

## APPROVED MINUTES

### COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, November 14, 2023  
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/94696955345>.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

Mrs. Strain called the meeting to order at 6:01 p.m.

##### **Board Members Present:**

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

##### 1.02 Pledge of Allegiance

Mr. DiPeso led the Pledge of Allegiance.

##### 1.03 Adoption of Agenda

Mr. Nelson requested that Consent agenda item 2.01.8 be pulled for further discussion; with no further modifications, the agenda was adopted as posted.

##### 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)**

Mr. Quinn, AACCT representative had no new updates.

##### **1.05.2 Senate**

A written Senate report was submitted and accepted as published.

##### **1.05.3 Student Government Association (SGA)**

A written Student Government Report was submitted and accepted as published.

#### 1.05.4 College President

Dr. Rottweiler started his report thanking board members for arriving early to take photos. He then provided updates to the board; highlights include:

##### Legislative Update:

- On October 13th, an overview of the October Finance Advisory Committee Budget Update was provided by Kristen Boilini. It outlines the pressure points for the anticipated \$400M shortfall in this fiscal year and the \$450M shortfall in FY25. The pressure points include: a.) inflation, b.) reduced sales tax, c.) the new flat tax (-\$765.5M), d.) ESA's, e.) PROP123 expiring in 2025.
- There are discussions on using some of the State's Rainy-Day Fund to offset the shortfalls. The Governor's Office and House are willing to discuss but the Senate is in opposition. The largest impacts on the shortfalls are in areas that are typically off limit due to constitutional mandates, lawsuits, and federal requirements. For example, K-12 Education, the Arizona Health Cost Containment Program (AHCCCS), and Corrections.
- In conversations with leadership, it appears the college should be able to avoid mid-year reductions. That said, preparations for potential reductions will be made in the FY25 formulas. Thus far, the anticipated formula requests were lower based on decreased FTSE, so if an overall reduction is necessary, it could be a double hit to state aid. This will be an area the administration will be watching closely.
- On November 1<sup>st</sup>, the Community Colleges met with Governor Hobbs. It was a good meeting. Dr. Rottweiler was asked to present on Priority #1- Protect Current Formula and Non-Formula Funding and shared a copy of the presentation with the board. The presentation included highlights of the college's First Responders Academy as well as the Nursing Expansion Bill. Dr. Rottweiler emphasized the importance of maintaining resources the institution has acquired and plans to follow up with staff from the Governor's Office and Senator Gowan.
- The community colleges submitted the FY2024-25 Budget Request on September 1st. It outlines the statutory formula funding as well as an additional multi-year request and a request to restore M&O funding to Pima and Maricopa.

##### Facilities Update:

- Building 600 (Law Enforcement) and Police Academy POPAT Course
  - Building 600 is ready for use in January
  - HVAC rooftop unit replacement tentatively scheduled for the week April 29<sup>th</sup> using HERF Dollars.
  - The POPAT climbing walls, and running course is completed.
- Building 2600 (CenturyLink Building)
  - Is being renovated to become Facilities, Maintenance, Shipping and Receiving, Purchasing, and Information Technology (IT). This work will be done over the next couple years allowing for more flexibility across campus.
  - Moving IT will allow for more flexibility in the library to include future movement of other student/learning services into the space.
  - Similarly, the movement of Facilities, Maintenance, and the Warehouse will allow for additional expansion of Student Housing and allow for easier access to the Warehouse without having to go through campus. The college is also looking at ways to increase seating in the Food Court as Student Housing comes online. More information will follow as plans come together.

- Roof Replacement is tentatively scheduled to take place sometime in January (HERF Dollars).
- Front parking lot paving in-progress and scheduled to be completed by November 16.
- Steel picket fencing installation estimates in-progress
- Fiber conduit run partially installed from Building 2600 towards the Student Housing construction site; remainder to be combined with Housing sewer line/fiber installation
- The college will bring a Consultant/Architect onto campus after Thanksgiving to provide input on the look and feel of the Welcome Center in Douglas, the 2600 Building in Sierra Vista, the architectural structure in the mall area, and other potential adjustments.
- Painting of the Learning Commons should be completed soon.

