

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, August 10, 2021
Sierra Vista Campus
Governing Board Room 301
6:00 p.m.

Members of the public who wished to attend the meeting via video conference joined at <https://cochise.zoom.us/j/99428601511>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Hudgins called the meeting to order at 6:00 p.m.

Board Members Present:

Mr. David DiPeso
Mr. Don Hudgins - Virtually
Mr. Tim Quinn - Virtually
Mrs. Jane Strain

Board Members Absent:

Mr. Dennis Nelson

1.02 Pledge of Allegiance

Mrs. Strain led the Pledge of Allegiance.

1.03 Adoption of Agenda

The agenda was adopted as approved with no adjustments.

Mr. DiPeso moved, and Mrs. Strain seconded a motion approving the adoption of the agenda. There was no further discussion. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, and Tim Quinn all voting aye. **MOTION CARRIED.**

1.04 Citizen's In-person Interim

There were no requests to address the Governing Board.

1.05 Standing Reports

1.05.1 Representative to the Arizona Association of Community College Trustees (AACCT)

Mr. Quinn, representative to the AACCT, did not have an update as there were no changes since the last report.

1.05.2 Senate

The Senate report was not provided as faculty were still in summer session.

1.05.3 Student Government Association (SGA)

A Student Government Association report was not provided as students were in summer session.

1.05.4 College President

Dr. Rottweiler began his report noting that the Senate will resume monthly meetings at the end of August, and the Student Government Association (SGA) will provide a report during the September board meeting. He then provided the board with updates; highlights include:

Legislative Update:

- On June 30th, Governor Ducey signed the Fiscal Year 2022 Budget, ending the third longest legislative session of 177 days. The \$12.8B budget included full formula funding (M&O, Equalization, and STEM/Workforce) for the rural community colleges and an additional \$28M in rural college aid and \$13M in STEM/Workforce for Maricopa and Pima
 - For Cochise College the Statutory formulas Include:
 - **Total: \$13,224,200 (up \$291,900)**
- The additional \$6.25M from the \$28M for rural aid will go toward the First Responder Academy. This budget, along with the Governor's signed bills related to 4-year degrees at community colleges, Expenditure Limitation relief, and dual credit adjustments bring to a close one of the most successful legislative sessions for community colleges in the last 15 years. Legislative District 14 did a great job supporting community colleges. Thanks to Senator Gowan, Representatives Nutt and Griffin.
- Work has already begun on the FY23 Budget with initial submission due September 1st. Arizona Community College Coordinating Council (AC4) and Arizona Association of Community College Trustees (AACCT) will hold a joint legislative retreat in Flagstaff on August 25th and 26th. Cochise will be represented by Mr. Quinn and the college president.

COVID-19 Updates:

- The college continues to monitor closely the COVID numbers including the Delta Variant. Cochise County continues to be the only county in Arizona not in the Red, or high transmission category. However, the college has seen the county move from the Yellow, or Moderate to the Orange, or Substantial category. By policy, the administration recommends the following of CDC guidelines, which would suggest masking of both the vaccinated and unvaccinated. However, Executive Order 2021-15 limits the college's ability to require vaccinations or face coverings. The college will need to work patiently and kindly with one another as they work through this situation.
- In an effort to mitigate the spread, the college will be hosting vaccine PODs on both campuses for students, staff, and the community. In Douglas, August 17th with 2nd dose on September 14th and in Sierra Vista, August 24th with the second dose on September 21st.

Facilities Update:

- Based on the direction provided by the Board during a retreat, a stakeholders meeting was held with key leaders from County law enforcement and fire service agencies. The concept of the First Responder Academy was well received and suggestions added, included a request for a dispatcher academy. The next steps will be to engage an architect for design and development of the concept.
- Chiricahua Hall has been fenced off for the beginning of the building hazmat mitigation.
- As plans and designs come together, the administration will return to the Board for direction and approval.
- Outstanding work was done by facilities and maintenance staff during COVID. That team of professionals responded to the challenge by remodeling 24 classrooms, installing 381 ionizers to HVAC systems, and adjusting over 150 classrooms with furniture and technology. Because of their great work the college is prepared for the Fall semester.

