

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, June 13, 2023
Sierra Vista Campus
Governing Board Room 301
6:00 p.m. following the Special Meeting

Members of the public who wished to attend the meeting via video conference joined at <https://cochise.zoom.us/j/91874204847>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mrs. Strain called the meeting to order at 6:10 p.m.

Board Members Present:

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

1.02 Pledge of Allegiance

Mr. Nelson led the Pledge of Allegiance.

1.03 Adoption of Agenda

With a request by the college president, Information Item 3.02 – Audit Report, was moved to the beginning of the meeting allowing remote auditors to present earlier in the regular meeting. With no additional adjustments, the agenda was adopted as published.

1.04 Citizen's In-person Interim

There were no requests to address the Governing Board.

3.02 Fiscal Year-2022 Audit Report

Item moved to the beginning of the meeting allowing for auditors to present early in the regular meeting.

Victoria Fisher, Financial Audit Manager, and Nic Foster, Financial Audit Senior, from the Arizona Auditor General's Office presented the FY2021-2022 Audit Report.

Pursuant to A.R.S. §15-1473F, the community college district board of directors require that its auditors present audit results and any findings to the board in a regular meeting without the use of a consent agenda within 90 days of audit completion.

Report Highlights:

- Over the last five fiscal years, the district's main sources of revenue consist of property taxes, state assistance, governmental grants and contracts, and tuition and fees. The district's revenues have been relatively consistent with the exception of state assistance, which increased from prior years due to a rural community appropriation in fiscal year 22.
- The district's primary expense purpose consist of instruction, scholarships, institutional support and student services. All of which have been relatively consistent with slight fluctuations within the last five years.
- Overall, the district's net position increased by \$16M from fiscal year 21 to fiscal year 22 due to revenues exceeding expenses. At the end of June 2022, the district's total net position was \$70.75M; however, not all of it was spendable \$56.8M was invested for capital projects and \$12M was placed in restricted funds which leaves the remaining balance of \$1.7M unrestricted.

Annual Audit Report Findings:

- Annual Comprehensive Financial Report (ACFR) – April 27, 2023
 - One finding on the ACFR was over timeliness of financial state reporting. The district issued its ACFR, twenty seven days later than required. The auditor's recommendation to the district is to ensure key financial information is provided to the auditors by the agreed upon deadlines established at the beginning of the audit. In response, the district anticipates to fully correct the deficiency by July 16, 2023.
- Report on Internal Control and on Compliance
 - The second finding was identified as the district's control procedures over access to IT systems and data not being sufficient, therefore increasing the risk that the district may not adequately protect those systems and data. A recommendation has been made to the district to assign and periodically review employee user access ensuring appropriateness and compatibility, job responsibilities, and to enhance authentication requirements for IT systems. The district anticipates to fully correct this deficiency by August 30, 2023.
- Single Audit Report
 - the district did not submit its Single Audit Report to the federal audit clearinghouse until twenty seven days after the deadline. A recommendation has been made to the district to improve its financial reporting process to ensure deadlines are met. The district anticipates fully correcting the deficiency by July 16, 2023.

Questions/Comments:

Mr. Nelson questioned with the report being 27 days late, is there a fine. Victoria responded no; however, it makes the district be a higher risk entity, which could lead to potentially auditing more programs in 2023. The driving factor of this possibility is what the total federal program expenditures are and the difference would be auditing 20% – 40% of the total expenditures. This cannot be determined until a preliminary schedule of federal expenditures are provided.

Mr. Quinn inquired with the upcoming accreditation, will the Higher Learning Commission (HLC) look at access to IT systems and that data as well. If so, is there a correlation between the Auditor General's Report and HLC accreditation. Dr. Rottweiler stated HLC will review all audit findings, but there is no direct concern or surprises in the findings.

Mr. Quinn followed up by questioning if there are IT standards in the accreditation process. In which Dr. Rottweiler replied no, there are no direct standards from accreditation as it relates to IT security.

