

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, September 10, 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/97061654166>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Quinn called the meeting to order at 6:00 p.m.

Board Members Present:

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

1.02 Pledge of Allegiance

Mrs. Strain led the Pledge of Allegiance.

1.03 Adoption of Agenda

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.

Mr. DiPeso moved, and Mr. Nelson seconded a motion to adopt the meeting agenda. With no further discussion or modifications, the Governing Board approved with Mr. Nelson, Mr. Quinn, Mrs. Strain, Mr. Hudgins, and Mr. DiPeso all voting aye. **MOTION PASSED.**

1.04 Citizen's In-person Interim

There were no requests to address the Governing Board.

3.02 Fiscal Year-2022 Audit Report

The item was moved to the beginning of the meeting, allowing auditors to present early in the regular meeting.

Pursuant to A.R.S. §15-1473F, the community college district board of directors requires 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.

Victoria Fisher, Financial Audit Manager, and Nic Foster, Financial Audit Senior, from the Arizona Auditor General's Office, presented the FY2022-2023 Audit Report; report highlights include:

- Who We Are
 - Legislative Agency
 - Provide impartial information and specific recommendations to improve operations and programs
 - Follow governmental auditing standards
- 3 District audit reports were issued
 - The financial statement audit report was issued on June 25, 2024. Initially, the financial statement audit report deadline was December 19, 2023; however, there was a delay after working with the District to resolve errors in the financial statements. Findings showed the financial statements to be reliable.
 - Financial statement internal control and compliance audit report – dated June 25, 2024; two findings were found during this audit.
 - Single audit report – dated July 11, 2024. One finding was found in this report.
- Financial Statement highlights – primary revenues over the last 5 fiscal years.
 - The District's four main sources of revenue include:
 - State assistance has had the largest change in the past 5 years, increasing approximately \$16.1M since fiscal year 2021.
 - Property taxes have increased over the past 5 years
 - Government grants and contracts have decreased due to the reduction of COVID grant funds
 - Tuition, fees, and the net of financial assistance have remained constant throughout the past 5 years.
- Financial Statement highlights – primary expenses over the last 5 fiscal years
 - The District's four primary expense purposes are as follows:
 - Instruction
 - Institutional Support
 - Student Services
 - Scholarships
 - The expenses fluctuated between \$1-2M, except for scholarships, which increased by \$2M from fiscal year 2019-2021 and then decreased by \$6M in fiscal year 2023 due to changes in federal grant money.
 - Total district expenses dropped nearly \$1.8M from fiscal year 2022-2023
- Financial Statement – total revenues, expenses, and net position for the last 5 fiscal years
 - The District's revenue continues to exceed its expenses.
 - The District's net position increased by \$20.9M in fiscal year 2023.
 - However, not all net position balances were spendable; some were invested in capital assets or restricted funds.
- Single Audit highlights – Federal expenditures for the last 5 fiscal years
 - Although the District received grants from 6 federal agencies during fiscal year 2023, most of its federal expenditures were from the U.S. Department of Education, which saw a tremendous decrease due to the reduction of COVID-19 Emergency Relief monies.
- Single Audit Report – Financial statement findings 2023-01, and Federal compliance finding 2023-101
 - The district failed to provide key financial information in a timely manner and issued its Annual Comprehensive Financial Report (ACFR) and Single Audit Report late.
 - Resolution:

- Provide key information by agreed-upon deadlines, including allocating sufficient resources.
- Prepare statements and other documents accurately.
- Update policies and procedures for preparing financial statements.
- Improve the financial reporting process so it can submit ACFRs and Single Audit Reports by required submission date.
- Report on Internal Control and on Compliance Financial Statement Finding 2023-02
 - The district's control procedures over IT systems and data were not enough, which increases the risk that the District may not adequately protect those systems and data.
 - Resolution:
 - Develop and document IT access policies and procedures; ensure these and existing IT security training policies are followed.
 - Implement processes to assign and review employee user access to IT systems and data.
 - Provide employees with ongoing training on IT security risks.

