

## MINUTES

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

Tuesday, December 10, 2019  
Sierra Vista Campus  
6:00 p.m.

#### 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

Mr. Quinn led the Pledge of Allegiance.

##### 1.03 Adoption of Agenda

Mr. Nelson moved, and Mr. Hudgins seconded a motion to adopt the Agenda. The board unanimously approved with members, David DiPeso, Don Hudgins Dennis Nelson, Tim Quinn, and Mrs. Strain all voting aye. MOTION CARRIED.

##### 1.04 Citizen's Interim

There were no requests to address the board.

##### 1.05 Standing Reports

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

Mrs. Strain reported the Arizona Association of Community College Trustees would meet in February, at which time they will hold elections for new leadership. Association of Community College Trustees is holding a regional Governance Leadership Institute (GLI) in April at Pima Community College; Mrs. Strain and Lloyd Hammonds will participate in a panel discussion during the event.

##### 1.05.2 Senate

The Governing Board reviewed the Senate Report for November 2019 and accepted as submitted.

### 1.05.3 Student Government Association (SGA)

Students were taking final exams, so the Governing Board reviewed the written Sierra Vista Student Government Association fall semester report, and accepted as submitted.

### 1.05.4 College President

Dr. Rottweiler thanked the Board for attending the groundbreaking ceremony for the new Automotive Technology Building.

#### Legislative Update

- FY'2021 Budget Request was submitted to the Governor's Office on September 1. There is no action at this time, just waiting for the Governor's State of the State Address in January.
- Based on preliminary formula funding, Cochise College anticipates receiving an additional \$66K in M&O, \$18K in STEM, and \$622K in Equalization (assessed valuation).
- President's Legislative agenda is the reinstatement of additional rural money as an ongoing formula amount.
  - FY2020 \$3.14M allocations: \$2.4M for Automotive Technology Building; \$500K for Greenhouse; and \$500K for Virtual Reality Developer Program
- Legislative Visit – on October 31, Cochise College and Fort Huachuca hosted eight legislators for a tour and discussion regarding the college developing a virtual reality program; feedback received is very positive. Senator Gowan is working hard to restore \$14.2M for all rural community colleges.
- Cochise Day at the Legislature – February 3; the president will take four to six students to the state capitol
- Arizona Community College Day at the state capitol – February 19 (showcase programs from Cochise College)
- Voter Initiatives — **nothing new**
- Participated in a Rural Caucus panel during the American Legislative Exchange Council (ALEC) conference on December 4 at the request of Representative Becky Nutt. Also participating on the panel were Tony Boone, City of Sierra Vista Economic Development Manager, Geoff Oldfather, Arizona G&T, Keith Watkins, Arizona Commerce Authority.

#### Master Facilities

- Groundbreaking for new Automotive Technology Building
  - Permit received to bring loads of dirt into the college off of Giulio Cesare Ave. to keep the trucks off the campus drive; roughly 550 more loads
- Greenhouse for Agriculture
  - The building is purchased but is delayed in delivery. Spring semester classes have been adjusted to accommodate the late delivery.
  - Foundation to be poured before Winter break

#### New Initiatives

- Updates to the Governing Board's suggested initiatives for this fiscal year include:
  - Jenn Wantz is now the Director of Community Relations

- Douglas Campus and Community Relations Manager – job posting out soon for hire in early February; position will report to Ms. Wantz.
- Solar Trough Repair
  - Waiting for the final report from Pueblo Mechanical; due December 20<sup>th</sup> to include energy efficiency report
- Health-related program expansion. Under Dean Lakosil's leadership, the administration will meet with Pima Community College on December 19, to discuss consortium programs to expand offerings in Cochise County; Shared programing.

