

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

OCTOBER 29, 2019



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
OCTOBER 29, 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 6:09 pm.

PRESENT: Patricia Garcia
Patrick Hurley
Marie Peoples
Joseph R. Smith
Nat White

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Mr. Keith Becker, Ms. Sarah Benton, Ms. Kimmi Grulke, Dr. Laretta Henderson, Mr. Jeff Jones, Ms. Kay Leum, Dr. Michael Merica, Mr. Steve Peru, Mr. Anthony Rivera, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Kurt Stull, Mr. Bob Voytek, Mr. Anthony Williams, Mr. Brian Wilson, and Ms. Isabella Zagare.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the October 29, 2019 documents file.

Follow Up

- Dr. Nate Southerland will have the recruitment area give a report to the Board about the College's recruitment strategies at a future board meeting.
- Dr. Smith will give a final report on the status of the current strategic plan in the Spring.
- Dr. Smith will follow up where the College ranks statewide in offering high demand occupational programs.
- Dr. Marie Peoples would like to see the cost of a separate certificate in phlebotomy that would be offered in addition to the classes in the medical assisting program.
- Dr. Nate Southerland will be updating the Board on the Higher Learning Commission accreditation process at the next Board meeting.
- Mr. Steve Peru will give an update to the Board on the College's legislative agenda at the next Board meeting.

ADOPTION OF AGENDA

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

ADOPTION OF CONSENT AGENDA

Minutes of a Work Session – September 18, 2019

Minutes of a Regular Meeting – September 18, 2019

Separations/New Hires

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

FOLLOW UP ITEMS

Ms. Patricia Garcia reviewed the follow-up items with the Board. The Board asked that the item related to out-of-county enrollment be presented at their next meeting.

INTRODUCTION OF GUESTS

Mr. Steve Peru introduced Dr. Laretta Henderson, who is an American Council on Education Fellow at NAU this semester and Associate Dean for the School of Information Studies at the University of Wisconsin Milwaukee.

CALL TO THE PUBLIC

There was no response to the call to the public.

INFORMATION AND REPORTS

District Governing Board

Neither the Alliance or the Foundation Board has met since the last District Governing Board meeting.

Ms. Patricia Garcia and Mr. Patrick Hurley gave a report on the Association of Community College Trustees (ACCT) Congress they recently attended in San Francisco. Mr. Hurley will bring a few suggestions from that meeting forward to the Board for consideration at a future date. The Congress also included a breakfast meeting for all the Arizona Association of Community College Trustees. Mr. Lloyd Hammond's position as a member of this organization has not been filled since his retirement. The Board would like to continue to have a representative on AACCT, and Mr. Joseph Smith is willing to serve in that position. Dr. Nat White volunteered to attend a few AACCT meetings with Mr. Smith.

ACCT is also offering its Governance Leadership Institute in Tucson, Arizona in April. Ms. April Sandoval will send the group information on this meeting to see if they would like to attend.

Academic Affairs and Student Engagement – Dr. Nate Southerland

Dr. Nate Southerland introduced Mr. Tony Williams, the College's new Dean of Student Affairs and Ms. Sarah Benton, this year's President of the Faculty Senate to the Board.

Dr. Southerland's report focused on lead faculty. He discussed the history and origins of lead faculty positions, the role of Faculty Senate in making recommendations for how to address some of the issues that had happened with the removal of department chairs, how the positions were funded through repurposing some positions, their responsibilities, how the people in this position were hired and trained, and the representatives for each area. For additional details on the report, please see the October 29, 2019 documents file.

The Board discussed the white paper mentioned in the report, why it was written, and why some recommendations were not implemented and addressing the workload imbalance among lead faculty

members. Dr. Southerland expressed his gratitude to Faculty Senate for their work on this project and highlighted this as a great example of shared governance at the College.

President's Report - Dr. Colleen Smith

Dr. Colleen Smith reviewed the College's 2019 Arizona Strategic Outcomes Report. Please see the October 29, 2019 documents file for additional details on the report. As part of the report, Dr. Smith mentioned that Dr. Nate Southerland will have the recruitment area give a report to the Board about the College's recruitment strategies at a future board meeting.

Dr. Smith also spoke to the Board about the efforts going on at the College surrounding closing out the current strategic plan and creating the new strategic plan. Executive Leadership Council is working on reporting on what the College has accomplished in the current plan. The College is on track to complete the items in the plan by its end date in 2020. Some items from the plan were retired due to the College choosing to go in a different direction or reallocating funds for those projects for other efforts. Many of these funds were repurposed to develop a communication system to help recruit students and market programs. Dr. Smith will give a final report on the status of the current strategic plan in the Spring.

Strategic Planning

Dr. Smith began the development of the new vision, mission, and guiding principles that will help the College move forward. Executive Leadership Council has also completed a SWOT (strengths, weaknesses, opportunities, and threats) analysis using the current Higher Learning Commission criteria for accreditation. The results of this exercise will be used to create areas where the College would like to improve that will be included in the strategic and recruitment plans the College is developing. Dr. Smith sees a very different format for the next strategic plan and on the Board's request, the plan will focus on fiscal sustainability into the future.

The Board asked where the College ranks in relation to other colleges on the number of occupational programs offered. Dr. Smith will follow up with that information. Coconino Community College offers the smallest number of programs in this area.

The group discussed hiring someone to focus on grants. That position is still being discussed and the College is making an effort to understand how the position would be utilized and what the College needs from the position before moving forward.

Other questions included if the list of occupations in the Strategic Vision report was specific to Coconino County, where classes in phlebotomy are housed at the College, and questions on how the statistics were calculated and whether some of the data is based on Flagstaff or include countywide information.

The Board felt that the report included good information, and they were happy to see improvements in the metrics.

Dr. Marie Peoples would like to see the cost of a separate certificate in phlebotomy that would be offered in addition to the classes in the medical assisting program.

Dr. Nate Southerland will be updating the Board on the Higher Learning Commission accreditation process at the next Board meeting.

FUTURE AGENDA ITEMS

Mr. Patrick Hurley will bring his suggestions from the ACCT Congress to the Board, which may include suggestions for future agenda items.

The next work session will include a diversity training session for the Board in place of agenda items.

Mr. Steve Peru will give an update to the Board on the College's legislative agenda at the next meeting.

ANNOUNCEMENTS

The next District Governing Board meeting will be December 10, 2019 (this meeting was moved from November 20, 2019).

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

ADJOURNMENT: Dr. Nat White made a motion to adjourn the meeting at 7:22 pm. The motion was seconded by Mr. Joseph Smith and unanimously approved.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Dr. Marie Peoples
Vice Chair/Secretary of the Board

Ms. Patricia Garcia
Board Chair