded the motion. The meeting resumed in open session at 8:26 pm. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

3. Action Item – President’s Contract and Compensation Plan

Dr. Marie Peoples made a motion to postpone this agenda item to the November Board Meeting. Mr. Patrick Hurley seconded the motion and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

4. Highlights of the Past Year – both DGB and College

This item was postponed to the next day of the retreat.

5. Adjournment

At 8:27 pm, Mr. Lloyd Hammonds made a motion to adjourn the retreat for the day. The motion was seconded by Dr. Nat White and was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

The retreat was called to order at 8:55 am on Friday, September 14, 2018.

The second day of the retreat began with a review of discussion from the previous evening.

1. Highlights of the Past Year – Both DGB and College

The Board reviewed some of the President’s accomplishments over the past year. Items mentioned included:

- Completion of the listening sessions.
- Shifting focus to workforce development
- Improving both Academic Affairs and Student Development
- Hiring of key staff over the last couple of years
- Not hearing negative comments in the community and instead hearing that students just love the College
- The improvements at the Fourth Street Innovation Center and better engaging that community
- Focusing on bringing on more full time faculty and their effect on student success
- The work on engaging the community that has been done in Page has been exceptional including engaging the Mayor in Page, and the inclusion of Lena Fowler
- More activity and presence in Native American communities.
- Increased engagement in partnerships and changing the perception of the College to a group that is viewed as willing to work with others

The two main questions for the day were:

1. Does the Board have any ideas on what has the potential for the greatest return on investment for the College?

2. Are there any problematic issues you believe should be addressed at the College?

The Board also briefly discussed the great needs of our students in the area of housing; understanding the community including mental health and other issues; unemployment rates in the County; and the opportunities the College could have to assist in these areas.

2. District Governing Board Self-Assessment

The Board reviewed the summary responses to the Board Self-Assessment instrument and discussed ways to improve their working relationships. Items the Board would like to discuss further and possibly include in their goals and priorities were:

- A more inclusive agenda building process
- Diversity, Inclusion, and Equity
- Better defining the process for the items that come before the Board
- Creating a feedback loop on the work being done on the Board's priorities during the year that includes some kind of systematic way, perhaps on the agenda, to review and follow up on these items and provide greater accountability in this area
- Including more items on the consent agenda (i.e. IGAs, contracts, etc.) to make time for other priorities
- Collecting and incorporating community feedback in the Board's work
- Hearing student's voices to help make decisions
- Aggressively support the College's fundraising and securing stable and suitable funding for the College

The Board reviewed their priorities and goals from the previous year and worked to determine the goals and priorities for this year. Dr. Colleen Smith will wordsmith the Board priorities and goals and bring back suggestions at the September board meeting. Dr. Smith will also develop the President/Administrative goals to support the Board priorities.

Priorities for the College

1. Student Success/Completion (plus outcomes)
2. Community "good neighbor"
3. Workforce and Economic Development (new)
4. Focus on inclusion, equity, and access – diversity
5. Advocacy (new)
6. Funding

Priorities/Goals for the Board

1. Advocacy for the Board
 - a. Clarify role
 - b. The College plans 2-3 activities in this area
2. Policy review and modification/rewrite
3. Planning process (4 stages)
4. Long-range planning - sustainability
5. Training on diversity, equity, etc.

3. Further Reflection and Discussion

This agenda item was covered under the previous topic.

4. Creating our Future: Other Critical Issues

The Board discussed possible priorities should Proposition 417 pass. The Board would like to see cost estimates for the programs and services proposed. They would also like to see at what point the suggested programs become financially sustainable.

The Board would like to see projections for future tuition revenues and salary costs that include multiple options and levels for each item. They would also like to see additions of all the new properties to the tax rolls and how those additions would affect the budget.

The Board discussed the possibility of the override not passing and how that would affect the College. The College would still have a core operating fund that will allow the College to continue offering services to the community. Based on the most recent budget projections, the College would be financially sustainable for at least a few years.

5. Next Steps

The next steps were to bring the DGB goals, priorities, and the President/Administrative goals to the September board meeting to discuss further.

6. Adjournment

ADJOURNMENT: At 3:34 pm, Dr. Nat White made a motion to adjourn the retreat for the day. The motion was seconded by Dr. Marie Peoples and was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Mr. Lloyd Hammonds
Vice Chair/Secretary of the Board

Ms. Patricia Garcia
Board Chair