#### Student Housing

- During the President's Forum with Student Government Association and campus students held in September, students expressed the need for Student Housing on the Sierra Vista Campus
  - students having difficulty securing rental properties
  - wait-time for rental housing is 90 to 120 days
  - hosted a meeting with the representatives from the City of Sierra Vista, Frank Moro from First West Properties, and representatives from Phoenix Opportunities Zone professionals to discuss rental housing shortages and possible funding resource projects
  - requesting to schedule a work session in the new year to discuss options and board wishes. Sierra Vista housing could be a destination location for specific programs (nursing, VR, Cyber, etc.)

#### General Comments

- Community Presentations:
  - Southeastern Arizona Contractor's Meeting, November 20
  - Police Academy Graduation, November 21; attended by Mr. Hudgins
  - Met with Superintendent of Sierra Vista Schools, Kelly Glass - November 25
    - Mrs. Strain and Dr. Rottweiler asked to provide a Board training session as part of their board's self-evaluation in January.
  - Asked to judge the Chamber's Christmas Parade on December 7
- College Events for Board Information:
  - Respiratory Therapy Recognition Ceremony, December 12 at 6:00 pm; Dr. Fick will be the administrator in charge
  - CNA Recognition, Wednesday, December 18 at 6:00 pm in Sierra Vista Campus Community Room
  - Bell Ringing for the Salvation Army the week of December 16
  - The college is closed for Winter Break beginning Monday, December 23, and will reopen on Monday, January 6.
  - Dr. Rottweiler in town until January 1; Dr. Fick in charge from January 1-5.

#### **1.05.5 Monthly Financial Report – November 2019**

The Financial Report for November 2019 presented and accepted as submitted.

## 2. NEW BUSINESS\*

**ACTION**

### 2.01 Consent Agenda \*

The following items were approved:

- 2.01.1 \* Classified Staff; Appointment (*Sophia Kirkland, Department Assistant Finance/Human Resources, Sierra Vista Campus*)
- 2.01.2 \* Classified Staff; Appointment (*Miguel Perez, Senior Electrician, Douglas Campus*)
- 2.01.3 \* Administrative Staff; Appointment (*Tonya Nelson, Director of Grants Management, District-wide, based at the Downtown Center*)
- 2.01.4 \* Faculty; Appointment (*Michael McGrath, Chief Flight Instructor, for the Private and Commercial Courses, Douglas Campus*)
- 2.01.5 \* Faculty; Appointment (*Iztac Villanueva, Chief Flight Instructor, Instrument Course, Douglas Campus*)
- 2.01.6 \* Administrative Staff; Reclassification (*Jennifer Wantz, Director of Community Relations, District-wide, based on the Sierra Vista Campus*)
- 2.01.7 \* Classified Staff; Resignation (*Shaun Hickey, User Support Technician II, Sierra Vista Campus*)
- 2.01.8 \* Faculty; Resignation (*Adam Daigle, Aviation Pathways Instructor, Douglas Campus*)
- 2.01.9 \* Classified Staff; Retirement (*Teresa Rotarius, Financial Aid Veteran's Services Specialist, Sierra Vista Campus*)
- 2.01.10 \* Administrative Support; Retirement (*Lizabeth Parsons, Academic Career Advisor, Sierra Vista Campus*)
- 2.01.11 \* Administrative Staff; Retirement (*Jennifer Lakosil, Dean of Nursing and Allied Health, Downtown Center*)
- 2.01.12 \* Administrative Staff; Termination (*John Somers, Director of Fort Huachuca Center, Fort Huachuca Center*)
- 2.01.13 \* Acceptance of Minutes for November 12, 2019 – Regular Meeting

Mr. DiPeso moved, and Mr. Nelson seconded a motion to approve the Consent Agenda. Mrs. Strained pulled 2.01.11 for further discussion. Mrs. Strain thanked Mrs. Lakosil for her service to the college and the nursing program, noting she makes a difference in the lives of many students. Mr. Quinn stated an individual once told him that Mrs. Lakosil inspires their daughter to go to college. There was no further discussion by the board. The board unanimously approved with members David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

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

Mollie Blanchard, Talent Management Coordinator, introduced Sophia Kirkland, Department Assistant for Finance and Human Resources, and Dr. Rottweiler, President, introduced Jennifer Wantz in her new position as Director of Community Relations.

