

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

APRIL 16, 2025



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
APRIL 16, 2025**

A Regular Meeting of the Coconino Community College District Governing Board was held in person 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 5:37 pm.

PRESENT: Mr. Joey Smith, Board Chair
 Mr. Patrick Hurley, Board Vice Chair/Secretary
 Mr. Eric Eikenberry
 Ms. Patricia Garcia
 Dr. Nat White

ABSENT: None

Also Present: President Eric Heiser, Ms. Kirsten Mead, Dr. Adriana Flores-Church, Ms. Dianna Sanchez, Dr. Jami Van Ess, Dr. Sandra Hinski, Mr. Tony Williams, Ms. Alyssa Sergent, Mr. David Asencio, Dr. David Borofsky, Mr. Doug Friedman, Mr. Keith Becker, Mr. Kurt Stull, Mr. Nolan Begaye, Mr. Ryan Bouwhuis, Ms. Sonni Marbury, and Mr. Van Walker.

The April 16, 2025, documents file contains reports, summaries, background materials, and other documents referenced in these minutes.

ADOPTION OF AGENDA

Ms. Garcia moved to approve the agenda, and Mr. Hurley seconded the motion. The agenda was approved as presented (Mr. Eikenberry, Ms. Patricia Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

ADOPTION OF CONSENT AGENDA

The Board voted unanimously on February 26, 2025, meeting minutes at the March 19, 2025, meeting and did not need to approve again.

INTRODUCTION OF GUESTS

Ms. Janel States introduced Mr. Mike Anderson, Division Director of the Department of Public Safety for the Navajo Nation, which has over 600 employees, and Mr. Brian Blue, President of the CCC Foundation.

CALL TO THE PUBLIC

There was no response to the call to the public.

ACTION ITEMS

A. New Programs – President Heiser and Dr. Sandra Hinski

Dr. Hinski explained to the Board that the Collision Repair Technician Certificate program will be a dual enrollment opportunity at Page High School, enabling the College to serve community needs better.

The Certificate of Completion in Collision Repair Technician gives students the knowledge and hands-on experience to start a career in the automotive collision repair industry. Learning about metal and plastic repair, metal inert gas (MIG) welding, vehicle disassembly, refinishing, reassembly, estimate reading, coolant removal/replacement, and air conditioning (A/C) discharge/recharge, and industry terminology.

Mr. Eikenberry would like the College to consider growing this program into a competency-based program.

Dr. Hinski recommends that the Board approve the Collision Repair Technician certificate program.

Mr. Hurley moved to approve the Collision Repair Technician certificate program as dual enrollment in Page, Arizona, and Mr. Eikenberry seconded. The motion passed unanimously (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

B. ESI Contract Renewal – Dr. Adriana Flores-Church

Under a Mohave Educational Services Cooperative Contract (#17A-ESA-0518), Coconino Community can participate in a Phased Retirement Program for the 2025 – 2026 Academic year. The current vendor for this program is Educational Services, Inc. (ESI)

The District Governing Board has historically approved using phased retirement since 2015. The Board approved the last agreement with ESI on March 27, 2024. The purpose of Phased Retirement is to allow employees in good standing and needed by the college to be hired by ESI and placed back at CCC for a maximum of 12 months. This period aligns with the 12-month Arizona State Retirement period that does not allow retirees to work full-time for a state employer without placing their retirement benefit at risk. This also enables the College to provide flexibility to meet students' needs, gain budget capacity, retain institutional knowledge, and address workforce shortages/hard-to-fill positions. This contract is effective July 1, 2025, for one fiscal year and is subject to possible future renewal.

The contract documents have been reviewed and approved by the Director of Purchasing and Auxiliary Services, Ryan Bouwhuis, and are included in your Board packet for review.

Dr. Flores-Church recommends that the District Governing Board adopt a motion authorizing the College to approve the agreement with ESI and authorize the President to sign the agreement.

The Board discussed

- The criteria for a hard-to-fill position must emphasize that the position is truly hard to fill and not a guarantee for all faculty
- Employees who contract with ESI are not College employees during their one-year term
- ESI allows for continuity for hard-to-fill positions and buys the College time to onboard someone into a full-time position

- Faculty members will receive 75% of the salary they earned when they retired. ESI will pay their salary. The college will incur a fee, but only if it approves ESI for a faculty member.
- No changes to the contract in the last year

Mr. Hurley moved to approve the ESI Contract Renewal, and Mr. Eikenberry seconded. The motion passed unanimously (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

C. Approval of Procedure 42-01: Annual Evaluation of the President – Chair Smith

The Board discussed revising this procedure at the Board Retreat, giving the Board flexibility not previously available.

