

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, August 9, 2022
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/93903313520>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. DiPeso 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

1.02 Pledge of Allegiance

Mr. Nelson led the Pledge of Allegiance.

1.03 Adoption of Agenda

The agenda was adopted as published with no modification.

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 on summer recess.

1.05.4 College President

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

Legislative Update:

- Reviewed 2022 End of Session Report
 - Community College FY'23 Funding (HB2862)
 - Budget approved and signed by Governor prior to shut-down
 - \$8,771,400 for Equalization
 - \$4,230,000 for M&O
 - \$895,200 for STEM/Workforce
 - \$5,267,500 for Rural Aid
 - \$6,250,000 Rural (one-time) for indoor shooting range and burn tower
 - Total \$19,164,100
 - Executive \$30M in Federal funding for Arizona Workforce Accelerators at Community Colleges.
 - Cochise College submitted a proposal to Arizona Commerce Authority (ACA)
 - STEM – Pima and Maricopa back in for funding
 - Adult Education Package – Adult education workforce bill. A joint effort by the community colleges, Goodwill, and Graduation Alliance. Each of the three programs will receive roughly \$6M per year over a three-year period.
 - Nursing Workforce Expansion - \$15M general fund appropriation each year for the next three fiscal years (a total of \$45M) for community colleges and universities to expand nursing education programs.
 - Additionally, \$27M in ARPA funds dedicated to expanding student access to clinical opportunities
 - \$5M ARPA funds for behavioral health training pilot programs at Maricopa and Northland Pioneer
 - Temporary relief for Expenditure Limitations – not a concern for Cochise, but it is significant for other institutions
 - CTED Associates Degrees – gives CTEDs the authority to confer associate's degrees in workforce shortage areas
- All in all, it was the finest legislative year in decades! Rural college continue to be recognized for their impact on their counties and communities.
- Legislative Session at the AC4/AACCT Retreat in Flagstaff on August 24-25
 - Mr. Quinn, Ms. Wheeler, and the president will attend
- The FY'24 Budget Submission is due September 1 - Dr. Wendy Davis is the chair of the CBO's group and heading the charge.

Facilities Update:

- First Responders Academy
 - The engineers for the Chiricahua Housing Project believe there is major shoring up that would be required for that facility. Based on the anticipated costs, administration recommends the demolition of that facility. The unexpected change requires a revisit of strategic initiatives, which includes reevaluating the location of the First Responders Academy and also the timing of athletic expansion.
- Roofing Projects: Aviation Building and DiPeso Library (October start)
- Artificial Turf on Bo Hall Field (November/December start)

- Well Project (Winter Break Start)
- Welcome Center on Douglas Campus - awaiting plans and materials

Initiatives:

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

- Strategic Initiative #1 – Equitable Access to Technology
 - \$8.2M grant in partnership with Cox Communications and the City of Douglas to bring fiber to the Douglas Campus.
- Strategic Initiative #4 – Determine additional programs and pathways to enhance CTE by high school students
 - Early College Initiatives: Partnership with American Leadership Academy-Virtual, and Dual Credit offerings at Buena High School taught by Cochise faculty. Offerings include: CNA, four math and English, and one Chemistry (at the college for labs). The college is also offering CNA, home health aide, mental health, Amazon Web Services, Google Networking and Information Systems, HVAC, construction technology, welding, and automotive.
- Strategic Initiative #4 – Determine additional programs and pathways to enhance Workforce Development
 - As part of the FY'23 Budget administration allocated dollars for the creation of a Workforce Accelerator in anticipation of the ACA approval. With the Board's approval on an action item, responsibility will be assigned to Mr. Karl Griffor as the Dean of Workforce Development. Karl will work to provide credit and non-credit workforce development opportunities in short and long-term training scenarios. From boot camp certifications in IT to CDL training to potential SkillBridge programming for transitioning soldiers.
 - The first CDL class has started with lots of interest for the next several classes.
- Strategic Initiative #4 – Determine additional programs and pathways to enhance CTE
 - Adult Education IET programming – the college is positioned well with the new funding.
 - Adult Ed is staffed and ready to roll under the leadership of Peter Hooper.
- Additional Allied Health Programming
 - Behavioral Health Technician Program – the program has been approved by HLC, faculty hired, and students are enrolled
 - Surgical Technology Program – in partnership with Pima Community College. The hope is to begin a satellite program in January.

