

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, November 10, 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/98222348045>.

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

Mr. Hudgins explained that the lack of acknowledging the Pledge of Allegiance during the virtual meetings is due to the lack of everyone having a flag and the awkwardness of standing while on camera. When Board meetings are held in-person, the Pledge of Allegiance will be observed.

1.02 Adoption of Agenda

The agenda was adopted as presented.

Mr. Quinn moved, and Mr. DiPeso 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 AACCT report provided; there were no updates since last meeting.

1.03.2 Senate

The Governing Board reviewed a written Senate Report, and accepted as submitted.

1.03.3 Student Government Association (SGA)

Montgomery Hodgin, Student Government Association Vice President/Treasurer, provided a report; highlights include:

Members:

- Montgomery Hodgin – Vice President/Treasurer
 - Representative at Academic Standards Committees
 - Working on ensuring college policies are applicable to the sudden online focus
 - Hosted 4 All Club meetings
 - Co-leader for the newsletter initiative
- Alicia Raber – Student Programming Coordinator
 - Co-leader for the newsletter initiative
 - Successfully hosted 10 virtual events
 - Hispanic Heritage Month
 - Halloween Costume Contest
 - Day of the Dead (altar display)
- Julian Olsen – Public Relations Coordinator/Secretary
 - Collaboration with the College Marketing Department
 - Helped develop a Linktree platform
 - Coordinated the Campus Election Engagement Project (CEEP) fellows
- Luis Carlos Estrada – President
 - Prepares and leads all SGA officer meetings
 - Representative at monthly Cochise College Senate meetings
 - Completed 12 (virtual) classroom presentations promoting voter education

Fall Events:

- Social Media Presence
 - 7 new followers this week on Instagram
 - 741 accounts reached this month
 - Voting Awareness Digital Contest
- Grab N Go Snacks (food pantry initiative) – 330 snack bags distributed
- Newsletter – 9 issues
- Partnerships:
 - Marketing Department
 - Civic Engagement Fellows
 - Student Success Division
 - Food Pantry Committee
 - American Red Cross

Upcoming Virtual Events:

- Veteran's Appreciation Day – November 13 at 12 PM
- Thanksgiving Student Hangout – November 18 at 5 PM
- Thank you notes – November 11 – 30
- Presidents' Forum and All Clubs Meeting – December 4 at 11:30 AM
- Finals Week Study Tips and Stress Relief Session – December 8-14

Goals:

- “We base our goals on creating meaningful connections within our college community and the overall county. We truly value the partnerships with other

departments and we enjoy promoting awareness on various topics as well as connecting students to leadership and volunteer opportunities.”

Questions/Comments:

Mr. Hudgins thanked the SGA for keeping college life as normal as possible for students.

1.03.4 College President

Dr. Rottweiler began his report thanking Montgomery and the SGA leaders, noting his appreciation for all their efforts in keeping students connected during difficult times. Report highlights include:

Legislative Update:

- Election Results in Arizona—The House will continue with a Republican majority 31/29. There were some swapping of parity affiliation in some districts but overall it came out with the same distribution. Both Representative Gail Griffin and Becky Nutt retained their seats. Representative Rusty Bowers will continue as the Speaker. Representative Nutt was not retained as Majority Whip. It is however expected that Representatives Nutt and Griffin will chair important committees.
- The Senate will have a 16/14 Republican majority beginning in January. Senate Leadership will continue from last session. Senator David Gowan will continue as Senate Appropriation Chair. This is good news for Cochise College and the rural community colleges.
- Contacted each representative, and congratulated them.
- Prop 207, the Smart and Safe Act (Marijuana Legalization) passed in Arizona. As a reminder, some of the proceeds from the taxation are to be allocated to the community colleges. The community colleges did not solicit inclusion into the proposition.
- Arizona Community College Coordinating Council (AC4) – Strategic Retreat, Thursday, October 22. Developed initial drafts of AC4’s mission, vision, and purpose statements; pleased with the overall direction of organization.
- Arizona Association of Community College Trustees (AACCT) will hire a director who will answer to Dr. Bustamante to better help with success in advocacy work.
- President Mark Vest at Northern Pioneer College unexpectedly resigned effective immediately on October 13. His resignation was based on his well-being and that of his family. The NPC Board appointed Dr. Jeanne Swarhout as the interim president to serve through the fiscal/academic year.
- FY22 Budget
 - In a wait and see, pattern for FY’22 Budget discussion. Next will be the Governor’s Recommendation in mid-January.

