

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, January 12, 2021
Zoom Webinar
6:00 p.m.

Due to health concerns related to COVID-19, the Governing Board suspended public group access to conference rooms located at Cochise College Campuses and Centers. Members of the public who wished to attend the meeting via video conference, joined at <https://cochise.zoom.us/j/94802143913>

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
Mr. Dennis Nelson
Mr. Tim Quinn
Mrs. Jane Strain – Via Zoom

1.02 Pledge of Allegiance

Mr. Hudgins led the Pledge of Allegiance.

Due to the health emergency, the call to the public was suspended. Anyone wishing to comment on an agenda item was asked to email the Clerk of the Board at wheelerc@cochise.edu by 9:00 a.m. the day of the meeting; the clerk received no comments regarding agenda items.

1.03 Adoption of Agenda

Consent agenda item 2.01.4 was pulled from the agenda. With no additional changes, the agenda was adopted as presented.

1.04 Governing Board Organization/Orientation for 2021

1.04.1 Oath of Office – David DiPeso

Mr. Hudgins, Board Chair, delivered the Oath of Office to David DiPeso.

1.04.2 Election of Board Chair

Mr. DiPeso nominated and Mr. Nelson seconded Mr. Don Hudgins continue as Board Chair for 2021. No other nominations were made, and there was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain, all voting aye. MOTION CARRIED.

1.04.3 Election of Board Secretary

Mr. DiPeso nominated and Mr. Quinn seconded Mr. Dennis Nelson continue as Board Secretary for 2021. No other nominations were made, and there was no further discussion by the Board. The Board approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain, all voting aye. MOTION CARRIED.

1.04.4 Appointment of Governing Board Representatives and Alternate Representatives to Board Committees and Associations.

Mr. Hudgins appointed Mr. Tim Quinn as the representative to the Arizona Association of Community College Trustees and appointed himself as the alternate representative. Mr. Hudgins also reappointed Mr. Dennis Nelson and Mr. David DiPeso as representatives on the Investment Committee.

1.04 Standing Reports

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

No Arizona Association of Community College Trustees report was given, as there have been no updates since the last meeting.

1.04.2 Senate

No Senate Report provided; the Senate Committee did not meet in December 2020.

1.04.3 Student Government Association (SGA)

No Student Government Association Report given; students were on winter break.

1.04.4 College President

Dr. Rottweiler thanked Mr. Hudgins and Mr. Nelson for their continued leadership on the Governing Board. He also thanked the Board for their participation in the ribbon cutting opening the new Automotive Technology Building prior to the evening's board meeting. He then provided the board with updates; highlights included:

Legislative Update:

- In a wait and see, pattern for FY'22 Budget discussion. The Governor's Recommendation is expected by 3 PM on Friday, January 15.
 - For Cochise College the Statutory formulas Included:
 - Total: \$13,224,200 (up \$291,900)
- The Governor held his State of the State yesterday. There was no specific mention of community colleges or higher education. There is a desire to get schools back open again. One item of interest relates to COVID liability protections.
- On the federal legislative level. Congress passed and the President signed the Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act. This will allocate significant resources to higher education. College administration participated in a webinar earlier in the day outlining some guidelines to follow. The money has not been released as of yet, but meetings

will begin ASAP to lay out a plan. The appropriation will require student aid grants similar to the CARES Act. Institutional funds may be used to “defray expenses associated with coronavirus”, including lost revenue and expenses already incurred. Cochise is estimated to receive just under \$5.6M.

Master Facilities:

- Room re-model in Douglas and Sierra Vista are, or will be, completed and ready for classes on Tuesday, January 19.
- There have been a lot of projects and unexpected changes this year and I am extremely proud of our facilities, maintenance, and Tech Services Staff. They have gone above and beyond and should be commended.

COVID-19 Updates and Spring Semester Startup:

