

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, February 11, 2025
Sierra Vista Campus
HR Building 300 Room 301
3:00 p.m.

Members of the public who wished to attend the meeting via video conference joined at <https://cochise.zoom.us/j/97649008380>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Hudgins called the meeting to order at 3:00 p.m.

Board Members Present:

Mr. Don Hudgins
Mr. David DiPeso
Ms. Stephanie Money
Mr. Tim Quinn
Mrs. Jane Strain

1.02 Pledge of Allegiance

Mrs. Strain led the Pledge of Allegiance.

1.03 Adoption of Agenda

The agenda was adopted with no modifications.

Mr. Quinn moved, and Mr. DiPeso seconded a motion to adopt the meeting agenda. With no further discussion, the Governing Board approved with Mr. Quinn, Ms. Money, 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.

1.05 Standing Reports

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

Mrs. Strain, AACCT Representative, provided the following updates:

- AACCT leadership elections were held, and the entire current slate was re-elected: Deb McCasland with Yavapai, Chair; Marie Sullivan with Maricopa, Vice Chair; Maria Chavoya with Yuma, Secretary/Treasurer.
- Nick Ponder, High Ground Consultant, presented a legislative status report. Due to change in federal funding levels, the Arizona state budget is expected to be problematic; however, the three priorities of Adult Educations, Dual Enrollment and

Nursing programs remain the funding focus. He also emphasized the use of community college stories to assist with advocacy work.

- Plans to attend the All-AZ Academic Awards Ceremony on February 19
- The next state-wide all-trustee conference will be in Phoenix on April 23-24.
- The next AACCT training will take place in Flagstaff in August.

1.05.2 Senate Report

The written Senate report was provided in the board packet for review and was accepted as published.

1.05.3 Student Government Association (SGA)

A written Student Government Association report was submitted in the board packet and was accepted as published.

1.05.4 College President

Dr. Perey, upcoming college president, provided updates to the Governing Board; highlights include:

Legislative Update:

- The community colleges met with Governor Hobbs on January 22. It was an opportunity to reiterate the AC4 priorities. A handout was provided to the board that featured an overview of the AC4 legislative agenda, including the following topics:
 - Protect funding
 - Support dual enrollment funding
 - Reinstate adult education funding
 - Develop and implement statewide community college promise program
 - Create mechanism to develop more apprenticeship opportunities for students
- Both the Governors and the JLBC's budgets are out.
- Bill Tracking
 - SB1020: Disruption; educational institution; concealed weapon (Rogers) - Requires community colleges to allow an individual with a concealed carry weapons permit to carry on campus.
 - SB1036: public resources; influencing elections; penalties (Kavanagh) - Currently, the Attorney General or a County Attorney can file an action in superior court against a public entity if either of those parties have evidence to suggest a public entity used public resources to influence an election. SB1036 now allows any resident to bring action in superior court.
 - SB1067: community college districts; tax rate (Finchem) - If a property tax levy is determined to increase the property tax rate by more than one tenth of one percent the community college district must place that item on the ballot and send it to the voters for approval.
 - SB1243: open meetings; call to public (Kavanagh) - Requires a public body who makes an open call to the public to have that call to the public at the beginning of the open meeting and for a period of 30 minutes, after 30 minutes the public body can carry on common business and, if necessary, carry on calls to the public at the end of the public meeting.
 - SB1694: higher education; withholding state monies (Farnsworth) - Instructs the Treasurer to withhold state funds from any institution of

higher education if that entity has any programs teaching on diversity, equity, and inclusion.

- HB2454: appropriations; community colleges; police training (Marshall) - Appropriates \$2M each to Cochise, Coconino, Northland Pioneer, Yavapai, and Western Community Colleges for law enforcement training programs. Dr. Perey and Sheriff Dannels will head to Phoenix on February 17 to discuss and support the bill. Additionally, AC4 is also seeking \$5M in budget for dual enrollment programs.

