

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

JANUARY 15, 2020



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
JANUARY 15, 2020**

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 5:32 pm.

PRESENT: Patricia Garcia
Patrick Hurley
Marie Peoples (By phone)
Joseph R. Smith
Nat White

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Ms. Randi Axler, Mr. Keith Becker, Ms. Sarah Benton, Ms. Colleen Carscallen, Mr. Brian Harris, Mr. Larry Hendricks, Mr. Jeff Jones, Ms. Kay Leum, 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. Jami Van Ess, 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 January 15, 2020 documents file.

Follow Up
• 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 (Ms. Garcia, Mr. Hammonds, Mr. Hurley, and Dr. White voting in favor).

ADOPTION OF CONSENT AGENDA

Minutes of a Regular Meeting – December 10, 2019

Separations/New Hires

Intergovernmental Agreement – Coconino County Basic Business Empowerment (BBE) Classes

Mr. Patrick Hurley moved to approve the Consent Agenda, and Dr. Nat White seconded the motion with a correction to the spelling of Dr. White’s name. The motion was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, and Dr. White voting in favor).

FOLLOW UP ITEMS

Ms. Patricia Garcia reviewed the follow-up items with the Board. The recruitment plan will be presented in tonight’s meeting, and the strategic planning item will be presented later this Spring. Dr. Nate

Southerland will work with Mr. Jeff Jones to develop specific costs on offering a separate phlebotomy certificate.

INTRODUCTION OF GUESTS

Mr. Steve Peru introduced Ms. Taryn Stangle, Financial Audit Manager, and Ms. Donna Miller, Financial Audit Director, with the Arizona Auditor General's Office.

CALL TO THE PUBLIC

There was no response to the call to the public.

CCC EXCELLENCE – Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting – Dr. Colleen Smith

Dr. Colleen Smith recognized Ms. Jami Van Ess and Ms. Isabella Zagare, Ms. Suzzanna Rodriguez, and Ms. Randi Axler for their work in helping the College to achieve this award for the twenty-fourth year in a row. Dr. Smith highlighted the hard work of members of this team and putting the time in to make sure the College is accountable, has transparency, develops our financial reports in a way to ensure financial accountability.

Election of Board Chair, Vice-Chair/Secretary, and Committee Representatives

Dr. Marie Peoples joined the Board by phone to participate in this portion of the meeting.

Dr. Marie Peoples is willing to serve as Board Chair or Vice-Chair; Dr. White is willing to serve as Vice-Chair or Chair; Mr. Joseph Smith was not comfortable taking on these roles at this time; Ms. Patricia Garcia is willing to serve as Chair or Vice-chair but was also happy to step aside.

The floor was opened for nominations for Chair. Ms. Patricia Garcia nominated Dr. Marie Peoples for Chair. The motion died for lack of a second.

Mr. Joseph Smith nominated Ms. Patricia Garcia for Chair, and Mr. Patrick Hurley seconded the motion.

Dr. Marie Peoples nominated Dr. Nat White for Chair. The motion died for lack of a second.

There were no other nominations, so the nominations were closed.

The Board voted on the motion to elect Ms. Patricia Garcia as Chair, and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, and Dr. White voting in favor).

The floor was opened for nominations for Chair. Dr. Nat White and Dr. Marie Peoples both expressed an interest in serving as Vice-Chair/Secretary. Mr. Patrick Hurley nominated Dr. Nat White for Vice-Chair/Secretary. Mr. Joseph Smith seconded the motion.

Ms. Patricia Garcia nominated Dr. Marie Peoples for Vice-Chair Secretary. Dr. Nat White seconded the motion.

Ms. Garcia nominated Dr. Peoples to continue. Dr. White seconded.

There were no other nominations, so the nominations were closed.

Chair Patricia Garcia asked Board Members to participate in a roll call vote and state their vote for Chair. The responses to the roll call vote were:

Mr. Patrick Hurley voted for Dr. White
Mr. Joseph Smith voted for Dr. White
Dr. Nat White voted for Dr. White

As those votes were sufficient to carry the motion, the motion was passed, and Dr. Nat White was elected Vice-Chair/Secretary.