General Comments:

- Cochise College Rodeo participated in the National Finals Rodeo and for the second year in a row a Cochise College athlete won the National championship in Goat Tying. Madee Doer was crowned champion to follow Jill Donnelly
- Community Engagements
 - Met with Ms. Karla Avalon from Senator Kelly's Office on June 21
 - Participated in the Mountain States Association of Community Colleges, July 7-9, and was re-elected as President
 - The college, once again, hosted Good Morning Sierra Vista on July 12, the speaker was from the US Chamber of Commerce
 - Met with Douglas City Leadership on July 25

- Met with Sierra Vista City Manager on August 2
- Participated in the second Annual Buffalo Soldier Day on Fort Huachuca and met with General Hale as part of his Community Council
- Held a remembrance/dedication in the Brenda Axline room on August 1, (35 years); a former student killed by a drunk driver; a number of scholarship opportunities
- Participated in the Men in Suits at Buena High School on August 3 – trying to inspire men
- City of Sierra Vista Spotlight Breakfast held on Campus August 9

Upcoming Activities:

- August 11 – articulation signing with University of Arizona Global Campus
- August 11 – First Things First - Early Childhood Town Hall on Sierra Vista Campus
- August 15 – Convocation on the Douglas Campus – breakfast begins at 7:30 a.m. Board members invited to participate
- August 17 – visit from the Vice Provost at UA
- September Board Meeting will be on September 13

Questions/Comments:

Responding to Mr. Quinn, Dr. Rottweiler noted that Abe Villarreal, Douglas Campus Dean, will attend the meeting regarding the Douglas Port of Entry project.

1.05.5 Monthly Financial Report – June 2022

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

1.05.6 Monthly Financial Report – July 2022

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

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Luis Amaya, Facility Services Technician, Douglas Campus*)
- 2.01.2 * Classified Staff; Appointment (*Haley Anderson, Registration Technician Military Programs, Fort Huachuca Education Center*)
- 2.01.3 * Administrative Support; Appointment (*Jodi Brock-Olivares, Center Coordinator Willcox, Willcox Center*)
- 2.01.4 * Administrative Support; Appointment (*Amy Pressler, Career Services Coordinator, District-wide based on the Sierra Vista Campus*)
- 2.01.5 * Administrative Staff; Appointment (*Rhonda Buesgens, Internal Auditor, Sierra Vista Campus*)
- 2.01.6 * Administrative Staff; Appointment (*Manda Burkhart, Director of Housing and Residential Life, Douglas Campus*)
- 2.01.7 * Administrative Staff; Appointment (*Dr. Vivian Miranda, Director of Counseling and Advising, District-wide based on the Sierra Vista Campus*)
- 2.01.8 * Administrative Staff; Appointment (*Mandy Nowlin, Technology Project Manager, District-wide based on the Sierra Vista Campus*)

- 2.01.9 * Administrative Staff; Appointment (*Dr. Kristy Ritter, Dean of Business and Technology, District-wide based on the Sierra Vista Campus*)
- 2.01.10 * Coach; Appointment (*Santos Rangel, Temporary Assistant Coach Women's Soccer, Douglas Campus*)
- 2.01.11 * Faculty; Appointment (*Callie Hutchison, Instructor of Music, District-wide based on the Sierra Vista Campus*)
- 2.01.12 * Faculty; Appointment (*Jan Jones, Instructor of Behavioral Health, District-wide based at the Downtown Center*)
- 2.01.13 * Faculty; Appointment (*Reveca Owens, Instructor of Student Success, District-wide based on the Douglas Campus*)
- 2.01.14 * Faculty; Appointment (*Dru Simmons, Instructor of Nursing, District-wide based at the Downtown Center*)
- 2.01.15 * Administrative Staff; Restructure (*Karl Griffor, Dean of Workforce Development, District-wide, based on the Sierra Vista Campus*)
- 2.01.16 * Classified Staff; Demotion (*Yvette House, Registration Technician (Temporary full-time for FY23), Sierra Vista Campus*)
- 2.01.17 * Classified Staff; Resignation (*Joseph Sproule, Grounds Technician III, Douglas Campus*)
- 2.01.18 * Tristan Schuman; Resignation (*Tristan Schurman, User Support Services, Sierra Vista Campus*)
- 2.01.19 * Administrative Staff; Resignation (*Guy Meyer, Director of Athletics, Douglas Campus*)
- 2.01.20 * Faculty; Resignation (*Arleene Djordjevic, Instructor of Nursing, Downtown Center*)
- 2.01.21 * Acceptance of Minutes for June 14, 2022 – Public Hearing
- 2.01.22 * Acceptance of Minutes for June 14, 2022 – Special Budget Meeting
- 2.01.23 * Acceptance of Minutes for June 14, 2022 – Regular Meeting
- 2.01.24 * Acceptance of Minutes for July 6, 2022 – Virtual Work Session
- 2.01.25 * Acceptance of Minutes for July 12, 2022 – Special Meeting
- 2.01.26 * Acceptance of Minutes for July 26, 2022 – Virtual Special Meeting

Mr. Quinn moved, and Mr. Nelson 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 *****

Mr. Wick Lewis, Executive Director of Human Resources, introduced Dr. Kristy Ritter, Dean of Business and Technology; Elizabeth Speck, Adult Education Instructor; Dr. Lance Baxter, Adult Education Instructor; Jan Jones, Instructor of Behavioral Health; Danny Trotter, Instructor of Skilled Trades; and Jodi Brock-Olivares, Willcox Center Coordinator.