- The college continues to work diligently to mitigate the effects of COVID-19 while balancing the essential work for students and communities. The CDC, the Arizona Department of Health Services, and the Cochise County Health Department released a COVID-19 Vaccine Prioritization Plan. Cochise College is included in Phase 1b (teachers, aides, and childcare workers) and 1c (other non-healthcare essential workers).
- On Monday, January 4, Shane Van Bibber, Director of Risk Management, and the president completed the application to be included institutionally, in Phase 1b. The protocol for Phase 1b vaccine eligibility began late last week. As such, we made it known that we would have individuals (teachers, aides, childcare workers) available for the vaccine if it became available. Because of our close working relationship with local healthcare providers, a limited number of vaccine doses became available on very short notice. Administration provided a list of faculty members who were willing to receive the vaccine and available on short notice to the provider. They worked their way through the list and approximately 30 Cochise College employees were vaccinated.
- The Cochise County Health Department has since updated the Phase 1b prioritization with teachers, aides, and childcare workers now eligible beginning January 23. To date, the college has not heard directly from the state or county as to a time and place for the vaccination. A portal is available for individuals to pre-register for a vaccination on the county page and administration is encouraging all interested in a vaccine to apply individually. Administration will continue to work on a college-wide solution should one become available.
- The college is seeing an increase in the number of reports of positive tests and/or possible exposure coming out of the winter break. Administration continues to believe the delay by one week to the start of the semester is a wise decision. The college continues to work closely with the County Health Department. Most cases monitored by the college are potential exposure from family members. To date, there have not been any college-linked transmissions.
- At this point in time, the college intends to offer the limited number of face-to-face courses in an expanded number of disciplines as scheduled and advertised. Protocols are in place and sufficient room sizes to accommodate social distancing. Cleaning and sanitizing protocols have been refined and other facility adjustments made.
- Students are residing in housing (aviation, police academy, and student athletes). Testing protocols are in place and available on sight. A smartphone application is in place for all housing students to report a self-health evaluation each morning before leaving their dorm room. Where possible, the college has increased

ventilation, including the addition of an ionizer in the HVAC system in the townhouses.

General Comments:

- On December 17, President Rottweiler had a phone call with Senator Mark Kelley, in which the Senator was invited to Cochise College. Dr. Rottweiler then received a call on January 11 from Ron Barber, Southern Arizona Director arranging for the Senator to be on the Douglas Campus for a round table discussion on Friday, January 15.
- Also on Friday, Dr. Rottweiler will chair the joint President's Council (university and community college presidents). On the agenda is a discussion related to baccalaureate degrees at community colleges and potential areas for collaboration in legislative matters.
- On the January 15, administration will resume the Friday General Zoom Sessions for all college employees. These will be held every other week throughout the semester.
- The budget development season has begun and, in keeping with past practice, administration would like to hold a Board Work Session to gather thoughts and ideas for development of the FY'22 Budget. Mrs. Wheeler will be in touch to establish a date; members expressed interest in meeting on a Saturday in February.

Questions/Comments:

Responding to Mr. DiPeso, Dr. Rottweiler stated that colleges' are waiting for revenue reports from the Joint Legislative Budget Committee (JLBC) to determine the state revenue shortfall. Early estimates indicate that the loss is not as high as originally thought. The report should be part of the Governor's budget release on Friday.

Mr. Nelson asked if there would be significant costs when the college returns to normal operations. Dr. Rottweiler responded stating that the college would not return to operations in the same manor it had prior to the pandemic. The college will go back to offering more in-person classes, but it will also see more discussions regarding remote and teleworking in allowable areas. The college will also continue to incorporate more technologies and technological security for remote learning. These costs will be minimal, as the college will have available resources through the CARES Act.

Responding to Mr. Quinn, Dr. Rottweiler stated there was no discussions regarding the two ballot initiatives during the Governor's State of the State Address. He also noted that the community college leaders plan to have a conversation with university leaders on how they are looking at implementation of recreational marijuana on a college campus at the same time they receive Title IV funding, which requires colleges and universities to be a drug-free campus. Dr. Rottweiler also shared his concerns with Senator Mark Kelly.

1.04.5 Monthly Financial Report – December 2020

The Financial Report for December 2020 was presented and accepted as submitted.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Vanessa Crabtree, Administration Building Assistant, Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Appointment (*Robert Taylor, Shop Technician/Mechanic, District-wide, based on the Sierra Vista Campus*)
- 2.01.3 * Professional Staff; Appointment (*Bonnie Braley, Payroll/Benefits Specialist, Sierra Vista Campus*)
- 2.01.4 * Coach; Temporary Appointment (*Raven Gary Williams, Assistant Coach – Women’s Basketball, Douglas Campus*) **Item pulled from the Consent Agenda**
- 2.01.5 * Coach; Appointment (*Anita Maryskova, Assistant Coach – Women’s Soccer, Douglas Campus*)
- 2.01.6 * Faculty; Appointment (*Sophia Eyeran, Instructor of ESL, District-wide, based on the Douglas Campus*)
- 2.01.7 * Classified Staff; Transfer (*Tizoc Anaya, Senior Support Technician, District-wide, based on the Sierra Vista Campus*)
- 2.01.8 * Classified Staff; Resignation (*Emily Moxley, Library Circulation Coordinator, Douglas Campus*)
- 2.01.9 * Administrative Staff; Retirement (*Gilbert Parra, Director of Technology Infrastructure, District-wide, based on the Sierra Vista Campus*)
- 2.01.10 * Curriculum Changes
- 2.01.11 * Acceptance of Minutes for December 8, 2020 – Regular Meeting

Mr. Quinn moved, and Mr. Nelson seconded a motion to approve the Consent Agenda removing item 2.01.4. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn all voting aye. MOTION CARRIED.

