

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, June 14, 2022
Sierra Vista Campus
Governing Board Room 301
6:00 p.m. following the Special Meeting

Members of the public who wished to attend the meeting via video conference joined at <https://cochise.zoom.us/j/91550108884>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. DiPeso called the meeting to order at 6:04 p.m.

Board Members Present:

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

1.02 Pledge of Allegiance

Mr. Nelson led the Pledge of Allegiance.

1.03 Adoption of Agenda

An updated 2.02 Action Item was placed at the dais for their review. With a request by the college president, Information Item 3.02 – Audit Report, was moved to the beginning of the meeting allowing remote auditors to present earlier in the regular meeting. With no additional adjustments, the agenda was adopted as published.

3.02 Fiscal Year 2020-2021 Audit Report

Item moved to the beginning of the meeting allowing for auditors to present early in the regular meeting.

Ms. Stephanie Gerber, Financial Audit Division Director, and Mr. John Faulk, Audit Manager, from the Arizona Auditor General's Office presented the FY2020-2021 Audit Report.

Pursuant to A.R.S. §15-1473, the community college district board of directors require that its auditors present audit results and any findings to the board in a regular meeting without the use of a consent agenda within 90 days of audit completion.

Audit Requirements:

- U.S. Generally Accepted Auditing Standards
- American Institute of Certified Public Accountants (AICPA)—These are the same auditing standards CPA firms follow when conducting many financial statement audits.
- U.S. Government Auditing Standards

- U.S. Comptroller General of the United States/Government Accountability Office—These adopt the AICPA standards but add other specific requirements for governmental entities.
- U.S. Single Audit Act/Uniform Guidance Regulations

Annual Audit Reports:

- Annual Comprehensive Financial Report (ACFR)
 - Financial statement audit report—Included in the District's ACFR and provides the auditors' opinions as to whether the District's financial statements are presented fairly, in all material respects, in conformity with U.S. generally accepted accounting principles.
- Report on Internal Control and on Compliance
 - Financial statement internal control and compliance audit report—Presents any deficiencies in internal control; fraud/abuse; noncompliance with laws/regulations or contracts/agreements that we identify as part of our financial statement audit and are required to report.
- Single Audit Report
 - Federal program internal control and compliance audit report—Presents auditors' opinion on District's federal award schedule and our opinions and findings on federal program compliance and any control deficiencies.

Report Highlights:

- Primary revenue sources and how they were spent – No findings over the district's administration of federal programs. However, they did report one financial statements finding, related to the district's controls.

Board Communications:

- Reports & Correspondence
 - Board members receive emails from us each time a report is issued.
 - Audit initiation email with required audit terms and conditions.
 - Audit completion email and letter that summarizes our audits and explains if we encountered any difficulties/misstatements and District management representations.
 - There were no difficulties reported with Cochise College's Audits.

Audit Finding – Report on Internal Control and on Compliance

- Financial statement finding #2021-01
 - The District's control procedures over access to IT systems and data were not sufficient, which increases the risk that the District may not adequately protect those systems and data.
 - Specifically, the district has not developed or implemented a sufficient process for assigning and reviewing the account access or allocated sufficient resources to enhance authentication requirements for its IT systems.
- Recommend that the District:
 - Allocate sufficient resources to develop and document adequate IT access policies and procedures and develop a process to ensure the procedures are being consistently followed.
 - Assign and periodically review employee user access ensuring appropriateness and compatibility with job responsibilities.
 - Enhance authentication requirements for IT systems.

The district's formal response included a corrective action plan, which is included in the auditor's report. Access to the full report can be found on the azauditor.gov website.

Appreciation was given to Dr. Davis, Debbie Craig and staff for their cooperation on the audit and for the great working relationship.

Questions/Comments:

Dr. Rottweiler thanked Ms. Gerber and Mr. Faulk for presenting to the Governing Board and the auditor's good working relationship with the college staff.

The college has already made significant improvements to correct the IT finding and have applied resources with expectations to no longer have a finding in the 2022 audit report.

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, AACCT representative, did not have an update.

1.05.2 Senate

A Senate report was not provided as the institution is in summer session.