Master Facilities:

- Automotive Technology Building
 - Construction Punch List items are in progress; estimated completion on November 13.
 - Electrical, Fire Alarm System Programming and Tie-In; estimated completion on November 13
 - Shop Area Floor Epoxy - conducted November 13-15
 - Water Service Meter Installation, requires board action this evening
 - Furniture Installation is scheduled for November 16-17

- Shop Equipment- Alignment rack move scheduled for November 10 - Lift installation scheduled for second week of December
- Landscaping - week of December 7
- Major Projects:
 - Room Re-model in Douglas and Sierra Vista – presentation given later during the meeting.
 - Broadband on the Douglas Campus – progress is being made and the college is hopeful to soon have reliable, robust, scalable, and redundant service to the Douglas Campus. The college has been working this for over 10 years and may now have an opportunity through a partnership with the Arizona Commerce Authority, APS, and Sun Corridor.

COVID-19 Updates:

- Fall Semester classes began on August 17 in a remote format when possible. At this point of the semester, things continue to run smoothly. Students continue to be compliant to the face covering and social distancing requirements for in-person courses and services.
- Reports from remote learning sections are positive with limited technological difficulties.
- Other than the one week of remote instruction for the Police Academy, no significant disruptions in instruction have occurred.
- There have been individual cases of COVID-19 exposure and/or positive tests for students and staff, however, to date, there have been no cases tied to contracting COVID at Cochise College.
- The Police Academy is back to an in-person format. The COVID-19 was contained to one student.
- Administration continues to watch the COVID numbers for the County, State, and nation. At this point in time, plans for Spring Semester are with in-person, live streaming, and on-line courses. Plans put in place to provide instruction in compliance with CDC, state, and county guidelines. Similarly, working to provide a housing and athletic experience for students. While work and planning is ongoing, administration will continue to watch the COVID numbers and seek guidance from health experts. The college has, or will have, contingency plans to address any needed adjustments.
- Acknowledgement and Waiver Forms—Crystal has lead this initiative. All required Forms for Fall Semester have been received and filed. Any continuing students who have already filed their forms will not be required to sign again. A plan is in place for spring students to sign forms electronically.
- Cares Act Funding, Emergency Higher Education Relief Funds 1082 students for \$1,686,100
 - this program for student relief funds is now closed.
 - the remaining institutional dollars are being accounted for and are within budget.

General Comments:

- Guiding Statements Work—under the leadership of Dr. Verlyn Fick and Mark Boggie, the college is undertaking a process to reaffirm or change the guiding statements of Cochise College. This is work that is needed, perhaps now more than ever, as the college plans for the new normal in higher education. The PowerPoint presentation was forwarded to board members, which outlines the process to be followed as the college establishes the WHY, the HOW, and the WHAT of Cochise College. Groups are starting with the WHY. This process is

needed, not only for the college, but is a requirement of the HLC and other accrediting bodies. Administration will keep the board updated on the process as these guiding statements are established in Board Policy.

- The Higher Learning Commission (HLC) - Cochise College has a report due to the HLC in December related to student retention, persistence, and completion. A Board presentation and the report will be provided during the December 8, Board meeting. The initiative is being led by Abe Villarreal, Dean of Student Success and Dr. John Walsh, Director of Library Services.
- As part of the on-going assessment of staffing needs, some changes are being implemented in the mid-management levels. With a resignation at the Education Center on Fort Huachuca and other open positions, administration is advertising for an Assistant Dean of Military Programs. This is an upgraded position from the previous Director of the Fort Huachuca Center. Senior Administration believes in the need to enhance the college's relationship with the Fort and the college programming there. With all the COVID related changes and the changing dynamics of Army education, a higher-level position is deemed necessary. The military programming is a significant part of the college's enrollment and more attention is needed.
- Similarly, the need for more instructional resources in the Business and Technology division has led to a recommendation from the Dean to consolidate the three department chairs into one administrative position (Assistant Dean). Currently, each Department Chair receives 6 credits of released time per semester or 12 credits per year. This is 40% of a faculty member. Because of the diversity of programs within each department and the limited number of faculty per program, instructional resources are limited. By consolidating the chairs into one primarily administrative position, faculty resources can be better utilized across the division. This situation is magnified in Business and Technology because of limited faculty in each program. Administration does not anticipate, at this time, this change being needed in the other division.
- Community Events:
 - Cochise Cats 10 year celebration – October 30
 - Foundation's Virtual Scholarship Celebration – November 6
- Board Meetings and Upcoming Events:
 - Asked to judge the Chamber's Annual Festival of Trees – November 14
 - Meet/greet and tour with Dr. Gary Packard, Dean of the College of Applied Science and Technology – November 18
 - Policy Academy Graduation – November 19 social distancing and face coverings
 - Commencement Committee planning some type of a formal recognition following CDC guidelines.
 - Thanksgiving Recess – November 26-27
 - December Board Meeting – December 8 in-person with Zoom attendees
 - Cyber Center and Virtual Reality Open House, DTC beginning at 4:00 p.m. (dinner will be served)
 - January Board Meeting - January 12, in-person with Zoom attendees
 - Automotive Technology Building Ribbon cutting at 4:30 p.m. (dinner will be served)
 - Congratulations to Mrs. Strain on Boys and Girls Club's Woman of the Year Award.

