

## APPROVED MINUTES

### COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

**Tuesday, August 11, 2020**  
**Zoom Webinar**  
**6:00 p.m.**

Due to health concerns related to COVID-19, the 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/92334287517>.

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](mailto:wheelerc@cochise.edu) by 9:00 a.m. the day of the meeting; the clerk received no comments.

#### **1. GENERAL FUNCTIONS**

##### **1.01 Call to Order**

Mr. Hudgins called the meeting to order at 6:01p.m.

##### **Board Members Virtually Present:**

Mr. David DiPeso  
Mr. Don Hudgins  
Mr. Dennis Nelson  
Mr. Tim Quinn  
Mrs. Jane Strain

##### **1.02 Adoption of Agenda**

The agenda was adopted as presented.

Mr. Quinn moved, and Mr. DiPeso seconded a motion to approve the Agenda. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Mrs. Strain all voting aye. MOTION CARRIED.

##### **1.03 Standing Reports**

##### **1.03.1 Representative to the Arizona Association of Community College Trustees (AACCT)**

Mrs. Strain reported a new leadership team was elected during the June 25, 2020 meeting.

##### **1.03.2 Senate**

No Senate Report provided; summer session.

##### **1.03.3 Student Government Association (SGA)**

No Student Government Report provided; students in summer session.

### 1.03.4 College President

Dr. Rottweiler provided the board with updates; highlights included:

#### Legislative Update:

- Provided the board a copy of the 2020 End of Session Report for the Arizona 54th Legislature.
- JLBC has updated their revenue projections
  - State ended with a \$190M shortfall in revenue in FY'20.
  - Shortfall is much lower than anticipated and easily made up by the Cares Act dollars appropriated to the state.
  - No adjustments deemed necessary for last fiscal year.
  - Indications are that the FY'21 revenue shortfall will be in the \$518M range; this, too, is lower than initially anticipated.
- Arizona Community College Coordinating Council (AC4) is working on the legislative agenda for next year.
  - Key areas for action include Expenditure Limitation relief and potential hold harmless legislation.
  - FY'22 budget submission is underway and early indications show a decrease in M&O and STEM dollars but an increase in equalization. Budget due to the governor's office by September 1.
  - Cochise reported an 8.6 percent enrollment decrease from last year; most of it was Military Programs (MOS).

#### Master Facilities:

- Automotive Technology Building
  - Owner inspections have been conducted. The building is progressing and anticipated completion to be late November.
  - Enrollments are strong and full with lowered class caps.
- Major Projects:
  - Housing remodel for an isolation apartment (CARES dollars)
  - Remodel of classroom 700 on the Douglas Campus (insurance settlement dollars)
  - Student Union remodel is in the drywall phase; hazmat is taken care

#### COVID-19 Updates:

- Per the Special Board Meeting on July 28, 2020, the college has moved instruction to a remote format except for those programs where in-person is required. The Arizona School Risk Retention Trust met on August 4, 2020, and provided a coverage endorsement for COVID liability.
  - As part of the endorsement, the college prepared student Acknowledgment and Waiver forms. Similar forms will be required of vendors on campus. Emails to be sent to students enrolled for in-person courses this semester.
  - Increased Wi Fi throughout campuses and parking lots, and 150 laptops are available for students to checkout.
- CARES Act
  - Emergency Higher Education Relief Funds (Students)
    - Total to date: 993 students for \$958,400

Revenue Shortfall:

- Based on current trends, estimation is about a \$1.8 million revenue shortfall from the approved budget. Senior administration has been watching this closely and with the decision to go remote have begun consolidating course sections and implementing a hiring “chill”. Found about \$2M potential savings.
- Reviewed project holds, for saving resources if needed.
- Held back one percent of the three percent approved salary increase.
- No expected direct layoffs at this time; did have some reduce contracts with late starts.
- Enrollment as of today: down about 500 headcount students (471) or about 15.4 percent from the same time last year. Many from first-year students
- Contacted over 7,000 students through calling campaigns
- Enrollments are down about 19.5 percent, similar to sister schools.