1.05.3 Student Government Association (SGA)

A Student Government Association report was not provided; students are on summer recess.

1.05.4 College President

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

Legislative Update:

- A budget framework has been reached between the Governor's Office and House and Senate Leadership. It appears that all anticipated community college funding is in the framework.
- There is an effort to develop a bi-partisan budget given that there are members in the majority in both the house and senate that are not inclined to support the level of spending this budget represents. Included in the spreadsheets:
 - All statutory formula funding
 - **Nursing Investment Pilot Program** (HB 2691) is fully funded for FYs 23, 24, 25, the breakdown is as follows:
 - \$15M General Fund (GF) for colleges and universities to expand nursing programs
 - \$27M ARPA Funds for clinical rotations/preceptors

- \$5M ARPA Funds for behavioral health worker training (Maricopa and NPC)
- The **adult education package** (HB 2122) is funded with ongoing revenues (meaning this funding will be added to the JLBC baseline). The funding grows over the 3-year period based on the capped growth in the Goodwill Excel Center proposal. The breakdown is as follows:
 - FY'23, \$16.6M GF
 - FY'24, \$19.7M GF
 - FY'25, \$22.3M GF
- **One-time Rural Aid**, \$7.0M (Executive Budget Recommendations) \$1.7M for Cochise College
- Restoration of **STEM Funding for Maricopa, Pima and Pinal** (HB 2017) is funded at \$10.8M from **one-time** funds.
- AHCCCS is making available \$70M of ARPA funds to community colleges for Direct Care Programming.

Facilities Update:

- First Responders Academy
 - There is an action item on the agenda to approve a contract with CORE Construction, INC. to serve as Construction Manager at Risk (CMAR) for the First Responders Academy Project. The college will use CORE for all phases of the project. They have significant experience in Public Safety projects, including a similar training center in Gilbert, Arizona. Administration will bring a Guaranteed Maximum Price (GMP) in the coming months for projects under consideration.
 - There is a snag with the Chiricahua Housing Project. Engineering believes there is major shoring up of the foundation that would be required for that facility. Based on those anticipated costs, administration is looking at other options including demolition and new housing.
- Roofing Projects: Aviation Building and DiPeso Library
- Artificial Turf on Bo Hall Field — addresses safety concerns and water conservation

Initiatives:

Over the past month a number of initiatives have been moved forward:

- Strategic Initiative #4—Determine additional programs and pathways to enhance CTE by high school students
 - Early College Partnership with American Leadership Academy-Virtual, Public Announcement and Press Conference on June 6th.
 - Adult Education IET programming. Community and Industry Roundtable on June 9
- Board Initiative
 - Low Water Agriculture and the Water Campus
 - Cactus Carbon Sequestration Grant (Douglas Campus) - \$3.5M
 - Southwest Center for Water, Agriculture and Natural Resources Education - \$5M Educational Center on Sierra Vista Campus
- Additional Allied Health Programming
 - Surgical Technology Program (two county hospital requests)
 - Partnership with Pima on their accreditation while the college works to begin one for Cochise College

General Comments:

- Board's participation over the past month
 - Nurses' Recognition on May 12th
 - President's Reception and Commencement on May 13th
 - GED graduation on May 19th (Mr. Quinn's keynote)
 - Law Enforcement Graduation on May 26th (Mr. Hudgins)
 - Similarly, thanks were given to Mrs. Strain, Mr. Nelson, and Mr. Quinn for participating in the 2022 President's Leadership Academy!
- Athletics:
 - Rodeo – Cochise has four student-athletes, Chenoa VandeStouwe, Maddee Doerr, Catherine Clayton, and Jessi Jane Portenier from the Women's Rodeo Team at the College National Final Rodeo. Through two rounds in the Goat Tying Cochise athletes are in 3rd, 26th, and 29th. In Breakaway Roping we sit 17th and 42nd. As a team, the women are currently 16th.
 - Baseball – Marco Ozuna was named First Team All American. The first Cochise Apache baseball player to ever be named to the first team. He is from Casa Grande, Arizona. He set a school record for saves with 15, which also lead the nation. Marco will be moving on to Southeastern University in Florida. They recently won the NAIA National championship.
 - Trey Meza was named honorable mention All American pitcher. Trey was named First Team All-region and First Team All-ACCAC. Trey led the nation in wins with 14, also a school record as well as finishing 5th in the nation in strikeouts with 133 crushing the school record by 30 strikeouts. Trey, who hails from Green Valley, Arizona will be continuing his career at New Mexico State university.
 - Men's Basketball – Jay Rodgers was names All-American by the NJCAA. This marked the eighth consecutive season that a Cochise Men's Basketball player was named NJCAA All-American.
 - Stephen "Tank" Byard and Oscar Cluff were invited to participate in the JA48, the top freshman showcase to be held in Las Vegas, Nevada. Tank and Tyreese Watson have also been invited to participate in the NJCAA Rising Stars Class of 2023
- Community Engagements
 - Graduation Speaker at the Center for Academic Success (CAS) Graduation, May 31st
 - Participated with Mark Schmidt and Barbara Richardson in the Southeast Arizona Economic Development Group Meeting in Benson, June 1st
 - The college hosted the public announcement for the Early College Initiative on June 6th
 - Spoke at the Adult Ed. Conference on June 9th
 - The college hosted the 48th VP Mike Pence on June 13th

Upcoming Activities:

- Solar/Electric Meeting on June 15th with APS and Mr. Hudgins
- June 16 – participating in the Change of Command for COL. Moreland; and the college will host the Global Economic Outlook Luncheon
- June 17-19 – traveling with the Athletic Director to the CNFR in Casper, Wyoming.
- June 21 – meeting with Karla Avalon, Director from Senator Mark Kelly's Office
- July 12 - the July Board Meeting will be a special telephonic (Zoom)

- June 24 – July 12 – annual leave and attending the Mountain States Association of Community Colleges. Drs. Fick and Davis will serve as Acting President.

1.05.5 Monthly Financial Report – May 2022

The Financial Report for May 2022 was presented and accepted as submitted.

1.05.6 Monthly Academic Progress Report – June 2022

The monthly Academic Progress Report for June 2022 included updates on collegewide grants. The report was presented and accepted as submitted.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Andrea Dorame, Receptionist Welcome Center, Douglas Campus*)
- 2.01.2 * Classified Staff; Appointment (*Ruth Fenchak, Department Assistant – Accessibility Services, Sierra Vista Campus*)
- 2.01.3 * Classified Staff; Appointment (*Benjamin Parsons, Facility Services Technician, Sierra Vista Campus*)
- 2.01.4 * Classified Staff; Appointment (*Linda Sterling, Division Assistant – Aviation Programs, Douglas Campus*)
- 2.01.5 * Classified Staff; Appointment (*Darwin Waldron, Aviation Mechanic, Douglas Campus*)
- 2.01.6 * Adult Education; Appointment (*Dr. Lance Baxter, Adult Education Instructor, District-wide based on the Sierra Vista Campus*)
- 2.01.7 * Adult Education; Appointment (*Amanda Edgington, Adult Education Instructor/IET Coordinator, Sierra Vista Campus*)
- 2.01.8 * Adult Education; Appointment (*Elizabeth Speck, Adult Education Instructor, Sierra Vista Campus*)
- 2.01.9 * Faculty; Appointment (*Eric Bailey, Instructor of Emergency Medical Technology, Douglas Campus*)
- 2.01.10 * Faculty; Appointment (*Nilah Haines, Instructor of Aviation Pathways, Douglas Campus*)
- 2.01.11 * Faculty; Appointment (*Craig Hopper, Instructor of Mathematics, District-wide based on the Sierra Vista Campus*)
- 2.01.12 * Faculty; Appointment (*Angela Moretz, Instructor of Computer Information Systems, District-wide based on the Sierra Vista Campus*)
- 2.01.13 * Executive; Appointment (*Dr. James Perey, Executive Vice President for Academics, District-wide based on the Sierra Vista Campus*)
- 2.01.14 * Professional Staff; Transfer (*Erin Karvaski, Enrollment Management Specialist/Department Assistant, Fort Huachuca Education Center*)
- 2.01.15 * Administrative Support; Transfer (*Stephanie Carr, Academic Advisor Military Programs, Fort Huachuca Education Center*)
- 2.01.16 * Administrative Staff; Transfer (*Nanette Romo, Director of Accessibility Services, District-wide, based on the Sierra Vista Campus*)
- 2.01.17 * Coach; Transfer (*Lynn Smith, Head Coach Rodeo, Douglas Campus*)