2.02 2022-2023 Course Fee Change

The administration requested the Governing Board approve a motion authorizing the deletion of a \$2,500 course fee in the Introduction to Law Enforcement Technology (LEO 200) course.

Mr. Nelson moved, and Mrs. Strain seconded a motion approving the deletion of a \$2,500 course fee in the Introduction to Law Enforcement Technology (LEO 200) course. Mr. Nelson inquired about who was paying; Dr. Rottweiler confirmed that Arizona POST will continue to cover the \$2,500 fee per cadet upon completion of the 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 Douglas Campus Chiricahua Hall Demolition

The administration requested the Governing Board approve a motion authorizing the College President or designee to sign the quote to Comprehensive Risk Services, LLC (CRS) in the amount of \$373,752.

Dr. Wendy Davis, Vice President for Administration, explained that weight of the second story is the issue with the soil conditions. The single level of the facility would not be demolished. She also responded to Mr. Quinn noting that the timeline is approximately four to five weeks and the students living in the dorms will be protected during the demolition process.

Mr. Quinn moved, and Mr. Nelson seconded a motion authorizing the College President or designee to sign the quote to Comprehensive Risk Services, LLC (CRS) in the amount of \$373,752. 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

- Dr. Rottweiler received an email from Lynn Tincher-Ladner, President and CEO for PTK, informing him that Cochise College student, Kaelyn Edwards, 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.
- Dr. Rottweiler received an email from Lynn Tincher-Ladner, President and CEO for PTK, informing him that Cochise College student, Casey Ratliff, has been selected as one of only 15 students to receive the Phi Theta Kappa's Spring 2022 Hurst Review NCLEX Scholarship. Casey will receive study materials – a \$300 value, and a \$250 scholarship to pay for the NCLEX exam fees.
- Three Cochise College faculty members, Ella Melito, English Instructor; Cathy Matthesen, Reading Instructor, and Denisse Cañez, along with an instructor from the University of Arizona, recently had a chapter about English and Reading Directed Self Placement (DSP) published in the book, Writing Placement in Two-Year Colleges: The Pursuit of Equity in Postsecondary Education.
- The college Foundation Office received a letter from Susan Husband, a former student of Cochise College (1968-70), expressing how proud she is of the college and the efforts through the years to keep higher education affordable and meaningful. Ms. Husband also expressed how much the college has contributed to the county, state and beyond.

3.02 Outreach Report

Ms. Barbara Richardson, Dean of Outreach, provided a Dual Enrollment update; highlights include:

Dual Enrollment:

- Dual Credit – a high school teacher credentialed to teach college curriculum at the high school

- Reduction of tuition to \$20 per credit
- Douglas High School – College-level credentialed instructors
 - 60 enrollments in General Education
 - New offerings Fall 2022 – Math and English at the high school with college-level instructors
- Reverse Credit
 - College provided instructor – taught during school hours
 - Online – with a set online instructor
 - Face-to-face
 - Buena High School is covering the \$20 per credit fee for students taking dual enrollment classes taught by college instructors
 - Four English and Four Math classes
- Concurrent Enrollment – completed during the day
 - CTED – Cochise Technology District
 - CNA, Home Health Aide, and Cloud-based

Number of Classes Offered:

- 2021/22
 - Dual Credit – 59 with 571 enrollments
 - Reverse Credit – 37 with 264 enrollments
 - Concurrent – 3 with 17 enrollments
- 2022/23
 - Dual Credit – 58 with 600 enrollments
 - Reverse Credit – 49 with 440 enrollments
 - Concurrent – 4 with 20 enrollments

Opportunities and Challenges:

- Goals
 - Increased Accessibility
 - Lower Dual credit tuition
 - Multiple measures (Directed Self Placement)
 - Sustainability – credentialed instructors
 - On college campus instruction
 - Online options
 - Increased Capture Rate after graduation
 - Connecting with students earlier
 - Career exploration opportunities
 - Promoting affordability

Questions/Comments:

Responding to Mr. Nelson, Dean Richardson noted that most dual enrollment is transferable to other institutions.

Dean Richardson stated that both the college advising and the high school advisors will assist students with taking the appropriate dual enrollment classes.

