

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, February 20, 2024
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/97352146191>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Quinn 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. Hudgins led the Pledge of Allegiance.

1.03 Adoption of Agenda

The agenda was adopted as published.

1.04 Citizen's In-person Interim

There were no requests to address the Board.

1.05 Standing Reports

1.05.1 Representative to the Arizona Association of Community College Trustees

Mrs. Jane Strain, Arizona Association of Community College Trustees (AACCT) representative, reported she attended the first 2024 meeting via zoom on January 25. Eight of the ten trustees participated. Elections were conducted and the current leadership Deb McCasland, Yavapai, the President, Marie Sullivan, Maricopa, the Vice-President, and Maria Chavoya, Western, the Treasurer, were all unanimously re-elected. A discussion concerning a limitation policy followed with a motion to adopt passing with two no votes one of whom was Mrs. Strain.

1.05.2 Senate

A written Senate report was submitted and accepted as published.

1.05.3 Student Government Association

The Student Government Association (SGA) provided a presentation to the Governing Board; highlights include:

SGA Vice President, Christian Lewis, began the presentation by introducing two new officers, Leyla Avant, Coordinator of Outreach on the Sierra Vista Campus, and Cynthia Ruvalcaba, Coordinator of Records.

Spring 2024 Events:

- Back-to-school events – Breakfast served by senior administration
- Club Fairs held on each campus
- Upcoming events
 - Black History Celebrations
 - Douglas Campus - February 26, partnering with the University of Arizona, exhibit highlighting black author's poetry.
 - Sierra Vista Campus - February 29, 6-8 pm, partnering with NAACP, SWABS, SSVEC, and the Dream Center, highlighting heroes of the past, focusing on the history of Black Cowboys and Buffalo Soldiers.
- Club activities
 - Paint and Play hosted by Tabletop Games Club
 - PTK – Valentine's Day bake sale; proceeds help fund their April trip to Catalyst Convention.
 - Art Club – hosting art-making sessions on the Douglas Campus twice a month from February through April
- Partner's Update
 - Cochise Cupboard – 700 food items collected through the ThanksMas food drive.
 - Salvation Army – 480 angels were sponsored this year with 35 of the angels being hosted by Cochise College students, staff, and faculty. Additionally, twenty college volunteers rang the Salvation Army bell during the holiday season.
 - American Red Cross – hosted two blood drives in December 2023 and will host two more in the spring 2024 semester (February and April).
 - Civic Engagement Committee – hosting Conversations in Civility Book discussions on the "What the Fact?" book by Yasmin Seema.
- Initiatives
 - Redesign the student club website
 - Graphic Guides on "How to get a Club started" and "How to plan an event"
 - Pop-up events and activities
 - Noticeable and positive presence on the campuses

Questions/Comments:

Mr. Hudgins and Mr. Nelson thanked the students for presenting. Mr. Quinn inquired about who will be presenting at the Black History event. SGA advisor, Andy Espinosa, responded stating SWABS will be presenting, along with a keynote speaker from the Dream Center and a proclamation by Mayor McCaa.

1.05.4 College President

Dr. Rottweiler began his report by acknowledging the SGA students' work and noted that students are more likely to succeed and graduate when they are involved in clubs or extracurriculars. Unfortunately, because of COVID-19, student engagement has tremendously decreased. As a result there has been a big emphasis on re-engaging the student body. Dr. Rottweiler then provided updates to the Governing Board; highlights included:

Legislative Update:

- This is the last week of Bills in the House of Origin. The institution feels good about where these bills are heading.
- Governor Hobbs released her FY25 Budget. It follows the Statutory formulas and is about where the administration anticipated it would be. The most significant loss is \$2.7M in Rural Aid.
- Day at the Capitol was held on January 30 – Dr. Rottweiler shared a video from the day's events, which showcased Workforce Development (HVAC trainer, automotive VR, virtual cadaver, flight simulator, VR shooting simulator, and a model home from construction trades).
- The college president, along with four board members, attended the Association of Community College Trustee (ACCT) Legislative Summit February 3 – 7. A video of the college team having a once in a life time opportunity to lay a wreath at the Tomb of the Unknown Soldier in honor of Cochise College during their visit was shared.