Dr. Rottweiler thanked Victoria and Nic for their receptiveness and their responses to challenges the college has faced. He stated their efficiency does not go unrecognized. IT security is a challenge

for not just Cochise College but surrounding sister schools as well, so the work on this will be ongoing.

Victoria thanked the board, Dr. Rottweiler, and staff for their professional working relationship. She also expressed her appreciation to Dr. Davis, and her staff for their cooperation on the audit and for the great working relationship.

1.05 Standing Reports

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

Mr. Quinn, AACCT representative, did not have an update, but he did recognize David Borofsky, Executive Director of the AACCT, who was in attendance in the board meeting.

1.05.2 Senate

A Senate report was not provided as the institution is in summer session.

1.05.3 Student Government Association (SGA)

A Student Government Association report was not provided; students are on summer recess.

1.05.4 College President

Dr. Rottweiler gave thanks to the board for all their efforts in fulfilling their statutory responsibilities. The board has demonstrated true trustee leadership while handling the Truth in Taxation and annual budget. The approval of the FY24 Budget is the culmination of months of work by the budget managers, President's Council, and Senior Leadership. Special thanks given to Dr. Davis and her team of professionals who put in many hours to get the college where it is. The budget is the practical manifestation of the college's mission, vision, and strategic priorities.

Legislative Update:

- The largest success of this year's legislative action was the passing of the budget before the end of the fiscal year.
- For the 3rd or 4th year in a row, the rural colleges have been recognized for the work they do in communities. In conversations with Speaker Ben Toma, community colleges in many rural areas serve functions beyond traditional educational missions, and are at times the glue that holds communities together.
- The approved budget consist of \$21M in State Aid, \$26M in property tax and \$10M in Tuition/Fees
- In regards to the Expenditure Limitation (EL) Bill, Dr. Rottweiler briefed the board on EL last month and while this matter is not currently of significance for Cochise College, it is to many sister schools. Dr. Rottweiler has been working with legislative delegation and believes there are enough votes to pass the penalty bill providing two years of relief for those struggling with EL capacity issues.
- One potential hurdle, that hopefully the institution has bypassed, is the Gila County Provisional Community College District notice to Eastern Arizona College that they would no longer be needing their services. Gila County's decision was not well thought out and has forced Eastern Arizona College to do a teach-out. It has now started a battle with lawyers and proposed tag-a-long language in the EL Bill.

- On May 10th the college hosted, in partnership with Sheriff Dannels, Governor Katie Hobbs, on campus. She facilitated a discussion with community leaders and law enforcement professionals. The meetings were very well received and prompted good dialog related to Cochise College, Cochise County economic development, the Border, and plans moving forward.
- On June 7th, the college hosted, in partnership with Sheriff Dannels, Florida Governor Ron DeSantis. He was joined by the Florida Attorney General and two Florida Sheriffs. Similarly, numerous Sheriffs from around the country joined in on multiple meetings including a trip to the Border. It was a pleasure to host local delegation: Senator David Gowan, Representatives Gail Griffin and Lupe Diaz, and the Speaker of the House, Ben Toma. Additionally, Dr. Rottweiler had the pleasure of spending the day with Sierra Vista Mayor Clea McCaa, which provided an opportunity to talk about shared interests and what might be done together moving the City and the County forward.

Facilities Update:
Douglas Campus

- Welcome Center
 - Exterior of structure is completed
 - Interior electrical, network rough-in completed
 - Sheetrock installed
 - Concrete sidewalks/driveway placement scheduled for this week
 - Fire Alarm System installation
 - ECD: mid-July
- Primary Well System
 - Well pump and pre-lube system installed and on-line
 - Completed
- Primary Well Booster System
 - Installed and operating
 - ECD: End of June
- Primary Well System Back-up Generator
 - Generator placed on concrete pad
 - Automatic Transfer Switch and electrical hookup remain
 - ECD: End of June

Sierra Vista Campus

- Law Enforcement Building (#600) Office and Classroom
 - Classroom remodeling and office furniture installation completed
 - Audio visual equipment install remain
 - ECD: Fall Semester
- First Responders Academy
 - Firearms Training Complex and Student Housing
 - Construction Documents Phase
- Driving Track
 - Concrete placement completed
 - Curbing and asphalt road/parking lot in-progress
 - ECD: End of June
 - Ribbon Cutting Ceremony July 31

