

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, May 4, 2021
Sierra Vista Campus
Community Room
6:04 p.m. followed the TNT

Due to health concerns related to COVID-19, the Board had limited public group access to no more than 22 attendees (who were required to wear a face covering) in the Student Union Community Room located on the Cochise College Sierra Vista Campus. Members of the public who wished to attend the meeting via video conference, joined at <https://cochise.zoom.us/j/96717669751>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Hudgins called the meeting to order at 6:04 p.m.

Board Members Present:

Mr. David DiPeso
Mr. Don Hudgins
Mr. Dennis Nelson
Mr. Tim Quinn - Virtually
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 presented.

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

1.04 Citizen's In-person Interim

There were no requests to address the board.

1.05 Standing Reports

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

Mr. Quinn provided an Arizona Association of Community College Trustees report, noting a meeting was held on April 29, 2021. Representatives from all ten institutions were in attendance. Discussions included shared services between AACCT and AC4; review and

revisions to the Strategic Plan and the Bylaws; and discussion for an AACCT Retreat in September following the AC4 retreat.

Dr. Rottweiler expressed his appreciation for Mr. Quinn's participation on the AACCT Committee and gave kudos to Mrs. Strain for her years of representation.

1.05.2 Senate

The Governing Board reviewed a written April 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. Hudgins noted his appreciation for the updates.

1.05.4 College President

Dr. Rottweiler began his update noting the Senate will hold a special meeting on May 7, to discuss and vote on the Guiding Statements. He then provided the board with updates; highlights include:

Legislative Update:

- Continue to be in a wait and see mode as budget discussions continue at the Capitol. Community Colleges are in a good place for both formula funding and additional dollars. The slowdown in the budget process is the reconciliation of the various tax cuts.
 - Cochise College – formula funding \$13.2M to Cochise College and possible additional funding appropriations of \$4M; may be ongoing or onetime. Appreciations to Senate Appropriations Chair, David Gowan, and House Appropriations Chair, Regina Cobb for their support of community colleges.
- Bills of Note:
 - HB1453–Four-Year Degrees; Community Colleges passed the Senate on final read by a vote of 24-6. A press release from the Governor's Office was distributed to board members along with quotes from Sierra Vista Mayor Rick Mueller.
 - SB1294–Community College; Expenditure Limitation is a strike-everything bill, now sponsored by Representative Dunn. The bill now primarily provides a hold harmless for three years. It is ready to move per Senator Leach.

COVID-19 Updates:

- Student vaccinations:
 - Second doses were administered on the Sierra Vista Campus: April 27 and on the Douglas Campus today, May 4.
 - After consultation with President's Council, Student Leaders, and a special General Session, attended by over 150 employees, there are proposed adjustments to Policy 5001 related to face coverings. It is the college's intent to continue the face covering requirement for Summer Term and then make it optional for Fall. This will allow time for students

and staff to make proper adjustments including vaccinations. Administration will continue to monitor the infection rates in the county and recommendations coming from the CDC.

General Comments:

- It is Commencement time! The college will celebrate the 55th and 56th Graduating Classes on Thursday, May 13 in Douglas and Friday, May 14 in Sierra Vista. The commencement will be in a drive through format. The president's address and the student speaker address were pre-recorded as was the conferring of the degrees by Mr. Hudgins. The video will be available on the college's YouTube page with links on the website. The participants will be able to listen to the recordings as they proceed around the campuses.
 - Thanks to the Commencement Committee who worked diligently to make the event meaningful for students
 - Congratulations to all the graduates
- Mrs. Wheeler will reach out to board members to schedule a work session in July or August for an IT security briefing.
- The President's Leadership Academy to be held May 17 thru May 19. The agenda includes a "Discussion with the Board" and lunch on Wednesday, May 19 beginning at 11:15 a.m.
- The June Board meeting will be on Tuesday, June 8. It will include a Special meeting to approve the FY'22 Budget.

