

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, February 21, 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/91814290551>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mrs. Strain called the meeting to order at 6:00 p.m.

Board Members Present:

Mr. David DiPeso
Mr. Don Hudgins
Mr. Dennis Nelson
Mr. Tim Quinn (**only virtually present for Executive Session**)
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 published.

1.04 Citizen's In-person Interim

There were no requests to address the Governing Board.

1.05 Standing Reports

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

Mrs. Strain provided an update on behalf of Mr. Quinn noting that there will be an All-Trustee's event April 19-20, 2023, at the Doubletree Hilton in Tempe. The speakers joining in person will be: Jee Hang Lee, President and CEO ACCT; Rick Torres, CEO, National Student Clearinghouse; Tom Bordenkircher, Vice President for Accreditation, HLC; and Scott Van Pelt, Author, "The Great Upheaval, Higher Educations' past, Present, and Uncertain Future."

1.05.2 Senate

The Senate did not meet in January.

1.05.3 Student Government Association (SGA)

Student Government Association President, Christian Lewis led the presentation updates to the Governing Board; highlights include:

Introductions of new SGA members:

- Katie Puckett, Secretary
 - Major: Biology
 - Hobbies: Video games, reading, hiking, and exploring new places.
 - Legacy: Would like to help students with creating meaningful connections on campus.
- Cynthia Ruvalcaba, Coordinator of Records
 - Major: Early Childhood Education
 - Hobbies: Reading, weight lifting, and spending time with family
 - Legacy: Ensure that first-generation and STEAM college students have a voice and create an opportunity for networking.
- Andrea Galvez, Vice President for Student Programming
 - Major: Nursing
 - Hobbies: Reading, baseball, and make-up
 - Legacy: Making all student events fun and engaging and would love to create an event that could become a tradition at Cochise College.

Spring 2023 Events:

- Welcome Back Breakfasts – served by administrators and staff
- Campus Club Fairs on both campuses
- Blood Drive – Sierra Vista Campus
- Black History Celebration – Douglas Campus on February 22
 - Highlighted the contributions of African American leaders, athletes, and artists.
- Black History Celebration – Sierra Vista Campus on February 23
 - Dinner celebration will focus on how African Americans have resisted historic and ongoing oppression.
- Youth Arts Festival – Sierra Vista Campus on February 25
 - Goal is to engage attendees in an inspiring day of creativity and discovery through the arts.

Questions/Comments:

Mr. Hudgins, Mr. Nelson, and Mrs. Strain all thanked SGA for their presentation and their service to the students.

Mr. Nelson also noted his appreciation for the events offered to students and how important it is to engage with their peers.

1.05.4 College President

Dr. Rottweiler began his report recognizing the SGA members for their continued participation and leadership. He also expressed thanks to Mr. DiPeso and Mr. Nelson for their years of service on the board, and welcomed Mrs. Strain and Mr. Hudgins to their leadership roles. Dr. Rottweiler also thanked senior administration for covering in his absence. He then provided the board with updates; highlights included:

Legislative Update:

- The Republican legislature approved a “skinny budget” that continued the \$15.1B state budget. However, the Democratic Governor quickly vetoed thirteen budget bills, asking the legislature to provide a “real” budget that addresses the needs of Arizonans. Her proposed \$17B budget has failed to get any traction in the legislature.
- Dr. Rottweiler planned to present at the Rural Caucus on February 21, 2023; however, due to high wind advisories the flight was cancelled. After consultation with Kristen Boilini, it was determined that personal communications with each of the Arizona legislators would be a better option.
- The Day at the Capitol was held on January 25th. Cochise College showcased the First Responders Academy and Nursing. The college was represented by Dr. James Perey, Ms. Crystal Wheeler, Dr. Jenn Wantz, Dr. Eric Brooks, Dean Beth Hill, Nursing Director Melesa Ashline, EMT Instructor Eric Bailey, and Assistant Dean Robyn Martin along with students, Isaiah Meeker and Hassan Sowid. The college showcased the ambulance and a newly designed Police Academy cruiser and positioned Cochise College in a prominent spot.

Facilities Update:

- Director of Facilities, Jim Barrows provided an update on facilities later in the meeting.