General Comments:

- August 10, the college held a Micro-Convocation via Zoom with welcomes, new employee introductions, and service awards.
  - 268 participant locations
  - ice cream social on the quad on both campuses
  - Zoom convocation for Associate Faculty on August 12
- Classes scheduled to begin on Monday, August 17. The college will extend registration hours.

**1.03.5 Monthly Financial Report – June 2020**

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

**1.03.6 Monthly Financial Report – July 2020**

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

Mr. Nelson inquired about the current fund balance; Dr. Davis reported the amount is usually between \$15M and \$17M. Dr. Davis also confirmed that the college continues to make monthly payments on the Automotive Building.

**2. NEW BUSINESS \***

**2.01 Consent Agenda \***

The following items were approved:

- 2.01.1 \* Classified Staff; Appointment (*Erin Karvaski, Registration Technician Military Programs, Fort Huachuca Education Center*)
- 2.01.2 \* Classified Staff; Appointment (*Edward Rubalcava, Learning Management Systems Technician, Downtown Center*)
- 2.01.3 \* Faculty; Appointment (*Garison Hensley, Instructor Aviation Pathways, Douglas Campus*)
- 2.01.4 \* Faculty; Appointment (*Anne Walker, Instructor CNA/MA, Downtown Center*)
- 2.01.5 \* Faculty; Transfer (*Arleene Djordjevic, Instructor Nursing, Downtown Center*)
- 2.01.6 \* Classified Staff; Resignation (*Jose Garcia, Facility Services Technician, Sierra Vista Campus*)
- 2.01.7 \* Classified Staff; Resignation (*Mario Ibarra, Grounds Technician II, Sierra Vista Campus*)

- 2.01.8 \* Administrative Support; Resignation (*Angela Moreno, Center for Lifelong Learning Youth Programs Coordinator, Downtown Center*)
- 2.01.9 \* Faculty; Resignation (*Celeste Atkins, Instructor of Sociology, Sierra Vista Campus*)
- 2.01.10 \* Faculty; Resignation (*Shirley Bayham Hicks, Instructor of Nursing, Downtown Center*)
- 2.01.11 \* Faculty; Retirement (*Jeannie Neeley, Instructor of Computer Information Systems, Sierra Vista Campus*)
- 2.01.12 \* Faculty; Termination of Probationary Employment (*Scott Thompson, Director/Instructor Unmanned Aerial Systems (UAS), District-wide, based on the Sierra Vista Campus*)
- 2.01.13 \* Acceptance of Minutes for July 14, 2020 – Virtual Special Meeting
- 2.01.14 \* Acceptance of Minutes for July 24, 2020 – Virtual Work Session
- 2.01.15 \* Acceptance of Minutes for July 28, 2020 – Virtual Special Meeting

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

## **2.02 Placeholder – Classified Support Appointment**

The administration requested the Governing Board adopt a motion to approve the hiring of Matthew Gisting for the Grounds Technician II position on the Sierra Vista Campus.

Mr. Quinn moved, and Mr. DiPeso seconded a motion approving the hiring of Matthew Gisting for the Grounds Technician II position. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

## **2.03 Placeholder – Administrative Staff Transfer**

The administration requested the Governing Board adopt a motion to approve the transfer of Melesa Ashline to the Director of Nursing position at the Downtown Center.

Mr. Quinn moved, and Mr. Nelson seconded a motion approving the transfer of Melesa Ashline to the Director of Nursing position. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

## **3. INFORMATION ITEMS**

## **INFORMATION**

### **3.01 Communications**

- Dr. Rottweiler received an email notification from Inder Gunnala, Outreach Coordinator with the Office of U.S. Senator Kyrsten Sinema, informing the college that the Department of Education has awarded Cochise College a Student Support Services Program Grant for \$279,965.

