

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD VIRTUAL REGULAR MEETING

Tuesday, June 9, 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/98720054968>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Hudgins called the meeting to order at 6:08 p.m.

Board Members 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 Mr. Nelson seconded a motion to approve the Agenda. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Mrs. Strain 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.

On behalf of the Governing Board, Mr. Hudgins acknowledged emails they received from, Celeste Atkins, Jennifer Tagaban, Alex Felton, Stacie Munger, and Jake Sherwood related to issues affecting our country. As part of the call to the public, these emails will be included in the record.

In response to the concerns expressed in the emails, the College President released the following statement on behalf of the college on Monday, June 8:

We have watched in dismay at the events that have unfolded in recent weeks. As an institution of higher learning, our purpose is to enhance the quality of life for our students and the communities we serve. We reaffirm our mission to “provide accessible educational

opportunities that are responsive to a diverse population and lead to constructive citizenship, meaningful careers, and lifelong learning.”

We know that constructive citizenship is challenging and difficult. We are committed to encouraging our students and communities to be constructively involved in civic, state, national, and world matters. We acknowledge that there are differences in how people of color are treated and call on every citizen to support equal justice under the law for all. Collectively, we need to listen and learn from each other as we seek life, liberty, and the pursuit of happiness.

Lifelong learning requires each of us to reassess our beliefs, values, and guiding principles. We must be committed to promoting the value of racial diversity and varied perspectives here in Cochise County and beyond. We acknowledge that more needs to be done to ensure that all feel welcome, safe, and valued. Together we must work to be better as a college, as a community, and as individuals.

Members of the board choosing to address the emails did so during the “Comments from Governing Board Members” Agenda Item.

1.04 Standing Reports

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

Mrs. Strain, Arizona Association of Community College Trustees representative, reported that a Zoom meeting had been set for June 25, 2020, with the main agenda topic to elect new leadership.

1.04.2 Senate

No Senate Report provided; no May meeting.

1.04.3 Student Government Association (SGA)

No Student Government Report provided; students are in summer session.

1.04.4 College President

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

Legislative Update:

- Senate adjourned sine die 26-4 vote, House still in limbo
- HB2909 — “skinny budget” approved
- Tuesday, May 26, three members of the Majority (Boyer, Brophy McGee and Carter) voted with the Minority party to adjourn the Session Sine Die. With that, the 2020 Regular Legislative Session formally ended without the Senate voting on any of the 28 House bills on the Senate Floor calendar. Prior to the Sine Die motion, the Senate did transmit to the Governor the Senate bills passed by the House.
- Issues for on-going discussion:
 - COVID-19 (Special Session)
 - Limitation of Liability

- Expenditure Limitation (short term relief)
- Too early to tell the impact of COVID-19 on state revenue. Depending on the use of federal dollars, the college may be able to protect the established budget for FY'21; do not believe, at this time, that community college funding is at risk of being swept.
- Arizona Community College Coordinating Council (AC4) hired a new executive director, Chris Bustamante, the former president of Rio Salado; officially starts July 1, 2020.

Master Facilities:

- Automotive Technology Building
 - Construction returned on Monday, May 18, 2020
 - Completion appears to be November 20, 2020
- Greenhouse – ready to go
- Major Projects:
 - Drainage on the Douglas Campus
 - Paving Projects on both campuses
 - Housing remodel for an isolation apartment (CARES Act dollars)
 - Demolition of the old Art Building (1900)
 - Hay barn construction

COVID-19 Updates/Return to Work/Reopening the College:

- Dr. Fick will provide updates during his report
- Pulse survey response email
 - Read an email received from a student providing thanks and praises to instructor, Frank Emanuel for going above and beyond to ensure students continued to learn along with providing encouragement and the chance to stay connected with him. The student also thanked the college faculty and staff for the support provided to students.
- CARES Act - provided for the Higher Education Emergency Relief Fund. Cochise College received about \$3.1M. One-half or \$1.5M needs to be directed to students impacted by COVID-19.
 - Emergency Higher Education Relief Funds (Students)
 - Total as of June 9: 741 students for \$746,800
 - Working with college foundation to provide relief for about 48 students – 2 DACA; 25 Sonoran Exchange; and 21 International students in form of scholarships
 - Emergency Higher Education Relief Funds (Institutional) - \$1.5M
 - Expansion of Remote Learning Programs
 - Purchased 150 new laptops for checkout from the library
 - Build technology capacity
 - Train faculty and staff to operate effectively in a remote learning environment

