

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, December 8, 2020
Zoom Webinar
6:00 p.m.

Due to health concerns related to COVID-19, the Governing 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/98349226802>.

1. GENERAL FUNCTIONS

1.01 Call to Order

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

Board Members Present:

Mr. David DiPeso
Mr. Don Hudgins
Mr. Dennis Nelson – Via Zoom
Mr. Tim Quinn

Board Members Absent:

Mrs. Jane Strain

1.02 Adoption of Agenda

The agenda was adopted as presented.

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

1.03 Pledge of Allegiance

Mr. Hudgins led the Pledge of Allegiance.

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 regarding agenda items.

1.04 Standing Reports

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

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

1.04.2 Senate

No Senate Report provided; no November meeting.

1.04.3 Student Government Association (SGA)

The Governing Board reviewed a written Student Government Association Report, and accepted as submitted.

1.04.4 College President

Dr. Rottweiler thanked the board for their participation in the ribbon-cutting for the opening of the new Cyber and Virtual Reality Developer Labs prior to the evenings board meeting, then provided the board with updates; highlights included:

Legislative Update:

- In a wait and see, pattern for FY'22 Budget discussion. Next will be the Governor's Recommendation in mid-January.
 - For Cochise College the Statutory formulas Included:
 - Total: \$13,224,200 (up \$291,900)

Master Facilities:

- Automotive Technology Building
 - Construction, landscaping, and furniture install is complete.
 - Hoists are being installed and equipment is being brought over from the other facility.
 - Some finishing touches and minor electrical adjustments are needed.
 - Ribbon cutting on January 12, 2021.
- Major Projects:
 - Room Re-models
 - Many rooms are complete and the rest will be ready in time for the start of spring semester.

COVID-19 Updates:

- Fall Semester classes began on August 17 in a remote format when possible. Many faculty front-loaded some lab or clinical work in an effort to be ahead of the curve during the final weeks of the semester. The semester ends on December 14.
- Like the county, state and nation, the college is seeing an increase in the number of reports of positive tests and/or possible exposure. The college continues to work closely with the County Health Department. Most cases monitored by the college are potential exposure from family members. Despite the increase in activity, there are no college-linked transmissions to date.
- At this point in time, the college intends to offer a limited number of face-to-face courses in an expanded number of disciplines. Some minor adjustments are being made based on supply and demand, but intention is to stay the course as outlined in the course schedule. To accommodate these offerings, facility and classroom adjustments have been initiated. These remodels will provide for appropriate social distancing in the classroom setting. On the agenda is a recommendation to delay by one week the start of the Spring Semester. The holidays are expected to result in an increase in the number of COVID-19 cases.

- By delaying the start by one week (January 11 to January 19), more time will be available for new cases to be resolved, or so that people will have more time to isolate/quarantine if required. This will potentially decrease classroom disruption for individuals, classes, and the college. To accommodate this change, Spring Break is recommended for elimination.
- All could change as the college moves into 2021.

General Comments:

- Guiding Statements Work—under the leadership of Dr. Verlyn Fick and Mark Boggie, the college is continuing in a process to reaffirm or change the guiding statements of Cochise College. Current work and presentation materials were emailed to the board for review. Currently, conducting sub-group work on each statement and will bring to the Board in the coming months for review and action. This work will be the beginning of the next round of the Strategic Think Tank to begin in late January.
- Britt Hanson announced his retirement from the County Attorney's Office. Britt has served as the college's legal counsel for eighteen years.
 - Britt introduced the college's new counsel from the County Attorney's Office, Christine Roberts.
- Dr. Verlyn Fick has been selected as a new Board Member of the Cochise County Reentry Coalition. The college would like to take a stronger focus on working with individuals reentering society.
- Community Events:
 - Festival of Trees Judging – November 14
 - Police Academy Graduation – November 19
 - Noon Rotary Presentation – November 23
 - Student President Forum – December 4
- Board Meetings and Upcoming Events:
 - Winter Recess begins December 21 through January 3; The College will be closed during this time.
 - January Board Meeting, January 12, in-person with Zoom attendees
 - Automotive Technology Building Ribbon cutting at 4:30 p.m. (dinner will be served).

Questions/Comments:

Responding to Mr. DiPeso regarding funds from Prop 207, Dr. Rottweiler noted the college received a report from the Joint Legislative Budget Committee (JLBC) regarding potential budget funds that could be received from the passing of Prop 207 - legalization of marijuana. Early projections could be \$30M to community colleges.

Responding to Mr. Quinn, Dr. Rottweiler reported the parking for the new Automotive Technology Building (ATB) will be across the street and the temporary access road behind the building will be closed except for access for first responders.

Responding to Mr. Hudgins, Dr. Rottweiler noted the remodel of the Student Union on the Douglas Campus is complete and open.

