

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

SPECIAL MEETING

JUNE 6, 2024



**COCONINO COMMUNITY COLLEGE
MINUTES OF A SPECIAL MEETING
OF THE
DISTRICT GOVERNING BOARD
JUNE 6, 2024**

A Special Meeting of the Coconino Community College District Governing Board was held at 2378 N Cypress Point Dr, Flagstaff, AZ, 86004. Board Chair Mr. Joey Smith called the meeting to order at 10:46 am.

PRESENT: Eric Eikenberry (via Phone at 0856)
 Patricia Garcia
 Patrick Hurley
 Joey Smith
 Nat White

ABSENT: None

Also Present: Dr. Eric Heiser, Dr. Mary Spilde, Mr. Keith Becker, and Ms. Kirsten Mead.

Reports, summaries, background material and other documents referred to in these minutes can be found in the June 6, 2024, documents file.

ADOPTION OF AGENDA

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

1. INTRODUCTION OF GUESTS

Dr. Mary Spilde, ACCT Retreat Facilitator, was in attendance.

2. CALL TO THE PUBLIC

Mr. Keith Becker spoke to the Board and invited them to meet personally with him to address data and security concerns raised at the April 30, 2024, Special Meeting. Additionally, Mr. Becker would like to discuss ways to make board meetings ADA-friendly.

3. ACTION ITEMS

Expenditure Limitation Designation – Dr. Eric Heiser

Based on A.R.S. § 41-1279-07 E., the Arizona Auditor General's Office requests 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."

Based on the same statute, this designation is an annual event. It is submitted to the Auditor General's office in June of each fiscal year for the following fiscal year. This agenda

item requests that the Board designate an official to submit the Expenditure Limitation Report for Fiscal Year 2025.

It is recommended that the District Governing Board adopt a motion to appoint Dr. Jami Van Ess as the Chief Fiscal Officer designated to submit the College's Expenditure Limitation Report for Fiscal Year 2025.

Mr. Patrick Hurley moved to approve Dr. Jami Van Ess as the Chief Fiscal Officer designated to submit the College's Expenditure Limitation Report, and Dr. Nat White seconded the motion. The vote was unanimous (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Chair Smith, and Dr. White voting in favor).

4. **EXECUTIVE SESSION** At 10:54 am, a motion was made by Mr. Patrick Hurley and seconded by Ms. Patricia Garcia to enter into Executive Session Pursuant to A.R.S. § 38-431.03(A)(7), the District Governing Board may vote to enter Executive Session for *Discussion and possible action regarding ongoing real estate matter involving Page Housing Project, existing and proposed lease agreements, purchase of real property, and/or emergency access easements at Lone Tree campus. (*Possible executive session per ARS 38-431.03(A)(7) (discussion of real estate matters)).

Additionally, the Board will discuss: Pursuant to A.R.S. § 38-431.03(A)(1), the District Governing Board may vote to enter Executive Session for Discussion and possible action to conduct the President's evaluation. (*Possible executive session per ARS 38-431.03(A)(1)).

RECONVENED IN OPEN SESSION at 2:18 pm.

Mr. Patrick Hurley motioned to reconvene in open session. Dr. Nat White seconded the motion and unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor). The meeting resumed in open session at 2:18 pm.

The following Board action was taken as a result of the Executive Session:

1. Dr. Heiser asked for favorable consideration to authorize the president to sign a lease for the property at 5410 E. Commerce Avenue, Flagstaff, AZ, to expand the CCC Auto Program. The lease shall include a provision allowing the college to exit with 180 days' notice. The total annual amount for the lease shall not exceed \$133,787.52 for the first year, with a maximum increase of 3% each year thereafter.

Dr. Nat White motioned to authorize the president to sign the lease under the specified conditions. Ms. Patricia Garcia seconded the motion. The motion was unanimously approved by all members present (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Chair Smith, and Dr. White).

2. Dr. Heiser asked for favorable consideration to authorize the president to engage a real estate broker to purchase a property located at 3000 North Fourth Street, Flagstaff, AZ. The purchase offer shall not exceed the total market value listed in the appraisal dated May 2, 2024, with a maximum offer limit of \$2,970,000.

Ms. Patricia Garcia motioned to authorize the president to engage a real estate broker for the property purchase under the specified conditions. Dr. Nat White seconded the motion. The motion was unanimously approved by all members present (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Chair Smith, and Dr. White).

3. Chair Smith entertained a motion to approve an increase to Dr. Heiser's base salary by 4.9%, retroactive to January 1, 2024, and for the upcoming Fiscal Year 2025, in recognition of Dr. Heiser's excellent job performance over the past year. Additionally, Mr. Patrick Hurley proposed amending Dr. Heiser's contract to a fixed five-year term through FY29, renewable annually at the Board's discretion.

Mr. Patrick Hurley moved to approve the 4.9% salary increase and the amendment to Dr. Heiser's contract as stated. Ms. Patricia Garcia seconded the motion. The motion was unanimously approved by all members present (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Chair Smith, and Dr. White).

ADJOURNMENT

Dr. Nat White motioned to adjourn from the Special Meeting at 2:37 pm. Mr. Patrick Hurley seconded the motion and unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Chair Smith, and Dr. White voting in favor).

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