

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**SEPTEMBER 18, 2019**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
SEPTEMBER 18, 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 6:00 pm.

PRESENT: Patricia Garcia  
Patrick Hurley  
Marie Peoples  
Joseph R. Smith  
Nat White  
Note who attended by phone or Zoom

FOUNDATION BOARD MEMBERS PRESENT: Cheryl Blume  
Christina Caldwell  
Tom DeStefano  
Alyson Fritsinger  
Gail Lowe  
Alan Petersen

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Dr. Kimberly Batty-Herbert, Mr. Keith Becker, Ms. Sarah Benton, Ms. Colleen Carscallen, Mr. Brian Francis, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Larry Hendricks, Mr. Jeff Jones, Mr. Fritz Lamoureux, Ms. Anjeanette Lang, Ms. Kay Leum, Dr. Michael Merica, Dr. Gonzalo Perez, Mr. Steve Peru, Mr. Anthony Rivera, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Kurt Stull, Ms. Juanita Tarango, 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 September 18, 2019 documents file.

**Follow Up**

- Mr. Joseph Smith asked if the results of the change in fee structure for out of County residents and if there was an increase in revenue would be a future agenda item. Ms. Jami Van Ess will follow up on this item.

**ADOPTION OF AGENDA**

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

**ADOPTION OF CONSENT AGENDA**

Minutes of a Regular Meeting – August 21, 2019

District Governing Board Regular Minutes  
September 18, 2019

Minutes of a Special Meeting – August 23, 2019  
New Hires/Separations New Hires/Separations

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

**FOLLOW UP ITEMS**

There we no follow up items.

**INTRODUCTION OF GUESTS**

Mr. Steve Peru introduced Mr. Fritz Lamoureux, a CCC student.

**CALL TO THE PUBLIC**

Mr. Fritz Lamoureux answered the Call to the Public. He had the privilege to attend the District Governing Board meeting last year and hear discussion on ASL degree program and was very impressed by the Board's decision to keep the program even though it was not financially beneficial to the College. The thanked the Board for their thoughtful discussion on this program and stated that it was a true representation of the College's values.

**DISTRICT GOVERNING BOARD/FOUNDATION BOARD JOINT DISCUSSION**

**District Governing Board Priorities**

Ms. Patricia Garcia began the discussion by asking board members from both boards to introduce themselves and by reviewing the District Governing Board Goals, College Priorities, and President/Administration Goals. Dr. Nat White emphasized the long-term financial sustainability of the College and stated that unfortunately, the College has to focus on this as the main priority rather than teaching and learning.

Mr. Alan Peterson suggested adding the word community where business and industry are mentioned. The Board also discussed the College Diversity Plan and the demographics of the College. The District Governing Board invited the Foundation Board to join them for the November 20, 2019, Work Session that will include an opportunity for training related to diversity.

**Foundation Strategic Plan**

Mr. Steve Peru reviewed the goals, objectives, and tactics of the Foundation Strategic Plan and discussed some of the ways the Foundation Board is supporting the College's Foundation Strategic Plan. Dr. Colleen Smith talked about the work the Foundation conducted in developing the Foundation Strategic Plan; it's connection to the College's strategic plan; and the work of Ms. Christina Caldwell in moving the process forward to develop the strategic plan.

The boards discussed developing new funding streams and that the two boards are working towards common goals. Examples of this type of collaboration could be asking the Foundation Board to support specific bills at the legislature related to community colleges and the recent fundraising for the cross-country team. Efforts like this would not be possible without the fundraising the Foundation has done.

Additional efforts the Foundation Board is working on include:

- Recruiting board members for diversity, including members from various geographic areas throughout the County.
- Assisting the College by applying for grants that are only open to non-profit organizations
  - Focusing on the talents of Foundation Board members to engage them. The boards gave an example of Gail Lowe and her husband Norm Lowe who assisted with the Del Webb Grant and ensured the College was able to be awarded the grant. Another example was the assistance of Cheryl Blume in being able to secure over \$9,000 for the cross-country program.
  - Reaching out to Alumni and community members to develop knowledge about the College and gain additional support throughout the County.
  - Getting the College involved in economic development efforts across the county.

The District Governing Board thanked the Foundation Board for their assistance in developing a new way to raise funds to support the CCC Cross Country Team.

