

## MINUTES

### COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD WORK SESSION

Saturday, March 7, 2020  
Sierra Vista Campus  
9:00 a.m.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

Mr. Hudgins called the meeting to order at 9:00 a.m.

##### Board Members Present:

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

#### 2. NEW BUSINESS

Mr. Hudgins noted that no Board action would be taken during the work session.

##### 2.01 Discussion of the FY21 Potential Revenues

Dr. Rottweiler noted the information presented is based on projections, and is provided following a President's Council budget retreat, which consists of senior leadership, deans, and directors.

##### FY 2019-2020 Strategic Initiatives Review

##### Physical Plan:

- Douglas Campus Student Union
- Douglas Campus Art Fabrication

##### Programmatic:

- Automotive Technology Building – in progress
- HVAC – hired Tim Saska full-time
- UAS/Part 107 – hired Scott Thompson in partnership with Cochise Technology District
- Welding – hired Hope Struse
- Medical Assistant – hired Nickie Dannels
- Assistant Dean of Workforce Development – hired Karl Griffor
- Agriculture – moved director from 9 months to 11 months
  - Greenhouse – possible completion by end of March
- Police Academy – completed two academies, one in progress
- Grants Manager – hired Tonya Nelson

Student Success:

- Academic/Career Advisor – hired Stephanie Maxwell
- Game Changers

Board Initiated:

- Cochise College is the leader of Economic Development in Cochise County (at the table, always college presence and part of a solution)
- Administrator on site to be in-charge on the Douglas Campus – hired Morgan McClincy
- Solar trough repaired/replaced on the Douglas Campus – evaluation was not good so it was drained and refilled. Research shows that the district is losing money; Chair Hudgins will meet with Jim Barrows, Maintenance and Facilities Director, to evaluate the initial contract and the current rates.
- College at table for Board/Commissions in city and county
- Explore more in medical – need to hire Dean then finalize which programs are sustainable
  - Pharmacy Tech
  - Surgical Tech
  - Dental Assistant
  - Radiology Tech

Emerging:

- Virtual Reality – Collaborating with City of Sierra Vista to host Robert-Francios Demers, CEO of SimLeader, a Canadian leader in simulator transportation who is interested to moving U.S. operations to Sierra Vista.
  - VR Internship with students
  - Program Development
  - VR Consultant hired with deliverables (innovation funds)
  - Legislative visit with Fort Huachuca – held in October 2019

FY 2020-2021 Potential Initiatives

College Initiated:

- Stage Gate Process
  - VR Programing
  - Diesel Tech
  - Sales & Marketing Certificate
  - Teacher Prep Certification
  - Allied Health AAS
  - Supply Chain Management Certificate
- Facilities Related
  - Remodel/repurpose
    - Downtown Center – Cyber Security/VR Labs
    - Adult Education Building
    - Driving Range for Police Academy
    - Building 700 – Douglas Campus
    - Building 100 – Douglas Campus
    - Downtown Center – Office Space – Foundation and Institutional Research
  - Deferred Maintenance
- Compliance Related
  - Information Technology Audit and Gramm-Leach-Bliley Act (GLBA)

- Federal Compliance
  - Title IX
  - Americans with Disabilities Act
  - Title IV (Financial Aid)

Proposed Budget Review:

- Potential New Revenues - \$2,807,443
  - Increase student tuition \$3 minus adjustments to online fee (-\$55K) - \$78,284 potential revenue
  - Differential Tuition (Aviation & Allied Health) - \$17,915
  - Primary Tax Levy with 2% Levy (TNT) - \$760,397
  - No Primary Tax Levy – only new construction - \$292,344
    - Difference of \$468K
  - Governor’s Budget – one-time funding - \$1,517,500

Following a brief discussion regarding holding a Truth in Taxation (TNT) for a 2% primary tax levy, which would be an increase of \$4.81 per \$100K assessed value, Dr. Rottweiler’s recommendation to the Governing Board is not to ask for a primary tax increase in light of one-time funding coming from the Governor’s proposed budget.

Mr. Nelson led a brief discussion regarding the \$3 tuition increase, which places Cochise College in the middle of the other Arizona community colleges. Cochise College tuition at \$91 is about 2/3 the rate of national community colleges’.

