

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

DECEMBER 10, 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 Member, Dr. Nat White, called the meeting to order at 4:01 pm.

PRESENT: Patrick Hurley
Joseph R. Smith
Nat White

ABSENT: Patricia Garcia
Marie Peoples

Also Present: Dr. Colleen Smith, CCC President; Dr. Kimberly Batty-Herbert, Mr. Keith Becker, Ms. Christina Caldwell, Ms. Colleen Carscallen, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Larry Hendricks, Ms. Nicole Honanie, Mr. Jeff Jones, Ms. Kay Leum, Ms. Anjeanette Lang, Ms. Gail Lowe, Dr. Michael Merica, Dr. Gonzalo Perez, Mr. Anthony Rivera, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Kurt Stull, Ms. Jami Van Ess, 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 December 10, 2019 documents file.

Follow Up
<ul style="list-style-type: none">• None

ADOPTION OF AGENDA

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

ADOPTION OF CONSENT AGENDA

Minutes of a Work Session – October 29, 2019
Minutes of a Regular Meeting – October 29, 2019
Separations/New Hires

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

FOLLOW UP ITEMS

Dr. Nat White and Dr. Colleen Smith reviewed the follow-up items with the Board.

INTRODUCTION OF GUESTS

Mr. Brian Harris introduced Ms. Gail Lowe, Treasurer, and Ms. Christina Caldwell, President of the Foundation Board.

CALL TO THE PUBLIC

Ms. Gail Lowe responded to the Call to the Public and talked to the Board about the CCC Champions. Ms. Lowe invited the Board to attend the CCC Champions Holiday Party on December 12, 2019.

ACTION ITEMS

District Governing Board 2020 Meeting Schedule – Dr. Nat White

The Board discussed the 2020 Meeting Schedule and decided to move forward with approving the schedule without selecting a March date. The March date will be considered at the January 15, 2020 meeting.

Mr. Joseph Smith moved to approve the 2020 Meeting Schedule, and Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Revision to Procedures 05-00 Governance and Policy 70-00 Strategic Planning – Dr. Colleen Smith

Dr. Colleen Smith discussed the two procedures and the process used to revise them. Since these items are specific to governance and are procedures sponsored by the District Governing Board, they have been brought forward to the Board for approval.

The Governance procedure was updated to include current College councils and committees and to reflect the governance practices of the College better. The Strategic Planning procedure solidifies how often the College will review its Mission, Vision, and Values and participate in strategic planning. The procedure has been shortened so that as a new President joins the College, they have flexibility in leading the strategic planning process. This procedure also includes the additions of involving the community in the process; using data from a variety of sources; and specifies that the District Governing Board will be setting priorities for the strategic plan, working on the development process for the plan; and ultimately approving the final strategic plan.

Mr. Patrick Hurley moved to approve the suggested revisions to the two procedures, and Mr. Joseph Smith seconded the motion. The motion was unanimously approved (Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

City of Flagstaff Intergovernmental Agreement – Ms. Jami Van Ess

This agenda item would renew the College's lease with the Flagstaff City-Coconino County Library housed that the College's Fourth Street Campus. The current agreement was extended six months to allow time to renegotiate the terms of the lease, and that extension expires in December.

The College negotiated with the City for rent increases that the City has built into its budget. Even with these increases, the rent amount charges are still below market for the space in recognition of the College's partnership with the City. The total rent amount proposed is \$513,761 and legal counsel has reviewed the agreement as to form.

Discussion on this agenda item included the following topics:

- Charging below market rent for the City.
- What would happen to that space if it was not rented to the library.
- The importance of the location of the Library to meet the needs of the community.

- The renovations the City has completed to meet the needs of the community and how that demonstrates the City's commitment to this location.
- Whether there were other items that the Library could provide to the College in place of rent.
- The great value this partnership gives to the College.
- The cost the College would incur if it had to find space to expand programs.

