

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, February 8, 2022
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/96702713120>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. DiPeso called the meeting to order at 6:10 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.

Following the Pledge, Mr. DiPeso called for a moment of silence in honor of Jan Guy, former Cochise College and Foundation Board Member who was a great supporter of Cochise College.

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)

No Arizona Association of Community College Trustees report was given, as there have been no updates since the last meeting.

1.05.2 Senate

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

1.05.3 Student Government Association (SGA)

Student Government Association President, Adriana Raber presented updates to the Governing Board; highlights include:

Introductions of new SGA members:

- KaylInn Crist, Vice President of Student Programming
 - Major: Digital Media Arts
 - Hobbies: Drawing, practicing animation and playing video games
 - Legacy: To build a strong sense of community among the students through both expanding existing cultural events, and creating more. To help make Cochise College feel like a home, a place that while here, you can catch a glimpse of your future and a place that helps you.
 - Favorite leader: Walt Disney. He inspires as a creative leader because he felt like someone who could see what each individual's biggest potential was, and then bring them together with other people so they could grow as a unit.
 - Favorite Quote: "Keep Moving Forward." – Meet the Robinsons.
- Benjamin Losoya, Coordinator of Operations
 - Major: Undecided, Interested in Cybersecurity and Allied Health
 - Hobbies: Sports and cooking
 - Legacy: To inspire students to be successful, make a positive impact, and give back all that he has taken from this college.
 - Favorite leader: Russel Wilson, The Seattle Seahawks Quarterback because there is little he would not do for his team and his community.
 - Favorite Quote: "You miss 100% of the shots you don't take." In other words, you can't succeed unless you try. Wayne Gretzky.
- Ivanetza Federico, Coordinator of Residential Life
 - Major: Fine Arts
 - Hobbies: Drawing, painting, journaling, pottery, staying outdoors and community service.
 - Legacy: To inspire student residents to understand that organization is the key to achieve goals and promote that hard work pays off.
 - Favorite leader: Luis Carlos Estrada, former SGA President and Cochise Alumni. He inspires by his determination for achieving goals and the way he helps others to be the better version of themselves.
 - Favorite Quote: "Create a future you can't wait to wake to". Unknown Author.

Spring Events:

- Douglas Campus Club Fair – January 26
- Sierra Vista Campus Club Fair – January 27
- Chinese Lunar New Year – February 4
- Falling for Arizona – 109th Birthday – February 14
- Douglas Campus Black History Celebration – February 23
- Sierra Vista Campus Black History Celebration – February 24

February Can Chat Highlights:

- February is dedicated to Black History month honoring the triumphs and struggles of African Americans.
- Black History month was first proposed by black educators and the Black United Students at Kent State University in February 1969.

- Black History month 2022 theme, “Black Health and Wellness”, explores the legacy of black scholars and medical practitioners.

Ms. Raber gave a special thanks to college administrators and staff for helping to make the college-wide Welcome Back events possible. Recognition was also given to Dr. Horne for her lead on the International student Orientation event on the Douglas Campus.

Questions/Comments:

Mr. Nelson expressed his appreciation for the student engagement along with celebrating topics such as Black History.

1.05.4 College President

Dr. Rottweiler began his report recognizing the SGA members for their continued participation and leadership through difficult times with COVID. He then provided the board with updates; highlights included:

Legislative Update:

- Governor’s Budget was released on Friday, January 14. The budget recognized that community colleges make a difference in the state. The budget included full formula funding, an additional \$10.8M to restore STEM and Workforce funding for Pima and Maricopa and an additional \$7.0M to the 10 Rural Colleges.
- This is a recommendation only. Needs to go through the Legislative process.
- Should the budget submission be recommended for funding, Cochise would receive:
 - An increase of \$678,200
 - Rural Aid (one-time)—\$1,757,100
- On Wednesday, January 26, the community college CEO’s met with Governor Ducey at the Arizona Commerce Authority Building for a press conference and briefing on workforce initiatives in each of the districts. He was interested in what the colleges are doing, plan to do, and other exciting initiatives. Dr. Rottweiler shared the happenings in Cochise County to include the new Port of Entry and the work the college is doing:
 - The First Responder Academy to include wildland fires and EMT/Paramedicine.
 - The changing mission sets at Fort Huachuca including the emphasis on testing and a desire for a Workforce Accelerator for soldiers transitioning from service to prepare them for civilian work. It was well received.
- Arizona Community College Coordinating Council (AC4) – January 26
 - Met with Senator Gowan.
- March 22 – Cochise College day at the Capitol. Four students along with Jennifer Wantz and Crystal Wheeler will join for the day. Students will stay overnight to participate in the Community College day in the Rose Garden on the 23. Students will also participate in a tour of the Capitol and meet with key legislators.
- **Bills of Interest:**
 - H2044–CTEDS to offer Associate Degrees
 - H2110–Firefighter Training Academy for Coconino - \$1M
 - H2122–Goodwill Bill for Adult Basic Education (ABE) – Requesting Annual Daily Membership (ADM) for adults at \$7,700 for every adult they train in adult basic ed only for non-profits. Adjoining Bill H2658–Community College Adult Ed \$3,000 (ADM)
 - H2276–AG to investigate at the request of the Legislature

- H2447, H2414, S1123–Firearms on college campus
- S1374–EL bill for Community College Expenditure Limitation

COVID-19 Updates:

- Administration will continue to monitor the COVID numbers. Cochise County continues to be in the high transmission category. Currently, 68.9% of the population five years/older in Cochise County are vaccinated. The college has 30 open cases.
- In continuing efforts to mitigate COVID-19, the college will host a COVID vaccination POD in both Sierra Vista and Douglas on February 10. The clinic is open to students, faculty/staff, and the community.

Facilities Update:

- First Responders Academy
 - 5 Architectural Firms responded to an RFP that was due January 24. The administration is currently interviewing finalists.

General Comments:

- Gave thanks to the board for their time on January 28 for the Board Retreat. Administration is working through the process on the board's policy recommendations.
 - Code of Conduct — should replace the current Code of Ethics policy 204
 - Board Chairpersons Role Policy 202 can continue to use Board Chair rather than Board President.
 - The Board Assessment will be attached to Policy 201 – Board Responsibilities as tool with the language “using the assessment tool as determined by the Board Chair”
 - The revised policies will be presented to the board for first read next month, then back for a second read and approval the following month.
- Adult Education Briefing: The Board requested a briefing from the new Adult Ed Director, Peter Hooper on his vision for the program. That presentation is scheduled in the coming months. In preparation, Barbara Richardson will prepare an update on the program. In December Adult Education received a memo of concern regarding decreased enrollment and measurable gains. This was due primarily to COVID and remote learning. In collaboration with the Arizona Department of Education (DE) a Corrective Action Plan was developed. That Plan was accepted by DE on January 21, 2022.
- Cochise College was invited to participate in an EDA Good Jobs Challenge Grant with six other border colleges in Texas. The Challenge Grant will focus in locations with Ports of Entry (land and Sea) in the areas of Aerospace and Defense. Many thanks given to Dr. Fick and Celia Jenkins for their hard work with gathering and submitting all the required information.
- The Arizona Community Colleges are submitting a grant proposal for advanced manufacturing.
- An invitation has been sent to Sandra Watson from the Arizona Commerce Authority for a visit to Fort Huachuca related to a Workforce Accelerator. An invitation will also be sent to the Governor's Office once a date is established.
- Held meetings with American Leadership Academy (ALA) a charter school operator in Cochise County. This is a group the college has worked with in the past to bring students onto campus for advanced coursework, they've requested to lease space to better facilitate their 9-12 programming. If the college is interested in doing this, it would allow their students to take better advantage of

college level coursework, including CTE programs should the board be comfortable with administration pursuing a partnership. The college would not be the sponsor and the board would not be required to do anything, the company would lease space on the Sierra Vista Campus. This would be an opportunity for participating students to potentially receive their high school diplomas at the same time they receive their associate's degree.