2.02 Adjust FY2019-20 Budget to Reflect Actual Expenditures

The administration brought forward a recommendation, as required by the auditors, to approve the adjustments to the fiscal year 2019-20 adopted budget to reflect the actual expenditures.

Ms. Debbie Craig, Finance Director/Controller, reported the action item fulfills the requirement of the expenditure limitation report to adjust manually the budgeted funds to actual expenses. Mr. Hudgins inquired how the college was able to save significantly over the last year, in which Ms. Craig recognized the senior administration, under the Boards’ guidance, to be more considerate of spending in light of COVID-19. Dr. Rottweiler also noted that the savings includes the plant funds that were allocated, but not spent are rolled for future projects.

Mr. Quinn moved, and Mr. Nelson seconded a motion to approve the adjustments to the fiscal year 2019-20 adopted budget to reflect the actual expenditures. There was no further discussion by the board. The Governing Board unanimously approved with board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain, all voting aye. MOTION CARRIED.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- No communications received for the January Board meeting.

3.02 Advancement/External Affairs Report

Denise Hoyos, Executive Director of the Cochise College Foundation, provided an update on activities related to alumni and fundraising in 2020; highlights included:

Foundation Team:

- Executive Director
- Advancement Manager
- Advancement Coordinator

2020 Focus:

- Technology – integrated use of Zoom for multiple weekly team meetings
- Communication and collaboration
 - Note writing campaign for Facebook – positive community notes to students
 - Non-traditional student scholarship – a compelling need, supported by donors
- Personal solicitation and acknowledgement
 - Created a Development Plan that focused on the impact of storytelling and personal solicitation.

2020 Activities:

- New Database
 - Online giving
 - Automated donation acknowledgments
 - Newsletters
 - Donor engagement tracking
- Non-Traditional Student Scholarship
 - Met goal to raise \$50K adding to the budgeted \$50K
- Obtained a 100% giving by the Foundation Board, college senior leadership, and all members of President's Council
- Virtual Scholarship Celebration
- Published two Accolade editions
- Sent six Roundup Newsletters
- Virtual Fundraiser - Pathway to \$100K Challenge
 - Donation of \$40 (plus service tax)
 - Run/walk throughout the month of March
 - Every 10 miles walked or ran, participant entered to win prizes
 - Received three top level sponsorships for \$10K each
- Alumni engagement
 - Facebook page
 - Alumni – willed \$400K for ADA student scholarships
 - Enhanced retiree social media group

Financial Information:

- Assets - \$15M
- Scholarship Funds Awarded
 - 2019-2020 - \$483,961
 - Fall 2020 - \$366,000
- Retained Donors
 - 183 of 397 = 46%
 - National Average – 45%
 - Working to find ways to retain donors in the future

Donated Funds Supporting Students and Programs:

- FY 19
 - Scholarships - \$510,670
 - Programs - \$246,630
 - Total - \$757,300
- FY 20
 - Scholarships - \$483,961
 - Programs - \$92,897
 - Total - \$576,858

Thank you:

- Foundation Board of Directors
- Financial Aid Office & Scholarship Navigator
- Marketing & Enrollment Management
 - Accolades
 - Videos
- Building Construction Technology Program
 - Second house sold in four days for cash in excess of asking price
- Faculty, staff, and students

Questions/Comments:

Mr. Nelson noted the Copper Queen Hospital recently formed a foundation setting up an endowment. Initially a scholarship for \$250K in memory of Jim Dixon, former hospital CEO, who was named CEO of the year for rural hospitals nationwide. The hospital foundation will work with the college foundation to coordinate four scholarships for \$1,250 each that will be used in health related fields.

3.03 Administrative Services Report

Dr. Wendy Davis, Vice President for Administration, provided details regarding the college's risk management program and presented highlights from the 2020 audit.

