

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**WORK SESSION**

**FEBRUARY 27, 2024**



**MINUTES OF A WORK SESSION  
OF THE  
DISTRICT GOVERNING BOARD  
FEBRUARY 27, 2024**

A Work Session of the Coconino Community College District Governing Board was held in the Board Room at Coconino Community College, 2800 S. Lone Tree Rd., Flagstaff, AZ. Board Chair Joey Smith called the meeting to order at 4:02 pm.

PRESENT:       Eric Eikenberry  
                  Patrick Hurley  
                  Joey Smith  
                  Nat White

ABSENT:        Patricia Garcia

**Also Present:** Dr. Eric Heiser, Ms. Kirsten Mead, Dr. Jami Van Ess, Mr. Tony Williams, Ms. Dianna Sanchez, Ms. Janel States, Dr. Adriana Flores-Church, Mr. Craig Hunt, Mr. Brian Wilson, Ms. Colleen Carscallen, Ms. Jennifer Jameson, Ms. Julie Baumgartner, Mr. Kurt Stull, Mr. Ryan Bouwhuis, Ms. Sonni Marbury, Ms. Randi Axler, Mr. Keith Becker, Mr. Doug Friedman, Ms. Cheryl Meilbeck, Mr. Charles Hernandez, and Mr. Nick Jacobellis.

Reports, summaries, background material and other documents referred to in these minutes can be found in the February 27, 2024, documents file.

**1. FOLLOW UP ITEMS**

There were no follow-up items.

**2. DISCUSSION/INFORMATION ITEMS**

Board Chair Smith rearranged the agenda to allow the Law Enforcement Training (LET) Curriculum and Certificate to be presented first.

**A. Law Enforcement Training (LET) Curriculum and Certificate – Dr. Eric Heiser**

Dr. Eric Heiser spoke to the Board about the need for the Law Enforcement Training (LET) Curriculum and Certificate now that the High Country Training Academy (HCTA) has been established as an Arizona Police Officers Standards and Training (AZPOST) accredited/non-credit law enforcement academy. HCTA primarily serves the needs of Coconino County's law enforcement agencies. The commanders of our local agencies desire college credit for the HCTA to directly support the academic progress of their officers. Curriculum for the HCTA and a corresponding academic certificate in Law Enforcement Training, mirroring comparable programs in the state, has been approved by the CCC Curriculum Committee. With the next session of HCTA commencing in late March 2024, approval of the curriculum is desired to begin offering the HCTA as a credit-bearing program that results in an academic certificate.

Flagstaff Police Department Sergeant Nick Jacobellis and Lieutenant Charles Hernandez, Commander of HCTA, addressed the Board's questions:

- AZPOST, the state police officer training organization, agrees that the LET Certificate is appropriate
- In the future, additional courses and trainings can be created that will also receive college credits
- Seven agencies have applied for seating, with nine confirmed recruits
- Certification requires a sponsoring agency to enroll

**B. Follow Up to Budget Retreat –Dr. Jami Van Ess and Dr. Adriana Flores-Church**

Dr. Jami Van Ess presented the progress to date and tuition/fees to the Board and Dr. Adriana Flores-Church presented salaries and benefits. For additional information see the February 27, 2024 documents file.

- i. Progress to Date
  - The property tax issue is still in process and a hearing with the Property Tax Oversight Commission is forthcoming
- ii. Tuition/Fees
- iii. Salaries and Benefits

Board Discussion:

- How does the College compare with sister institution's tuition and fees?
- The merits and concerns of increasing tuition/fees
- The recommendation of the Compensation Committee is for the College to cover the 1.5% increase in the Medical Plan
- Balance community needs with compensation needs
- Market data for faculty and staff
- Tier 1, Tier 2, and Tier 3 Informed Budget Process (IBP) requests meaning
- The use of flat amounts vs. percentages in compensation
- The possibility of taking an individual approach to compensation, taking into account market data
- Reviewed revenue the budget is based on
- Consideration of equity is important
- 4.5% for all employees, and then another \$130k to address market discrepancies across positions, which is based on a \$5 per credit increase in tuition

**C. DGB Travel Policy 39-0 Update – Dr. Eric Heiser**

Dr. Eric Heiser explained to the Board that Travel Policy 39-0 has been updated to reflect the same language as the College travel policy.

**D. Athletics – Ms. Dianna Sanchez**

Ms. Dianna Sanchez commended Mr. Craig Hunt, Cross-Country Team Coach, for his hard work with the team and their success. Mr. Hunt presented new logos he created for the Cross Country and spoke about consistency and the ways each element can be used. For additional information, see the February 27, 2024, documents file.

**E. Retreat Dates Confirmation (June 6-7, 2024) – Mr. Joey Smith**

Chair Smith confirmed the dates of the Board Retreat (June 6 – 7, 2024) and that each day is 8 am to 5 pm. Dr. Mary Spilde from ACCT will facilitate the second half of day one and the following day. Topics the Board would like discussed at the Board Retreat are:

- Fixed tuition increases
- Reviewing the Board Relations document created by Dr. Spilde and incorporating it into Board policy
- In District vs. Out of District Tuition
- Discussion of the College taking a leadership role in trying to solve the housing crisis in northern Arizona

ADJOURNMENT: The Work Session Adjourned at 6:00 pm.

**MINUTES PREPARED BY:**

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Ms. Kirsten Mead  
Board Recorder

**ATTEST and APPROVED:**

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Mr. Patrick Hurley  
Vice Chair/Secretary of the Board

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Mr. Joey Smith  
Board Chair