

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, April 12, 2022
Sierra Vista Campus
Community Room
6:00 p.m.

Members of the public who wished to attend the meeting via video conference joined at <https://cochise.zoom.us/j/95831059321>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. DiPeso called the meeting to order at 6:01 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

Mrs. Strain led the Pledge of Allegiance.

1.03 Adoption of Agenda

The agenda was adopted as published with no adjustments.

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 noted there were no updates since the previous meeting.

1.05.2 Senate

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

1.05.3 Student Government Association

Adriana Raber, SGA President presented Student Government Association (SGA) program assessment, which was completed by SGA officers focusing on the effectiveness of operations, communication, programming, and teamwork; highlights include:

Areas that Work:

- SGA by-laws and operation guidelines continue to promote and create a more sustainable and uniform organization that supports campus initiatives and student clubs as well as district wide events.
- Defined structure that encourages students to get involved.
- The district-wide program benefits the SGA officers as it provides clear guidance, ensures productivity and efficiency.
- Signature events (Pit Fire, Haunted Union, Lunar New Year and Earth Day) have been a success due to the district-wide efforts.
- Promotes and fosters valuable connections and leadership opportunities; It allows student leaders to better serve the student body as it is an empowering and engaging program.

Areas for Improvement:

- Each campus does have individual needs due to their diverse student body (traditional students (DC), non-traditional students (SVC)); Events and Activities should cater to those needs and not necessarily be uniform. As long as by-laws and operating guidelines are being followed.
- Officers could take more ownership of events and activities for each campus; the activities calendar that gets developed at SGA retreats should serve as a guidance and be considered as a living document for room to incorporate or eliminate events as needed.
- Increase officer communication and interaction; Offer more team-building activities for SGA Officers.
- Increase and encourage the participation of international and resident students at events and activities.
- Partner with Residential Assistants (RA's) for offering other type of events at the Douglas Campus.
- Ensure equal representation of campuses through social media accounts.
- Revisit SGA Officer positions and roles responsibilities; Continue to improve the SGA Constitution.

Moving Forward:

- Continuing Goals:
 - Increase student engagement
 - Offer more outdoor activities
 - Increase partnerships with community member and stakeholders
 - Continue to assess student needs regarding campus space
 - Foster relationships and increase communication with state-wide SGAs
 - Start SGA Ambassadors program
 - Continue addressing student needs like the food pantry
 - Decrease the number of big events and increase the number of smaller activities; pop-up inspirational activities
- Thanking college leadership for their support of the SGA program and activities

Ms. Raber began the Capitol Visit update by thanking Dr. Rottweiler, Mrs. Wantz, and Mrs. Wheeler for allowing the group of students to represent Cochise College at the Capitol. Each of the four students reported their experience; highlights include:

Lynz Baxter thanked the college administration and advisors for the opportunity to visit the Capitol. She expressed her appreciation for the experience for a tour on the senate floor, a meet and greet with representative Diaz, and personal tour of the original Capitol building by Senator Gowan.

Joshua Fox expressed that touring the old Capitol building was his favorite part of the visit. He enjoyed seeing the process of lobbying and how it relates to what his father did while working as a union official.

Victor Marrujo offered his thanks to administration for the once in a life time opportunity. Mr. Marrujo stated that he learned so much regarding history of the one-man vote and all the information Senator Gowan shared during the personal tour of the original Capitol Building. He also discussed the experience of signing in to support the important community college bills.

Adriana Raber expressed how excited she was that Senator Gowan and Representative Diaz took the time to speak with and spend time with them. Ms. Raber also expressed her love and appreciation for the personal tour Senator Gowan gave them, to include a unique tour of the room of historical murals. Another notable experience was listening to the appropriation bills and visiting the floors of the House and Senate.

Mr. Quinn expressed his appreciation for the Capitol tour updates and noted how impressed he is with the internal evaluation reflecting on areas done well and areas needing improvement.

Mr. Hudgins expressed his appreciation for the SGA students and all they do to enrich the lives of other students.