Questions/Comments:

Mr. Quinn thanked the auditors for their update.

Mr. Quinn and Mr. Nelson acknowledged that the board is aware of the findings and that the administration is working to address and correct the findings.

1.05 Standing Reports

1.05.1 Representative to the Arizona Association of Community College Trustees (AACCT)

Mrs. Strain, the AACCT representative, reported on the August 21-22 AACCT/AC4 retreat held in Flagstaff, AZ. The meeting was excellent, and got a few things moving forward. Mrs. Strain and Mr. White, a trustee from Coconino Community College, proposed a breakout session for new trustees at the next meeting, which will dive into how to be a trustee, open meeting laws, understanding policies, etc.

1.05.2 Senate

A written Senate report was submitted and accepted as published.

1.05.3 Student Government Association (SGA)

Cayla Lewis, Student Government Association (SGA) President, introduced the SGA Board members and presented fall semester updates to the board; highlights include:

SGA Member Introductions:

- Cayla Lewis, President
 - Major: Nursing
- Nahrin Adams, Vice-President
 - Major: General Requirements
- Morgan Simniok, Secretary
 - Major: Psychology
- Lynea Cervera, Vice President for Public Relations

- Major: Cybersecurity

Fall 2024 Events:

- August
 - Campus Experience
 - Orientation with tours for new students
 - "Welcome Back" events
- September
 - Club Fairs
 - Suicide Prevention Awareness – September 10
 - Constitution Day Celebration – September 17 with Strong Oaks Club
 - Sierra Vista Campus Blood Drive – September 19 with American Red Cross
 - Cochise College Booth at the County Fair – September 26-29
 - Hispanic Heritage Month Celebrations – October 9, held on both campuses.'

SGA Goals 2024 - 2025:

- Finished the club website redesign
- Promote and engage in college traditions by celebrating Cochise College's 60th anniversary.
- Continue to foster a safe, inclusive, and supportive college environment by listening to and advocating for students.
- Connect and foster a positive relationship with the Downtown Center student body.

Questions/Comments:

Mr. Hudgins thanked the students for the presentation, and Mr. Quinn noted that student organizations help students be successful.

1.05.4 College President

Dr. Rottweiler started his report by noting that the student government organization was separated back out from one on each campus. He then presented updates; highlights include:

Legislative Update:

- The president gave the board a copy of the 2024 Legislative Session Report. Report highlights include:
 - \$1.8B state shortfall
 - No direct budget cuts to community colleges
 - The governor's office allocated year 3 of the nursing expansion bill
 - Senator Bennett, Senator Gowan, Senator Champ, and Senator Carol played a key role in supporting this allocation
 - The Goodwill and Adult Ed funding was pulled. The legislature did leave \$3M to pay the promised bills.
 - HB2039 – Provisional community colleges accreditation and oversight – the bill gave Gila Community College the ability to seek accreditation after Eastern Arizona College said they no longer wanted to partner with them.
 - Community Colleges are now allowed to produce license plates with funding to help set them up.

- The FY26 Community College state-aid request was due September 1st. Dr. Davis led the state initiative. Publicly thanked Dr. Davis for her work in getting the document to the state in a timely manner.

Facilities Update:

- Douglas Campus:
 - Fire Alarm Panel Upgrades
 - All fire panel upgrades completed
 - Working on sporadic connectivity issues between panels
 - Huachuca Hall Server Relocation
 - Completed
 - Huachuca Hall Camera Additions
 - Completed
 - Reverse Osmosis Filtration Installation
 - Completed
 - Welcome Center Architectural Feature Enhancements
 - Completed
- Sierra Vista Campus
 - Firearms Training Complex and Student Housing – board members had the opportunity to tour the facilities before the meeting.
 - Bookstore Relocation to Library
 - Completed
 - Barista Build Out
 - Waiting on serving counter proposal
 - Student Union Dining Expansion
 - Completed
- Downtown Center
 - Nursing Flight/Police Cruiser Simulators (ETA—September 18th)