- Potential New Revenues cont.
  - State Aid increase - \$67,200
  - Equalization (average assessed evaluation of the eight rural community college districts) - \$837,900
  - STEM increase - \$18,300
  - Lost revenue – decrease registration hold fee from \$35 to \$25 to hold classes – (-\$16,000)
- Current Savings - \$243,379
  - Respiratory Therapy Program elimination
  - Completion of .49 employment contracts
  - Remaining funds following Douglas Campus remodel
  - Software
  - Budget reductions
  - Ongoing STEM Funding (rebalanced aviation tuition)
  - Prop 301 fund balance

The Board recessed at 10:05 a.m. for a break and resumed the meeting at 10:20 a.m.

## 2.02 Discussion of the FY21 Proposed Expenditures

Senior Administration Recommendations - \$3,201,829:

- G4S (on-campus security) Contract Adjustment
- Utilities – projected increase
- Insurance increase
- Base and longevity increase 3%
- Minimum wage salary compression
- ASRS – increase.32%

- Insurance Coverage – college contributions \$600 to \$605
- Health Savings Account Incentive from \$250/year to \$550/year
- ASL Interpreter
- Adjunct Faculty from \$732 to \$750
- Minimum wage increase
- Internet and phone services increase 2.4%
- Douglas Campus/Community Relations Manager
- Events Management Specialist
- Technology Services Compliance Manager
  - Address technology related compliance
  - Gramm-Leach-Bliley Act (GLBA)
- Replace phone system
  - Upgrade 20 year-old system and connect all campus phones on same extension system
- Douglas Fiber run
  - Support an initiative by Representative Nutt for Broadband in rural areas
- Tech Services Audit Compliance – Software
- Board Membership and consulting
- Police Academy
- Scholarship/student cost increases (athletics, SGA, Residential life)
- Cyber Security/VR buildout and equipment
  - Cybersecurity Facility at Downtown Center to train against threats
- VR full and part-time Instructors

FY21 Additional Proposed Funding Requests \$2,825,342:

- FY21 Staffing Requests - \$521,840
  - Art 2D Instructor
  - Videographer/Video Editor
  - Compliance Manager/Title IX Coordinator
  - Increase Senior Tutor Wage Rate
  - Instructor – Diesel Tech
  - Part-time User Support
  - HVAC Manager District-wide
  - Instructor – Welding
- FY21 Ongoing Funding Requests - \$92,652
  - Fire Science operations
  - CIS travel for industry certifications
  - Financial Aid Training
  - HR increased advertising and interview costs for job searches
  - Navigator – increase in fleet budget to cover traveling to schools
  - AmeriCorps employees – 1 full and 1 part-time
  - Library database increase and addition of two databases
  - Small UAS equipment, software, and supplies
  - Funds to cover unallowable grant expenses
  - Street Smart virtual reality simulators – Police and law enforcement training
- FY21 Onetime Funding Requests - \$994,220
  - Digital Marquee/Sign – Benson Center
  - Self-contained breathing apparatus (nursing/allied health)
  - Diesel Technician – start up equipment and tools
  - Douglas Campus Room 1104 Remodel to computer lab
  - Community Room Upgrade – SV Campus

- Remodel of Physics Classrooms 1101 - SV Campus & 2110 - Douglas Campus
- UAS Equipment
- HVAC awning to cover Southside of CTE (1500) building
- Plant Vehicle replacement – 2 half-ton trucks
- Scale Cluster Disaster Recovery
- AI Software/Chatbot
- Downtown Center Cellular Boosters
- FY21 Deferred Maintenance Facilities Projects - \$2,400,000
  - Projects still need to be prioritized to reduce costs or may need to request use of fund balance

Dr. Rottweiler discussed three upcoming position hires for Dean of Math and Science, Dean of Nursing and Allied Health, and Dean of Student Success.

#### FY2020-2021 Strategic Initiatives

- Compliance
  - State
  - Federal
- New/Improved programming
  - Virtual Reality Developer
  - Diesel Tech
  - Allied Health
  - Cyber Security
- Human Capital
  - Salary and Benefits
  - Recruitment and Retention
- Facility Improvements/Differed Maintenance
  - VR/Cyber (DTC)
  - Adult Education (SV)
  - Driving Range (DC)
  - Maintenance Projects
    - Paving
    - HVAC
    - Sewer Ponds

Mr. Nelson led a brief discussion regarding the possible future need for a Director of Police Academy. Along with a discussion regarding impact from the Army's end to the Northrup Hunter contract.

