

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

NOVEMBER 18, 2020



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
NOVEMBER 18, 2020**

A Regular Meeting of the Coconino Community College District Governing Board was via interactive video conferencing (Zoom). Board Chair, Ms. Patricia Garcia, called the meeting to order at 5:27 pm.

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

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Ms. April Sandoval, Mr. Bob Voytek, Mr. Bobby Sedillo, Mr. Brian Wilson, Mr. Dietrich Sauer, Ms. Isabella Zagare, Dr. Jami Van Ess, Ms. Kay Leum, Mr. Keith Becker, Dr. Kimberly Batty-Herbert, Mr. Kurt Stull, Mr. Larry Hendricks, Dr. Lisa Blank, Dr. Nate Southerland, Ms. Sarah Benton, Mr. Steve Peru, Ms. Suzzanna Rodriguez, and Mr. Tony Williams

Reports, summaries, background material, and other documents referred to in these minutes can be found in the November 18, 2020 documents file.

Follow Up

- None

Dr. Marie Peoples announced her resignation from the Board as she is moving to another state to accept a new position and be closer to family. Dr. Peoples has been very grateful for her time working with Coconino Community College, and the College will greatly miss her.

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

- A. Minutes of a Work Session – September 16, 2020
- B. Minutes of a Regular Meeting – September 16, 2020
- C. Separations/New Hires
- D. Intergovernmental Agreement – Coconino County Building Businesses and Entrepreneurs (BBE) Program
- E. Intergovernmental Agreement with the Flagstaff Alliance for the Second Century - Addition of Mountain Line
- F. Addendum 4 to the President's Contract Extending the Term of the Contract

- G. Distinguished Service Award
- H. Policy Revisions
 - 1.32-00 Board Member Attendance (name change)
 - 2.39-00 Travel
 - 3.40-00 Insurance for District Governing Board members
 - 4.70-00 Strategic Planning
 - 5.71-00 President Emergency Succession Plan
- I. Policy Deletion
 - 1.504-00 Institutional Records of Student Complaints

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

FOLLOW UP ITEMS

Ms. Patricia Garcia reviewed the follow-up items with the Board, and all items will be discussed at tonight's meeting. Ms. Garcia stated that if all of the Board members are happy with the last version of the President's Evaluation, that item is complete.

INTRODUCTION OF GUESTS

Ms. Gail Lowe, CCC Foundation Treasurer, joined the meeting.

CALL TO THE PUBLIC

Ms. Lowe responded to the Call to the Public. Ms. Lowe gave her appreciation to everyone on the Board for their work during a COVID year. Ms. Lowe also thanked everyone who produced the Students First Celebration.

ACTION ITEMS

A. District Governing Board Goals, College Priorities, and President/Administration Goals – Ms. Patricia Garcia

The Board developed the District Governing Board Goals, College Priorities, and President/Administrative Goals at the August 2020 Retreat. This agenda item seeks approval of those items.

Ms. Garcia felt that the first column items were DGB Priorities for the College instead of DGB Goals. Mr. Smith agreed, and the document will be updated to change that title to District Governing board Priorities for Coconino Community College. This change is consistent with how the Board has listed these items in the past.

Ms. Garcia recommended that the Board approve the District Governing Board Priorities for CCC and President/Administration Goals.

Dr. Marie Peoples made a motion to approve the document with the proposed changes. Mr. Joseph Smith seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

B. Intergovernmental Agreement – Alliance for the Second Century Emergency Management Mutual Aid Compact – Dr. Jami Van Ess and Mr. Bobby Sedillo

The parties to this agreement are members of a cooperative consortium known as the Alliance for the Second Century formed to address issues in the greater Flagstaff area and leverage the resources of the Alliance members for the benefit of the community. The purpose of the Emergency Management Mutual Aid Compact ("Compact") among the local agencies and emergency responders is to lend assistance across jurisdictional boundaries when needed and to identify the terms and procedures for executing mutual aid in times of emergencies. The agreement shall remain in effect for five (5) years, with the option to renew for two (2) additional five (5) year periods. Legal counsel has reviewed and approved the attached IGA as to form. This agenda item requests approval of the IGA and authorization for the President to sign the agreement.

