

## MINUTES

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

Tuesday, September 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

Item 2.02 Placeholder – Classified Staff Appointment – Facility Services Technician II pulled from the agenda. With no additional changes, the agenda adopted as published.

Mr. Hudgins moved, and Mr. Nelson seconded a motion to adopt the Agenda. The Board unanimously approved with Board 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 on the AACCT State-wide Conference held in Prescott on September 6-8, 2019, noting the meetings were beneficial with participation from all who attended. She thanked Mr. Hudgins, Mr. Nelson, Mr. DiPeso, and Dr. Rottweiler, for attending and representing Cochise College.

### **1.05.2 Senate**

The Governing Board reviewed the Senate Report for August 2019, presented and accepted as submitted.

Referencing the Higher Learning Commission four-year review from the Senate Report, Mr. Quinn asked the administration to provide him a copy of the HLC visit Criteria for Accreditation data.

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

Sierra Vista Campus Student Government Association provided a report to the Board; highlights include:

Meet the Team:

- Larry White, Jr. – President
  - SGA Goal: Improve student experience at Cochise College
- Angie Gardner – Vice President
  - SGA Goal: Improve student experience at Cochise College, and provide support to fellow students offering an open and welcoming environment.
- Thor Gavin – Secretary
  - SGA Goal: Keep proper records to ensure the smooth operation of SGA and its events.
- Monty Hodgkin – Treasurer
  - SGA Goal: Make sure SGA is efficient with its funds.
- Emerald Diesen – Public Relations Coordinator
  - SGA Goal: Post social media content that will bring more people to SGA events.
- Athena Reynolds – Student Programming Coordinator
  - SGA Goal: Get more student engagement in volunteer opportunities and make the college campus smoke-free (not just tobacco-free).

SGA Mission Statement:

- Happy Students
- Happy Campus
- Happy Life
- Improve the value of students' experience

Student Survey: "Do you feel there are enough clubs at Cochise College"?

- 24 students feel there need to be more clubs to represent diversity at Cochise College
  - Providing instruction for creating clubs on campus
    - Men's Mental Health Club
    - Coding Club

Hosting a President's Forum with students:

- Tuition and where it goes
- President's dream for the future of the college

Mr. Quinn asked SGA members to question students about how they know when they are successful at Cochise College.

Mr. DiPeso asked about having student representation on the Board; Mr. White noted SGA members have representation on the Senate Committee, and he feels it could help the college to learn the needs of the students.

#### **1.05.4 College President**

Dr. Rottweiler provided the following updates to the Board:

##### Legislative Update:

- Provided a copy of the FY'2021 Budget request that was submitted to the Governor's Office on September 1. Based on increased FTSE, the college is showing a preliminary formula request increase of \$66,300 M&O and \$18,300 in STEM. Early Equalization formula runs have Cochise receiving \$622,400.
- The legislative agenda - reinstatement of additional rural money as an ongoing formula amount; \$3.14M
- Provided a copy of the ATRA newsletter – referencing an article on Colleges Big Winner in State Budget
- Prop 301 Initiatives potentially to be placed on the ballot
  - Helios initiative would increase the sales tax to provide over a billion dollars to education; with \$100M for community colleges to reinstate money lost in 2008
  - Invest in Ed initiative – voter initiative that is a vote of the citizens; community colleges hopeful the two initiatives can be put together
- Smart and Safe Arizona Act (marijuana legalization act) garnering signatures
  - \$100M for community colleges
    - unsolicited by community colleges with no quid pro quo expected; revenue going to:
      - Community policing, treatment, mental health, etc.
- AC4 — Meeting on September 25 and 26 to continue legislative agenda

##### Master Facilities:

- Student Union Remodel
  - August 28th ribbon cutting
    - Represented by Mr. Hudgins and Mrs. Strain
    - Alumni and community leaders
- ART/FAB Construction is complete, except Kiln Yard
  - Electric kilns ready to use
  - Gas kilns - waiting on parts
    - ribbon cutting/open house during Pit Fire on Oct 4
- Greenhouse for Agriculture
  - Pad completed within the week
  - Utilities will be run in the coming weeks
  - Building bids closes on the September 17
- Automotive Technology Building
  - Waiting on value engineering
  - Will need to add resources to the anticipated construction costs
  - Guaranteed Maximum Price (GMP) delivered soon and may require a special meeting to approve
  - Utilize some of the \$3.14M additional funds from the state.

New Initiatives:

- Governing Board suggested Initiatives – this fiscal year include:
  - Douglas Administrator – discussions will be finalized over the next couple of weeks with a job posting to follow.
    - Anticipate a January start date
  - Solar Trough Repair – a purchase request issued for Pueblo Mechanical to conduct an Engineering Analysis of the entire Central Plant System on the Douglas Campus.
    - Repair costs will be included in either this year's repair or next fiscal year's budget, depending on the recommended expenses.
  - Health-Related Programs – academics tasked with providing a feasibility study for future health-related programs. The addition of programs will go through the academic stage gate and budget process.

