

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

WORK SESSION

OCTOBER 15, 2025



**MINUTES OF A WORK SESSION
OF THE
DISTRICT GOVERNING BOARD
OCTOBER 15, 2025**

A Work Session 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 4:10 pm.

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

Also Present: President Eric Heiser, Ms. Kirsten Mead, Dr. Adriana Flores-Church, Dr. Jami Van Ess, Dr. Sandra Hinski, Mr. Shane Pablo, Ms. Alimah Damgaard, Ms. Amelinda Webb, Ms. Cathleen Banier-Goff, Ms. Kay Leum, Mr. Keith Becker, Mr. Kurt Stull, Mr. Lance Roberts, Ms. Randi Axler, Mr. Ryan Bouwhuis, and Ms. Sonni Marbury.

The October 15, 2025 documents file contains reports, summaries, background materials, and other documents referenced in these minutes.

1. DISCUSSION/INFORMATION ITEMS

A. Annual Security Report (Clery) – Mr. Lance Roberts

Mr. Roberts presented the annual security report to the Board, noting that graffiti remains the primary concern at the Fourth Street Campus. He reported that the 2024 Clery Report showed:

- **Lone Tree Campus:** zero incidents
- **Fourth Street Campus:** three incidents, all related to traffic stops conducted by the City of Flagstaff Police Department that occurred in the campus parking lot
- **Page Center:** one minor consumption (alcohol-related) incident outside the library
- Mr. Roberts also shared that restitution has been received in several recent vandalism cases, and that the weekly crime log is updated every Tuesday on the College's website. The annual Clery report was completed and posted in August, ahead of the October 15 federal deadline.

The Board discussed:

- The comprehensiveness of the Clery report is appreciated by the Board
- The College is required to publish the annual security report on the website, as well as send it out to students and staff

B. Detention IGA Discussion – Dr. Sandra Hinski

Dr. Hinski discussed the new Detention Academy Intergovernmental Agreement (IGA), which formalizes the 18-credit Detention Academy offered by the College. It was recently

discovered that the program had been operating without an IGA, and this agreement corrects that omission.

- The program awards credits under AJS 216 – Basic Detention Academy and serves only sponsored students, not the general public. The agreement also codifies faculty hiring standards, accreditation compliance, and cost-sharing between CCC and Coconino County.

The Board discussed:

- The cost sharing component shows the IGA is an annual agreement due to cost fluctuations
- This is a closed program for sponsored students, meaning a student off the street cannot participate in the program
- The sponsor is Coconino County

C. Fire Science IGA Discussion – Dr. Sandra Hinski

Dr. Hinski presented updates to the Fire Science IGA, recommending renewal for five years with language changes to better reflect current practice. The agreement outlines the shared use of facilities, such as the burn tower and fire training pads, and cost sharing between CCC and local fire departments for equipment and operations.

The Board discussed:

- Cost sharing of the fire pads with the fire department and the College

D. DGB Code of Conduct Discussion – Chair Smith

Chair Smith presented the draft **District Governing Board Code of Conduct**, which will serve as an annual acknowledgment form once formally approved by the Board. The draft is based on prior Board retreat discussions and intended to codify the Board's working agreements and expectations of conduct.

The Board discussed:

- Trustee White expressed his desire that the Board be respectful of the time of meeting attendees and remember that the meetings are public when having conversations
- Send to attorney for review and then bring back to the Board in November for a vote

E. Policy Review – Chair Smith

The Board reviewed the following policies with updates recommended by College legal counsel. The updates were minor, and the Board made a few additional clarifying changes as noted below.

- 30-00 Meeting Calendar/Public Notice
- 31-00 Agenda Building
- 32-00 Board Member Attendance Options
- 33-00 Quorum – should list the specific number of the Board that equates a quorum (three)
- 34-00 Public Comment

- 35-00 Discussion/Voting - the attorney pointed out that per Arizona Revised Statutes, when there is a vote that is not unanimous, the Board Recorder must record how each member voted
- 36-00 Self-Assessment/Annual Goals

Dr. Heiser noted that the Board’s current process—distributing policy updates at least one week in advance of the meeting—will continue, allowing members to review updates and decide if discussion is needed. Policies without substantive changes will be marked as reviewed and returned to the regular review rotation.

ADJOURNMENT: The Work Session adjourned at 4:42 pm.

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