

## APPROVED MINUTES

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

Tuesday, June 8, 2021  
Sierra Vista Campus  
Community Room  
6:05 p.m. followed the Special Meeting

Members of the public who wished to attend the meeting via video conference joined at <https://cochise.zoom.us/j/99963486152>.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

Mr. Hudgins called the meeting to order at 6:05 p.m.

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

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

##### 1.02 Pledge of Allegiance

Mr. Hudgins led the Pledge of Allegiance.

##### 1.03 Adoption of Agenda

Mrs. Strain pulled Consent Agenda Item 2.1.16 for further discussion. The agenda was adopted with no additional adjustments.

Mr. Nelson moved, and Mr. DiPeso seconded a motion approving the adoption of the agenda with pulling Item 2.0.16 for further discussion. There was no further discussion. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Dennis Nelson, 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.

### **1.05.2 Senate**

The Governing Board reviewed a written May 2021 Special Senate Report and accepted it as submitted.

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

A Student Government Association report was not provided; students are in the summer session.

### **1.05.4 College President**

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

#### **Legislative Update:**

- Continue to wait and see as budget discussions continue at the Capitol. The legislature was unable to reach a consensus on budget bills before breaking for the Memorial Day holiday. The House reconvened on June 7, and the Senate is scheduled for Thursday, June 10. Leadership from the Governor's office, the House, and Senate have reached an agreement, and now it's about getting the required 31, 16, and the Governor's one vote to approve the budget. In the House the revenue and the taxation bills both failed on a tie vote, with republican representative David Cook voting no.
  - Community Colleges are still in for the formula funding with the rural institutions for an additional \$28M (\$14M one-time and \$14M ongoing). The urbans are in for STEM funding at \$5M (one-time).
  - Shared with the board, a copy of the letter sent from the Arizona Community College Coordinating Council (AC4) to Governor Ducey thanking him for announcing the Arizona Back to Work initiative that provides resources for unemployed Arizonan's to complete their GED or attend at least one semester at a community college.

#### **Facilities Update:**

- The administration has signed an agreement with US Border Patrol to allow a temporary tower to be erected on the Douglas Campus to increase border security and monitor activity around the campus. The agreement provides for the 80ft tower and temporary access to the property. The college retains full access and use of the property. The technology to be implemented will be the first of its kind to be utilized in the field. The agreement can be rescinded with a 30-day notice.
- Met with Diversified Design and Construction representatives to discuss possible projects, including the proposed First Responder Academy (funded from the additional rural allocation) and remodel projects using HEERF funding. The college will be looking for ways to impact the Douglas Campus on a short timeline. Besides the Academy construction, the administration also looked at remodeling Chiricahua Hall to single occupancy, remodel of the old lecture hall (1103), and upgrades to the Little Theatre. More information will be provided at the July Work Session.
- Met with Douglas Mayor Donald Huish and the Chief of the Raul Castro Port of Entry about a potential partnership related to the Policy Academy and the First Responder Training Academy. The request is for the potential use of an indoor shooting range with a rental agreement. Customs needs to firearm qualify each

agent quarterly. Access to a shooting facility would benefit their agency and be a revenue source for the college.

**COVID-19 Updates:**

- On Thursday, May 13, the CDC released new COVID guidance related to face coverings and social distancing. Based on this release, a special meeting of the President's Council was held on Friday, May 14, to discuss the new guidance. A consensus was reached to have the college follow the latest guidance effective immediately. A college-wide email was sent that afternoon outlining the new Interim Policy. Since that time, several discussions have occurred, and will be recommending an adjustment to the interim policy as outlined. The CDC's recommended guidance chart was shared with board members, and it will be distributed across the District.
- On June 4, CDC released new guidance for institutions of higher education.
- Additional vaccine PODS will be offered in August for students.

