

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**WORK SESSION**

**OCTOBER 17, 2018**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A WORK SESSION  
OF THE  
DISTRICT GOVERNING BOARD  
OCTOBER 17, 2018**

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 4:10 pm.

**PRESENT:** Patricia Garcia  
Lloyd Hammonds  
Patrick Hurley  
Nat White

**ABSENT:** Marie Peoples

Also Present: Dr. Colleen Smith, CCC President; Dr. Kimberly Batty-Herbert, Mr. Gregory Jay, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Ron Hurle, Mr. Jeff Jones, Mr. Doug King, Ms. Maya Lanzetta, Ms. Kay Leum, Dr. Michael Merica, Dr. Gonzalo Perez, Mr. Anthony Rivera, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Scott Talboom, Ms. Jami Van Ess, Mr. Bob Voytek, and Ms. Isabella Zagare.

Reports, summaries, background material and other documents referred to in these minutes can be found in the October 17, 2018 documents file.

**Follow Up**

- Policies 26-00 and 31-00 and Procedures 26-01 and 31-01 will be updated and brought back for approval at a future meeting.
- The DGB Goals and President/Administrative Goals action item will be postponed to the next meeting.

**FOLLOW UP ITEMS**

Ms. Patricia Garcia reviewed the follow up items with the Board. All items have been completed or will be discussed at today's meeting.

**DISCUSSION/INFORMATION ITEMS**

**A. Safety and Security Update – Mr. Gregory Jay**

Mr. Gregory Jay gave the Board an update on safety and security at the College. The presentation covered topics including the designated emergency operations center on campus and other preparations to make sure the College is ready for emergencies.

The Board asked to be included in the RAVE Emergency Alert system. Ms. April Sandoval will send an email to Board Members asking them for the contact information (email or cell phone number) Board Members would like to have included in this system.

Mr. Patrick Hurley would like to review a 2015 security report with Mr. Gregory Jay. Mr. Hurley also gave suggestions for locking down some of the doors on the Lone Tree Campus.

Dr. Nat White asked that the College include the larger community in any form of security planning to help the community see the College as a safe place.

Dr. Smith thanked Mr. Jay for everything he has been able to accomplish in a short amount of time, praised campus safety day, and thanked him for the partnerships he has developed with other safety organizations in the county.

## **B. Policy and Procedure Review – Ms. Patricia Garcia**

### **a. Policy 26-00**

The Board recommended adding the word corporations after “family, group...” The revised procedure will be brought back for Board approval.

### **b. Procedure 26-01**

The Board suggested that the current policy was not comprehensive enough as it lacked language to reflect non-monetary our outstanding service contributions.

The Board gave direction that the Foundation and College naming policies and procedures should be the same.

The Board suggested adding the District Governing Board to Item L under Private Financial Support: “...rests on the District Governing Board and President.”

If any Board members have additional suggestions on this procedure or how to incorporate additional types of service into the naming procedure, please send those comments to Ms. April Sandoval.

### **c. Policy 31-00**

The Board suggested adding a sentence that explains that the Board develops an agenda to assist Board members in carrying out their responsibilities as Board members.

### **d. Procedure 31-01**

The Board suggested several changes to this policy including:

- Changing the last sentence of the first paragraph to “The Board Chair, in consultation with the President...”
- Separating item 10 into two items – Announcements and Agenda Items for Future Meetings
- The Board also asked that a section be added to require two of five Board members to give direction to hear an item before it is added to a future meeting agenda.

## **C. DGB Goals, Priorities, and President/Administration Goals – Ms. Patricia Garcia**

This agenda item was postponed to the next meeting due to time constraints.

Mr. Patrick Hurely would have voted no on the agenda item as presented. He would prefer to see simple District Governing Board goals similar to what was presented last year.

Mr. Lloyd Hammonds asked that the goals and priorities be phrased in such a way that they include a verb that implies action.

Dr. Colleen Smith will work on redrafting these items and will send them to the Board for comment.

ADJOURNMENT: The Work Session Adjourned at 5:24 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