Facilities Update:

- DC
 - Campus LED Lighting Retrofit
 - Replaced the interior fluorescent lamps, exterior wall and parking lot lighting
 - Central Plant Modernization and Optimization
 - Cooling tower replacement in progress
 - Condenser and Chilled water piping system upgrades in progress
 - Estimated completion date end of March
- SVC
 - Barista Café (Library)
 - Alcove built-out is ready for counter delivery and installation
 - Counters in production queue with estimated completion end of March
 - Installation dates to follow once the delivery date is confirmed
 - Interior build-out in progress
 - Fire alarm system design and permitting approved
 - Project completion expected first week in May
- Campus Services Building
 - Interior build-out in progress
 - Fire alarm system design and permitting approved
 - Project completion expected first week in May
- DTC
 - Nursing Flight/Police Cruiser Simulators
 - Interior space build-out completed, and ready for delivery and installation
 - Electronic noise and mechanical support issues resolved
 - Expected delivery date February 15, followed by installation & start-up week of February 17.
- BC/WC
 - Fire Alarm System Upgrade
 - Replaced fire alarm panel, sensors and annunciators
 - Outdated system, and consolidated third party fire panel
 - Projects have been completed

Initiatives:

- Workforce Initiative
 - Viticulture - Dr. Perey and Dean Molina attended the Arizona Wine Festival at Heritage Square in Phoenix on January 25, where they honored Ann Marie Stephens. The documents have been signed by Ann Marie and her conservator, and are pending signatures from the foundation.

- Dental Assisting - (full class with 12). Dean Hill held an advisory meeting with instructors, students, and the local dentist to discuss what is going well and what improvements can be made. The feedback was positive, and they will meet again this summer.
- First Responders Academy
 - The academy is going well, although there is a smaller class this semester. There are 13 total recruits, but anticipate losing one more in the next couple of weeks.
 - Sierra Vista Police Department - 5
 - Cochise County Sheriff's Office - 4
 - Santa Cruz City Sheriff's Office - 2
 - Graham City Sheriff's Office - 1
 - Safford Police Department – 1
 - Sierra Vista Police Department (SVPD) has an agreement with the college to use the Firearms Training Complex. They recently put this to use on January 29 when they had their quarterly firearms training. There were 59 total officers and command staff who shot that day. They scheduled four two-hour time slots.
 - The Criminal Investigation Division (CID) of the Army is gathering its documentation and funds to also come into agreement with the college for use of the FTC.
 - Additionally, Officer Darryl Scott will be retiring this month. Dr. Pery extended his thanks for his service both to the college, the law enforcement academy, and for his many years with Sierra Vista Police Department.
 - Paramedicine completed its accreditation site visit. Although there are a few areas to improve, all indications point to a successful visit. The institution has until June 1 to provide documentation of the corrections.
 - Today, CNA had their re-accreditation site visit. Dean Hill has indicated it went very, and the site visitor is recommending continued accreditation.
 - Thanks given to Melesa Ashline and her team for their work

Community Engagements:

- January 21 – Sierra Vista Welcome Back Breakfast
- January 21 – Meeting with Hensel Phelps
- January 29-31 – Cochise Combined Trust Renewal Meeting (James, Wendy & JD)
- February 3 – Provide Victim Statement for Court
- February 4 – Livestream w/CoolFM Interview
- February 11 – Board Meeting
- February 11-14 – Annual Leave (J.D.)

Upcoming Activities:

- February 14 – Annual Leave (Dr. Davis will act as president)
- February 17 – President's Day – College closed
- February 18-19 – AC4 Meeting in Phoenix.
- February 19 – All-AZ Awards Luncheon in Phoenix with Mrs. Strain
- February 20 – Board Budget Work Session @ 10 am in SV Boardroom
- February 21 – Retirement Celebration for JD @ 3:30 pm in SV Community Room
- February 26 - Collaborating for Rural AZ: Alumni Legislators
- February 27 – Retirement Celebration @ 9 am on the Douglas Campus – Room 101 (Admin. Building)

- February 27 – Black History Celebration Dinner @ 6 pm in the Sierra Vista Community Room
- March 1 – Youth Arts Festival on the Sierra Vista Campus @ 10 AM
- March 4 – AI for Educators – Author Dr. Anthony Bowen – @ 9 am in the Sierra Vista Community Room. If you would like to attend, please inform Crystal Wheeler.
- March 5 – College Budget Manager’s Retreat
- March 6 – Meeting w/ Hensel Phelps
- March 7 – Computer Challenge on the Sierra Vista Campus
- March 11 – Good Morning Sierra Vista on the Sierra Vista Campus @ 7 am
- March 11 – Board Meeting @ 6 pm on the Sierra Vista Campus

Questions/Comments:

Mrs. Strain questioned if there is any traction on SB1067. Dr. Perey responded stating AC4 is opposed, but if it eventually gets to the Governor’s office, it would probably be vetoed.