1.05.5 Monthly Financial Report – April 2021

No Financial Report was provided as the May Board Meeting was held too early in the month to process the April 2021 Financial Report.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Maria Cook, Department Assistant Residential Life, Douglas Campus*)
- 2.01.2 * Classified Staff; Appointment (*Baltazar Ramirez, Facility Services Technician, Douglas Campus*)
- 2.01.3 * Faculty; Appointment (*Stephen Crout, Instructor of Digital Media Arts, District-wide, based on the Sierra Vista Campus*)
- 2.01.4 * Faculty; Appointment (*Naomi James, Instructor of Nursing/Clinical Coordinator, District-wide, based at the Downtown Center*)
- 2.01.5 * Classified Staff; Resignation (*Eugene "Pat" Kelly, Building Maintenance Technician, Sierra Vista Campus*)
- 2.01.6 * Administrative Staff; Resignation (*Jennifer Tagaban, Director of Residential and Student Life, Douglas Campus*)
- 2.01.7 * Faculty; Resignation (*Alexander Deahr, Instructor of Aviation Pathways, Douglas Campus*)
- 2.01.8 * Curriculum Changes
- 2.01.9 * 2021-2022 Police Academy (LEO) Fees Schedule
- 2.01.10 * Acceptance of Minutes for April 13, 2021 – Regular Meeting

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

***** Introduction of New Employees *****

Wick Lewis, Executive Director of Human Resources, introduced Resha Watts, Student Recruitment Manager; Tinesha Smith, Financial Aid Technician; Alan Hom, Video Production Specialist; and Ana Villalvazo, Academic Career Advisor.

2.02 Faculty Emeritus

The administration requested the Governing Board adopt a motion conferring Faculty Emeritus status upon Dr. Cecelia Lewis and Ms. Rebecca Orozco. Each have been contacted and accept the nomination.

Mrs. Strain moved, and Mr. DiPeso seconded a motion conferring Faculty Emeritus status upon Dr. Cecelia Lewis and Ms. Rebecca Orozco. Responding to Mrs. Strain, Dr. Rottweiler noted that recognition discussions include either convocation in the fall or commencement next year. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn all voting aye. **MOTION CARRIED.**

2.03 Contract for Managed and Hosting Services

The administration requested the Governing Board adopt a motion authorizing the College President to enter into an agreement with Oracle America, Inc., for Oracle Cloud Infrastructure Services in the amount of \$617,000, and an agreement with Mythics, Inc., for implementation and management services for Oracle Cloud Infrastructure in the amount of \$435,000 for the period of three years upon contract execution.

Mr. Nelson moved and Mr. DiPeso seconded a motion authorizing the College President to enter into an agreement with Oracle America, Inc., for Oracle Cloud Infrastructure Services in the amount of \$617,000, and an agreement with Mythics, Inc., for implementation and management services for Oracle Cloud Infrastructure in the amount of \$435,000 for the period of three years upon contract execution. Mr. Nelson asked if the contracts would help with audit findings; Dr. Rottweiler replied, yes. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn all voting aye. **MOTION CARRIED.**

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- No new communications presented.

3.02 Outreach Report

Barbara Richardson, Dean of Outreach, provided a presentation on activities that have occurred over the past year within the Outreach Division and information on FY 22 initiatives; highlights include:

Outreach Division:

- Benson Center
- Willcox Center
- Ft. Huachuca Center
 - Addition of Assistant Dean of Military Programs – Retired U.S. Army Command Sergeant Major Matt Coppi starts on May 17
- Dual Enrollment
- Small Business Development Center (Spring 2020)
- Center for Lifelong Learning (Spring 2020)
 - CLL Manager – Anna Smith

Adaptions:

- Center Reconfiguration
 - Set areas for socially distancing
 - Moved furniture, computer labs, and opened room divider walls
- Instruction Support
 - Faculty and Students
 - Wi-Fi expanded to parking lots 24/7
- Student Support
 - 3000+ calls and emails to students offering help and encouraging registration
 - Financial Aid
 - Online Tutoring
- CLL and SBDC Embraced Remote Delivery
 - Yoga
 - Cooking
 - Brown Bag Lectures – 150 participants
 - Partnered with Ed To Go and U of A Cooperative Extension offering free self-enrichment courses – over 500 enrollments
 - Google Certification Class
 - 71 students
 - Free How to Zoom Classes
 - SBDC
 - 600 clients
 - Facilitated over \$10M in small business loans
 - Restaurant Revitalization
- Dual Enrollment Process Changes
 - Mandatory advising
 - Dynamic Electronic Registration Forms – Faye Luna
- Fort Huachuca
 - Staff accommodating to protocols – Military & College
 - Varied Hours – 3 am – 6 pm
- Collaboration
 - Internal and External
 - Helping with departments that are short-staffed
 - Looking for ways to help students get scholarships
 - Benson Hospital donated 6 cases of gloves