## 3. INFORMATION ITEMS

**INFORMATION**

### 3.01 Communications

- Dr. Rottweiler received a card from Hall of Fame inductee, Javier Fimbres, thanking him and the College Foundation for all the honors they have given to him as an alumnus of Cochise College.

- Dr. Rottweiler received a letter from Tait Wilcox, President of the Southeastern Arizona Contractors Association, thanking him for being the guest speaker at their November General Membership Meeting. The letter also noted the enthusiasm and passion Dr. Rottweiler has for Cochise County and the education experience Cochise College offers, came across as genuine and forward-looking.

### **3.02 Nursing and Allied Health Report**

Jennifer Lakosil, Dean of Nursing and Allied Health, introduced members of the Nursing and Allied Health team, who provided reports to the board; presentation highlights included:

Beth Hill, Director of Nursing, reported on the ADN and Practical Nurse programs:

- ADN:
  - Fall 2018 Enrollment – 175
  - Spring 2019 Enrollment – 174
  - Current Enrollment - 171
  - Retention (graduated on time in 4 semesters) – 72.97%
  - Cochise College State Test Pass Rate – 86.76%
- Practical Nurse
  - Fall 2018 Enrollment – 19
  - Spring 2019 Enrollment No cohort
  - Retention – 89.47%
  - Cochise College State Test Pass Rate – 88.8%
  - LPN – 25 students starting in January 2020

Teresa Vernon, CNA Coordinator, reported on the Certified Nursing Assistant and Assisted Living Care Giver programs:

- CNA: (adult cohort)
  - Fall 2018 Enrollment – 51
  - Spring 2019 Enrollment – 73
  - Current Enrollment - 46
  - Retention – 88%
  - Cochise College State Test Pass Rate – Written - 84%; Skills – 83%
- Home Health Aid – (high school)
  - Fall 2018 Enrollment – 16
  - Spring 2019 Enrollment – 16
  - Current Enrollment – 16
  - Retention – 100%

Nikki Dannels, Medical Assistant Coordinator, reported on the Medical Assistant Program:

- Medical Assistant
  - Fall 2018 Enrollment – 20
  - Spring 2019 Enrollment – 20
  - Current Enrollment - 18
  - Retention – 100%
  - Cochise College State Test Pass Rate – 100%
  - Job placement – 90%
  - Spring 2020 an additional MA class will be added

Rick Rhodes, Director of EMS Programs, reported on the Emergency Medical Tech and Paramedicine programs:

- Emergency Medical Tech

- Fall 2018 Enrollment – 44
- Spring 2019 Enrollment – 41
- Current Enrollment - 44
- Retention – 90%
- Cochise College State Test Pass Rate – 94%
- Capacity - 23
- Paramedicine
  - Fall 2018 Enrollment – 13
  - Spring 2019 Enrollment – 12
  - Current Enrollment - 10
  - Retention – 92%
  - Cochise College State Test Pass Rate - 89%
  - Capacity – 24-25

Bill Wright, Fire Science Coordinator:

- Fire Science
  - Fall 2018 Enrollment – 10
  - Spring 2019 Enrollment – 6
  - Current Enrollment - 16
  - Retention – 60%
  - Cochise College State Test Pass Rate - 100%
  - MOU with Fort Huachuca Fire – gives the college and the City of Sierra Vista additional resources using the training center on the Fort, such as firehouses and equipment.

The Fire Science program is a certification program with minimum qualifications through the State of Arizona. The program is for recertification and job seekers. The certification is for hazmat and structural fire and does not include wildlands at this time.