1.05.4 College President

Dr. Rottweiler began the report discussing the trip to the Capitol, noting the presence of the students was impactful to the legislators. He also recognized the SGA students for all they have done for students. He then provided the board with updates; highlights included:

Legislative Update:

- In a wait and see moment as Budget Discussions are in a stall. The work has slowed. They cannot find enough votes to pass a budget.
- House made a proposal to approve a Skinny Budget — include formula funding but not the additional \$7M for one-time Rural Aid.
- Bills of Interest:
 - HB2691—Healthcare Workforce; Grant Opportunity
 - Appropriates \$15 million from the general fund in each of FY2022-23 through FY2026-27 to the Department of Health Services (DHS) for the Arizona Nurse Education Investment Program, which is established to increase the capacity of nursing education programs in Arizona. DHS is required to allocate monies to the Arizona Board of Regents and community college districts based on the number of nursing students graduating in

- FY2021-22 (RN, LPN, CNA). ABOR and CCDs are required to use the monies to pay for costs necessary to increase the number of qualified nursing education faculty and for directly related capital expenses. Appropriates \$27 million from the general fund in each of FY2022-23 through FY2026-27 to DHS for the Nurse Clinical Rotation and Licensed Nurse Training Program, which is established to expand the capacity of preceptor training programs at health care institutions for nursing students and licensed nurses. DHS is required to develop a grant institution for nursing students and licensed nurses. DHS is required to develop a grant program to distribute the monies to licensed health care institutions to expand or create clinical training placements for nursing students and licensed nurses.
- HB 2017 — STEM funding for Maricopa, Pima, and a catch up for Pinal. Also has a Senate Amendment (Gowan) for temporary EL relief.
 - HB 2122 — Adult Education and Workforce Bill. An addition \$3,000/adult Ed student in an IET program up to \$6M.
 - March 22—I hosted Sandra Watson, Ken Burns, and Brian Shurman from the Arizona Commerce Authority.
 - A team under the leadership of Dr. Fick and Karl Griffor are preparing a proposal for a Workforce Accelerator.

Facilities Update:

- First Responders Academy
 - Held initial meetings with BWS Architects on March 29. Civil Engineering is working on the Driving Range layout and final location. Next meeting will be on April 20 for design work on Chiricahua Hall.
- Downtown Center — Northwest Corner buildout of vacant space for ten offices in a two-suite format
- Union Cafe — lighting and seating upgrade
- Technology Upgrades (including hearing assistance)
 - SV Community Room — now
 - Board Room begins next
 - DC Room 101, Cafeteria — end of May/June

Initiatives:

- Electric Vehicle
 - In the fall administration paid two automotive faculty stipends to begin exploring how to move forward. They looked at other schools, visited Pima CC, and they talked to industry professionals on expectations and what the future will look like for EV mechanics.
 - This semester the college began developing curriculum. As part of this curriculum development, it became very clear, very quickly that EV instruction can be very dangerous for students. The balance of the initial \$50k investment was used to purchase a novel "Mixed Reality" technology offered by zSpace. The purchase will allow the instructors to show students the important components of electric vehicle technology without the risk of high voltage danger.
- General Trades:
 - On March 31, the Business & Technology Division held a Skilled Trades Day, with high schools from across the county invited to a day of career exploration provided by local industry and our college programs.

Approximately 308 students from nine schools participated in the day's activities, including lunch. Press clippings from that event, the follow-up editorial, and an earlier article on female involvement in construction trades programs. Much of this is the result of an earlier initiative in Workforce Development. These activities fall under the leadership of Assistant Dean Karl Griffor.

