

APPROVED MINUTES
(Subject to approval at the next Regular Governing Board Meeting)
COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD
REGULAR MEETING

Tuesday, March 12, 2024
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/96836385354>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Quinn 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
Mrs. Jane Strain

1.02 Pledge of Allegiance

Mrs. Strain led the Pledge of Allegiance.

1.03 Adoption of Agenda

The agenda was adopted as published with Mr. Hudgins motioning and Mr. Nelson seconding. There was no further discussion and the Governing Board unanimously approved with Mr. Nelson, Mr. DiPeso, Mr. Hudgins, Mr. Quinn, and Mrs. Strain all voting aye. **MOTION PASSED**

1.04 Citizen's In-person Interim

There were no requests to address the Board.

1.05 Refresher on Open Meeting Law

INFORMATION

Christine Roberts, Cochise County Attorney, provided a refresher on Arizona Open Meeting Laws; highlights include:

Purposes

- Protect Public and Board members
 - No decision-making in private, smoke-filled rooms
 - Accountability: officials to act openly, thus responsibly and responsively
 - More accurate media coverage (rely less on leaks and spins)
 - Allow Public input/participation
 - So all Board members have the same info

What is a “meeting”?

- a gathering in person
 - or through technological devices,
- quorum
- take legal action, or
- discuss, propose, deliberate
- foreseeably might come before the Board

What are “technological devices”?

- Telephone, fax
- E-mail
- Text messages
- Blogs, Facebook, or other social networking
 - Recommendation is to have separate social media for personal vs. business.
- Violations can include creating a quorum unintentionally via technology by deliberating or discussing topics that could come before the board for action.

New Legislation – Open Meetings; Capacity

S.B. 1270

- Amended A.R.S. §§ 38-431.01 and 38-431.02 to require schools, school boards, executive boards and municipalities to provide adequate seating to accommodate the anticipated attendance of the deliberations and proceedings of a public body, when feasible.
 - Requires that a meeting agenda include the time that the public will have physical access to the meeting place. (Exempts meetings through technological devices.)
- Governor Hobbs signed it into law on April 6, 2023.

Pending Legislation – Exceptions; limitations

H.B. 2078 would:

- Would amend § 38-431.08 to exempt from the open meeting law “the exchange of communications among a quorum of a three-member advisory committee or subcommittee.” This bill has not moved passed a second reading.

Pending Legislation – Multiple Sections

H.B. 2481 would:

- Require a public body to allow public comment on each item before the body makes a final decision on the item.
- Expand § 38-431.01 (B) sufficient seating requirements to all public bodies.
- Make open calls to the public mandatory.
- Expand § 38-431.01(F) web-posting requirements concerning minutes, video and/or summaries of legal actions to cover all public bodies.
- Change notice and agenda posting requirements from 24 hours to 48 hours.
- Remove open meeting law exemptions from legislative entities.
 - Passed first reading

Pending Legislation – Charter Schools; meetings

S.B. 1481 would:

- Subject many entities associated with charter schools, including charter school sponsors, corporate boards of directors, and management organizations that contract with charter schools, to the public records law and open meeting law.
 - Bill is dead.

Pending Legislation – Public Meetings

S.B. 1731 would:

- Amend section 38-431.01 to permit members of a public body to discuss matters raised during an open call to the public.
 - Passed Senate and is headed to the House.

Ms. Roberts noted a few good resources related to open meeting laws including the Arizona Attorney General Handbook, Chapter 7, and the Arizona Ombudsman Open Meeting Log Booklet.

Questions/Comments:

Mr. Nelson asked about board members responding to criticism during call to the public; Ms. Roberts noted that board members can request that the matter be placed on a future agenda.

Mr. Quinn asked about the nullification process; Ms. Roberts replied noting that if an action that was inadvertently actioned upon, it can be ratified within 30 days.

Mr. DiPeso asked about a quorum for a screening committee. Ms. Roberts stated the original screening of candidates should not have a quorum committee, but formal interviews can take place in executive session.

Mrs. Strain asked about if someone violates the confidentiality portion of the executive session. Ms. Roberts noted the first step would be to trace down who was affected by the violation, then civil penalties can be imposed.

Dr. Rottweiler expressed his appreciation of Ms. Roberts and the County Attorney's office for graciously working with the college through a contract annually.