General Comments:

- Thanks to the Board for their time and efforts in the July retreat; their direction and input are appreciated. The college will work hard in the coming months to make the facility adjustments and potential 4-year degree options a reality.
- Expressed appreciation for Chair Hudgins and Mrs. Strain's participation at Convocation.
- Convocation was held August 9th – it was great to have the team back together.
 - The college team reintroduced themselves, welcomed new employees, and bestowed Faculty Emeritus on two retired faculty, Dr. Ceci Lewis and Mrs. Becky Orozco.
- Convocation presentation slides, which included some of the happenings/successes, were shared with the Board:
 - Nursing, Medical Assistant, and EMT students and faculty administers nearly 12,000 vaccine doses.
 - Cochise Nursing RN ranked #1 and LPN #3 in the state
 - High pass rates for allied health programs
 - Several Grants received
 - Recognition to facilities staff and Shane VanBibber, Director of Risk Management for their COVID mitigation efforts
 - Recognition to several staff and faculty for awards and recognitions
 - Achievements by Phi Theta Kappa
 - Athletic accomplishments:
 - Rodeo:
 - Jill Donnelly the National Champion In Goat Tying and Women's All Around
 - Catherine Clayton 3rd in Breakaway Roping and Maddie Doer, 3rd in Goat Tying
 - Women's Team third nationally
 - Men's Basketball and Women's Soccer won Region I and qualified for the National tournament.
 - Men's basketball team was recognized as an all-academic team with a team GPA over 3.0; 8th highest team GPA nationally, and the highest of all national qualifiers.
 - Patrick Samoura and Kalep Crane were first team Academic All Americans with 4.0 GPAs.

- Cochise College was well represented in the Olympics in Tokyo by Patrick Samoura for the Czech Republic and Nathan Sobey with Team Australia. Congratulations to them.
- The proposed Guiding Statements were presented during convocation and are on the Board's evening agenda for a second read and approval.
- President's activities since last Board meeting:
 - Participated in the Mountain States Association of Community Colleges annual meeting and was elected chair.
 - Participated in two podcasts, one with a former student and one with the National group called Academic Dean.
 - The college hosted Good Morning Sierra Vista with the Chamber of Commerce on July 13th.
 - Matt Coppi and the president had a meet and greet with Major General Hale and Jeff Jennings on July 19th.
 - Participated with the Douglas Education Partnership, a group of stakeholders trying to improve educational outcomes in Douglas on July 26th.
- Hosted a number of events for new and nearly new employees to welcome them to the college.

Upcoming Events:

- August 16 – Fall Semester begins. Enrollment is looking better thanks to everyone who worked diligently to help students.
- August 25-26 – AC4 and AACCT Legislative Retreat in Flagstaff
- September 2 – Military Graduation on the Fort; president providing keynote
- September 14 – next Governing Board meeting
- On leave beginning August 11; will return on Tuesday, August 17. Dr. Verlyn Fick will be acting president.

Questions/Comments:

Mr. Quinn inquired about the ranking of the nursing program among affiliated college; Dean Beth Hill responded stating that it is a poll that averages community colleges in the state for cost, outcomes, convenience of schedule, and student to instructor ratio. Cochise College was ranked number one with the average of all categories among all nursing programs in the state.

Responding to Mr. DiPeso, Dr. Rottweiler noted the COVID-19 vaccine PODS are giving the Moderna vaccine through the Benson Safeway pharmacy hosting on the college campus'.

1.05.5 Monthly Financial Report – June 2021

The Governing Board reviewed the Financial Report for June 2021, and accepted as presented.