Mr. Quinn inquired about the Surgical Tech Program. Dr. Perey stated the college is rerunning the need/demand for the program. Dean Hill noted Arizona Eastern College is launching a program in the fall and the college may partner with them.

Mr. Quinn also questioned if the punch lists for the newly constructed buildings are complete. Dr. Davis stated the punch list is not complete but they are working on it. Dr. Brooks, Executive Director of the First Responders Academy noted that only 7 of the 20 lanes were working for a class taught last week in the Firearms Training Complex.

1.05.5 Monthly Financial Report – January 2025

The Financial Report for January 2025 was provided in the board packet, and approved as submitted.

1.05.6 Monthly Academic Progress Report – February 2025

The monthly Academic Progress Report for February 2025 included an update on awards and completions.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Non-Exempt Staff; Appointment (*Marco Hamilton, Registration Technician, Sierra Vista Campus*)
- 2.01.2 * Non-Exempt Staff; Appointment (*Victoria Harris, Admissions Specialist, Sierra Vista Campus*)
- 2.01.3 * Non-Exempt Staff; Appointment (*Camden Miller, User Support Technician, Sierra Vista Campus*)
- 2.01.4 * Exempt Staff; Appointment (*Cara Elkins, Director of Adult Education, Sierra Vista Campus*)
- 2.01.5 * Exempt Staff; Appointment (*David Lujan, Director of User Support Services, Sierra Vista Campus*)
- 2.01.6 * Exempt Staff; Appointment (*Frank Orona, Director of Student Recruitment, Sierra Vista Campus*)

- 2.01.7 * Faculty; Appointment (*Nathaniel Klingler, Aviation Pathway Flight Instructor, Douglas Campus*)
- 2.01.8 * Non-Exempt Staff; Resignation (*Patricia Black, Testing Services Specialist, Sierra Vista Campus*)
- 2.01.9 * Non-Exempt Staff; Resignation (*Patricia Hermansen, Accounts Payable Specialist, Sierra Vista Campus*)
- 2.01.10 * Non-Exempt Staff; Resignation (*Edward Rubalcava, Data Analyst, Downtown Center*)
- 2.01.11 * Exempt Staff; Resignation (*Lauren Gaub, Learning Management Systems Manager, Downtown Center*)
- 2.01.12 * Faculty; Resignation (*Christopher Dye, Aviation Pathway Flight Instructor, Douglas Campus*)
- 2.01.13 * Exempt Staff; Separation from Probation (*Ajaz Dagga, ERP Database Administrator / Programmer, Sierra Vista Campus*)
- 2.01.14 * Non-Exempt Staff; Retirement (*Teresa Ortiz, Registration Technician, Douglas Campus*)
- 2.01.15 * Exempt Staff; Retirement (*Dr. Eric Brooks, Executive Director of First Responders Academy, Sierra Vista Campus*) **PULLED FOR FURTHER DISCUSSION**
- 2.01.16 * Acceptance of Minutes for January 14, 2025 – Regular Meeting

Mr. DiPeso moved, and Mrs. Strain seconded a motion to approve the Consent Agenda after pulling item 2.01.15, the retirement of Dr. Eric Brooks for further discussion. With no further discussion, the Governing Board approved with Mr. Quinn, Mrs. Strain, Mr. Hudgins, Ms. Money, and Mr. DiPeso all voting aye. **MOTION CARRIED.**

Mrs. Strain stated that the retirement announcement of Dr. Brooks is bitter sweet noting that he has been instrumental in the college's success including all the programs he has been involved with. Mr. Quinn also noted his appreciation for all of Dr. Brooks' work on the First Responders Academy. Mr. DiPeso and Mr. Hudgins also both gave their congratulations

Mr. DiPeso moved, and Mrs. Strain seconded a motion to approve Item 2.01.15, the retirement of Dr. Eric Brooks. With no further discussion, the Governing Board approved with Mr. Quinn, Mrs. Strain, Mr. Hudgins, Ms. Money, and Mr. DiPeso all voting aye. **MOTION CARRIED.**

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

Wick Lewis, Executive Director of Human Services, introduced Dawn Chaouchi, Learning Management System Technician; Ciarra Lalles, Bugen Hall Director; Tammy Heredia, Instructor of Nursing; and Evan Cedor, Instructor of Geology.

