

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, November 12, 2024
Sierra Vista Campus
HR Building 300 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/92557559362>.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Quinn introduced and welcomed newly elected board Member, Stephany Money. Mr. Quinn then called the meeting to order at 6:00 p.m.

Board Members Present:

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

1.02 Pledge of Allegiance

Mr. Quinn led the Pledge of Allegiance, and a moment of silence for the passing of David Luna.

1.03 Adoption of Agenda

The agenda was adopted with no modifications.

Mr. Hudgins moved, and Mr. Nelson seconded a motion to adopt the meeting agenda. With no further discussion, the Governing Board approved with Mr. Quinn, Mr. Nelson, Mrs. Strain, Mr. Hudgins, and Mr. DiPeso all voting aye. **MOTION PASSED.**

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)

There were no new AACCT updates.

1.05.2 Senate Report

There was no Senate report; no October meeting.

1.05.3 Student Government Association (SGA)

A written Student Government Association report was submitted and accepted as published.

1.05.4 College President

Dr. Rottweiler, College President, provided updates to the Governing Board; highlights include:

Legislative Update:

- The election is complete, but votes are still being counted and recounted across the State.
 - It appears the Republicans will hold control of the two Arizona Chambers
 - House 33 - 27
 - Senate 17 - 13
 - Both the House and Senate held organizational meetings
 - House Speaker: Rep. Steve Montenegro (R-LD 29)
 - Majority Leader: Rep. Michael Carbone (R-LD 25)
 - Majority Whip: Rep. Julie Willoughby (R-LD 13)
 - Senate President: Sen. Warren Petersen (R-LD 14)
 - Majority Leader: Sen. Janae Shamp (R-29)
 - Majority Whip: Sen. Frank Carroll (R-28)
- On a national level, discussions have begun to address the potential ramifications of a Trump administration including the future of the Department of Education
 - Areas of possible concern are:
 - Title IX
 - Federal Financial Aid
 - Gainful Employment
 - The future of accreditation
 - International Students
- Local elections Update
 - New Cochise County Board of Supervisors
 - The County Attorney's office, which is the designated attorney of record for the college, is short on attorneys. Dr. Davis and Dr. Rottweiler have discussed seeing if the office would like to assign the college to someone else.

Facilities Update:

- All construction projects are on time and on budget.
 - Liberty Water – may cause slight delays
 - FTC Ribbon Cutting – Monday, December 16th at 3:00 pm
 - Bugen Hall – Tuesday, January 7th at 3:00 pm

Initiatives:

- AI Grant
 - Project Overview: The Faculty Support Center at Cochise College received \$20,000 from SSVEC for the "Generative AI Cochise Classrooms: 21st Century Teaching & Learning" initiative, a 1.5-year program designed to support AI integration in teaching; in both the college and high schools.
 - Purpose: Aimed at both hesitant and enthusiastic instructors, this project will offer tools, information, and encouragement within a supportive

community, reaching out to Cochise County's educators and the broader community.

- Viticulture and Enology
 - Dr. Perey and Dean Molina are exploring a potential estate gift to support viticulture and enology. Last week, Cochise College met with the estate's conservator and local viticulture business and industry stakeholders to discuss options. Based on the insights from this meeting, the college is now preparing a detailed proposal.
- Connecting the Douglas Campus to Douglas City water and sewer
 - October 29th, Dr. Davis and the president met with City of Douglas officials
 - Transfer water rights for Well #1 to the City and provide acreage for a water tower on the southeast corner by the truck entrance.
 - There are resources for the water installation pending the final studies and the college would ask them to assume responsibility for the sewer connection within 5-10 years.
 - Required to provide full utilities to the Port of Entry by 2027.
- Cox Fiber installed and will send light through the fiber next week.

Community Engagements:

- October 22-26 – ACCT Leadership Congress in Seattle
- October 28 – Oletski Center Border Building Dedication (Sheriff's team)
- October 29 – Douglas Sewer and Water Meeting
- October 30 – Cochise Combined Trust Meeting
- November 1 – United Arizona Veteran's Hall of Fame (Jane)
- November 2 – College Board & Foundation Social
- November 9 – Celebration of Life for David Luna
- November 11 – Veterans Day (college closed) & Events in the park

Upcoming Activities:

