

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, January 16, 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/92352838748>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mrs. Strain 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 Governing Board Organization/Orientation for 2024

1.04.1 Election of Board Chair

Mrs. Strain opened the floor for nominations for the Governing Board Chair. Mr. DiPeso nominated and Mr. Hudgins seconded a motion to elect Mr. Quinn as Board Chair for 2024. No other nominations were made, and there was no further discussion. The Board approved, with members David DiPeso, Don Hudgins, Dennis Nelson, and Jane Strain all voting aye. **MOTION CARRIED.**

1.04.2 Election of Board Secretary

Mrs. Strain opened the floor for nominations for Governing Board Secretary. Mrs. Strain nominated, and Mrs. Quinn seconded a motion to elect Mr. Dennis Nelson as Board Secretary for 2024. No other nominations were made, and there was no further discussion. The Board approved, with members David DiPeso, Don Hudgins, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

1.04.3 Appointment of Governing Board Representatives and Alternate Representatives to Board Committees and Associations.

Mrs. Strain appointed herself as the representative to the Arizona Association of Community College Trustees and appointed Mr. Quinn as the alternate representative.

Mrs. Strain also reappointed Mr. DiPeso and appointed Mr. Hudgins as representatives on the Investment Committee.

Dr. Rottweiler will notify AACCT of the change in representation from Mr. Quinn to Mrs. Strain.

1.05 Citizen's In-person Interim

There were no requests to address the Board.

1.06 Standing Reports

1.06.1 representative to the Arizona Association of Community College Trustees (AACCT)

No Arizona Association of Community College Trustees report was given, as there were no updates since the last meeting.

1.06.2 Senate

A Senate report is not provided; the last meeting report was given in December.

1.06.3 Student Government Association

No Student Government Association report was provided as students were on winter break.

1.06.4 College President

Dr. Rottweiler began his report by thanking Mrs. Strain for her leadership as the Board Chair and welcomed Mr. Quinn to his new role as the Chair. He then provided updates to the Governing Board; highlights included:

Legislative Update:

- Governor Hobbs released her FY25 Budget. A copy was provided to the Board. Community College line items are highlighted in yellow. 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.
- The Joint Legislative Budget Committee (JLBC) issued its baseline book on Friday and compared it to the released Executive Budget today. The budget is projected to have a shortfall of 835 million this fiscal year and another 879 million in fiscal year 2025, making a combined shortfall of 1.7 billion.
- In the Governor's budget, she recommended ongoing funding for the Nursing Expansion Bill (\$15M across the community colleges) and cutting the \$15M for the Dual Credit Student Tuition. However, when the JLBC baseline was released,

it cut the Nursing Expansion Bill as well as the Dual Credit Bill. Additionally, JLBC removed money in Adult Ed for integrated education and training (IETS).

- Board Budget Retreat will be held on January 24 from 1:00 p.m. – 4:30 p.m. Topics will include:
 - Revenue and Expenditures
 - Board priorities
- The following AC4 Priority Bills directly relate to Community Colleges:
 - HB2039 – Provisional Community Colleges, Accreditation, and Oversight
 - HB2089 – Highlights Community College Expenditure Limitation
 - HB2371 – Focuses on Adult Education and Workforce Development Program
 - HB2501 – Outlines Community college districts and county removal

Facilities Update:

District:

- Building Automation System Software Upgrade
 - Compass 2.0 software (Energy Management Control System) - installation completed

Douglas Campus:

- Fire Alarm Panel Replacement/Repair
 - The science fire alarm panel was repaired, and the Fire Watch secured
 - Eleven obsolete 7100 fire panels need replacement; allows campus fire monitoring to shift to the Welcome Center
 - Waiting on quote to replace 11 remaining outdated panels; expect a 5-8 week lead time for delivery and installation
- HVAC Unit Replacement (Science Bldg. 2100)
 - Installed and operational
- Central Plant Building Automation System Hardware Upgrade
- Main Entrance Stormwater Culvert & Drain Grates
 - Installed

Sierra Vista Campus:

- Firearms Training Complex
 - Concrete pad placement completed
 - Block wall build in-progress
 - Framers are scheduled to start at the end of this week
- Student Housing
 - Rebar and under-slab plumbing completed
 - Slab pour in-progress
 - Framers are expected to begin on February 25
- HVAC Unit Replacements (Law Enforcement Bldg. 600)
 - Rooftop HVAC unit replacements completed and fully operational
- Building 2600
 - Roof Replacement is tentatively scheduled for late January/early February
 - Steel picket fencing installation is tentatively scheduled for mid-March

- Fiber conduit run partially installed from Bldg. 2600 towards the Student Housing construction site; the remainder is to be combined with the Housing sewer line/fiber installation
- Front landscaping improvements in-progress