- 2.01.18 * Administrative Staff; Resignation (*Martin Crichlow, Director of Residential and Student Life, Douglas Campus*)
- 2.01.19 * Adult Education; Resignation (*Amy Baker, Adult Education Instructor, Sierra Vista Campus*)
- 2.01.20 * Administrative Staff; Retirement (*Marguerite Conners, Student Success Manager, District-wide based on the Douglas Campus*)
- 2.01.21 * 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.
- 2.01.22 * Acceptance of Minutes for May 10, 2022 – Regular Meeting

Mr. Nelson moved, and Mr. Hudgins seconded a motion to approve the Consent Agenda with 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.**

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

Dr. Rottweiler, College President, introduced Dr. James Perey, Executive Vice President for Academics.

2.02 RFQ #22-008 Cochise College CMAR for First Responders

The administration requested the Governing Board approve a motion authorizing the college president or designee to sign the contract with CORE Construction, Inc. to provide Construction Manager at Risk services for the Cochise College First Responders Academy Project.

The Construction Manager at Risk, will subcontract and oversee the construction and the driving range. They also help with the design.

Mr. Quinn moved, and Mr. Nelson seconded a motion authorizing the college president or designee to sign the contract with CORE Construction, Inc. to provide Construction Manager at Risk services for the Cochise College First Responders Academy Project. 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 Baseball Infield Turf Project

The administration requested the Governing Board approve a motion authorizing the college president or designee to sign the proposal and initiate a contract for services, not to exceed \$416,950.09 from FieldTurf.

Dr. Rottweiler noted that the current field is 58 years old and has issues related to age and weather, which has creating holes and damage. The full use of a turf field should last 30 years.

Mr. Hudgins moved, and Mr. Nelson seconded a motion authorizing the college president or designee to sign the proposal and initiate a contract for services, not to exceed \$416,950.09 from FieldTurf. 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.**

2.04 Douglas Campus Aviation Roof Project

The administration requested the Governing Board approve a motion authorizing the college president or designee to sign the quote for an amount not to exceed \$1,412,165 from Garland/DBS, Inc. using the Progressive Roofing system.

Mr. Barrows discussed that the roof is original from 1969, and is beyond coating; it is best to replace it with another metal roof. Funding for the roof will come from the general fund balance.

Responding to Mr. Quinn, Mr. Barrows stated that the structure of the walls on the building are sound and secure following the inspection from Garland.

Mr. Nelson moved, and Mr. Hudgins seconded a motion authorizing the college president or designee to sign the quote for an amount not to exceed \$1,412,165 from Garland/DBS, Inc. using the Progressive Roofing system. 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.**

2.05 Douglas Campus Library Roof Project

The administration requested the Governing Board approve a motion authorizing the college president or designee to sign the quote for an amount not to exceed \$301,715.03 from Garland/DBS, Inc. to install the Flynn system.

Mr. Barrows reported that the library roof is a polyester coating over the original asphalt roof and is beyond repair and needs to be replaced following abatement.

Mr. Quinn moved, and Mr. Nelson seconded a motion authorizing the college president or designee to sign the quote for an amount not to exceed \$301,715.03 from Garland/DBS, Inc. to install the Flynn system. 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.**

2.06 Appointment of Chief Fiscal Officer

The administration requested the Governing Board approve 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.

Mrs. Strain moved, and Mr. Hudgins 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.**

Dr. Fick was recognized and celebrated with gifts of recognition for his upcoming retirement. Dr. Rottweiler commended Dr. Fick and his wife Sue on their service to the college.