Facilities Update:

- Dr. Davis, Vice President for Administration, provided a facility report later in the meeting.

Initiatives:

- First Responders Academy
 - The president hosted COOLFM for a Live Feed video interview touring the Law Enforcement Building, Firearms Training Complex, Bugen Hall, and the driving track. Also discussed the ambulance simulator and the future AirMed and high-speed pursuit simulators showcasing later in the semester.
- Fiber on the Douglas Campus – David Luna, Chief Information Officer, provided an update on fiber installation to the board stating final contracts for the grant dollars to expand the fiber infrastructure within the City of Douglas have been executed. Cox has submitted their permits and expect to receive those by the end of February. Construction should take place soon after the permits are granted. Estimated completion time is about 18 months. Dr. Rottweiler will speak with Allo Fiber to discuss the option of them working with APS for a quicker process.
- Bachelor's Degrees
 - H.L.C. site Visit (January 22-23) - Reports provided to the board for their review.
 - Change requesting the Bachelor of Science in Nursing request has been recommended for approval by the visiting accreditation team.

- The Change Request for Bachelor of Applied Science in Leadership, Management, and Operations request has been recommended for approval by the visiting accreditation team.
- Intended start date of August 2024 if approved by HLC Accrediting body.
- The Department of Education sent the college a letter regarding the FASFA process, which is delayed. Highlights include;
 - There will be a significant reduction in the verification requirements. This means institutions will be asked to verify substantially fewer applicants
 - A suspension will be placed on all new program reviews through June 2024, except for those related to suspected fraud.
 - Additionally, institutions are currently required to recertify eligibility for the department's Federal Student Aid programs no later than 90 days before their program participation agreement expires. They will waive that 90-day requirement for schools whose Program Participation Agreement (PPA) expires in March, June, or September 2024. Cochise College's PPA would have expired in March; however, the college was ahead and got the PPA approved in November. Therefore, if approved by HLC for baccalaureate degrees it will simply be paperwork to file.
 - Discussions have begun on how to offer baccalaureate degrees even if the process gets held up, which can be done, however, the program would not be eligible for federal financial aid until it goes through the certification process.

General Comments:

Events in the Community

- Jan. 17 – Voting Equipment demo in partnership with the Cochise County one at 10 a.m. and one at 6 p.m.
- Jan. 19 – Keynote speaker for Southeast Arizona Hispanic Chamber of Commerce (SEAZHCC)
- Jan. 22 – HLC Visit (Bachelor's Program)
- Jan. 23 – University South Foundation Meeting
- Jan. 25 – Southeast Arizona Economic Development Group @ Benson Center
- Jan. 29 – AC4 Meeting
- Jan. 30 – Community College Day at the Capitol
 - Met with Senator Gowan and Governor Hobbs
- Jan. 31 – Arizona Regional Economic Development Foundation Meeting (Mr. Quinn and Mr. Nelson attended)
- Feb. 1 – 2 – Cochise Combined Trust Annual Renewal Meeting
- Feb. 3 – 7 – ACCT Legislative Summit (Mr. Quinn, Mrs. Strain, Mr. DiPeso, and Mr. Hudgins attended)
- Feb. 8 – Western Caucus and Congressional Field Hearing – Committee on Natural Resources (Mr. Hudgins and Mrs. Strain attended)
- Feb. 13 – Governor's Meeting at Klein Center
- Feb. 14 – University South Foundation Board Meeting

Upcoming Events:

- Feb. 21 – ALLO Fiber Ground Breaking
- Feb. 22 – AC4 meeting
- Feb. 27-29 – ACEN & AZ Board of Nursing Accreditation site visit
- Feb. 28 – All Arizona Academic Awards in Phoenix.
- Mar. 1 – Computer Challenge

- Mar. 12 – Good Morning Sierra Vista & Huachuca Area Republican Women
- Mar. 12 – Next Board Meeting @ 6 PM in Sierra Vista

Questions or Comments:

Mr. Nelson inquired about bill that would exempt legislatures from the open meeting laws. Dr. Rottweiler responded that it was one of the bills that was in there along with other unique bills. He also noted that college attorney, Christine Roberts, will present on open meeting laws in March.

