

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

APRIL 17, 2019



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
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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 5:40 pm.

PRESENT: Patricia Garcia
Lloyd Hammonds
Nat White

ABSENT: Patrick Hurley
Marie Peoples

Also Present: Dr. Colleen Smith, CCC President; Ms. Ali Applin, Dr. Kimberly Batty-Herbert, Mr. Keith Becker, Ms. Colleen Carscallen, Mr. Brian Francis, Ms. Kimmi Grulke, Mr. Jeff Jones, Ms. Maya Lanzetta, Ms. Kay Leum, Dr. Gonzalo Perez, Mr. Steve Peru, Mr. Anthony Rivera, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Kurt Stull, Ms. Jami Van Ess, Mr. Bob Voytek, Mr. Brian Wilson, and Ms. Isabella Zagare.

Reports, summaries, background material and other documents referred to in these minutes can be found in the April 17, 2019 documents file.

Follow Up

- None

ADOPTION OF AGENDA

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

ADOPTION OF CONSENT AGENDA

Minutes of a Work Session – March 13, 2019
Minutes of a Regular Meeting – March 13, 2019
Separations/New Hires
Full-Time Faculty Contract Renewals for 2019-2020
One-Time Payments

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

FOLLOW UP ITEMS

There were no follow up items.

INTRODUCTION OF GUESTS

Ms. Ali Applin introduced Ms. Gail Lowe, member of Supporters for a Thriving CCC and CCC Champions.

CALL TO THE PUBLIC

Ms. Gail Lowe responded to the call to the public and updated the Board on what is happening in the community to support the College. The political action committee met this morning and is ready for requests from the Board for how they can support the College. The CCC Champions met last month and decided they needed call to action items to give the group specific tasks. These items would focus on getting the word out about the College in the community. Both groups would welcome any suggestions the Board may have.

ACTION ITEMS

Unified (formerly Campus EAI) Contract Renewal – Ms. Jami Van Ess

Ms. Jami Van Ess presented this agenda item which was a renewal of the five-year contract for the student portal and the addition of an identity access system that will assist with cybersecurity and creating IT accounts.

One very positive item about the contract renewal was a negotiation for a reduced CPI increase over the next five years. CPI rates for technology companies usually are around 7%, and the College was able to negotiate a 3.3% increase which will result in significant savings to the College.

Ms. Van Ess recommended that the District Governing Board adopt a motion approving a five-year contract with Unified in the amount of \$366,910.34 and authorize the President to sign the contract.

Discussion on the item included clarifying questions about what the service does, how the student portal is used, and the CPI increase.

Dr. Nat White moved to approve the contract and authorize the President to sign it. Mr. Lloyd Hammonds seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hammonds, and Dr. White voting in favor).

Degree Attainments – Mr. Dietrich Sauer

Mr. Dietrich Sauer highlighted the employees who had received degrees this year. He further recommended that the District Governing Board adopt a motion to approve the degree attainments as submitted for Human Resources to process the adjustments for the employees.

The Board offered their congratulations on these degree attainments and pointed out that this type of achievement can often be difficult because these individuals are also balancing work and family commitments along with furthering their education.

Mr. Lloyd Hammonds moved to approve the degree attainments and allow Human Resources to process compensation adjustments for these employees. Dr. Nat White seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hammonds, and Dr. White voting in favor).

INFORMATION REPORTS

District Governing Board

The next Foundation Board meeting will be in May. The Palette to Palate fundraising event is scheduled for April 26, 2019.

Mr. Lloyd Hammonds updated the Board on an event being sponsored by the Arizona Association of Community College Trustees (AACCT). AACCT will sponsor a statewide conference for all District Governing Board members and College Presidents/Chancellors on September 6-8, 2019 at Yavapai College. The event will focus on enhancing the advocacy role of AACCT at the statewide level and some of the actions the organization can do to advance the cause of community colleges in the State of Arizona.

Dr. Nat White would like to report on the CCC Champions at each meeting. Board members were supportive of adding this report.

Dr. Nat White updated the group on the CCC Champions. The first year the group was active, it focused on helping to pass the November 2019 ballot initiative. The group is redirecting their efforts and will be focusing on a call to action that will help the members of the group assist the College in specific areas. The group meets the last Thursday of each month from 5:30 pm to 6:30 pm in the Board Room at the Lone Tree Campus. The group is open to anyone interested in joining. To join, please make sure Dr. White has your phone number and email address.

Business and Administrative Services – Ms. Jami Van Ess

Ms. Jami Van Ess reviewed the quarterly budget status report and a Spring 2019 enrollment update with the Board. For additional details on these items, please see the April 17, 2019 documents file. There will be further updates on enrollment this semester as late start courses are added.

President's Report - Dr. Colleen Smith

Dr. Colleen Smith highlighted some of the many items included in this month's President's Report. For additional details on the report, please see the April 17, 2019 documents file or the Office of the President website.

ACTION ITEMS

Curriculum Changes – Dr. Nate Southerland

This item was moved to later in the agenda allow Dr. Southerland to join the meeting from an event being held off campus. Dr. Southerland was not able to make this presentation in time so Ms. Colleen Carscallen, Mr. Jeff Jones, and Dr. Kimberly Batty-Herbert stepped in.

Ms. Colleen Carscallen reviewed the proposed curriculum changes which included new programs, program retirements, new courses, and course retirements. All of these changes were intended to assist students with getting the courses they need to move forward with their educational goals. The curriculum process is focused on collaboration between advising and faculty members to help

students. Ms. Carscallen described the curriculum approval process and how programs and courses were chosen to be retired. Board members asked questions about how these changes would affect students.

For additional details on the specific programs, certificates, degrees, and courses that are changing, please see the April 17, 2019 documents file.

Ms. Colleen Carscallen recommended that the District Governing Board adopt a motion approving the changes to the curriculum as presented.

Discussion on the motion included Board members expressing concern with the elimination of courses in literature and foreign language. These changes focused on retaining 100 level language courses and also aligning courses so that they are parallel to ones typically offered at the 100 and 200 level at universities. The College will also retain courses specific to the area and its unique geography.

Mr. Lloyd Hammonds moved to approve the changes to the curriculum as presented. Dr. Nat White seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hammonds, and Dr. White voting in favor).

INFORMATION REPORTS

Academic Affairs and Student Development – Dr. Nate Southerland

Dr. Southerland reviewed the process used for program review which is designed to reflect on the condition of departments in both academics and support programs. The report provided in the Board packet includes an executive summary of each program review and a link to the full program reviews on the College website.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next District Governing Board meeting will be May 15, 2019

The next Foundation Board meeting will be May 9, 2019.

ADJOURNMENT: Mr. Lloyd Hammonds made a motion to adjourn the meeting at 7:00 pm. The motion was seconded by Mr. Lloyd Hammonds and unanimously approved.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Ms. Patricia Garcia
Board Chair