

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD WORK SESSION

Thursday, February 20, 2025
Work Session
10:00 a.m.

1. GENERAL FUNCTIONS

1.1 Call to Order

Mr. Hudgins called the meeting to order at 10:00 a.m.

Board Members Present:

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

Dr. Perey began the meeting, noting that no action would be taken during the work session, and the budget discussions would be around the Guiding Statements, the Mission and Vision.

1.2 Review of FY25 Initiatives

On-going expenses

- FY25 Compensation and Benefits plan
 - FY 20-21 - 3% for all benefitted employees (\$743)
 - FY 21-22 - 2.5% for all benefitted employees (\$754) - Mid-year adjustment 3% exempt/5% non-ex staff (\$776)
 - FY 22-23 - 4.5% plus \$800 for all benefitted employees (\$810)
 - FY 23-24 - 3.5% plus \$1,500/FTE (\$834)
 - FY 24-25 - 3% exempt/4% non-exempt (\$859) and adjusted the salary structure based on imposed fair labor standards act changes.

Dr. Davis, Executive Vice President for Administration led a discussion regarding compression, and noted that the college was able to address concerns with the salary structure change implemented this year. She also noted that administration may be looking at a two to three percent increase for FY26 to address retainment and inflation.

- Insurance - increased
- Utilities
- Software
- IT Security
- Third-party Contracts
 - Security
 - Food Service
 - Technology Services

- Transportation
- Deferred Maintenance

Strategic Initiatives

- HLC Quality Improvement
 - Equitable Technology Access (\$75K)
 - Laptops and Hot Spots for students
 - Douglas Campus Fiber Initiative – almost complete, just setting a backup system then will move everyone over to fiber.
- Wellness Initiative – Mental Health and Basic Needs (\$125K)
 - Onsite third-party counselors
 - Online Mental Health App
- Data Management and Reporting (\$80K)
 - Data Literacy – trainings, usages for academic program review and outcomes assessment
 - Dashboards/Program Review
 - Begin planning for an environmental scan to pull data on opportunities and challenges locally, statewide, and nationally that will be use to help with strategic planning. Examples are Higher education challenges, social economics, political, etc.
- Academic programming/curriculum – K-12 through baccalaureate (\$135K)
 - Dental Assistant Program
 - Baccalaureate Degrees
 - RN to BSN - Nursing
 - Organizational Leadership, Management, and Operations
 - Early College
 - Staffing
 - Enrollment
 - Seamless pipeline with K-12 – be more proactive about approaching other high schools
- First Responders Academy
 - Staffing
 - Facilities
 - Fire Arms Training Complex (FTC) – Opened November 2025
 - Driving Track
 - Simulators – one is here and other three will be on the way soon for a late March/early April opening
- Workforce Development
 - Reorganization
 - Increased Programming
- Housing – SV Campus opened in January 2025
- Enterprise Resource Planning (ERP) Implementation – Going live in July 2025 for finance and payroll; February 2026 for students and financial aid
- Douglas Campus Water, Fiber, Central Plant & LED lighting retrofit
- DC Welcome Center, SVC Bookstore Relocation, SVC Dining Expansion, SV Campus Services Building – anticipate opening April/May
- Late March early April opening of coffee shop
- HLC Accreditation Preparation
 - Evidence collection now
 - Writing team working on an outline
 - Turning outline into narratives

- Draft by end of summer ready for feedback and review
- DEI evidence interruption with the new administration may change a little bit of the language
- Presidential Search – Finished
- Migrating back to Microsoft 365 (Outlook)

New Staffing

- Instructor Welding – very high loads and overloads
- Instructor Fire Science – filled then they resigned now having a hard time filling; looking at working with local agencies for help getting instruction from current staff
- Instructor Dental Assistant Program
- Instructor Surgical Technician (unfilled) – hard to find faculty; Dean Hill will look at partnering with Eastern Arizona College. Also assessing the need for clinical partnership for clinicals versus a full program at Cochise.
- Credentials Evaluator
- ERP Database Administrator/Programmer
- Facilities Specialists (x2) (one filled and one remains unfilled) – right now the need is for an electrician

Initiatives on Hold

- Douglas Campus Building 100 – ADA Compliance – project on hold pending future request for use of the college building
- Sierra Vista Campus – Art Gallery Project – on hold pending requested space needs

1.3 FY26 Budget Development

The college uses a base forward budget to begin then move forward with assessing needs and wants.

Dr. Perey noted that the Governor's released budget was significantly less than the JLBC's released budget with the Governor's budget containing errors.