Mrs. Strain questioned if the Bill wanting to turn school district boards and community college boards into partisan elections has traction. Dr. Rottweiler replied stating yes, but may not make it through the Governor's Office.

Mr. Quinn asked about the delay with students applying for financial aid. Dr. Rottweiler explained the process for students submitting FASFA information, and the college packaging what the student's financial aid will be. The delays in the process are a pressing issue for most universities; however, the problem Cochise College faces is the delay in a student choosing to enroll. Mr. Quinn asked if there were any other anticipated hurdles with as far as being able to offer the four-year degrees. Dr. Rottweiler replied no.

1.05.5 Monthly Financial Report – January 2024

The Financial Report for January 2024 was presented and accepted as submitted.

1.05.6 Monthly Academic Progress Report

The Governing Board reviewed the written academic progress report regarding award completions.

Mr. Quinn noted that award completions are very good, and he appreciates the report. Mr. Quinn also asked if the 29 students for behavioral health sciences is a low number and who the target audience is. Beth Hill, Dean of Nursing and Allied Health responded stating it is higher than anticipated. The college did target some first responders but has noticed a trend in students enrolling who are going to work in the field with the new residential facility. Dean Hill also noted that six of the twenty-nine students are now enrolled in an Associate of Psychology at the college and two have begun to pursue their baccalaureate degrees. Additionally, the college is still working closely with the Cochise County Sheriff's Office, which have hired four behavioral health sciences' students. Lastly, she noted the program is still free for one more year.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Professional Staff; Appointment (Jose Ceja, Mechanic/Shop Specialist, Douglas Campus)
- 2.01.2 * Faculty; Appointment (Christopher Dye, Instructor of Aviation Pathways, Douglas Campus)
- 2.01.3 * Administrative Staff; Separation Amanda "Manda" Burkhart, Director of Housing & Residence Life, Douglas Campus)

- 2.01.4 * Faculty; Retirement (Dr. Eric Lodge, Instructor of Chemistry, Douglas Campus)
- 2.01.5 * Acceptance of Minutes for January 16, 2024 – Regular Meeting
- 2.01.6 * Acceptance of Minutes for January 24, 2024 – Work Session

Mr. Hudgins moved, and Mrs. Strain 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, Jane Strain, and Tim Quinn all voting aye. **MOTION CARRIED.**

2.02 2024-2025 Student Tuition

The administration requested the Governing Board adopt a motion approving the tuition fee schedule for FY2025, with option 1 a \$2.00 per credit increase.

- Option 1 – a \$2.00 per credit increase from \$93 to \$95 per credit hour.
- Option 2 – a \$1.00 per credit increase from \$93 to \$94 per credit hour.
- Option 3 – no change to the \$93 per credit hour tuition rate.

Mr. DiPeso moved, and Mr. Hudgins seconded a motion approving Option 1 a \$2.00 per credit hour increase in tuition. 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.**

2.03 2024-2025 Miscellaneous Fee Schedule and Douglas Campus Housing and Meal Plan Rates

The administration requested the Governing Board adopt a motion approving the Miscellaneous fee schedule for FY2025, as presented.

Mrs. Strain moved, and Mr. Nelson seconded a motion approving the 2024-2025 Miscellaneous fee schedule and the Douglas Campus housing and meal plan rates as presented. 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.**

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- The college received no new communications for the February meeting.

3.02 Risk Management and Insurance Report

Dr. Wendy Davis, Vice President for Administration, presented a report on the college's comprehensive insurance and risk management; highlights include:

Dr. Davis informed the board that the Director of Risk Management, Ben Wilson, oversees, accidents, hazardous waste, safety data sheets, etc. He also conducts investigations when a worker's compensation claim has been filed, and provides training to faculty and staff.

When it comes to insurance and procurement, the college has a general liability policy with the Arizona School Risk Retention Trust, which provides coverage for cyber, property, automobile,

administrative practices or professional services. There is additional coverage for the airport and aviation program as well as a catastrophic athletic policy.

