

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD WORK SESSION

Tuesday, December 13, 2022
Work Session
4:30 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. DiPeso called the meeting to order at 4:30 p.m.

Board Members Present:

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

1.02 Political Landscape

Dr. Rottweiler began his presentation noting that no action would be taken during the work session. The purpose of the meeting is to begin FY24 budget discussions early and to seek guidance and direction from the board. Highlights include:

- The Governor's office is now under democratic control
- House speaker is represented by Ben Toma (republican). Mr. Toma was instrumental in passing the bipartisan budget last year, which helped the College move forward.
- Senate President will be Warren Peterson. Mr. Peterson voted against last year's budget, which held up legislation unless certain demands were met.
 - This creates a unique dynamic and it is recognized that the Senate President has the power to stop relatively any action.
- One of the main concerns in relation to Cochise College's 2024 budget will be whether or not the budget gets held up.

Dr. Rottweiler then shared with board members the Senate and House Committees and Memberships; highlights include:

- Senate
 - Committee on Appropriations Chair – John Kavanagh
 - Committee on Education Chair – Ken Bennett
 - Committee on Elections Chair – Wendy Rogers
 - Committee on Military Affairs, Public Safety & Border Security Chair – David Gowan
- House
 - Committee on Appropriations Chair – David Livingston; Cochise Representative Lupe Diaz is also a member of the committee.
 - Appropriations Subcommittee on Education – Matt Gress

1.03 Review of FY23 Initiatives

Dr. Rottweiler reviewed several initiatives from FY23 that have been completed including:

On Going Expenses:

- Compensation
 - 4.5% + \$800 raise; percentages adjusted based on employee groups
- Insurance
- Utilities
- Software
- IT Security
- Third-Party Contracts – security and food service
- Nelnet Fees for student payment plans
- Travel Budget Increases (increase mileage from .445 to .505)
- Student Orientation Initiative
- Mobile Trades
- Heavy Diesel – under direction from Dr. Perey, holding on the heavy diesel initiative
- Year in Review production and mailing
- Housing Refurbishing Plan
- Facilities Equipment

Higher Learning Commission Quality Improvement Plan:

- \$75,000 towards Equitable Technological Access
- \$125,000 towards Wellness Initiatives such as Mental Health and Basic Needs
- \$80,000 towards Data Management and Reporting
- \$395,000 towards Academic Programming/Curriculum

Strategic Initiatives:

- Expanded Board Initiatives
 - Electric Car Maintenance Initiative (Completed)
 - Low Water Agriculture/Water Campus (in process of hiring new Ag instructor)
- First Responders Academy
 - Staffing
 - Executive Director (Completed)
 - Department Assistant
 - Facilities and Maintenance
 - Assistant Housing Director (Completed)
 - EMT (Completed) and Fire Science Faculty (in progress)
 - Equipment and supplies
- Athletics Expansion
 - Women's Volleyball and Men's Soccer has been delayed until Fall 2024 due to housing shortages
 - Sports Information Director has been hired
 - Facilities/Grounds Maintenance
- Workforce Accelerator/Skills Center
 - Mr. Karl Griffor has assumed leadership as the Workforce Accelerator Dean
 - PT Support Staff
 - Service Agreements & Operational Supplies
 - Facilities (rental, remodel, and equipment)