Downtown Center:

- Nursing Flight/Police Cruiser Simulator
 - Lecture Hall (A102) Computer Cabling/Server Room
 - Computer classroom relocation from B102/B103 to A102 to follow
- Simulator Room (B102/B103) Build-Out
 - Demolition and build-back are scheduled for February 5 - March 1
 - Network System installation to follow
 - Simulator ship & delivery date to be provided by the vendor
- Nursing Medical Technician/Simulation Room Build-Out (F104)
 - Plumbing and Electrical rough-in completed
 - Walls completed; Painting schedule this week
 - Ceiling, Flooring & HVAC expected to be complete by mid-February

Dr. Rottweiler noted he is proud of maintenance and facilities on the deferred maintenance initiatives.

Initiatives:

- First Responders Academy
 - SEALETA Class 24-1
 - The first class has begun in the new Law Enforcement Building
- Bachelor's Degrees
 - H.L.C. site Visit (January 22-23)
 - Dr. Cynthia Krueger (Northwest State Community College, retired) Nurse
 - Dr. Kristi Archuleta (University of Central Oklahoma)
- Fiber on the Douglas Campus – Cox is working with Arizona Public Service Company for a temporary solution to get the fiber installed. Cox has also submitted their design work and permits to ADOT. Dr. Rottweiler noted that Mr. David Luna, the chief information officer, will continue to work with Cox on this issue.

General Comments:

- December 23 – January 5 – Winter Break (College Closed)
- January 11 – Meeting with U.A. President Robbins; had a great conversation.
- January 12 – DECA Regional competition (200 Students on campus); outstanding leadership through community engagement and Small Business Development Center

Upcoming Events:

- January 16 - Welcome Back Breakfast in Sierra Vista
- January 17 – Voting Equipment demo in collaboration with the county
- January 18 – Welcome Back Breakfast in Douglas 8:30 – 10
- January 19 – Keynote speaker for Southeast Arizona Hispanic Chamber of Commerce (SEAZHCC) at 6 p.m., Garden Place Suites
- January 22 – H.L.C. Visit (Bachelor's Program)

- January 23 – U.A. South Foundation Leadership Meeting
- January 24 – Governing Board Retreat – S.V. Campus 1 – 4:30 p.m.
- January 29 – AC4 Meeting
- January 30 – Community College Day at the Capitol
- January 31 – Arizona Regional Economic Development Foundation Meeting
 - S.V. Community Room at 11 a.m.
- Feb. 1-2 – Cochise Combined Trust Annual Renewal Meeting in Tubac, AZ
- Feb. 3-7 – ACCT Legislative Summit & opportunity to lay the wreath at the Tomb of the Unknown Soldier
- February 8 – Congressional Field Hearing for the Committee on Natural Resources
- February 13 – Next Regular Board Meeting hosted on the Sierra Vista Campus @ 6 p.m.

Questions or Comments:

Mrs. Strain inquired about the day at the Capitol. Dr. Rottweiler responded by stating the college plans to showcase workforce development with the mobile trades trailer, including an HVAC trainer, an Automotive Z-space, the virtual cadaver, a virtual reality shooter range, and a 3-D model building trades construction project.

1.06.5 Monthly Financial Report – December 2023

The Financial Report for December 2023 was presented and accepted as submitted.

1.06.6 Monthly Academic Progress Report

The Governing Board reviewed the written academic progress report regarding Higher Learning Commission Updates.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Faculty; Appointment (Tamara Smejkal, Instructor of Certified Nursing Assistant, Downtown Center)
- 2.01.2 * Faculty; Transfer (Dr. Kristy Ritter, Instructor of Mathematics, Sierra Vista Campus)
- 2.01.3 * Classified Staff; Resignation (Robert Taylor, Shop Technician Mechanic, Douglas Campus)
- 2.01.4 * Faculty; Resignation (Dr. Khaleel Abusal, Instructor of English, Douglas Campus)
- 2.01.5 * Faculty; Resignation (Michael McGrath, Instructor of Professional Flight, Douglas Campus)
- 2.01.6 * Revised Intergovernmental Agreement with Arizona Board of Regents/Northern Arizona University
- 2.01.7 * Revised 2024-2025 Course Fee Changes
- 2.01.8 * Curriculum
- 2.01.9 * Acceptance of Minutes for December 19, 2023 – Regular Meeting

Mr. DiPeso moved, and Mr. Hudgins 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.**

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

Mr. Wick Lewis, Executive Director of Human Resources, introduced Jennifer Angell, Technology Project Manager; Andrea Bass, Instructor of Nursing – Clinical Coordinator; and Tamara Smejkal, Instructor of Certified Nursing Assistant.

