

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, March 10, 2020
Willcox Center
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Hudgins 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. Hudgins led the Pledge of Allegiance.

1.03 Adoption of Agenda

The agenda adopted as published.

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 that the AACCT is scheduled to meet March 19; but only four members have submitted an RSVP to attend so there may not be a quorum. The Governance Leadership Institute (GLI) is canceled.

1.05.2 Senate

The Governing Board reviewed and accepted the submitted written February 28, 2020, Senate Report.

1.05.3 Student Government Association (SGA)

No Student Government Association Report provided as students were on spring break.

1.05.4 College President

Dr. Rottweiler thanked Assistant Dean Richardson for hosting, and provided the following updates to the Board:

Legislative Update

- Governor's Budget:
 - No changes from last month, still anticipating additional funding from \$1.5M to \$4.4M
- Proposals require Legislative and Executive action
- Community College Day at the Capitol on February 19
 - Professional Pilot and UAS (flight simulator and drones)
 - Shared a video of the day's events
- AZ Republic will publish an Op-ed from all community colleges
 - Workforce development
 - Rollout economic impact statements
 - \$290M increased spending in Cochise County resulted from Cochise College
 - Statements will be emailed to board members
- March 5 – Rural Caucus presentation at the State Capitol
- March 6 – Met with Senator Gowan during an unannounced visit to the college; discussed his support for Cochise College
- Senate Education Committee – did not pass the four-year degree bill, it failed 6-3, will not move forward; may comeback in another form.

Master Facilities:

- Automotive Technology Building – currently on schedule and on budget
 - Beam signing later in March
 - Shared a time-lapse video of the construction site
- Greenhouse should be completed by the end of the week pending weather

New Initiatives:

- Board Initiatives:
 - Douglas Campus and Community Relations Manager
 - Solar Trough Repair
 - Contacted Peter Johnston, Clean Energy Consulting and Ken May
- Board Retreat — Saturday, March 7
 - Initial budget discussions
 - Board priorities

General Comments:

- In response to the coronavirus (CORVID-19) outbreak, the Cochise College Emergency Management Team (EMT) met February 28. The team made decisions with prevention and protection of the campus faculty, staff, and students in mind. The best course of action recommended by the CDC at this time is to use common protection protocols for airborne and surface respiratory viral pathogens. The actions the college have taken to date include:
 - Educating faculty, staff and students via portal announcements and information on the web site
 - Encouraging proper hand washing techniques

- Posting of bilingual hand washing instruction signs in public restrooms throughout the district
- Providing alcohol-based hand sanitizer for all campus housing residents
- Placing alcohol-based hand sanitizer in public areas throughout the district
- Providing disinfectant wipes in computer labs
- Facility Services has purchased CDC recommended cleaning products and are already following proper cleaning and sanitization procedures
- In addition, staff is regularly monitoring the CDC and Arizona Department of Health Websites for new information and further instructions.
- Will hold an Academic Contingency Planning meeting regarding the Coronavirus situation as it relates to coursework potentially pushed to on-line only formats. Similarly, will plan for student housing contingencies.
- Should a widespread outbreak occur in Arizona, or in Cochise County, the EMT will meet again to discuss further actions.
- Will continue to monitor for travel restrictions.

Community Engagements:

- February 26 - Hosted Governor Ducey's State of the State
- February 27 - All-Arizona
 - First Team: Erica Lindemann and Larry White
 - Second Team: Carlos Valdez and Jason Merrymon
 - Third Team: Richard Jones
- March 6 - 38th Cochise College Computer Challenge
- March 6 – hosted PTK Regional Conference with keynotes from Becky Orozco, Dr. Quijada, and the college president
- March 11 - Lunch with Generals Funk and Potter on Fort Huachuca
- March 12 - County Rebranding Input Meeting
- March 20-21 - President's Student Leadership Academy
- April 1 – Military Affairs Committee (MAC) Luncheon - Cochise College Sponsor
- April 2-5 - PTK International Convention in Dallas
- April 6 - Employee Open Forums - 9:00am (Douglas) and 1:00pm (Sierra Vista)
- Annual Leave – March 14-19

1.05.5 Monthly Financial Report – January 2020 and February 2020

Mr. Nelson inquired about a \$12K and a \$10K payment for Police Academy overtime. In response, Dr. Rottweiler explained the college reimburses a flat rate one time per semester, to the county and the city to cover the costs of overtime for their officers to teach in the Police Academy.