- Dean Beth Hill and Dr. Dana Horne provided Legacy Foundation of Southeast Arizona an intent to apply for grant dollars this budget year for a Behavioral Health Technician program. The program would be a one semester, 13 credit program, preparing students to work in an entry level position. The job demand is high.
- On January 19 through the 21, Dr. Davis and Dr. Rottweiler participated in the Cochise Combined Trust Annual Renewal Meeting and Retreat. The college Health Insurance Trust with the County and Central Arizona College is in good condition and rates remain very stable. This continues to be a good option for the college.
- On January 25, Mr. Jennings, Mr. Matt Walsh, and Ms. Alanna Riggs hosted the college's leadership team on Fort Huachuca for a tour and briefing; it was an outstanding day. The visit was recognized by the Army and the Department of Defense.

Other community Events:

- Dinner with the new Canyon Vista Medical Center CEO, Shaun Phillips on January 21.
- Hosted Robert-Francois Demers from Simleader over the course of three days. Very exciting opportunity in economic development for the college and county. His technology and business needs fit nicely with the college.
- David Luna and Dr. Rottweiler hosted a kickoff meeting for the development of a technology consortium. Cochise was awarded a grant to establish a shared services technology consortium between six Arizona Community Colleges.

Upcoming Events:

- February 21 – College closed for President's Day recognition
- February 22 – Meeting with Gary Packard, Dean of CAST
- February 23 – Sunrise Rotary AM and SACA PM
- February 24 – All Arizona Academic Team Celebration (virtual event)
 - Keynote speaker is Cochise College alumni, Carmen Moreno Maldonado
- March 8 – Good Morning Sierra Vista
- March 8 – Next Regular Board Meeting

Questions/Comments:

Dr. Rottweiler addressed questions and concerns from board members regarding 9-12 grade students on the campus noting that the college currently has high school students on campus taking classes. If space is leased to ALA, the freshmen and sophomore students would be in classrooms with aides and paraprofessionals while they receive their curriculum virtually in a hybrid format. Once students are prepared for college-level work, they will be enrolled in college classes such as English 101, welding, automotive, fine arts, Spanish 101, etc.

Administration will continue pursuing the opportunity and will report back to the board with more details including how the charter school is working with county school districts. ALA has already spoken with the Sierra Vista Unified School District.

Mrs. Strain asked that appropriate notification be distributed and given to board members before marketing of the opportunity.

1.05.5 Monthly Financial Report – January 2022

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

1.05.6 Monthly Academic Progress Report

The Governing Board reviewed the Academic Progress Report for January 2022, and accepted as presented.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Professional Staff; Appointment (Casey Haller, Admissions Specialist, Sierra Vista Campus)
- 2.01.2 * Administrative Support; Appointment (Erin Brown, Center for Lifelong Learning Coordinator, Downtown Center)
- 2.01.3 * Administrative Staff; Appointment (Amanda (Manda) Burkhart, Assistant Director of Housing, Douglas Campus)
- 2.01.4 * Administrative Staff; Appointment (William Jackson, Building and Grounds Manager, Sierra Vista Campus)
- 2.01.5 * Administrative Staff; Appointment (Denise Mazanek, Talent Manager, District-wide based on the Sierra Vista Campus)
- 2.01.6 * Coach; Temp Appointment (Diego Suarez, Assistant Coach Rodeo Temporary, Douglas Campus)
- 2.01.7 * Classified Staff; Resignation (Marco Franco, User Support Technician I, Douglas Campus)
- 2.01.8 * Administrative Support; Resignation (Sandra Rosales, Aviation Program Coordinator, Douglas Campus)
- 2.01.9 * Administrative Support; Resignation (Ryan Sermon, Career Services Coordinator, District-wide based at the Sierra Vista Campus)
- 2.01.10 * Adult Ed Instructor; Resignation (Alicia Chaouchi, Adult Education Instructor, Sierra Vista Campus)
- 2.01.11 * Adult Ed Instructor; Resignation (Mickey Sizemore, Adult Education Instructor, Sierra Vista Campus)
- 2.01.12 * Classified Staff; Retirement (Karolyn Garcia, Division Assistant Nursing & Allied Health, Downtown Center)
- 2.01.13 * Administration; Retirement (Verlyn Fick, Executive Vice President/Provost, District-wide based on the Sierra Vista Campus)
- 2.01.14 * Acceptance of Minutes for January 11, 2022 – Regular Meeting

Mrs. Strained asked for item 2.01.13 be pulled for further discussion.