#### Celebration of Bond Payoff

During tonight's dinner, both boards participated in a celebration of the College paying off its bond obligation that included a photo opportunity and cake cutting. Dr. Colleen Smith stressed that paying off the debt incurred to build facilities is another way the College and the District Governing Board have demonstrated that they are good stewards of public money.

#### **ACTION ITEMS**

##### Policy 01-00 Vision, Mission, Valuing People: Diversity Statement, and Guiding Principles (Replaces Policies 01-00 to 04-00) – Dr. Colleen Smith

Dr. Colleen Smith presented this agenda item and discussed the process for reviewing and updating the College's Vision, Mission, Valuing People: Diversity Statement, and Guiding Principles. This agenda request would update Policy 01-00 Mission to include all four items and eliminate Policies 02-00 Vision, 03-00 Purpose, and 04-00 Core Values.

Dr. Smith talked about the College's new Vision statement. This statement was meant to be bold and inspiring and also demonstrate the importance of the whole County. The new mission statement will guide the development of the College's next strategic plan and the work of the College. The new statement talks about the main areas the College works in and shows our commitment to engaging the communities we serve.

The Valuing People: Diversity Statement is the core value of the College as we value people from all backgrounds and experiences. Finally, the Guiding Principles will direct how we work with our students, each other, and our communities.

It is Dr. Smith's recommendation that the Board approves the revisions to Policy 01-00 Vision, Mission, Valuing People: Diversity Statement, and Guiding Principles. It is her further recommendation that Policy 02-00 Vision, Policy 03-00 Purpose, Policy 04-00 Core Values be deleted.

Mr. Patrick Hurley made a motion to approve the changes to Policy 01-00 Vision, Mission, Valuing People: Diversity Statement, and Guiding Principles and to delete Policy 02-00 Vision, Policy 03-00 Purpose, Policy 04-00 Core Values. Dr. Nat White seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Smith, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

District Governing Board Goals, College Priorities, and President/Administration Goals – Ms. Patricia Garcia

Ms. Patricia Garcia presented this agenda item and recommended that the Board incorporate the suggestions made to incorporate the word community to the areas that also mention business and industry.

Ms. Garcia recommended that the Board approve the 2019-2020 District Governing Board Goals, College Priorities, and President/Administration Goals with the suggested changes.

Dr. Marie Peoples made a motion to approve the 2019-2020 District Governing Board Goals, College Priorities, and President/Administration Goals with the suggested changes. The motion was unanimously approved (Ms. Garcia, Mr. Smith, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

Dr. Nat White left the meeting, but a quorum was maintained so the meeting could continue.

**INFORMATION REPORTS**

**District Governing Board**

Mr. Patrick Hurley reported on the most recent Alliance meeting. The agenda for that meeting included updates on all of the capital improvement projects the various organizations will be completing. Mr. Hurley felt the meeting also provided an opportunity for the College to assist the other organizations by starting a commercial driver's license program. The Alliance is forming a subcommittee to discuss this opportunity and Mr. Steve Peru is a member of that subcommittee.

Ms. Patricia Garcia and Dr. Colleen Smith discussed the recent Arizona Association of Community College Trustees retreat. The retreat was well attended, well planned, and included presentations from the Arizona Center for Student Success; political and legislative issues related to community colleges; collective community college marketing and public relations. AACCT also discussed whether or not it was valuable to continue the group since some colleges participate more than others. Ms. Garcia felt that this organization is important in helping the community colleges speak collectively and thrive. The group will be moving forward by developing a strategic plan and scheduling meetings at times when more trustees could participate.

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

**HLC Reaffirmation of Accreditation Visit Timeline**

Dr. Nate Southerland reviewed the process the College follows to be accredited by the Higher Learning Commission and explained the importance of that accreditation. He also discussed the criteria for accreditation and how the institution works to meet these criteria. The next step in the accreditation process will be the preparation of an assurance argument that shows how the College meets these criteria. In Fall 2021, the College will have a visit from an HLC team as part of the process in reaffirming accreditation.

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

**Federal Student Aid Program Review Information with Mr. Bob Voytek**

Dr. Colleen Smith introduced this presentation and talked about the College's recent program review/audit experience for Financial Aid. She expressed her appreciation of the work of our Financial Aid department and other departments that were involved. The College has a few small items that will need to be addressed, but the overall results were very good.

Ms. Jami VanEss talked about the intensiveness of the audit and ways it would help the College improve, strengthen the organization, and better serve students.

