

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, December 14, 2021
Sierra Vista Campus
Governing Board Room 301
6:00 p.m.

Members of the public who wished to attend the meeting via video conference joined at <https://cochise.zoom.us/j/98217057080>.

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
Mr. Tim Quinn
Mrs. Jane Strain

1.02 Pledge of Allegiance

Mr. Hudgins led the Pledge of Allegiance.

1.03 Adoption of Agenda

The agenda was adopted as published with no adjustments.

Mr. Quinn moved, and Mr. Nelson seconded a motion approving the adoption of the agenda. There was no further discussion. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, Tim Quinn, and Dennis Nelson all voting aye. **MOTION CARRIED.**

1.04 Citizen's In-person Interim

There were no requests to address the Governing Board.

1.05 Standing Reports

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

Mr. Quinn reported that AACCT held a meeting via Zoom on December 7, 2021, with representation from all ten community colleges. Meeting discussions included the removal of one member as per the newly approved bylaw pertaining to qualifications to be a representative; expanding support for workforce and certifications; reducing FTSE from 15 to 12; supporting AC4 leaders on the upcoming legislative session and rural aid; and the AACCT Legislative Session scheduled for early February.

1.05.2 Senate

The Governing Board reviewed a written Senate report and accepted as submitted.

1.05.3 Student Government Association (SGA)

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

Mr. Nelson noted his appreciation of the written report especially when students are not able to report in person. Mr. Hudgins and Mr. Quinn expressed their appreciation for all the work the SGA is doing.

1.05.4 College President

Dr. Rottweiler provided updates to the board; highlights include:

Legislative Update:

- Committee Assignments for LD 14
 - Lupe Dias replacing Becky Nutt
 - Land, Agriculture, and Rural Affairs
 - Education Committee
 - Ways and Means
 - Gail Griffin
 - Natural Resources Energy and Water Committee (Chair)
 - Rules Committee (Vice-chair)
 - Land, Agriculture, and Rural Affairs
 - Appropriations (new assignment)
 - David Gowan
 - Appropriations Chair
 - Natural Resources, Energy, Water committee
 - In position to be the next Senate President
- Budget Submission – the next action will be in January when the Governor releases his proposed budget
- Arizona Community College Coordinating Council (AC4)
 - Met November 17-18 at Pima Community College refining the legislative agenda
 - Next meeting scheduled for January 26-27 to initiate and kickoff the legislative agenda

COVID-19 Updates:

- A copy of the Cochise County Health Care Providers Press Release related to hospital capacities and best practice was shared with board members.
- Administration will continue to monitor closely the COVID numbers including the Delta Variant. Cochise County continues to be in the high transmission category. Currently, just under 62% of the population 5 years/older in Cochise County is vaccinated.
- The college is currently tracking seven open cases.
- In continuing efforts to mitigate COVID-19, the college hosted a COVID vaccination POD in both Sierra Vista and Douglas. On November 30, 68 vaccinations occurred in Douglas and 75 in Sierra Vista.

- The college continues to follow closely and prepare for the vaccine mandate. The process has slowed after consultation with the Arizona Industrial Commission. The Courts have stayed both the OSHA ETS process and the Federal mandate. Many colleges and universities have revoked their mandates including Maricopa Community Colleges and NAU.

Facilities Update:

- First Responders Academy:
 - Chiricahua Hall Update:
 - The asbestos abatement is completed
 - Living space wall and ceiling sheetrock, flooring and fixtures have been removed
 - Interior framing, plumbing, electrical conduit left in place for renovation
 - All doors and windows to be removed during the renovation
 - Mechanical system piping and equipment removal in progress with estimated completion date of mid-January.
 - Lead abatement and encapsulation estimated start date first week in January, with completion by mid-January.
 - Held a pre-RFP meeting for the Driving Range. It was determined that the overall Architectural and Engineering work needed to be completed first. Administration is in the last draft of an RFP for work which will include a Geo-technical study, a water shed study, and civil engineering. Hopes are to have that work done by March so construction can begin early summer.
 - Under the direction of Dr. Eric Brooks, Executive Director of the First Responders Academy, placed in the schedule an EMT academy to run for 8 weeks during the second 8-week spring session.
- An Automotive Technology Building open house news article was put in a plaque for hanging in the new building.