General Comments:

- The college, under the direction of Dr. Eric Brooks, Executive Director of the First Responders Academy, was awarded a grant for \$52,770 from the Arizona Criminal Justice Commission to offset COVID related expenses for the Southeast Arizona Law Enforcement Academy.
- Commencement has once again popped into view. Invitations were distributed to board members to the Nurses' Recognition on May 12th beginning at 6:00pm, the President's Reception and Commencement on May 13th beginning at 5:00 and 7:00, and the GED graduation on May 19th beginning at 6:00pm. All events this year will take place on the Sierra Vista Campus.
- The 2022 President's Leadership Academy will be held on May 16-18. We are once again planning for a Board Session on the 18th at 11:15 through lunch. We welcome your participation.
- Border Issues: After reporting increasing activity last month, the college received notice from Senator Kelly's Office that a new Delegation of Authority Memo had been issued providing an Exception of Authority to the Tucson Sector to Facilitate Activities on the Cochise College Campus. That memo, along with added presence of technology near the campus has reduced apprehensions on campus. That does not necessarily mean a reduction in border crossers but only that they are bypassing the college. The college president did conduct an interview with KOLD News on this matter.
- Building a Welcome Center for welcoming during day and security at night.

Other Community Events:

- March 19 & 20 – College Rodeo on Fort Huachuca
- March 21 – Dr. Rottweiler and Dr. Fick met with leadership from the University of Arizona Global Campus, and they will soon finalize an articulation agreement.
- March 22 – Dr. Rottweiler hosted the Arizona Commerce Authority Leadership on the Fort.
- March 22 – students attended a day at the Capitol.
- March 23 – the Arizona Community College Day at the Capitol with Aviation and EMT being highlighted.
- March 30 – spoke at the PPEP Tech High School Grand Opening. Karl Griffor was the MC.
- April 2 – Hall of Fame induction and the naming of Bo Hall Field on the Douglas Campus.
 - Thanks were given to Chair DiPeso, Mr. Nelson, Mr. Hudgins, and Mr. Quinn for their participation.
- April 11 – a team from Cochise College met with leadership from Sierra Vista Unified School District to address dual and concurrent enrollment.

Upcoming Events:

- April 13 – hosting community leaders and leadership from the Huachuca50 for a luncheon. Mr. Jennings will provide a Fort Briefing.

- April 14 – hosting and presenting to Sierra Vista Leadership on educational services in the county.
- April 27 – in Douglas and 28th in Sierra Vista will be the Red & White Awards Ceremony.
- April 29 – a college Expo showcasing college programs, music, and BBQ will be held from 4:00-8:00pm
- May 10 and 12 – a retirement celebration will be held for Dr. Verlyn Fick.
- May 10 – Board Meeting with no Truth in Taxation hearing

Questions/Comments:

Responding to Mr. Quinn, Dr. Rottweiler confirmed that the Adult Education bill is the combining of three competing bills including the Goodwill bill.

Mrs. Strain noted the Trades Program article was excellent. She also expressed her concerns regarding calls she has received regarding Cochise College becoming a 4-year university. Dr. Rottweiler responded informing her and the board that there is a team of individuals discussing opportunities for baccalaureate of science in nursing, management (tech and emergency management), Multi-operational domains related to Fort Huachuca. The college will continue to work with media/marketing to ensure the community is aware that the college is not planning to become another university.

1.05.5 Monthly Financial Report – March 2022

The Financial Report for March 2022 was presented and accepted as submitted.

1.05.6 Monthly Academic Progress Report – April 2022

The monthly Academic Progress Report for April 2022 was presented and accepted as submitted.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (Jonathan Heath, Building Maintenance Technician I, Sierra Vista Campus)
- 2.01.2 * Administrative Support; Appointment (Cody Nix, Academic Career Advisor, Sierra Vista Campus)
- 2.01.3 * Administrative Staff; Appointment (Mujahid Ashqer, Senior Research Data Analyst (Remote), based online remote)
- 2.01.4 * Administrative Staff; Appointment (Brian Tackett, Assistant Director of Facilities, District-wide based on the Sierra Vista Campus)
- 2.01.5 * Classified Staff; Resignation (Charles English, Department Assistant Disability Services, Sierra Vista Campus)
- 2.01.6 * Administrative Support; Resignation (Andrew Stirling, Academic Advisor Military Programs, Fort Huachuca Education Center)
- 2.01.7 * Faculty; Resignation (James Cruze, Instructor of Professional Flight, Douglas Campus)
- 2.01.8 * Classified Staff; Separation (Duke Burford, Facility Services Technician, Sierra Vista Campus)
- 2.01.9 * Curriculum Changes

2.01.10 * Acceptance of Minutes for March 8, 2022 – Regular Meeting

Mr. Nelson moved, and Mr. Hudgins seconded a motion to approve the Consent Agenda. Mr. Quinn recognized Dr. Dale and her contributions to students and the college. 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.

