

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, June 11, 2024
Sierra Vista Campus
Governing Board Room 301
6:00 pm following the Special Meeting

Members of the public who wished to attend the meeting via video conference joined at <https://cochise.zoom.us/j/91967248812>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mrs. Strain called the meeting to order at 6:08 pm.

Board Members Present:

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

1.02 Pledge of Allegiance

Mr. Hudgins led the Pledge of Allegiance.

1.03 Adoption of Agenda

With no adjustments, 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, the AACCT representative, had no new updates to report since the last 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 began his report by giving thanks to board members who toured the new facilities and expressed his excitement over upcoming projects. He then provided updates to the Governing Board, highlights included:

Legislative Update:

- The House appropriations chair believed there was a 70/30 chance of getting the budget approved this week; however, discussions came to a halt and went into closed caucus meetings.
- Legislation received the findings of a \$200M settlement with the Department of Corrections, creating a budget shortfall.
- In recent discussions with legislative leaders, there seem to be no challenges with formula funding, but there may be issues with Dual enrollment reimbursement and Adult Ed for IET programs.
- Should see an approved budget no later than June 30.

Facilities Update:

Douglas Campus

- Fire Alarm Panel Upgrade
 - In progress
 - ECD: End of June
- Huachuca Hall Camera Additions
 - In Progress
 - ECD: End of June
- Reverse Osmosis Filtration Installation Trial Run
 - Trial run period to size/type of water treatment systems completed
 - Installation of water fountains, ice machines, servery drink dispensers, and cooking cold water taps to begin mid-July
 - ECD: first week of August
- Welcome Center Architectural Feature Enhancements
 - ECD: 9 August

SVC

- Bookstore Relocation to Library/Barista Buildout
 - Bookstore buildout completed
 - The Barista buildout is expected to start in August. Counters and equipment proposal in progress
- Student Union Dining Expansion
 - Material and equipment procurement in progress
 - Expanding dining area patching & painting are in progress
 - Buildout will be completed by 1st week in August for the arrival of the serving line counter
 - (EDD: TBD)
- Steel Lattice Removal (Mall Area)
 - Completed

DTC

- Nursing Flight/Police Cruiser Simulators
 - Interior space buildout completed
 - Building entrance storm front windows were removed
 - The simulator ship date is to be provided Tuesday (6/12)

Initiatives:

- Bachelor's Degrees
 - The college held a kick-off Press Conference on May 29th at 3:00 pm in the Community Room. Industry partners, including those listed below, spoke on how the degrees will impact the workforce needs in their respective areas.
 - Dr. Shaun Phillips, Canyon Vista Medical Center CEO
 - Sheriff Mark Dannels, Law Enforcement
 - Chief Brian Jones, Sierra Vista Fire and Medical Services
 - Mr. Jeff Jennings, Deputy to the Commanding General (retired) military and civilian workforce on Post.

Mrs. Strain inquired if there has been any additional community feedback; Dr. Rottweiler expressed that some have asked if the bachelor program areas will expand. He informed them that it would depend on the needs of the community.

General Comments:

- Community Engagements
 - May 15 – Adult Education Recognition at 5 pm
 - May 16 – Nursing Pinning Ceremony @ 7 pm
 - May 17 – President's Reception @ 5 pm and Commencement @ 7 pm (364 walked across the stage) learned a few things about the new process of recognizing certificate earners. The administration will work on adjustments to address the length of time needed.
 - May 20 – 21 – Held the President's Leadership Academy 2.0
 - May 27 – Memorial Day Observation on Fort Huachuca
 - May 29 – Juan Ciscomani – Fireside Chat at 8 am hosted by Sky Islands (Chamber) at the college's SV Campus in the Community Room
 - May 29 - Baccalaureate Press Conference – @ 3 pm in the SV Community Room
 - May 30 – Police Academy Graduation
 - June 6 – KGUN and KOLD Interviews regarding Bachelor's degrees

Upcoming Activities:

- June 13-16 – College National Rodeo Finals – Wendy attending (Casper, WY)
- June 18 – Garrison Commander Community Update Meeting
- June 21 – Change of Command – Col. Johnny Ives
- June 26-27 – AC4 Annual meeting (Rio Salado College)
- July 7-9 – Mountain States Annual Conference (Kalispell, MT)
- July 9 – Zoom Only Special Board Meeting – Consent Agenda only – Wendy will cover in the president's absence.