General Comments:

- The board-approved new College Guiding Statements have been hung in the board room and will be placed in classrooms.
- Fall Semester 2021 ended on December 13. Considering all that has happened over the past year and a half, it went off without a hitch. Thanks, given to the amazing faculty and staff for rising to the occasion and meeting the needs of students and communities.
 - The college will be closed beginning Monday December 20th through January 2nd and will reopen on Monday, January 3rd.
- Over the past couple years, administration has had a number of informal discussions related to starting an Early College High School at Cochise College. Dr. Rottweiler believes the time is now for the college to move the discussions through a more formal process. If the college is to develop a workforce for Cochise County, it may require the college to be far more proactive. Dr. Rottweiler has had discussions with Maricopa Community Colleges (Gateway and Phoenix Colleges) who operate Early College programs. Similarly, ASU's Digital Prep is providing a significant pipeline for university admissions. The college can create an Early College program centered around CTE programming and university transfer. A meeting was held with some Charter School developers and operators to better understand the process. The topic was requested to be on the agenda for the upcoming Board Retreat on January 28th.

Events in the community:

- The president, along with Ms. Strain, participated in the Veteran's Day Parade and celebration on November 11.
- The president, along with a number of Deans (Barbara Richardson, Rod Flanigan, Thomas Guetzloff, Angela Garcia, and Karl Griffor), met with the Fort's Electronic Proving Grounds Command to address their workforce shortage and preparedness. That meeting was held on November 15.
- Plans to taking the leadership team to Fort Huachuca for tour and meetings in late January.
- The college and Small Business Development Center (SBDC) held a Global Economic Luncheon on November 16th. It was well attended.
- Thanks is given to Chair Hudgins and Mr. Quinn for their attendance at the Police Academy Graduation on November 18.
- The Aviation Department held an Open House on November 19. It was well attended. Aviation will provide the board an update on enrollment, finances, and overall program wellbeing in January.
- On December 3, Dr. Rottweiler participated in the President's Forum with SGA members and all interested students to answer a number of questions.
- On December 6, Dr. Horne, Dean Hill, and the president participated in a Mental Health Priority Meeting sponsored by the Legacy Foundation. The meeting consisted of a number of key stake holders. The group is working collectively to address key behavioral and mental health issues across the county including the development of programming in Psych Tech and Case Manager.
- Events on Fort Huachuca - participated in a change of responsibility ceremony for the Garrison CSM and attended the Holiday Reception for MG Hale at the Pershing House, and will likewise attend the Garrison Commander's Holiday Reception on Friday.
- Participated in the Port of Entry Technical Team Meeting; an agenda was shared with the board. The project has the funding in place and is now being fast tracked. In the 1st Quarter 2022 the GSA will release dollars to conduct an Environmental Document; anticipated to take 18 months and the ground can be disturbed. The formal timeline will begin as that document is finalized. Long lead items include the Environmental Document, James Ranch Road completion (in procurement, funded, and RFP to be released early January) also included full utilities. The college stands ready to do what is needed to support the new port and provide programming; heavy duty diesel, warehouse, logistics, supply chain and any other emerging needs.

Upcoming Events:

- December 16th, LPN Recognition, Sierra Vista Campus Community Room
- Next Governing Board Meeting, January 11 (Aviation and Digital Marketing)
- Board Retreat, January 28th, @ Amerand Foundation from 10:00am to 3:00pm topics to include Board Code of Conduct; members are asked to submit agenda topics to Crystal Wheeler with a copy to the board chair.

Questions/Comments:

Mr. Nelson inquired about funds that are marked for demolition in the financial reports. Dr. Rottweiler clarified that it is demolition for abatement in preparation for a remodel.

Mrs. Strain inquired about the Mental Health meeting; Dr. Rottweiler responded noting that Dean Hill will take the lead helping to develop academic programming. Dr. Rottweiler also reported that he wrote a letter in support for a new jail.

Mr. Quinn acknowledged the first COVID-19 vaccine was administered one year ago December 14, 2021 in the United States and expressed the tremendous impact that has been had in hospitals and medical facilities and on staff, which is affecting individuals receiving treatment for other illnesses.

1.05.5 Monthly Financial Report – November 2021

The Governing Board reviewed the Financial Report for November 2021, and accepted as presented.

1.05.6 Monthly Academic Progress Report – November 2021

The Governing Board reviewed the Academic Progress Report for November 2021, and accepted as presented.

Mr. Nelson stated his appreciation for the academic report as it brought awareness of the military enrollments and how significant they are.

