

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**MARCH 23, 2020**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
MARCH 23, 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 4:05 pm.

PRESENT: Patricia Garcia  
Patrick Hurley  
Joseph R. Smith  
Nat White  
All Board Members attended by Zoom

ABSENT: Marie Peoples

Also Present: Dr. Colleen Smith, CCC President; Ms. Sarah Benton, Mr. Larry Hendricks, Mr. Gregory Jay, Ms. Kay Leum, Mr. Steve Peru, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Kurt Stull, Ms. Jami Van Ess, and Mr. Brian Wilson.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the March 23, 2020 documents file.

**Follow Up**

- The Phased Retirement Service Agreement with ESI and Policy 28-00 Agenda items were tabled and will be considered at a future meeting.

**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. Hurley, Mr. Smith, and Dr. White voting in favor).

**ADOPTION OF CONSENT AGENDA**

Minutes of a Work Session – February 24, 2020  
Minutes of a Regular Meeting – February 24, 2020  
Separations/New Hires

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

**FOLLOW UP ITEMS**

Ms. Patricia Garcia reviewed the follow-up items with the Board.

**INTRODUCTION OF GUESTS**

There were no guests present.

## **CALL TO THE PUBLIC**

There was no response to the call to the public.

## **ACTION ITEMS**

### **Phased Retirement Service Agreement with ESI** – Mr. Dietrich Sauer

This item was tabled and will be considered at a future meeting.

### **Policy 28-00 Legal Advice**– Ms. Patricia Garcia

This item was tabled and will be considered at a future meeting.

Mr. Joseph Smith made a motion to table the Phased Retirement Service Agreement and Policy 28 agenda items. Mr. Patrick Hurley seconded and the motion.

Discussion on the motion was that there is no urgency in reviewing these items at this time, and they could be considered at a later date. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

### **Emergency Support for Coronavirus/COVID-19** – Dr. Colleen Smith

Dr. Colleen Smith reviewed the College's Coronavirus website and the College's response to the coronavirus public health emergency to date. The College is working to follow all of the guidelines set out by the Centers for Disease Control, the Arizona Department of Health Services, and Coconino County. Faculty are also working with students through email or phone calls to make sure they can complete their coursework this semester. We have been working with courses that require clinicals, specialized labs, etc. to ensure that they can complete those requirements. Everyone is working very hard to plan for this emergency. At this time, the College is keeping computer labs open for students that need them and encouraging staff who are able, to work from home.

The Board felt this process was very well done and had no questions at this point. The praised the College for completing a lot of work in a short amount of time and while being under a lot of pressure.

In light of the developing Pandemic, Chair Garcia asked that a resolution be prepared for the Board to support Dr. Smith in carrying out her duties as President of the College. Ms. Garcia read the text of the action item and the resolution.

Ms. Garcia recommended that the Board adopt the attached resolution granting authority to the College President to respond to the COVID-19 Pandemic.

The Board discussed adding a time limit to the resolution as Dr. Nat White was concerned that there was no sunset clause in the resolution. The Board discussed several options for a date and reached consensus on using June 12<sup>th</sup> as that is the date for the District Governing Board Retreat.

Dr. Nat White made a motion to approved the resolution with the addition of a sunset date of June 12, 2020.

The Board discussed the implementation of the resolution and the types of decisions that might need to be made. The Board also considered whether the language in the resolution was broad enough to allow Dr. Smith to approve expenditures above the current limits in our policy and procedure. The consensus was that the language gave Dr. Smith that authority.

Mr. Joseph Smith seconded and the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Dr. Colleen Smith discussed the proposed suggestion to move the College on summer hours for the remainder of the semester. This change would allow more time for cleaning, and more time without people on campus while still allowing the work of the College to continue. The Board was supportive of this change.

### **INFORMATION REPORTS**

#### **District Governing Board**

Foundation, AACCT, and Alliance have not met since the last District Governing Board meeting.

#### **Human Resources** – Mr. Dietrich Sauer

##### **Reclassifications, Adjustments, Degree Attainments, and Minimum Wage Adjustments for 2020-2021**

The College is planning on moving forward with these items, as indicated in the Board report. Dr. Smith has asked for a freeze in the Veterinary Technician, Marine Maintenance, and Automotive programs for the time being. The Cyber Security program will continue because of the many needs in this area. We are not canceling these programs but have to know more about funding levels from the State of Arizona before moving forward.

### **FUTURE AGENDA ITEMS**

There were no future agenda items.

### **ANNOUNCEMENTS**

The next District Governing Board meeting will be April 15, 2020 (this date was later changed to April 30, 2020).

The next Foundation Board meeting will be April 16, 2020 (this meeting was canceled).

### **MEETING EVALUATION**

The Board missed seeing everyone and was impressed at how well the phone call assisted communication.

ADJOURNMENT: Mr. Patrick Hurley made a motion to adjourn the meeting at 5:10 pm. The motion was seconded by Mr. Joseph Smith and unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

### **MINUTES PREPARED BY:**

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Ms. April Sandoval  
Board Recorder

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Dr. Nat White  
Vice Chair/Secretary of the Board

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Ms. Patricia Garcia  
Board Chair