Questions/Comments

Mr. Quinn said he spoke with Command Sergeant Major Jesse Townsend at the press conference, who stated the four-year degree is very personal to him. As a result, he thinks the institution can suspect high enrollment from Fort Huachuca. Mr. Quinn then questioned whether a 4-year degree program tied to a specific trade is worth exploring. Dr. Rottweiler and Dr. Perey replied that the BAS in LMO was built with the seven concentration areas in mind but could add more, allowing students to stack their degrees and/or certificates.

1.05.5 Monthly Financial Report – May 2024

The Financial Report for May 2024 was presented and accepted as submitted.

1.05.6 Monthly Academic Progress Report – June 2024

The monthly Academic Progress Report for June 2024 included updates on enrollment. The report was presented and accepted as submitted.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Non-Exempt Staff; Appointment (Robert Denton, Facilities/Customer Service Assistant, Willcox Center)
- 2.01.2 * Non-Exempt Staff; Appointment (Denise Vaccaro, Financial Aid Technician II, Sierra Vista Campus)
- 2.01.3 * Exempt Staff; Appointment (Lisa Friel, Systems Administrator, Sierra Vista Campus)
- 2.01.4 * Faculty; Appointment (Timothy Chenoweth, Instructor of Cybersecurity, Downtown Center)
- 2.01.5 * Faculty; Appointment (Malachi Coleman, Instructor of Certified Nursing Assistant - Medical Assistant, Downtown Center)
- 2.01.6 * Faculty; Appointment (Kathleen Keats, Instructor/Program Coordinator of Leadership, Management, and Operations, Sierra Vista Campus)
- 2.01.7 * Faculty; Appointment (Jeramie Odell, Instructor of Welding, Sierra Vista Campus)
- 2.01.8 * Classified Staff; Separation (Darla Hammond, Registration Technician, Sierra Vista Campus)
- 2.01.9 * Classified Staff; Separation (Heather James, Registration Technician, Sierra Vista Campus)
- 2.01.10 * Classified Staff; Resignation (Noelia Chavez, Administrative Assistant – Workforce Development, Downtown Center)
- 2.01.11 * Classified Staff; Resignation (Adaline Stewart, Registration Technician Military Programs, Fort Huachuca Center)
- 2.01.12 * Coach; Resignation (Diego Suarez, Assistant Coach - Rodeo, Douglas Campus)
- 2.01.13 * IGA Renewal – Cochise Technology District Concurrent credit classes
- 2.01.14 * IGA Renewal – County Charter and School District for dual enrollment courses
- 2.01.15 * Acceptance of Minutes for May 14, 2024 – Truth in Taxation Public Hearing and Special Meeting
- 2.01.16 * Acceptance of Minutes for May 14, 2024 – Regular Meeting

Mr. Hudgins moved, and Mr. DiPeso 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.**

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 Mrs. Strain 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 Intergovernmental Agreement (IGA) with Cochise Technology District for Dual Enrollment Courses

The administration requested the Governing Board adopt a motion authorizing the College President to sign the Intergovernmental Agreement with Cochise Technology District for dual enrollment courses.

Mr. DiPeso moved, and Mr. Nelson seconded a motion authorizing the College President to sign the Intergovernmental Agreement with Cochise Technology District for dual enrollment courses. 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**

2.04 Intergovernmental Agreement (IGA) with Sierra Vista Public School District No. 68 for Concurrent Enrollment Courses

The administration requested the Governing Board adopt a motion authorizing the College President to sign the Intergovernmental Agreement with Sierra Vista Public School District No. 68 for Concurrent Enrollment Courses. The IGA allows students to leave Buena High School and attend college courses on campus.

Mr. Hudgins moved, and Mr. Nelson seconded a motion authorizing the College President to sign the Intergovernmental Agreement with Sierra Vista Public School District No. 68 for Concurrent Enrollment Courses. 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**

2.05 Revised Policy 623 – Faculty Workload

The administration requested the Governing Board adopt a motion to approve revised Policy 623 – Faculty Workload.

Mrs. Strain moved, and Mr. Nelson seconded a motion approving revised Policy 623 – Faculty Workload. Mr. Nelson inquired about the reduction from ten to five office hours. Dr. Perey noted that there is a minimum expectation that five hours will be posted; however, faculty will need to be flexible to meet student needs. Adjusting these hours will align the college with other community colleges in the state. Dr. Rottweiler also noted that the policy was created before the shift to online classes. Faculty can now address student needs via emails, online, etc., allowing faculty to meet the student needs from where they are. 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

- The college received no new communications for June.