- November 14 – Salvation Army Kickoff (keynote)
- November 14 – Leadership Southern Arizona 2024 Graduation (Angela Garcia)
- November 15 – Pit Fire
- November 15&16 – Women's Basketball game at Buena HS 7:30 pm on 15th & 3 pm on 16th; recognized as twelfth best team in the nation
- November 16 – Hall of Fame (10:30 am – 12 pm)
- November 18 – Assumption of Responsibility Ceremony – Brigadier General Michael Liesmann
- November 22 - President's Student Leadership Academy
- November 28-29 – Thanksgiving Holiday (college closed)
- December 4 – Douglas Land Donation Signing Ceremony (City of Douglas – Port of Entry land)
- December 16 – Firearms Training Complex Ribbon Cutting @ 3 pm
- December 17 – Regular Governing Board Meeting 6 pm SV Campus board room
- December 23 – January 6 – Winter Break (College Closed)

Questions/Comments:

Mrs. Strain asked for an AI Grant update report at some time. She also questioned if Yavapai does viticulture. Dr. Rottweiler replied stating they do and so does the Southwest Wine Center; however, administration has been reminded that the better grapes grow in Cochise County. So, the college will continue to look at those opportunities and under Dr. Perey's leadership to partner with Yavapai where it's possible, but also look at some directions to explore independently.

Mr. Quinn inquired about the delivery timeline for the simulators at the Downtown Center. Dr. Rottweiler stated they will hopefully be shipped later in the week.

1.05.5 Monthly Financial Report – October 2024

The Financial Report for October 2024 was provided in the board packet, and approved as submitted.

1.05.6 Monthly Academic Progress Report – November 2024

The monthly Academic Progress Report for November 2024 included an Arizona Transfer report.

Mr. Quinn noted that the number of transfers to Arizona State University (ASU) increased to 400. Dr. Perey noted that it is because they have top-notch marketing, lots of online options, and they take more credits from other institutions and offer more options. Mrs. Dr. Rottweiler also noted that ASU has a strong desire to transfer in students and has created a full mechanism to do so, which has helped get students in.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Non-Exempt Staff; Appointment (*Jon Bentley, Building Maintenance Technician I, Sierra Vista Campus*)
- 2.01.2 * Non-Exempt Staff; Appointment (*Patricia Black, Testing Services Specialist, Sierra Vista Campus*)
- 2.01.3 * Non-Exempt Staff; Appointment (*Kimberley Campbell, Academic Advisor – Military Programs, Ft. Huachuca Education Center*)
- 2.01.4 * Non-Exempt Staff; Appointment (*Karletta DiDonato, Financial Aid Technician I, Sierra Vista Campus*)
- 2.01.5 * Non-Exempt Staff; Appointment (*Christie Lunn, Learning Management Systems Specialist, Downtown Center*)
- 2.01.6 * Non-Exempt Staff; Appointment (*Anastasia Rogers, Accounts Payable Technician, Sierra Vista Campus*)
- 2.01.7 * Exempt Staff; Appointment (*William Sadler, Senior Systems Administrator, Sierra Vista Campus*)
- 2.01.8 * Faculty; Appointment (*Evan Cedor, Instructor of Geology, Sierra Vista Campus*)
- 2.01.9 * Faculty; Appointment (*Tammy Heredia, Instructor of Nursing, Downtown Center*)
- 2.01.10 * Faculty; Appointment (*Dr. Cathy Matthesen, Instructor of Education, Sierra Vista Campus*)
- 2.01.11 * Non-Exempt; Resignation (*Dawn Rinehart, Credentials Evaluator, Sierra Vista Campus*)
- 2.01.12 * Faculty; Resignation (*Angela Moretz, Instructor of Computer Information Systems, Downtown Center*)
- 2.01.13 * Exempt; Retirement (*Mark Schmitt, Director of the Small Business Development Center, Downtown Center*)
- 2.01.14 * Curriculum
- 2.01.15 * Change April 2025 Regular Board Meeting Date
- 2.01.16 * Acceptance of Minutes for October 8, 2024 – Regular Meeting

Mr. DiPeso moved, and Mr. Hudgins seconded a motion to approve the Consent Agenda. Mr. Nelson noted that the college is going to miss Mark Schmitt, Director of the Small Business Development Center. With no further discussion, the Governing Board approved with Mr. Quinn, Mrs. Strain, Mr. Hudgins, and Mr. DiPeso all voting aye. **MOTION CARRIED.**

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

Mr. Wick Lewis, Executive Director of Human Resources, introduced Jessica Rzepecki, Assessment and Program Review Manager; Barbara Lopez, Director Military Programs; and Dr. Cathy Matthesen, Instructor of Education.

2.02 FY2025-2026 Course Fees

The administration requested the Governing Board adopt a motion to approve the FY2025-2026 Course Fees.

