

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

WORK SESSION

NOVEMBER 19, 2025



**MINUTES OF A WORK SESSION
OF THE
DISTRICT GOVERNING BOARD
NOVEMBER 19, 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 4:03 pm.

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

ABSENT: Mr. Patrick Hurley, Board Vice Chair/Secretary

Also Present: Ms. Kirsten Mead, Dr. Adriana Flores-Church, Dr. Jami Van Ess, Dr. Sandra Hinski, Mr. Shane Pablo, Ms. Alimah Damgaard, Ms. Amelinda Webb, Mr. Brian Blue, Ms. Cathleen Banier-Goff, Mr. Craig Hunt, Ms. Kay Leum, Mr. Keith Becker, Mr. Kurt Stull, Mr. Mark Maciha, Mr. Ryan Bouwhuis, and Mr. Van Walker.

The November 19, 2025 documents file contains reports, summaries, background materials, and other documents referenced in these minutes.

1. DISCUSSION/INFORMATION ITEMS

A. Draft AI Policy – Mr. Shane Pablo

Mr. Pablo presented a draft AI policy to the Board to guide the safe, ethical, and responsible use of AI at the College. This is a new policy.

- Policy is intended as a guardrail to support innovation and efficiency while protecting privacy, academic integrity, trust, and security
- Procedures are still being edited and will be brought forward at a later date
- Recent internal feedback led to a pause to refine clarity and effectiveness

The Board discussed:

- ❖ Trustees asked clarifying questions about scope and application of the policy
- ❖ Trustee Eikenberry shared three key takeaways from ACCT sessions on AI
 - Policy should be comprehensive and apply across the board to all employee groups and students
 - Students should experience consistent expectations for AI use across classes to reduce confusion
 - Policy should be clear, understandable, and as simple as possible for all users
- ❖ Mr. Pablo confirmed the policy is intended to apply to all employees and students
- ❖ Trustee Garcia requested that legal review consider language related to “applicable laws,” noting rapid change in AI-related regulation

B. Draft Tuition Adjustment Policy – Dr. Jami Van Ess (on behalf of President Heiser)

Dr. Van Ess presented the draft tuition adjustment policy, which was requested by the Board at their June 2025 Board Retreat.

- Intent is to create a high-level Board policy with a supporting internal procedure
- Policy establishes an index-based approach to tuition adjustments aligned with inflation while preserving access and affordability for students
- Related procedure is under internal review

The Board discussed:

- ❖ Trustees agreed that the content is appropriate for a Board-level policy
- ❖ No additional revisions were requested

C. Emergency Management Mutual Aid Compact – Dr. Jami Van Ess

Dr. Van Ess provided an overview of the State of Arizona Emergency Management Mutual Aid Compact that will be taking effect once the City of Flagstaff's agreement ends 12/31/2025.

- CCC currently participates in a five-year local IGA with the City, County, and Transit Authority, created during COVID
- Recommendation from the County is to allow the local IGA to sunset and join the State Emergency Management Mutual Aid Compact instead
- State Compact is very similar to the local IGA but
 - Includes additional coverage such as cyber incidents
 - Has a 10-year term
 - Has a simplified reimbursement process under development

The Board discussed:

- ❖ Questions about timing and transition
- ❖ Dr. Van Ess confirmed CCC is currently a party to the local IGA, which is expected to sunset in December
- ❖ CCC would be new to the State Compact, which would replace the expiring IGA
- ❖ Trustee Eikenberry expressed strong support and complimented the quality and thoroughness of the State Compact

D. DGB Code of Conduct Review and Policy and Procedure Creation – 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:

- ❖ Reference to the Board's Secretary needs to be changed to the Chair

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.

i. 37-00 Media

- Trustees discussed wording in Policy 37-00 regarding media inquiries
- Concern was raised with the phrase “board positions and business” in the sentence directing media inquiries to the Board Chair
- Trustees discussed the distinction between
 - a. Speaking to Board positions (which should be handled by the Chair or designee)
 - b. Speaking generally about Board business in the community

Agreed edits

- ❖ Remove the words “and business” so the language applies specifically to inquiries related to Board positions
- ❖ Add “or designee” after “Board Chair” to allow the Chair to designate another spokesperson when appropriate

ii. 38-00 Inquiries to Board Members

iii. 39-00 Travel

iv. 40-00 Insurance for Board Members

v. 41-00 Annual DGB Self-Evaluation

vi. 42-00 Annual Evaluation of the President

Unless noted above, there were no comments on the other policies.

F. President’s Mid-Year Review Process – Chair Smith

In the revised procedure there is a section that states “in consultation with the full Board, or designee”; Chair Smith would like the Board’s feedback to provide feedback on Dr. Heiser.

How best would the Board like to provide feedback?

- Trustee Garcia suggested a short form to ensure comparable input from all Trustees
- Trustees agreed the mid-year review should focus on progress toward the President’s annual goals adopted in June
- Chair and staff will draft a simple feedback form aligned with the President’s goals and distribute it to Trustees for use in the mid-year review timeframe

ADJOURNMENT: The Work Session adjourned at 4:54 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