Downtown Center

- Ambulance Simulator
 - Simulator arrived and placed into the lab room

- SimLeader to complete installation within the week
- Facilities has started the build back of walls and windows
- ECD: End of June
- Surgical Technician/Simulation Lab
 - Contracted sanitation and water lines tentatively scheduled to start last week June
 - Interior structures to follow throughout the summer
 - ECD: Fall 2023

Initiatives:

- First Responders Academy
 - The Ambulance Simulator has arrived and is one of a kind.
 - Dr. Rottweiler shared photos of the delivery at the Downtown Center.

General Comments:

- Community Engagements
 - May 10 – Hosted Arizona Governor Hobbs
 - May 11 – Recognized during the Top Cop Event
 - May 11 - Nursing Recognition
 - May 12 - Commencement
 - May 15-17 – President’s Leadership Academy (Thanked Jane, Tim and Dennis for speaking)
 - May 18 – GED Recognition
 - May 23 – Meeting with SV City Manager, Chuck Potucek regarding driving track
 - May 25 AM – Huachuca Community Council
 - May 25 PM – Police Academy Graduation (Thanked Jane, Tim, Don and Dennis for attending)
 - May 29 – Memorial Day Observance on Fort Huachuca
 - June 1 – Meeting with Jeff Jennings & Matt Walsh
 - June 6 – Huachuca 50 Meeting with Jeff Jennings & Matt Walsh
 - June 7 – Hosted Florida Governor (Border security discussions with state sheriffs)
 - June 12 – Met with Don Foster & Brian Jones regarding Housing
 - June 13 – Met with Rich Karwaczka
 - June 13 – Met with Fire Chief and Deputy Fire Chief from Fort Huachuca

Upcoming Activities:

- June 20 – Meetings with UofA related to construction of student housing project, and Joe O’Reilly, who is a part of Helios and Arizona State University regarding college completions.
- June 21-22 - AC4 Annual & Regular Meeting in Prescott
- June 27 – Meeting with Benson and Willcox School District Superintendent regarding enhanced dual credit.
- July 3 – 15 – President’s Annual Leave
- July 6-8 – Mountain States Summer Conference (Wyoming)
- July 11 – Special Governing Board meeting via Zoom. Meeting will have one action item for Long Lead Housing GMP.
- The college will hold a ribbon cutting for the Driving Track and hopefully the Ambulance Simulator on July 31. Further information will be forthcoming