*** Introduction of New Employees ***

Wick Lewis, Executive Director of Human Resources, introduced Denise Mazanek, Talent Manager, Paula Terry, Administrative Assistant for Nursing and Allied Health, and Andrew Kennedy, Executive Director of Institutional Research.

2.02 Fiscal Year 2022 – 2023 Personnel Listing

The administration requested the Governing Board adopt a motion to approve the personnel listing containing the names of employees to be issued employment contracts for the ensuing fiscal year.

Mr. Quinn moved, and Mr. Nelson seconded a motion approving the personnel listing containing the names of employees to be issued employment contracts for the ensuing fiscal 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 2022-2023 Course Fees - Final Changes

The administration requested the Governing Board adopt a motion to approve the new course fees for FY2022-2023, as presented.

Mr. Nelson moved, and Mrs. Strain seconded a motion to approving the new course fees for FY2022-2023. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn voting aye. MOTION CARRIED.

2.04 IT Network Architecture Enhancements

The administration requested the Governing Board adopt a motion to authorize the college president or his designee to approve the quote for the IT Network project in the amount of \$563,472.82.

Responding to Mr. Quinn, Mr. Luna noted that switch upgrades include ones at the Fort Huachuca Education Center.

Mr. Hudgins moved, and Mr. Nelson seconded a motion authorizing the college president or his designee to approve the quote for the IT Network project in the amount of \$563,472.82. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn voting aye. MOTION CARRIED.

2.05 Policy 201 – Board Responsibility

The administration requested the Governing Board adopt a motion to approve revised Governing Board Policy 201 – Board Responsibility.

Mr. Quinn moved, and Mr. Nelson seconded a motion approving revised Governing Board Policy 201 – Board Responsibility. There was no further discussion. The Governing Board unanimously

approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn voting aye. MOTION CARRIED

2.06 Policy 202 – Board Chairperson’s Role

The administration requested the Governing Board adopt a motion to approve revised Governing Board Policy 202 – Board Chairperson’s Role.

Mrs. Strain moved, and Mr. Hudgins seconded a motion approving revised Governing Board Policy 202 – Board Chairperson’s Role. Mr. Nelson welcomed the change to the term limit of two-consecutive years. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn voting aye. MOTION CARRIED

2.07 Policy 203 – Board Secretary’s Role

The administration requested the Governing Board adopt a motion to approve revised Governing Board Policy 203 – Board Secretary’s Role.

Mr. Quinn moved, and Mrs. Strain seconded a motion approving revised Governing Board Policy 203 – Board Secretary’s Role. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn voting aye. MOTION CARRIED

2.08 Policy 204 – Board Code of Conduct

The administration requested the Governing Board adopt a motion to approve revised Governing Board Policy 204 – Board Code of Conduct.

Mr. Quinn moved and Mr. Nelson seconded a motion approving revised Governing Board Policy 204 – Board Code of Conduct. Mrs. Strain noted that the policy was a great recommendation and it leaves a legacy for future board members. Mr. Nelson added that the policy is not to address current issues, it is in place for in the event of issues for future members. 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 communications received for the April Agenda.

3.02 NISOD Awards – 2022

Dr. Verlyn Fick, Executive Vice President/Provost, announced and recognized the recipients of the National Institute for Staff and Organization Development (NISOD) Award.

