

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**JANUARY 16, 2019**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
JANUARY 16, 2019**

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 5:34 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. Keith Becker, Ms. Colleen Carscallen, Mr. Brian Francis, Mr. Dave Glennon, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Larry Hendricks, Ms. Veronica Hipolito, Mr. Ron Hurle, Ms. Maya Lanzetta, Ms. Kay Leum, Ms. Gail Lowe, Mr. Norm Lowe, Ms. Donna Miller, Dr. Gonzalo Perez, Mr. Anthony Rivera, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Kurt Stull, Mr. Scott Talboom, Ms. Juanita Tarango, Ms. Jami Van Ess, and Ms. Isabella Zagare.

Reports, summaries, background material and other documents referred to in these minutes can be found in the January 16, 2019 documents file.

**Follow Up**

- Dr. Smith will follow up item related to the CRM software a future meeting.

**ADOPTION OF AGENDA**

Dr. Nat White moved to approve the agenda and Dr. Marie Peoples seconded the motion. The agenda was approved as presented (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

**ADOPTION OF CONSENT AGENDA**

Minutes of a Work Session – November 14, 2018  
Minutes of a Regular Meeting – November 14, 2018  
Separations/New Hires

Dr. Nat White moved to approve the Consent Agenda and Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

### **FOLLOW UP ITEMS**

Ms. Patricia Garcia reviewed the follow up items with the Board. Dr. Smith will follow up item related to the CRM software a future meeting.

### **INTRODUCTION OF GUESTS**

Mr. Larry Hendricks introduced Mr. Norm and Ms. Gail Lowe.

### **CALL TO THE PUBLIC**

Ms. Gail Lowe responded to the Call to the Public and congratulated the College, Staff, and Faculty on the recent award of a grant from the Del Webb Foundation for just under \$1,000,000. Funds will be used for the construction program and will allow the program to remodel facilities and purchase updated equipment. Ms. Lowe's husband Norm assisted in the grant application and was very complimentary of the work done by the College.

The CCC Champions continues to meet to increase support throughout the community and will meet on January 31, 2019 at the Fourth Street Campus. Everyone is welcome and the meeting starts at 5:30 pm.

Ms. Lowe is working on a boutique lifelong learning program, offered off campus. This would include cultural programs and programs designed around Northern Arizona. Ms. Lowe is developing this program as a fundraiser for the College and to help bring more community attention to the College.

### **Election of Board Chair, Vice Chair/Secretary, and Committee Representatives**

Dr. Nat White made a motion to nominate Mr. Lloyd Hammonds as Chair and himself as Vice Chair. Mr. Patrick Hurley seconded the motion. Mr. Hammonds respectfully declined due to other commitments. Dr. White withdrew his motion, Mr. Hurley his second.

Mr. Patrick Hurley complimented Dr. Nat White on his past performance as chair and nominated Dr. White as Chair. Dr. White has been, and will continued to be, committed to significant community outreach and does not want community members to think he is speaking as the Chair of the Board so declined the motion. Mr. Hurley withdrew his motion to elect Dr. White as Chair.

Dr. Peoples asked if Chair Garcia was interested in continuing as Board Chair. Ms. Garcia is willing to serve as Chair but is concerned that the Board is not hearing from other voices.

Dr. Marie Peoples would be delighted and honored to be the Vice Chair if the Board would have her.

The floor was opened for nominations for Chair. Mr. Lloyd Hammonds nominated Ms. Patricia Garcia and Dr. Nat White seconded the motion. There were no other nominations so the nominations were closed. The motion was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor) and Ms. Patricia Garcia was elected Chair.

The floor was opened for nominations for Vice Chair/Secretary. Mr. Lloyd Hammonds nominated Dr. Peoples for Vice Chair. Mr. Patrick Hurley seconded the motion and Dr. Marie Peoples accepted the nomination. The motion was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

The floor was opened for nominations for committee representatives. Mr. Lloyd Hammonds currently serves on the Arizona Association of Community College Trustees (formerly the Arizona Association of District Governing Boards) and is interested in continuing in that role. Ms. Patricia Garcia made a motion to appoint Mr. Hammonds as AACCT Representative. Dr. Marie Peoples seconded the motion and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

Mr. Patrick Hurley would like to continue as Alliance Representative but will not be able to attend the Alliance's upcoming meeting. The Board asked that if Mr. Hurley is not able to attend a meeting, Mr. Hurley find a substitute from the Board as the Board felt it was important to have Board representation at Alliance meetings. Ms. Patricia Garcia made a motion to appoint Mr. Hurley as Alliance Representative. Dr. Marie Peoples seconded the motion and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

Dr. Nat White is willing to continue as the Foundation Representative. Ms. Patricia Garcia made a motion to appoint Dr. White as Alliance Representative. Dr. Marie Peoples seconded the motion and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

### **ACTION ITEMS**

#### **Acceptance of Fiscal Year 2018 Comprehensive Annual Financial Report, Single Audit, and Expenditure Limitation Reports** – Ms. Jami Van Ess

Ms. Jami Van Ess explained the items being presented tonight and introduced Donna Miller, and Dave Glennon from the Arizona Auditor General's Office.

Dr. Colleen Smith recognized the Business Office for completing the Audit with a major staffing change. Dr. Smith thanked Ms. Isabella Zagare and Ms. Suzzanna Rodriguez for their work on the Audit.

Ms. Donna Miller is the new Financial Audit Director in Auditor General's Office. Ms. Miller discussed the requirements to audit community colleges and the many levels of standards used in those audits. In connection with those standards, the Auditor General's Office issues the three reports presented at tonight's meeting. The Auditor General's Office offered a clean/unmodified finding for the financial statements included in the CAFR. All three of these reports are completed far in advance of when they are required and is a very good indicator of how dedicated the staff at the College are and the good working relationship they have with the Auditor General's office. Two additional reports, related to federal compliance, had no findings to report as well. The Financial Report had two findings in the IT security area similar to findings from last year's audit.

