

## APPROVED MINUTES

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

Tuesday, April 12, 2022  
Sierra Vista Campus  
5:00 p.m.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

Mr. DiPeso called the meeting to order at 5:00 p.m.

##### **Board Members Present:**

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

#### 2. NEW BUSINESS

##### 2.01 Presentation and Discussion of the FY23 Budget

Dr. Rottweiler provided Board members with handouts consisting of the PowerPoint presentation, FY 2022/23 Budget & Expenditure Summary, and the FY23 Preliminary Budget Review – Dr. Rottweiler informed the Board the presentation he would be sharing was presented to employees during a Zoom General Session, minus a couple of slides. One slide during the employee presentation showed a \$1872 shortfall for a balanced budget, which has since been balanced at zero. The second changed slide shows the property tax adjustment of \$23, which was not received until after the employee presentation.

Dr. Rottweiler stated the budgeting process and the budget are all mission driven; social responsibility, community engagement, meaningful careers, and lifelong learning.

The budget process also followed strategic priorities:

- Provide students and employees equitable access to technology, including connections, devices, and skills.
- Assess, develop and improve student wellness
- Establish data management systems
- Assess, add and/or modify educational programs
  - K-12 through baccalaureate degrees
  - Micro certificates
  - Credit for prior learning
  - Arizona reskilling and recovery

Budget principles in the development process include:

- Student Centered

- Data Driven
- Employee Friendly
- Technologically Enhanced
- Future Focused

Employee Compensation Plan:

- Benefited Classified Staff and Professional Staff
  - All benefited employees to receive 4.5% increase plus \$800 per one FTE, which becomes the new base amount.
    - Increase classified staff structure to minimum to \$14/hour
- Benefited Faculty, Adult Ed Instructors, Coaches, Administrative Staff, and Administrative Support
  - All benefited employees to receive 4.5% increase plus \$800 per one FTE
    - Increase structure minimums by 3% (admin. Support structure base to \$40,009)
- Associate Faculty to increase to \$810/equated unit (4.5%)
- Part-time hourly, non-student budget increased by 3%
- Student employees increase AZ minimum wage effective January 1, 2023 – TBD
  - Projected between \$13.45 (5%) and \$13.95(9%)

Employee Benefits:

- Arizona State Retirement System (ASRS)
  - Retirement rate decrease from 12.22% to 12.03%
  - Long Term Disability (LTD) decrease from 0.19% to 0.14%
- Health/Dental/Vision Insurance
  - Increase from \$610/month to \$615/month for medical/dental coverage
  - Increase HAS incentive from \$600 to \$700 towards health savings account for eligible employees (\$350 in Sept. and \$350 in Feb.)
  - Minimal change in medical, dental, and/or vision premiums
  - Minimal FY23 Plan changes

College Initiatives - \$5,129,305

- On-going Expenses
  - FY23 Compensation and Benefits Plan
  - Insurance
  - Utilities
  - Software
  - IT Security
  - Third-Party Contract
    - Security
    - Food Service
  - Yet to be Completed FY22 Strategic Initiatives (Mobile Trades, Heavy Diesel, etc.)
  - Nelnet Fees for Student Payment Plans
  - Travel Budget Increases (mileage (.445 to .505), stipends, etc.)
  - Student Orientation Initiative
  - Departmental Operating Budget Increases
  - Hazardous Waste Removal
  - Year in Review Production and mailing
  - Housing refurbishing plan
  - Facilities equipment (backhoe, golf cart, plant vehicles)
- HLC Quality Improvement Plan

- Equitable Technological Access - \$75,000
- Wellness initiative - \$125,000
- Data Management and Reporting - \$80,000
- Academic Programming/Curriculum – K-12 through baccalaureate - \$395,000