General Comments:

- Continue to hold weekly General Sessions via ZOOM - 156 participants
- The College continues important business related to accreditation and authorization to conduct business:
 - On Friday, May 29, 2020, the Arizona State Board of Nursing granted the LPN program full approval with the next re-evaluation in three years. This will coincide with the RN program re-evaluation. Thanks to Beth Hill and the entire nursing team for their hard work.

- On June 8, 2020, the National Council for State Authorization Reciprocity Agreements (SARA) informed Cochise College that the college is renewed for another year of institutional participation. This recognition allows the offering of on-line programming in all 50 states without state specific authorization. Thanks to Karen Dale and her team on this achievement.
- Questions related to the Southeast Arizona Law Enforcement Training Academy (SEALETA)
 - The Curriculum and Outcomes are provided by the Arizona Peace Officers Standards and Training Board; any adjustments to the curriculum come from their state board.
 - The Choke Hold is not taught as an application process for Law Enforcement.
 - Cadets are taught how to defend against a choke hold, but never taught to apply a choke hold
 - Kneeling on the neck is NEVER taught.
 - The O'Donnell Continuous Control System (OCCS), as taught in the Academy, teaches cadets to approach and kneel in a 45-degree angle, same angle as a seat belt, and never to apply pressure to the head and neck area.
 - Cadets are taught to kneel similar to a catcher with the suspects arm braced for control. If a balance issue does come into play, the cadet is taught to use the knee closest to the torso for balance, never the knee closest to the head or neck area.
- Community Activities/Involvement
 - May 19 - call with Congresswomen Kirkpatrick
 - May 20 - call with executives from Amazon Web Services on potential partnerships in technology certifications.
 - June 6 - Foundation Board Meeting
 - June 8 - interviewed with the Herald Review for the County edition on the college's return in the fall.
 - June 9 - participated in a virtual meeting with Senator McSally related to COVID-19 and economic development
 - June 10 - will attend the Douglas swearing-in ceremony for the new mayor and council.

Questions/Comments:

Responding to Mr. Nelson, Dr. Davis, explained there are specific guidelines regarding the CARES Act funds, to include that funds need to be spent within a twelve-month period. The college is documenting and reporting on what and where the funds are being used.

Dr. Rottweiler noted that the college has not received any requests from the county to use the college Douglas Campus housing for COVID-19 emergencies as per the signed agreement between the college and Cochise County.

1.04.5 Monthly Financial Report – May 2020

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

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Professional Support; Appointment (*Alan Hom, Video Production Specialist, District-wide, based on the Sierra Vista Campus*)
- 2.01.2 * Administrative Support; Appointment (*Andrew Stirling, Academic Advisor Military Programs, Fort Huachuca Education Center*)
- 2.01.3 * Administrative Staff; Appointment (*Alecia Lewis, Science Lab Manager, Douglas Campus*)
- 2.01.4 * Coach; Appointment (*Cierra Morris, Assistant Women's Basketball, Douglas Campus*)
- 2.01.5 * Faculty; Appointment (*Ashley Dahlke, Instructor of Art (2D), District-wide, based on the Douglas Campus*)
- 2.01.6 * Administrative Support; Transfer (*Marie Castillo, Scholarship Navigator, Douglas Campus*)
- 2.01.7 * Administrative Support; Transfer (*DeVon Hannah, Center Coordinator, Benson Center*)
- 2.01.8 * Administrative Staff; Transfer (*Kelly Juvera, Director of Emergency Medical Services Programs, District-wide, based at the Downtown Center*)
- 2.01.9 * Classified Staff; Resignation (*Denise Tackett, Registration Technician II, Fort Huachuca Education Center*)
- 2.01.10 * Administrative Staff; Resignation (*Frank Dykstra, Administrative Facilities, Sierra Vista Campus*)
- 2.01.11 * Arizona Department of Corrections; Reduction in Force (*Prison Education Coordinator*)
- 2.01.12 * Arizona Department of Corrections; Reduction in Force (*Prison Education Faculty*)
- 2.01.13 * Renewal of Intergovernmental Agreements (IGA's) with Cochise County School Districts for Dual Enrollment Courses
- 2.01.14 * Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District and Cochise Technology District to Continue to Provide College Level Credit Classes
- 2.01.15 * Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District and City of Douglas to operate an intercity bus route.
- 2.01.16 * Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District, the Cochise County Sheriff's Office and the Sierra Vista Police Department for the Southeastern Arizona Law Enforcement Academy.
- 2.01.17 * Curriculum Changes
- 2.01.18 * Acceptance of Minutes for May 12, 2020 – 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, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