In March 2022, Cochise College nominated Arleene Djordjevic, Instructor of Nursing, and Louie Christian Davila, Paramedic Clinical Coordinator and Instructor, for the National Institute for Staff and Organizational Development (NISOD) Award. Recipients were selected based on the following criteria:

- Service to Students
- Service to Department or Area
- Service to the College

- Service to the Community

Dr. Fick read portions of the nomination letters submitted for Arleene Djordjevic and Louie Christian Davila, and honored each of them with a plaque. Arleene and Louie will have an opportunity to attend the conference in Austin for further recognition and awards.

3.03 Human Resources Annual Report

Mr. Wick Lewis, Executive Director of Human Resources, presented the annual Human Resources Staffing Profile and Report; highlights include:

Student Enrollment vs All EE Headcount

- Unduplicated Student – 9,841
- FT Equivalent Student Enrollment – 5,620
- Average number of employees (PT and FT) – 543

Non-Student Employees by Category

- Faculty & Coaches – 48%
- Classified & Prof. Staff – 32%
- Administrative Staff and Support – 19%

Turnover Trends by Category

- Faculty & Coaches – 23%
- Classified & Prof. Staff – 16%
- Administrative Staff and Support – 24%
- Overall – 21%

Employee Service Awards

- 5 years – 23
- 10 years – 11
- 15 years – 6
- 20 years – 2
- 25 years – 2
- 30 years – 2
- 35 years – 1

Questions/Comments:

Mr. Nelson expressed his appreciation for report.

Mrs. Strain inquired about how many resignations were a result of COVID; Mr. Wick responded noting there was one.

Mr. Quinn asked if there are areas the HR department wants to focus on for the next year; Mr. Lewis responded noting that they want to do better recruiting Hispanic to the college as it is a Hispanic-serving institution.

3.04 Annual Salary and Compensation Report

Dr. Wendy Davis, Vice President for Administration, presented the annual salary and compensation report for FY23; highlights include:

Salary Study Comparators:

- Benchmark to state, regional and national data points
- State – ACCBOC Study (faculty, admin, and staff positions and structures)
- Regional – Mountain States Study (faculty, admin, and staff positions and structures)
- National – CUPA-HR study (admin and staff positions and structures)

Dr. Davis discussed the FY22 comparator analysis, noting the non-exempt staff salary is less than ten percent when comparing Cochise to the national average. She also shared the faculty structure noting the minimum base for 9-month faculty is above the regional and state (rural) averages. Dr. Davis also shared the raise history of the college, noting that the college has given some type of a raise every year since 2011; and that cannot be said for other sister institutions.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Quinn
 - The hospital is thankful that the college has implemented the EKG training and are now looking for EEG certified technicians.
 - Congratulated to Arleene and Luis “Chris” on earning the NISOD award.
 - Attended an event on the Douglas Campus highlighting transborder students; noted it was a great presentation and congratulated Abe Villarreal. The presenter also discussed the importance of allies for students for things such as transportation; security for female students.
 - Thanked Arturo Chacon highlighting the great work he does with students on the Douglas Campus.
- Mr. Nelson
 - Heart-warming to see all the former players honor Bo Hall on the baseball field dedication.
- Mr. DiPeso
 - Asked about Dr. Flanigan’s new position; Dr. Rottweiler noted that Rod will be President North Dakota College of Science

5. EXECUTIVE SESSION

5.01 Executive Session – Real Property Discussions – No action was taken

Mr. Quinn moved, and Mr. Hudgins seconded a motion to move into Executive Session for discussion regarding Real Property. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

Mr. DiPeso recessed the regular meeting at 7:23 p.m., and the board moved into Executive Session at 7:26 p.m.

Mr. Quinn moved, and Mrs. Strain seconded a motion to close the Executive Session and resume the Regular Session. The Governing Board unanimously approved with members, David

Cochise College Regular Governing Board meeting
April 12, 2022

DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

Mr. DiPeso adjourned the Executive Session at 8:11 p.m. and reconvened the regular meeting at 8:14 p.m.

6. ADJOURNMENT

Mr. DiPeso adjourned the meeting at 8:14 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board