1.06 Standing Reports

1.06.1 Representative to the Arizona Association of Community College Trustees

Mrs. Jane Strain, Arizona Association of Community College Trustees (AACCT) representative, reported that she and Mr. Nelson would be attending the All-trustees meeting April 24, 2024, in Phoenix.

1.06.2 Senate

A written Senate report was submitted and accepted as published.

1.06.3 Student Government Association

A Student Government Association update was not provided as students were on spring break.

Mr. Quinn congratulated SGA for hosting a great Black History Month event.

1.06.4 College President

Dr. Rottweiler provided updates to the Governing Board; highlights included:

Legislative Update:

- With 17 members of the house visiting Israel, things in the legislature have slowed down.
- Governor Hobbs released her FY25 Budget. It follows the Statutory formulas and is about where the administration anticipated it would be. The most significant loss is \$2.7M in Rural Aid.
- Governor Hobbs may stretch the budget process out further; waiting until April for Joint Legislative Budget Committee as they are \$2.6B in the red

Facilities Update:

DC

- Fire Alarm Panel Upgrades
 - Replace existing fire alarm panels
 - Estimated Time of Completion: Mid May
- Reverse Osmosis Filtration Installation Trial Run
 - After 3-month trial period, the plan is to install RO Filtration systems for all DC drinking/bottle fill fountains and ice machines.

SVC

- HVAC Unit Replacements (Bldg. 800)
 - Bldg. 2600 - Roof replacement in progress with the exception of metal trim.

DTC

- Nursing Flight/Police Cruiser Simulators
 - Simulators expected to arrive in April
- Surgical Technician Lab
 - Build-out completed
 - Millwork fabrication to be completed by the end of March and installed the first week in April

Initiatives:

- First Responders Academy
 - SEALETA Class 24-1 – Graduation May 30 @ 2 PM (1st one on Sierra Vista Campus)
- Nursing program was recommended for continued accreditation
 - However, a noncompliance issue arose in Standard 5.1; highlighting deficiencies in the end-of-program evaluation process and the lack of specificity in the end-of-program learning outcomes.
- Allied Health – Partnering with Northern Pioneer College to get the Surgical Tech program up and running.
- Dental Assistant Program – Will host a meeting on March 22 with the Dental Association and local dentists to discuss possible opportunities
- Bachelor's Degrees
 - HLC site Visit (January 22-23) – No new updates

General Comments:

Events in the Community

- Feb. 21 – ALLO Fiber Ground Breaking
- Feb. 22 – AC4 meeting
- Feb. 27-29 – ACEN & AZ Board of Nursing Accreditation site visit

- Feb. 28 – All Arizona Academic Awards in Phoenix.(Mrs. Strain and Dr. Perey attended)
- Feb. 28 – College hosted Black History Month Celebration Dinner
- Mar. 1 – Blackstar Orbital Meeting
- Mar. 4 – Robert-François (SimLeader) finalized room design for simulators
- Mar. 8 – ALA (American Leadership Academy) Meeting – building new K-12 school to open in the fall; would like to work with the college to help students get associates at the same time as they receive their diploma
- Mar. 9 – Men’s and Women’s Basketball – Won 1st round
- Mar. 11 – Men’s Basketball – lost in second round
- Mar. 12 – Women’s Basketball second game @ 7 PM
- Mar. 12 – Good Morning Sierra Vista & Huachuca Area Republican Women

Upcoming Events:

- Mar. 14 - Leadership Southern AZ (SV Chamber) – Education Day presentation
- Mar. 16-17 – Rodeo @ Fort Wren Arena.
- Mar. 20 – College Community Health Fair on the Douglas Campus
- Mar. 21 - College Community Health Fair on Sierra Vista Campus
- Mar. 22 – Dental Program Discussion
- Mar. 22 – Skilled Trades Day (SV Campus) – Workforce initiatives
- Mar. 28 – Leadership Academy @ Central AZ College
- Mar. 29 – President’s Student Leadership Academy (Douglas) – Mrs. Strain and Dr. Rottweiler will be presenting
- Apr. 3 – Update to the Foundation Board
- Apr. 9 – Next Regular Governing Board Meeting

Dr. Rottweiler read a letter announcing his retirement, noting his intentions to retire in early 2025. He extended his gratitude to the Governing Board for their trust and support in helping make a difference in Cochise County. He stated it has been the opportunity of a lifetime to work with outstanding educators at all levels of the college, community leaders, industry partners, and local/state policymakers. While there is still a lot of work to be done, the college has proven to be an asset to the community, and it has been a great honor to have served the institution for the last 15 years.