Dr. Nat White called for a vote on the agenda item. Mr. Joseph Smith moved to approve the City of Flagstaff Intergovernmental Agreement and authorize the President to sign the agreement. Mr. Patrick Hurley seconded the motion and the motion was unanimously approved (Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Approval for New Programs – Dr. Nate Southerland

Dr. Nat White reminded the Board that the Marine Maintenance and Cyber Security programs were presented to the Board at the last work session.

The Board discussed the following items in relationship to the new programs:

- Details on the budgets and sustainability of the Marine Maintenance and Cyber Security programs.
- How tuition and enrollment would support the programs.
- Whether there was a set of criteria for opting out of the programs if they were not successful.
- The entrepreneurial approach of these programs and how the additional funding awarded by the legislature would be used to start these programs and how enrollment, grant funding, and donations for the community would be used once that funding runs out.
- How shutting down these programs if they are not successful, might impact the community.
- The obvious needs for these programs.
- Possibly soliciting the community for scholarship funds for these programs.
- How others in the region would benefit from the programs.
- Long term sustainability of the programs.

Mr. Joseph Smith moved to approve the Marine Maintenance Technology program, and Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

The discussion moved to the Cyber Security program and began with Dr. Nate Southerland reviewing the program and proposed funding sources. The Board asked a question on what the proposed enrollment for the program might be.

Mr. Patrick Hurley moved to approve the Cyber Security program, and Mr. Joseph Smith seconded the motion. The motion was unanimously approved (Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

The final program presented was for a Veterinary Technician program. This program was not presented to the Board in October because the College was working on the way to fund the program before bringing it to the Board. This program has been talked about for several years but seemed unattainable because of the expenses involved in facilities and staff for the program. When Paw Placement took over the

Second Chance Animal Sanctuary, they were interested in using their classroom and surgery observation for the program. The College reached out to Paw Placement and worked to develop the partnership to benefit the College, the facility, and other employers in the area. The College built on that partnership and included other veterinarians and Gore as the major employers of veterinary technicians in Flagstaff. Momentum for the program has grown over the past eighteen months, and with the help of the community, the College has identified solutions to some of the financial concerns.

Mr. Jeff Jones presented additional detail about the program. Veterinary Technician programs are similar in cost and complexity to Nursing programs, and there are no programs like this in the area other than on the Navajo Nation. While the potential pay for veterinary technicians is very low in Coconino County, employers have stated that they would be willing to pay more to hire certified veterinary assistants. Mr. Jones also reviewed requirements for the program such as a director that is a veterinarian and an instructor that is a certified veterinary technician. Additional complexity for the program includes working with the State of Arizona and the United States Department of Agriculture (USDA) for licensing and accreditation. The program will be an Associate of Applied Science degree that includes general education classes and will start with one cohort with the potential to add more.

A veterinarian in the community has offered her services as a long-term volunteer to develop the curriculum and the program. Dr. Southerland thanked Mr. Patrick Hurley for suggesting Dr. Susie Crawford to the College. The College is extremely grateful for her offer of setting aside her practice to volunteer for the program.

The Board discussed the financial implications of this program, including the use of one-time money from state and having a volunteer for at least the first year, and possibly the second year as director of the program. There are also opportunities for grants for rural veterinary technician training programs. The College is also working with the veterinary community to fund an endowed chair that could pay for the director and possibly the instructor for the program.

The advisory council for this program asked to meet with the College and move the program forward. The College is also very grateful to Mr. Jeff Jones and the many members of the community who have shown their interest in the program.

Mr. Patrick Hurley moved to approve the Veterinary Technician program, and Mr. Joseph Smith seconded the motion. The motion was unanimously approved (Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

INFORMATION AND REPORTS

District Governing Board

When the Alliance met in November, the agenda included legislative updates, tax presentations, ballot initiatives, and interagency public works collaborations. Mr. Hurley discussed trends in tax collection and in how long it is taking new construction to come online and be reflected in the county tax rolls.