Initiatives:

- Credit Opinion from Moody's rating stated, "The college's financial reserves and financial leverage will remain sound." The institution will strive to continue this initiative and be conservative regarding financial planning.
- Bachelor's Degrees
 - Bachelors of Science in Nursing (BSN)—25 students registered for classes
 - Bachelors of Applied Science in Leadership, Management, and Operations (LMO)—38 students registered for classes
- Dental Assisting—8 students enrolled
- Governor's Workforce Scholarship
 - A \$450K scholarship will be provided to the college. These funds were applied to the baccalaureate degrees, dental assisting, cyber security, nursing, construction, welding, and other CTE programs.
- HLC- the institution remains committed to quality

Community Engagements:

- June 18 – Garrison Commander Community Update Meeting
- June 21 – Change of Command – Col. Johnny Ives
- July 7-9 – Mountain States Associations of Community Colleges Annual Conference (Kalispell, MT)
- August 12 – Celebrated 60th Convocation - Mr. Quinn, Mrs. Strain, and Mr. Hudgins attended
- August 13 – Sierra Vista Spotlight Breakfast

- August 21-22 – AACCT/AC4 Retreat – Thanks to Mrs. Strain and Dr. Perey for attending
- August 22 – Welcomed former President Trump during a visit to the Southern border.
- August 23 – Cochise County Healthcare Workforce forum & the Sierra Vista Henry F. Hauser Museum grand re-opening
- August 24 – Concerned Conservatives of Cochise County Meeting to dispute/debunk rumors regarding closing the Douglas Campus
- August 28 – Met the new Mexican Consul
- August 30 – KBRP 96.1 Bisbee Radio Show
- September 5 – The college hosted councilor's breakfasts throughout the county
- September 6 – Fort Huachuca Joint College Commencement
- September 10 – Good Morning Sierra Vista on Sierra Vista Campus
- September 10 – Aluminum Dynamics Inc. (Benson) – potentially going to employ 91 employees with an average salary of \$90K

Upcoming Activities:

- September 12 - Hauser Museum Interview with Mike Strange
- September 18 – AC4 Lobbyist Interviews
- September 19 – Founders Day Events
 - Sierra Vista Campus – 11:00 a.m. – 1:00 p.m. in the Library
 - Douglas Campus – 3:00 p.m. – 5:00 p.m.
- September 25 – College hosting AC4 Workforce meeting
- September 30 – College hosting County non-profit conference
- October 8 – Board Meeting on the Douglas Campus at 6 p.m.

Questions/Comments:

Mr. Quinn discussed the meeting with the Concerned Conservatives Citizens. He acknowledged Abe Villarreal, Douglas Campus Dean, for his outstanding job in integrating the Douglas Campus into the Douglas community.

Mr. Hudgins noted that no one could be a better person than Abe to represent the college and the Douglas Campus. He is doing an outstanding job.

1.05.5 Monthly Financial Report – August 2024

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

1.05.6 Monthly Academic Progress Report – September 2024

The monthly Academic Progress Report for September 2024, regarding new program updates, was presented and accepted as submitted.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Non-Exempt Staff; Appointment (Amanda Couch, Buyer, Sierra Vista Campus)
- 2.01.2 * Non-Exempt Staff; Appointment (Brandy De Leon-Kona, Enrollment Management Specialist/Division Assistant, Downtown Center)