1.05.5 Monthly Financial Report – May 2023

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

1.05.6 Monthly Academic Progress Report – June 2023

The monthly Academic Progress Report for June 2023 included updates on college-wide grants. The report was presented and accepted as submitted.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Georganiel Ceron-Cano, Facility Services Technician, Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Appointment (*Caitlyn Fuller, Human Resources Building Assistant, Sierra Vista Campus*)
- 2.01.3 * Classified Staff; Appointment (*Heather James, Registration Technician, Sierra Vista Campus*)
- 2.01.4 * Administrative Staff; Appointment (*Cara Elkins, Assistant Director of Nursing, Downtown Center*)
- 2.01.5 * Administrative Staff; Appointment (*Dan Guilmette, Director of Computer Information Systems/Cybersecurity, District-wide based at the Downtown Center*)
- 2.01.6 * Administrative Staff; Appointment (*Jeff Lalowski, Systems Administrator, District-wide based on the Sierra Vista Campus*)
- 2.01.7 * Coach; Appointment (*Derek Lane, Assistant Coach Men's Basketball, Douglas Campus*)
- 2.01.8 * Adult Education Instructor; Appointment (*David Natko, Adult Education Instructor, Douglas Campus*)
- 2.01.9 * Faculty; Appointment (*Michael Bogner, Instructor of Computer Information Systems, District-wide based on the Sierra Vista Campus*)
- 2.01.10 * Faculty; Appointment (*James Love, Instructor of Sociology, District-wide based on the Sierra Vista Campus*)
- 2.01.11 * Faculty; Appointment (*Erica Reed, Instructor of English, District-wide based on the Sierra Vista Campus*)
- 2.01.12 * Faculty; Appointment (*Daniel Vertrees, Instructor of Business, District-wide based on the Douglas Campus*)
- 2.01.13 * Classified Staff; Separation from Probation (*Trinity Ribbing, Human Resources Building Assistant, Sierra Vista Campus*)
- 2.01.14 * Faculty; Separation from Probation (*Brenda Brooks, Instructor Medical Billing & Coding, Downtown Center*)
- 2.01.15 * Professional Staff; Resignation (*Ali Hasanzada, User Support Supervisor, Sierra Vista Campus*)
- 2.01.16 * Administrative Support; Resignation (*Mary Robertson, Art Studio Coordinator, Sierra Vista Campus*)
- 2.01.17 * Administrative Staff; Resignation (*Jeffrey Mountjoy, Director of Procurement Services, District-wide based on the Sierra Vista Campus*)
- 2.01.18 * Coach; Resignation (*Jason Hopkins, Assistant Coach Men's Basketball, Douglas Campus*)
- 2.01.19 * Faculty; Resignation (*Naomi James, Instructor of Nursing/Clinical Coordinator, Downtown Center*)

- 2.01.20 * Administrative Support; Retirement (*Arturo Chacon, College Success Navigator, Douglas Campus*)
- 2.01.21 * Administrative Staff; Retirement (*Rosalia Acuna, Systems Analyst, Sierra Vista Campus*)
- 2.01.22 * IGA Renewal – Cochise County Charter & School Districts for Dual Enrollment Courses
- 2.01.23 * IGA Addendum – Cochise Technology District to provide college level credit classes.
- 2.01.24 * Acceptance of Minutes for May 9, 2023 – Truth in Taxation Public Hearing and Special Meeting
- 2.01.25 * Acceptance of Minutes for May 9, 2023 – Regular Meeting
- 2.01.26 * Acceptance of Minutes for May 17, 2023 – Special Meeting

Mr. DiPeso moved, and Mr. Nelson seconded a motion to approve the Consent Agenda with no further discussion. The Governing Board unanimously approved with 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 Kevin Richards, Systems Administrator; Jake Shaw, Assistant Director of Resident Life; Krystal Green, Registration Transcript Technician; Kurtis Smith, Department Assistant, Facilities, and Maintenance; and Dan Guilmette, Director of Computer Information Systems/Cyber Security.

2.02 Appointment of Chief Fiscal Officer

The administration requested the Governing Board approve a motion designating Dr. Wendy Davis, Vice President for Administration, as the Cochise County Community College District's Chief Fiscal Officer as required per Arizona Revised Statutes §41-1279.07 Section E.

Mr. DiPeso moved, and Mr. Hudgins seconded a motion designating Dr. Wendy Davis, Vice President for Administration, as the Cochise County Community College District's Chief Fiscal Officer as required per Arizona Revised Statutes §41-1279.07 Section E. There was no further discussion. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn all voting aye. **MOTION CARRIED.**

2.03 Request for Proposal – Enterprise Resource Planning (ERP) – Intent to Award

The administration requested the Governing Board adopt a motion to issue an intent to award notice to Anthology, Inc., and authorize the college president to sign a contract not to exceed \$10,307,756 for a ten-year contract term.

Dr. Davis, Vice President for Administration, addressed the board noting that the college has been with Elucian Banner since the mid-90s. Over the last six months the college has partnered with Northern Pioneer to replace the current system.

Mr. DiPeso questioned what makes Anthology's system better than Elucian. Dr. Davis replied stating the functionality of Anthology's system is miles ahead of where Elucian is. Additionally, the system will be cloud based and managed by Anthology staff in order to keep the system up to date and running as well as having paramount security, which will help to address current compliance issues.

