

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

MAY 21, 2020



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
MAY 21, 2020**

A Regular Meeting of the Coconino Community College District Governing Board was held through interactive videoconferencing. Board Chair, Ms. Patricia Garcia, called the meeting to order at 5:18 pm.

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

ABSENT: Marie Peoples

Also Present: Dr. Colleen Smith, CCC President; Ms. Randi Axler, Mr. Keith Becker, Ms. Colleen Carscallen, Mr. Brent Goyette, Mr. Larry Hendricks, Mr. Jeff Jones, Ms. Kay Leum, Ms. Gail Lowe, Mr. Steve Peru, 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, and Ms. Isabella Zagare.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the May 21, 2018 documents file.

Follow Up

- Policy 28-00 will be brought back at a future meeting.
- Please send retreat agenda topics to Ms. Patricia Garcia.

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

ADOPTION OF CONSENT AGENDA

Minutes of a Work Session – April 30, 2020
Minutes of a Regular Meeting – April 30, 2020
Separations/New Hires

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

FOLLOW UP ITEMS

There were no follow-up items.

INTRODUCTION OF GUESTS

Mr. Brent Goyette and Ms. Gail Lowe joined the meeting as guests.

CALL TO THE PUBLIC

Ms. Gail Lowe spoke to the Board about the upcoming Summer Learning Series and the move of that series to a virtual offering. The Summer Learning Series will be offered the last two weeks of June with the schedule set by the volunteers who will be offering sessions. The planning committee is looking for additional volunteers to offer sessions.

Ms. Lowe also reviewed the work the Foundation Board is doing in the areas of awarding scholarships, fundraising, and alumni engagement.

RETIREMENT RECOGNITIONS – Dr. Colleen Smith

Dr. Colleen Smith, Ms. Jami Van Ess, Mr. Kurt Stull, and Dr. Nate Southerland introduced the retirees for this year and spoke about the many wonderful things each retiree had done in their service to the College.

Business and Administrative Services

Mr. Brent Goyette, Maintenance Supervisor

Ms. Kimmi Grulke, Registrar and Director of Enrollment Services

Academic Affairs

Mr. David Rudakewich, Political Science Faculty

Ms. Kim Sonier, Math Faculty

Mr. Jim Hunter, Director of the Page Center

The Board extended their thanks to all of the retirees and expressed regret that due to COVID-19, the Board was not able to give the sendoff to the retirees that the Board would have liked.

CORONAVIRUS/COVID19 UPDATE – Dr. Colleen Smith

Dr. Colleen Smith highlighted the amazing work that has been done across the College to continue to adapt to changing conditions inspired by the COVID-19 pandemic. Some of the recent projects have been developing a return to campus plan, conducting an all-college town hall meeting to answer questions and discuss plans, installation of signage and plexiglass barriers, ordering additional supplies and materials, modifying summer classes to be online as much as possible, keeping the computer labs open for students who don't have technology or connectivity to allow them to take classes, installing touchless options like water faucets and paper towel dispensers, etc. The only reason the College has opened up minimally is to assist those students who need face-to-face help in achieving their education. Dr. Smith also reviewed the COVID-19 websites and staff and faculty training on preventing the spread of the virus. There have been reports of significant budget cuts at NAU and other community colleges. CCC is working very hard to come up with ideas to mitigate budget impacts like not paying for travel expenses. Dr. Smith has also required that at least a part of all classes use the College's learning management system to help prepare if the College has to shift back to mostly online offerings.

Discussion on this topic focused on what out of district tuition for the summer was, summer and fall enrollment declines, and ways the College is working to encourage enrollment.

ACTION ITEMS

Dual Enrollment Agreements – Dr. Nate Southerland

Dr. Nate Southerland presented the proposed Intergovernmental Agreements for Public Schools and CAVIAT programs. The agreements have the same financial arrangements and costs for classes as the

previous year. Dr. Nat White made a motion to approve the agreements and authorize the President to sign them. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Dr. Nate Southerland also presented the dual Enrollment Agreements for Flagstaff Arts and Leadership Academy and Northland Preparatory Academy. The Board asked that the agreements be updated in the section on additional fees and costs to indicate that there are no additional fees and costs. Dr. Nat White made a motion to approve the agreements as amended and to authorize the President to sign the agreement. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Finally, Dr. Nate Southerland presented the Intergovernmental Agreement for CAVIAT Central Programs, which allows for Career and Technical Education District (CTED) Courses at a College Location. The only discussion on the item was Dr. White's comment that he was impressed with the efforts the College has made through dual enrollment. Mr. Joseph Smith made a motion to approve the agreement and authorize the President to sign it. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Facilities Use Agreement for Renewal of CAVIAT Fourth Street Lease – Ms. Jami Van Ess