Academic Affairs and Student Engagement – Dr. Nate Southerland

Dr. Nate Southerland gave an update on the timeline and planning process for the College's next reaccreditation visit on October 25-26, 2021. The board materials for this month's meeting included a timeline for the reaccreditation process and a copy of the Higher Learning Commission criteria for

accreditation that will be in effect at the time of that visit. Dr. Southerland will be coming back to the Board for their input and contribution to the reaccreditation process.

Business and Administrative Services – Ms. Jami Van Ess

Budget Status Report

Ms. Jami Van Ess reviewed the first quarter budget status report. A copy of the report is included in the December 10, 2019 documents file. The Board commented that they find the report very useful and complimented Business and Administrative services on their ability to track this information so closely from year to year.

Enrollment (FTSE)

Ms. Van Ess also reviewed the enrollment (FTSE) report, which compares three years of data to see how enrollment is trending over time.

Government Affairs and Fundraising – Mr. Steve Peru

Legislative Affairs

Mr. Steve Peru was not able to attend tonight's meeting, so Dr. Colleen Smith updated the Board on the College's legislative agenda. That agenda will include working with the legislature to permanentize the one-time funding the College received from the legislature last fiscal year and to revise the expenditure limitation formula.

February 12, 2020, will be Community College day at the Capitol for all Arizona community colleges and March 9, 2019, will be a specific day for Coconino Community College. Dr. Smith encouraged board members, student groups, faculty, and staff to attend. As there is more information on the agenda and timelines for those dates, Dr. Smith will share it with the board.

Foundation Update

Ms. Christina Caldwell and Ms. Gail Lowe attended tonight's meeting to give the Foundation Update. Ms. Gail Lowe reviewed an analysis she completed for the Foundation that will help everyone understand trends in Foundation fundraising. The analysis broke revenues into different programs, pass-through scholarships, endowments, and other areas. Overall, the report demonstrated the growth of the Foundation over time and how the community is supporting the College.

Ms. Christina Caldwell talked to the Board about the employee giving campaign. This program allows people to contribute to scholarships and other funds that provide general support to the College. The program was rebranded this year to Why I Give, and the Foundation Board provided an initial donation to encourage others to give. Ms. Caldwell asked the Board members if they would join the campaign. Mr. Steve Peru will let the Board know about the additional Why I Give events planned for next year.

Dr. Nat White pointed out the information on the impact of your gift graphics in the Board materials and encouraged other board members to give to the Foundation.

President's Report - Dr. Colleen Smith

Dr. Colleen Smith highlighted several items on the report. Dr. Smith mentioned that the College would be hosting the Western Navajo Agency Meeting on December 14, 2019, and encouraged everyone to attend to learn more about the Navajo Nation.

Dr. Smith reviewed the 2020 District Governing Board Standing Agenda Items included in the Board packet. This document helps the leadership team manage routine agenda items.

Mr. Patrick Hurley expressed his thanks to the College community who are doing so many amazing things and wishes the community as a whole could see how engaged the College's faculty and staff are. He also complimented Mr. Bob Voytek on the drop in the default rate and staff as a whole on the increase in dual enrollment. Dr. Nat White thanked the College staff for their work and mentioned that when he is in the community, the President's report helps him work with community members and know what's going on at the College.

AGENDA ITEMS FOR FUTURE MEETINGS

Mr. Patrick Hurley complimented President Smith and staff for their communication with the Board. He felt that the College has developed a style that is working well and helping the Board get good information. Mr. Hurley also complimented Mr. Joseph Smith for volunteering to take over as representative for the Arizona Association of Community Colleges.

ANNOUNCEMENTS

The next District Governing Board meeting will be January 15, 2020.

The next Foundation Board meeting is to be January 16, 2020.

MEETING EVALUATION

ADJOURNMENT: Mr. Joseph Smith made a motion to adjourn the meeting at 5:41 pm. The motion was seconded by Mr. Patrick Hurley and unanimously approved (Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Dr. Nat White
Board Member