1.3.1 Anticipated Initiatives

- Salary
 - Base Adjustment of ~3% will do analysis through February
 - Structure Adjustments of 1-2%
- Benefits
 - Health Insurance – increase (9-15%) – increased usage and inflation – increase High Deductible employee only will cost the college \$170K
 - Retirement – minor decrease
- College Initiatives
 - Continue support of ERP Implementation – currently in the third year of the implementation continuing to use fund balance.
 - Inflation impact on supplies and services (utilities, insurance, third-party contracts, supplies, etc.)
 - Maintain key initiatives continuing with equitable access, student wellness, HLC, academic programming, and early college as the

- college finished preparing for the HLC site visit in early 2026
- Fall 2026 – start strategic planning and new initiatives after the finalization of HLC accreditation visit
- The college, along with other higher education institutions, are addressing a Dear Colleague letter received from the office of Civil Rights, on February 14, regarding the use of DEI language. College administration is going to do an audit of materials external and internal facing then gauge if there are language areas that need addressing.
- Staffing Initiatives
 - Instructor ESL – high need
 - Instructor Viticulture (restricted funds)
 - Fall 2025 start; 16 credit-hour certificate
 - Program will be housed on Douglas Campus but programming will be throughout the district.
 - The first few years will be ground work, so not growing but planting, pruning, etc. The core principle will be to work with the local wineries/vineyards. There is already work being done to create an advisory board to continuously assess local needs.
 - The donation also pays for an instructor, help establishing the program, scholarships for students, and for practicums in the field.
 - Down the road, there may be opportunities to look at a consortium for wine program or bachelor programs.
- Facilities Initiatives
 - DC Infrastructure continued
 - Water, Sewer, Electrical
 - Gym Floor – looking for potential donors to help
 - Central plant is currently underway
 - DC Athletic Fields to Turf
 - Quotes – over \$3M for both projects
 - Only \$850K from Grijalva
 - Not promoting Turf at this time
 - DC 100 Building Remodel
 - Working with Hensel Phelps, contractor for the Port of Entry as they are looking for a location to house their team; may consider using the 100 building. As part of the discussions, they would help pay for the ADA compliance remodel. Need a location by August 2025.
 - Exploring more options
 - DC 400 Abatement and Renovation –
 - Take two classrooms and combine them with the 300-building eliminating the need for a 400 named building
 - DC 2200 Art Fabrication Roof Board Initiatives
 - Roof structure has issues with flooding and needs to be refurbished – architect coming in March

1.3.2 Potential Revenue

Dr. Davis led the discussion; highlights include:

- FY26 State Aid Request - JLBC Preliminary Budget Outlook (Net increase all sources \$946,800)
 - M&O \$3,818,600 (-\$185,900)
 - STEM/Workforce \$1,021,100 (+\$187,700)
 - Equalization \$11,812,600 (+\$1,236,800)
 - Rural Aid \$2,703,600 (-\$295,500)
- Sales Tax Aid
 - Prop 301 (Revenues are projected to be down ~10.2% based on the trends in FY25)
 - Next year will be at the \$1.9M, which is the cost of the nursing now
 - Prop 207 (Revenues projected to be down ~3.7% based on FY25 revenue received to date)
 - Adequate funds to run the program
 - There is Bill initiative at the state for additional \$2M to the college for law enforcement academy
 - Equipment and ongoing needs to include retractable targets
- Property Tax
 - Access to an additional 6% plus new construction
 - New Construction only \$633,847
 - 1% TNT \$272,330
 - 2% TNT \$544,661
 - 3% TNT 816,992
 - MAX TNT \$1,667,586
- Tuition and Fees Tuition/Fees
 - \$1 increase = \$100,000 assuming flat enrollment

Mr. Hudgins recessed the meeting at 11:20 a.m. and resumed the meeting at 11:45 a.m.

Dr. Davis continued the FY26 potential revenue discussions asking for guidance from the board regarding property tax and tuition. Following discussions, administration may bring two options for tuition to the March board meeting for selection and approval by the board.

Board Initiatives

Dr. Perey confirmed the FY25 board initiatives and their status to include the following:

- Continue to work on fiber connectivity and water treatment on the Douglas Campus.
- Continue efforts in K-12 to make sure students are college-ready and address the educational gap.
 - Considering a program, EdReady, assessment for high school students on their readiness for college
 - Maintain the work being done in early college and reduce the costs for dual enrollment.
- Discussed partnering with universities to provide a 2+2 model.

- AGEC redesign
- 90-credit baccalaureate degree – one college working on that with HLC accreditation now
- Provide instructors to help students who are taking online classes through a university.
 - College students can use the college's tutoring centers
- Keep compensation competitive while avoiding compression issues.

FY26 Board Initiatives

Mr. Hudgins led a discussion regarding FY26 board initiatives; highlights include:

- Mr. Quinn would like to consider building a multi-campus center for all universities for all college students to visit in one location.
 - Dr. Perey responded noting there have been discussions about creating stronger connections with the universities. Which means potentially having university academic advisors work directly with Cochise College advisors to ensure students are on the right track.
- Mr. Hudgins would like to see the viticulture program take off and if the new port of entry breaks ground, he would like the college to take full advantage of providing any training that may be related to the job, such as CDL, OSHA, Pipeline work, etc.
- Mrs. Strain would like to resolve articulation agreements with the universities to create a smoother direct transfer into program areas.
- Mr. DiPeso would like to ensure international students can cross the border to have equitable access to educational opportunities.
- Ms. Money would like to make more of an investment in faculty to address the shortages in the CTE area.

Dr. Perey thanked the board for sharing their initiatives and noted the institution will continue to work on current year initiatives, focus on accreditation, and assess and modify educational programs dependent on community needs. He noted there will be a budget leadership meeting early in March and then a preliminary budget discussion during a future board meeting.

2. ADJOURNMENT

Mr. Hudgins adjourned the meeting at 12:53 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant Office of the President

Mr. David DiPeso Secretary of the Governing Board