Ms. Van Ess recommended that the Board approve the intergovernmental agreement for the Emergency Management Mutual Aid Compact and authorize the President to sign it.

The Board expressed their thanks to the College and the Alliance for moving forward with this agreement.

Dr. Marie Peoples 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, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

C. Intergovernmental Agreement – First Amendment to the Restated Master IGA for NAIPTA/Mountain Line– Dr. Jami Van Ess and Mr. Bobby Sedillo

On March 5, 2006, Coconino County, Yavapai County, the City of Flagstaff, The City of Cottonwood, and the City of Sedona signed an intergovernmental agreement to form the Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA). On July 1, 2013, Coconino County Community College District became a member of NAIPTA through an Amended and Restated Master Intergovernmental Agreement. This agenda item seeks approval for the First Amendment to the Amended and Restated Master Intergovernmental Agreement and updates the requirements for insurance NAIPTA is required to carry. Legal counsel has reviewed and approved the attached IGA as to form.

Ms. Van Ess recommended that the Board approve the First Amendment to the Restated Master Intergovernmental Agreement for NAIPTA and authorize the President to sign it.

Discussion on the item focused on what triggered the amendment to the intergovernmental agreement and whether this would change the College's insurance requirements.

Dr. Nat White made a motion to approve the First Amendment and authorize the President to sign in. Mr. Joseph Smith seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

D. Clinical Practicum Agreement and/or Internship/Externship Educational Experience Agreement with the City of Page – Dr. Nate Southerland

Coconino Community College now offers an Emergency Medical Technician course at the Page Instructional Site. Students must fulfill a curriculum requirement that includes skills-based learning, both in the classroom and through vehicular field externship. The City of Page Fire Department agrees to partner with the College to allow students to ride-along with the Department employees for the purpose

of providing an externship experience. A resource sharing intergovernmental agreement with the City of Flagstaff has been approved in the past for the Flagstaff based EMT courses.

Dr. Southerland recommended that the Board approve the Agreement for Clinical Practicum and/or Internship/Externship Educational Experience between Coconino Community College and the City of Page and authorize the President to sign the agreement on behalf of the College.

Discussion on the motion focused on:

- The excitement that the College has been able to re-launch certified nursing assistant and emergency medical technician programs in Page.
- The proposed agreement allowing ride-along opportunities with the Fire Department to allow students to complete program requirements.
- Mr. Smith's appreciation for this program being offered in Page.
- Questions on whether liability issues are covered.
- Dr. Peoples's support for this great partnership and what it can do for students and the City of Page.

Dr. Marie Peoples moved to approve the agreement and authorize the President to sign it. Mr. Joseph Smith seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

E. 2021 Meeting and Retreat Dates – Dr. Colleen Smith

The 2021 meeting schedule was developed following the Board's meeting on the third Wednesday of each month (except for July and December), having a budget retreat in the last week of January and a retreat in June.

Board members reviewed the schedule, and the consensus was that the current schedule would work with their schedules. The Board can always make changes during the year as needed.

Mr. Hurley would like to make sure the Board completes the President's Evaluation on a timely basis and make sure the Board makes this a priority and completes the process on time.

Dr. Nat White made a motion to accept the calendar as presented. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

INFORMATION AND REPORTS

Board Reports

There were no updates from the Alliance or AACCT as those organizations have not met recently.

The Foundation Board will be meeting in December and will postpone their retreat in the next calendar year. The December meeting will include people who have expressed an interest in joining the Foundation Board to give them a better feel for the priorities and agenda items a Foundation Board member would consider.

The Arizona Association of Community College Trustees (AACCT) will be hiring an Executive Director that will report to the Arizona Community College Coordinating Council. Pima and Maricopa Community

Colleges will be covering the cost of adding this staff member to allow AACCT to become more active. The job announcement has been posted, and recruitment is ongoing. Ms. Garcia expressed concern that only one or two people may be making decisions for the entire organization. Dr. Smith will ask for clarification on where this initiative originated. This is a structure that AACCT has had in the past, but there were some concerns about whether a full-time director was needed.