Mr. Nelson moved, and Mr. Quinn seconded a motion to approve the Consent Agenda pulling 2.01.13 for further discussion. 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.**

Addressing the retirement of Dr. Verlyn Fick, Vice President/Provost, Mr. Nelson stated he will be hard to replace. Mr. Quinn expressed his appreciation for all the data reports along with his sense of humor. Mr. DiPeso also noted his sense of humor is irreplaceable. And Mrs. Strain thanked Dr. Fick for his dedicated service to the college.

Mr. Hudgins moved and Mr. Nelson seconded a motion accepting the retirement of Dr. Verlyn Fick. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, Tim Quinn, and Dennis Nelson all voting aye. **MOTION CARRIED.**

Dr. Rottweiler noted that Dr. Fick has agreed to continue to help with some projects such as the Higher Learning Commission (HLC). He also expressed his appreciation for Dr. Fick's dedication and years of service.

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

Wick Lewis, Executive Director of Human Resources, introduced: Ben Wilson, Director of Risk Management; and Jen Petrey, Instructor of English.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- No communications received for the February Board meeting.

3.02 Cochise College Foundation Report

Denise Hoyos, Executive Director of the Cochise College Foundation, provided an update to the Governing Board; highlights include:

Charitable support from the community provided:

- 1,068 scholarships totaling \$645,266.50 to 842 students in 2020-2021. Awards ranged from \$100 to \$3,250; the average award was \$604.
- \$33,327 in support for supplies and equipment to college academic programs

Other Progress:

- Investments grew by \$3.6 million and total assets at the end of FY21 totaled \$17.7 million
- The foundation exceeded its \$100,000 goal, when gifts not related to an event are included.
- Proceeds from the August sale of Project House #3 are helping with Project House #4.

In addition:

- 400 donors made gifts in 2020-2021
- The donor retention rate topped 56 percent, about 10 percent above the national average.

Giving Data:

- 2020-2021
 - 400 Donors (118 new)
 - \$564,824.05
- 2021-2022 (July – January)
 - 263 Donors (48 new)
 - \$647,573.07

New for 2021-2022:

- Updated Logo – reflective of the college's logo
- Funding for Steps -\$24K for fuel cards managed through Advising
- Individualized tours for possible donors
- Alumni events helping to serve lunch at the Salvation Army

Board Members:

- Capacity for 15 members; currently 12 members
- Only one member has served more than four years
- Redefining the board to be a Working Board with focus on Governance
 - Actively engaged in the decision-making process
 - Actively engaged in fundraising
 - Onboarding - newer members participate in a training process by a third-person “what it means to serve on a board”
 - Board Source membership
 - Financial Training
 - Retreat – Mission, Vision and Mission
 - Committee Participation

Committee Projects:

- Governance
 - Policy revisions
 - Board evaluation
 - Board education
 - Board recruitment and succession
- Finance & Investment
 - Spending policy review/revision
 - Investment oversight
- Stewardship
 - Thanking and welcoming donors
 - Planning special fundraising activities
 - Formalizing a legacy giving program

Scholarship Recipient:

Breanna Randolph is the first recipient of the Homeschooled in High School Scholarship. Quote: “I believe this scholarship will motivate me even more to do the best job I can, not only through my studies, but to help me focus more on my grades and not outside worries.”

Ms. Hoyos read portions of a letter received from the daughter of Kay Bennett, who was a charitable donor, a single mother of three children, and an LPN. Her children are honoring her legacy by supporting the education of future nurses.

Mr. DiPeso expressed his appreciation for the great work the foundation is doing.