3.02 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:

- Assessment & Program Review
- Curriculum Development
- Degree Audit
- Grants Management
- Institutional Research
- Instructional Design
- LMS Support

Highlights:

- 2026 Accreditation Reaffirmation
 - Gap analysis of evidence to support assurance argument
 - Marketing plan development – to inform the community about accreditation and the process.
 - Evidence collection and initiate the drafting of the narrative.
- Program Assessment & Program Review
 - Assessment: Faculty-led committees
 - Program Assessment
 - General Education
 - Co-curricular
 - Program Review - Data dashboards: real-time program data
- Faculty Support
 - Assessment & program review training development
 - Use of LMS as a central repository for assessment & program review data

Spotlights:

- Program Assessment & Program Review
 - Implemented an assessment & program review manager, Cody Hammack
 - Updated assessment and program review processes that will be sustainable
 - Assessment Day – September 2024 – which will include hands-on training sessions
- Instructional Design
 - Redesigned New Faculty Orientation by Wendy Ashby
 - New Faculty Academy created by Wendy Ashby, Angela Garcia, Cat Matthesen, and Dr. Sheena Brown
 - In collaboration with instructional faculty: redesigned faculty development program
 - Implemented the new faculty academy as part of the two-year probation period for new faculty with a peer mentorship
- Curriculum Development – Melissa Faglie
 - Facilitating Cochise College's response to AGEC redesign
 - Updated curriculum processes – creating a handbook

Institutional Research – Janelle Simpson, Executive Director of Institutional Research

- Institutional Research Team – a full team of 4
 - Increased efficiencies
 - Ensure data accuracy
 - Complete all compliance reporting
- Data Literacy Initiatives
 - Administered a college survey on data literacy; findings included a low staff awareness of the available data.
 - As a result, the department is implementing data literacy training to increase efficiency throughout the institution.
- Data Dashboards include

- Interactive tools that help summarize and display data
- Enrollment tracker
- Academic Program Review dashboard
- Course enrollment historical information
- Data Quality Initiatives
 - SOP review
 - Training

Questions/Comments:

Mr. Nelson expressed his gratitude for the research data reports provided to the board. He questioned where the ideas for the reports originate. Mrs. Simpson replied most of the direction for research comes from Federal compliance. However, other reports originate from questions that arise on day-to-day processes.

Mr. Quinn questioned if the department was brought in early enough to evaluate the process. Mrs. Simpson expressed that before the growth of the Institutional Research team, a lot of the focus was on compliance. She would like to be brought in on processes earlier to provide a more comprehensive data analysis.

Mr. Quinn asked about HLC's plan when they visit. Dr. Brown responded, noting that they had not provided their plans yet but that they would before the visit. Dr. Brown also said she has been selected as an HLC peer reviewer, which will help prepare the college for things they may experience.

Additionally, Mr. Quinn questioned how HLC balances its standards with Arizona's standards. Dr. Brown stated that HLC criteria are vague; therefore, most standards are at the college's discretion. Dr. Rottweiler noted that if needed, the peer reviewers will follow the state laws if they are against what HLC is looking for. Accreditation is mainly about ensuring the college is doing what it says they are doing. Mr. Quinn asked how detailed their scope is. Dr. Rottweiler noted that the main criteria areas include college mission, integrity/ethics, teaching and learning assessment, continuation of teaching/learning and student success, and governance. The institution will provide evidence on how the criteria are met and measured, and then HLC will give a stamp of approval or suggest changes be made.

Mrs. Strain asked about the IPEDS requirement report. The college president replied that IPEDS is considered a federal compliance report, although its value to the institution is minuscule. Mrs. Strain also questioned if HLC would have a session with the board; Dr. Rottweiler replied yes.

Dr. Rottweiler took a moment to thank Dr. Brown for her input on the college and stated he is very proud of her leadership in working with the staff, noting that she has fundamentally moved academic affairs and the institutional research department in the right direction.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Quinn
 - Congratulated the staff for a tremendous year
 - Recognized the loss of former Mayor Rick Mueller
 - He gave congratulations on the rollout of the 4-year degree programs; he also expressed his excitement about being able to discuss the expansion with General Applehans.

5. ADJOURNMENT

Mr. Quinn adjourned the meeting at 7:02 pm.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board