General Comments:

- Thanked the Board for participation during the Board Retreat on Saturday, August 24.
- AACCT State-wide Conference
  - State of the college is a direct representation of the Board's leadership
- Community Presentations
  - Thunder Mountain Republican Women – September 5
  - Huachuca Area Republican Women – September 10
  - Noon Rotary Club – September 16
  - Southwestern Communities Kickoff Meeting – September 18
  - President's Forum with students – September 19
  - City of Douglas State of the City – September 20
  - Physician/Provider Mixer for Canyon Vista Medical Center – September 30

College Events for Board Information:

- September 12 at 7:00 p.m. – Paramedic Recognition Ceremony
- September 27 – 28 – Cochise College Rodeo
- October 4 – Pit Fire

**1.05.5 Monthly Financial Report – August 2019**

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

**2. NEW BUSINESS\***

**ACTION**

**2.01 Consent Agenda \***

The following items were approved:

- 2.01.1 \* Professional Staff; Appointment (*Rhonda Buesgens, Human Resources Specialist, District-wide, based on the Sierra Vista Campus*)
- 2.01.2 \* Administrative Support; Appointment (*Whitney Wilson, Assistant Athletic Trainer, Douglas Campus*)
- 2.01.3 \* Adult Education Instructor; Appointment (*Seyon Washington, Adult Education Instructor/Student Success Coach, District-wide, based on the Sierra Vista Campus*)

- 2.01.4 \* Faculty; Appointment (*Nickola Dannels, Instructor/Program Coordinator Medical Assistant, District-wide, based at the Downtown Center*)
- 2.01.5 \* Classified Staff; Transfer (*Kimberley Campbell, Department Assistant Counseling and Advising, Sierra Vista Campus*)
- 2.01.6 \* Professional Staff; Transfer (*Wendy Koop, Payroll/Benefits Specialist, Sierra Vista Campus*)
- 2.01.7 \* Administrative Staff; Transfer (*Shelley Ulmer, Grants Accountant, Sierra Vista Campus*)
- 2.01.8 \* Classified Staff; Resignation (*Miguel Ramirez, Building Maintenance Technician/Electrician, Douglas Campus*)
- 2.01.9 \* Faculty; Resignation (*Christopher Ritter, Instructor of Electronics, Downtown Center*)
- 2.01.10 \* Faculty; Retirement (*Tanya Biemi, Instructor of English/Department Chair for Fine Arts/Humanities, Sierra Vista Campus*)
- 2.01.11 \* Faculty; Retirement (*Dr. Cecelia Lewis, Instructor of English/Department Chair for English, Sierra Vista Campus*)
- 2.01.12 \* Faculty; Retirement (*Rebecca Orozco, Instructor of History and Anthropology, Sierra Vista Campus*)
- 2.01.13 \* Curriculum Changes
- 2.01.14 \* Acceptance of Minutes for August 13, 2019 – Regular Meeting
- 2.01.15 \* Acceptance of Minutes for August 24, 2019 – Governing Board Retreat

Mr. Hudgins moved, and Mr. DiPeso seconded a motion to approve the Consent Agenda. Mrs. Strain recognized Dr. Cecelia Lewis, Ms. Tanya Biemi, and Ms. Rebecca Orozco for their dedication to the college and congratulated them on their upcoming retirement. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Mrs. Strain all voting aye. MOTION CARRIED.

Dr. Rottweiler recognized Dr. Cecelia Lewis, Ms. Tanya Biemi, and Ms. Rebecca Orozco for their leadership and dedication to the college. He also appreciated their professionalism for providing extended time on their retirement announcement allowing time for the college to solicit replacement.

## **2.02 Placeholder – Classified Staff Appointment – Facility Services Technician II**

**Item pulled from the Agenda.**

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

Dr. Eric Brooks, Dean of Liberal Arts, introduced JenMarie Zeleznak, Instructor of Art; Rod Flanigan, Dean of Business and Technology, introduced Seth Colwell, Instructor of Business Accounting; Jennifer Lakosil, Dean of Nursing and Allied Health, introduced Nikki Dannels, Instructor/Program Coordinator for Medical Assistant; Wick Lewis, Executive Director of Human Resources, introduced Rhonda Buesgrens, Human Resources Specialist.

## **2.03 Revised Governing Board Policy 301 – Delegation to the President**

The administration requested the Board adopt a motion approving Revised Governing Board Policy 301 – Delegation to the President.

Mr. Nelson moved, and Mr. DiPeso seconded a motion to approve the Revised Governing Board Policy 301 – Delegation to the President. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Mrs. Strain all voting aye. MOTION CARRIED.

#### **2.04 Revised Governing Board Policy 302 – President’s Responsibilities**

The administration requested the Board adopt a motion approving the Revised Governing Board Policy 302 – President’s Responsibilities.