Strategic Initiatives - \$2,085,500

- Expanded Board initiatives
  - Electric car maintenance
  - Low-water agriculture/water campus
- First Responders Academy
  - Staffing
  - EMT and Fire Science Faculty
    - Equipment and supplies
- Athletics expansion
  - Women's Volleyball (fall 2023)
  - Men's Soccer (fall 2023)
  - Sports Information
  - Facilities/grounds maintenance
- Workforce Accelerator/Skills Center
  - Director and PT support staff
  - Service agreements and operational supplies
  - Facilities
- Software enhancement
  - Course and classroom scheduling
- Additional Staffing
  - Tech Specialist for Accessibility & Compliance
  - Douglas Campus Welcome Center Receptionist
  - LMS Technician
  - Instructor – Math
  - Instructor – Student Success
  - Student Recruiter
  - Librarian – Douglas Campus
  - Art Studio Coordinator
- One-time initiatives/equipment upgrades
  - First Year Experience Statewide Conference
  - Welding Equipment
  - Virtual Reality Equipment
  - Bio/Physical Sciences Equipment
  - Building Construction Equipment
  - Automotive Technology Equipment
- Facilities Improvements
  - Douglas Campus Welcome Center
  - Douglas Campus Building 100 – ADA Compliance
  - Douglas Campus Library Circulation Desk
  - Downtown Center NW Corner Buildout – 10 Offices
  - Downtown Center CLL Studio Kitchen Improvements (pending one-time rural aid funding)
  - Sierra Vista Campus – CTE Canopy Project
  - Sierra Vista Campus – Art Gallery Project (Room 422/421) (pending one-time rural aid funding)
  - Sierra Vista Campus – Adult Education Building Improvements (pending one-time rural aid funding)

- Facilities
  - New Construction
    - First Responders Academy – funding with Prop 207 funds
      - Driving Range
      - Classroom Building
      - Chiricahua Hall Renovation
  - Deferred Maintenance (fund balance and/or state appropriations)
    - Douglas Campus Revitalization Projects
      - Central Plant and Water Well System Upgrades
      - Turf and Overhaul of Athletic Playing Surfaces
      - Aviation Building Roof Repair/Replacement
    - Future Projects for Planning
      - Douglas Campus Utilities connection to Port of Entry
      - Douglas Fiber Project
      - Sierra Vista Campus Housing

Budget – College Initiatives:

- On-going expenses - \$5,129,305
- Strategic Initiatives - \$2,085,500
- Additional Initiatives - \$3,838,00 (funded with FY22, HEERF, fund balance or foundation)
- TOTAL - \$11,052,805

Budget – Base Forward:

- New Revenues:
  - State Aid - \$3,806,800 (based on Governor's sponsored FY23 budget)
  - Tuition - \$15,000
  - Property Tax - \$546,590 (new construction only)
    - Rate decrease from \$2.4442 to \$2.4297
  - Rural Aid (one-time) - \$1,757,100 (based on Governor's sponsored FY23 budget and would not be part of a tailored budget if full budget is not approved)
  - Reallocations/Savings - \$1,092,315
- TOTAL - \$7,214,805
- Expenses:
  - On-going - \$5,129,305
  - Strategic Initiatives - \$2,085,500
- TOTAL - \$7,214,805

The budget is conservative, it addresses employee compensation, provides new and improved programming, addresses facilities deferred maintenance, provides contingencies for unanticipated need, and it is balanced.

Budget adoption will be during the June 14, 2022, Governing Board Special meeting following a public hearing. The budget for approval will include the workforce development plan (Prop 301), the compensation plan, including the new positions, reclassified and adjusted positions as well as the compensation tables, and it would approve the college's initiatives, including the ongoing strategic facilities and fund balance.

Questions/Comments:

Mr. Quinn expressed that he would like to see Prop 207 funds used for other things on top of the First Responder's Academy.

Responding to Mrs. Strain, Dr. Rottweiler confirmed that the Prop 207 funds are, as of right now, going to the First Responder's Academy, which includes fire science, police academy, EMT, administration, criminal justice, and all associated courses.

Mr. Nelson asked to see current year's budget line in comparison to the new budget requested amount. He also expressed his appreciation for the compensation package.

Mr. Nelson would also like to hear the recommendation for offering electric vehicles, which Dr. Rottweiler noted the program is looking to implement a Virtual Reality maintenance element to minimize the hazards of maintenance on electric vehicles.

Responding to Mr. DiPeso's concern regarding preparing for a possible recession, Dr. Rottweiler responding yes, that is why the college has a fund balance and contingencies.

### **3. ADJOURNMENT**

Mr. DiPeso adjourned the meeting at 5:52 p.m.

Respectfully Submitted:

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Crystal Wheeler, Executive Assistant to the President

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Mr. Dennis Nelson, Secretary of the Governing Board