Dr. Rottweiler noted this report directly relates to Policy 406, which states asset protections are to be reported to the board.

3.03 Facilities Management Report

Dr. Wendy Davis, Vice President for Administration, shared a written overview of facilities management in the board packet, along with photographs of completed and ongoing campus projects including the following:

- Firearms Training Complex
- Student Housing in Sierra Vista
- Roof Replacements
- HVAC Replacements
- AirMed and Police Simulators

Questions or Comments:

Dr. Rottweiler noted a meeting was held with the City of Douglas regarding a future connection to the well system. They seem very interested in the initiative. If the initiative comes to fruition, Cochise College would be able to buy water management services from the city, which would benefit the institution greatly.

3.04 Fiscal Year 2022-2023 Audit Update Report

Dr. Wendy Davis, Vice President for Administration, introduced Belen Lopez-Hart, the new Director of Finance and Procurement Services, and shared an update on the status of the FY23 Audit; highlights include:

Dr. Davis informed the board that she has met with the auditor and has been informed that the college has met all the obligations for getting all the materials submitted in a timely manner.

3.05 Investment Report

Dr. Wendy Davis, Vice President for Administration, presented the Cochise College annual investment report. Per Policy 408 – District Investments, a summary report shall be made to the board at least annually by the Vice President for Administration on behalf of the Investment Committee; highlights include:

Dr. Davis stated 48% of the investments will mature in the next 12 months, which was expected with the construction happening on campus. Majority of those funds will be withdrawn over the course of time for the Firearms Training Complex and Bugen Hall; however, the college will sustain some reinvestment as a way to not lose all investments for the next 2-3 years.

When it comes to investment balances, \$15-\$16M is an ideal place to be. As of December 31, the college's investments have shown fluctuations since 2018, when the Automotive Technology Building was built investments were down, but over the past three years the institution has been building its resources in anticipation of the current projects.

The investment committee updates for the last quarter of 2023 include:

- A net interest of \$235K

- Portfolio is producing an average of just over 5% interest
- In the next 2-3 weeks, about \$3-\$4M will be maturing. These funds will not be used right away and will continue growing interest until it is time to be used.

Dr. Davis also noted the college is compliant with investment policies relating to general objectives, suitable and legally authorized investments, diversification, credit quality, monthly and quarterly reporting, and maximum maturities.

Questions or Comments:

Mr. DiPeso asked about the college falling below Arizona Fund in the 3-month T-Bill. Dr. Davis responded stating it just depends on the timing of maturing investments. Some of those investments have been maturing at a lower rate, but most will mature over the next year.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Hudgins
 - Expressed how humbled and honored he was to represent the college with laying a wreath at the Tomb of the Unknown Soldier.
- Mr. DiPeso
 - Stated that it was a life-changing experience to be included in the wreath laying event, and he thanked Mr. Quinn for organizing the experience.
- Mr. Quinn
 - Thanked everyone for changing the lives of the students
 - Experienced an interesting meeting with Representative Juan Ciscomani where Dr. Rottweiler's conversation was succinct and point driven, noting that the representative is looking for ways to help the college.

5. EXECUTIVE SESSION

5.01 Executive Session – President's Annual Evaluation and Contract

Mr. Hudgins moved, and Mrs. Strain seconded a motion to move into Executive Session for discussion of the president's annual evaluation and contract. There was no further discussion by the board. The board approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Mr. Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

Mr. Quinn recessed the regular meeting at 7:19 p.m., and the board moved into Executive Session at 7:26 p.m.

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

Mr. Quinn adjourned the Executive Session at 8:15 p.m. and reconvened the regular meeting at 8:22 p.m.

5.02 Contract for the College President

Mr. DiPeso moved, and Mr. Nelson seconded a motion to extend President Rottweiler's contract for fiscal year 2024-2025 by one additional year, or until June 30, 2029, provide an increase in

base salary that is consistent with other college employees, and increase the presidential annual leave days by one additional day. All other terms and conditions of the contract shall remain the same as the current contract. There was no further discussion, and the Governing Board approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Mr. Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

5. ADJOURNMENT

Mr. Quinn adjourned the meeting at 8:24 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board