

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, January 14, 2020
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

The agenda was adopted as published.

Mr. Hudgins moved, and Mr. Nelson 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 Governing Board Organization/Orientation for 2020

1.04.1 Election of Board Chair

Mr. Quinn nominated Mr. Don Hudgins as Board Chair for 2020. No other nominations were made, and there was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain, all voting aye. MOTION CARRIED.

1.04.2 Election of Board Secretary

Mr. Quinn nominated Mr. Dennis Nelson as Board Secretary for 2020. No other nominations were made, and there was no further discussion by the Board. The Board approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain, all voting aye. MOTION CARRIED.

1.04.3 Appointment of Governing Board Representatives and Alternate Representatives to Board Committees and Associations.

Mr. Quinn appointed Mr. Don Hudgins as a representative to the Arizona Association of Community College Trustees and appointed Mrs. Jane Strain as the alternate representative. Mr. Quinn also reappointed Mr. Dennis Nelson and Mr. David DiPeso as representatives on the Investment Committee.

1.05 Citizen's Interim

There were no requests to address the Board.

1.06 Standing Reports

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

Mrs. Strain reported the next meeting would be held in March to include elections for the chair, the secretary, and the treasure.

1.06.2 Senate

No Senate Report provided; the Senate Committee did not meet in December 2019.

1.06.3 Student Government Association (SGA)

No Student Government Association Report given; students were on winter break.

1.06.4 College President

Dr. Rottweiler began his report thanking Mr. Quinn and Mrs. Strain for their leadership and service as Chair and Secretary for 2019. He also welcomed Mr. Hudgins and Mr. Nelson to their appointed positions.

Legislative Update:

- The Governor delivered his State of the State address on January 13, acknowledging the importance of community colleges in meeting the economic goals for the state.
 - He is committed to fully funding STEM Workforce Programs, which means providing full STEM funding for Pima and Maricopa.
 - The budget will include over \$4.0m in additional funding for rural community colleges, tied to expanding the Arizona Advanced Technology Corridor, as well as helping promote workforce training to industry in rural areas.
 - The Governor's office will release his full set of recommendations, January 17.
- Cochise Day at the Legislature - Feb 3
 - Six students will attend meetings with legislators
- Arizona Community College Day – February 19
 - All Arizona community colleges will attend showcasing programs
 - Cochise College will showcase Aviation

Master Facilities:

- Automotive Technology Building – shared a time-lapse video
 - 570 truckloads or 8,500 cubic yards of fill dirt, raised the pad 2 to 6 feet
- Greenhouse – shared pictures of the ongoing build

New Initiatives:

- Governing Board's suggested initiatives
 - Douglas Campus and Community Relations Manager
 - Eight applications have been received to date. Priority review begins on January 21.
 - Solar Trough Repair – Jim Barrows
 - Hired Pueblo Mechanical for engineering analysis report
 - Received drawings for repairs and energy savings study - \$10K per year savings in deferred gas costs.
 - Waiting on a quote for maintaining and repairing the system; every five years the propylene needs to be replaced and can be expensive
 - Will bring back when full costs are known
 - On December 19, a Cochise College team met with representatives from Pima Community College about potential opportunities to partner on health-related programs:
 - Pharmacy Technician
 - Surgical Technician
 - Radiology Technician
 - Dental related programming
 - Need to look at student and employer demands before starting high-cost programs.

General Comments:

- The Higher Learning Commission (HLC) has completed its initial draft report.
 - College administration is reviewing for Errors of Fact.
 - Upon completion of the review, the document will be forwarded to the Institutional Action Committee for approval.
 - Although nothing is finalized, the college has every indication that it passed. The college continues to be recognized as a fine institution, meeting the needs of students and communities.
- Effective November 2019, the FAA reissued the college's Air Agency Certificate to operate as a Part 141 flight school, which is required every two years.
- On February 4, in partnership with the City of Sierra Vista, the college will host a visit from a potential business that is interested in relocating to Sierra Vista in the virtual reality industry
- On Tuesday, January 21, Cochise College is co-sponsoring with Cochise County, a reading of Martin Luther King Jr.'s letter from a Birmingham Jail to commemorate Martin Luther King, Jr. Day.
 - The first reading at 10:00 a.m. at the County building in Bisbee
 - The second reading at 2:00 p.m. with Sierra Vista SGA President Larry White, Douglas SGA President Samantha Gonzales, Douglas SGA Vice President Luis Estrada, and Dr. Rottweiler reading from the Horace Steele Room in Sierra Vista and Room 1108 in Douglas and connected via Zoom