Mr. DiPeso thanked Dr. Fick for his service and noted that he, and his sense of humor, will be greatly missed.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- Dr. Rottweiler received an email from Jeff and Shelley Elliott, parents to Maxwell, a student in Mr. Doug Schlarbaum's Residential Construction Trades Program, recognizing Doug for the tremendous impact he has had on their lives, particularly with Maxwell. The email notes that Max says "Doug is the real deal" and that is why Max changed his plans against attending college. Thanks to Doug's positive influence, Max is now a 2022 High Honors Graduate of Cochise Community College.
- Dr. Rottweiler received an email from Clyde Zerba, acknowledging and commending welding instructors, Hope Struse and John Williams for their encouragement and thorough demonstrations in the program. He also noted that he would recommend the courses to anyone interested in welding.

3.03 Student Success Report

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

Wellness Initiatives:

- Part-time mental health counselor offering in-person and zoom services
- META App launch offering counseling services to students 7-days a week and evenings
- Appreciation Kits distribution: 1,000 to employees and students including mental health resources and appreciation items
- Trauma Informed Training for employees
- Week-long student events: Mental Health Week, Finals Stress Relief Week
- CPD Curriculum: Stress and resiliency
- Guest Speaker: Lizzie Velasquez spoke about self-confidence, bullying, overcoming obstacles
- Food Pantry: Services continued and expanded to include meal plan (100 students), partnership with Cruz Farms, high protein food items
- Pocket Resource Basic Needs Guide – Local community resource information
- TRiO: Partnered with AHCCCS to help students sign up for services
- PTK Wellness Poster in all buildings/classrooms – local resources
- Wellness Charter/Committee – wellness initiatives for students and employees

CPD:150/Connections for Success:

- Required for all students taking developmental level courses
- Updated curriculum in 2021 to require engagement
- Three staff members presented new curriculum at two national conferences
- Hiring third full time faculty member
- CPD 150 team will organize upcoming **First Year Experience Conference of the Southwest** in Spring 2023

Upcoming Student Success Initiatives:

- Data Analysis
 - Minority male outcomes – slipping behind
 - DFW Dashboard – academic leaders to analyze trends of students with Ds or Fs
- Developmental Education Committee formation
 - Academic and Student Services Representative

Questions/Comments:

Responding to Mr. Quinn's question regarding initiatives becoming best practices, Mr. Villarreal noted that there is a general consensus that the college should provide mental health. Data will be assessed before future decisions will be made.

Following his attendance at the national conference, Mr. Villarreal expressed the value to having more students take the first-year experience course.

Mr. Nelson asked for copies of the poster and pocket guide. He also asked for materials for Sierra Vista, Benson and Willcox area.

Dr. Rottweiler led a discussion regarding the college's role in offering mental health services to students. He also noted that student wellness is one of the district's strategic initiative.

Responding to Mr. Quinn, Mr. Villarreal discussed the marketing of the wellness initiatives and the varied trainings the college has and is offering. Dr. Horne noted that three trainers were brought into the college to conduct Trauma Informed training for the college employees. Dr. Horne discussed what the training included.

Mr. Villarreal confirmed that the mental health provided services are confidential. Emergency situations are referred to emergency personnel.

Mrs. Strain noted that the AZ Coalition of Military Families has a program called "Be Connected", and they have a conference every June in Phoenix.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Quinn
 - Attended the GED Graduation and after listening to the two student speaks, it shows that there is a huge difference the college makes in students' lives.
- Mrs. Strain
 - The Early College opening announcement was exciting.
- Mr. Nelson
 - Expressed his excitement for the First Responders Academy, noting the college needs to really market the program and show that the Prop 207 funding is going to support the program.
 - Attended the GED graduation; it was wonderful.
 - Congratulations given to Dr. Fick
- Mr. DiPeso
 - Congratulations given to Dr. Fick.

5. EXECUTIVE SESSION – Information Technology Security

5.01 Executive Session – Information Technology Security

ACTION

Mr. Nelson moved, and Mrs. Strain 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. DiPeso recessed the regular meeting at 7:31 p.m., and the board moved into Executive Session at 7:36 p.m.

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

Mr. DiPeso adjourned the Executive Session at 8:17 p.m. and reconvened the regular meeting at 8:18 p.m.

6. ADJOURNMENT

Mr. DiPeso adjourned the meeting at 8:20 p.m.

Respectfully Submitted:



Crystal Wheeler, Executive Assistant, Office of the President



Mr. Dennis Nelson, Secretary of the Governing Board