Mr. DiPeso moved, and Mrs. Strain seconded a motion to approve the FY2025-2026 Course Fees as presented. With no further discussion, the Governing Board approved with Mr. Nelson, Mr. Quinn, Mrs. Strain, Mr. Hudgins, and Mr. DiPeso all voting aye. **MOTION CARRIED.**

2.03 Spring 2025 Bugen Hall Room and Meal Plan Rates

The administration requested the Governing Board adopt a motion to approve the Spring 2025 Bugen Hall Room and Meal Plan Rates.

Mr. Nelson moved, and Mr. DiPeso seconded a motion to approve the Spring 2025 Bugen Hall Room and Meal Plan Rates as presented. With no further discussion, the Governing Board approved with Mr. Nelson, Mr. Quinn, Mrs. Strain, Mr. Hudgins, and Mr. DiPeso all voting aye. **MOTION CARRIED.**

3. INFORMATION ITEMS

3.01 Communications

- Dr. Rottweiler received an email from Dr. Jennifer Wine, Director, NPSAS:24, recognizing Janelle Simpson and Tiffany Espinosa for their efforts in the successful collection and participation in the 2023-24 National Postsecondary Student Aid Study (NPSAS:24). The institutions data will be used to inform a wide range of critical education policies that impact institutions and students like the ones at Cochise College.

3.02 Data Dashboards for Strategic Success

Janelle Simpson, Executive Director of Institutional Research (IR), and Dr. James Perey, Executive Vice President for Academics, provided a demonstration on Data Dashboards for Strategic Success at Cochise College.

Dr. Perey explained that data can provide various types of information but specifically, it can identify areas that need improvement. This was the goal of the institutional research department when they created data dashboards. He then handed it over to Janelle Simpson, who provided a real-time demonstration to the board.

Questions/Comments:

Mr. DiPeso asked about tracking transfer credits to universities. The institutional research department has recently gained access to the Arizona transfer portal database called assist, which allows the college to follow students specifically through those three Arizona public universities. Also, in the works is getting data from the national student clearinghouse in order to track Cochise College student completion at all institutions. Ultimately, the goal is to see if the college can predict success at the university, based on courses they took at Cochise College.

Mr. Quinn inquired how the department knows what data to build. Ms. Simpson replied stating it was based on questions the deans would ask such as, course enrollments, graduation rates, etc. then they build on that. Mr. Quinn questioned how long do they keep the data once it is no longer needed. Janelle responded it is typically done by academic year then uploaded to the Tableau program. The information then goes into the dashboard for the deans to access.

Dr. Perey thanked Janelle, Sheena and their team for moving the needle and making Cochise College the forefront of community colleges.

3.03 Liberal Arts Division Report

Angela Garcia, Dean of Liberal Arts, led a presentation on the Liberal Arts Division; highlights included:

Division highlights:

- Liberal Arts makes up approximately 1/3 of the courses taught at Cochise College
- There are 80 total faculty members teaching in the Liberal Arts Division

Department Chair and Division Breakdown:

- Virginia Thompson - Arts and Humanities
- Ella Melito - English and Writing
- Stacie Munger - Education, Communication, and Student Success

Angela Garcia led a report on behalf of Ash Dahlke for Arts and Humanities

- Douglas Campus Mural anticipated completion date is December 2024
 - The mural is going to be interactive. The border is made up of chalkboard paint, which allows people to draw on and participate in the mural.
- Siara Martin, Sierra Vista Campus Student and the 2024 "Superbowler", spoke on her experience in ceramic classes and taking on the 1,000-bowl project. This year the position went from a student position to a volunteer position which made studio access and scheduling a lot easier. She states it has been a lot of fun and is grateful for the opportunity.

English Department Chair, Ella Melito, provided highlights on ENG 379 – Professional Writing in the Workplace

- Develop academic and real-world problem-solving skills
- Propose solutions to solve a problem, improve a situation, or satisfy a need in the student's community, school, or workplace (Formal Proposal Report)
- She highlights one student's report recognizing a national shortage of first responders and related issues at the local level. After researching, he provided his final solutions on how to combat this problem.
- The class is intended to focus on relevant community issues and employ research driven strategies. It has emerged as a way for students to not only gain expertise and technical writing but serve as an example on how they can contribute meaningfully to their communities by proposing viable solutions to current problems.