3. INFORMATION ITEMS

INFORMATION

3.01 Executive Vice President/Provost Report

Dr. Verlyn Fick, Executive Vice President/Provost, provided an update on spring 2020 teach-out, summer term, mega-convocation, and fall 2020 schedule; highlights include:

Spring Semester 2020:

- Teach Out - Many programs found it difficult to continue the hands-on components of their courses in a timely fashion. These programs used the IW Grade to enable students to continue with their courses after the regular end of the semester. Those programs are now working with over 500 students to complete the courses and convert their incomplete grades to passing grades.
 - Programs/courses with significant IW usage or teach out volume:
 - Art, automotive, aviation, biology, building construction, business, culinary, drafting, digital media arts, education, certified nursing assistant, HVAC, mathematics, residential construction, and welding.
 - IW Grades - IW indicates that, for a justifiable reason, a student failed to complete all course requirements for the course. The instructor has the option of issuing an incomplete to withdrawal grade. The student must complete all coursework within a one-year period, or the IW will be changed, by the Registrar, to a withdrawal (W).

Summer Semester 2020:

- Enrollments compared to Summer 2019
 - Cochise - 14.6% above last summer (1994 enrollments)
 - Other AZ Community Colleges
 - Flat
 - Up 6% (due to changed offerings last summer)
 - Down 7%
 - Down 13%
 - Up 30% (due to moving nursing program to summer)
 - Down 32%
 - Three others - no report
- Speculation regarding the reason for the Summer 2020 increase (for use in future recruitment)
 - Pricing model with almost everything delivered online - \$88/credit
 - Registration timing - normally have some overlapping of summer and fall
 - This year had only summer registration during May
 - Should the college keep registration in separate time periods in the future?
 - Did this increase the availability of advisers for the specific term students?

Fall Semester 2020:

- Goals/Emphases
 - Best Practices for:
 - Health (CDC)
 - Student experiences
 - Student learning
 - Faculty experiences
 - Facility utilization (setting rooms following the CDC guidelines)
 - Institutional economics

- Maintain Similarities to Fall 2019
 - Student access to courses (530 seats less, 2.9% lower), locations, modalities
- Strategies
 - Front load hands-on learning as much as possible; complete early in the semester
 - Prepare backup plans if situations require changes - Multi-modal
- Recruitment
 - A team of people are identifying and communicating with groups of potential students
 - Examples
 - Applicants to Cochise during 2019 and 2020 who did not register for courses
 - FAFSA submitters who have not applied to the college yet
 - Spring semester students
- Modalities
 - Face-to-Face (typical in the classroom)
 - Real-Time Technology (in-person delivered through web conferencing or computer login)
 - Live-stream anywhere (home, car, phone, etc.)
 - Live-stream room-to-room (centers or other campus classrooms)
 - Hybrid (classes combine any methods)
 - Online

MEGA Convocation 2020:

- Purpose - Support the goals for fall semester by providing training related to instructional approaches and technologies and to foster innovation by sharing ideas and ways to teach hands-on. Since faculty are not under contract for these activities, they will be compensated using resources from the CARES Act funding that is not specific for students. The Faculty Support Center will be the primary department organizing and hosting the events of the MEGA Convocation. Events will be held weekdays, weekends, evenings, and asynchronously to maximize the access for faculty and associate faculty.
- Surveys and Strategy Planning - About 150 faculty and associate faculty participated in a survey to determine what kinds of training sessions would be useful to meet their needs. There will be eight 4-hour sessions to help with the overall planning.
- Upcoming Sessions - There will be six weeks of sessions that address all kinds of teaching and learning needs and opportunities. The first week has close to 20 sessions on the schedule already.