Mr. Quinn and Mr. Hudgins also expressed their appreciation for the report.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Tizoc Anaya, Senior Support Technician, Douglas Campus*)
- 2.01.2 * Classified Staff; Appointment (*Amber Jordan, Administration Building Assistant, Sierra Vista Campus*)
- 2.01.3 * Classified Staff; Appointment (*Morgan Smith, Facility Services Technician, Sierra Vista Campus, and/or Downtown Center*)
- 2.01.4 * Professional Staff; Appointment (*Andrea Alston, Events Management Specialist, Douglas Campus*)
- 2.01.5 * Administrative Staff; Appointment (*Angela Garcia, Dean of Liberal Arts, District-wide based on the Sierra Vista Campus*)
- 2.01.6 * Administrative Staff; Appointment (*Jessica Morgan-Tate, Director of Compliance/Title IX Coordinator, District-wide based on the Sierra Vista Campus*)
- 2.01.7 * Administrative Staff; Appointment (*Benjamin Wilson, Director of Risk Management, District-wide based on the Sierra Vista Campus*)
- 2.01.8 * Faculty; Appointment (*Warren Acoose, Instructor of Math, Douglas Campus*)
- 2.01.9 * Administrative Staff; Resignation (*Pattabiraman (Ramu) Muthiah, Director of Technology, Security Operations, and Compliance, District-wide based on the Sierra Vista Campus*)
- 2.01.10 * Coach; Resignation (*Anita Maryskova, Assistant Coach Women's Soccer, Douglas Campus*)
- 2.01.11 * Coach; Resignation (*Richard (Rick) Smith, Head Coach Rodeo, Douglas Campus*)
- 2.01.12 * Faculty; Resignation (*Amy Kovarcik, Instructor of Nursing, Downtown Center*)
- 2.01.13 * Administrative Staff; Termination of Probationary Employment (*Ralph Mellecker, Building and Grounds Manager, Sierra Vista Campus*)
- 2.01.14 * Curriculum Changes

2.01.15 * Acceptance of Minutes for November 9, 2021 – Regular Meeting

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

Responding to Mr. Nelson, Dr. Davis explained that the Professional Staff category was created in response to Fair Standards Act changes. The category is for non-exempt positions and is similar to the Classified Staff category only that they are on different salary schedules.

2.02 Student Course Fee Schedule – 2022-2023

The administration requested the Governing Board adopt a motion approving the proposed 2022-23 Cochise College Student Course Fee Schedule.

Dr. Rottweiler discussed a text book pilot, for a few classes, where the textbook fee is included in the course fee. He also highlighted a few increases due to inflationary costs.

Mr. Quinn moved, and Mr. Nelson seconded a motion approving the 2022-23 Cochise College Student Course fee Schedule. There was no further discussion, and the Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, Tim Quinn, and Dennis Nelson all voting aye. **MOTION CARRIED.**

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- Dr. Rottweiler, College President, received a letter from Dr. Jonathan Woods, Acting Director, Voluntary Education Force Education and Training, with the Office of the Assistant Secretary of Defense, regarding the Department of Defense Voluntary Education Institutional Compliance Program Review of Cochise College. The letter informs that the college successfully completed the review process and no further actions are required. The compliance process plays a key role in the DoD policy to develop quality partnerships, best support Service members, and ensure that partner schools comply with the terms of their Memorandum of Understanding (MOU) as well as the Principles of Excellence. Completion puts Cochise College on the forefront of this effort.

3.02 Business and Technology Report

Dr. Dale Porter, Assistant Dean of Business and Technology, led a presentation update for the Business and Technology Department; highlights include:

Responsibilities:

- Scheduling
- Hiring and recruitment
- Community Outreach
 - Southern Arizona Contractors Association (SACA)
 - \$2,000 scholarships for residential construction trades students
- Mentoring
- Teaching in the spring – Materials, Methods and Productions class

Innovations:

- Scheduling – working to find a software program, possibly CourseDog, to help with the speed, ease, and accuracy of the scheduling process. Currently holding meetings to review compatibility with the college's Banner system.
- Classroom technology – working to improve better communications for face-to-face and online/live streaming classes (hyflex). Testing an Owl microphone and camera all-in-one device, which moves following the voice of the speaker.
- Grants – Agriculture National Science Program – training individuals to write grants. Held meetings with Mentors to start the process to begin the training.

Questions/Comments:

Responding to Mr. Nelson, Dr. Porter noted that the scheduling software would be a collegewide program that works with the college's Banner system with real-time data.

Responding to Mr. Quinn, Dr. Porter explained the mentor process of helping instructors feel more comfortable in the classroom setting and discussing and scheduling needed training.

Mrs. Strain expressed her appreciation for Dr. Porter's participation on the SACA Board.

Dr. Rottweiler noted that the college is fortunate to have Dr. Porter. The assistant dean position has helped fill the role of department chair in the CTE program, which is difficult to fill when the number of faculty members is limited.