Jennifer Kennedy, Early Childhood Education (ECE) and Reading Instructor, and Dr. Cat Matthesen, Reading and Education Instructor provided the board with updates on Teacher Education; highlights include:

- Serving Students
 - Collaboration with ECE instructors throughout the state
 - Visits to child care facilities in August and November
 - New class modality offerings in the spring including evening classes, 8 week classes, online and live streaming class to better meet the student's needs.
 - After looking through data provided by IR, the department realized most of the students enrolled in the ECE program are between the ages of 28-30 years old; 83% - 90% of them were women; 64.5% were part time students; and 46% were Hispanic. Because of this, the class time and modalities have been adjusted in spring to better suit the students.
- Certificates
 - ECE Instructors to start work on a shared certificate this December
 - Paraeducator Certificate implemented in August 2024
 - Off to a slow start, but Dr. Matthesen plans to promote this program when she begins her new position in January.

Questions/Comments:

Mr. Nelson asked about the pathway's articulation agreement. Dr. Garcia noted the agreements state that they will accept the first two years learning outcomes from the college, which creates a seamless transfer for students into their third and fourth years.

Mr. Quinn expressed his appreciation in meeting students where they are instead of having them meet us where we are. He asked Mrs. Melito who judges the feasibility of a solution in the ENG 379 course. She replied stating that the idea is to present both primary and secondary research and create a persuasive report that could be viably presented to their stakeholder. He then questioned if the EMT solution went any further than this class. Dean Hill noted that the student presented the solution to her and they are working on getting a high school EMT program implemented at Buena High School.

Mr. Quinn then asked Siara Martin what the margin of failure was on the 1,000-bowl project and how did she come up with the design for the bowl. She replied noting about 180 bowls were lost in the process. As far as the design, she drew it on her iPad first, then used a 3D printed stamp to design the bowls.

3.04 Student Services Division Report

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

Student Enrollment

- Fall/Spring enrollment continues to steadily rise.
- The positive impact of financial aid scholarship incentives is evident in the Summer 2023 and Fall 2024 semesters (Summer 23 – summer scholarship, Fall 2024 – governors workforce scholarship).

Student Applicants – Registered

Semester	# of New Applicants	% New Applicants Registered	Total # Students Registered as of 11/4/2024
Summer 2023	1,856	31%	3,481
Fall 2023	3,162	43%	3,778
Spring 2024	1,672	33%	3,543
Summer 2024	876	24%	1,005
Fall 2024	3,407	43%	3,968

Enrollment Trends – does not include MOS

Semester	Total # of Students	Part-Time	Part-Time Percent	Full-Time	Full-Time Percent
Fall 2021	3,473	2,090	60%	1,383	40%
Fall 2022	3,797	2,405	63%	1,392	37%
Fall 2023	3,782	2,435	64%	1,347	36%
Fall 2024	3,905	2,399	61%	1,506	39%

Enrollment Trends Cont.

- Based on this graph, the average age for a student enrolled at Cochise College is 24 and there are more male students than females

Factors that Impacted Enrollment

Challenges:

- Declining AZ High School Graduation rates
- FAFSA challenges
- Delay in FAFSA application launch
- Decline in FAFSA completions:
 - 2024: 46% national completion
 - 2023: 53.4% national completion

Growth:

- Scholarship opportunities helped relieve some of the FAFSA challenges:
 - AZ Workforce Development Scholarship:
 - Total students who received funding: 275
 - Average award provided: \$1,636
 - Total amount awarded: \$450,000
 - \$721,289 provided to Fall 2024 students through financial aid
- Dual enrollment connections
- Enhanced program options (Dental Assistant, BAS-LMO, RN-BSN)
- Increase in welding and automotive

Initiatives to support persistence of 71% five-year span, and retention of 55% five-year span

- Cochise READY
- Academic Early Alerts
- Student Wellness Initiatives

Cochise READY Objectives – Empower, Educate and Engage

- Students will learn how to access their student portal (MyCochise).
- Students will learn how to navigate through Cochise Self Service (i.e., financial aid, payments, grades, class schedule).

- Students will learn how to build a course schedule to meet their personal needs (days, time, location, delivery mode).
- Students will learn how to register/add/drop classes.
- Students learn how to use My Degree Plan and understand what academic requirements their intended major(s) have.
- Students will be able to identify 2-3 campus academic resources (i.e. tutoring).
- Students will have a better understanding of how to select a program of study (major).
- Students can determine how to pay for college tuition and books.

Cochise READY

- 255 of students participated in the first Cochise READY cohort
- 94% of those who participated remain enrolled

Academic Early Alerts

- What is an early alert?
 - The Early Alert System (or Academic Alerts) allows department chairs, faculty, staff members, deans, adjunct faculty, and students themselves to proactively issue an Early Alert in the Advocate system (C.A.R.E.S.) within MyCochise. The alerts are intended for students identified as experiencing circumstances that may affect their academic success and could benefit from campus resources.
- What happens when an alert is submitted?
 - The alert moderator will make the first communication attempt within 1-2 business days. If there is no response, the moderator will try to call/email again within another 1-2 days.
 - If a student does not respond after a week, we report a No Response (NR). Students will still be emailed pertinent information and resources, even if they don't respond.