1.05.6 Monthly Financial Report – July 2021

The Governing Board reviewed the Financial Report for July 2021, and accepted as presented.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Administrative Support; Appointment (*Teahlyn Crow, Academic Career Advisor, Sierra Vista Campus*)
- 2.01.2 * Administrative Support; Appointment (*Sabrina Melendez, Math Tutor/Instructor, Douglas Campus*)
- 2.01.3 * Coach; Appointment (*Austin Nelson, Assistant Coach Baseball, Douglas Campus*)
- 2.01.4 * Coach; Appointment (*Monique Whaley-Briggs, Assistant Coach Women's Basketball, Douglas Campus*)
- 2.01.5 * Faculty; Appointment (*Carlos Espinoza, Instructor of English, Sierra Vista Campus*)
- 2.01.6 * Classified; Resignation (*Stephen Clemmer, Facility Services Technician, Sierra Vista Campus*)
- 2.01.7 * Faculty; Resignation (*Dominic Epps, Instructor/Program Director of Cybersecurity, District-wide, based at the Downtown Center*)
- 2.01.8 * Change October Governing Board Meeting Date
- 2.01.9 * Acceptance of Minutes for July 7, 2021 – Special Meeting
- 2.01.10 * Acceptance of Minutes for July 13, 2021 – Special Virtual Meeting
- 2.01.11 * Acceptance of Minutes for July 22, 2021 – Work Session

Mr. DiPeso moved, and Mrs. Strain seconded a motion to approve the Consent Agenda. There was no further discussion and the Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, and Tim Quinn all voting aye. **MOTION CARRIED.**

***** Introduction of New Employees *****

Wick Lewis, Executive Director of Human Resources, introduced Carlos Enrique Zeisel, Instructor Sociology; Carmen Brady, Instructor ESL; Alan Anderson, Instructor Automotive; and Brenda Sabate, Instructor of Billing and Coding.

2.02 Replace Governing Board Policy 101 – College Purposes with Guiding Statements and Retire Board Policies 501 College Vision, 502 College Mission, And 503 College Values

The administration recommended the Governing Board approve a motion to adopt the proposed Board Policy 101 Guiding Statements, replacing current Board Policy 101 College Purposes and retiring Board Policies 501 College Vision, 502 College Mission, and 503 College Values.

Dr. Rottweiler noted that Policy 101 Guiding Statements will contain the College Purpose, Vision, Mission, and Values all in one policy.

Dr. Fick and Mr. Mark Boggie led the process holding many Zoom meetings with breakout rooms and lots of participation. The process included the Senate taking a formal vote on the document after re-writes and changes in May 2021. Changes will be made to the Governing Board Policies, the website, and documents throughout the college reflecting the updates.

Mrs. Strain thanked all who participated in the process.

Mr. Quinn expressed that he loves that the focus is on students, individuals, and community, along with the concision of the document.

Mrs. Strain moved, and Mr. DiPeso seconded a motion adopting the proposed Board Policy 101 Guiding Statements, replacing current Board Policy 101 College Purposes and retiring Board Policies 501 College Vision, 502 College Mission, and 503 College Values. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, and Tim Quinn all voting aye.
MOTION CARRIED.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- Angela Lucero, Cyber Instructor, received a notification letter from the GenCyber Program Office informing her that Cochise College has been selected for funding as part of the 2021A GenCyber program. The award amount will be \$84,238.20 to fund a cyber summer camp.
- JenMarie Zeleznak, Instructor of Art, was selected for a notable exhibition at the National Museum of Wildlife Art in Jackson, WY. Her artwork was featured from Museum's Permanent Collection in the special exhibition, and was also selected for the cover of exhibition catalogue. The exhibition began May 2021 and runs through August 22, 2021, followed by a national tour through 2024.
- The College received a letter from the Government Finance Officers Association notifying the college that its comprehensive annual financial report (CAFR) for the fiscal year ended 2020, qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting, which is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Dr. Rottweiler recognized Debbie Craig and her team for great work with the college finances.
- Dr. Rottweiler received an email from Lynn Tincher-Ladner, President and CEO for PTK, informing him that Cochise College student, Andrea Acuna, had been selected to receive the StudyBuddy TEAS & HESI Prep award of \$300. StudyBuddy is an eLearning platform that provides completely asynchronous online courses that focus on conceptual understanding of material to help students achieve higher scores on exams.

3.02 Academic Support Report

Karen Dale, Assistant Dean of Academic Support, provided updates on the academic support department and its recent accomplishments; highlights included:

Academic Support Team:

- Institutional Research
- Grants Management
- Faculty Support Center
 - Learning Management System (Moodle)
 - Curriculum
 - Assessment
 - Instructional Design

Involvement with New Faculty Orientation:

- Wendy Ashby, Instructional Design collaborated with HR to provide a 4-day learning opportunity for new faculty

- The LMS/Moodle team, Renee Rhodehamel and Edward Rubalcava provided training to assist new faculty in their ability to use Moodle
- Lynda Tilley provided instructional new faculty to understand college curriculum processes

Summer Projects:

- Surveys for summer course evaluations
- AdHoc survey requests for internal data
 - Culinary
 - EMT
 - Upward Bound grant
- Fall mandatory reporting
 - IPEDS
 - Carl Perkins

As part of those updates, Celia Jenkins, Director of Grants Management, discussed the 2021 Cochise College Grant initiatives.