- 2.01.3 * Non-Exempt Staff; Appointment (Wenceslao Frisby, Facility Services Technician, Douglas Campus)
- 2.01.4 * Non-Exempt Staff; Appointment (Jacob Loseke, Electrician – Senior Technician, Sierra Vista Campus)
- 2.01.5 * Non-Exempt Staff; Appointment (Andrew Parra, Academic/Career Advisor TRiO SSS, Douglas Campus)
- 2.01.6 * Non-Exempt Staff; Appointment (James Roth, Multimedia Content Specialist, Sierra Vista Campus)
- 2.01.7 * Adult Education; Appointment (Elizabeth Heiser, Adult Education Instructor ESOL, Sierra Vista Campus)
- 2.01.8 * Adult Education; Appointment (Kresta Roosevelt, Adult Education Instructor, Sierra Vista Campus)
- 2.01.9 * Faculty; Separation (Amanda Cianciolo, Instructor of Nursing - LPN, Downtown Center)
- 2.01.10 * Adult Education; Resignation (Nancy Bhe, Adult Education Instructor, Sierra Vista Campus)
- 2.01.11 * Non-Exempt Staff; Retirement (Javier Armenta, Building Maintenance Technician II, Douglas Campus)
- 2.01.12 * Faculty; Retirement (Joann Deakin, Instructor of Physics and Geology, Sierra Vista Campus)
- 2.01.13 * Faculty; Retirement (Jay Treiber, Instructor of English, Douglas Campus)
- 2.01.14 * Change the December 10 Board meeting to December 17, 2024, at 6 p.m.
- 2.01.15 * Curriculum
- 2.01.16 * Acceptance of Minutes for August 16, 2024 – Special Meeting

Mr. DiPeso moved, and Mr. Nelson seconded a motion to approve the Consent Agenda. With no further discussion, the Governing Board approved with David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

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

Wick Lewis, Executive Director of Human Resources, introduced Quintin Molina, Dean of Business, Career and Technical Education.

2.02 Energy and Construction Services Contract

Brandon Woodward, Schneider Electric representative, presented an Energy Savings Initiative to the Governing Board; highlights include:

Program Overview:

- What the initiative will accomplish
 - Reduce energy/water costs and consumption
 - Modernize College infrastructure and facilities
 - Maximize operational efficiency
 - Demonstrate wise financial stewardship
- Priorities identified (scope of work)
 - Comprehensive LED Retrofit – Douglas Campus
 - Campus-wide interior/exterior LED retrofit
 - Modernized learning environments with ideal light quality
 - Significant efficiency improvement over current fixtures
 - 20+ year lifespan means little to no maintenance
 - Douglas Central Plant optimization
 - Replace (2) Cooling Towers & Convert the CHW System to Primary-Only

- Integrate existing Waterside Economizer
- Address existing pump cavitation to extend equipment life
- Schneider Suite of Services
 - Utility Rate Optimization of 4 meters = \$6,500 in instant annual savings
 - Telecom Assessment – optimized telecom contracts resulting in an immediate \$36k annual savings + possibly more to come
 - Grant & Utility Rebates - \$70K in utility rebates and tax credits
- Financial Summary
 - Final Project Value - \$2.64M – in self-funding college modernizations before grants and rebates
 - Grants and Rebates - \$70K – utility rebates and 179-D Tax credit
 - Annual Savings - \$153K – includes energy, water, telecom, and M&O savings
 - Lifecycle Savings - \$3.8M – Savings impact over the life of equipment
- Project Benefits
 - Maximizes college efficiency
 - Significantly reduces electric, gas, water, and telecom bills
 - Provides innovative solutions to maximize college resources
 - Provides staff with the systems, tools, and resources needed to be as efficient and effective as possible
 - Addresses over \$2.6M in infrastructure improvements
 - Generates \$3.8M in lifecycle savings

The administration requested that the Governing Board approve a motion to approve the Energy and Construction Services Contract with Schneider Electric in the amount of \$2,644,173 and authorize the college president or designee to sign the contract.

Mr. Hudgins noted that the two campuses are unique and asked if Schneider Electric was able to dig into the utility rates on the Douglas Campus to find other things that could be done to help with the savings. Mr. Woodard replied, stating after completing the full assessment, there are areas the college can save in, which are included in the report given to the administration.

Mr. DiPeso asked how many years are on the life cycle savings, to which Mr. Woodard replied that it ranges from about 15-20 years. He also inquired about switching to individual units in each building. Mr. Woodard stated that retrofitting to a package unit solution would be cost-prohibitive with the existing infrastructure.