Mr. Nelson inquired about annual license increases. Dr. Davis noted the contract is for ten years, so there will not be an increase in those ten years. Mr. Nelson also questioned a clause in the

contract stating either side can terminate the contract within 90 days for serious breach of contract and if the institution has a plan B in case this were to happen. Dr. Rottweiler assured Mr. Nelson the data would be owned by the college and protected.

Mr. DiPeso moved, and Mr. Nelson seconded a motion to issue an intent to award notice to Anthology, Inc., and authorize the college president to sign a contract not to exceed \$10,307,756 for a ten-year contract term. There was no further discussion. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn all voting aye. **MOTION CARRIED**

3. INFORMATION ITEMS

3.01 Communications

- Dr. Rottweiler received an email from Lynn Tincher-Ladner, President and CEO of Phi Theta Kappa, expressing their tremendous debt of gratitude to college chapter advisors whose dedicated service is responsible for the success of the local chapters, in honor of Bryan Homrighausen's five years of service as an advisor of the Alpha Mu Zeta Chapter.

3.02 Fiscal Year-2022 Audit Report

Item moved to the beginning of the meeting allowing for auditors to present early in the regular meeting.

3.03 Academic Affairs Division Report

Dr. Sheena Brown, Dean of Academic Affairs, provided a presentation to the Governing Board on the Academic Affairs Division; highlights include:

Division Functions:

- Curriculum Development
 - Facilitates the process and policies of curriculum implantation
 - Provides a seamless transfer process
 - Oversees the annual catalog, making sure all data is up to date
- Instructional Design
 - Assists in the Assessment/evaluation processing
 - Provides Professional Development opportunities for faculty
 - Helps enhance innovation and instructional knowledge of faculty members
- LMS Support
 - Has a team of three dedicated to the Moodle online platform with courses for students
 - Oversees implementation of new software and provides seamless experience for those using the system
- Degree Audit
 - Ensures degree maps are up to date and audits the degree system
 - Ensures that correct information is provided to students
- Grants Management
 - Seeks federal, state and project grants from around the state
- Institutional Research
 - Oversees Compliance Reporting
 - Provides internal reporting that assists with decision making
 - Responsible for providing data to support program review process
- Assessment & Program Review
 - Assists with HLC accreditation process

- Reviews student learning
- Provides a holistic review of the program
- Responsible for assessing workforce needs

2022 – 2023 Focal Points:

- New Hires
 - Executive Director of Institutional Research, Janelle Simpson
 - LMS Manager, Lauren Gaub
 - Curriculum Manager, starting July 1
- Faculty Support Survey
 - Faculty priorities identified include:
 - Peer Training
 - Online Training
 - Professional Development activities and workshops
 - Course Quality Control Measures
 - Pedagogy Training
- Standardizing Department Practices
 - Create standard operating procedures
 - Cross-training
 - Reviewing annual deadlines, and adjusting practices
- Review of Program Assessment & Program Review
- HLC Accreditation Preparation

2023 – 2024 Focal Points:

- HLC
 - Accreditation: Identify & collect evidence
 - Site visits for bachelor's degree
- Program Assessment
 - Processes & planning
- Comprehensive Program Review
 - 4-year cycle
 - Program dashboards including real-time data
- Faculty Support
 - Asynchronous toolboxes
 - Assessment & program review training
 - Implementation of new video & ADA compliant software (for LMS)
- Curriculum Process & Deadline Updates
- Institution Digital Literacy Training

Questions/Comments:

Mr. Quinn asked about the department's involvement with determining academic pre-requisites;. Dr. Brown informed him that the pre-requisites really come from the institution itself and faculty, however Academic Affairs does help enforce them.

Dr. Rottweiler expressed appreciation for Dr. Brown and her department's involvement in moving the college forward.

3.04 Firearms Training Complex and Housing Projects

Dr. Rottweiler, College President, provided an update on the Firearms Training Complex and Housing Projects; highlights include:

The College has been working hard on the First Responders Academy. Originally, the First Responders Academy was going to be housed on the Douglas campus, however after some complications, the institution decided to utilize existing space on the Sierra Vista Campus. As well as working in partnership with the City of Sierra Vista on a driving track. With that being said, the Firearms Training Complex and Student Housing will break ground in the fall of 2023.