Ms. Miller also followed up on previous questions the Board had related to changes in financial reporting required recently to record liabilities for retiree health plans. Ms. Miller stated that this change did not modify the financial statements by a large amount and there is no immediate need to expend those funds.

Mr. Dave Glennon discussed the audit findings related to IT security. He thanked the Board for inviting him to speak and taking interest in the work of the Auditor General's Office. Mr. Glennon highlighted the IT Security findings and the recommendations made to correct them. For additional details on the findings and recommendations, please see the January 16, 2019 documents file.

Mr. Glennon mentioned that it was important to note that the District has been working with processes that will address these findings. The Auditor General is recommending that those items be documented consistent with a credible IT security framework such as the one developed by the National Institute of Standards and Technology.

The Auditor General looks at items that have influence on the financial statements/financial transactions that are entered into a computer system, and the network controls for these items. There are also requirements from different auditing standards and agreements such as those with the Department of Education.

Ms. Van Ess recommended that the District Governing Board accept the Comprehensive Annual Financial Report, Single Audit, and Expenditure Limitation reports for Fiscal Year 2018.

Mr. Patrick Hurley made a motion to accept the reports as recommended. Mr. Lloyd Hammonds seconded the motion. There was no additional discussion on the motion and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

## **INFORMATION REPORTS**

### **District Governing Board**

The Foundation Board met in January and focused on three areas: presentations from the investment advisor about the Foundation's investment portfolio; ways the Foundation could improve its financial reporting process; and a presentation from the TRiO program that was the highlight of the meeting.

Mr. Patrick Hurley did not attend the last Alliance Meeting. Ms. Jami Van Ess reported on the last meeting, which focused on election results from all of the agencies.

Mr. Lloyd Hammonds reported that AACCT has not met since the last time the Board met. There will be an opportunity in August for professional development training for all trustees across the state that will focus on how Trustees can work together to advocate for community colleges with the legislature. The Arizona Community College Coordinating Council will join this meeting to align the advocacy efforts of both groups.

Ms. Patty Garcia will be attending Association of Community College Trustees National Legislative Summit next month. There is an Arizona breakfast planned which will allow trustees and presidents to have a discussion about direction for the Arizona trustees.

**Academic Affairs and Student Engagement** – Dr. Nate Southerland

Dr. Nate Southerland talked about the Del Webb Foundation Grant in the amount of \$998,000. The invitation to submit the application was generated from a visit to the College by board members of the Del Webb Foundation. Grant monies will be used for facilities upgrades for the construction shop and adjoining classroom spaces; the additions of programs in HVAC, welding technology, electrical technology, and electronic drafting. Over the next three years, the College will be using these funds to build out capacity in these areas and to leverage additional funds for the College.

Dr. Southerland also talked about the team that developed the grant proposal including Ms. Shawn Montoya and Mr. Norm Lowe who worked together to develop the grant proposal. This group also had great contributions from faculty and students including Mr. David Cain who had his capstone class develop the cost estimates included in the proposal. There was a team of folks from the Business Office, including Ms. Jami Van Ess, Ms. Randi Axler, and Ms. Isabella Zagare, who contributed to the grant application as well as folks from Public Relations and Distance Education who assisted with the application. Dr. Southerland thanked Mr. Scott Talboom for his help in organizing the workgroup and Mr. Doug King for his assistance with the proposal.

On behalf of the College and the Team, Dr. Southerland presented Mr. Norm Lowe with a certificate of appreciation and small gift.

Dr. Southerland highlighted the recruitment efforts at Flagstaff High School and stated that the College will be hosting their Hispanic Convocation this Spring. The College will be working with other high schools in the area as well.

The priorities this Spring for Academic Affairs have to do with revising and tightening up courses offered; removing classes not offered for a long time; making sure that the classes and programs offered are well aligned; consolidating programs for transfer students; and making sure students are in the right programs to get them the best advising.

Dr. Southerland updated the Board on the ASL Interpreting Program. Ms. Sarah Benton is pursuing new certifications to allow her to be qualified to teach both ASL language and ASL Interpreting classes. This change will allow the College to offer the ASL Interpreting every other year instead of annually.

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

**Budget Status Report**

Ms. Jami Van Ess reviewed the second quarter Budget Status Report. For additional details on the report, please see the January 16, 2019 documents file.

Ms. Van Ess also updated the Board on her progress at pulling information together for the Board for the January 28, 2019 Budget Retreat. The College wide budget hearings will be held on February 8, 2019.

**President’s Report** - Dr. Colleen Smith

Dr. Colleen Smith highlighted several items in the President’s Report. For additional information on the items included in the President’s Report, please see the January 16, 2019 documents file or the website for the Office of the President.

Dr. Smith highlighted the College’s kick-off breakfast for the semester that focused on beginning development of the College’s next strategic plan as well as starting the process to review the College’s mission, vision, and core values.

**ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

The next District Governing Board meetings will be:

- January 28, 2019 - Budget Retreat (Moved from January 30<sup>th</sup>)
- February 6, 2019 - Round Table Discussion on Mission, Vision, Core Values, and Strategic Planning
- February 20, 2019 – Regular Meeting

The next Foundation Board meeting will be March 14, 2019 – Retreat (Tentative).

**MEETING EVALUATION**

Dr. White attended the All College Breakfast and encouraged other Board members to attend in the future.

ADJOURNMENT: Mr. Patrick Hurley made a motion to adjourn the meeting at 6:58 pm. The motion was seconded by Dr. Marie Peoples 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