Graham Eberly, Welding Instructor, presented an update in the Welding Program; highlights include:

- Updating curriculum design
 - addressing non-completers
 - making multiple smaller/stackable certificates
 - revamping current certificates
- Shared video of new welding camera in action
 - Ability to help students see the welding puddle for better clarity than through some of the welding helmets
- Hired two associate faculty members
 - Paul Culberson and John Williams
- Offering blueprint interpretation to high school students
- Cars in the Park – wonderful turnout with other CTE Programs
- 22nd annual competition in March – statewide opportunity to participate
- Fall Welding Enrollment comparison since 2018
 - 2018 – 226
 - 2019 – 227
 - 2020 – 142
 - 2021 - 252

Questions/Comments:

Mr. Nelson inquired about Aerospace welding; Mr. Eberly responded noting it can be any type of precise welding like in regards to rockets, airplanes, etc.

Responding to Mr. Quinn, Mr. Eberly shared that the college works with the districts to bring the high school students to the college facility for the welding program.

Mr. Quinn asked if there was a piece of equipment or something that the Welding Department wished they could have; Mr. Eberly's response was for a Welding Tensile Tester.

Dr. Rod Flanigan, Dean of Business and Technology, spoke before the board and began by recognizing welding instructor, Hope Struse noting she is an instrumental member of the welding team and has been an influence on the increased enrollment. Dr. Rottweiler noted that exposing high school students to the trades has also had an influence on the increased enrollment. Most high school students do not have the same opportunity, which is the reason for a requested future discussion regarding the potential for an early college model to expose students to the trades. Similar to workforce development giving high schoolers the skills necessary to enter into a changing workforce.

Dr. Flanigan reported on four other programs in the Business and Technology division; highlights include:

- Cybersecurity – hired a new program director, Michelle Higgs
- Business – new tax preparer certificate program starting in the fall; instructor Seth Colwell created the curriculum
- HVAC – maxed out enrollment so building an awning off the CTE building for more space
 - high school students to start coming for training in fall semester
- Agriculture – NSF-ATE grant

Questions/Comments:

Mr. DiPeso inquired about the depth of the plumbing and electrical instruction; Dr. Flanigan responded that they do go in depth, but noted it is hard because they have not been able to fill the instructor for the Mobile Trades position, which is designed to travel to area high schools and train specifically for plumbing, electrical, construction, HVAC, etc.

Responding to Mr. Nelson, Dr. Flanigan stated that finding space for the HVAC program on the Douglas Campus is possible, but it is difficult to find the faculty needed to teach in the industry programs.

Mr. Quinn noted it is a great idea to revamp the welding certificate programs. He also inquired about the linkage between the GED and the IET program. Dr. Flanigan stated that HVAC is the only program right now. The construction program would be great to link, but it is too difficult as the class is taught all-day.

Responding to Mr. Quinn, Dr. Flanigan reported that the residential trades program has built and sold three houses. The program is currently building a fourth house. Pioneer Title has donated land again for next year's house build. Dr. Rottweiler noted there are discussions regarding how to incorporate emerging high school students and recently incarcerated students into the program.

3.03 Policies 644 Performance Evaluations, 647 Faculty Salary Advancement, and 665 Tuition Reimbursement First Reads

Revisions were made to policies 644 Performance Evaluations, 647 Faculty Salary Advancement, and 665 Tuition Reimbursement, which are present to the board as a first read. The board had no questions regarding the policies. Each policy will be presented during the January 11, 2022, Board meeting for second read and approval.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. DiPeso
 - Happy New Year and Merry Christmas
- Mr. Nelson
 - Happy Holidays
 - Inquired about the removal of the Board meeting that is usually held at the Willcox Center; Dr. Rottweiler noted that in light of the continued COVID situation and the ability to Zoom the meeting from the Sierra Vista Campus, the meetings at the centers would be postponed for another year. Mr. Nelson expressed the importance for the board to meet in the different communities, but understands for the current times.
 - After speaking with the owner of an auto service station, he learned that there is a need for electric car repair. He warned there are some dangers, but there is a need.
- Mrs. Strain
 - Expressed appreciation for all the community events and the college's presence in the community.
- Mr. Quinn
 - Gave thanks to all the student organizations that reached out and collected food, clothing, etc. for the community.
 - Asked for a briefing from Angela Garcia as the new Dean of Liberal Arts on her plans for the division.
 - Gave thanks to all the employees at Cochise College from facilities, food service, instructors, deans, and senior leaders; all have made a difference in a crazy year. In 2022, continue to make a positive difference in a student's life and in their family's lives; you never know the impact that you may make in one or maybe two generations. Walk away saying "I've made a difference and there's no greater thing that a person can do than to improve somebody else's life".
- Mr. Hudgins
 - Expressed appreciation for the college community rising above and making amazing things happen in spite of the pandemic. He is looking forward to great things from everyone in 2022.

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