Mr. Nelson inquired about energy savings at the Downtown Center. Mr. Woodard stated that the company looked at all the campuses, but from a budgeting perspective, the most effective changes will come from the Douglas Campus. Dr. Rottweiler noted that the project will mainly address deferred maintenance on the Douglas Campus.

Mrs. Strain noted that Schneider Electric has completed \$40M of projects with the City of Sierra Vista and Fort Huachuca.

Mr. Quinn questioned how would they reduce redundancy and build resiliency. Mr. Woodard stated that the way the system is set up now, if a motor is lost, the cooling on the entire southern campus is lost; under their leadership, they would implement a primary, secondary system, which would ensure the cooling is not lost if a motor goes out.

Mr. Nelson moved, and Mrs. Strain seconded a motion authorizing the college president or designee to sign the Energy and Construction Services Contract with Schneider Electric in the amount of \$2,644,173 and authorizing the College President or designee to sign the contract.

There was no further discussion. The Governing Board approved, with David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

2.03 Proposed College Calendar for 2025-2026

The administration requested the Governing Board approve a motion to approve the 2025-2026 College Calendar.

Mr. Hudgins moved, and Mr. DiPeso seconded a motion approving the 2025-2026 College Calendar. There was no further discussion. The Governing Board approved, with David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

2.04 Intergovernmental Agreement with Sierra Vista Fire and Medical Services

The administration requested that the Governing Board adopt a motion to authorize the college president or designee to enter into an Intergovernmental Agreement with Sierra Vista Fire and Medical Services to provide high-quality training for Fire Science students.

Mrs. Strain moved, and Mr. Hudgins seconded a motion authorizing the college president or designee to enter into an Intergovernmental Agreement with Sierra Vista Fire and Medical Services. There was no further discussion. The Governing Board approved, with David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED**

2.05 Intergovernmental Agreement with Fry Fire District

The administration requested that the Governing Board adopt a motion to authorize the college president or designee to enter into an Intergovernmental Agreement with Fry Fire District to provide high-quality training for Fire Science students.

Mr. DiPeso moved, and Mr. Nelson seconded a motion authorizing the college president or designee to enter into an Intergovernmental Agreement with Fry Fire District. There was no further discussion. The Governing Board approved, with David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED**

2.06 Intergovernmental Agreement with Palominas Fire District

The administration requested that the Governing Board adopt a motion to authorize the college president or designee to enter into an Intergovernmental Agreement with Palominas Fire District to provide high-quality training for Fire Science students.

Mr. Hudgins moved, and Mr. Nelson seconded a motion authorizing the college president or designee to enter into an Intergovernmental Agreement with Palominas Fire District. There was no further discussion. The Governing Board approved, with David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED**

3. INFORMATION ITEMS

3.01 Communications

- Dr. Rottweiler received an email from Mr. Craig Oldfather thanking him for overseeing the Small Business Development Center as part of Cochise College. Mr. Oldfather and his wife have run a small business for ten years and recently started another small one. They state that they would not have been able to get either business going without

the Small Business Development Center and the invaluable help from Bob Mucci, back in the day, and Mark Schmitt and Miriam Salcedo.

- Mr. Quinn announced that Dr. Rottweiler, the Governing Board Chair, received notification from ACCT informing them that Dr. Rottweiler had been chosen to receive the 2024 Pacific Regional CEO Award. Dr. Rottweiler will be honored during the ACCT Leadership Congress in Seattle October 23-26.
 - The nomination letter submitted to ACCT read, "Dr. Rottweiler has an unparalleled legacy of education and community accomplishments during his 15-year tenure as President of Cochise College."
- Dr. Rottweiler received an email from David Duncan, a Cochise College Alumni from the Aviation Program. Mr. Duncan frequently brings students to view the Douglas Campus and the tour of the Aviation program. He expressed how impressed the students were with the college's "oasis in the desert and hidden gem." Mr. Duncan also expressed how impressed he is with the Douglas Campus transformation over the past 20 years and how they encountered friendly staff and students eager to assist them during their campus visit.