Included in the board packet, Dr. Davis provided an overview of the college's liability coverage, which is provided through The Trust. The coverage includes College Board members, faculty, and staff, along with cyber liability, automotive, facilities, clinical staff and students to include medical facilities throughout Southern Arizona, and aviation coverage in airports.

In the last year, the college hired a Chief Information Security Officer to address cyber risk management, and a Director of Risk Management who has been instrumental with COVID-19 tracking and contact tracking efforts. The college also hired a Director of Compliance and Title IX Coordinator. All positions focus on compliance with federal and state laws and their hires address citations cited in last year's audit.

Mr. Nelson requested an executive session during the next Governing Board meeting for updates from the college's attorney regarding a pending lawsuit.

Responding to Mr. DiPeso, Dr. Davis noted the college is currently in compliance with The Trust who provides liability coverage relating to COVID-19. To meet compliance for the coverage, the college implemented student waiver and acknowledgment forms to be completed by students on the college campus, along with preparing a reopening plan, which is posted on the college website. The additional liability protection was \$20K for fiscal year 2020-21, and may or may not be required again for fiscal year 2021-22; dependent on if the state offers liability coverage.

Dr. Davis began the presentation of the June 2020 end of year Comprehensive Audit Financial Report (CAFR) noting that most of the changes in the report were not substantial. The majority of the revenue changes came from the one-time \$3.1M the state appropriated. The funds, in part, were used to build the automotive technology building, and the Cyber Center at the Downtown Center. Another change is the CARES Act money. Dr. Davis recognized Ms. Debbie Craig, Director of Finance/Controller, and the finance team for doing a great job with the institutional finances. The team was recognized and awarded by the Government Financial Officers Association (GFOA) for excellence in financial reporting.

Responding to Mr. DiPeso, Dr. Davis and Dr. Rottweiler informed the Board that under the leadership of the Board, administration has budgeted ongoing funds to keep the college's technology updated and in compliance. Dr. Rottweiler reiterated that the position hires Dr. Davis reported are all about compliance, and the cost of doing business is to manage federal and state regulations is increasing.

Dr. Davis reported that part of the reduced expenditures and savings came about with a hiring chill, in which the college held off hiring some positions throughout the year in anticipation of revenue shortfalls, with the exception of the compliance positions mentioned. Some of the savings also included some facilities projects placed on hold, and one percent of the approved three percent raise was held back.

Dr. Rottweiler informed the Board that Dr. Davis' updated monitoring report on risk management is in compliance of Board policy 406, and the financial audit report is in compliance of Board policy 405.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Quinn
 - Welcomed Dr. Fick back to the Governing Board Meeting.
 - The automotive facility is fantastic. It is great to see community involvement, such as having Sierra Toyota and others in attendance. Expressed appreciation for the donation from Lawley Automotive of five engines to the program.
 - Excited to be associated with the college leadership and their commitment to students, staff, and community.
- Mr. Nelson
 - Impressed with the new automotive facility and what the college offers students.
 - Cadillac is closing 300 franchises because they are requiring the dealers to upgrade to electric vehicle equipment at the dealers' expense. The college needs to plan ahead over the next few years to incorporate electric vehicles maintenance, in budgeting. Also noted that it is great to open the new automotive building on time and under budget.
 - Suggested, for next year, the college enhance the Board Room microphones getting them voice activated and have them Bluetooth compatible, for those with hearing aids and hearing difficulties.
 - Dr. Rottweiler responded noting that there were conversations about integrating electric car maintenance, but thought it is best to do it right, creating the proper facility with proper equipment with power sourcing when the time is right.
 - Mr. Nelson asked for a certain amount of money to be put aside each year for the future project. He also asked that administration inform the Board at

least once a year on where the college is on implementing electric vehicles as part of the curriculum.

- Mr. DiPeso
 - Very impressed with the technology in the new automotive technology building; it is amazing. Can see the auto mechanics having the same reputation in the community that the college nursing. Very proud of the college and what has been accomplished.
- Mr. Hudgins
 - Amazing new automotive building. Stated he was once a motor mechanic in 1977 and had a short apprenticeship program with Ford Motor Company. He would love to spend some time learning on the equipment in the new building.
 - The college's partnership with local dealerships and auto shops is awesome and the program offers an opportunity for students to stay in the community.
 - The Police Academy is another great program opportunity to keep students in the community. It is also another great partnership between the college and local law enforcement.
- Mrs. Strain
 - Thanks to everyone for offering support to her and Bob. She will attend the next meeting in-person.

5. ADJOURNMENT

Mr. Hudgins adjourned the meeting at 7:10 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board