- Participating with Dr. Wendy Davis in the Cochise Combined Trust Annual Retreat with the County. Rates for next fiscal year and plan changes will be discussed
- AC4 will meet January 22 and 23 in Phoenix
- Traveling with selected Arizona college presidents to participate in the Postsecondary State Network Meeting in Seattle January 28 – 30, discussing jobs for the future
- All-Arizona Academic Awards – February 27 at Arizona State University West from 12:30 – 2:30
- Next Governing Board meeting will be February 4; Mr. Nelson may not be in attendance

Questions/Comments:

Responding to Mrs. Strain's inquiry regarding a working timeline for housing, Dr. Rottweiler stated Sierra Vista Campus housing is an economic development opportunity for the college and the city, but it comes with sustainability concerns. The topic will need further discussions with the board during a Retreat. He also added the college's Master Facility Plan does include a location for a future build.

1.06.5 Monthly Financial Report – December 2019

The Financial Report for December 2019 was presented and accepted as submitted.

2. NEW BUSINESS

ACTION

2.01 Consent Agenda*

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Zsanae Bracy, Registration Technician II Military Programs, Fort Huachuca Education Center*)
- 2.01.2 * Administrative Staff; Appointment (*Nannette Roy, Systems Analyst, telecommuting employment*)
- 2.01.3 * Administrative Staff; Appointment (*Maria Suarez, Director of Disability Services, District-wide, based on the Sierra Vista Campus*)
- 2.01.4 * Classified Staff; Resignation (*Jason Campbell, User Support Technician I, Sierra Vista Campus*)
- 2.01.5 * Administrative Support; Resignation (*Breanna Watkins, College Success Navigator, Sierra Vista Campus*)
- 2.01.6 * Administrative Staff; Resignation (*Kristy Duggan, Director of Faculty Development, Downtown Center*)
- 2.01.7 * Classified Staff; Retirement (*Pete Molina, Facility Services Supervisor, Douglas Campus*)
- 2.01.8 * Faculty; Retirement (*Tanya Biarni, Instructor of English/Department Chair Fine Arts/Humanities, Sierra Vista Campus*)
- 2.01.9 * Curriculum Changes
- 2.01.10 * Acceptance of Minutes for December 10, 2019 – Regular Meeting

Mr. Hudgins moved, and Mr. DiPeso seconded a motion to approve the Consent Agenda. There was no further discussion by the Board. The Board unanimously approved with Board members,

David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain, all voting aye. MOTION CARRIED.

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

No new employees were in attendance for the introduction.

2.02 Adjust FY2018-19 Budget to Reflect Actual Expenditures

The administration brought forward a recommendation, as required by the auditors, to approve the adjustments to the fiscal year 2018-19 adopted budget to reflect the actual expenditures.

Ms. Debbie Craig, Finance Director/Controller, reported the FY2018-19 approved budget was just over \$68M, and the actual expenses were \$66.3M. The \$1.7M variance include Pell grant funds, bond payoff, and balances to contingency funds. The fund variances are rolled into reserves/fund balance for future emergencies.

Mr. DiPeso moved, and Mr. Hudgins seconded a motion to approve the adjustments to the fiscal year 2018-19 adopted budget to reflect the actual expenditures. There was no further discussion by the board. The board unanimously approved with board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain, all voting aye. MOTION CARRIED.

2.03 Cochise Combined Trust Membership Renewal

The administration requested the Governing Board adopt a motion approving the college's membership renewal in the Cochise Combined Trust (CCT).