**General Comments:**

- Commencement was a total success! The college celebrated the 55th and 56th Graduating Classes on Thursday, May 13 in Douglas and Friday, May 14 in Sierra Vista. Thanks were provided to board members for their participation and thanks to the Commencement Committee, Technology Services, Custodial, and Maintenance staff for their work making the event meaningful for students.
- GED recognition was held on May 27. Thanks were given to Mr. Quinn for his participation.
  - Acknowledged the scholarship opportunities provided by the Aida Estellean Wick Scholarship and the Sierra Vista Rotary Club Scholarships for GED graduates.
- Student Government Association (SGA) submitted a restructuring proposal to keep the SGA as one organization, working together as a district organization. There will be vice-presidents for each campus, but they will meet and work together. Senior administration fully supports the proposed plan. It will provide leadership paths, and more students will be able to participate. Thanks are given to Andy Espinosa and Jennifer Tagaban for leading this initiative.
- Thanks were given to Mr. Quinn, Mrs. Strain, and Mr. Nelson for participating in the President's Leadership Academy; it was incredibly well-received.
- President was asked to be a panelist for the Flinn Scholars Summer Public Policy Institute; joined by Regent Fred DuVal, Susan Ciardullo from the Maricopa Workforce Board, and Monte Roessel from Dine College.
- College National Finals Rodeo in Casper, Wyoming June 17-20
- Mountain States Association Meeting July 8-10
- July Board Meeting July 13 via Zoom; Consent Agenda only
- Board Work Session July 22, 9:00 to noon in the Sierra Vista Board Room; one topic will be baccalaureate degrees
- Annual leave beginning June 9, returning to the office on Monday, July 21. Dr. Verlyn Fick will be acting president.

**Questions/Comments:**

Mr. Nelson asked if the Governing Board had any input on the SGA change and inquired about compensation. Dr. Rottweiler noted that the change does not require board action but welcomes input from the board and confirmed compensation for all SGA Board Members. Responding to Mr. Nelson, Andy Espinoza, SGA Advisor, explained that the Executive SGA Board would represent the college on an official level, such as

presentations to the Governing Board, the Senate, Academic Standards, and other committees. The activities SGA members will focus on student engagements, with social and community service involvements.

Mr. Espinoza also explained the process for hiring SGA members, noting an application and interview process, which reviews transcripts and conducts interviews. The selection committee consists of former SGA members, the advisor, and two college staff members. Responding to Mr. Nelson, Mr. Espinoza confirmed the SGA budget includes funding to cover travel between the campus' and centers.

Responding to Mr. Quinn, Dr. Rottweiler noted that the end of the legislative session was supposed to be before Memorial Day. Statutorily they only have to approve a budget; they are behind schedule.

Mr. Quinn inquired about the Border Patrol Tower's placement on the Douglas Campus and ensuring the students' privacy and that it is not intended for tracking and facial recognition of students. Dr. Davis noted that the tower had been tested in the Tucson sector for the last six to eight months, and the placement on the Douglas Campus will be the first rollout. She also noted that it is strictly for sensing illegal activity on the outer boundaries of the college campus.

Responding to Mrs. Strain, Dr. Rottweiler stated that he only received a couple of emails and letters to the editor in the Herald Paper regarding the tax increase. He has replied to the individuals who sent emails.

Responding to Mr. DiPeso regarding the tower's location on the Douglas Campus, Dr. Rottweiler noted it would be on the northwest corner of the truck entrance along Highway 80. It is far east of the campus and is approved with the FAA requirements.

#### **1.05.5 Monthly Financial Report – April 2021**

The Financial Report for April 2021 was presented and accepted as submitted.

#### **1.05.6 Monthly Financial Report – May 2021**

The Financial Report for May 2021 was presented and accepted as submitted.

## **2. NEW BUSINESS \***

### **2.01 Consent Agenda \***

The following items were approved:

- 2.01.1 \* Faculty; Appointment (*James Gappy, Instructor of Computer Information Systems (Remote), District-wide based online remote*)
- 2.01.2 \* Administrative Support; Transfer (*Jesus Yanez, Systems Programmer, District-wide, based on the Sierra Vista Campus*)
- 2.01.3 \* Administrative Staff; Transfer (*Guy Meyer, Director of Athletics, Douglas Campus*)
- 2.01.4 \* Administrative Staff; Transfer (*Priscilla Stone, Writing Lab Supervisor, Sierra Vista Campus*)
- 2.01.5 \* Administrative Staff; Transfer (*Jason Thompson, Registrar, District-wide, based on the Sierra Vista Campus*)