“Pearls in the Goo”

- Room to Room vs Live Streaming Anywhere
 - Brady Bunch Model
- Student Benefits
 - Adopted new improved processes

- Students access to portal
- Reaching Community Where They Are
 - Increased audience size

Future Focus - Expanding Opportunities:

- Allied Health Lab Expansion in Benson for a 30% increase in students
- CTE Mobile Programs – District-wide
- Amazon Web Services and Google Certification
- Cloud Computing – Dual Enrollment
 - Completion of the two-year program, earns a student 12 credit hours, three industry certificates, and two college certificates

Questions/Comments:

Mr. Hudgins expresses his appreciation to the Outreach team.

Responding to Mrs. Strain, Ms. Richardson noted that remoting learning will probably continue.

3.03 Math and Sciences Report

Dr. Thomas Guetzloff, Dean of Math and Sciences, led presentations on face-to-face modality numbers, equipment purchases and physics classroom remodels; highlights include:

Face to Face Class Offerings:

- Fall 2020
 - Math and Science Division – 168 courses in various modalities; 47 (28%) had face-to-face component
- Spring 2021
 - 185 courses in various modalities; 84 (45.5%) had face-to-face component

Investments in the Division:

- Two Physics Classroom remodels in Sierra Vista and Douglas campuses
 - Spreading out classroom bench structure allowing for more lab experiments
- Anatomy Models for the Douglas Campus
- A Telescope that allows students to view real-time images remotely on personal devices
- Two microscopes that have real-time images capabilities
- 16 new lab quest data collection platforms for the physics classes
- 15 new trail cameras with cellular plans to receive images remotely
- Equipment and software for the Digital Cochise Archeological Collection

Undergraduate Research Program:

- March 2020 – Undergraduate Research group and Bio 192 class went to Kino Bay, Mexico
- Currently conducting research
- Team – Kari Duram, Frank Emanuele, Steve Merkley
- Social Media presence
 - <https://www.facebook.com/CCresearchteam>
 - @Cochisecollegeresearchclub
 - College Webpage coming in fall 2021

Dr. Steve Merkley, Instructor of Biology, presented to the board sharing pictures of student research on the San Pedro River basin. In February 2020, ten students and instructor's

researched the beaver population on the river. Cameras indicate lots of evidenced activity. The project was collaborated with the Friends of the San Pedro River. Many of the pictures captured were published in the Arizona Republic and the Arizona Daily Starr. The research team also worked with the Watershed Management Group hosting several Zoom events. Dr. Merkley, along with various groups are working on a manuscript to describe the population and distribution of beavers on the San Pedro River.

Research also included mammal tracking with remote tracking along desert washes that flow into the San Pedro River. The program is currently working on a mountain lion manuscript with students showing evidence of reproduction within the San Pedro Riparian National Conservation Area. Dr. Merkley expressed his thanks to administration for approving the purchase of fifteen new motion cameras, which trigger with heat and movement with live feed directed to cell phones. During the presentation, a video feed showed the various mammals present along the riverbanks.

Dr. Merkley also discussed measuring the aquatic insect abundance and the diversity on the river with specific interested in seeing how the monsoon floods and the drought show different disturbances and impact the abundance of insect diversity in the river.

Frank Emanuele, Instructor of Biology, presented pictures and information from the BIO192 Kino Bay Research Class. Collaborating with The Kino Bay Ecological Research Center, the marine research continued from the previous two years on the collection of *Zostera marina* atam, with students performing DNA extraction, PCR amplification, and raw genetic sequencing and analysis. Marine research projects also included the marine mammal and tide pool biodiversity.