Mr. Bob Voytek talked about the results of the audit and referred Board Members to the report included in the packet for this meeting. This is the first time the College has undergone an audit like this in the history of the College. Financial Aid and all related departments like IT, Distance Learning, Student Accounts, etc. were reviewed by the Department of Education which has been conducting more of these types of reviews Mr. Voytek commended Ms. Lisa Hill and Mr. George West with positions for their help in the audit.

Mr. Voytek stated that the audit was a very collegial gathering of professionals, and College staff built great rapport with the reviewers. The audit report was very clean and reflected well on the College. Mr. Voytek reviewed the four findings and explained what they mean for the institution. The findings have all been resolved, and the College appreciated the advice offered from the Department of Education to improve financial aid processes.

#### Comparison of Arizona Community Colleges

Ms. Jami Van Ess reviewed a document that compared the budgets of the three smallest community colleges in Arizona and pointed out the differences in funding between the three districts. This comparison shows why the College leans so heavily on the Foundation and how critical fundraising is to the College. Dr. Colleen Smith also used this report as an example of the College's excellent financial stewardship. The College is providing many of the same programs and services as the better-funded districts with a significantly smaller budget.

#### Government Affairs and Fundraising – Mr. Steve Peru

Mr. Steve Peru discussed the recent application for grant funding to the Arizona Community Foundation. The college was successful in securing \$235,000 for health programs which included \$100,000 for the Nursing program and the balance for the Emergency Medical Services program to purchase vehicle extrication equipment (jaws of life). Over the last seven years, the College has received more than \$1.7 million in grant funds from the Arizona Community Foundation, Northern Arizona Healthcare, and other donors. The funding for the CCC Nursing program covers the core costs of the program, and it would not exist without these grants.

The College was also successful in securing a \$5,000 grant through the Flagstaff Education Fund of the Arizona Community Foundation. This grant will allow the College to purchase transit passes for the neediest students. NAIPTA has also worked with the College to offer the transit passes at a deeply discounted rate for other students.

Mr. Peru expressed his appreciation for the team that wrote these and the Del Webb grant applications. The final topic of Mr. Peru's report was the Foundation Annual Meeting and Scholarship Breakfast event from earlier in September. A copy of the Foundation's Annual Report was handed out to both Boards, and Mr. Peru asked them to review the donor names in the document and share our thanks with anyone they knew.

#### President's Report - Dr. Colleen Smith

Dr. Colleen Smith encouraged everyone to review the President's Report and especially the 96% pass rate in the Nursing program.

Dr. Smith also talked about the efforts to encourage the community to use college facilities whenever possible. Dr. Smith thanked Business and Administrative Services, April Sandoval, and Anjeanette Lang for the work done to make the scheduling process less cumbersome. There has been a lot of feedback that the process is more welcoming and more user-friendly. We see the results of this work in increased use of our facilities and increased revenue from facility rentals that could support the College. This work was in response to one of the Board's priorities to help engage and make the community feel more welcome.

**FUTURE AGENDA ITEMS**

Mr. Joseph Smith asked if the results of the change in fee structure for out of County residents and if there was an increase in revenue would be a future agenda item. Ms. Jami Van Ess will follow up on this item.

Dr. Marie Peoples commended Dr. Colleen Smith for her participation in Stronger as One organization. This group is focusing on mental health awareness and suicide prevention in our community. Dr. Smith's presence shows that the College is a strong community partner and committed to improving these issues in Coconino County.

**ANNOUNCEMENTS**

The next District Governing Board meeting will be October 8, 2019

The next Foundation Board meeting will be November 14, 2019.

Dr. Thomas DeStefano discussed a possible partnership with NAU and the Educational Psychology program to provide personal counseling for students, especially to assist with the adjustment to the College. There is also a possible grant opportunity with the Substance Abuse and Mental Health Services Agency (SAMHSA) related to suicide prevention that the two organizations would like to partner on.

**MEETING EVALUATION**

Both Boards felt that tonight's discussion was very active and reflected the alignment of the two boards.

ADJOURNMENT: Mr. Patrick Hurley made a motion to adjourn the meeting at 7:56 pm. The motion was seconded by Mr. Joseph Smith and unanimously approved Ms. Garcia, Mr. Smith, Mr. Hurley, and Dr. Peoples voting in favor).

**MINUTES PREPARED BY:**

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Ms. April Sandoval  
Board Recorder

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Dr. Marie Peoples  
Vice Chair/Secretary of the Board

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Ms. Patricia Garcia  
Board Chair