The Board discussed:

- Concerns about employee performance—whether related to the President or other staff—should not be raised for the first time during the formal evaluation process. To reflect this expectation, the phrase “feedback will be ongoing” will be added to the procedure
- The Board retains the flexibility to revise or replace the evaluation instrument each year, as desired
- The previous procedure was overly prescriptive and allowed little adaptability; Dr. Spilde recommended that the Board adopt a more flexible approach
- While the new procedure does not specify exact evaluation dates, the evaluation is expected to occur before the end of the President’s contract year
- The procedure should strike a balance between being fair to the current employee and providing the Board with sufficient protection in the event of performance concerns
- If the adopted procedure proves ineffective, the Board may amend it in the future
- For FY25, the Association of Community College Trustees (ACCT) will provide the presidential evaluation tool
- It is the responsibility of the Board Chair to present evaluation tool options to the Board for review and selection

Ms. Garcia moved to approve Procedure 42-01: Annual Evaluation of the President with amended language, as discussed, and Mr. Hurley seconded. The motion passed unanimously (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

INFORMATION AND REPORTS

A. Board Reports

- i. **Arizona Association of Community College Trustees (AACCT) – Mr. Eric Eikenberry**
Mr. Eikenberry encouraged the Board to attend the AACCT All Trustee Meeting next week.
- ii. **Association of Community College Trustees (ACCT) – Ms. Patricia Garcia**
Ms. Garcia encouraged the Board to attend ACCT in October 2025 and noted that presentations are open now. President Heiser suggested potentially doing another combined presentation with Dr. Cruz Rivera, “A Year in AI”.
- iii. **Foundation – Dr. Nat White**

Dr. White reported that the Foundation Board discussed how best to use funds to help the College, and that Mr. Brian Blue suggested that Board members become mentors. Mr. Blue spoke to the Board and expressed appreciation for his and the Foundation's strong relationship with President Heiser.

Mr. Hurley would like an Alliance update added to the agenda for reporting from Dr. Van Ess or Dr. Heiser.

B. Business Office – Dr. Jami Van Ess

i. Roofing Project Completion

Dr. Van Ess reported that the College's multi-year roofing project has been completed. The project was \$150,000 under budget and marks the end of a three-year effort.

ii. Budget Status Through March 2025

Dr. Van Ess provided an update on the College's budget status as of March 2025

iii. FY 2026 Budget Submission

1. The "Official Budget Forms" required by the state were reviewed with the Board. These forms outline CCC's proposed budget for FY 2026.
2. The Board discussed the decline in scholarship funding, largely due to the exhaustion of ARPA (American Rescue Plan Act) funds.

ii. Tax Reset Differentials

There are no new developments regarding the PTOC tax hearing. Dr. Van Ess has requested a breakdown of levy funds being set aside by the County:

- i. \$348,000 in Year 1
- ii. \$1,027,000 in Year 2
- iii. \$1.4 million in Year 3

Additional information can be found in the April 16, 2025, documents file.

C. President's Report – Dr. Eric Heiser

President Heiser provided an update on several key matters impacting the College:

- **Arizona Department of Education Attestation**

The Arizona Department of Education requires an attestation that, if signed, would violate federal law. Based on legal counsel, the College will not sign the attestation until a resolution is reached. Most community colleges across Arizona are collaborating on a unified response to this issue.

- **Community College Research Center (CCRC)**

The Community College Research Center, though affiliated with Columbia University, operates independently and is primarily funded through government grants. As of yesterday, the CCRC lost all \$12 million in funding, likely due to shifts in federal priorities. As a result, CCC's planned collaboration with the CCRC on its emergency grant program for the Fall is currently on hold.

- **FY26 Budget Considerations**

When the Board reviews the proposed budget in May, contingency funds will reflect the College's need to prepare for ongoing political uncertainty, including potential risks to federal funding.

- **Federal Funding Risks**

The Board discussed the increasing vulnerability of federal funding streams that support College operations.

- **Matriarch Voices Presentation**

President Heiser recognized Student Life Coordinator, Ms. Sarah Heemstra, for organizing the *Matriarch Voices* presentation. The event received front-page coverage in the *Navajo-Hopi Observer*, highlighting its impact on the community.

ADJOURNMENT:

There being no further business, Chair Smith adjourned the meeting at 6:58 pm.

FOLLOW UP

None

MINUTES PREPARED BY:

Ms. Kirsten Mead
Board Recorder

ATTEST and APPROVED:

Mr. Patrick Hurley
Vice Chair/Secretary of the Board

Mr. Joey Smith
Board Chair