

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, October 13, 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/97919375634>.

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 AACCT report provided; 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)

The Governing Board reviewed a written Student Government Association Report, and accepted as submitted. Mr. Hudgins and Mr. Quinn expressed their appreciation for the report and for an outstanding job providing activities in spite of the challenges.

1.03.4 College President

Dr. Rottweiler began his report thanking the SGA leaders, noting they demonstrate amazing resiliency and grit. Report highlights include:

Legislative Update:

- FY22 Budget
 - Cochise College - Total: \$13,224,200 (up \$291,900)
 - Budget submission only; waiting for Governor's response in Mid-January
 - Watching the election as the House of Representatives could change parties and the Senate could be divided 50/50.
- Arizona Community College Coordinating Council (AC4):
 - On September 22, AC4 hosted a virtual meeting with Senator Sinema and her key staffers. Meeting was very productive. Meetings with members of Congress could continue in the future following the elections.
 - Provided a briefing to the Senator's new Military Affairs staffer, Graham Markiewicz on the college's MOS programming.
 - AC4—Strategic Retreat, Thursday, October 22

Master Facilities:

- Automotive Technology Building
 - Punch-list review and walk through scheduled October 27. Still looking at a mid-November completion. Any Board Member wishing to walk-through the facility before the open house on January 12 can arrange with Crystal.
- Major Projects:
 - Student Union remodel is complete and is open. Fountain beverage machines are hooked up and the final cleaning of the servery is underway. Service will begin within the next week.

COVID-19 Updates:

- Fall Semester classes began on August 17 in a remote format when possible. At the mid-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. Thanks given to technology services.
- The Police Academy is back to an in-person format. The COVID-19 was contained to one student.
- Continue to watch the COVID numbers for the County. At this point in time, the college is planning for Spring Semester with in-person, live streaming, and on-line as learning options. The Provost and the Deans have worked diligently to produce a robust class schedule using all three formats. The guiding principles for the semester scheduling is flexible, simple, and robust.
- Faculty are reporting, to their deans, that the college needs to be prepared to provide, if possible, some in-person instruction as they are seeing potential difficulties with some students experiencing challenges in the online and

livestreaming learning environment; primarily in some basic general education courses and some developmental education courses.

- Enrollment as of the 45th Day: Down 345 headcount students or about 11.8% over the same 45th Day from 2019 includes no MOS students.

Revenue Shortfall:

- With the 45th Day enrollments calculated, the administration gets a better clarity on the revenue shortfall, particularly in tuition and fees. If current trends continue, the college can anticipate approximately an \$817,500 shortfall compared to the approved FY'21 Budget. Senior administration has been watching this closely and now, feels very good about the expenditure savings recognized to date. As November and December approach, administration will look at freeing up some held positions, projects, and potentially a portion of the 1% salary increase that was held back at the beginning of the fiscal year.
- Acknowledgement and Waiver Forms—Crystal lead this initiative; started with just under 1,000 (994) face to face students needing a waiver, and to date, we have received all but one. For the second 8 weeks, which begins on October 19, an additional 10 students needing forms have been added and, as of today, five have submitted their forms.
- CARES Act
 - Emergency Higher Education Relief Funds (Students)
 - Total as of September 29, 2020 — 1082 students for \$1,686,100
 - The program for student relief funds is now closed.
 - Just over \$600,000 remaining in institutional relief funds. \$200,000 has been allocated to building modifications for social distancing and the remainder for spring 2021 COVID related expenses.

General Comments:

- The Arizona Department of Corrections has asked Pima Community College to pick up the contract for the Douglas Prison. Met with Chancellor Lambert on the matter last month. Reported the annual FTSE (30-40) generated from the Prison program as compared to the overall costs (\$150k). After a complete review by the Provost's Office, it was determined that those dollars might be better spent in other programming, impacting southeast Arizona, such as potentially the County Jail or the re-entry program. If Pima were to accept the contract, it would require an IGA with Cochise College. Informed the Chancellor we would be willing to consider such an agreement. They do not anticipate returning to the Prison until next fall at the earliest. Pima would be able to run the program at a lower administrative cost due to economy of scale factors, and they will use their existing Prison Program administrative staff.
- On October 6, the Arizona Community Colleges were highlighted in the Capitol Times, Morning Scoop. Dr. Rottweiler participated in the panel discussion along with Mr. Jeffery Jennings from Fort Huachuca. They discussed the amazing partnership the college has with the Fort and how they work together to enhance the communities in Cochise County. Other representatives from Pima and Maricopa Colleges and their industry partners including Boeing joined the conversation.
- In the October 7 edition of the Sierra Vista Herald, the college provided a full-page thank-you announcement to a number of community partners who have greatly impacted college academic programs, including Fire Science, the Police Academy, Residential Construction Trades, Automotive Technology, and general student scholarships.