The Financial Reports for January 2020 and February 2020 were presented and accepted as submitted.

2. NEW BUSINESS *

ACTION

2.01 Consent Agenda*

The following items were approved:

2.01 Consent Agenda *

- 2.01.1 * Administrative Support; Appointment (*Reveca Owens, Academic Career Advisor, Sierra Vista Campus*)
- 2.01.2 * Administrative Staff; Transfer (*Laura Hughes, Academic/Career Advisor Counselor, Douglas Campus*)
- 2.01.3 * Administrative Staff; Transfer (*Morgan McClincy, Douglas Campus and Community Relations Manager, Douglas Campus*)
- 2.01.4 * Classified Staff; Resignation (*Debbie Catten, Executive Assistant to the VPA, Sierra Vista Campus*)
- 2.01.5 * Administrative Staff; Resignation (*Dr. Alan Biel, Executive Dean of Academics, District-wide, based on the Sierra Vista Campus*)
- 2.01.6 * Administrative Staff; Resignation (*Debbie Craig, Director of Finance/Controller, Sierra Vista Campus*)
- 2.01.7 * Administrative Staff; Resignation (*Richard Rhodes, Director of Emergency Medical Services Programs, Downtown Center*)
- 2.01.8 * Administrative Staff; Retirement (*Mark Boggie, Dean of Student Success, Sierra Vista Campus*)
- 2.01.9 * Faculty; Retirement (*Curtis Smith, Instructor of English, Sierra Vista Campus*)
- 2.01.10 * Classified Staff; Separation (*Marcel Baker, Facility Services Technician III, Sierra Vista Campus*)
- 2.01.11 * Acceptance of Minutes for February 4, 2020 – Regular Meeting

Mr. Nelson moved, and Mr. DiPeso seconded a motion to approve the Consent Agenda. There was no further discussion by the board. The Governing 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 *****

Wick Lewis, Executive Director of Human Resources, introduced Morgan McClincy, Douglas Campus and Community Relations Manager; Dr. Wendy Davis, Vice President for Administration, introduced Shane Van Bibber, Director of Risk Management.

2.02 Placeholder – Classified Staff Appointment – HVAC Technician II – District-wide, based on the Sierra Vista Campus

The administration requested the board adopt a motion to approve the hiring of Craig Eastman, HVAC Technician II – District-wide, based on Sierra Vista Campus.

Mr. Quinn moved, and Mr. Nelson seconded a motion to approve the hiring of Craig Eastman, HVAC Technician II. There was no further discussion by the board. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn and Jane Strain all voting aye. MOTION CARRIED.

2.03 Faculty Emeritus

Dr. Rottweiler recommended Ms. Elizabeth Bonfim (Lockwood) and Mr. Jeffrey Sturges for Faculty Emeritus status. Ms. Bonfim and Mr. Sturges were nominated by the faculty and have been through a selection committee and approved by Executive Vice President/Provost, Dr. Fick. Dr. Rottweiler recommended the board approve Ms. Bonfim and Mr. Sturges to be conferred the status of Faculty Emeritus at the upcoming Commencement.

Mr. Nelson moved, and Mr. DiPeso seconded a motion to confer Faculty Emeritus status upon Ms. Elizabeth Bonfim (Lockwood) and Mr. Jeffrey Sturges. There was no further discussion by the board. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn and Jane Strain all voting aye. MOTION CARRIED.

2.04 2019-2020 Student Tuition Schedule

Dr. Verlyn Fick, Executive Vice President/Provost and Dr. Wendy Davis, Vice President for Administration, provided a briefing to the board highlighting the proposed tuition and fee schedule.