- Software Enhancement
 - Course and Classroom Scheduling through program called Course Dog
- Additional Staffing
 - Tech Specialist for Accessibility & Compliance
 - Douglas Campus Welcome Center Receptionist (Completed)
 - LMS Technician
 - Instructor – Math (Completed)
 - Instructor – Student Success (Complete)
 - Student Recruiter – Early College Specialist (Completed)
 - Librarian – Douglas Campus (Completed)
 - Art Studio Coordinator (Completed)
- One-Time Initiatives/Equipment Upgrades
 - First Year Experience Statewide Conference (Completed)
 - Welding Equipment (Completed)
 - Virtual Reality Equipment (Completed)
 - Bio/Physical Sciences Equipment (Completed)
 - Building Construction Equipment (Completed)
 - Automotive Technology Equipment (Completed)
- Facility Improvements
 - Douglas Campus Welcome Center – In Progress
 - Douglas Campus Building 100 – ADA Compliance
 - Douglas Campus Library Circulation Desk – In Progress
 - Downtown Center North West Corner Buildout – 10 offices
 - Downtown Center for Lifelong Learning Studio Kitchen Improvements – On hold pending one-time rural aid
 - Sierra Vista Campus – CTE Canopy Project- In Progress
 - Sierra Vista Campus – Art Gallery Project (Room 421/422) – On hold pending one-time rural aid
 - Sierra Vista Campus – Adult Education Building Improvements – On hold pending one-time rural aid
- New Construction
 - First Responders Academy
 - Driving Range
 - Classroom Building – Building 600 repurpose
 - Chiricahua Hall Demolition (new)
 - Sierra Vista Housing Initiative (new)
 - Firearms Training Complex (new)
 - Deferred Maintenance*
 - Central Plant and Water Well System Upgrades
 - Turf and Overhaul of Athletic Playing Surfaces
 - Aviation Building Roof Repair/Replacement
 - Library Roof Repair (new)
 - Future Projects for Planning
 - Douglas Campus Utilities connection to Port of Entry
 - Douglas Fiber Project – Scheduled for March 2023 (grant funded)

1.04 FY24 Budget Development

1.04.1 Anticipated Initiatives

- Salary/Benefits –

- Consumer Price Index (CPI) is based on an annual report. The August CPI report came out in September and goes into effect in January.
- The CPI increased by 8.3% in August, which drives minimum wage beginning in January.
- In order for Cochise College to remain competitive based on research in Arizona and from the Mountain States, there should be an anticipated 4-6% raise for FY24. This would be an estimated \$1.2 - \$1.5M.
- Sister colleges are planning 4-6% increases whereas others are planning large increases to move their entire structure up
- The College has to predict now for January 2024 what the new minimum wage rate will be.
 - Currently, minimum wage in the State of Arizona is \$12.80 but January 1, 2023, it will increase to \$13.85. The increase affects all student employees, thereby effecting department budgets.
- Cochise College minimum wage is \$14.00 for non-student employees, so the college remains ahead of the minimum wage. However, if the continuation of inflation index continues to reduce, the projections will be between 3-5% from August 2022 to August 2023, making minimum wage in January of 2024 between \$14.25 - \$14.55 per hour, which requires the college to increase its minimum wage rate.
- Currently, all faculty are paid on the same model. There are some areas that receive an impact stipend such as: nursing, cyber, and aviation. However, when it comes to external comparison, the college may need to look at breaking up some of the models as some areas need different pay (i.e. Areas that have difficulties in hiring, such as the CTE instructors).
 - Dr. Rottweiler seeks guidance and direction from board members regarding salary and compensation, as it is under specific control of the board.
- Inflationary adjustments
- One-time facility improvements/deferred maintenance
- Higher Learning Commission Quality Improvement Plan
- College Initiatives
 - Early College
 - successful since the board's decision to change the tuition rate for dual credit.
 - may need additional faculty to keep teaching at Buena
 - Workforce Accelerator
 - Micro-certificate
 - Stackable credentials
 - Prior learning assessment (PLA)/credit for prior learning
 - Bachelor's programming
 - RN to BSN
 - Organizational Leadership, Management, and Operations
- New programing
 - Surgical Technician
- Program Review and Assessment