### **3.02 Facilities and Classroom Restructure**

Jennifer Wantz, Director of Community Relations, presented an update on the college facilities and classroom restructure planning to follow Center for Disease Control (CDC) guidelines; highlights include:

Ms. Wantz thanked Planning Team:

- Jenn Wantz, Director of Community Relations
- Angela Garcia, Math Instructor
- Troy Lopes, Building and Grounds Manager, Douglas Campus
- Brian O'Brien, Facility Services Manager
- Jim Barrows, Director of Maintenance and Facilities
- Rod Flanigan, Dean of Business and Technology
- Beth Hill, Dean of Nursing and Allied Health
- Tammy Brewer, Director of Testing Services
- Shane Van Bibber, Director of Safety and Occupational Health
- Morgan McClincy, Douglas Campus Community Relations Manager
- Eric Brooks, Dean of Liberal Arts
- Tad Patton, Director of Technical Support Services
- David Luna, Chief Information Officer
- Carrel Crowley, Building and Grounds Manager, Sierra Vista Campus
- Irma Cook, Academic Facilities Scheduling Specialist

The team walked through 168 classrooms along with all offices and open space across the district for measurements, social distancing setup, and classroom capacity counts.

Cleaning and Disinfecting:

- Focus on high touch points
- Changes to custodial staff schedules; extended hours on campus
- General purpose cleaners are no longer used, only disinfectants
- Providing disinfection materials in all classrooms and office spaces
- Faculty, staff, and students will help by cleaning their spaces

Signage:

- Floor signs installed for line forming in all student services areas
- Signage encouraging social distancing and hygiene posted throughout the college
- Classrooms will be set for social distancing with posted room diagrams and room capacity

Student Access:

- Computers and hot spots available for checkout
- Computer stations and study rooms available for student reservations
- Available Wi Fi in parking lots college-wide

Food Service & Bookstore:

- Sierra Vista and Downtown Center Café closed for fall semester
- Douglas Campus serving only students with meal plans until construction is complete
  - Meals are pick-up only and follow CDC guidelines
- Virtual buy-back options
- Free Douglas Campus textbook pick up until September 4.
- Free Shipping on purchases over \$100

Ms. Wantz shared a video recognizing Dr. Rottweiler's nomination for Sierra Vista Citizen of the year.

Comments/Questions:

Mr. Quinn expressed his appreciation to Ms. Wantz for extending credit to the entire planning team. He also inquired about steps taken for areas such as counseling and advising; Ms. Wantz responded informing the board that academic advisors are set up in the Student Union following the six-foot social distancing guideline along with Plexiglas barriers.

Mrs. Strain asked for future updated reports to the board, as the college progresses through the semester.

Mr. Quinn also asked how best practices are captured. Ms. Wantz reported there is a living document tracking the changes made, such as increased computer spaces and computer movement from classroom to classroom.

Mr. Nelson expressed his appreciation for the report and the work of the planning team.

### **3.03 TRiO Program Update**

Gabriela Amavizca, Director of TRiO, provided an update on the TRiO program to include updates on objectives and projects; highlights include:

Quick Facts:

- Grant Funded Program established by the 1968 Higher Education Act
- Proposed to increase the retention, graduation and transfer rates of low income, first generation or students with a disability
- Nine programs with 2,800 across the U.S.
- Offered at Cochise College since 2001

Annual Performance Report:

- Funded to Serve: 165 – met with 103%
- Persistence Rate: 65% - met with 90%
- Good Standing: 80% - Met with 96%
- Graduate Rate: 30% - Met with 42%
- Transfer Rate (to 4-yr institutions): 30% - Did not meet – 23%

Helping Students:

- Academic and *Intrusive Advising*
- In-depth Degree Research and Career Counseling
- Free Campus Visits
- Professional tutoring to meet student needs
- Progress Checks
- Scholarships
- Financial/ Economic Literacy Workshops
- Cultural Events
- Community Service
- English Language Development

New Grant Competition:

- 2020 – 2025 starts September 1, 2020
- TRiO Grant Objectives – Funded to serve 165
- Current Objectives:
  - Persistence – 65%

- Good Standing – 80%
- Graduation Rate – 30%
- Transfer Rate – 30%
- New College-wide goals:
  - Persistence – 45%
  - Good Standing – 75%
  - Graduation Rate – 10%
  - Transfer Rate – 10%
- College TRiO new goals:
  - Persistence – 50%
  - Good Standing – 80%
  - Graduation Rate – 15%
  - Transfer Rate – 15%