- 2.01.6 \* Faculty; Transfer (*Laura Hughes, Instructor of Student Success, District-wide, based on the Sierra Vista Campus*)
- 2.01.7 \* Classified Staff; Resignation (*Kimberley Campbell, Department Assistant Counseling and Advising, Sierra Vista Campus*)
- 2.01.8 \* Classified Staff; Resignation (*Matthew Macoviak, Mailroom Technician, Douglas Campus*)
- 2.01.9 \* Administrative Support; Resignation (*Loren Gladwill, Academic Career Advisor, Douglas Campus*)
- 2.01.10 \* Coach; Resignation (*Raven Gary Williams, Assistant Coach Women's Basketball, Douglas Campus*)
- 2.01.11 \* Faculty; Resignation (*Katherine Burnett, Instructor of Aviation Pathways, Douglas Campus*)
- 2.01.12 \* Faculty; Resignation (*John (Pat) Cain, Instructor of Math, Douglas Campus*)
- 2.01.13 \* Faculty; Resignation (*Tori Child, Instructor of Nursing, District-wide, based at the Downtown Center*)
- 2.01.14 \* Faculty; Resignation (*Garison Hensley, Instructor of Aviation Pathways, Douglas Campus*)
- 2.01.15 \* Faculty; Resignation (*Dr. Kristen Welch, Instructor of English, Sierra Vista Campus*)
- 2.01.16 \* Administrative Staff; Retirement (*Phillip "Tad" Patton, Director Technical Support Services, District-wide, based on the Sierra Vista Campus*)  
**PULLED FOR FURTHER DISCUSSION**
- 2.01.17 \* Classified Staff; Reduction in Force (*Javier Armenta, Aviation Technician, Douglas Campus*)
- 2.01.18 \* Classified Staff; Reduction in Force (*Brenda "Cori" Eastman, Aviation Mechanic I, Douglas Campus*)
- 2.01.19 \* Classified Staff; Reduction in Force (*Edna Elias, Division Assistant Aviation Programs, Douglas Campus*)
- 2.01.20 \* Faculty; Reductions in Force (*Sebastian Martinez and Jorge Oros, Instructor of Professional Flight, Douglas Campus*)
- 2.01.21 \* Classified Staff; Separation (*Laura Lengel, Customer Service Representative, Sierra Vista Campus*)
- 2.01.22 \* Addendum to Intergovernmental Agreements (IGA's) with Cochise County School Districts/Charter Schools for Dual Enrollment Courses
- 2.01.23 \* Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District and Cochise Technology District to Continue to Provide College-Level Credit Classes
- 2.01.24 \* Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District and City of Douglas to operate an intercity bus route.
- 2.01.25 \* Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District, the Cochise County Sheriff's Office, and the Sierra Vista Police Department for the Southeastern Arizona Law Enforcement Academy.
- 2.01.26 \* Acceptance of Minutes for May 11, 2021 – Truth in Taxation Hearing and Special Meeting
- 2.01.27 \* Acceptance of Minutes for May 11, 2021 – Regular Meeting

Mr. Nelson moved, and Mr. DiPeso seconded a motion to approve the Consent Agenda pulling item 2.01.16 for discussion. Mrs. Strain addressed the retirement of Phillip "Tad" Patton, expressing her appreciation for his dedication, commitment, and board meeting equipment checks; he will be missed. Mr. Hudgins wished Mr. Patton well in his retirement. The Governing Board unanimously

approved with David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn all voting aye. **MOTION CARRIED.**

Mr. DiPeso moved, and Mrs. Strain seconded a motion to approve Consent Agenda Item 2.01.16, the retirement of Phillip "Tad" Patton. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn all voting aye. **MOTION CARRIED.**

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

Wick Lewis, Executive Director of Human Resources, introduced Toby Merrick, Library Circulation Coordinator; Matildo "Matt" Coppi, Assistant Dean of Military Programs; Jesus Yanez, Systems Programmer; and Jason Thompson, Registrar.

**2.02 Intergovernmental Agreement (IGA) with Omega Alpha Academy for Dual Enrollment**

The administration requested the Governing Board approve a motion authorizing the college president to sign the Intergovernmental Agreement with Omega Alpha Academy, a new entity for dual enrollment.