Dr. Rottweiler shared designs of both projects; highlights include:

Firearms Training Complex Schematics:

- Building will be just over 12,000 square feet
- Features 20 lanes of indoor shooting
- Possible revenue generator as local agencies have already inquired about leasing for re-certifications, etc.
- A full armory
- A grant was submitted by Senator Sinema to have retractable and adjustable targets at the range
- Estimated to come in at about \$11.874M

Student Housing Schematics:

- 48 beds with 46 of them available for students
- A common area in the lobby for students
- One pod will have 3 individual rooms that share a common restroom, shower, and study space.
- Will feature a one-lane road to housing for students only.
 - Administration has met with the Fire Marshall regarding access to a fire lane into the University Foundation parking lot.
- Estimated to come in around \$16.13M, \$10M of that has been donated toward the institution.
- Total project cost comes in at \$32.6M for the Firearms Training Complex, Student Housing, and the Driving Track.
 - Dr. Rottweiler noted the funding for these projects is available along with resources from legislators.

Questions/Comments:

Mr. Hudgins questioned if rifles could be used in the range. Dr. Eric Brooks, Director of the First Responders Academy replied stating the range is not long enough for rifles, it is only suitable for handguns. He also asked if trainees will have to bring their own firearms. Dr. Rottweiler replied, currently all cadets have a weapon issued by their agency that they will bring with them. Currently, it is slated for 20 targets and 12 running targets that move from left to right. If the grant is approved, it will have retractable targets, which will allow for each person to have their own shooting booth.

Mr. DiPeso discussed if this will prompt a change in policies regarding handguns on campus. Dr. Rottweiler expressed this will have to be a future discussion but some changes will need to be made as it relates to this facility.

Mr. Nelson would like to know how the insurance will be affected by the Firearms Training Complex. Dr. Rottweiler responded that the institution has not looked into it yet, however, the current insurance provider is fully aware of what the college is building.

Mrs. Strain inquired about what security is in place for individuals entering the building with weapons, such as metal detectors. Dr. Rottweiler noted yes, the building will be up to all security

standards. The building is currently set up to enter into a lobby with a secondary (buzzed in only) entrance to the rest of the facility.

Mr. Quinn would like to know who responds when a security alarm goes off in this building. Dr. Rottweiler replied noting that campus security will be notified. Dr. Davis noted that there will be electronic access controls on both new facilities in order to better track who is going in and out of every space. Additionally, Mr. Quinn inquired about lighting around the housing and the plan for access control into the building. Dr. Rottweiler informed Mr. Quinn there will be lighting around the parking lot, however the institution will work in conjunction with the University South Foundation to protect their Observatory.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Nelson
 - Bisbee Rotary Club recently gave away two scholarships to Bisbee High School students. In conversations with their counselors, it was brought to his attention that Cochise College navigators are now coming in with applications and have received more students interested in attending Cochise College which he believes is a great idea.
- Mr. DiPeso
 - Congratulations given to Dr. Perey on Aspen fellowship.
- Mr. Hudgins
 - Expressed what a pleasure it was to attend the Police Academy graduation. He noted it was great seeing local county residents grow. Dr. Rottweiler notified the board that six of the top cops recently recognized in Cochise County were graduates from the Police Academy including the top cop of the county.
- Mrs. Strain
 - Featured in the Sierra Vista Herald on May 24 was a very impactful article from Dr. Rottweiler as well as an article featuring Mark Schmitt, Small Business Development Center Director receiving an award in Phoenix.
 - Commented on the Accolade article regarding Dr. Perey stating it is always good to see the positive news Cochise College brings to the community and the county.
 - Great visit with the Governor
 - Thanked Dr. Pam Fisher for facilitating the President's Leadership Academy.
 - Thanked David Borofski for attending the meeting

5. ADJOURNMENT

Mrs. Strain adjourned the meeting at 7:50p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Don Hudgins, Secretary of the Governing Board