Questions or Comments:

Mr. Quinn questioned if the administration has talked to Dr. Shore and Dr. Jackson with Canyon Dental regarding the Dental Assistant program because they are purchasing the local IHOP building to expand their dental facility. Dr. Rottweiler replied stating he has not, but a few local dentists will be attending the meeting on March 22.

Mr. Quinn inquired about the capacity of the new facility with the American Leadership Academy. Dr. Rottweiler noted they are anticipating having 400 high school-aged students and it is scheduled to open in August.

1.05.5 Monthly Financial Report – February 2024

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

1.05.6 Monthly Academic Progress Report

The Governing Board reviewed the written academic progress report regarding spring 2024 enrollments.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Administrative Staff; Appointment (*Michael Kreitz, Director of User Support Services, Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Resignation (*Angela Landis, Accounts Payable Technician, Sierra Vista Campus*)
- 2.01.3 * Administrative Support; Resignation (*Makenna McVey, Assistant Athletic Trainer, Douglas Campus*)
- 2.01.4 * Administrative Staff; Resignation (*Kevin Richards, Systems Administrator, Sierra Vista Campus*)
- 2.01.5 * Administrative Staff; Resignation (*Jacob "Jake" Shaw, Assistant Director of Housing & Residence Life, Douglas Campus*)
- 2.01.6 * Faculty; Resignation (*Abraham Contreras, Instructor of Aviation Pathways, Douglas Campus*)
- 2.01.7 * Acceptance of Minutes for February 20, 2024 – Regular Meeting

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

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- Dr. Rottweiler received an email from Lynn Tincher-Ladner, Phi Theta Kappa Honor Society President, informing him that Cochise College student, Kevin Robles has been selected as a 2024 Coca-Cola Academic Team Gold Scholar and will receive a \$1,500 scholarship. Kevin was selected from more than 2,200 applicants.
- Dr. Rottweiler received an email from Jennifer Domagal-Goldman, Executive Director of ALL In Campus Democracy Challenge, informing him that Cochise College is one of 93 campuses that earned All In's Highly Established Action Plan Seal for the 2024 election cycle for developing a non-artisan democratic engagement action plan that received at least 31.5 of 36 possible points based on the Strengthening American Democracy Action Planning, Guide (SADG) Rubric.

3.02 Preliminary Budget Report

Dr. J.D. Rottweiler, College President, provided a preliminary FY25 budget report; highlights from the report include:

Anticipated Revenue:

- Includes the board-approved tuition increase of \$2/per credit hour and a \$10 increase to MOS fees, creating a combined revenue of \$190K.

- Highlights the primary tax levy revenue of \$518,416 if the Board chooses to increase the truth and taxation (TNT) rate by 2%
- Primary Tax Levy (New Construction) comes in at \$778,145 and requires no TNT
- State aid funds are based on FTSE so there is a decrease.
- Rural aid one-time funds of \$2.7M were struck out of the budget because they are being used for construction projects.

Restricted Funds:

- Have seen a significant decrease including the following:
 - \$121,000 for STEM/Workforce Development
 - \$281,000 in Prop 207
 - \$380,000 in Prop 301

Expenditure:

- Includes institutional adjustments based on inflation including utilities, insurance, food services, etc.
- Salary and Benefits – The administration is recommending a 4% increase for non-exempt employees and a 3% increase for exempt employees. These increases will address the Fair Labor Standards Act (FLSA) and compression issues, moving all non-faculty staff onto one salary schedule to help elevate compression issues in the future. However, one concerning piece is with the FLSA shifting all salary positions under \$60k to non-exempt. The administration is working on a resolution to this including a salary model that allows adjustments in any given year.
- Anticipating a 4.5%-9% increase in healthcare just based on inflation, which then increases the college's contribution to employees from \$635 to \$660. Also, adjusting the contribution to the Health savings account from \$750 to \$800
- Minimum wage is projected to increase from \$14.35 to \$14.85 for January 2025.
- Included in the budget are funds for Higher Learning Commission (HLC) preparation and travel. The institution will be hosting the reaffirmation of accreditation with HLC in 2026.
- Allocated \$50K for board initiatives
- New positions include facilities staff for student housing, instructors for welding, the surgical technician program, and the dental assistant program as well as a credential evaluator in preparation for the bachelor's program.
- Increase in cost of travel, supplies, and meals for athletics, data software, and facility supply increases.
- Includes one-time cost for transition of the president's position and one-time funds for Anthology implementation under tech services.
- Fund balance projects such as ERP implementation, construction, and expansion of food services in Sierra Vista.