Initiatives:

- Workforce and Customized Training
 - Level Up Campaign – College Recruitment video shared
 - 42 short-term certificate programs
 - 28 of those can be completed in less than a year
 - The Rural Caucus Presentation focused on types of certifications offered including:
 - CDL Training and the Bus Drivers Academy
 - Supply Chain Management
 - Welding Certificates
 - Masonry and Electrical Plumbing
 - EKG and Phlebotomy Technician
 - Behavioral Health & Medical Assistant
- Higher Learning Commission (HLC)
 - HLC Accreditation: Open Pathway Overview – ten-year process.
 - Currently, Cochise College is in years five through nine which focus on quality initiative.
 - The quality initiative is the academic programming, specifically the baccalaureate program which will tie into the college’s overall accreditation.
 - In preparation for upcoming site visits, the institution has pulled together a full HLC Steering Committee as well as subcommittees.
 - According to the HLC, there are five criteria the college must meet. Over the next three years, administration and Board Members will participate in self-evaluations to ensure the college meets these criteria.

General Comments:

- Dr. Rottweiler commented on the great time he had while traveling to Washington, DC with Board Chair Jane Strain and Board Secretary Don Hudgins, and he is grateful for the outstanding Cochise College Board.
 - Dr. Victoria DeFrancesco Soto, Dean of the Clinton School of Public Service, University of Arkansas was the keynote speaker in Washington, DC who commented on Cochise College's impact in her life and the community.
 - Dr. Jennifer Wantz and the college president have an upcoming Zoom meeting with Dr. DeFrancesco on March seventh. The goal is to invite her on Cochise College campus to give a presentation.
 - Dr. Rottweiler also held personal appointments with Senator Mark Kelly and Congressman Juan Ciscomoni. All meetings were positive and Cochise College is held in high esteem, locally, regionally, and on a national level.
- Additionally, The College President was able to attend the National Sheriff's Association, at the invitation of Sheriff Dannels. Here, Dr. Rottweiler shared some of the exciting new initiatives taking place on the Douglas Campus.

Athletics:

- Men's Basketball locked up the ACCAC league championship; this is their fifth consecutive league championship. Currently, they are ranked #14 nationally with a 23-2 record. They will host the Regional semifinals on March 4th.
- Women's basketball currently sits #2 in the league and has been nationally ranked on and off throughout the year. They, likewise, will host the opening round of the semifinals.

Civic Engagement:

- The Civic Engagement Committee at Cochise College was notified that the work they do with the ALL IN Campus Democracy Challenge has earned the Highly Established Action Plan Seal of recognition. ALL IN developed this seal of recognition for higher education institutions with strong action plans to increase nonpartisan democratic engagement by promoting civic learning, political engagement, and college student voter participation. Cochise College received a score of 33 with the national average being 26.2. Only Cochise College and Mesa Community College were listed as recipients of this seal out of all Community Colleges in Arizona and only 126 universities and colleges across the entire United States were named to the list this year.

Events in the Community:

- Fort Huachuca Strategic Planning Conference (January 19-20) represented by Dr. Perey
- Cochise Combined Trust Renewal Meeting (February 2-3). The agreement will be on the March agenda for continued participation; anticipate a rate increase.
- Panelist for the Big Horn Leadership Academy (February 3)
- Meeting with Congressman Ciscomoni – Dr. Rottweiler attended as a representative of the Huachuca50

Upcoming Events:

- All-Arizona Academic Luncheon (February 22) - Dr. Perey and Chair Strain will represent Cochise College
- Lunch with Wick Communications and the Sierra Vista Herald (February 22)

- Briefing with Graham Markiewicz, Senator Sinema's Office (February 22)
- Meeting with UA South Foundation (February 24)
- Public Safety Communications Academy Graduation (February 28)
- Meeting with Utah Valley University about a partnership with Cochise College Aviation (February 28)
- Leadership Sierra Vista, Education Day Presentation (March 9)
- The March Board meeting will be held on the 14th.
 - With Board approval, administration would like to meet for a Work Session prior to the Regular meeting starting from 3:30 pm until 5:30 pm with a thirty-minute break in between the work session and the regular meeting. Topics to be discussed during the work session include:
 - Food Service as an Auxiliary
 - Aviation
 - Salaries
 - Construction Updates

Questions/Comments:

Mrs. Strain expressed her excitement for the Civic Engagement award.

1.05.5 Monthly Financial Report – January 2023

The Financial Report for January 2023 was presented and accepted as submitted.