Mr. Nelson moved, and Mr. DiPeso seconded a motion authorizing the college president to sign the Intergovernmental Agreement with Omega Alpha Academy. There was no further discussion. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn all voting aye. **MOTION CARRIED.**

**2.03 Appointment of Chief Fiscal Officer**

The administration requested the Governing Board approve a motion to designate Dr. Wendy Davis, Vice President for Administration, as the Cochise County Community College District's Chief Fiscal Officer as required per Arizona Revised Statutes §41-1279.07 Section E. A requirement.

Mr. DiPeso moved, and Mr. Nelson seconded a motion designating Dr. Wendy Davis, Vice President for Administration, as the Cochise County Community College District's Chief Fiscal Officer as required per Arizona Revised Statutes §41-1279.07 Section E. There was no further discussion. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn all voting aye. **MOTION CARRIED.**

**3. INFORMATION ITEMS**

**INFORMATION**

**3.01 Communications**

- Cochise College received a notification letter from the Secretary of State's office awarding the college a \$4,000 grant to support the Wi-Fi Hotspot lending program.
- Teresa Vernon, Certified Nursing Assistant Coordinator, received a notification informing her that she was selected to receive the Career and Technical Education Post-Secondary Educator of the Year. Ms. Vernon was nominated for her accomplishments and dedication to students and Career and Technical Education in the State of Arizona. Teresa will be recognized during the 46th 2021 Virtual CTE Summer Conference for Career and Technical Education on Thursday, July 22, 2021, at 9:00 a.m.

### **3.02 Student Success Report**

Abe Villarreal, Dean of Student Success, presented a Student Success Report; highlights include:

#### Division Initiatives:

- Cochise in the community events
- Endurance Award – annual Student Gala; recognizing students
- Outstanding High School Senior Awards (3.0 GPA) also became a recruitment opportunity
- Community Clean-Ups
- Staff Development
- Community Representation
  - Step up with Douglas
  - Douglas Education Partnership Council
  - Healthy Eating Forum
  - City Council meetings
  - Event participation
    - Mexican Consul
    - ACT
    - Douglas Business Network
    - Sierra Vista Chamber of Commerce
    - Good Neighbor Alliance

#### Counseling and Advising:

- Academic Alert System – faculty submit for students with concerns
- Progress & Retention Plan – outlines communications for students with academic probation; contact students personally.
- Team Professional Development
- Career Services Coordinator – new position to aid with career placement
- Outreach Campaign: Emails and YouTube videos

#### Opportunities Ahead:

- Enhance tutoring services delivery for students online and in-person; purchased equipment to help with improving the tutoring experience
- Mental Health App initiative – App on cell phones for students at no-cost
- GED classes in the community off-campus, looking at locations in Douglas with business partnerships
- Exploring possible partnerships with the Agua Prieta community

#### Questions/Comments:

Responding to Mr. Nelson, Mr. Villarreal reported that YouTube videos include quick how-to videos for things such as the registration and advising process.

### **3.03 Adult Education Report**

Brad Dale, Adult Education Services Director, provided an Adult Education Report; highlights include:

#### New Initiatives:

- Integrated Education and Training (IET) Grant
  - Allied Health
  - HVAC

- Light Duty Diesel Mechanic
- Enhance Distance Learning Program
  - Students want to continue online learning

Measurable Skill Gains:

- FY19 400 students served
  - MSG Rate – 59%
  - Progress Test Rate – 79%
  - Table 4B MSG – 70%
- FY20
  - MSG Rate – 47.48%
  - Progress Test Rate – 64%
  - Table 4B MSG – 62.91%
- FY21 under 200 students served
  - MSG Rate – 45.16% now at 54% overall
  - Progress Test Rate – 64%
  - Table 4B MSG – 63.41%

Additional Funding 2021-2022:

- Expand current services - \$35,000
  - Two ABE/ELAA online instructors for distance learning
- IET implementation - \$60,000
  - IET ABE/ELAA Navigator/Instructor-Light Duty Diesel Mechanic
  - IET ABE/ELAA Instructor – Allied Health
  - IET ABE/ELAA Instructor – HVAC
- The college will combine funding with additional funding to fully support the program. Dean Flanigan, additional funding for assistance in tutoring. Math-related to HVAC.