Continuation of Strategic Initiatives:

- Providing equitable technology access
- Focusing of student wellness
- Data management and reporting
- Academic programming/curriculum
 - Funds towards this initiative have been reduced from \$375K to \$135K due to the hiring of two bachelor program coordinators

Additional Funding Request:

- Database for Bachelor of Science in Nursing Program

- Athletic scholarship/waivers
- Increased part-time staff hours for construction trades

Dr. Rottweiler noted that the administration will refine and present a budget presentation during the April board meeting.

Questions:

Mr. Nelson questioned what the difference was between the personnel category and the operational category under new hires. Dr. Rottweiler replied that personnel includes salary and benefits while the operation includes computers, furniture, supplies, etc.

Mr. Hudgins inquired about the installation timeframe for the pitch clock for baseball; in response, the president stated it may be next season.

Mr. Quinn inquired about the \$100K budget increase for Athletics. Dr. Rottweiler noted that the majority of the funds are for travel, charter costs, fuel increases, per diem increases from \$10 to \$15 for meals during game travel, and increases of overnight stays due to scheduling changes within the division.

3.03 Math and Science Division Report

Dr. Thomas Guetzloff, Dean of Math and Sciences, led a presentation on the Math and Sciences Division; highlights include:

Introduction of new faculty and staff members:

- Delia Dorame, Administrative Assistant
- James Love, Sociology Instructor
- Lloyd Moyo, Luca Scerbo, Warren Acoose, and Craig Hopper- Math Instructors

What's New in the Division:

- Biology classroom remodel on Sierra Vista Campus
- Archeology Collection was moved to the Downtown Center, climate controlled, and improved space to work
- Analytical dishwasher flask scrubber installed on the Douglas Campus
- New models for anthropology lab courses
- Additional models for anatomy and physiology
- Follet Access - Twenty-one digital textbooks will be delivered to students a week before the course starts and professional Science Lab Kits
- Ultra-Low Temperature freezer (-80C Freezer) for research samples

Geology Website Relaunch – April 2023

- Total Site Visits – 11,886
- Number of pages – 86,777
- Hits on site – 173,750

Kari Durham, Biology Instructor, and Science Department Chair, reported on the Undergraduate Research program, noting that the program is currently in its 11th year at the college. Presentation highlights include:

- In March 2022, 2023, and 2024, the Undergraduate Research (UGR) group and BIO 192 class went to Kino Bay, Mexico
- New research projects include: beaver gut microbiota and beaver genetics

- Presenting the research:
 - Created first mini-poster session on Douglas and Sierra Vista Campuses. Plans to expand this in Fall 2024.
 - Beaver gut microbiota research was presented at the ANAS in April 2023. The plan is to do this again along with the wildlife, insects, and genetics projects.
 - Kino Bay projects were presented at NAU in May 2023.
- Papers published:
 - Mountain Lion in the SPRNCA - ANAS Journal
 - Beaver Behavior (in press) - Western North American Naturalist
- Meagan Cleary-Mounguey (anthropologist) serving as a stakeholder in the Camp Naco Project

Expanding Undergraduate Research Opportunities:

- HIS – Hispanic Serving Institute Conference by NSF
- “SEC. 309. Improving undergraduate STEM experiences.
 - (a) Sense of Congress—It is the sense of Congress that each Federal science agency should invest in and expand research opportunities for undergraduate students attending institutions of higher education during the undergraduate students' first 2 academic years of postsecondary education.”
- What we want to do:
 - Get faculty to implement field-specific undergraduate research into their classrooms.
 - Promote to students and the community the possibilities of conducting research.
- What's currently in the works:
 - Creating a partnership with the University of Arizona's Undergraduate Research & Inquiry Collaborative.

Questions or Comments:

Responding to Mr. DiPeso, Ms. Durham noted that the beaver research is being conducted on the San Pedro River; there are now 17 beavers after one died.

Mr. Quinn asked if the goal is to try to promote field research. Ms. Durham responded stating not just field research but research for multiple disciplines.

Additionally, Mr. Quinn questioned if students only have the option for a digital textbook or if they have the option to have an analog version as well. Mr. Guetzloff replied that students will have an option to get the textbook printed for \$20-\$30 through the bookstore in addition to the digital version. This comes at a reduced cost to the students and the pre-purchasing of the textbook is included in the course fees.