- Community Events:
 - Southeast Arizona Regional Workforce Board—Panelist on education during the pandemic (Sept. 17)
 - Community Leaders Reception with Brigadier General Tony Hale, the new commanding General at Fort Huachuca (Sept. 17)
- Upcoming Board Meetings and Events:
 - November Board Meeting, November 10 via Zoom
 - December Board Meeting, December 8, in-person with Zoom attendees
 - Cyber Center Open House, DTC beginning at 4:00pm
 - January Board Meeting, January 12, in-person with Zoom attendees
 - Automotive Technology Building Ribbon cutting at 4:30pm

Questions/Comments:

Mr. Quinn asked if the need for additional laptops was resolved; yes, 170 laptops checked out to students, but the greater need is for hotspots, which have monthly costs with each purchase.

Mr. Quinn expressed that he is interested in getting more information on the re-entry program; Dr. Fick is just beginning the initiative and will present an update during a future meeting.

1.03.5 Monthly Financial Report – September 2020

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

Dr. Rottweiler clarified an item in the report noting the comparison decrease of revenue for FY20 to FY21 includes the one-time state appropriations of \$3.14M additional money; once these funds are removed from the comparison, there is only a revenue decrease of 3%.

Mr. Quinn inquired about the 46% decrease in scholarships; Ms. Craig reported that the decrease could be a result in first time student decrease in enrollment. Dr. Rottweiler stated a more detailed enrollment report would be provided within the next couple of months. He also noted that some scholarship funds were held back for athletic scholarships.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Stephen Clemmer, Facility Services Technician, Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Transfer (*Breona Mouton, Division Assistant-Student Services, Sierra Vista Campus*)
- 2.01.3 * Administrative Support; Resignation (*Eva Dickerson, College Advancement Manager, Sierra Vista Campus*)
- 2.01.4 * Administrative Support; Resignation (*Stephanie Maxwell, Academic Career Advisor, Sierra Vista Campus*)
- 2.01.5 * Administrative Staff; Resignation (*Tonya Nelson, Director of Grants Management, Sierra Vista Campus*)
- 2.01.6 * Curriculum Changes
- 2.01.7 * Acceptance of Minutes for September 8, 2020 – Virtual Regular Meeting

Mr. Quinn moved, and Mr. DiPeso 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.

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

Mr. Wick Lewis, Director of Human Resources, introduced Melesa Ashline, Director of Nursing; Rob Gibbs, Chief Information Security Officer; Chanse Frenette, Business Analyst, Small Business Development Center; Misty Opat, Head Women's Basketball Coach; Mr. Abe Villarreal, Dean of Student Success; and Dr. Thomas Guetzloff, Dean of Mathematics and Sciences.

2.02 2021 Proposed Governing Board Meeting Schedule

The administration requested the Board adopt a motion to approve the proposed 2021 Governing Board Meeting Schedule. The meetings are anticipated to be held via Zoom unless something changes and meetings can be held in-person and at college campus' or centers.

The Board chair asked other board members to consider a possible earlier start time for meetings in the next year; no changes made to the schedule during the meeting.

Mr. Quinn moved, and Mr. Nelson seconded a motion to approve the 2021 Governing Board Meeting Schedule. Mrs. Strain asked if Board Retreats would be scheduled. There will be a budget retreat in February 2020. 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 sent on behalf of the Committee on Accreditation for the EMS Professions (CoAEMSP) and Dr. George Hatch, Executive Director, congratulating the college on the outcomes reported for 2018, the three required Outcomes thresholds were met with a result of 70% or greater: NREMT/State Written Exam – 88.9; Retention – 90; Positive (Job) Placement – 100.