2.02 Adjust FY2022-23 Budget to Reflect Actual Expenditures

The administration requested the Governing Board adopt a motion approving the adjustments to the adopted budget for Fiscal Year 2022-23.

Mr. Nelson moved, and Mr. DiPeso seconded a motion approving the adjustments to the adopted budget for Fiscal Year 2022-23. 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

- Dr. Rottweiler received an email from Fire Chief Brian Jones, recognizing Dr. Brooks, Executive Director of First Responders Academy, and Cochise College for assisting with the first Fire Academy recognition on December 15. Chief Jones also recognized Dr. Brooks for his attention to ensuring a successful event.
- Dr. Rottweiler received an email from Lynn Tincher-Ladner, Phi Theta Kappa President and C.E.O., recognizing Cochise College P.T.K. advisor Shelby Litwicki, Sierra Vista Campus, for completing all five levels of the Five Star Advisor Plan. Shelby will receive a certificate and pin in honor of this achievement and will be recognized at the next annual convention.

Questions or Comments:

Dr. Rottweiler recognized Dr. Brooks and Ms. Litwicki for going above and beyond.

Mrs. Strain expressed her appreciation for the exceptional Cochise College P.T.K. chapters.

3.02 Cochise College Foundation Report

Denise Hoyos, Executive Director of the Cochise College Foundation, provided an update on recent foundation activity outcomes; highlights include:

Awards and Assets:

- There has been a significant increase in assets due to the Bugen bequest.
- The number of and the dollar amount scholarships awarded have slightly decreased due to recent investment activity related to the foundation spending plan.

	FY22	FY23
Assets	\$15,196,362	\$22,813,847
Money Awarded in Scholarships	\$720,187	\$652,424
Number of Scholarships Awarded	1,232	1,017
Number of Scholarship Recipients	883	767
Average Scholarship Award	\$692	\$642

Donor and Income:

- In terms of donors and the number of gifts, both decreased. Likely due to the economy.
- Income has increased from last year due to Mr. Bugen's bequest
- Consistency of donors has grown.

	FY22	FY23
Number of Donors	419	403
Number of Gifts	3,457	3,405
Income	\$809,219	\$6,749,418
Gifts of \$25,000+	7	6
Gifts of \$10,000 - \$24,999	9	6
Gifts of \$5,000 - \$9,999	16	15
Donors Giving 3 Years in a row	157	175
Money Donors gave during that period	\$1,164,416	\$1,517,425

Fundraising Priorities FY22 – FY23:

	FY22	FY23
Senior Scholarship (\$500 annually)	453	417
Non-Traditional Student Scholarship (\$600 - \$1,200)	47	62

Student Scholarship Recipient Testimony:

- Stefan Ingersoll, Cybersecurity, Stefan is dedicated to protecting digital landscapes and the people around them. He's been away from education since 2004, and he's considering pursuing two degrees. The Non-Traditional Student Scholarship helps him navigate the challenges of higher education and empowers him to focus on his future. "Your belief in me **fuels my passion**, and your support is **inspiring**. I'm truly thankful for this incredible opportunity."
- Maria Soliz - "I have been out of school for 16 years, and Cochise College has already started giving me the confidence to keep furthering my education. This Scholarship will help me further fund that education, as well as give me the motivation to do well. I plan to go into the field of science in the future."

Bugen Bequest:

- For: Bugen Hall – To: Cochise College
 - Transferred \$6M in two \$3M installments to the college
 - Scheduled for Transfer in April - \$3M or more
 - Held for potential estate tax - \$600,000

Notable Activities Since February 2023:

- Alumni Activities
 - Collaboration with community engagement equals alumni gatherings
 - Two campus tours with alumni have resulted in three new scholarships
- Pathways to \$150K Virtual Run/Walk/Cycle
 - All donations from the event or that support the Senior, Non-Traditional/Dual Enrollment/Early College Scholarships
 - In 2022-2023, the event brought in \$99,768; this includes all gifts into the scholarship funds, not just the virtual run/walk/cycle
- CTEPS
 - \$24,000 in fuel assistance to 43 career tech students traveling significant distances in Fall 2022 and 48 students in Spring 2023
- Athletics: Concessions/Gear, Volunteering, fundraising
 - \$47,107 in FY23; \$49,455.78 in FY24 (so far)
 - Funds are used for things such as basketball tournaments, equipment, etc.
- Project House
 - House #5 sold in a day
 - House #6 in progress
 - Meetings are in progress to locate a parcel for house #7
- Hall of Fame
 - Nomination deadline will be April 1
- Donor Recognition Event
 - Would like to host during the Expo, but the date is uncertain.

Shared Foundation Board of Directors, noting that many are new.