1.04.5 Monthly Financial Report – November 2020

The Financial Report for November 2020 was presented and accepted as submitted.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Eduardo Charles, User Support Technician I, Sierra Vista Campus*)
- 2.01.2 * Administrative Staff; Appointment (*Dr. Dale Porter, Assistant Dean of Business and Technology, Sierra Vista Campus*)
- 2.01.3 * Coach; Appointment (*Derek Lane, Assistant Coach Men's Basketball, Douglas Campus*)
- 2.01.4 * Faculty; Temporary Appointment (*Virginia Delear, Temporary Instructor for Mathematics, Douglas Campus*)
- 2.01.5 * Faculty; Appointment (*Naomi James, Instructor of Nursing, Downtown Center*)
- 2.01.6 * Faculty; Appointment (*Karen Magatagan, Instructor of Nursing, Downtown Center*)
- 2.01.7 * Faculty; Appointment (*Dr. Duane "Eric" Malm, Instructor of Business/Economics, District-wide*)
- 2.01.8 * Faculty; Resignation (*Mary Balderston, Instructor of Nursing, Downtown Center*)
- 2.01.9 * Faculty; Resignation (*Mary Jenea Sanchez, Instructor of Digital Media Arts, District-wide*)
- 2.01.10 * Faculty; Retirement (*Daniel Guilmette, Instructor of Cybersecurity, Sierra Vista Campus*)
- 2.01.11 * Faculty; Retirement (*Pamela Thompson, Instructor of ESL, Douglas Campus*)
- 2.01.12 * Addendum to Intergovernmental Agreement (IGA) with Cochise Technology District.
- 2.01.13 * Curriculum Changes
- 2.01.14 * Acceptance of Minutes for November 10, 2020 – Virtual Regular Meeting

Mr. Quinn moved, and Mr. DiPeso 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, and Tim Quinn all voting aye. MOTION CARRIED.

2.02 Placeholder – Classified Staff

The administration requested the Governing Board adopt a motion to approve the hiring of Ms. Stephanie Carr for the Registration Technician position, on the Sierra Vista Campus.

Mr. Quinn moved, and Mr. DiPeso seconded a motion approving the hiring of Ms. Stephanie Carr for the Registration Technician position. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, and Tim Quinn all voting aye. MOTION CARRIED.

2.03 Revised College Calendar for 2020-2021

The administration requested the Governing Board adopt a motion to approve the revised college calendar for 2020-2021 to accommodate calendar changes, moving the spring semester start date to January 19, and eliminating the week of spring break. The request is a recommendation from

President's Council and has been discussed with Senate leaders and shared with employees via email and a Zoom General Session.

Mr. Quinn moved, and Mr. DiPeso seconded a motion approving the revised college calendar for 2020-2021. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, and Tim Quinn all voting aye. MOTION CARRIED

2.04 Sabbatical Proposal – Denisse Canez

The administration requested the Governing Board adopt a motion to approve the sabbatical request for leave of Denisse Canez for the 2021-2022 academic year.

Mr. Quinn moved, and Mr. DiPeso seconded a motion approving the sabbatical request for leave of Denisse Canez for the 2021-2022 academic year. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, and Tim Quinn all voting aye. MOTION CARRIED

2.05 Sabbatical Proposal – Tate Rich

The administration requested the Governing Board adopt a motion to approve the sabbatical request for leave of Tate Rich for the 2021-2022 academic year.

Mr. DiPeso moved, and Mr. Quinn seconded a motion approving the sabbatical request for leave of Tate Rich for the 2021-2022 academic year. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, and Tim Quinn all voting aye. MOTION CARRIED

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- *Dr. Rottweiler received a letter from Lynn Tincher-Ladner, President and CEO of Phi Theta Kappa Honor Society, honoring Jennifer Wantz for five years of service as an advisor of the Alpha Mu Zeta Chapter. Dr. Tincher-Ladner notes that advisors are truly the lifeblood of the organization, and they are delighted to recognize them for their years of service.*

3.02 NISOD Award

Dr. Rottweiler, College President, recognized Jennifer Wantz, Director of Community Relations, and Doug Schlarbaum, Instructor for Residential Building Construction and Trades, as recipients of the National Institute for Staff and Organization Development (NISOD) Award. The NISOD award is an opportunity for the college to recognize employees that serve in four different areas: service to students, service to their department, service to the college, and service to the community.

Recognizing Mrs. Wantz, Dr. Rottweiler read the nominating letter received on her behalf and presented her with a NISOD medallion and certificate, along with the college's Certificate of Excellence. Mrs. Wantz accepted the award and addressed the Board expressing her appreciation.

Recognizing Mr. Schlarbaum, Dr. Rottweiler read the nominating letter received on his behalf and presented him with a NISOD medallion and certificate, along with the college's Certificate of Excellence. Mr. Schlarbaum accepted the award and expressed his appreciation.