3.02 Marketing Report

Robyn Martin, Assistant Dean of Marketing and Enrollment Management, provided an update on college paid advertising and social media efforts; highlights include:

Marketing and Communications Staff:

- Rick Whipple, Graphic Designer
- Keith Ringey, Print Shop Coordinator
- Daniel Gordon, Web Administrator
- Sharrina Cook-General, Media & Communications Coordinator
- Alan Hom, Video Production Specialist

National Council for Marketing & Public Relations 2020 Medallion Awards:

- Rick Whipple
 - Gold – Cochise College Non-Traditional Student Scholarship Logo

- Silver – Cochise College Aviation Brochure
- Silver – You're in the Driver's Seat Pocket Pamphlet
- Bronze – Senior Scholarship – Steps to Apply Mailer

Paid Advertising (June – September):

- Video – 45% - Over the top of television (OTT) (Hulu, Sling, Netflix, etc.)
 - Facebook/Instagram – College – 9,352; Campus Life – 30,640
 - YouTube – College – 39,679; Campus Life – 20,234
- Digital – 34%
- Print – 14%
- Radio – 7%

Digital Results: Reinvent Yourself Messaging fall 2020 and spring 2021

- Cherry Creek Media-Digital & OTT
 - Impressions – 186,196
 - Clicks from the impression - 326
 - View-Through – 6,854.75 Come to the college website after seeing an advertisement
- Video Results – June – September
 - Facebook/Instagram – College – 9,352; Campus Life – 30,640
 - YouTube – College – 39,679; Campus Life – 20,234
- Social Media – Since May 2020 (non-paid)
 - Facebook – 5196 followers
 - 168 New posts; 5220 New Page Likes; 8573 Engaged Users
 - Instagram – 1322 followers
 - 129 New posts; 29.1% Increased Reach; 100.9% Content Interaction growth
 - YouTube – 236 subscribers
- What's New
 - 21 new videos since July 1
 - 3 live events
 - 34 new subscribers
 - New Website Services – December 2020

Questions/Comments:

Mr. Quinn acknowledged the great job Robyn and her team are doing on the social media marketing. He also noted it is great to see the face of the student and comments of students.

Don Hudgins expressed his appreciation for the report.

3.03 Business and Technology Division Report

Dr. Rod Flanigan, Dean of Business and Technology, provided updates in the Business and Technology Division; highlights include:

Division Organizational:

- Eliminated Programs – 11
- New Programs or added to the division – 14
- Curriculum being refreshed/updated – 6
- Current/existing programs; no changes - 20

CTE Department:

- Spring/summer teach out struggles
 - HVAC – took the entire summer to teach out the spring students
- Fall, 2020
 - All supportive to be in the classroom
 - No issues reported so far this semester
 - Students are grateful to be back in class
- Residential Construction Technology
 - Second house sold within days of posting
 - A lot for house four was donated in nearby neighborhood; Pioneer Title donated the building lot not far from the first three houses
- Automotive Program
 - Close to completion
 - Spring Welding – proposed a class that will run Friday and Saturday in the building (need to find associate faculty to teach)
 - Maximize resources with facilities and teaching times

CIS Department:

- Cybersecurity Program
 - New Cyber Op's lab open
 - NSA Center of Academic Excellence (CAE)
 - Program of study (POS) validation process will begin 11/17/2020. Full NSA designation by 8/20/2021 certified NSA Center of Academic Excellence at Cochise College
 - Working with U of A to ensure the college program feeds directly into their program
- Virtual Reality Developer (VRD)
 - Fully functional
 - City of Sierra Vista toured and shared photos
- In need of two full-time faculty

Agriculture:

- No face-to-face students in the program at this time
- Building is complete
- Hiring a student to help set up the greenhouse

Aviation:

- QS2 Initiative
 - Quality
 - Curriculum Revisions
 - Moving to cohort model
 - Restructure course fees
 - Alumni Industry Mentoring (AIM) program
 - Stability
 - Instructor retention
 - Industry partnerships
 - Student retention
 - Sustainability
 - Instructor development
 - Fleet management processes
 - Aviation program budget

Questions/Comments:

Mr. Quinn asked if there was any consideration to offer an Associates of Applied Science in Supply Chain Management that could feed into the Arizona State University Supply Chain Management Degree program. Dr. Flanigan noted that after reviewing the possibility, the Business Administration degree (ABUS) already has the transfer ability for students to transfer into a 4-year institution and get a supply management degree. He also noted that the certificate does not feed into the ABUS; it feeds into the AAS in business management and can transfer to a BAS degree.