Business and Administrative Services – Ms. Jami Van Ess

Ms. Jami Van Ess reviewed the Budget Status Report with the Board. For additional information on the report, please see the November 18, 2020 board materials.

Academic and Student Affairs – Dr. Nate Southerland

Dr. Nate Southerland and Mr. Tony Williams gave a presentation on recent enrollment trends and issues, reviewed the results of a student survey about class offerings, reviewed the Full-Time Student Equivalent (FTSE) report for Fall 2020, and discussed plans for Spring 2021 classes.

The presentation's discussion included whether the number of students who completed the survey was a good sample, and what metrics would be considered in whether or not the College should have in-person classes.

Dr. Southerland also gave the board updates on:

- Building relationships with business partners like the Findlay Auto Group for the Automotive program.
- Applications for grant opportunities.
- Efforts towards developing the Google IT and Amazon Web Services certificates.
- Professional development for faculty to be able to offer new programs.
- The newly approved fast track process to approve new programs, including a review process after a few students have been through the program.

The Board also discussed:

- Available funds from the one-time funding from the legislature for career and technical education programs.
- Ways the College is being careful with expenses like having a travel freeze and limiting funding for professional development; a hiring freeze and positions that are not being filled; and not ordering some supplies and equipment.

Dr. Marie Peoples shared some information from a Coconino County Board of Supervisors meeting regarding COVID-19 cases. Cases at an all-time high, and as we enter the holiday season and Dr. Peoples does not see those metrics improving by January as they track two weeks behind numbers of cases.

The Board discussed whether the decision for classes in the Spring should be made now. Dr. Southerland felt that since the College can make the switch quickly, and students would have the opportunity to drop classes and get a full refund for two weeks, the decision could be postponed to January. Even if most classes move online, the College will continue the hands-on classes offered in the Career and Technical Education area.

The Board also asked for information to help them respond to questions in the community about why moving to online classes is not less expensive and why tuition rates are remaining the same. Some of the

factors involved are the investment in technology and faculty time to create successful online courses. Faculty members also spend more time managing classes.

External Affairs – Mr. Steve Peru

Mr. Steve Peru updated the Board on the recent "Students First" Celebration and talked about the Foundation's campaign/fundraising schedule. It was a great event.

President's Report – Dr. Colleen Smith

Because of the lateness of the hour, Dr. Smith did not mention items in the President's Report. For additional details on the President's Report's items, please see the November 18, 2020 board materials or the Office of the President page on the College's website.

Dr. Smith updated the Board on the progress for the P3 partnership for housing at the Page Center, including a mailer on the strategic plan used to help show the College is a College for the entire county. In this process, the next steps would be master planning meetings that the Board will participate in and developing a contract for approval in January.

The 2021 Standing Agenda Items were reviewed during the discussion on the meeting schedule for 2021.

AGENDA ITEMS FOR FUTURE MEETINGS

There were no suggestions for agenda items.

ANNOUNCEMENTS

The next District Governing Board meeting will be January 21, 2021.

The next Foundation Board meeting will be December 10, 2020.

MEETING EVALUATION

Dr. Marie Peoples talked about what an honor it has been to serve on the Board. It has been her pleasure to work with the College, and she will miss us greatly. Overall, she appreciated the student focus of the College and has genuinely enjoyed being part of such a group.

The Board thanked Dr. Peoples for all she has contributed over the last five years. The Board and the College will truly miss you.

Mr. Joey Smith talked about the advice that Dr. Peoples gave at his first meeting, and he will never forget that advice or her.

ADJOURNMENT: Dr. Marie Peoples made a motion to adjourn the meeting at 7:41 pm. The motion was seconded by Mr. Patrick Hurley and unanimously approved. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Dr. Nat White
Vice Chair/Secretary of the Board

Ms. Patricia Garcia
Board Chair