

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, May 12, 2020
Zoom Webinar
6:00 p.m.

Due to health concerns related to COVID-19, the Board suspended public group access to conference rooms located at Cochise College Campuses and Centers. Members of the public who wished to attend the meeting via video conference, joined at <https://cochise.zoom.us/j/98559979676>.

Due to the health emergency, the call to the public was suspended.

Anyone wishing to comment on an agenda item was asked to email the Clerk of the Board at wheelerc@cochise.edu by 9:00 a.m. the day of the meeting; the clerk received no comments.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Hudgins called the meeting to order at 6:00 p.m.

Board Members Virtually Present:

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

1.02 Adoption of Agenda

The agenda was adopted as presented.

Mr. Quinn moved, and Mr. Nelson seconded a motion to approve 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.

1.03 Standing Reports

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

No Arizona Association of Community College Trustees report provided.

1.03.2 Senate

The Governing Board reviewed and accepted the submitted written April 24, 2020, Senate Report.

1.03.3 Student Government Association (SGA)

The Governing Board reviewed and accepted the submitted written Douglas Campus Student Government Report.

1.03.4 College President

Dr. Rottweiler provided the board with updates; highlights included:

Legislative Update:

- Senate adjourned sine die 26-4 vote, House still in limbo
- HB2909 — “skinny budget” approved
- College administration will bring a proposed budget to the Governing Board on June 9, 2020 for approval.

Master Facilities:

- Automotive Technology Building
 - Construction set to return on Monday, May 18
 - Still possible for January 2021 but may require staff to work winter break

COVID-19 Updates:

- Governor reopens state on May 16, 2020
- “Reinventing Ourselves” theme in planning for the Fall Semester
- Summer 2020 changes presented on agenda for approval.
 - Summer Hours will be 8:00 a.m. – 4:30 p.m., Monday-Friday
 - Sierra Vista – Monday-Friday, 8:00 a.m. – 4:30 p.m. (Public walk-in hours, 10:00 a.m. to 2:00 p.m.)
 - Douglas – Monday and Thursday, 8:00 a.m. – 4:30 p.m. (Public walk-in Hours, 10:00 a.m. – 2:00 p.m. subject to change)
 - Downtown Center – Monday-Friday 8:00 a.m. – 4:30 p.m.
 - Benson & Willcox – Monday-Friday 8:00 a.m. – 4:00 p.m.
 - Fort Huachuca – Monday-Thursday 7:00 a.m. – 4:30 p.m. and Friday 8:00 a.m. – 12:00 p.m.
- Departments are expected to be open during the established hours with flexibility for staffing (combination onsite and work from home). Not all staff are expected back on site on the first day. The return to onsite work will be flexible and gradual over the summer months.
- Facilities and Maintenance will adjust work hours to be present 5 days a week and onsite during more college work hours.
- Additional Personal Leave (8 hours) will be recommended for all non-instructional staff for the remainder of FY’20 and again in FY’21.
- The college will remain closed on Thursday, July 2 and Friday, July 3 as the July 4 Holiday.
- Faculty, including Associate Faculty, will be compensated for additional training/work (Mega-Convocation) during the summer.
- All out-of-county travel through August 14, 2020, will continue to be restricted and will require senior administration approval.
- CARES Act - provided for the Higher Education Emergency Relief Fund. Cochise College received about \$3.1M. One-half or \$1.5M needs to be directed to students impacted by COVID-19. The college has established a policy used for distributing the funds.
 - Emergency Higher Education Relief Funds (Students)