- The Board of Directors have become more structured since 2018.
 - Board members can serve two 5-year terms.
 - Officers can serve two 2-year terms.

Questions or Comments:

Mr. Quinn expressed his appreciation for all the Foundation does for the college. Great accolades from members of the community were given to Denise and the Foundation.

3.03 Marketing Report

Robyn Martin, Assistant Dean, Marketing, Communications & Advancement, provided an update on the department and digital marketing; highlights include:

Celebrating Staff Success:

- Cochise College received several awards from the NCMPR – National Council for Marketing & Public Relations after competing amongst other states
 - Silver for the 4th of July Fireworks Glasses
 - Bronze for the Student Survey Sticker
 - Recognized for the student holiday video

Marketing Channels:

- | | |
|------------------------|----------------------|
| • Digital: 15.2% | • Indoor Media: 6.5% |
| • Outdoor Media: 15.2% | • Website: 6.5% |
| • Print Ad: 13.0% | • Publication: 6.5% |
| • Event: 8.7% | • Video: 6.5% |

Marketing Campaigns

- New College Campaign – Creating Futures
 - It highlights how everyone plays a role in creating futures, whether they are the staff, the students, or the faculty, and emphasizes Cochise College testimonials.
- There were eight different areas where the college created supplemental or high-level campaigns, which include the following:
 - General Awareness
 - Events
 - Centers
 - Ft. Huachuca/Military Programs
 - Spring 2024
 - Academic Programs
 - Bachelor's Degrees

Marketing Tasks

- About two years ago, a new project management software was implemented, allowing the department to track outside marketing requests.
- According to the data, there have been 1,170 marketing requests in the past year. Ms. Martin noted the data may not be completely reflected in the tasks as some tasks still require manual processes.

Social Media Top Post

- Facebook: SEALETA 23-2
- Instagram: Top Post: M.A. Graduation; Top Reel: Student Housing Drone Video
- Twitter: Top 150 Aspen Prize
- LinkedIn: Paramedic Graduation
- YouTube: Progress on the new Driving Track

New Initiatives

- New Website – coming early summer
 - Surveyed students for feedback
- Promoting Baccalaureate Degrees
- Community Needs Assessment Survey
 - Focus on skills and academic programming in the northern part of the county
- Advancement
 - Engaging faculty & staff alumni
 - Strengthening corporate relations & partnerships
 - Finding new ways to engage with the community

Mr. Quinn expressed his appreciation for the Creating Futures campaign and for getting the data requested from him last year.

Mrs. Strain expressed interest in the corporate partnership and would like the information. Ms. Martin noted that she would send the information.

3.04 Policies 301 – Delegations to the President

The administration presented Board Policy 301 – Delegations to the President as a first read with no changes to the policy. The Board requested no changes, and no further action is needed.

3.05 Policies 302 – President's Responsibilities

The administration presented Board Policy 302 – President's Responsibilities as a first read with no changes to the policy. The Board requested no changes, and no further action is needed.

3.06 Policies 401 – General Executive Limitations

The administration presented Board Policy 401 – General Executive Limitations as a first read with no changes to the policy. The Board requested no changes, and no further action is needed.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mrs. Strain turned the time to Governing Board members to provide comments/share information.

- Mr. DiPeso
 - Thanked Denise for all that she has done with the Foundation
- Mr. Hudgins
 - Thanked staff for all they have done for the college.
- Mr. Nelson
 - Thanked Mrs. Strain for being the Chair and all board members for their leadership.
 - He expressed that he was helped by a Cochise College paramedic and noted that seeing the partnership in action was great.
- Mr. Quinn
 - Thanked Mrs. Strain for her time as the Chair
 - He mentioned that adding digital marketing to business courses is very beneficial.
 - He highlighted that the college trains locals, such as firefighters and nurses, and keeping them local.
 - He thanked the staff for all they do to support the institution.
- Mrs. Strain
 - Presented the gavel to Mr. Quinn as the newly elected Governing Board Chair.

5. EXECUTIVE SESSION

5.01 Executive Session – Real Property Discussions

The Governing Board may choose to enter into executive session pursuant to A.R.S. §38-431-.03(A)(7) - Discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.

Mr. Quinn moved, and Mr. Nelson seconded a motion to move into Executive Session to discuss real property. There was no further discussion. The Board unanimously approved, with members David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

Mrs. Strain recessed the regular meeting at 7:09 p.m., and the Board moved into Executive Session at 7:15 p.m.

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

Mrs. Strain adjourned the Executive Session at 8:04 p.m. and reconvened the regular meeting at 8:07 p.m.

5. ADJOURNMENT

Mrs. Strain adjourned the meeting at 8:08 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board