

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, April 14, 2020
Zoom Webinar
6:00 p.m.

Due to health concerns related to COVID-19, the Board suspended public group access to conference rooms located at Cochise College Campuses and Centers. Members of the public who wished to attend the meeting via video conference, joined at <https://cochise.zoom.us/j/160240891>.

Due to the health emergency, the call to the public was suspended.

Anyone wishing to comment on an agenda item, was asked to email the Clerk of the Board at wheelerc@cochise.edu by 9:00 a.m. the day of the meeting; the clerk received no comments.

1. GENERAL FUNCTIONS

1.01 Call to Order

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

Board Members Virtually Present:

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

1.02 Adoption of Agenda

The agenda was adopted as presented.

Mr. Quinn moved, and Mrs. Strain seconded a motion to approve the Agenda. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Mrs. Strain all voting aye. MOTION CARRIED.

1.03 Standing Reports

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

Mrs. Strain stated that a meeting previously scheduled for the last week of March, was postponed and will be rescheduled at a later date.

1.03.2 Senate

The Governing Board reviewed and accepted the submitted written March 27, 2020, Senate Report.

1.03.3 Student Government Association (SGA)

The Governing Board reviewed and accepted the submitted written Sierra Vista Campus Student Government Report.

1.03.4 College President

Dr. Rottweiler provided the board with updates; highlights included:

Legislative Update:

- HB2909 — “skinny budget”
 - M&O - \$4.6M
 - Equalization - \$7.2M
 - STEM/Workforce - \$1M

Master Facilities:

- Automotive Technology Building — Letter dated April 1, 2020, from construction manager
 - Suspended all work until such time as conditions allow for a safe resumption of work.
- Greenhouse – is ready to go

COVID-19 Updates:

- A month removed from the beginning of the COVID-19 outbreak
- Currently all courses are being delivered in a distance format with the exception of:
 - Policy Academy
 - graduation to be limited number of families in 30 minute sessions
 - EMT/Paramedic
 - Fire Science
- Employees working from home - 90%
- Over 100 Virtual Personal Network (VPN) accesses have been provided
- Helpdesk and switchboard functions are open with phones answered from home.
- Tutoring, Advising, and Counseling are being conducted via Zoom.
- Course/enrollment arrangements have been provided for students
 - Withdraw/Refund
 - Wait and See
 - Incomplete and IW grade options
 - 3,565 non-MOS, Dual Credit, or Prison students were identified as enrolled during this Spring Term.
 - An email entitled Cochise College Cares was sent to all students on April 6th or 7th informing them of resources available to them and implemented during the stay at home order.
 - As of 9:15 a.m., contact by phone was attempted for all students
 - United effort lead by the Counseling and Advising Office under the leadership of Nanette Romo and Mark Boggie.
 - Also participating were Kim Campbell, Sharron Nason, Cesar Noriega, Stephanie Maxwell, Tori Williams, Joseph Balais, Reveca Owens, Brenden Pitt, Tonya Randolph, Loren Gladwill, Laura Hughes and Susan Greeno. They were supported by library staff; Karly Scarbrough, Emily Moxley, and Vienna Baker.

- From the Testing Center; Judith Lehman
- From Enrollment Management, Celia Jenkins
- Thanks to all of them
- Some Responses:
 - Doing well
 - Adjusting to online
 - Have fallen behind
 - I love online
 - I have to drop because I have my children at home now
 - I appreciate you checking up on me
 - I was already online
- Interim Policies; under the authority granted by Policy 210-Interim Policies, Dr. Rottweiler has initiated the following policies for one year:
 - Policy 698 - Emergency Sick Leave
 - Policy 699 - Emergency Family and Medical Leave
 - Policy 5010 - Communicable Diseases
 - Policy 3004 - Academic Standards
- All PPE, ventilators, and the ambulance are loaned out to Healthcare providers.
- College Housing and the Downtown Center have been reviewed as potential housing options.
- CARES Act provided for the Higher Education Emergency Relief Fund. Cochise College is slated to receive \$3.1M. One half or \$1.5M needs to be directed to students impacted by the COVID-19 and intended to be used for food, housing, course materials, technology, health care, and child-care expenses. The college has a team meeting regarding the matter and they are developing Policy 4099 - Emergency Financial Aid. This policy will provide for the distribution of the funds based on number of credits taken. The college will have to report back to the federal government and the policy will provide the guidelines for distribution and reporting. The second half of the funds can be used for direct costs by the college, associated with the pandemic and other needs. The college is looking to use a portion of the funds to assist students in the Summer and Fall semesters. All funds must be expended by the end of the year.