3.03 Fiscal Year 2020-2021 Annual Comprehensive Financial Report

Dr. Wendy Davis, Vice President for Administration, and Ms. Debbie Craig, Director of Finance/Controller, presented highlights from the Fiscal Year 2020-2021 ACFR (formerly referred to as CAFR):

Net nonoperating revenues:

- 2020 - \$49,139,177
- 2021 - \$49,830,034

Operating Expenses:

- 2020 - \$50,112M
- 2021 - \$50,589M

Revenue Distributions:

- Property Taxes - 39%
- State Appropriations – 23%
- Tuition and Fees – 12%

Mr. Quinn inquired about the \$3M difference in state appropriations from 2020 to 2021; Dr. Rottweiler noted that the difference for the \$3M one-time funds for the ATB building in 2020.

Per a new requirement, the board will receive an audit report from the State Auditor in May via Zoom.

3.04 Investment Report

Dr. Wendy Davis, Vice President for Administration and Ms. Debbie Craig, Director of Finance/Controller, presented highlights of the Cochise College annual investments.

A Quarterly Investment Report was distributed and highlights include:

- With the Investment Committee's advice, administration will seek advice from investment advisors on opportunities the college may have to increase returns.
- Will review opportunities to expand longevity extending maturity dates, as well as some additional investment platforms.
- An ebb and flow of investments as funds are invested and maturing for specific projects then expensed out at the completion of the project; such as the Automotive Building
- Currently just under \$20M invested in anticipation of the First Responders Academy project over the next two years.
- Policy Compliancy – each quarter ensuring safety of the principal liquidity and return on investment.
- No cash flow issues with regular deposits from local property taxes, tuition, and the state.
- Working with investment advisors to ensure investments are made appropriately on behalf of the college
- Credit quality rating - AAA

Questions/Comments:

Mr. Nelson asked for research on inflation protections securities; Dr. Davis will report back on updates.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Quinn
 - Requested information on College of Applied Science of Technology (CAST)

- Thanks to Jenn Wantz for taking presidency of Boys and Girls Club
- Thanks to Debbie Craig and her team for the report
- Would like a report on where the college is on the four-year degree programs. There are 5000 soldiers attending Cochise College it would be great if the college could get them a bachelor's of science.
 - Dr. Fick along with 9 other individuals will be attending a national conference with Community College Baccalaureate Association at the end of February.
- Mrs. Strain
 - Behavioral Health – super important initiative; kudos to the Legacy Foundation
 - Kudos to Denise Hoyos and Eva Dickerson on their Foundation work
- Mr. Nelson
 - Announced that Jennifer Lakosil is the temporary chief nursing officer at Copper Queen Community Hospital.
 - Discussed a Conference he attended regarding Ransomware; noting the information shared was very eye opening. Topics included the need for a recovery plan, reestablishing trust of vendors, hold drills at least once a year, have a plan should the college if the college shut down.
 - Technology Services will provide a report in April
- Mr. DiPeso
 - Thanked the staff and those who participate in community service work. Noted seeing Dr. Brooks in his rescue work efforts.

5. EXECUTIVE SESSION

5.01 Executive Session – President's Annual Evaluation and Contract

Mrs. Strain moved, and Mr. Quinn seconded a motion to move into Executive Session for discussion of the president's annual evaluation and contract. There was no further discussion by the board. The 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 7:45 p.m., and the board moved into Executive Session at 7:50 p.m.

Mr. Hudgins moved, and Mr. Nelson seconded a motion to close the Executive Session and resume the Regular Session. The board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

Mr. DiPeso adjourned the Executive Session at 8:20 p.m. and reconvened the regular meeting at 8:25 p.m.

5.02 Contract for the College President

Mr. Nelson moved, and Mr. Quinn seconded a motion to extend President Rottweiler's contract from July 1, 2020 to carry over until June 30 2027. Extending the president's contract by one year, and award him a cost of living bonus, the same as with all the employees. The compensation basically remains the same as it was last year. His deferred compensation remains the same percentage as it currently is. There was no further discussion by the board. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

Cochise College Regular Governing Board meeting
February 8, 2022

6. ADJOURNMENT

Mr. DiPeso adjourned the meeting at 8:27 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board