Questions/Comments:

Mr. Nelson expressed his concerns with overloading faculty. Dr. Fick acknowledged his concerns along with acknowledgment for the burden that was placed upon faculty and staff during the week following spring break with the move to online in the middle of the semester. Dr. Rottweiler added the Mega Convocation is to allow faculty the extra time to layout their courses and provide them the additional support and time with the help of members from the Faculty Support Center to attempt alleviating the extra burden.

Mr. Quinn asked who was responsible for tracking a student's IW status; Dr. Fick responded it was the responsibility of the student, the faculty, and the deans to ensure the information has been given to the registrar for updating.

Mr. Quinn inquired about the social distancing arrangements in classrooms; Dr. Fick informed the board that almost all classrooms in the college were reset to accommodate the six-foot social distancing for classes. Some classes such as for science labs will follow a hybrid model to ensure instruction while maintaining social distancing.

Responding to Mr. DiPeso, Dr. Fick discussed the college's use of Plexiglas partitions in classes such as pottery and in many student service areas.

Mr. Quinn led a brief discussion regarding dual credit courses and the effects on those classes, in which Dr. Rottweiler stated the determination is up to the high schools and what they do in the fall for classes.

Responding to Mr. Quinn, Dr. Rottweiler informed the board that every high school graduating student received a letter from the college president outlining the opportunity to receive a scholarship for classes in the fall. The college is also offering, "Reinvent Yourself" scholarships for returning adults.

To address possible technology shortages students may experience, the college purchased 150 laptops along with several hotspots. The college may also communicate with students and instructors to ensure they have the necessary capacity to complete the course. The computer labs will remain available to students, with proper social distancing.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. DiPeso
 - Thanked Frank Dykstra for his years of service to the college and congratulated him on his retirement.
- Mr. Nelson
 - Addressed the emails board members received regarding "Black Lives Matter", expressing that it is a moral and a political issue and is leery of political issues coming before the Board. Engaging in the discussion would be disruptive and kind of a diversion from the board's primary mission. Supports the statement read by Mr. Hudgins.
 - Personal comments noted that Black lives matter, of course, but all lives matter, red, white, black, and yellow. Stating that black lives matter ignores the overarching issue, which is racial prejudice or racial injustice. The problem is the disgraceful treatment our minority races have faced.
 - The country is approximately 30 percent Hispanic, if a "Black Lives Matter" statement is issued what is being said to the Hispanic population and the dreamers.
 - All lives matter, black, brown, red, yellow, white, and even the police officers; though they are not a race, they matter.
- Mr. Quinn
 - Appreciates the statement released by the college leadership; it was well written and said what it had to and was focused on action with emphasis of quality.
 - Appreciation in the compassion and the empathy of the staff members who reached out to board members and leadership.
 - Looking forward to a report at a future meeting from Ms. Wantz regarding the facilities and classroom impacts.
 - Congratulations to the LPN program on the licensing and the certification.

- Expressed appreciation of the police academy training information provided by Dr. Rottweiler.
- Mrs. Strain
 - Constructive citizenship is what we have always done at Cochise College.
 - It is exciting that faculty members were passionate and dedicated in their sense of ethics and morality.
 - Personally, the situation is sad and heart aching in all senses.
- Mr. Hudgins
 - Enjoyed the opportunity to watch the virtual Red, White, and Blue Award Ceremony. Expressed appreciation for the work of staff, faculty, administration, and students at the college.
 - Blessed to reside in Cochise County, where for the most part, we are all part of the human race and we treat each other as such.

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