3. INFORMATION ITEMS

3.01 Communications

- Dr. Rottweiler, College President, received an email from Olivia Beemer, Compliance Officer for the City of Benson thanking Cullen Scarborough, Dean of Adult Education and Military Programs, for putting together the ADEQ Math Bootcamp class. The class took about a years' time to put together, but the information was presented very neatly. Ms. Beemer would recommend the class to anyone needing their ADEQ Certification.
 - Dean Scarborough is also working with Gateway Community College and the National ADEQ examiner to offer the test locally. This would be about \$50 for the students; the college would just provide the facility.
- Dr. Rottweiler received a letter from Lynn Tincher-Ladner, President and CEO, Phi Theta Kappa Honor Society, honoring Angelita Bustamante for dedicating 10 years of

service as an advisor of the Alpha Beta Zeta Chapter. Ms. Bustamante also received a 10-year service pin.

3.02 Administrative Services Report

Dr. Wendy Davis, Executive Vice President for Administration, presented information regarding the college's insurance and risk management program, along with a high-level overview of district operations; highlights include:

Risk Management:

- Board Policy 406 Asset Protection
 - Internal Controls
 - Ethics and Compliance
 - Procurement and Disposal of Equipment
 - Insurance
 - Preventative and Deferred Maintenance

Insurance Review:

- Liability and Property
 - The College is part of the Arizona School Risk Retention Trust, Inc. - "The Trust", along with other community colleges and K-12 school districts from across the state. There is a total of 248 members with an insurable value of \$34B covering over 800K students.
 - The Trust offers comprehensive property and liability coverage to members, including general liability, automotive liability and physical damage, professional liability, and cyber liability coverages.
- The Aviation department and the Airport are independently insured
- Athletes
 - The college carries a catastrophic athlete insurance, which helps in the event of a significant injury to a student athlete that their personal health insurance does not cover.

Operations Overview:

- Administrative Services is comprised primarily of behind the scenes functions at the college, with the exception of the bursar/student accounts office in finance and athletics. With that, all of the Administrative Services operations provide the foundation for other areas of the college to operate. All areas strive to provide excellent customer services and be as proactive as possible in meeting the needs of their respective areas.

Administrative Services Organization:

- Facilities, Risk Management, and Shipping and Receiving
- Finance
- Procurement and Auxiliary Services
- Payroll/Employee Benefits
- Human Resources
- Internal Audit
- Technology Services
- Athletics

3.03 Annual Investment Report

Dr. Wendy Davis, Executive Vice President for Administration, presented highlights of the Cochise College annual investment report; highlights included:

Portfolio Management Strategies:

- Cochise College invests funds to ensure the long-term financial stability and vitality of the institution.
- Investments include
 - Funds to sustain operations for four (4) months
 - Funds for planned projects and capital investments
 - Funds to make payments for revenue bonds for a minimum of one year in advance

Investment Balances:

- Over the past seven years, the investment balances have fluctuated. In 2019, the college received allocations that were used to construct the Automotive Technology Building, which was completed in 2020.
- More recent investment levels have increased based on allocations for the capital construction projects recently completed. All three phases of the First Responders Academy Projects came in under budget.
- In addition, market returns have been favorable, allowing for the reinvestment of capital gains.
- Bonds are callable in June of 2025. Reserves include funds in contingency allocations that could be used to make payments once the current revenue bonds are callable – in FY26.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mrs. Strain
 - Noted that Director of Marketing, Robyn Martin attended the Military Spouses conference. It was good to see Cochise College representing different committees and organizations throughout the county.
- Mr. Hudgins and Mr. DiPeso
 - Congratulated Dr. Brooks on his upcoming retirement
- Mr. Quinn
 - Thanked Mr. Lewis for bring new employees and introducing them to the board.
 - Thanked Andy and Abe for all the work done with the hospital.
 - He also requested an update on FAFSA and the Baccalaureate degree programs.

5. ADJOURNMENT

Mr. Hudgins adjourned the meeting at 3:45 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. David DiPeso, Secretary of the Governing Board