Mr. Hudgins and Mr. DiPeso congratulated Mrs. Wantz and Mr. Schlarbaum.

Mr. Quinn expressed his appreciation to Mrs. Wantz and acknowledged Mr. Schlarbaum for his mentorship to students.

3.03 Cochise College Community Survey

Robyn Martin, Assistant Dean of Marketing and Enrollment Management, and Jennifer Wantz, Director of Community Relations, provided an update on the community survey; highlights included:

Our Goal: Why survey the community?

- Gather information about how much Cochise County values attaining a college degree or certificate.
- Assess the community's perception of Cochise College.

Survey Distribution: September 7-30, 2020:

- Wick Communications
 - Digital Ad on all community websites
 - Print Ad in county newspaper
- Cochise College Press Release
- Cochise College Social Media
- Cochise College Website
- Community Partners- Email Database/shared social media
- Direct Mail Postcard to rural zip codes

Results:

- Demographics – 434 participants completed the entire survey
 - Age Groups:
 - Largest group was between 55-74
 - Higher Education Demographics
 - 61% had a Bachelor's Degree or higher
 - Students:
 - Almost half attended Cochise College
 - 52% stated they had immediate family who attended
 - 22% graduated from Cochise College
 - Employees:
 - Only 11% of participants identified as an employee or former employee
- Value of Higher Education; not specific to Cochise College – 448 participants answered
 - 36% disagreed that there are a lot of well-paying jobs that do not require a college education; 52% agreed or somewhat agreed.
 - 74% state it is easier to be successful with a college degree
 - 65.5% stated that they agree that pursuing a college education is a priority in their household
 - 67.9% stated that they agree that a college degree earns respect
- Resources needed to reach educational goals – 54 responses received
 - Academic program offerings – 40%
 - Financial needs – 26%

- Student Services Support – 12%
- Location – 9%
- Flexible Schedule – 6i%
- Technology – 5%
- Childcare – 2%
- Perception of Cochise College and its relationship with the community
 - 71.8% of participants agree that Cochise College partners effectively with the community
 - 81.3% of participants agree that Cochise College has a positive image in the community
 - 65.6% agree that Cochise College is responsive to the needs of the community
 - 20.9% neither agreed or disagreed with this statement
 - To address, the college will produce a “Year in Review” to promote college accomplishments and programs
 - 87.5% agree that Cochise College is beneficial to the community; 440 respondents
- Perception of Cochise College and Education
 - Strengths
 - 89% stated Cochise College is a good education investment
 - 82.4% stated Cochise College provides opportunities for lifelong learning
 - What we can work on
 - 54.8 % stated that Cochise College puts students first
 - However, 37.6% neither agreed or disagreed
 - To address, the college will improve messaging on how it puts students first.
 - 66.7% stated the college helps prepare students transfer to 4-year universities
 - However, 27.5% neither agreed or disagreed
 - To address, the college will start implementing transfer information in marketing.
- Perception of Cochise College during COVID-19 – 431 responses
 - Value Decreased – 17% (less face-to-face options)
 - Value Increased – 20% (education closer to home and affordability)
 - Did not change – 64%
- Quoted comment from the survey
 - “In the market where so many unskilled/service industry laborers have lost their jobs, the value of education and the ability to attain a more secure position not so easily affected by the market (and other factors) is of utmost importance”.

Questions/Comments:

Mrs. Wantz confirmed the survey was randomly distributed with the majority of the responses given by residents of Sierra Vista.

Mr. Quinn asked that certificate related questions be considered in future surveys. He also noted that surveying military students could provide the college with the soldiers’ feedback of what is valuable to them through Cochise College.

Mr. Hudgins noted the survey is a good assessment for the college to see what is working or what improvements are needed.

Survey responses are being used for addressing pandemic-related issues and can be used as groups are evaluating the college's Vision, Mission, and Goals. Responses will also help the college change its marketing and messaging to students and the community.

3.04 Title IX Report

Drew Corbett, Director of Compliance/Title IX Coordinator, provided an overview of Title IX activities at the college, including the college's processes, policies, training approaches, and case history; highlights included:

Title IX at Cochise College:

- Title IX – Administrative Policy 1029
- AZ Title IX Consortium Member – information sharing group with other AZ colleges
- Training Initiatives
 - TIX Team
 - Employees
 - Students
- Title IX (TIX) Team
 - Dr. Wendy Davis, TIX Administrator
 - Drew Corbett, TIX Coordinator
 - Dr. Bo Hall, TIX Investigator
 - Wick Lewis, TIX Investigator
 - Shane Van Bibber, TIX Investigator
 - Jen Tagaban, TIX Advisor
 - Andy Espinoza, TIX Advisor
- New Regulations – August 14, 2020
 - Emphasis on equal treatment for complainant and respondent throughout the process
 - More legal-feeling proceedings
- Pre-hearing procedures
 - Under the old processes, an accused party (respondent) was often removed from classes, housing, or activities pending the outcome of the disciplinary hearing.
 - Now, the college must provide support and assistance to *both* the complainant and respondent before a hearing, and must apply a presumption of innocence until a decision has been made at the disciplinary hearing.
- A “Courtroom” feel to the process
 - All parties to a grievance are now represented by an “Advisor,” either one selected by the party or one appointed by the College.
 - Advisors are not necessarily attorneys, and the role is not identical, but they ensure that the rights of their advisee are protected throughout the process.
 - Advisors can and should be present at any meeting, interview, or hearing in the grievance process.
 - The hearing is now far more like a courtroom, with only the advisors being able to cross-examine the opposing party, and with the legal “preponderance of the evidence” standard being applied to the facts.
- Role of the Title IX Coordinator
 - Ensure Hearing Officers, Investigators, Advisors, and the Community are trained
 - Be a point of contact and resource for any external advisors and the parties
 - Implement Title IX regulations across all of our campuses, sites, and facilities
 - Make the process work fairly, quickly, and according to the law

- Cases/Investigations FY16-FY21
 - 2015-16 – 2
 - 2016-17 – 3
 - 2017-18 – 1
 - 2018-19 – 7
 - 2019-20 – 0
 - 2020-21 – 0

Questions/Comments:

Responding to Mr. Quinn, Mr. Corbett noted that the changes to Title IX also redefined the definition of sexual harassment. The three types are, quid pro quo; dating violence, stalking, and violent sexual crimes; and now sexual harassment can be defined as behavior that is so severely pervasive and subjectively offensive that any reasonable person would feel harassed by the behavior. Mr. Corbett also noted that cyber stalking parallels with physical stalking. If the definition of Title IX does not allow the college to address certain behaviors, the college can address them through the student code of conduct ensuring student and faculty safety.

Dr. Rottweiler stated the Title IX changes come from the Supreme Court cases and much also comes from the U.S. Department of Education.

3.05 Higher Learning Commission (HLC) Interim Report

Abe Villarreal, Dean of Student Success, presented a one-page summary covering the purpose and the materials that will be submitted to the Higher Learning Commission in December; highlights included:

The Higher Learning Commission Mid-Year Report is over 800 pages, which includes supporting documents and evidence.

The Area of Focus: Component 4C - The institution demonstrates a commitment to educational improvement through ongoing attention to retention, persistence, and completion rates in its degree and certificate programs.

4C1 - The institution has defined goals for student retention, persistence, and completion that are ambitious but attainable and appropriate to its mission, student populations, and educational offerings.

- The supporting evidence in Section #1 communicates the institution's efforts to achieve retention, persistence, and completion of its students. We define how we measure these three areas.
- A Progress and Retention Plan outlines efforts by the Counseling and Advising Department in consistently reaching out to various student groups including Prospective Students, Current Students, and Students At-Risk. A Priorities document includes objectives and tasks set forth by the institution in several areas including Enrollment Management, Learning and Outcomes, and Student Engagement.

4C2 - The institution collects and analyzes information on student retention, persistence, and completion of its programs.

- This section communicates our efforts related to reporting, and how we collect and analyze data. Examples include annual grant reporting, class surveys, reporting to external data consortiums, program reviews, and accreditation reports.

4C3 - The institution uses information on student retention, persistence, and completion of programs to make improvements as warranted by the data.

- We demonstrate how we used data to make decisions and improve services.
- Examples include:
 - Development of Directed Self Placement use, modifications to our tutoring services, evolution of the Student Success Strategies course, creation of the food pantry, updates to the website with information such as wellness resources, creation and changes to Branching Profile Questions in placement practices, development of advising practices including mandatory advising, and the evolution of our Areas of Study initiative.

4C4 - The institution's processes and methodologies for collecting and analyzing information on student retention, persistence, and completion of programs reflect good practice.

- We provide evidence as to the good practices we adhere to and to the ethical standards we meet in data collection.
 - Supporting documentation includes the creation of the data dictionary and the creation of the Data Governance Council.

Questions/Comments:

Dr. Rottweiler thanked Mr. Villarreal and the team for their hard work and dedication in writing and submitting the HLC report.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Quinn
 - Expressed appreciation for the presentation reports.
 - Used the analogy of a tree withstanding the winds and storms and continuing to grow, such as the college and staff have done with continuing to create and open new programs like virtual reality, cyber, and a new automotive building during a pandemic.
- Mr. Hudgins
 - Expressed his appreciation for college administration and the students in their continuation to make the best of bad situations.

5. ADJOURNMENT

Mr. Hudgins adjourned the meeting at 7:30 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board