- Total to date: 349 students for \$373,000
- Working with college foundation to provide relief for about 48 students – 2 DACA; 25 Sonoran Exchange; and 21 International students in form of scholarships
- Emergency Higher Education Relief Funds (Institutional) - \$1.5M
 - Reimburse the college for refunds issued to students
 - Reimbursable – technology or upgrades
 - Expansion of remote learning programs
 - Build technology capacity
 - Train faculty and staff to operate effectively in a remote learning environment
 - Enhance face-to-face and online learning opportunities
- Scholarship Opportunities
 - Expanded the Senior Scholarship Program – letters to all seniors in Cochise County
 - Re-Invent Yourself Scholarships (up to half the tuition)
 - Cochise County residents who have been away from school for over a year
- Facilities Planning Team – led by Jennifer Wantz
 - Reviewing every classroom, lab, common space, office, and suite to make recommendations adjustments for social distancing.
 - Room Evaluation/Class sizes
 - Cleaning/Disinfection Protocol
 - 16 plexi-glass screens for public facing counters
- Fall Enrollment Team – led by Dr. Verlyn Fick
 - Disaggregation of potential students
 - Call Center concept

General Comments:

- Senior Administration continues to hold General Sessions via ZOOM
 - 232 participants during last session
- Dean of Student Services – Conducting student satisfaction survey
 - 683 student responses
 - 76.9% were satisfied or extremely satisfied with the college's response to COVID-19
 - 7% were dissatisfied
- Typically this week the college would have held Commencement and President's Reception
 - Commencement will not be held
 - Students will receive college tassel, pin, and letter from the president, and will be invited to participate next year
- President's Reception
 - Cochise College recognizes employees who are retiring and have ten or more years of service to the college.
 - This year there are twelve retirees with an accumulated 251 years of benefited service to Cochise College. They are as follows:
 - Faculty:
 - Randy Fox, Instructor Welding Technology, Sierra Vista Campus, 15 years of service, retired December 31, 2019.
 - Cecelia Lewis, Instructor of English/Department Chair of English, Sierra Vista Campus, 13 years of service, retired May 15, 2020.

- Rebecca Orozco, Instructor of History Anthropology, Sierra Vista Campus, 16 years of service, retired May 15, 2020.
- Barbara Smith, Instructor of Computer Information Systems (CIS), Sierra Vista Campus, 31 years of service, retired May 15, 2020.
- Curtis Smith, Instructor of English, Sierra Vista Campus, Sierra Vista Campus, 42 years of service, retired May 15, 2020.
- Doug Smith, Instructor of Computer Information Systems (CIS), Sierra Vista Campus, 22 years of service, retired May 15, 2020.
- Administrative Staff/Administrative Support:
 - Mark Boggie, Dean of Student Success, Sierra Vista Campus, 13 years of service, retired June 30, 2020.
 - Jennifer Lakosil, Dean of Nursing and Allied Health, Downtown Center, 14 years of service, retired March 6, 2020.
 - Lizabeth Parsons, Academic Career Advisor, Sierra Vista Campus, 19 years of service, retired January 31, 2020.
- Classified Staff:
 - Armando Arevalo, Facilities Services Technician, Douglas Campus, 29 years of service, retired April 23, 2020.
 - Pete Molina, Facility Services Supervisor, Douglas Campus, 27 years of service, retired January 17, 2020.
 - Teresa Rotarius, Financial Aid Veteran's Services Specialist, Sierra Vista Campus, 10 years of service, retired March 27, 2020
- Annual Leave May 20-27; Dr. Fick will be acting president

Questions/Comments:

Mr. Hudgins expressed his congratulations for all the retirees.

Responding to Mr. Nelson's question regarding the communication plan for the colleges various hours of operation, Dr. Rottweiler noted the information would be distributed via email, posting to the college website, portal announcements, and distribution to the local media.

Dr. Rottweiler responded to Mr. Quinn's question regarding Adult Education graduates, noting they would also be invited back to participate in graduation events next year.

1.03.5 Monthly Financial Report – April 2020

The Financial Report for April 2020 was presented and accepted as submitted.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Tinesha Smith, Financial Aid Technician II, Sierra Vista Campus*)
- 2.01.2 * Administrative Support; Appointment (*Dr. Wendy Ashby, Instructional Designer, Downtown Center*)
- 2.01.3 * Administrative Support; Appointment (*Ana Villalvazo, Academic Career Advisor – Transfer, Sierra Vista Campus*)