Dr. Rottweiler explained that students would complete the GED program with their high school equivalency and a certificate in the specific college integrated programs, such as HVAC and stackable credentials.

Integrated Education and Training (IET) is a service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for educational and career advancement.

A main partner with the IET program is Arizona @ Work. The agency get students enrolled in their program, help students pay for classes and provide students with tools and equipment. Their organization also helps the college with other services, such as helping to fund about 80% of the cadets going through the police academy.

Questions/Comments:

Mr. Quinn led a discussion on the average time it takes a student to come to the GED program after dropping out of high school. Mr. Dale stated it is across the board, and some are entering shortly after dropping out, and some not until many years later.

Responding to Mr. Quinn, Mr. Dale reported there are five tests to complete; four core tests for math, science, reading, language, and social studies, and the fifth test is a Civics test. The cost for each core test is \$35, and the cost for the Civics test is \$9. Noting that the cost should not burden the students, so they work with the college foundation to help with costs by providing



test vouchers to students. Mr. Quinn reiterated that finances and the cost of tests should NOT be a burden to students.

Mr. Quinn also led a discussion regarding a future IET for the paramedic programs. Dr. Rottweiler noted that the EMT program may be a possible option, but it would be hard for paramedicine as there is not enough allowable time to be in the program and have time for the GED required classes. The GED department will continue to review options with the Allied Health division.

Mr. Nelson expressed that it is a great program and asked about communication and marketing to the community. Mr. Dale noted they are still in the planning phase right now, and there are plans to work with CTE and the Marketing Department to develop the promotional communication in the near future. Mr. Nelson asked for an update in six to eight months. Mr. Dale noted they are looking for a January rollout date for the program.

### **3.04 Replace Governing Board Policy 101 – College Purposes with Guiding Statements**

Replace Governing Board Policy 101 – College Purposes with Policy 101 - Guiding Statements was presented as a first-read for review and consideration.

Dr. Rottweiler addressed the board, noting that the Guiding Statements are a result of work from a team of individuals under the leadership of Dr. Fick and Mr. Mark Boggie. Following a Board Retreat in which the Statements were shared, a lot of work and follow-up meetings were held with staff and during a couple of Senate Public Hearing. A second-read and action request will be brought before the board during the August meeting.

Questions/Comments:

Responding to Mrs. Strain, Dr. Rottweiler noted that the Statements have been through the college process, allowing for comments and then formal action by the Senate. The proposed Guiding Statements will replace Board Policies, 501 – College Vision, 502 – College Mission, and 503 – College Values.

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

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

- Mr. Nelson
  - The Copper Queen Board of Directors met and they approved the college's request for the partial funding of (\$20K) for the virtual cadaver.
- Mr. Hudgins
  - Following CDC guidelines, the board is comfortable moving the meetings back to the Governing Board Room. It will continue to offer the Webinar option for attendees who wish to attend virtually.

## **5. EXECUTIVE SESSION – LEGAL – Scheduled for 7:30 p.m.**

### **5.01 Executive Session – Legal**

### **ACTION**

Mrs. Strain moved, and Mr. Nelson seconded a motion to move into Executive Session for discussion with the attorney. There was no further discussion. The Governing Board unanimously

approved with David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

Mr. Hudgins recessed the regular meeting at 7:14 p.m., and the board moved into Executive Session at 7:25 p.m.

Mr. Quinn did not return to the Regular Meeting.

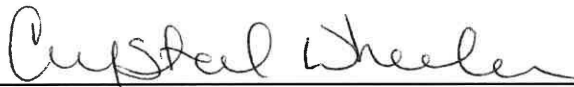
Mr. Nelson moved, and Mr. DiPeso seconded a motion to close the Executive Session and resume the Regular Session. The Governing Board approved with David DiPeso, Don Hudgins, Dennis Nelson, and Jane Strain all voting aye. **MOTION CARRIED.**

Mr. Hudgins adjourned the Executive Session at 8:08 p.m. and reconvened the regular meeting at 8:15 p.m.

**6. ADJOURNMENT**

Mr. Hudgins adjourned the meeting at 8:16 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