- Co-requisite support labs
- ESL Faculty Expansion
- Enterprise Resource Planning (ERP), request for proposal (RFP) and implementation
 - The college currently runs on a Banner system. It has been used for years and needs to be upgraded as well as moved to the cloud.
 - It has become an information security issue and a functionality issue seeing as the college cannot hire staff in some instances to maintain this system.
 - A solution to this problem would be a full movement to a software for service model. The college is looking at moving away from a campus service and working with Northern Pioneer for shared costs. This is a trending initiative among colleges; Mohave College has moved to DataTel, Eastern and Central College moved to Anthology, and Yavapai College has moved to Workday.
 - The Request for Proposal has been submitted and the first responses are due back on February 3.
 - To do this, the college is looking at utilizing one-time funds of \$3M-\$4M over two fiscal years
 - Mr. Nelson expressed concerns about putting all the eggs in one basket. Dr. Rottweiler noted that with the college's current system, if things go south there are not enough resources to make it go. However, with this system at least the information would be backed up to the cloud.

Board Initiatives:

Mr. Nelson expressed his concerns regarding Cochise County graduates needing remedial Math or English, and discussed options for the college to start a pilot program becoming a resource to help the school districts through early college.

Mr. DiPeso expressed upon the greatness of the college's English as a Second Language program. In the future, he would like for this program to be enhanced. Dr. Rottweiler responded noting that Dean Villarreal, on the Douglas Campus, is working hard at expanding hours and the curriculum for the program.

Mr. Quinn commented on the infrastructure changes, stating there are various amounts of changes occurring and wants to be sure it is not too much. Dr. Rottweiler assured Mr. Quinn that the college has prepared for the costs, but would welcome future discussions with the board about operational funds and balancing the projects.

Mr. Quinn would also like an update on the Workforce Accelerator and American Leadership Academy initiative. Dr. Rottweiler informed Mr. Quinn that the Century Link property will be used as the new Workforce Accelerator building and the parking lot behind the building will be temporarily utilized as the CDL driving track. Additionally, he noted that the American Leadership Academy will continue as part of the early college program.

Mrs. Strain shared the same concerns as Mr. Nelson as far as the low Math and English test scores. Dr. Rottweiler stated that under the leadership of Dr. Perey, the

college will continue to assess current programs to ensure they are meeting the needs of students.

Mr. Hudgins is fine with the initiatives the college is pursuing; however, he is interested in working with middle school through high school and questioned if the college has spent time working with middle school students in Cochise County. Dr. Rottweiler stated that the college has spent time working with the middle school students through previous summer camps for elementary and middle schools. However, it stopped during COVID. Dean Richardson has attempted to hold discussions with school superintendents regarding curriculum but it seems some school districts are not ready yet. Mr. Hudgins also commented on the Math and English test scores stating if the quality of learning for middle school students is improved then the test scores might be higher when students get into high school. Dr. Rottweiler agreed with Mr. Hudgins and looks to the board for direction on where to spend time and energy and fulfilling the college's core mission.

1.04.2 Potential Revenue

- FY24 State Aid Request
 - M&O - \$4,415,600 (+185,000)
 - STEM/Workforce - \$954,700 (+59,500)
 - Equalization \$9,775,300
 - Prop 207 - \$2.3M
- Tuition/Fees
- Property Tax
 - Access to an additional 6% plus new construction
 - Up to \$26.3M (+\$1,491,732) plus new construction

Dr. Rottweiler would like the board to consider possible tuition and property tax increases for budget year FY24 in light of inflationary pressures.

1.05 New Facilities/Properties

Dr. Rottweiler presented the board with preliminary designs of the housing and fire arms complex projects. The design completion is anticipated by March and the Guaranteed Maximum Price (GMP) ready in June. Anticipated completion of both projects for June of 2024. Responding to questions, Dr. Rottweiler noted that the housing features three individual rooms sharing restrooms and a common space design. Dr. Rottweiler expressed his desire to recommend the Sierra Vista housing be named "Bugen Hall" as many of the project funds are coming from his resources.

2. ADJOURNMENT

Mr. DiPeso adjourned the meeting at 5:50 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board