Ms. Jami Van Ess presented the proposed facilities use agreement to allow the CAVIAT Program to continue to lease space at the College's Fourth Street Campus. Discussion on the item focused on whether the rental rate was too far below market. Mr. Joseph Smith made a motion to approve the agreement as presented and to authorize the President to sign it. The motion was seconded by Dr. Nat White and approved with one nay vote (Ms. Garcia, Mr. Smith, and Dr. White voting in favor, Mr. Hurley voting nay).

Fiscal Year 2021 General Liability/Property Insurance– Ms. Jami Van Ess

Ms. Jami Van Ess presented the fiscal year 2021 renewal of the College's general liability and property insurance. Mr. Patrick Hurley made a motion that the District Governing approve the coverages as presented with the Arizona School Risk Retention Trust for the fiscal year 2021 in the amount of \$177,788 and authorize the President to sign the agreement. Dr. Nat White seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Expenditure Limitation Designations – Ms. Jami Van Ess

Ms. Jami Van Ess presented this item, which follows the requirements of A.R.S. § 41-1279-07 E specifying that the College provide "the name of the chief fiscal officer designated by the governing board of the political subdivision to submit the current fiscal year's expenditure limitation report."

Mr. Patrick Hurley made a motion that the District Governing Board appoint Ms. Jami Van Ess as the chief fiscal officer designated to submit the College's Expenditure Limitation Report for Fiscal Year 2021. Dr. Nat White seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Revisions to Policy 28-00 – Ms. Patricia Garcia

The Board discussed the proposed revisions to Policy 28-00 at length. The discussion focused on what would happen if the President and Board Chair supported something and the remainder of the Board did

not and whether that was an appropriate occasion to allow other Board members access to legal counsel. Mr. Patrick Hurley made a motion to table this agenda item. The motion was seconded by Mr. Joseph Smith and unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Ms. Garcia asked the Board to read the proposed revisions and send any comments or suggestions to Ms. April Sandoval.

INFORMATION REPORTS

District Governing Board

Ms. Gail Lowe covered much of the Foundation Report in her public comments earlier in the evening. The next Foundation Board meeting will be on July 9, 2020.

AACCT has not met recently.

Ms. Jami Van Ess updated the group on the most recent Alliance meeting with focused on COVID-19, the different group's budgets, and updates from each group.

Academic and Student Affairs – Dr. Nate Southerland

Dr. Nate Southerland talked about changes being made to summer classes. In a typical summer session, about 75% of classes are online. For this summer, Academic and Student Affairs converted as many other classes to an online format as possible, except for classes that needed a hands-on component like ceramics, science, and some career and technical education classes.

The requirements for placement testing have been temporarily relaxed as many students did not have access to placement testing this Spring, and the College is working to develop new guidelines for using placement testing.

Registration and Enrollment Services has completed the massive job of converting to an electronic catalog. This tool is a leap forward in clearly communicating with students on things like degree requirements.

Government Affairs and Fundraising – Mr. Steve Peru

Mr. Steve Peru highlighted several recent events to celebrate students like the Nursing Pinning Ceremony and Commencement as well as recent press coverage for the College. The Foundation Board is very active and is focusing on fundraising and alumni engagement. The Finance Committee is reevaluating the Foundation's investment policy after recent losses in the Foundation's portfolio.

The Board greatly appreciated the online commencement ceremony and how well done it was.

President's Report - Dr. Colleen Smith

Dr. Colleen Smith reviewed some of the many amazing accomplishments on this month's President's Report.

FUTURE AGENDA ITEMS

Policy 28-00 will be brought back at a future meeting.

ANNOUNCEMENTS

The next District Governing Board meeting will be June 11-12, 2020

The next Foundation Board meeting will be July 9, 2020.

MEETING EVALUATION

Please send any ideas for the upcoming retreat agenda to Ms. Garcia as soon as possible. Dr. Smith will send her self-evaluation to the Board and the Board will continue to work on the President's and Board's evaluations.

ADJOURNMENT: Dr. Nat White made a motion to adjourn the meeting at 6:50 pm. The motion was seconded by Mr. Patrick Hurley and unanimously approved.

MINUTES PREPARED BY:

Dr. Nat White
Vice Chair/Secretary of the Board

Ms. April Sandoval
Board Recorder

Ms. Patricia Garcia
Board Chair