3.02 Fiscal Year 2022-2023 Audit Report

The item was moved to the beginning of the meeting, allowing auditors to present early in the regular meeting.

3.03 Nursing and Allied Health Report

Beth Hill, Dean of Nursing and Allied Health, provided a Nursing and Allied Health Division update; highlights include:

Medical Professions, Nickie Dannels BSN, RN Coordinator of Programs:

- Medical Professions Completions in 2023-2024:
 - Medical Assistant (MA): 37 students
 - Phlebotomy Technician: 24 students
 - LEO Phlebotomy Technician: 15 students
 - EKG Technician: 7 students
 - Medical Billing and Coding: 17 students
 - Adding another coding certificate for the national certificate
- Medical Professions Current Enrollment:
 - Medical Assistant (MA): 51 students (7 are Dual enrollment students)
 - Medical Billing and Coding: 16 students
 - EKG Technician: 5 students (second eight weeks)
 - Phlebotomy Technician: Spring 2025

Basic Behavioral Health Program, Jan Jones, MS, Instructor:

- Basic Behavioral Health Certificate (BBHC): 14-credit program that includes:
 - Four courses plus CPR/First Aid in one semester
 - Several have been hired at various locations throughout the county
- Advanced Behavioral Health Certificate (ABHC):
 - BBHC+ Pediatric, Trauma, and Preceptorship courses
 - Beginning in the fall of 2025, it will also include an addiction course
- Third year of funding through Legacy Foundation
 - Students remain funded through June 2025
- 2023-2024 Completions:
 - 24 students in BBHC
 - 25 students in ABHC

- 10 Students completed preceptorship courses
- Current enrollments:
 - BBHC: 24 traditional and 8 dual enrollment high school students
 - ABHC: 21 students

Emergency Medical Technician Program, Eric Bailey, Instructor:

- 77 students completed the EMT program in 2023-24
 - Retention Rate: 77%
 - National Registry Pass Rate: 75%
- Currently, 46 students are enrolled

Paramedicine: Daria Rike, Lead Instructor

- Currently have 11 PMD students – will complete in July 2025
- 3 PMD Candidates Completed July 2024
 - Not yet completed National Registry Testing
- 8 students completed in September 2023
 - 100% passed the National Registry exam
- National Accreditation Visit January 2025

Nursing, Director of Nursing, Melesa Ashline:

- Current Enrollments:
 - CNA: 41 students (26 last year)
 - LPN: 12 students
 - RN: 77 First Year Students and 54 Second Year Students
- Completions in 2023-2024:
 - CNA: 21 students
 - LPN: 11 students with 100% NCLEX pass rate
 - RN: 64 students currently at 94.55% NCLEX Rate

Fall 2024:

- RN to BSN Program: Coordinator and Faculty Dr. Janet Neil
 - 28 students began in August
 - Granted ACEN candidacy
- Dental Assistant Program: Coordinator and Faculty Cheryl Salcido-Engols
 - 9 students began in August

Questions/Comments:

Mr. Nelson thanked Dean Hill for the very comprehensive report.

Mr. Quinn noted that 60-80% of Canyon Vista Medical Center's nurses are from Cochise College, a great testament to the program.

Dr. Rottweiler noted that during COVID-19, enrollment numbers decreased tremendously due to the fear of entering the nursing field. Thankfully, the institution has made a full rebound since then. He also discussed the decrease in the number of local dental assistants and the ability of the college and the community to come together to offer training for students. The hope is to continue to build on the dental assistant program to help meet the community's needs.

Dr. Perey thanked Dean Hill and her team for all their hard work while many were working on their doctoral degrees.