Dr. Marie Peoples had to leave the meeting, but a quorum was maintained so the meeting could continue.

Mr. Joseph Smith volunteered to serve as the AACCT representative, and Dr. Nat White is willing to serve as an alternate. Mr. Patrick Hurley is willing to continue to serve as representative to the Alliance. Dr. Nat White is willing to continue to serve as representative to the Foundation Board.

Ms. Patricia Garcia made a motion to appoint Mr. Joseph Smith as AACCT representative, with Dr. Nat White as an alternate; to appoint Mr. Patrick Hurley as Alliance representative; and Dr. Nat White as Foundation Representative. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, and Dr. White voting in favor).

ACTION ITEMS

Acceptance of Fiscal Year 2019 Comprehensive Annual Financial Report, Single Audit, and Expenditure Limitation Reports – Ms. Jami Van Ess

Mr. Jami Van Ess, along with Ms. Taryn Stangle, Financial Audit Manager, and Ms. Donna Miller, Financial Audit Director, from the Arizona Auditor General's Office, presented the Fiscal Year 2019 Comprehensive Annual Financial Report, Single Audit, and Expenditure Limitation Reports to the Board. Ms. Stangle and Ms. Miller presented an overview of the audit, answered the Board's questions, and complimented staff members on their great working relationship with the Auditor General's Office. The Auditor General's Office has the responsibility to conduct financial and compliance audits under generally accepted auditing standards. As a result of the audit, the Auditor General issues the reports presented to the Board. The auditors reviewed each report and the findings presented in them. Ms. Stangle also stated that the findings relate to information technology have improved dramatically, and these types of findings take multiple years and much expense to correct. Board members asked questions related to the changing nature of information technology security.

Ms. Van Ess recommended that the District Governing Board accepts the Comprehensive Annual Financial Report, Single Audit, and Expenditure Limitation reports for Fiscal Year 2019.

Mr. Patrick Hurley made a motion to accept the recommendation. Dr. Nat White seconded the motion.

Board members asked additional questions on why a financial audit and information technology were connected, the relationships between computer systems and audits, and the procedural nature of the finding related to financial aid assistance.

The motion was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, and Dr. White voting in favor).

Dr. Colleen Smith thanked the Business Office and Information Technology departments and all of their staff for their hard work in the audit process. Ms. Patricia Garcia appreciated the willingness of the College's Information Technology staff to help Flagstaff Unified School District with a recent emergency. She stated that this was an example of one of the ways the College is a true community partner.

Dr. Nat White expressed his appreciation for these reports and stated that they help answer questions from community members.

2020 District Governing Board Meeting Schedule – Ms. Patricia Garcia

The Board made several changes to the 2020 District Governing Board Meeting schedule. The changes were as follows:

- The February 18th meeting will move to February 24th
- The March meeting will occur on March 23rd
- The May 20th meeting will move to May 21st

Mr. Patrick Hurley made a motion to approve the revised meeting schedule. Mr. Joseph Smith seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, and Dr. White voting in favor).

INFORMATION REPORTS

District Governing Board

The Alliance will meet again on January 24, 2020, AACCT has not met recently, and the Foundation Board meets on January 16, 2020.

Dr. Colleen Smith, Ms. Patricia Garcia, and Mr. Steve Peru will be attending the ACCT National Legislative Summit in February. AACCT has decided to forego hosting a statewide meeting at that event in favor of a statewide meeting for AACCT members later in the year.

Academic Affairs and Student Engagement – Dr. Nate Southerland

Recruitment Plan

Dr. Nate Southerland, Ms. Alexandra Purchase, and Mr. Tony Williams presented this agenda item. Dr. Southerland reviewed the background of the process to develop the recruitment plan and the work of the Strategic Enrollment Management Committee and sub-committees that lead to this report.

Dr. Colleen Smith stated that this recruitment plan was one of the best she has ever seen through her work at several colleges. Dr. Smith also thanked Dr. Michael Merica for his work on gathering data and doing research to inform the plan.