Administration's tuition and fee schedule highlights include:

- In-state tuition increase of \$3 per from \$88 to \$91
- Out-of-state tuition increase of \$4 from \$132 to \$136
- Reduced class hold fee from \$35 to \$25
- Online in-state tuition remains the same at \$113 per credit hr.
- Online out-of-state increase \$10 from \$143 to \$153
- No changes to housing fees

New 3-year Aviation Fee Structure:

- Private Pilot Certificate – increase \$3,076 from \$9,797 to \$12,873 (offset with other decreased fees)
 - Updated the curriculum to enable students to finish using the regular courses, resulting in a large increase in the proposed fees for Private Pilot Certificate.
- Net change for the entire program is zero as the Private Pilot increased all the other fees for courses in the program decreased by roughly the same amount.
- Instrument Rating – decrease \$852
- Commercial Certificate – decrease \$2,077
- Certified Flight Instructor Certificate – decrease \$191
- Multi-Engine Rating – decrease \$239
- CFI Instrument Rating – decrease \$400
- Multi-Engine Instructor Rating – increase \$70

Mr. Hudgins thanked Dr. Fick and Belinda Burnett, Interim Aviation Director, for their work on setting aviation tuition.

Mrs. Strain led a brief discussion addressing the Veteran's Affairs (VA) restrictions and the effects it has on the aviation program, resulting in the college reducing VA students.

Mr. Nelson expressed if the college is not going to request a Truth in Taxation, a raise in property taxes, giving a relief to tax payers, he feels students should also be given a relief from a tuition increase.

Mr. Quinn moved, and Mr. DiPeso seconded a motion to approve the tuition schedule for FY2021 as presented. There was no further discussion by the Board. The Governing Board approved with Board members, David DiPeso, Don Hudgins, Tim Quinn and Jane Strain all voting aye; and Mr. Nelson voting no. MOTION CARRIED.

3. INFORMATION ITEMS

3.01 Communications

The college received the following communications:

- Dr. Rottweiler received an email from Lynn Tincher-Ladner, President and CEO, Phi Theta Kappa Honor Society, announcing Cochise College student Erica Lindemann has been selected as a 2020 Coca-Cola Academic Team Bronze Scholar and will receive a \$1,000 scholarship. Erica will be recognized at the Annual Convention April 2-4.
- Jenea Sanchez, Instructor of Digital Arts, received a letter from Steven Tepper, Dean at ASU Herberger Institute for Design and the Arts, informing her that she had been selected for an inaugural Herberger Institute Distinguished Alumni Award. The award recognizes Ms. Sanchez's inspiring life and career contributions through her leadership of the Border Arts Corridor and her commitment to equity and giving back to the community. Ms. Sanchez will be recognized at a dinner with Herberger Institute Leadership on May 12, 2020, at 6 p.m.
- SOCO 2020 Articles: Cochise College positioned for success; A place for Art; Cochise College Athletics; and Education for everyone.
- Cochise College Chili Challenge – March 28, 2020, public sampling and judging begins at 1 p.m. in the Downtown Center parking lot. Proceeds benefit the college culinary arts program.
- Cochise College Empty Bowls – May 2, 2020, 3 p.m. to 7 p.m. in the Student Union Community Room on the Sierra Vista Campus. Proceeds benefit the student food pantries.

3.02 Willcox Center Report

Barbara Richardson, Assistant Dean of Outreach, provided a brief welcome and Outreach Report highlighting dual enrollment programs; highlights included:

Outreach:

- ESL classes on Fort Huachuca and Center for Lifelong Learning (CLL) workshops – computer classes
- CLL – STEM Class for Middle School Students at the Willcox Center
- Small Business Development Center – lunch and learn workshops at the Willcox Center

Dual Enrollment (DE):

- Strengths
 - Strong partnerships with high schools throughout county and CTD
 - General Education courses through DE helps school districts with A-F Accountability
 - Dual Enrollment makes the possibility of college a realization for some students
 - Early introduction helps students and parents make informed decisions
- Weaknesses
 - Lack of credentialed instructors to teach (Masters in the discipline)
 - Smaller districts challenged by small dual enrollment class size
 - Bell schedules and calendars do not align – live streaming issues

- Tuition cost can be prohibitive – some districts help pay, some do not, and students may not have the resources
- Opportunities
 - Possibility of sharing resources
 - Certificate programs that can be completed while in high school
 - Encourage students to complete programs not just courses
- Threats
 - Free dual enrollment offerings by institutions outside of Cochise County marketing to Cochise students
 - Perception by college faculty that high school DE courses are inferior

2019-20 Activities:

- Summer Event: Creating Connections 2.0 DE instructors and Associate Faculty – breakout sessions: Moodle, new DE instructor onboarding, and Critical Thinking
- Dual Enrollment Parent Presentations – 80 parents with students at Tombstone
 - DE Opportunities
 - FERPA training, etc.
- Dual Enrollment Mandatory Advising – group presentations at the schools
- Dual Enrollment Advisory Committee: consists of three full-time faculty, a dean, a superintendent, faculty support, dual enrollment coordinator, and Dean Richardson
 - Professional Development
 - Process and Procedures
 - 800,000 students nation-wide are enrolled in dual enrollment or concurrent classes
 - Accessibility – equitability

Numbers at a Glance:

- Serving 11 High Schools
- Total Classes both General Education and CTE
 - 2018-19 – 112
 - 2019-20 – 113
- Total Enrollments – both General Education and CTE
 - 2018-19 – 896
 - 2019-20 – 790

Moving Forward 2020-21:

- Summer Event: Creating Connections 3.0
 - Instructor Onboarding
 - Faculty Support Center, Moodle, CBT's
- Hybrid-Online General Education Courses Schedule
 - Inter-Governmental Agreement – hire associate faculty who builds the hybrid-online class via Moodle for English and Math
- Student Handbook – viewed the digital handbook with the board
- Faculty Handbook – viewed the digital handbook with the board
- Increase presentations to parents
- Webpage Redesign

Benefits of Dual Enrollment:

- Enriches course offerings that can be applied to a high school diploma
- Fosters a smoother transition between high school and college

- Provides students with the opportunity to earn college credit towards a college degree while in high school
- Saves students money by reducing the length of time it takes to earn a degree after high school graduation
- Saves students money through decreased tuition, fees or textbook costs
- Enhances student interest in pursuing post-secondary education

Questions/comments:

Mr. Nelson noted another advantage is the increased communication between the college and the high schools.

Responding to Mr. Quinn, Ms. Richardson stated the dual enrollment course offerings are determined following regular meetings with the high schools, then they determine if there is a credentialed instructor to teach the course requested, and then a list of requested courses are given to the college deans for review and approval. If the course requests are approved, they become part of the Inter-governmental Agreement (IGA), which is signed by the college and the participating school district(s).

Mrs. Strain led a brief discussion regarding the school districts participating in dual enrollment sharing the information with their superintendents and school boards. Dr. Rottweiler expressed the importance of sharing correct information as it pertains to students taking classes in their declared major, or they could experience issues with federal financial aid.

Responding to Mr. Quinn, Dr. Rottweiler led a discussion regarding a proposal potentially to revamp dual credit, reducing the cost of dual enrollment in exchange for the colleges would not return resources to the participating schools.

Mr. Hudgins expressed his appreciation to Ms. Richardson and her team for the presentation and for their support of dual enrollment students.

3.03 Development of the FY21 Preliminary Budget Update

Dr. Rottweiler provided an update on the FY21 preliminary budget development to the Governing Board; highlights included:

- Preliminary budget proposal includes recommendations presented during the March 7, Board Budget Retreat and budget managers retreat
- Preliminary budget is based on the approved \$3 tuition increase and \$1.5M additional one-time funds from the state.
- Proposed Expenses
 - 3% increase combined base and longevity
 - Allocations for compression/reclassifications
 - ASRS increase.32%
 - Increase college contributions for insurance coverage
 - Increase Health Saving Account for high deductible plans
 - Compliance initiatives
 - New programs
 - Salary and benefits
 - Deferred maintenance
 - Additional \$50K for returning student scholarships – Board initiative
 - Allocations of \$8,500 for lifelong learning initiatives – Board initiative

- Proposed position requests
- Deferred Maintenance Requests – \$700K may need funds from the fund balance to cover full expected costs

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mr. Nelson

- Thanked Barb Richardson for her very informative presentation.

Mr. Quinn

- Dual enrollment is a good opportunity for military families.
- Very informative presentation
- Likes the new college navigator brochure – wants 10 copies

Mrs. Strain

- Thanks for the opportunity to attend the Governor's breakfast.
- Loved attending the All-AZ Academic on February 27

Mr. Hudgins

- Thanked Willcox Center staff for hosting the meeting.

5. ADJOURNMENT

Mr. Hudgins adjourned the meeting at 7:31 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board