Questions/Comments:

Mr. Quinn's comments:

- Will provide feedback regarding the Guiding Statements to Dr. Fick.
- Police Academy Cadets graduating is confirmed at 11
- What role the college will have when a vaccine is available? There have been no discussions as of yet, but the college stands ready to assist when the county health department reaches out.

1.03.5 Monthly Financial Report – October 2020

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

Dr. Davis noted that the \$20,000 payment to the Trust was for the additional coverage related to COVID liability. The actual coverage is \$1M per occurrence including defense costs and indemnity payments up to \$2M annual aggregate for the district. The deductible is based on whether or not the student or claimant completed the waiver and acknowledgment forms. The coverage is for fiscal year 2021, with a scheduled meeting to discuss renewal of coverage for the 2022 fiscal year. A risk management presentation will be provided early in the new year as the budget process begins.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Transfer (*Sophia Kirkland, Executive Assistant to the Vice President for Administration, Sierra Vista Campus*)
- 2.01.2 * Administrative Staff; Transfer (*Celia Jenkins, Director of Grants Management, Downtown Center*)
- 2.01.3 * Administrative Staff; Transfer (*Ana Smith, Center for Lifelong Learning Manager, Downtown Center*)
- 2.01.4 * Classified Staff; Resignation (*Donna Bracy, Registration Technician, Sierra Vista Campus*)
- 2.01.5 * Coach; Resignation (*Jennifer Moore, Assistant Coach-Women's Soccer, Douglas Campus*)
- 2.01.6 * Classified Staff; Termination (*Joseph Nunnally, Senior Support Technician, Sierra Vista Campus*)
- 2.01.7 * Curriculum Changes
- 2.01.8 * Acceptance of Minutes for October 13, 2020 – Regular Meeting

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

2.02 Placeholder – Administrative Support

The administration requested the Governing Board adopt a motion approving the hiring of Wendy Koop for the Payroll/Benefits Coordinator position, on the Sierra Vista Campus.

Mr. Quinn moved, and Mrs. Strain seconded a motion approving the hiring of Wendy Koop for the Payroll/Benefits Coordinator position, on the Sierra Vista Campus. 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.

***** Introductions *****

Wick Lewis, Executive Director of Human Resources, introduced Megan Cleary, Instructor of Anthropology; Ashley Dahlke, Instructor of Art; Breona Mouton, Division Assistant for Student Success; Sehby Litwicki, Instructor of English; Tim McDaniel, Instructor Virtual Reality/Content Developer; and Wendy Ashby, Instructional Designer.

2.03 2021-2022 Proposed College Calendar

The administration requested the Governing Board adopt a motion to approve the proposed 2021-2022 college calendar.

Mr. Quinn moved, and Mr. Nelson seconded a motion approving the proposed 2021-2022 college calendar. 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.

2.04 Student Course Fee Schedule – 2021-2022

The administration requested the Governing Board adopt a motion to approve the student course fee schedule for 2021-2022, as presented.

Mr. Quinn moved, and Mr. DiPeso seconded a motion approving the student course fee schedule for 2021-2022. 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.

2.05 Water Facilities Bill of Sale for Automotive Technology Building

The administration requested the Governing Board adopt a motion authorizing the College President or designee to sign the Water Facilities bill of sale for the Automotive Technology Building.

Mr. Quinn moved, and Mr. Nelson seconded a motion authorizing the College President or designee to sign the Water Facilities bill of sale for the Automotive Technology Building. Mr. Nelson asked why the bill of sale was needed and Dr. Davis explained that Liberty Utility requires the college to provide an easement access as well as access to the actual infrastructure for them to provide the college service. 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

- No new communications received.