Initiatives:

- First Responders Academy
  - Firearms Training Complex
    - Earthwork and under slab utilities in-progress
    - Fiber conduit and water lines installed across the North Campus Drive; asphalt to be replaced November 15.
    - Water line tie-in location taking place near the Governing Board room in building 300
    - Building slab footing preparation ready for concrete pour, currently scheduled for week of November 20.
    - Slab form-up and pour to follow, currently scheduled for week of December 4.
  - Student Housing
    - Earthwork and under slab utilities in-progress
    - Slab footing preparation in-progress with pour tentatively scheduled for week of December 4
    - Slab form-up and pour to follow, currently scheduled for week of December 18.
  - Flight Nurse/Medic and Police Cruiser Simulator- April/May 2024
    - Lecture Hall (A102) is undergoing Computer Cabling/Server Room renovation (Dec 6 – Jan. 12) in preparations for Computer classroom relocation from B102/B103 to A102 (Jan. 15 – Feb. 2)
  - Simulator Room (B102/B103). (Feb. 5 – Mar. 1)
    - Wall removal (B102/B103), electrical and networks drops, patching and painting (Mar. 5 - 9).
    - Simulator installed once ship & delivery date known
    - On the agenda is an amended IGA with the County to transfer three Tahoe's.
- Nursing Expansion/Surgical Tech Room (F104)
  - Interior walls and rough-in plumbing completed
  - Electrical in progress
  - Audio visual layout plan provided
- As part of the Risk Management process, the institution hosted an Active Shooter Tabletop Exercise with local law enforcement, fire service, FBI, HSI, SEACOM, County Emergency Response, County Health Department, and Fort Huachuca. During this exercise, administration worked on responses, action plans, and communications.

Community Engagements:

- Oct. 9-12 – Mr. Nelson attended the ACCT Leadership Congress
- Oct. 13 – Pit Fire
- Oct. 23-25 – AZ Community College Statewide Conference in Yuma, AZ
- Oct. 26 – Border Meeting with the Sheriff, Sierra Vista Mayor, and White House Delegation
- Oct. 27 – Secretary of Education for Sonora, Mexico
- Nov. 1 – AC4 Meeting with Governor Hobbs
- Nov. 6 – Schneider Electric looked at energy efficiencies
- Nov. 7 – IME Becas Scholarship Awards – 24 Cochise College students at the Consulate in Douglas.
- Nov. 9 – Huachuca 50 and Innovation Hubs discussions
- Nov. 9 – Veterans Wall at Canyon Vista Medical Center where Mr. Quinn was the MC of the event.
- Nov. 9 – Leadership Southern AZ hosted by the Chamber. Dr. Ritter and Dr. Horne both graduated from the program.

Upcoming Events:

- Nov. 17 – President's Student Leadership Academy
- Nov. 23-24 – Thanksgiving Holiday (College Closed)
- Nov. 30 – Police Academy Graduation – Douglas Campus @ 2 PM
- Dec. 4-5 – HLC Multi-Site Visit at the Fort Huachuca Education Center and the Willcox Center.
- Dec. 18-19 – Karl Derrah (Architect visit)
- Dec. 19 – Board Meeting in Willcox at 4 PM
- Dec. 20 – Douglas Campus Holiday Lunch 11:30-1:00
- Dec. 21 – Sierra Vista Campus Holiday Lunch 11:30-1:00
- Dec. 23-Jan 5 – Winter Break (College Closed)
- Nov. 26 - Dec. 15 – President's Annual Leave, Dr. Perey will be acting president.

At 6:21 p.m. Mrs. Strain left the meeting for another appointment, and Mr. Hudgins took over running the meeting.

Questions/Comments:

Mr. Hudgins asked about updates from Cox regarding fiber for the Douglas Campus. Dr. Rottweiler noted that the college has had no additional updates.

**1.05.5 Monthly Financial Report – October 2023**

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

**1.05.6 Monthly Academic Progress Report – November 2023**

The monthly Academic Progress Report for November 2023, included the Arizona Transfer Report.