3.04 Business and Technology Division Report

Dr. Kristy Ritter, Dean of Business and Technology, provided a presentation on the Business and Technology Division; highlights include:

Department Updates:

- Hired 10 new faculty and 10 part-time faculty. Four of which are heading programs.
- Supported six student clubs
- Participated in dozens of community outreach opportunities
- Provided about 20 classes per year for early college programs

Automotive:

- New hybrid/electric vehicles and equipment
- Special safety area in Automotive Building
- New course AUT130 Light Duty Hybrid and Electric Vehicles
- Early College classes 2022-2024

Cruz Reya, an automotive student addressed the board noting he has been in the program for about three years and it has completely turned his life around. He noted his appreciation for funding of the program and how it has benefitted him greatly in both his personal and professional life. Lastly, he expressed his gratitude to the instructors for putting safety first and prioritizing student needs.

Residential construction:

- Sold house #4 – 307 N. 4th Street in 2022
- Sold house #5 – 300 6th Street in 2023
- House #6 – 90 Dann Lane 2023-2024
- Potential properties for house #7 and house #8

Josh Walter, a Residential Construction Trades student addressed the board stating that the program has provided a multitude of skills to work on homes. He believes the program has room for growth but that it is led by a phenomenal and patient instructor, Doug Schlarbaum, and he looks forward to future opportunities in the field.

Agriculture:

- New instructor/coordinator – Amie Esteves
- New program- Fall 2025
- Low-water usage initiative

Culinary:

- New instructor - Sharla Fagan
- Four new certificates 2023-2024:
 - Culinary Fundamentals, Culinary Skills, Culinary Arts, and Baking and Pastry
- Early College classes 2023-2024

HVAC:

- New instructor Jeremiah Russel
- New zSpace Hardware/Software
- HFC refrigerant phasedown
- Early College classes for high school students 2022-2024

Welding:

- Full program on SVC and DC
- New Miller Welders
- Adult Education
- Early College classes for high school students SVC and DC 2022-2024

Aviation:

- Full program on SVC and DC
- New Miller Welders
- Adult Education
- Early College classes for high school students SVC and DC 2022-2024

Engineering & Drafting:

- New EGR Instructor, Dustin Miner
- New AutoCAD to 3D Printer

CIS/CS/CYB/VR

- Center of Academic Excellence Cyber Defense
- Competitions: National Cyber League, VIVID (new this year)
- Outreach: Cyber Patriots, Computer Challenge, President's Cup (4/6/24), Summer Camps for VR, Cyber, Cyber Patriots
- Early College classes Cybersecurity

Business:

- Updated Business Management Degree
- New Digital Marketing Certificate

Questions/Comments:

Mr. DiPeso asked what is being taught with the new entrepreneurial certificate. Dr. Ritter explained the courses emphasize sales skills, accounting skills, business management, and basic tools students would need to know to run a small business.

Mr. Quinn asked when house #6 would be complete; Doug Schlarbaum, Instructor of Residential Construction stated it would be complete in June. Additionally, Mr. Quinn commented on seeing a student at breakfast who raved about the construction program.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mrs. Strain
 - Thanked Dr. Perey for the drive to the academic awards in Phoenix. It was a tremendous experience.
 - The Good Morning Sierra Vista event was awesome.
 - Dr. Rottweiler provided an awesome presentation during the Huachuca Area Republican Women's meeting.
- Mr. Nelson
 - Commented on Dr. Rottweiler's retirement stating there will be a lot of time to praise and give his accolades. He could be a role model for all Community College presidents and it will be hard to replace him.
- Mr. Hudgins
 - Noted that Dr. Rottweiler has brought a tremendous amount of passion, dedication and experience to the president's position and has done an amazing job. He extends his gratitude for his hard work over the years.
- Mr. DiPeso
 - Expressed his appreciation for the tour of the Firearms Training Complex and the Student Housing Building; noting the projects are a great asset to the college.
- Mr. Quinn
 - Acknowledged Women's History Month and thanked every woman at the college who continue to impact the lives of students. He noted that women out-number men in college enrollment and are outpacing men in graduation.
 - Additionally, there are high enrollment rates for women in skilled trades, which is significant because women earn 95% of the salary that the men earn compared to other positions not in skilled trades which is 81%.

5. ADJOURNMENT

Mr. Quinn adjourned the meeting at 7:36 p.m.

Cochise College Regular Governing Board meeting
March 12, 2024

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board