Mr. Cullen Scarborough, Assistant Dean of Military Programs, provided a military program update; highlights include:

Fort Huachuca Education Center:

- Staff
 - Joel Evens, Mandy Clay, Stephanie Carr, and Erin Karvaski

Current Status:

- MOS Programs
 - 37 current programs
 - 25 courses visited twice per year
 - Talk to every ten-level soldier (in-person, online, emails, and phone)
 - Communication with 45 people per day (email, walk-ins, and appointments)
 - Active/Reserve/National Guard
 - Training Locations
 - Fort Huachuca, AZ
 - Goodfellow AFB, TX
 - Camp Clay, GA
 - Camp Williams, UT
 - Added to new programs in July 2022 (35N course out of Goodfellow AFB and 15M Gray Eagle technicians on Fort Huachuca)
- MOS Enrollments (students can register in one FY and complete course in the next FY)
 - FY 22
 - Registered 4377
 - Completed 4684
 - FY 21
 - Registered 4694
 - Completed 4065
 - FY 20
 - Registered 3978
 - Completed 3624
- Advising Support
 - Not solely focused on MOS programs
 - Average of over 45 customers per day
 - On-site services
 - Military
 - Family members
 - Retirees
 - Civilians
 - Students
 - Classrooms

Cochise College located on Fort Huachuca offers full services for soldier students; advise, register, tuition assistance, and personally go visit the soldiers to encourage them to obtain college credit while they are getting their military training. The college credentials instructors working at Fort Huachuca.

Initiatives:

- Program Reviews
 - Cochise College MOS credentialing tied to Army course Validation/Approval
 - Direct Coordination with ICoE, Directorate of Training, 111th MI BDE, and Battalion Leadership
- Program Additions following an assessment
 - Warrant Officer Basic Course (FY23)
 - Eight courses
 - 350 students per FY
 - 35S/35T ALC (FY23)
 - Assessment of Needs
 - Basic Officer Leader Courses

- Warrant Officer Advanced Course
- CI Officers Course
- Outreach
 - MOS Navigator Program
 - Reach out 18 months after graduation of MOS program
 - IMSO Guest Speaker Program
 - Education Fairs
 - Part of Fort Huachuca Community
 - One Team/One College

Questions/Comments:

Mr. Quinn led a discussion regarding tracking soldiers from AIT through their training and until completing their associate's degree.

Mr. Quinn also led a discussion regarding the status and development of the college offering baccalaureate degrees. The development is in the #2 STAGE Gate process. Once finalized and board approved, the request will be forwarded to the Higher Learning Commission (HLC) for review, site visit, accreditation, and then on to the Department of Education for approval. More information will be shared with the board in a future meeting.

Mr. Hudgins thanked Mr. Cullen for all he does to support soldiers.

3.03 Policy 206 – Board Planning and Agenda

Policy 206 – Board Planning and Agenda, was presented as a first read. The policy has been revised to include “College Guiding Statements, which includes the college’s Why, Vision, Mission, and How statements”. With no additional changes from the Board, the policy will be brought before the board during their September meeting for second read and approval.

3.04 Policy 207 – Board Policy Creation and Review

Policy 207 – Board Policy Creation and Review, is presented as a review and first read. No changes were noted requested by the board.

3.05 Policy 208 – Institutional Governance

Policy 208 – Institutional Governance, is presented as a review and first read. No changes were noted requested by the board.

3.06 Policy 301 – Delegation to the President

Policy 301 – Delegation to the President, is presented as a review and first read. Per Board member Quinn’s request, the policy was brought before the board for review and discussion. Mr. Hudgins suggested with Mr. Quinn’s agreeance, a recommendation to increase the current \$250,000 threshold to \$500,000. After further discussion, Mr. Quinn will meet with Dr. Wendy Davis to review the policy language for recommended revisions. The revised policy will be brought back before the Governing Board for another first review for other members to review prior to second read and approval.

Mr. Nelson requested that Intergovernmental Agreements (IGA) approvals remain unchanged and be left for Governing Board approval.

3.07 Policy 303 – President Succession

Policy 303 – President Succession, was presented as a review and first read. Policy changes include updating titles to reflect the Executive Vice President for Academics, the Vice President for Administration, and adding Vice President for Student Services to the succession order. No additional changes were requested by the board. The revised policy will be presented during the September Governing Board meeting for second read and approval.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mrs. Strain
 - The college hosted City of Sierra Vista Spotlight Breakfast was amazing and did a great job hosting the event.
- Mr. Quinn
 - Welcomed Dr. Ritter, Dr. Miranda, and Adult Education instructor Jan Jones.
 - Congratulated the Nursing Department on their recent ranking
 - Expressed interest in hearing a follow up report regarding the Directed Self Placement (DSP) assessment and the published article during a future meeting.

5. ADJOURNMENT

Mr. DiPeso adjourned the meeting at 7:41 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board