Ms. Alexandra Purchase and Mr. Tony Williams reviewed a presentation on the recruitment plan with the Board. For additional details on the presentation, please see the January 15, 2020 documents file.

The recruitment plan identified specific target groups of students and has a set of tactics tailored to those groups. The College is also working to develop a retention plan to address continuing/returning students. Two teams have been established to implement these efforts, and the marketing and admissions groups will regularly report on the success of their recruitment efforts.

Ms. Alex Purchase gave the College an overview of the staff in her department and the ways that staff will be used to be more present in the high schools. The goal of these contacts is to build existing relationships with the College and reinforce why the College would be a good choice for students.

Dr. Nate Southerland talked about the process used to assign additional personnel to recruitment, including reallocation of budget funds, changes in duties and responsibilities, and redesigning open positions.

Board members asked questions related to the focus on American Indian/Alaska Native populations and how current the data used for this plan was and how it aligns with other data the College collects.

Dr. Nate White commented that he thought the plan was a well-informed, methodical approach to recruitment. Dr. White feels that recruitment will increase the community's connection to the College.

Mr. Joseph Smith suggested ideas that might assist with appealing to Native American populations, including modifying the College's delivery style to match the age group and having local native models included in marketing materials, who may be recognized by the larger community. Mr. Patrick Hurley was also supportive of using local models.

The Board asked additional questions about how the Board approved purchase of the customer relationship management software would be used to tailor specific messages to specific groups; the demographics of the recruitment and student affairs departments; an AmeriCorps position to assist with recruitment to Native American students; marketing to homeschooled students; whether there was a Native American Club on campus; the use of current students in marketing and forming student groups to give input on marketing efforts; other marketing efforts to parents and community members; and how this work meshes with the work being done to retain students.

Government Affairs and Fundraising – Mr. Steve Peru

Mr. Steve Peru highlighted the creative and visual approach the Foundation took for the year-end donation appeal; the February 20, 2020 community event for the Cross Country program; the January 27, 2020 Ribbon Cutting Ceremony at the Fourth Street Campus; donations from the SRP Pera Club to allow the College to offer CPR and First Aid classes; national community college month in April; and efforts to build the alumni program to create more engagement and support for the College.

Legislative Update

Mr. Peru was encouraged by the Governor's state of the state message this week and mention of community colleges twice in that speech. Mr. Peru, Dr. Colleen Smith, Mr. Larry Hendricks, and Ms. Kay Leum will be meeting with Congressman O'Halleran on January 18, 2020, in Page to discuss the Congressman's Promise Act. This act could assist the College by providing funding to replace tax revenues lost from the closure of the Navajo Generating Station.

President's Report - Dr. Colleen Smith

Dr. Colleen Smith proposed that the written President's Report move to every other month.

Dr. Smith discussed the meeting with Congressman O'Halleran and how the loss of the in lieu payments from SRP would affect the College.

Dr. Tommy Lewis, the Interim County Superintendent of Schools, met with Dr. Smith recently and has great ideas to assist the College.

Mr. Tony Williams was appointed the College's first-ever Athletic Director, and the College completed an application for membership in the National Junior College Athletic Association (NJCAA). After submitting the application and paying the College's membership fee, NJCAA will schedule a site visit with the College with senior administration and other stakeholders to evaluate our readiness to start an athletic program. When the application is accepted, the College will be able to start recruiting almost immediately and can issue letters of intent in August and could start competing in Fall 2020. The College will be part of Region 1, which includes Arizona. The head coaching job description has been drafted, and the College is starting the search process for that position.

FUTURE AGENDA ITEMS

The Board had no suggestions for future agenda items at this time.

ANNOUNCEMENTS

The next District Governing Board meeting will be budget retreat January 27, 2020, at Fourth Street, and February 24, 2020, will be the next regular meeting.

The next Foundation Board meeting will be January 16, 2020.

MEETING EVALUATION

There was no meeting evaluation.

ADJOURNMENT: Dr. Nat White made a motion to adjourn the meeting at 7:37 pm. The motion was seconded by Mr. Joseph Smith and unanimously approved.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Ms. Patricia Garcia
Board Chair