## 2. NEW BUSINESS \*

### 2.01 Consent Agenda \*

The following items were approved:

- 2.01.1 \* Classified Staff; Appointment (*Manuel Burgos, Facility Services Technician, Douglas Campus*)
- 2.01.2 \* Classified Staff; Appointment (*Dawn Nuetzel, Administrative Assistant First Responders Academy, Sierra Vista Campus*)
- 2.01.3 \* Faculty; Appointment (*Andrea Bass, Instructor Nursing - Clinical Coordinator, Downtown Center*)
- 2.01.4 \* Faculty; Appointment (*Jacquelyn "Amie" Esteves, Instructor/Program Coordinator Agriculture, Douglas Campus*)
- 2.01.5 \* Classified Staff; Resignation (*Louie Martinez, Facility Services Technician, Sierra Vista Campus*)
- 2.01.6 \* Classified Staff; Resignation (*Steven Reyna, Facility Services Technician, Sierra Vista Campus*)
- 2.01.7 \* Faculty; Separation (*Khaleel Abusal, Instructor of English, Douglas Campus*)
- 2.01.8 \* Administrative Staff; Retirement (*Barbara Richardson, Dean of Outreach, District-wide*)
- 2.01.9 \* IGA Amendment – Cochise Technology District
- 2.01.10 \* IGA Amendment – Southern Arizona Law Enforcement Academy
- 2.01.11 \* Revised IGA – Cochise County Sheriff's Office for Simulators
- 2.01.12 \* 2023-24 Course Fee Changes
- 2.01.13 \* Curriculum
- 2.01.14 \* Acceptance of Minutes for October 10, 2023 – Regular Meeting

Mr. Quinn moved, and Mr. DiPeso seconded a motion to approve the Consent Agenda removing item 2.01.8 for further discussion. The Governing Board approved with David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn all voting aye. **MOTION CARRIED.**

Mr. Nelson led a discussion regarding the retirement of Barbara Richardson, Dean of Outreach. Mr. Nelson, Mr. DiPeso, Mr. Hudgins, and Mr. Quinn all thanked Dean Richardson for her work with the centers, the military, and the students. Mr. Quinn moved and Mr. Nelson seconded to approve 2.01.8, the retirement of Barbara Richardson. The Governing Board approved with David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn all voting aye. **MOTION CARRIED.**

### \*\*\* Introduction of New Employees \*\*\*

Wick Lewis, Executive Director of Human Resources, introduced Henry Jones, Audio Visual (AV) Support Technician; and Jacquelyn "Amie" Esteves, Instructor/Program Coordinator Agriculture.

### 2.02 FY2024-2025 Course Fees

The administration requested the Governing Board adopt a motion approving the FY2024-2025 course fees.

Mr. Quinn moved, and Mr. DiPeso seconded a motion approving the FY2024-2025 course fees. There was no further discussion. The Governing Board approved with David DiPeso, Don Hudgins, Dennis Nelson, and Tim Quinn all voting aye. **MOTION CARRIED.**

### 3. INFORMATION ITEMS

#### 3.01 Communications

- Abe Villarreal, Douglas Campus Dean, received a certificate of recognition as an Extra Mile Hero, from Mr. Donald Huish, City of Douglas Mayor, for Abe's endless service to the community.
- The college and Governing Board received a letter from Chanse Frenette, Echoing Hope Ranch, Executive Director for Strategy and Planning. The letter expressed gratitude and appreciation for unwavering support and commitment shown by Cochise College, especially through Theresa (Terri) Biron and the Cochise College Nursing Program.
- Dr. Rottweiler received an email from Joshua Wyner, Vice President, Aspen Institute, informing the college was selected as one of 150 community colleges nationally that has been invited to apply for the 2025 Aspen Prize (\$1M). The college has submitted the initial data and started the process. The college has been selected two other years in the past.
- Dr. Rottweiler received a letter from the Higher Learning Commission (HLC) informing the college of the scheduled Open Pathway Comprehensive Evaluation Visit on February 23 & 24, 2026. This evaluation is completed every 10 years, and accredits the college.

Dr. Rottweiler also discussed the additional HLC visit dates that are on January 22-23, 2024, regarding the college's change of status.