3.02 Nursing and Allied Health Report

Beth Hill, Dean of Nursing and Allied Health, presented a report on the Nursing and Allied Health division; highlights include:

Division Office Staff:

- Karolyn Garcia, Division Assistant
- Margaret Reily, Office Assistant

Fire Science – Bill Wright, FST Coordinator

- 100 percent pass rate for last five years
- May 2020 – 14 students completed and all 14 Arizona State Certified
- Current enrollment (second 8 weeks) – 16 students
- PPE equipment donated
- Goal – Continue to grow and become more sustainable
- New fire engine donated by City of Sierra Vista

Emergency Medical Services – Kelly Juvera, EMS Director

- Current enrollment – 42 EMT students and 12 Paramedic students
- May 2020 - 18 EMT students completed
- September 2020 – 7 Paramedic students completed; 3 still working on requirements
- Goal – Grow the EMT program; offering continuing education and EMT refresher courses

New Full-time CNA/MA position – Anne Walker, BSN, RN

- Started August 2020
- Previous CNA instructor

Medical Assistant – Nickie Dannels, RN, MA Coordinator

- First semester – 15 students
- Second semester – 8 students
- 15 students completed in the spring with 100% pass rate on the National Exam
- Goal – Offer night and weekend classes; build partnerships; work towards dual credit high school program

Certified Nursing Assistant – Teresa Vernon BSN, RN, CNA and Home Health Aide Coordinator

- Current enrollment – 17 students; no dual enrollment due to COVID-19
- May 2020 – 50 students completed with 86% pass rate with AZBN
- Dual Enrollment Home Health Aide Program currently being offered in high schools
- Goal – Growth in programs by offering more courses at alternative times and locations. Increase the AZBN pass rate

Nursing – Melesa Ashline, MSN, RN, Director of Nursing

- May 2020 - 60 RN candidates graduated
- 93.33% NCLEX pass rate
- 13 LPN students
- 83 first year RN students
- 81 second year RN students
- Goals – Fully implement the concept-based curriculum. Expand simulation to other departments

Addition of Virtual Simulations

- HESI RN Exit Average
 - 2018 – 853
 - 2019 – 858
 - 2020 – 945
- NCLEX first attempt pass rate
 - 2018 – 82.35%
 - 2019 – 86.76%
 - 2020 – 93.33%
 - 92.68% is national average
 - Improved clinical reasoning skills in the sims labs

Questions/Comments:

Mr. Quinn asked if the EMT program would be credentialed under lifelong learning to expand the program, in which Ms. Hill replied she did believe the college will be credentialed, and she is working in conjunction with the state.

Mr. Quinn asked if the CNA Dual credit and issue of facilities not wanting minors working roadblocks could be cleared; Ms. Hill explained that the clinical partners are reluctant to have young people in their facilities. With high cases of COVID, the hospital is about the only one right now letting the students in for clinicals.

Responding to Mr. Quinn, Ms. Hill noted she was hopeful that there will be no problems with nursing licensing exams for the year. A majority of the spring 2020 students are planning to return in spring 2021.

Dr. Rottweiler stated that as the college moved into the COVID situation last spring, students were allowed to withdraw from the program with no penalty and were guaranteed a seat for the next spring. Dr. Rottweiler also confirmed that the LPN course is fully accredited from the State Board of Nursing and there are no exam issues.

Mr. Hudgins expressed his amazement with the nursing team and to turn out much success for the students.

3.03 2020 Safety and Crime Statistics Report

Dr. Bo Hall, Executive Director for Student Services and Athletics, provided an update on the Annual 2020 Safety and Crime Statistics Report; highlights include:

Dr. Hall noted that the 2020 annual Security and Fire Safety Report is a requirement by the federal legislation under the Clery Act. A copy of the report was provided in the Governing Board packet and is publically available on the college website under security and webpage. Dr. Hall thanked Shane Van Bibber, Director of Risk Management, who helped compile the data for the report submittal.

Dr. Rottweiler complimented all team members involved in the report submittal, and noted the college is in full compliance.

Questions/Comments:

Mr. Hudgins stated he was pleased to see so many zeros on reported cases.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Quinn
 - Recognized the individuals who conducted the online training on October 19; great job to Lauren, Becky, Jen, Gabriella, and Tony.
 - Recognized Karen Emmer for the great financial session via Zoom on October 20
 - October 21 – CLL brown bag session on the Miracle Valley shoot-out. The session was very informative and engaging.
 - Social media – November 5th post from Anthony, a residential construction student who singled out instructor Doug Schlarbaum for having such and impact on his life.
 - Hats-off to those making a difference in the lives of students.

5. ADJOURNMENT

Mr. Hudgins adjourned the meeting at 7:18 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board