- 2.01.4 * Administrative Staff; Appointment (*Debra Craig, Director of Finance/Controller, District-wide based on the Sierra Vista Campus (telework agreement)*)
- 2.01.5 * Faculty; Appointment (*Dr. Megan Cleary, Instructor of Anthropology, District-wide*)
- 2.01.6 * Faculty; Appointment (*Mary King Power, Instructor of English, District-wide*)
- 2.01.7 * Faculty; Appointment (*Shelby Litwicki, Instructor of English, District-wide, based on the Sierra Vista Campus*)
- 2.01.8 * Faculty; Appointment (*Angela Lucero, Instructor of Cyber Security, District-wide, based at the Downtown Center*)
- 2.01.9 * Coach; Appointment (*Misty Opat, Women's Basketball Coach, Douglas Campus*)
- 2.01.10 * Administrative Support; Transfer (*Denise Mazanek, Academic Career Advisor, Sierra Vista Campus*)
- 2.01.11 * Classified Staff; Resignation (*Victoria Williams, Academic Career Advisor, Douglas Campus*)
- 2.01.12 * Administrative Support; Resignation (*Rita Miller, Center Coordinator, Benson Center*)
- 2.01.13 * Coach; Resignation (*Shareka Maner, Assistant Coach – Women's Basketball, Douglas Campus*)
- 2.01.14 * Classified Staff; Retirement (*Armando Arevalo, Facility Services Technician I, Douglas Campus*)
- 2.01.15 * Curriculum Changes
- 2.01.16 * Acceptance of Minutes for April 14, 2020 – Regular Meeting

Mr. Quinn moved, and Mr. DiPeso seconded a motion to approve the Consent Agenda. Mr. Nelson inquired about Debbie Craig's reappointment to the college via a telework agreement; Dr. Rottweiler noted the position is one that can be done via telecommute, as per her telework agreement, Ms. Craig is expected to be on campus sometimes as well as attend some board meetings. Mr. Nelson expressed it is important that Ms. Craig be present on campus on an occasion and attend board meetings from time to time. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

2.02 2019-2020 and 2020-2021 Revised College Calendar

The administration requested the Governing Board adopt a motion to approve the revised college calendars for 2019-2020 and 2020-2021, suspending summer hours, adding one additional holiday for 2020-2021, and providing additional Personal Leave for non-faculty contracts.

Mr. Quinn moved, and Mr. Nelson seconded a motion approving the revised college calendars for 2019-2020 and 2020-2021, suspending Summer Hours, adding one additional holiday for 2020-2021, and providing additional Personal Leave for non-faculty contracts. There was no further discussion. 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 Appointment of Chief Fiscal Officer

The administration requested the Governing Board adopt a motion to designate Dr. Wendy Davis, Vice President for Administration, as the Cochise County Community College District's Chief Fiscal Officer as required per Arizona Revised Statutes §41-1279.07 Section E.

Mr. Quinn moved, and Mr. Nelson seconded a motion designating Dr. Wendy Davis, Vice President for Administration, as the Cochise County Community College District's Chief Fiscal Officer. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- Dr. Rottweiler received an email from Tara Lawley, Program Director Integrated Postsecondary Education Data System (IPEDS) for National Center for Education Statistics, extending her appreciation to Cochise College, and especially to the college's IPEDS Key holder, Travis Ambrose for submitting the spring data collection three weeks prior to the close date. Ms. Lawley also noted IPEDS is a very large data collection involving a large number of institutions, completing the surveys and locking them early during the collection period is extremely helpful.
- Dr. Rottweiler received a letter from the Higher Learning Commission notifying him that in light of COVID-19, Cochise College is approved at the highest level of distance education approval, "Approved for distance education courses and programs," and does not require any waiver or approval to change its offerings.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. DiPeso and Mr. Nelson
 - Expressed their appreciation for the hard work the administration and staff has done in addressing the COVID-19 situation.
- Mrs. Strain
 - Thanked the staff for their exceptional efforts with contacting students.
- Mr. Hudgins
 - Expressed his enjoyment of the Douglas Campus Student Government Association Virtual Award Ceremony.

5. ADJOURNMENT

Mr. Hudgins adjourned the meeting at 6:36 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board