Questions/Comments:

Mr. Quinn asked for updates on nursing; the college received approval to allow first and second year students to complete clinical hours with virtual simulations. Students are expected to graduate on time. Certified Nursing Assistant (CNA) students are the only ones without good options to complete the program.

Mrs. Strain inquired about student food insecurities; Dr. Rottweiler will ask Ms. Romo then report back.

1.03.5 Monthly Financial Report – March 2020

The Financial Report for March 2020 presented and accepted as submitted.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Breona Mouton, Executive Assistant to the Vice President for Administration, Sierra Vista Campus*)
- 2.01.2 * Administrative Staff; Appointment (*Belinda Burnett, Director of Aviation Programs, Douglas Campus*)
- 2.01.3 * Administrative Staff; Appointment (*Dr. Thomas Guetzloff, Dean of Mathematics and Sciences, District-wide, based on the Sierra Vista Campus*)
- 2.01.4 * Classified Staff; Transfer (*Tizoc Anaya, User Support Technician I, Sierra Vista Campus*)
- 2.01.5 * Classified Staff; Transfer (*Jean McNeil, Financial Aid Technician I, Sierra Vista Campus*)
- 2.01.6 * Administrative Support; Transfer (*Lisa Hauser, Director of Fort Huachuca Center, Fort Huachuca Center*)
- 2.01.7 * Administrative Staff; Restructure/Reclassification (*Barbara Richardson, Dean of Outreach, District-wide, based at the Benson Center*)
- 2.01.8 * Faculty; Retirement (*Barbara Smith, Instructor of Computer Information Systems (CIS), District-wide, based on the Sierra Vista Campus*)
- 2.01.9 * Faculty; Retirement (*Douglas Smith, Instructor of Computer Information Systems (CIS), District-wide based on the Sierra Vista Campus*)
- 2.01.10 * Coach; Separation (*Austin Nelson, Assistant Coach for Baseball, Douglas Campus*)
- 2.01.11 * Administrative Staff; Termination (*Jaclyn Bible, Business Analyst for Small Business Development Center, Downtown Center*)
- 2.01.12 * Administrative Staff; Termination (*Gabriel Galindo, Director of Center for Lifelong Learning Center, Downtown Center*)
- 2.01.13 * Faculty; Termination (*John Chapin, Instructor of Cybersecurity, Sierra Vista Campus*)
- 2.01.14 * Curriculum Changes
- 2.01.15 * Acceptance of Minutes for March 7, 2020 – Board Retreat
- 2.01.16 * Acceptance of Minutes for March 10, 2020 – Regular Meeting

Mr. Quinn moved, and Mrs. Strain seconded a motion to approve the Consent Agenda. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

2.02 Placeholder – Assistant Dean Academic Support

The Administration requested the Governing Board adopt a motion to approve the reclassification-restructure of Karen Dale for the position of Assistant Dean of Academic Support – District-wide, based at the Downtown Center.

Mr. Quinn moved, and Mrs. Strain seconded a motion approving the reclassification-restructure of Karen Dale for the position of Assistant Dean of Academic Support. There was no further discussion by the board. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

2.03 Fiscal Year 2020 – 2021 Personnel Listing

The administration requested the Governing Board adopt a motion to approve the personnel listing containing the names of employees to be issued employment contracts for the ensuing fiscal year, as presented.

Mr. Quinn moved, and Mrs. Strain seconded a motion approving the Fiscal Year 2020–2021 Personnel listing as presented. There was no further discussion by the board. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

2.04 Revised Summer 2020 and FY2020-21 Tuition and Fees

The administration requested the Governing Board adopt a motion approving the revisions to the summer 2020 and the FY2020-21 tuition rates as presented.

Dr. Rottweiler reported since moving all classes online for summer 2020, administration requested to move the online in-state tuition rate to \$88, the non-prop 300 documentation students to \$113, and the Golden Apache (60yrs and older) students to \$44. With the board chair's approval, Dr. Rottweiler enacted the new summer 2020 rate in essence of time constraints. Administration requested the board ratify the new rate.

Dr. Rottweiler requested the board reconsider the FY2020-21 online in-state tuition rates, which were presented and approved by the Governing Board on March 10, 2020. The request is to decrease the approved online in-state rate from \$113 to \$91, the same as the in-state in-person rate.