Scholarships:

- Earn to Learn Scholarship
  - Student saves \$500 + \$4000 Universities Match = \$4500 per student per year
    - 2019-2020: 32 out of 50 graduating TRiO students were awarded an Earn to Learn Scholarship
- Cochise College and College Foundation
  - \$85,000 in scholarships to TRiO students in five years
  - Benefitted 87 students

Student Highlights:

- Joel Elias – earned AS Engineering Degree, transferred to Rochester University
- Gemma Hernandez – earned AA General Requirements, full-ride to U of A
- Carlos Valdez – earned Associates of Business, transferred to ASU

Student Engagement 33 events:

- University Campus visits; now attending virtually
- Blood Drive
- Red and White Ball
- Phoenix Suns Game
- Roadway Cleanup
- National TRiO trip to Disneyland

Comments/Questions:

Mr. Hudgins expressed his appreciation for the report.

Mr. Quinn inquired about the low percentage goals for transfer and graduation goals. Ms. Amavizca noted following consultation with the dean of student success and other TRiO coordinators, the rate was set five percent above the college-wide rate and is higher than the current goal rate. Ms. Amavizca also noted the program serves 165 students per year, which is a mix of first, second, and third year students. Mr. Quinn also expressed his appreciation for the positive difference the program is making.

### **3.04 FY2020-2021 COVID-19 Liability Coverage Update**

Wendy Davis, Vice President for Administration, provided an update on the COVID-19 Liability Coverage from the Arizona School Risk Retention Trust, Inc. (The TRUST); highlights include: The Trust Board met on August 4, 2020, regarding providing liability coverage to community colleges. The college needs to provide a formal re-opening plan and require signed

acknowledgment and waiver liability forms for any student receiving in-person services at the college. Administration has created electronic forms for students to sign within their student account.

Responding to Mr. Nelson, Dr. Davis stated students, who refuses to sign waivers or wear a mask in class, will initially receive a warning then referred to senior administration.

Mr. Quinn inquired about who is requiring the wearing of a mask; Dr. Davis noted the college has an approved policy, which follows CDC guidelines along with following the mask wearing mandate released from the City of Sierra Vista.

Responding to Mr. Nelson, Dr. Davis noted that Policy 5011 is written specifically for COVID-19 requirements and will be deleted once COVID-19 is no longer a liability issue.

Responding to Mr. Quinn, Dr. Fick assured the board that the college, along with collaboration with the county health department, has a procedure to address student and staff COVID-19 exposures.

### **3.05 FY2020-2021 Amended Budget**

Wendy Davis, Vice President for Administration, informed the board that the college had identified the need for a correction to the FY2020-2021 Budget publication. Pursuant to A.R.S. §42-17051, line IV of Schedule A (page 3) should reflect the maximum allowable primary property tax levy of \$23,841,542 as provided by the Cochise County Assessor. The original document reflected the primary property tax levy of \$23,373,489 as permitted with no TNT hearing.

The college has confirmed this understanding with the Office of the Auditor General for the State of Arizona. Line IV of Schedule A is provided for informational purposes and does not affect the statutory proceedings adhered to with the approval of the FY2020-2021 Budget by this Governing Board on June 9, 2020.

In consultation with legal counsel, this FY2020-2021 Amended Budget is offered as information. No further action is required. The amended budget will be posted on the college website.

## **4. COMMENTS FROM GOVERNING BOARD MEMBERS**

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

- Mr. Nelson
  - Thanked Ms. Amavizca for the TRiO report, noting it is amazing what the program offers to students on only \$297,000 per year.
- Mr. Quinn
  - Expressed appreciation for the work done by everyone. There will be a student who will advance their goals in life as a result of the college offering them something stable and a pathway during a very confusing time.
- Mr. Hudgins
  - Gave his heart-felt thanks to everyone for navigating through and changing from in-person to remote instruction.



**5. ADJOURNMENT**

Mr. Hudgins adjourned the meeting at 7:18 p.m.

Respectfully Submitted:

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Crystal Wheeler, Executive Assistant, Office of the President

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Mr. Dennis Nelson, Secretary of the Governing Board