The genetic analysis of ongoing research projects included computing and hardware upgrades using Nano technology to follow genetics research with more speed, accuracy, and affordability. Analysis included whole genome sequencing and plant phylogenetic, aquatic mammal tracking, aquatic insect abundance and diversity, and bacterial identification.

Presenting on behalf of Kari Durham, Mr. Emanuele presented information on the microbial research at the San Pedro River. Research included environmental effects on antimicrobial producing bacteria and surveying the types of bacteria near the river and seeing if there is a difference in the makeup during the wet, hot, cold, and dry seasons.

Dr. Merkley presented the Water College Initiative, noting a proposal for the initiative has been submitted to the appropriations committee to help fund the Cochise International Environmental Institute, called the Water College. The goal of the institute would be to have individuals come and learn about water conservation, sustainable technology, and other environmental issues including the biological research. If funding is approved, the hope is to have the building placed on the Sierra Vista Campus adjacent to the Science building.

Dr. Megan Cleary, Instructor of Anthropology, presented to the board sharing pictures and information regarding the creation of a college Digital Museum for the Archeological Collection. The collection contains over 2000 artifacts primarily from the Hohokam culture who are ancestors to the Tohono O'odham Nation and Pima First Peoples. Projects for the museum include posting on the college website, collection digitization, Arizona Memory through the Arizona State Library, Tribal consultation ensuring the pieces are respectfully handled, and working with Thatcher Rogers, a doctoral student at the University of New Mexico, obtaining descriptions of the 200 pieces on loan to them from the college.

To aid in the digital collection, the college purchased photography equipment the marketing department created the website, and the Cochise Combined Trust supported the project by purchasing an annual subscription upgrade to the Past Perfect Museum software.

Questions/Comments:

Responding to Mr. Nelson, Dr. Cleary noted that a protocol process for legally accepting archeological donations is underway; also noting the pieces donated from private property are legal to accept.

Mrs. Strain expressed interest in the water campus; Dr. Rottweiler noted the project has been in discussion for the last twelve or thirteen years, and the opportunity presented by Representative Kirkpatrick, allowed the science departments to submit the proposal for potential funding.

Dr. Rottweiler expressed his appreciation to the instructors noting that for a community college, Cochise is offering opportunities for students, advancing them beyond even students in university classes.

Mr. Hudgins inquired about the beaver activity on the San Pedro River; Dr. Merkley reported that one group is on private property south of Charleston Road and the other group is near Hereford.

3.04 Automotive Technology Building (ATB) Project Closeout Report

Dr. Wendy Davis, Vice President for Administration, provided the Governing Board a closeout report on the Automotive Technology Building project noting that the project finished on time, even with a six-week shutdown with COVID, and it was \$210,311 under budget. The board reviewed a report included in their packet and presented no questions.

Mr. Nelson noted the building is a very impressive facility and expressed his appreciation for the open house and staff-guided tour explaining each station's function.

3.05 Fiscal Year 2019-2020 Audit

Dr. Wendy Davis, Vice President for Administration, provided the Governing Board a highlighted report of the annual FY2019-2020 financial and single audit reports noting in summary, the college is found to be reliable. There are a few reported deficiency issues, primarily what have been reported in the past related to technology services. Dr. Davis reported that the majority of the issues have been addressed or are in the process of being addressed and will be completed by the end of the fiscal year.

In addition, the college did have a finding related to some spending through CARES Act funding as a result of minimal guidelines and guidance from the Department of Education; the matters have been addressed and the purchases have been shifted to appropriate college funds. The college has now identified a committee to review expenditures thoroughly before the funds are committed for purchases.

Dr. Rottweiler expressed his appreciation to Dr. Davis and Ms. Craig for their hard work in addressing the audit and corrections necessary. The IT challenges are a priority for the college and Cochise is not the only institution having technology findings.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. DiPeso
 - Noted it is an interesting and new challenge with the four-year degree bill; there may be some degree programs the college could offer.
- Mr. Quinn
 - Great Empty Bowls event; a great way to support food insecurity for students.
 - Welcomed Dr. Rottweiler's daughter to the area.

5. ADJOURNMENT

Mr. Hudgins adjourned the meeting at 7:22 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board