

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

WORK SESSION

NOVEMBER 15, 2023



**COCONINO COMMUNITY COLLEGE
MINUTES OF A WORK SESSION
OF THE
DISTRICT GOVERNING BOARD
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A Work Session of the Coconino Community College District Governing Board was held in the Board Room Coconino Community College, 2800 S. Lone Tree Rd, Flagstaff, AZ 86005, and via interactive videoconferencing (Zoom). Chair Nat White called the meeting to order at 4:03 p.m.

PRESENT: Eric Eikenberry
 Patricia Garcia
 Patrick Hurley (via Zoom)

ABSENT: Joseph R. Smith

Also Present: Dr. Eric Heiser (Zoom), Ms. Kirsten Mead, Dr. Jami Van Ess, Dr. Kelly Trainor, Mr. Tony Williams, Ms. Kay Leum, Mr. David Asencio, Ms. Jennifer Jameson, Ms. Julie Baumgartner, Mr. Kurt Stull, Ms. Sonni Marbury, Mr. Brian Wilson, Dr. Mark Maciha, Dr. Adriana Flores-Church, Ms. Dianna Sanchez, Ms. Alexis Polley, Ms. Janel States, Ms. Colleen Carscallen, Mr. Ryan Bouwhuis, Mr. Keith Becker, and Mr. Brian Blue.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the November 15, 2023, documents file.

1. FOLLOW UP ITEMS

There were no follow-up items.

2. DISCUSSION/INFORMATION ITEMS

A. Higher Learning Commission (HLC) Update – Dr. Kelly Trainor

Dr. Kelly Trainor presented the Spring 23 through Fall 23 HLC update to the Board, providing information regarding how the College has responded to HLC findings and the changes and processes to address these issues. For additional information see the November 15, 2023, documents file.

The Board discussed:

- How the Institutional Learning Objectives (ILOs) are linked with assessment
- Assessment analyzes the data provided by the ILOs, which is used to improve the ILOs
- The Assessment Committee can make improvements as needed
- The College is adhering to the timeline set by HLC
- By early Spring 2024, HLC will review our progress
- Assessment workshops are mandatory for all full-time faculty; there have been three to date
- Mr. Eric Eikenberry expressed his delight that any faculty member can now explain what ILOs are and how they intertwine with assessment

- Faculty are responsible for assessment, not an Assessment Coordinator
- The EAB data dashboard will integrate with assessment
- Dr. Heiser spoke to community colleges being in the era of accountability, which is a departure from where they had been a few years ago
- Dr. Heiser commended Dr. Trainor and his staff for their hard work putting all of the assessment and ILO processes in place in a very short time
- Dr. Trainor thanked Ms. Jennifer Jameson, Ms. Colleen Carscallen, and Dr. Mark Maciha for their commitment and dedication to implementing the new processes

The Board was pleased with the presentation and appreciated the thoroughness with which Dr. Trainor presented the information.

B. Board Software Discussion – Dr. Eric Heiser

Dr. Eric Heiser explained that he has been meeting with Board members individually and it has come up in conversation that the Board is unhappy with the current Board portal, Boardable, and that they were happier with the previous one, AGBOnBoard. Dr. Heiser tasked Ms. Kirsten Mead with investigating other Board portal options. Ms. Mead explained to the Board that the Assistants to Presidents in the state were polled as to which Board portal they use and if their Trustees are happy with it.

The Assistants responded with:

- BoardDocs – Used by Pima Community College and Maricopa Community Colleges. The Trustees and administrative staff are very happy with this online portal. The drawback is the cost, which ranges from \$17k to \$20k per year.
- PDF's – Most of the colleges are using PDF's. The Trustees favor the PDF's but the administrative staff find them cumbersome and are looking for portal solutions.

Ms. Mead reported that the live demo with AGBOnBoard was very encouraging. The online portal seems to be easy to use and navigate, a concern of the Board. However, the cost is approximately \$6,400 a year plus a \$2000 set up fee.

The current Board online portal is Boardable, which Ms. Mead finds easy to use and navigate, but is viewing it from an administrator perspective, which the Board is not. Boardable is approximately \$3,500 per year. Should the Board decide to continue with Boardable, Ms. Mead will work with Trustees individually to resolve any issues they may be having.

The Board discussed:

- Mr. Eric Eikenberry and Ms. Patricia Garcia indicated that they are ok with keeping Boardable for now, but should issues arise for other Board members or Ms. Mead they will reassess the options
- Chair White initially had trouble with Boardable but has found workarounds that work for him. While it's now easy to use, in the beginning it was very clunky
- Mr. Patrick Hurley has had issues but attributes them to operator error on his part and will work out the issues he has with Ms. Mead

C. Final Standing Agenda Items for the Next Year – Dr. Nat White

Chair White asked the Board if they had any questions about the standing agenda items for 2024 and there were none.

The Board Discussed:

- The Board Retreat is a full two-day retreat and will be adjusted to reflect that on the final version of the document
- Mr. Eric Eikenberry asked how the Board is evaluated. Chair White stated the Board does a yearly self-assessment, but it is not appropriate for the Board to be evaluated by the College.
- Trustees are open to constructive criticism from anybody

As the President's Report is a standing agenda item, Dr. Eric Heiser mentioned that Open Meeting Law is not conducive to the President's Report as it is currently presented. According to the College's attorney, Mr. Nathan Schott, public Boards must each topic in the report on the agenda. If the agenda says "President's Report" and does not list each topic on the agenda, Board members are more likely to violate Open Meeting Law by discussing the topics contained in the report. Mr. Schott recommended that the Board does not use the President's Report in this manner as to avoid any potential violations. Dr. Heiser recommended that going forward, the President's report be a consent agenda item, at which time the Board could ask for items to be expanded on at a future Board meeting. Dr. Heiser spoke to fellow Presidents and they are being mindful of this and changing the way they report to their Boards.

The Board discussed:

- Concerns about the President's Report document no longer being able to be accessed by the public; the Board was assured that the President's Report will remain the same but will be presented to them in a different manner. Additionally, the report will continue to be posted to the President's website.
- Ms. Patricia Garcia indicated that the President's Report is an information report and therefore should continue the way it has been shown on the agenda
- Mr. Eric Eikenberry would like to have the items listed on the agenda if at all possible. Dr. Heiser explained that when you have something as broad as the President's Report, it's too easy to slip into discussions that violate open meeting law.
- The Board was reassured that the President's Report document will not change, but will be added to the consent agenda and posted to the President's website once approved

FOLLOW UP:

None

ADJOURNMENT: The Work Session Adjourned at 4:54 p.m.

MINUTES PREPARED BY:

Ms. Kirsten Mead
Board Recorder

ATTEST and APPROVED:

Mr. Joseph R. Smith
Vice Chair/Secretary of the Board

Dr. Nat White
Board Chair