Mr. Quinn moved, and Mrs. Stain seconded a motion ratifying the revisions to the summer 2020 and approving the FY2020-21 tuition rates as presented. There was no further discussion by the board. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

2.05 Agreement Between Cochise County and Cochise County Community College District for use of College Dormitories during COVID-19 Pandemic

The administration requested the Governing Board adopt a motion authorizing the College President to sign two agreements with Cochise County for use of college dorms on the Douglas Campus during the COVID-19 Pandemic. At the request and approval of the college attorney and college insurance company, two separate agreements will be submitted. One agreement will be to house emergency first responders and medical providers who are required to isolate from at-risk family members at a weekly rate of \$100 or a month rate at \$300, which is the cost for staff to sanitize the room. Option for food service will depend on the number of individuals the county needs to refer to the college housing.

The second agreement would be to house evacuees needing isolation from other places or from evacuees in the event of wildfire evacuations. The rates for evacuees would be different than for first responders, but has not yet been determined.

Mr. Quinn led a brief discussion in which board members expressed their discomfort with the agreement, as written, for evacuees. They are in support of an agreement to house first responders and medical personnel in need of isolation. Dr. Rottweiler expressed there will be two agreements,

separating out housing for evacuees, and requested the board approve him signing the revised agreement including only housing for first responders, and medical personnel at this time.

Mr. Quinn moved, and Mrs. Strain seconded a motion authorizing the College President to sign an agreement with Cochise County pending legal review and approval from the college insurance company, housing first responders, emergency personnel and healthcare professionals during the COVID-19 Pandemic. There was no further discussion by the board. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

Dr. Rottweiler noted another agreement regarding the Downtown Center being used as a hospital overflow, may come before the board at a later date.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- Dr. Rottweiler received an email from Nicole Novelli, NISOD Membership Coordinator, announcing that Cochise College student, Esteban Jasso is one of three Student Essay Contest winners. Esteban submitted an essay, "Forming an Identity," written about his instructor Kristin Juarez, Instructor of Psychology. With this honor, Esteban and Kristin will each receive \$1,000, and Cochise College will receive a complimentary membership for 2020-2021.
- Celeste Atkins, Instructor of Sociology, received a letter from Dr. Andrew Carnie, Vice President for Graduate Education and Dean, and Dr. Frans Tax, Faculty Director, Graduate College, informing her that she has been selected to receive the Dr. Maria Teresa Velez Diversity Leadership Scholarship for 2020-21. The award provides \$25,000 in cash stipend plus coverage of full base tuition.
- Celeste Atkins, Instructor of Sociology, also received an email from Linda Venis, Co-Editor for Accessibility and Diversity in the 21st Century University, informing her that her text "Teaching Up: Female Sociologists Teaching about Privilege" will be a published chapter in the Accessibility and Diversity in the 21st Century University book.
- Dr. Rottweiler received a letter from Robert Gomes, President and CEO of Canyon Vista Medical Center, thanking the college for the kindness in loaning Canyon Vista Medical Center ventilators and personal protective equipment. Also noting it is a pleasure to see our community helping each other in times of need.

3.02 FY2019 Audit Review

Dr. Wendy Davis, Vice President for Administration, provided a review of the FY2019 Audit conducted by the Arizona Auditor General's Office

The college undergoes an audit every year conducted by the Arizona Auditor General's Office. The audit team reviews the college's financial statements, the processes and procedures to ensure that the college operates in accordance with the generally accepted accounting principles as established by Governmental Accounting Standards Board. Based on the auditor's findings, the college's financial statements presented in the College Annual Financial Report (CAFR) is found to be reliable; however, the college did have some findings related to internal audit controls related to its weaknesses assessing risk and assessment to access management regarding technology. There are two specific issues related to both financial reporting and internal audit compliance and control. Both findings have been addressed through recommendations and action plans from the Chief Information Officer and the Financial Aid Office.

3.03 FY2020-21 Budget Review

Dr. Rottweiler provided an FY2020-21 budget review, which was presented the week prior to employees during a Zoom Employee Open Forum; highlights included:

- Lost resources due to Coronavirus – Governor reduced college’s anticipated additional funding
- Budget managers cut about \$1.7M from the March proposed budget
- Budget requests are tied to fulfilling the college’s mission
- Based on five Strategic Priorities
 - Competitive Advantages
 - Programs tied to emerging industries and local industries
 - Excellence
 - New/Improved Programming
 - “Everything Speaks”
 - Facility Improvements
 - Student Success/Completion
 - Degree/Certificate Completion
 - Expanding opportunities
 - Institutional Effectiveness
 - Compliance
 - Federal
 - State
- Budget Principles
 - Student Centered – access, success, and completion
 - Data Driven – use of key performance indicators
 - Employee Friendly – retention, recruitment, and development
 - Technologically Enhanced – impactful, efficient, protected, and secure
 - Future Focused – enrollment planning, program development, recruitment, and educational services
- Strategic Initiatives
 - Compliance
 - Federal & State
 - Human Capital
 - Salary and Benefits
 - Recruitment and Retention
 - New and Improved Programming
 - Cyber Security
 - Virtual Reality Developer
 - Diesel Program and additional Allied Health Programs – removed with reduction of budget funding; will look to bring forward again in the future
 - Facility Improvements/Deferred Maintenance
 - VR/Cyber (DTC)
 - Adult Education (SVC)
 - DC 1104 remodel
 - Community Room (SVC)
 - Maintenance Projects
 - Paving
 - HVAC/Central Plant
 - Sewer Ponds
- Compliance
 - IT Security, GLBA, Technology Audits, etc. - \$189,050

- Title IX/Department of Education - \$103,353
- ADA Compliance - \$38,000
- Human Capital
 - Employee Compensation Plan - \$853,318
 - Prop 206 – Minimum wage – Est. \$12.20 will know state index later in the year
 - All eligible staff – 3% increase
 - Associate Faculty – from \$732 to \$743
 - Part-time hourly – 1.5% to 1.8% increase
 - Employee Benefits - \$46,000
 - Arizona State Retirement System (ASRS) – from 11.94% to 12.04%
 - Long-term disability from .17% to .18%
 - Medical Coverage increase from \$600 to \$605 per month
 - Health Savings Account incentive for high deductible plans - \$250 to \$500
 - Student Employment - \$29,000
- Strategic Initiatives – On-going (\$779,607)
 - VR Instructor – full and part-time
 - Art (2D) instructor
 - Videographer
 - CIS Instructor
 - Senior Tutor Adjustment
 - Community Relations
 - Douglas Campus and Community Relations Manager (Board Initiative)
 - Events Management Specialist
 - Returning Student Scholarships/Lifelong Learning (Board Initiative)
 - Police Academy – Associate Faculty
 - Student Government, Residential Life, Athletics – Scholarship Adjustment
 - Board Memberships and Consulting
 - Phone System Replacement – Voice over IP annual fee
 - Fire Science Equipment
 - UAS Equipment
 - Professional Development – Financial Aid
 - Advertising and Interview Costs
 - Fleet Charges – College Navigators
 - License Fees and Databases – Library
 - Increases – utilities, insurance, and security
- Strategic Initiatives – One-time (\$1,534,000)
 - Cyber/VR buildout (DTC)
 - Various remodel/upgrade projects
 - Deferred Maintenance
- Budget Drivers - \$3,572,328
 - Compliance (\$330,403)
 - Employee Compensation and Benefits (\$928,318)
 - Strategic Initiatives (\$2,313,607)
- Available Resources/Revenues
 - Savings and Reallocations - \$1,630,379
 - Potential New Revenue
 - Tuition – (-\$257,495) Loss
 - State Aid – (\$923,100)
 - Property Taxes (new construction only; no 2% tax increase) – (\$292,344)
 - Revenue Adjustments – (\$984,000)

- Proposed Planning/Projects from Fund Balance
 - Enrollment Buffer - \$903,154
 - Deferred Maintenance - \$250,000
- The Legislative Budget Office forecasts substantial budget shortfall - \$1.1B by July 2021
- Budget Adoption Board Meeting scheduled for June 9, 2020

Questions/Comments:

Mr. Quinn expressed disappointment to see the expansion of VR and the removal of allied health programs from the proposed budget. He asked administration to consider some type of allied health expansion as he sees employment potential in the local community for medical, but not in the VR industry.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. DiPeso
 - Thanked Dr. Rottweiler for going above the call of duty working hard to address the pandemic.
- Mr. Nelson
 - Expressed that the college is doing an extraordinary job.
- Mr. Quinn
 - Expressed his appreciation for the college leadership, noting leadership of college is critical.
 - Noted his appreciation of the college's support to the community.
- Mrs. Strain
 - Very heartened by the phone calls to the students.
- Mr. Hudgins
 - Expressed his thanks to administration and staff for keeping the college going.

Dr. Rottweiler thanked the board for their comments and their support. He also thanked and recognized senior administration and the college team for their hard work and dedication.

5. ADJOURNMENT

Mr. Hudgins adjourned the meeting at 7:25 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board