### **2.03 Discussion of Student Housing**

Dr. Rottweiler is not moving forward with additional student housing at this time in light of the canceled contract with Northrup, the elections, the Coronavirus, etc.

Mr. Quinn led a brief discussion regarding the college's contract with the Department of Corrections. The current contract scheduled to end June 2020. Dr. Flanigan, Dean of Business and Technology, along with Dr. Fick will meet with representatives from DOC to renegotiate the contract.

Dr. Rottweiler led a brief discussion regarding the HB 2790, which authorizes Community Colleges to offer four-year Degree Programs.

Mr. Quinn led a brief discussion regarding sheltering options on the Douglas Campus, in which Dr. Rottweiler noted the college is in a wait and see phase dependent on the Douglas Port of Entry.

The Board recessed at 11:30 a.m. for a lunch break and resumed the meeting at 12:00 p.m.

#### **2.04 Discussion of Board Priorities**

The board provided possible initiatives for college administration's consideration for short or long-term action. The board then participated in an exercise prioritizing the list with members awarding points to each initiative based on their order of prioritization.

Thirteen presented possible Board Initiatives:

1. Establish a culture in Cochise County that supports the value of education. Highlighting value of education and impact on our society and economic development. Marketing campaign, public relation, video, social media, etc. – points awarded - 0
2. Get word out on Grants and Scholarships for opportunity youth – points awarded - 7
  - a. Dual enrollment
  - b. Juniors taking college classes
  - c. Out of sequence (not high school to college)
  - d. Better deal for returning students
3. Security cameras for new auto building and the greenhouse; there is security built in the new auto building and the greenhouse will be included in the campus-wide security – points awarded – 0
4. Conduct a study on subscription service for tuition; pay for access to online classes – points awarded – 3
5. Virtual Reality (VR) in more classrooms including diesel. VR is already in several classes to include Bio, art, EMT, nursing and allied health, adult education, AJS, welding, and auto – points awarded – 3
6. Lifelong Learners – great opportunities – College to look at ways to grow opportunities offered – points awarded – 6
  - a. Currently the program is self-funded as the college receives no funding to support the program
  - b. Value of Cochise County as a whole
  - c. Broader way to distribute information
  - d. More social media marketing
7. Renewable engine (Solar) – points awarded – 2
  - a. Solar trough – get resolved
  - b. Review Douglas' current Solar Contract
  - c. Renewable option on the Sierra Vista Campus
    - i. SSVEC
    - ii. Solar One
8. Address gender differences in trade courses; establish more male trade programs – points awarded – 0

9. Vehicle for student concerns getting to the board – monthly Senate and Student Government Association (SGA) reports. Students inform the president with issues/concerns then he or the SGA will inform the Board – points awarded – 4

The prioritization list of six initiatives from the list above in order include: (in priority order #2,6,9,4,5,7)

Ordered Results:

2. Get word out on Grants and Scholarships for opportunity youth – budgeted through college with help from college foundation.
  - a. Dual enrollment
  - b. Juniors taking college classes
  - c. Out of sequence (not high school to college)
  - d. Better deal for returning students
6. Lifelong Learners – great opportunities – College to look at ways to grow opportunities offered
  - a. Currently the program is self-funded as the college receives no funding to support the program
  - b. Value of Cochise County as a whole
  - c. Broader way to distribute information
  - d. More social media marketing
9. Vehicle for student concerns getting to the board – monthly Senate and Student Government Association (SGA) reports. Students inform the president with issues/concerns then he or the SGA will inform the Board
4. Conduct a study on subscription service for tuition; pay for access to online classes
5. Virtual Reality (VR) in more classrooms including diesel. VR is currently in several classes to include Bio, art, EMT, nursing and allied health, adult education, AJS, welding, and auto
7. Renewable engine (Solar)
  - a. Solar trough – get resolved
  - b. Review Douglas' current Solar Contract
  - c. Renewable option on the Sierra Vista Campus (SSVEC & Solar One)

Administration will continue to refine and work through the budget with the recommendation not to request a Truth in Taxation for property tax increase.

### 3. ADJOURNMENT

Mr. Hudgins adjourned the meeting at 1:24 p.m.

Respectfully Submitted:

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Crystal Wheeler, Executive Assistant, Office of the President

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Mr. Dennis Nelson, Secretary of the Governing Board