#### 3.02 Student Services Report

Dr. Dana Horne, Vice President for Student Services, provided a presentation to the Governing Board on the Student Services Division, and the 2023 Campus Safety and Title IX Report; highlights include:

##### Student Services Year in Review

New Key Leaders:

- Lynnette Bagwell, PhD - Student Recruitment Manager
- Lindsey Forbes - Student Retention Manager\*
- Erika Navarro - International Student Coordinator
- Holly Prince - Transfer Articulation Manager\*
- Jake Shaw - Asst. Director of Residential Life

\* New position

Initiatives:

- C.A.R.E.S. Team designed to assist students who may be enduring mental health, financial, or other life stressors.
- New academic alert process
- Scholarship Universe launched
- Development of retention focused on-boarding process (Cochise READY)
- Successfully re-certified as a National College Testing Association testing center

Recruitment Highlights:

- The Student Recruitment team consists of three new members. Their work has helped re-established rural/outlying high school connections (NE Cochise County) and maintain healthy enrollment trends.

Admissions & Records:

- 6212 applications received and processed.
- 560 certificates awarded
- 1688 degrees conferred
- Gearing up for transitioning to the new ERP system.

Financial Aid:

<b>Total Funds Awarded</b>	\$9,812,645
Pell	\$6,679,500
Loans	\$1,550,300
Foundation Scholarships*	\$1,582,845
*Does not include Athletics grants and waivers	

Scholarship Universe:

- The college launched Scholarship Universe late Spring 2023.
- Scholarship Universe is a platform where students can safely provide their information and be matched with vetted scholarships. Scholarship matching is both for internal Cochise College scholarships, as well as external scholarships that have been vetted for legitimacy through Scholarship Universe.
- To date, 875 Cochise College students have created accounts with Scholarship Universe.

Future initiatives:

- Simplified FAFSA
- Revamping the entire financial aid process to be in compliance with the new federal regulations
- Preparing for the return of gainful employment regulations

Accessibility Services:

- Over the course of the 2022-2023 academic year, 177 students were provided accommodations.
- Fall 2023:
  - 29% Learning Disabilities
  - 31% Mental Health/psychosocial reasons
  - 23% developmental disabilities (autism)
  - 17% physical health conditions

Counseling and Advising:

- Implemented holistic case management approach that focuses on meaningful student/advisor relationships, enrollment, academic planning, retention, student learning and completion.
- Introduction of Student Retention Manager and concentrated retention strategies utilizing early alerts.
- Future Focus:
  - Launch of Cochise READY - A retention focused on-boarding to college program for new students.

Residence Life:

- Fall 2023 – Residence Life is at full capacity occupancy.
- Residence life has hosted 24 events this fall to date with the average attendance being 35 participants
- Orchestrated by a Resident Assistant, the college hosted a pep rally to kick off the basketball season.

- Future Focus:
  - Continue to increase student engagement and cross-campus department collaboration on student activity events.

#### Student Wellness:

- Strategic Wellness Initiatives
  - Meta App: Connecting students to the free online mental health support
  - Two Mental Health Professionals host in person counseling twice a week on the Douglas campus. Work is still being done to get one on the Sierra Vista Campus.
  - Food insecurity: Served 1336 students and distributed 12,291 items in the 2022-2023 academic year
- The C.A.R.E.S. program (Compassion, Advocate, Resource, Educate, Support) has been fully launched.

#### Testing Services:

- The Douglas Testing Center is now certified to administer MEASURE tests.
- The Testing Centers have started providing additional support to our Adult Education students with presentations in their classes, tours of the testing centers, as well as offering in person services at the Benson and Willcox centers to help our students who are under 18 file their age waiver so they may take their GED.
- Future focus:
  - Gather data to see if our students would utilize extended and weekend hours for testing.
  - Work with the ESL program to update the Accuplacer ESL placement test.

#### Tutoring Services:

- Enhanced access to online any-time appointments via the Moodle Tutoring and Learning page.
- Increased accessibility of educational materials
- Assisted with the development of the TEAS 3rd attempt process with Nursing and Testing. Worked with students to identify individual weaknesses, plan out a course of study, and verify skill improvement before retesting.
- Launched online tutor training course.