1.05.6 Monthly Academic Progress Report

The Governing Board reviewed the Academic Progress Report for February 2023, regarding Higher Learning Commission (HLC), and accepted as presented.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Gerardo Valdez, Facility Services Technician, Douglas Campus*)
- 2.01.2 * Professional Staff; Appointment (*David Barclay, Senior Electrician, District-wide based on the Sierra Vista Campus*)
- 2.01.3 * Professional Staff; Appointment (*Kathleen Denney, Facilities Office Supervisor, District-wide based on the Sierra Vista Campus*)
- 2.01.4 * Professional Staff; Appointment (*Genevieve Falcon, Early College Specialist, District-wide based on the Sierra Vista Campus*)
- 2.01.5 * Administrative Support; Appointment (*Sonya Weeks, Benson Center Coordinator, Benson Center*)
- 2.01.6 * Administrative Staff; Appointment (*Lynette Bagwell, Student Recruitment Manager, District-wide based on the Sierra Vista Campus*)
- 2.01.7 * Administrative Staff; Appointment (*Nicholas Castellana, Assistant Director of Admissions and Records, District-wide based on the Sierra Vista Campus*)
- 2.01.8 * Classified Staff; Probation Separation (*Yvette House, Registration Technician (Temporary), Sierra Vista Campus*)
- 2.01.9 * Classified Staff; Resignation (*Luis Amaya, Facility Services Technician, Douglas Campus*)

- 2.01.10 * Classified Staff; Resignation (*Samantha Linder, Registration Technician - Military Programs, Fort Huachuca Education Center*)
- 2.01.11 * Administrative Staff; Resignation (*Carol Holden, Director of Finance/Controller, District-wide based on the Sierra Vista Campus,*)
- 2.01.12 * Administrative Staff; Resignation (*Linda Tilley, Curriculum Development Manager, Downtown Center*)
- 2.01.13 * Administrative Staff; Retirement (*Renee Rhodehamel, Learning Management System Manager, Downtown Center*)
- 2.01.14 * Administrative Staff; Retirement (*Frank Villasenor, Systems Administrator, Sierra Vista Campus*)
- 2.01.15 * Curriculum Changes
- 2.01.16 * Acceptance of Minutes for January 17, 2023 – Regular Meeting

Mr. Hudgins moved, and Mr. Nelson seconded a motion to approve the Consent Agenda. There was no further discussion and the Governing Board approved with David DiPeso, Don Hudgins, Jane Strain, and Dennis Nelson all voting aye. **MOTION CARRIED.**

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

Wick Lewis, Executive Director of Human Resources, introduced: Jeremiah Russel, Instructor of HVAC; Trinity Ribbing, Human Resources Building Assistant; and Janelle Simpson, Executive Director of Institutional Research.

2.02 2023-2024 Reinstatement of Cochise Combo Housing and Meal Plan Fees

The administration requested the Governing Board adopt a motion to approve the reinstatement of the Cochise Combo Housing and Meal Plan fees for 2023-2024, as presented with the new rate of \$2,600 for regular students taking 15 or more credits and \$3,195 for students in the professional pilot program taking 15 or more credits.

Mr. Nelson moved, and Mr. Hudgins seconded a motion to approve the reinstatement of the Cochise Combo Housing and Meal Plan Fees with the new rate of \$2,600 for regular students taking 15 or more credits and \$3,195 for students in the professional pilot program taking 15 or more credits. There was no further discussion and the Governing Board approved with David DiPeso, Don Hudgins, Jane Strain, and Dennis Nelson all voting aye. **MOTION CARRIED.**

2.03 2023-2024 Student Tuition and Miscellaneous Fee Schedule

The administration requested the Governing Board adopt a motion to approve the tuition and miscellaneous fee schedule for FY24, as presented with a \$2 per credit increase to \$93 per credit hour for in-state. With the change, Cochise College will align with other Arizona community colleges.

Mr. Hudgins moved, and Mr. Nelson seconded a motion to approve the tuition and miscellaneous fee schedule for FY24, as presented with a \$2 per credit increase to \$93 per credit hour for in-state. There was no further discussion and the Governing Board approved with David DiPeso, Don Hudgins, Jane Strain, and Dennis Nelson all voting aye. **MOTION CARRIED.**

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- Dr. Perey received an email notification from Dr. Amy Rogers, Director of Strategic Partnerships with the University of Arizona Global Campus, informing the college that Angelita (Angie) Bustamante, TRiO Academic Career Advisor, was selected as one of two awardees for the UAGC-Phi Theta Kappa Full-Program scholarship for advisors and employees.
- Art instructor, JenMarie Zeleznak's art is displayed on a billboard on I-26 in Charleston, SC, promoting her "Un/Natural Selections".

3.02 Facilities Management Report

Mr. James Barrows, Director of Facilities, prepared a written overview of facilities management at Cochise College; highlights include:

- How to best utilize resources to maintain the infrastructure on Cochise College campuses
- COVID-19 negative impacts such as higher costs, long product lead times, delay in work schedules.
- The current economic climate causing an inflation in cost on capital construction projects. As a result, careful planning will be required for funding construction activities to ensure resources provide the best outcomes.
- In meetings with the Douglas Groundwater Basin, which designates the Douglas Campus as an active management area, the college may be limited to using 10-acre feet of water a year. Currently, the college uses on average 9 to 11-acre feet a year. With that being said, water conservation steps have been taken in order to reduce water usage.
- Utility costs are expected to rise with the average being 7-8% for electric and natural gas and 5-8% for water and sewer. Steps have been taken to reduce the college's usage.