Mr. Strain moved, and Mr. Nelson seconded a motion to approve the Revised Governing Board Policy 302 – President’s Responsibilities. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Mrs. Strain all voting aye. MOTION CARRIED.

#### **2.05 Revised Governing Board Policy 303 – President Succession**

The administration requested the Board adopt a motion approving the Revised Governing Board Policy 303 – President Succession.

Mr. Hudgins moved, and Mr. Nelson seconded a motion to approve the Revised Governing Board Policy 303 – President’s Succession. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Mrs. Strain all voting aye. MOTION CARRIED.

### **3. INFORMATION ITEMS**

### **INFORMATION**

#### **3.01 Communications**

The college received the following communications:

- The College received a letter from the Government Finance Officers Association notifying the college that the comprehensive annual financial report (CAFR) for the fiscal year ended 2018, qualified for GFOA’s Certificate of Achievement for Excellence in Financial Reporting, which is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment.

Dr. Rottweiler thanked Dr. Wendy Davis, Vice President for Administration, Debbie Craig, Director of Finance/Controller, and the finance team for their dedicated work leading to the GFOA recognition.

- Student Success Newsletter, Volume 2 Issue 3

#### **3.02 Arizona Community College Athletic Conference – Hall of Fame**

Dr. Rottweiler recognized Cochise College coaches, Mr. Jerry Carrillo and Mr. Todd Inglehart, as they are selected members of the 2019 class of the Arizona Community College Athletic Conference (ACCAC) Hall of Fame. A Hall of Fame Banner will be hung in the gym on the Douglas Campus in recognition of the college’s three Hall of Fame inductees, Bo Hall, Jerry Carrillo, and Todd Inglehart. Dr. Rottweiler expressed his appreciation for their excellence, commitment, dedication, and putting student success first. Induction plaques were given to Mr. Carrillo and Mr. Inglehart.

### 3.03 Academic Productivity Report

Dr. Verlyn Fick, Executive Vice President/Provost, provided an Academic Productivity Report reviewing the Fall Semester seat Enrollment data, which was included in the Board packet; highlights included:

Fall Semester four-year Comparison Enrollments – (registered seat counts and does not include MOS, dual enrollment, or non-credit courses)

- District
  - 2016 – 8,822
  - 2019 – 8,890
- Benson
  - 2016 – 172
  - 2019 – 148
- Douglas
  - 2016 – 2,541
  - 2019 – 2,769
- Sierra Vista
  - 2016 – 3,897
  - 2019 – 3,515
- Willcox
  - 2016 – 65
  - 2019 – 54
- Online
  - 2016 – 2,141
  - 2019 – 2,404

Top Declared Majors:

- General Studies – 809 students; 303 full-time
- General Requirements – 215 students; 100 full-time
- Registered Nurse – 180 students; 81 full-time
- Administration of Justice – 184 students; 93 full-time

Enrollment for top five subjects for the district:

- English – 1,163
- Math – 1,102
- CIS – 711
- Biology – 572
- Nursing – 477

Fall Term FTSE:

- 2016 – 1,964
- 2019 – 1,974

Questions/Comments:

Mrs. Strain inquired about the slight increase in FTSE enrollment; in response, Dr. Rottweiler noted the percentage is small but the fact that FTSE rates remain relatively flat in times when the graduating student rates are declining, is good for the college. The downfall with the population decreasing is that the funding formula is based on enrollment, so as enrollment decreases, so will state funding.

Mr. Quinn requested a key for the abbreviations in the report.

**3.04 Governing Board Policy 401 – General Executive Limitations  
Governing Board Policy 402 – Communications and Counsel to the Board  
Governing Board Policy 403 – Human Relationships**

Governing Board Policy 401 – General Executive Limitations, Governing Board Policy 402 – Communications and Counsel to the Board, and Governing Board Policy 403 – Human Relationships presented as a first-read for review and consideration. No revisions noted.

**4. COMMENTS FROM GOVERNING BOARD MEMBERS**

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

- Mrs. Strain:
  - Highlighted a June 23, 2019, newspaper article highlighting an interview with Dr. Rottweiler.
- Mr. DiPeso:
  - Thanked Mrs. Strain for organizing the AACCT State-wide Conference.
- Mr. Nelson:
  - Thanked Mrs. Strain for her leadership with the AACCT Conference.
  - Discussed Aviation partnerships noting the college would benefit from participating with more airlines to help recruit aviation students to the college.
- Mr. Quinn:
  - Expressed appreciation for the new curriculum adding the Armed Services Vocational Aptitude Battery (ASVAB) prep and improvement course.
  - Recognized the day as World Suicide Prevention Day, and he thanked the college staff for engaged leadership, fellowship, and friendship with all of the students. Also noting the greatest risk to 15-24-year-olds are themselves. Continue to reach out to students and engage them in a discussion.
  - Cochise College makes a difference for students from the ones going on to a four-year university or the student who has turned their life around because of a college program.

**5. ADJOURNMENT**

Mr. Quinn adjourned the meeting at 7:15 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