Mr. Hudgins moved, and Mr. DiPeso seconded a motion to approve the college's membership renewal in the Cochise Combined Trust (CCT). There was no further discussion by the board. The board unanimously approved with board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain, all voting aye. MOTION CARRIED.

2.04 Arizona Development Reimbursable Grant Agreement

The administration requested the Governing Board adopt a motion approving the agreement with the Arizona Department of Transportation (ADOT) to complete the Airport Rehabilitation Project.

Arizona Department of Transportation receives federal funds, which are distributed onto area airports. The college project will repair the end of the runway on the Douglas Campus. ADOT will pay \$290K for the repairs; in return, the college is to match 10 percent (\$29K).

Mr. Hudgins moved, and Mr. Nelson seconded a motion to approve the agreement with ADOT to complete the Airport Rehabilitation Project. There was no further discussion by the board. The board unanimously approved with board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain, all voting aye. MOTION CARRIED.

2.05 Utility Easement for the Automotive Technology Building with Sulphur Springs Valley Electric Cooperative, Inc.

The administration requested the Governing Board adopt a motion authorizing the college president or designee the authority to approve and sign any, and all, legal documents pertaining to utility easements for electrical power for the Automotive Technology Building.

With the board's approval, Dr. Rottweiler will review the easement documents, which were not prepared in time for the board meeting. If concerns or issues are noted, the easement will come back to the board. If no concerns, Dr. Rottweiler will approve in order to keep the Automotive Technology Building project moving forward.

Mr. Hudgins asked if the easement would be shared for other utilities; at this time, no other easement requests have been made.

Mr. Hudgins moved, and Mr. DiPeso seconded a motion to approve the college president or designee the authority to approve and sign any, and all, legal documents pertaining to utility easements for electrical power for the Automotive Technology Building. There was no further discussion by the board. The board unanimously approved with board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain, all voting aye. MOTION CARRIED.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

The college received the following communications:

- Dr. Rottweiler received a note from Representative Becky Nutt thanking him for participating in the ALEC Rural Caucus; she also noted his points were relevant, insightful, and informed legislators on how they can move forward with more direction for their rural communities.
- Cochise College Student Success Newsletter, Issue 06, December 2019.

3.02 Administrative Services Report

Dr. Wendy Davis, Vice President for Administration, and Debra Craig, Director of Finance/Controller, provided the Governing Board with a copy of the Fiscal Year 2018-2019 Comprehensive Audit Financial Report (CAFR) and provided an update on the status of the FY19 Audit.

Dr. Davis gave kudos to Ms. Craig and her finance team for their hard work in completing the CAFR and highlighted the decrease in revenue of state appropriations to the college from 31 percent in 2010 to 23 percent in 2019. Because of the decline in funds from the state, the revenue obtained from property taxes has increased from 33 percent in 2010 to 43 percent in 2019.

Ms. Craig reported the single audit for grants and contracts is complete and waiting review by the Auditor General's Office. Once the review is complete, the college will receive the final report to be shared with the board at a later meeting.

Questions/Comments:

Responding to Mr. Nelson, Ms. Craig clarified the word discrete noted in the CAFR referred to Foundation financial statements are discrete because they are separate from the college financial statements.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Hudgins:
 - Happy New Year
- Mrs. Strain
 - Looking forward to working with the newly appointed board leadership
 - April 15 GLI Panel with Lloyd Hammonds, a retired trustee
- Mr. DiPeso:
 - Thanked Mr. Quinn for his service as board chair
- Mr. Nelson:
 - Expressed his appreciation to Mr. Quinn and Mrs. Strain for their leadership over the last year
 - Talked about Virtual Reality being used in medicine
- Mr. Quinn:
 - Thanked board members and the assistant to the board for their support
 - New York Times article regarding the Gig Economy and how some working-class individuals are getting lost; expressed appreciation to the college for making sure students do not get lost in the economy.
 - Spoke with Rotary Club and they are excited to give the \$1,000 scholarship for adult education
 - Habitat for Humanities in Tucson worked Pima Community College to build a home, which was noted to be a great experience.

5. ADJOURNMENT

Mr. Quinn adjourned the meeting at 6:50 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mrs. Strain, Secretary of the Governing Board