Mr. Barrows also shared photographs of projects:

- Driving track
- Office expansion at the Downtown Center
- Synthetic Turf Project and low water landscaping use
- Storm water Drain Project

Questions/Comments:

Mr. DiPeso inquired about where the storm water runoff goes. Mr. Barrows stated the goal is to move all runoff to the large sanitation pond.

Mr. Hudgins would like an update on the fiber installation for the Douglas Campus. Mr. Luna noted that the project is supposed to start in March.

3.03 Investment Report

Dr. Wendy Davis, Vice President for Administration presented highlights of the Cochise College annual investment report; highlights include:

The Investment Board Policy was included in the board packet with no requested changes.

Portfolio Management Strategies:

- Invest funds to ensure the long-term financial stability and vitality of the institution; Investments include:
 - \$27 million in funds to sustain operations. With upcoming projects planned, these funds should sustain operations for four months compared to other Arizona institutions funding operations for three to nine months.
 - Funds for planned projects and capital investments
 - Funds to make payments for revenue bonds for a minimum of one year in advance; reserves include funds in contingency allocations that could be used to make payments once the current revenue bonds are callable in FY26.

Currently, the college has a significant portion of investments maturing in the near term (\$13M), primarily due to the planned construction of the First Responders Academy Program, including a driving track, Firearms Training Center, and Sierra Vista Housing.

In addition, as funds are invested and based on the current market returns, it has become more advantageous for the college to invest in shorter term securities, primarily two-year Treasuries, as they are seeing a better return.

Over the past five years, investment balances have fluctuated as the institution has moved toward larger projects. For example in 2019, the college received allocations that were used to construct the Automotive Technology Building (ATB), which was completed in 2020. Presently, investments of allocations have been made for the First Responders Academy Program.

Questions/Comments:

Dr. Rottweiler noted 10-12 years ago the institution moved from the state system and placed funds into privately controlled systems which have seen a higher return. The change has assisted the college when it comes to laying out future plans. Dr. Rottweiler also mentioned how the coordination of specific appropriations is a result of the work between the college and Legislative District #19 representative, Senator Gowan.

Mrs. Strain expressed appreciation for the work put into the college's investments and the investment report.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mrs. Strain turned the time over to Governing Board members to provide comments/share information.

- Mr. Hudgins
 - Thanked Dr. Rottweiler and Mrs. Strain for a great experience during the ACCT Legislative Summit. Focus for the coming year, on the national level, is very similar to Cochise College initiatives and includes:
 - Providing job training programs
 - Providing pathways to citizenship for dreamers
 - Short term workforce Pell Grant
 - Increase in Pell Grant
 - He also commented on the experience he had at the Summit, stating it was great meeting with Senator Mark Kelly and Representative Ciscomoni.

- Mrs. Strain
 - Commented on how pleased she was with Dr. and Mrs. Rottweiler during the trip to Washington DC, they served as wonderful tour guides and she felt the meetings with Arizona Representatives went great.
 - Expressed her gratitude for being part of Sheriff Dannels National Sheriff's Association Meeting. Dr. Rottweiler had the opportunity to address the group and she noted her appreciation for his presence.

5. EXECUTIVE SESSION

5.01 Executive Session – President's Annual Evaluation and Contract

Mr. Hudgins moved, and Mr. DiPeso 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 Governing Board approved with members, David DiPeso, Don Hudgins, Dennis Nelson, and Jane Strain all voting aye. **MOTION CARRIED.**

Mrs. Strain recessed the regular meeting at 7:19 p.m., and the board moved into Executive Session at 7:21 p.m.

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

Mrs. Strain adjourned the Executive Session at 7:43 p.m. and reconvened the regular meeting at 7:44 p.m.

5.02 Contract for the College President

Mr. Hudgins moved, and Mr. Nelson seconded a motion to extend President Rottweiler's contract for fiscal year 2023-2024 by one additional year, or until June 30, 2028, provide an increase in base salary that is consistent with other college employees, and increase the presidential annual leave days by two additional days. All other terms and conditions of the contract shall remain the same as the current contract. There was no further discussion, and the Governing Board approved with members, David DiPeso, Don Hudgins, Dennis Nelson, and Jane Strain all voting aye. **MOTION CARRIED.**

6. ADJOURNMENT

Mrs. Strain adjourned the meeting at 7:46 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Don Hudgins, Secretary of the Governing Board