

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**WORK SESSION**

**MARCH 22, 2023**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A WORK SESSION  
OF THE  
DISTRICT GOVERNING BOARD  
MARCH 22, 2023**

A Work Session of the Coconino Community College District Governing Board was held in person and via interactive videoconferencing (Zoom). Board Chair, Dr. Nat White, called the meeting to order at 4:05 pm.

PRESENT: Nat White  
Patricia Garcia  
Eric Eikenberry (via Zoom)  
Patrick Hurley (via Zoom)  
Joseph R. Smith (via Zoom)

ABSENT: None

Also Present: Dr. Eric Heiser (via Zoom), Ms. Kirsten Mead, Ms. Julie Baumgartner, Mr. Keith Becker, Ms. Sarah Benton, Mr. Ryan Bouwhuis, Ms. Colleen Carscallen, Dr. Adriana Flores-Church, Mr. Doug Friedman, Mr. Larry Hendricks, Ms. Jennifer Jameson, Ms. Kay Leum, Mr. Mark Maciha, Ms. Gio Macry, Ms. Sonni Marbury, Mr. Lance Roberts, Mr. Kurt Stull, Ms. Dianna Sanchez, Dr. Kelly Trainor, Dr. Jami Van Ess, Mr. Bob Voytek, and Mr. Tony Williams.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the March 22, 2023 documents file.

**Follow Up**

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**1. FOLLOW UP ITEMS**

There were no follow-up items.

**2. DISCUSSION/INFORMATION ITEMS**

**A. Regular Process of Policy Review – Board Chair Nat White**

Chair Nat White would like policy review to be a regular part of the work sessions. The first policy suggested for review is the communication policy. This will start with the April 12, 2023, Board meeting. The Board will be sent the policies in advance to review and will discuss them during the next work session. Once they have been reviewed, they will be taken to a regular Board meeting as an action item. The Board reached a consensus to move forward with the first policy review.

**B. Security Updates – Mr. Lance Roberts, Chief of Security**

Mr. Lance Roberts provided the Board with a security update. Security staff and personnel participated in various trainings in 2022, including AED, Active Shooter, FEMA, CARE Team, and First Aid training. Additionally, See the March 22, 2023 documents file for further information. Security hosted a well-attended Safety Day open house at the Lone Tree campus for students and staff.

The Board discussed:

- What is the CARE Team? The CARE Team is a crisis intervention team for students and staff that provide access to services to help these groups. Some of the reported issues have been homelessness, family deaths, mental health, and struggling students the CARE Team can provide resources to help them. Most reports of students in need come from faculty and staff who are concerned for a student's well-being.
- Mr. Eric Eikenberry addressed the Board and Mr. Roberts regarding arming the College's security officers. Mr. Roberts explained that it is not easy to arm our security officers, and much thought and cost are involved. Mr. Eikenberry would like to start the process of exploring arming the College's security officers. Chair White explained that this discussion has come up several times over the years. Mr. Patrick Hurley reiterated that this would need to be investigated by Dr. Heiser.
- Ms. Patricia Garcia asked about doors on campus being able to be secured during an active shooter event. Mr. Roberts will look into the status of the doors being secured during a lockdown.
- The parking lot lights at Fourth Street seem to be turned off after midnight, Ms. Garcia would like the lights to be on during the night to deter criminal activity. Mr. Hurley mentioned that the City of Flagstaff has an ordinance that limits parking lot lights when the business is closed. Mr. Hurley wants to address the blue emergency lights and how many the College has. Mr. Roberts will look into the status of the nighttime lights and blue emergency lights in the parking lots on all three campuses.

The Board thanked Mr. Roberts for his report and appreciate the proactivity of the training his staff participated in.

**C. Facility Updates – Dr. Jami Van Ess, Dr. Kelly Trainor, Mr. Kurt Stull, and Mr. Ryan Bouwhuis**

Dr. Jami Van Ess explained that the following projects will be brought to the Board as action items in the coming months. See the March 22, 2023 documents file for additional information.

**i. Juniper Point Easement – Dr. Jami Van Ess**

The Capstone Housing Project Road Easement is currently in phase one of development. Before moving into phase two, the City of Flagstaff requires that the development have an additional emergency exit. One proposed emergency exit is on the College's property, which is leased from Northern Arizona University. The details are still being worked out.

**ii. Lone Tree Roofing Project – Dr. Jami Van Ess and Mr. Kurt Stull**

The architect has been hired through a cooperative agreement with the City of Flagstaff, and the project should begin in late spring. The funds are coming from the Facilities Planned Maintenance Fund. The roof has reached its expected end of life. Additionally, the skylights will be replaced. Mr. Patrick Hurley wants to know if the roofing material has welded seams. Mr. Stull will follow up.

**iii. Lone Tree Remodeling Project – Dr. Kelly Trainor**

Dr. Kelly Trainor provided the rationale for the classroom remodels to the Board. The High Country Training Academy (HCTA) started within a few months of the agreement of our law enforcement partners. As the first class progressed, it became abundantly clear that the 500 and 600 rooms would need to be modified and classes relocated to accommodate the students and HTCA.

The Board discussed:

- Is there a possibility of the partners incurring some of the cost? Dr. Van Ess explained that the IGA includes the College covering many of the costs
- Mr. Patrick Hurley would like the status of the software to optimize building and classroom schedules to ensure we're serving as large of an audience as possible in the most efficient way
- Dr. Eric Heiser explained that it makes the most sense for HCTA to have its own space at the College for now. There are still plans to build a public safety training facility off campus.
- The duration of the IGA for HCTA? Dr. Van Ess will verify the length of the HCTA IGA
- Is it certain that the partnership will last long enough to warrant this investment? The law enforcement partners have said this is a long-term partnership. Dr. Heiser said the level of support with the partners is enormous, and there is a great benefit to the College and the recruits.
- If HCTA grows into a permanent facility, where will it be located? Dr. Heiser will be bringing a discussion to the Board next month regarding where the building may be placed in the future.
- Chair White said this is a win-win for the College and HCTA

**FUTURE FOLLOW UP:**

- The Board will be sent the current College communication policy and examples provided by Dr. Heiser
- Dr. Heiser will provide the Board with information on the costs and requirements involved in arming our security officers
- Dr. Heiser will follow up on the status of the software to optimize building and classroom schedules
- Mr. Roberts will look into the status of securing the building doors during a lockdown
- Mr. Roberts will look into the status of the nighttime lights and blue emergency lights in the parking lots on all three campuses
- Dr. Van Ess will verify the length of the HCTA IGA
- Mr. Stull will find out if the roofing material has welded seams

ADJOURNMENT: The Work Session Adjourned at 5:03 pm.

**MINUTES PREPARED BY:**

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Ms. Kirsten Mead  
Board Recorder

**ATTEST and APPROVED:**

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

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Dr. Nat White  
Board Chair