#### Compliance & Title IX

##### Clery Crime Statistics – Calendar Year 2022

- Burglary – Sierra Vista Campus – 1 on campus property; 2 – non-campus property
- Statutory Rape – Douglas Campus – 1 on campus property; 1 student housing
- Rape – Douglas Campus – 1 on campus property; 1 student housing
- Disciplinary Referrals: Drug Abuse Violations – Douglas Campus – 1 on campus property; 1 student housing
- Disciplinary Referrals: Liquor Law Violations – Douglas Campus – 3 on campus property; 3 student housing

##### Prevention & Awareness Education Initiatives:

- Drug and Alcohol Abuse Prevention Programming
  - Embedded in Allied Health & Nursing, Law Enforcement Academy, and Aviation curriculum and Residence Life programming
  - SGA collaboration with Sonoran Prevention Works to provide education on overdose prevention for all members of the college community
- Safety and Security Training
  - New Employee Orientation Risk Management Training



- HR Professional Development Series
- RA Training Series
- Residential Life All Hall Safety Meeting & Safety/Fire Drills
- Title IX, Sexual Assault & Gender Violence Prevention Education
  - Mandatory online Sexual Violence Prevention training for all first-time incoming students
  - Mandatory Annual Harassment Sensitivity/Title IX Compliance training for all employees
  - Audience specific programming for student (e.g., student athletes and residential students) and employees (e.g., advisors and RAs)

Title IX Update:

- Categories of Misconduct Regulated Under Title IX
  - Sexual Harassment
  - Sexual Assault
  - Domestic Violence
  - Dating Violence
  - Stalking
  - Pregnancy
  - Gender Identity/Sexual Orientation Discrimination
- Title IX Changes on the Horizon
  - Updates to Title IX regulations by the Department of Education Postponed
    - Likely will not go into effect until the 2024-2025 academic year at the earliest
    - Revisions to Title IX regulations are expected to expand Title IX jurisdiction and increase services provided by Title IX departments across the nation

Questions/Comments:

Mr. DiPeso inquired about the increase in mental health problems. Dr. Horne noted there is an increase in anxiety, depression, and a struggle to foster relationships. This could possibly be an after effect of COVID-19, as most of the students on campus would have experienced two years of COVID during their high school years.

Mr. Quinn questioned what the specific goals are to initiate the development of a five-year strategic enrollment management. Dr. Horne responded noting the goals specifically relate to retaining students as it is less expensive to retain than to recruit. The college will set the goals in 2023-2024 but initiate the goals in 2024-2025.

**3.03 Governing Board Policy 614 – Drug-free workplace and Policy 667 – Non-exempt on call and call-in for first reads.**

The administration provided Policy 614 – Drug-free workplace and Policy 667 – Non-exempt on call and call-in for first reads. The policies have been approved by employee Senate and are presented to the board for review. If no changes are requested, the policies will be brought before the board for action during the December Board meeting.

Dr. Wendy Davis noted Policy 614 consists of minor edits such as updating job titles and Policy 667 has been updated to reflect how work has changed with the times from coming on to campus to address issues and now many issues can be addressed remotely through computer software.

#### **4. COMMENTS FROM GOVERNING BOARD MEMBERS**

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

- Mr. Hudgins
  - Noted how amazing it is to be recognized as the top 150 again, stating it is the third time he has been able to see this recognition and thanked administration, staff, and faculty for their continuous work.
- Mr. Nelson
  - After attending the ACCT Leadership Congress in October, he noted that they presented four different tracks that attendees could follow throughout the program.
  - Mr. Nelson expressed his concern with Nationwide ACT scores being the lowest they have been since 1990.
  - Congratulated the administration and the college for being 1 of 150 Community Colleges recognized as top in the nation.

#### **5. ADJOURNMENT**

Mr. Hudgins adjourned the meeting at 6:54 p.m.

Respectfully Submitted:

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Crystal Wheeler, Executive Assistant, Office of the President

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Mr. Don Hudgins, Secretary of the Governing Board