Funded Grants:

- National Science Foundation (NSF) – for engineering and computer science scholarships
- Two Arizona Department of Education – Additional services for Adult Education
- National Security Agency (NSA) – 2022 Cyber Summer Camp for 60 middle and high school students
- AZ@Work – Department of Labor - \$1.4M for H-1B Visa for 105 Cochise College Student scholarships for Cyber, CIS, Computer programs, Network Techs, AJS, Intel & Information Studies, and Law enforcement; covers cost of training and exams.
- Library Services & Technology – Wi-fi Hotspots
- AZ Department of Economic Security (pending) – pilot child care program for low income fulltime nursing, early childcare education and K-12 education program students

Total Funds Requested - \$7,049,081

Funds Awarded - \$2,020,741

Award Success Rate - 64% (7 out of 11)

Federal Grants – 6

State Grants – 5

Pursuing Grants:

- Upward Bound for Douglas & Bisbee (2021) TRiO Branch
- Upward Bound Math & Science for Douglas & Bisbee (2022)
- NSF S-STEM scholarships & support (2022)
- NSF ATE (Advanced Technical Education)
- Title III or Title V

Ideas:

- Sim Rescue & Sim baby
- Diesel (building)
- Art gallery (possible building)
- Museum (possible building)
- Gun range (building)
- CNA lab for Bisbee HS (equipment)
- Hispanic Institute - Douglas campus
- Faculty training funds

- Research Programs
- Summer camps (8th-12th grades)
- Makerspace

Questions/Comments:

Dr. Rottweiler noted that Ms. Jenkins is doing a great job looking and applying for grants. Some grants have more requirement demands. Administration is working through the requirements for the childcare grant from the AZ Department of Economic Security to ensure their dollars are spent for the right recipients, which is a difficult process to obtain certain data to distinguish the appropriately qualified recipients.

Responding to Mr. Quinn's questions, Ms. Jenkins noted that each grant has their own term of time for the grant. Grants can be sought after now for projects that want the funds a year out. And, the grants that have been awarded were granted at the requesting amount, no less and no more.

Responding to Mr. Quinn regarding the non-awarding of the water campus grant, Dr. Rottweiler explained that Congresswoman Kirkpatrick didn't approve it to go into her appropriations committee; however, she did refer the college to other federal agencies.

3.03 Policy 2099 – Higher Education Emergency Relief Funds and Policy 4099 – Emergency Student Aid Grants Update

Dr. Rottweiler shared Policy 2099 – Higher Education Emergency Relief Funds Review, which is the college's HEERF funds distribution committee review process. Ms. Debbie Craig, Director of Finance, is leading the charge for request reviews and approvals. Also shared was Policy 4099 – Emergency Student Aid Grants HEERF III, which is the most recent iteration of the distribution of HEERF funds for emergency student aid grants.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mr. Hudgins turned the time over to Governing Board members to provide comments/share information.

- Mr. Quinn
 - Thanks for technology services
 - Congrats to Dean Hill and the nursing team and to JenMarie on her accomplishments
 - Would like the Deans to present to the board explaining their programs and their alignment to the new mission and vision, particularly as it is focused on student success and community.
- Mrs. Strain
 - Attended the Sierra Vista Spotlight Breakfast and expressed her thanks to the college for hosting the event; special thanks to food and technology services.
 - Highlighted comments from the Mayor, noting people should be kind and respectful to each other during the times of COVID
 - Thanks to Ms. Jenkins for her work on obtaining grants for the college.
- Mr. DiPeso
 - Expressed his congratulations to the rodeo team.
- Mr. Hudgins
 - Attended Convocation and expressed his enjoyment, especially serving breakfast

5. ADJOURNMENT

Mr. Hudgins adjourned the meeting at 6:57 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board