### **3.03 Advancement/External Affairs Report**

Denise Hoyos, Executive Director of College Advancement and Cochise College Foundation, provided an overview of recent efforts and future plans; highlights included:

Foundation Board

- New Members:
  - Dr. Joanna Michelich
  - Dr. David Mosow
  - Joel Borowiec
  - John Pintek
  - Doug Dunn
  - Matthew Riesgo
- Recently Retired Board Members
  - Chuck Chambers
  - Sheila DeVoe Heidman
  - Gene Manring
  - David Smith
  - Bob Strain

Currently has three vacancies to fill by June 30, 2020.

Moving Forward

- A development plan that facilitates and keeps the focus on:
  - Engaging board members in a new committee structure

- Storytelling – the need and impact on the students
- Personal solicitation
- Celebrating the impact of gifts
- Acknowledgment and appreciation

#### Interim Plan Timeline: 2019-2020

- Hosting small alumni and retiree gatherings
  - Evening at the Races
  - Ice Cream Social
  - Rodeo Meet the Team
  - Holiday Gathering
- Senior Scholarship Support
  - All Foundation Board members contributed to match up to \$36,000
  - Employees donated \$27,000; 64 new donors with 100 total donors
- Hall of Fame Induction
- End-of-year solicitation mailing
- Accolade
- Scholarship Breakfast – connect scholarship students with donors – March 24
- Overhaul of marketing materials related to fundraising
- Solidify 2020-2021 development plan

#### Donated Funds Passing to Cochise College

- Scholarships:
  - FY15 – \$229,966
  - FY16 – \$470,979
  - FY17 – \$167,695
  - FY18 – \$736,170
  - FY19 – \$510,670
  - Average – \$423,096
- Programs:
  - FY15 – \$328,579
  - FY16 – \$264,756
  - FY17 – \$184,639
  - FY18 – \$189,058
  - FY19 – \$246,630
  - Average – \$242,732

#### Graduating Senior Scholarship Guarantee (400 scholarships)

- 2018-19 – 343 - \$171,000
- 2019-20 – 466 - \$239,875
- 2019-20 Fundraising Goal - \$150,000

Mrs. Strain recognized Ms. Hoyos and the Cochise College Foundation Board for their work in resource development.

### **3.04 Higher Learning Commission Assurance Review**

Dr. Verlyn Fick, Executive Vice President/Provost, included in the board packet a copy of the Higher Learning Commission (HLC) Assurance Review Report, which is a four-year review of the college's ten-year approved HLC accreditation report. The college submitted the report to the HLC on December 2, 2019.

Dr. Fick recognized and thanked employees who helped prepare the year-four review report, which included 85 percent of the material from the initial accreditation report along with changes or updates to existing data, and the addition of new arguments.

The HLC team will review the report, request clarification or additional supporting material, and then send the report to their institutional actions committee. The college anticipates receiving a report confirming the college is on track following the ten-year approved accreditation assurance review or noting if further correctional action is needed.

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

Mr. Quinn turned the floor over to Governing Board members for comments.

- Mr. Hudgins
  - Attended ACCT Leadership Congress – learned about a youth apprenticeships program, in which a junior in high school can apply with a corporate sponsor paying the student to work. At the same time, they are earning dual enrollment credit at Midland College in Texas.
- Mrs. Strain:
  - Happy Merry Christmas and Happy New Year
  - Recognized Rachel Gray, Sierra Vista Mayor Pro Tem, and Carolyn Umphrey, City of Sierra Vista Council Member
- Mr. DiPeso
  - Merry Christmas and Happy New Year
- Mr. Nelson
  - Merry Christmas and Happy New Year
- Mr. Quinn:
  - Merry Christmas and Happy New Year
  - Recognized the college on the construction of the automotive technology building
  - December 18 thousands of soldiers leaving the Fort for holiday leave

#### **5. ADJOURNMENT**

Mr. Quinn adjourned the meeting at 7:20 PM.

Respectfully Submitted:

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Crystal Wheeler, Executive Assistant, Office of the President

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Mrs. Jane Strain, Secretary of the Governing Board