3.04 Artificial Intelligence (AI) Report

Dr. James Perey, Executive Vice President for Academics, provided a presentation on Artificial Intelligence Technology; highlights include:

AI in Higher Education

- AI is now at the forefront of transforming higher education by enhancing personalized learning, improving operational efficiencies, and presenting opportunities and challenges for students, faculty, and staff.
- November 2022 marked a pivotal moment in AI with the release of ChatGPT by OpenAI, a powerful large language model capable of generating human-like text. This advancement highlighted AI's potential to transform education, both as a tool for learning and a challenge in maintaining academic integrity.
- Opportunities
 - Improved Learning Outcomes: AI provides personalized learning pathways, enhancing student engagement and success.
 - Operational Efficiency: Automation of routine tasks allows faculty and staff to focus on strategic priorities.
 - Professional Development: AI tools provide faculty and staff with advanced resources and opportunities for continuous learning.
- Challenges
 - Ethical Considerations: Ensuring data privacy and security and maintaining academic integrity with AI tools like text generators.
 - Equity and Access: Addressing the digital divide to ensure all students and staff have access to AI resources.
 - Adapting to Change: Training and equipping faculty and staff to integrate and utilize AI technologies effectively.

Current uses at the college:

- Faculty
 - Automatic grading and feedback
 - Reduces grading workload and allows more time for personalized student interaction
 - Content creation and curation
 - AI-enhanced simulation and virtual labs
 - Tools provide students with a safe, interactive environment to experiment and learn.
- Student
 - Research and Writing Assistance
 - ChatGPT can brainstorm ideas, generate outlines, or practice writing drafts, helping students enhance their writing skills.
 - Data Analysis and visualization
 - Students can use AI tools to analyze large datasets, create visual representations of their findings, and enhance analytical skills.
 - Language learning and practice
 - Google Translate can help with understanding texts in different languages.
 - Interactive tutoring and study guides
 - Use AI-enhanced platforms to create and share custom flashcards, and study guides that adapt to learning progress, making studying more efficient and engaging.

Future Directions for AI at Cochise College

- Continue to evaluate the educational impacts of AI

- Pros and Cons of new technology
- Unintended consequences
- Continue to Develop AI literacy
 - Launch AI literacy programs to equip students, faculty, and staff with essential AI and digital skills for the future workforce.
- Continue to expand AI integration.
 - Broaden the deployment of AI tools across more courses and departments to enhance learning and operational outcomes.
- Continue to support innovation.
 - Foster interdisciplinary research on AI applications in education and collaborate with tech companies and institutions to explore innovative AI solutions while adhering to security standards and responsible and ethical use of the technology.

Questions/comments:

Responding to Mrs. Strain, Dr. Perey noted that the college has an AI Bootcamp program through the Center for Life Long Learning.

Mr. DiPeso expressed concerns that using AI might lead to a risk of losing individualism.

Mr. Quinn asked about the risk of bias when using AI. Dr. Perey stated that although Chat GPT has been heavily trained and vetted to avoid bias, we have our own biases when creating content. Therefore, ethical training will be essential to help recognize someone's own bias when utilizing AI. He then questioned if the committee was discussing how individuals or departments could utilize AI to reach the target audience in Cochise County. Dr. Perey replied yes. Lastly, Mr. Quinn asked if faculty can use AI to grade a paper that has been AI generated; Dr. Perey responded yes, but further evaluation may be needed to detect plagiarism.

3.05 Technology Update

David Luna, Chief Information Officer, provided a Technology Service update; highlights include:

District Phone Calls:

- Helpdesk
 - 8,071 calls through the third-party contractor, Pro Stratus
 - 4,516 help desk requests through the technology department
- District Phones
 - 143,878 inbound calls
 - 44,511 outbound calls
 - 88,103 internal calls
 - Avg. talk time is 2 mins

Accomplishments

- Security
 - Multifactor authentication for portal
 - Established identity and access management team
 - Enhanced disaster recovery plan
- ERP
 - Banner migration to Cloud (OCI)
- User Support
 - AV upgrades, including 29 classroom upgrades
 - Classroom PC upgrades
 - Equitable access to technology
 - Purchased 30 additional laptops for student checkout

- Extended hotspot services
- Cox fiber internet in progress
- Infrastructure/Network
 - ISP high availability improvements
 - Fifty-six switch replacements on the Douglas Campus and at the Willcox, Ft. Huachuca, and Benson centers
 - Wi-fi expansions on 9 of the townhomes on the Douglas Campus
 - Server OS upgrades
 - Downsized physical server infrastructure