Early Alert Data

- Most frequent alert concerns:
 - Course Comprehension
 - Incomplete Assignments
 - Poor Attendance/Engagement
 - Poor Test/Quiz
 - Other: Behavioral/Mental Health/Other Academic Concerns

Semester	# of Alerts	# of Students	Pass Course	Insufficient (D,F)	Withdrew
Fall 2023	125	115	34	44	45
Spring 2024	96	94	29	39	31

Graduation Trends

- Graduation rates have increased from 1,857 graduates in 2020 to 2,029 in 2024
- The top transfer schools are as follows:
 - 22 % Other
 - 21% University of Arizona
 - 12% Pima Community College
 - 7% Rio Salado College
 - 7% Arizona State University
 - 3% Northern Arizona University
 - 2% Grand Canyon University
 - 2% Western Governors

- Initiatives are being pushed to help build a stronger gradation and transfer culture such as updating policies and hosting a GRAD Bash.

Future goals:

- Enrollment
 - Increase application to registration yield to 50%
 - Increase total registration 3%
 - Continue to foster workforce education collaborations
 - Continue to build dual and concurrent enrollment relationships with county high schools.
- Graduation
 - Re-establish transfer pathways to state institutions
 - Continue efforts to promote filing for graduation
 - Enhance career services
- Persistence & Retention
 - Student Success Strategic Initiatives – Academic Programs & Student Services
 - Refine Cochise READY and new student on-boarding process
 - Enhance early alert intervention strategies

Compliance & Title IX

- Crime Statistics on All Campuses 2023
 - There have been 17 Disciplinary Referrals for Liquor Law Violations on the Douglas Campus. All of these referrals came from student housing.
- New 2024 Regulations Introduced by the Federal Government
 - 2024 Regulations Highlights
 - Went into effect on August 1, 2024; however, the college reverted back to following the 2020 regulations due to the Kansas Title IX Injunction lawsuit which blocks the Department of Education from enforcing the new 2024 Title IX regulations. The injunction will either go to court and be overturned or the Trump Administration will decide to stick to the 2020 regulations or change it completely.
 - The regulations prohibit sex discrimination based on pregnancy, parental status, or marital status
 - It requires schools to protect students from peer retaliation after filing a Title IX complaint
 - Broadens the scope of actionable complaints
 - Requires training for all faculty/staff at educational institutions receiving federal funding

Questions/Comments:

Mrs. Strain questioned some of the reasons for C.A.R.E.S reports. Dr. Horne stated the reasons are indicated on the report and vary from student to student. However, there has been an increase in anxiety among students. To combat this issue, there is now a mental health counselor on both campuses to address student concerns.

Mr. Quinn inquired if there was a way to clean the data to show persistence vs retention for those students who are taking a one semester certification. Janelle responded yes.

Mr. Quinn also questioned how does the department maintain privacy when an academic alert is reported. Dr. Horne said most of the time it starts with a conversation between the faculty and the student and then gets referred for additional support.

Mr. Nelson asked if the college receives questions from parents regarding the safety of our school seeing as it is so close to the border. Dr. Horne replied very rarely, more of the safety questions come from people interviewing for positions here.

3.05 Presidential Search Update

Dr. Wendy Davis, Vice President for Administration, provided a brief update on the presidential search; highlights include:

- Completed the review of 72 applications
- Selected eight applicants for video interviews on November 14 & 15
- Planning to hold formal interviews during the week of December 2.
- Pending formal interviews, the board should make a formal offer to a candidate during the December 17 regular meeting.

Mr. Quinn and Mrs. Strain thanked Dr. Davis for her work on the presidential search process.

Dr. Davis noted that the finalist will be hosted for forums on the Douglas and Sierra Vista Campuses the week of December 2nd and formal interviews will be held at 4:00 pm, December 3rd, 4th, and 5th

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mrs. Strain
 - Participated in the Veterans Day parade, which was a great event. She encourages others to participate in a parade if they get the chance.
- Mr. DiPeso
 - Noted that there are several great applicants in the presidential search pool.
- Mr. Quinn
 - Canyon Vista Medical Center is partnering with the college to provide medical briefings, which are very informative. He encourages others to attend.
 - Publicly thanked Mr. Nelson's wife for her work on the elections.

5. ADJOURNMENT

Mr. Quinn adjourned the meeting at 7:43 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board