In Progress Projects

- Security
 - Network segmentation
- ERP Anthology build-out
- User Support
 - Service Catalog
 - Remodels and expansions
- Infrastructure and network enhancements

Future Projects

- Security
 - Disaster recovery exercise
 - Security policy review and updates
- ERP Anthology
 - First Module cutover summer 2025
 - Full cutover spring 2026
- Network Infrastructure
 - Gmail migration to Office 365
 - Pilot Spring 2025
 - Cutover Summer 2026

3.06 Policies for First Readings

In light of changes related to federal regulations under the Fair Labor Standards Act and the addition of baccalaureate degrees, minor modifications were made to the following policies and were presented for first reading review. No changes are needed, so the policies will be brought back in October for second reads and approval.

506 Degree and Certificate Programs
619 Compensation – Salary-Wage Placement
625 Absence from Duty
626 Annual Leave
628 Sick Leave – Benefited Employees
630 Sabbatical Leave
636 Tuition Exemption
642 Probationary Employees
644 Performance Evaluations
661 Position Classifications and Categories

3.07 Presidential Search Update

Dr. Wendy Davis, Vice President for Administration, provided a brief update on the presidential search; highlights include:

- 31 completed applications as of August 31st
- Active search marketing with AACC, Higher Ed Jobs, and CHE
- ACCT to do marketing blasts on September 17 and October 7
- Applicant names are confidential until finalists are named
- Timeline
 - Oct 4 – Search Committee training (17 members)
 - Oct 14 – Priority review date
 - Oct 18-28 – The Search Committee will review and rate applications
 - Nov 14-15 – Video interviews with semi-finalists
 - Dec 3-5 – Onsite forums, interviews, tours, etc. (assumes three finalists)
 - Douglas Campus forum (10:15 a.m. - 11:30 a.m.)
 - Sierra Vista Campus forum (2:30 p.m. - 3:45 p.m.)
 - Formal interview on SVC (4:15 p.m. - 5:45 p.m. (executive session) plus dinner following)
 - Dec 6 – Board deliberations (9 a.m. - 1 p.m.) (Executive Session)
 - Dec 17 – Board action

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mrs. Strain
 - She shared a document, "The Board's Purpose," for trustees she received during the AACCT Retreat in August.
- Mr. Nelson
 - He expressed his appreciation for the development of the college over the last 12 years. He also noted that one of the duties of the board is to select the college president. Cochise College is so fortunate that Dr. Rottweiler was hired; he has made the board look good.
- Mr. Hudgins
 - He expressed that the last 15 years have been the best 15 years to work at the college.
- Mr. Quinn
 - He thanked faculty, staff, and administration for continuing to meet the board's expectations. It significantly impacts this generation and the next several generations of students, from nurses to soldiers.

5. EXECUTIVE SESSION – Information Technology Security

- A. The Governing Board may choose to enter into executive session pursuant to A.R.S. §38-431-.03 (A) (9) - Discussions or consultations with designated representatives of the public body in order to discuss security plans, procedures, assessments, measures, or systems relating to, or having an impact on, the security or safety of buildings, facilities, operations, critical infrastructure information, and information technology maintained by the public body. Records, documentation, notes, or other materials made by, or provided to, the representatives pursuant to this paragraph are confidential and exempt from public disclosure under this chapter and Title 39, chapter 1.

5.01 Executive Session – Information Security Technology

ACTION

Chief Information Security Officer Robert Gibbs updated the Governing Board on Cochise College Information Security.

Mr. Hudgins 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. Quinn recessed the regular meeting at 8:17 p.m., and the board moved into Executive Session at 8:23 p.m.

Mr. Hudgins 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. Quinn adjourned the Executive Session at 9:04 p.m. and reconvened the regular meeting at 9:04 p.m.

6. ADJOURNMENT

Mrs. Strain adjourned the meeting at 9:04 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board