3.04 Math and Sciences Division Report

Dr. Thomas Guetzloff, Dean of Math and Sciences, provided updates in the Math and Sciences Division; highlights include:

Full-time Staffing:

- Social and Behavioral Sciences – 5
- Science – 12; Lab Managers - 2
- Math – 9

COVID-19 Distant Learning:

- Summer Mega Convocation – 85% full-time faculty participated
- Six full-time faculty attended 38 session or more
- Most averaged 30 plus hours of professional development
- Quality Matters Standards taught
- Faculty approved to teach off campus have set up spaces to allow for professional, synchronous, course meeting
- All faculty are being proactive to student needs

Biological and Physical Sciences:

- Face to Face Classes
 - 168 courses with various modalities
 - 47 had some type of face-to-face component
 - 28% of the courses in the entire division had a face-to-face component
- Distant learning crisis for the lab courses
 - Organized to create college lab kits

Social and Behavioral Sciences:

- New areas back into the division
 - History, Political Science, Anthropology, Human Geography
- All of the Sociology curricula has been updated
- Psychology updated the PSY 101 curriculum
- Creating a digital museum for the archaeological collection

Mathematics:

- Math Corequisite Pilot Course
 - Implemented a two credit corequisite course with MAT 151
 - Complete College America corequisite model
 - Combine the developmental math with a college level math class (5 credits)
 - Two pilot courses occurring now
 - Pilot project will continue in spring 2021 with adding a face-to-face format

Undergraduate Research Program:

- March 2020 the Undergraduate Research group and BIO 192 class went to Kino Bay, Mexico, but trip cut short with the onset of COVID.
- Undergraduate Research program is currently conducting research this fall.
- Planning to have a group travel to Kino Bay in the spring semester.

3.05 Spring Classroom Remodels

Dr. J.D. Rottweiler, College President, and Jennifer Wantz, Director of Community Relations, presented an update on the classroom remodels on the Douglas and Sierra Vista Campuses. These changes will allow face-to-face classes following the CDC recommended social distancing guidelines for spring 2021. The building adjustments will allow for greater room capacity, while ensuring appropriate social distancing.

Diagrams presented to the board provided an overview of the work underway. To the extent possible, remodeling is done with the future in mind to provide value added facilities for years to come. Administration has allocated \$200,000.00 from the Institutional Allotment of the CARES Act dollars appropriated to Cochise College for COVID related costs.

Remodeling includes:

Douglas Campus:

- Building 100 – remove existing Governing Board Room and offices/cubicles to create a Community Room/Classroom with a COVID capacity of 32 students.
- Building 200 – remove wall between rooms 217/218 to create a computer lab with a COVID capacity of 23.
- Building 300 (DiPeso Library) – remove wall in the 301/302 area to create one classroom with a COVID capacity of 18. Remove West Reading Room and add wall/door to create a multipurpose computer lab/classroom with a COVID capacity of 24. Relocate Tutoring Services to the south section of the library and create an open computer lab in the center. This is consistent with the library's transition to a Learning Resource Center.
- Although no additional construction is required, the Douglas Campus will also utilize:
 - Community Room (502) in the Student Union, capped at 20 as a general classroom
 - Old Bookstore (701) capped at 24 as a general classroom
 - Little Theater (806) capped at 28 as a general classroom – MAY NOT NEED THIS SPACE NOT AS IT NEEDS ADA ACCOMMODATION

Sierra Vista Campus:

- Building 400 – Remove the wall between 401/402 to create a computer classroom with a COVID capacity of 19. Remove the wall between 411/412 to create a general classroom with a COVID capacity of 19.
- Building 800 – Remove the wall between 809/810 to create a computer classroom with a COVID capacity of 18.
- Building 900 (Cracchiolo Library) – Remove wall between 901/902 to create a computer lab/classroom with a COVID capacity of 18.
- Building 1100 – Remove Break Room to return Room 1110 to its original configuration to serve as a computer lab/classroom with a COVID capacity of 20.
- Although no additional construction is required, the Sierra Vista Campus will also utilize:
 - 303 (tiered classroom) as a general/computer classroom for 17
 - Fitness Center as a general classroom for 28
 - 712 will be reconfigured to a computer classroom for 24
 - Student Union Community Room as a general classroom for 36

Questions/Comments:

Responding to Mr. Quinn regarding the use of removable walls, Ms. Wantz stated the movable walls are not beneficial and the decisions to take out specific walls is based on future use, not just for social distancing as some rooms were too small for classes without setting for social distancing.

Ms. Wantz also discussed the renovations to the current Douglas Campus Board Room, noting the renovation will create a Community Room that is 1000sqft larger than the Student Union Building Community Room. Dr. Rottweiler noted the historical wall hangings in the current Board Room would be integrated into the new space.

Responding to Mr. Quinn, Dr. Rottweiler informed the board that no changes would be made to the centers as they have removable walls, and are used for more of multipurpose computer areas for students who need the technology to livestream anywhere rather than face-to-face classrooms.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mrs. Strain
 - Watched the Morning Scoop and expressed what an excellent job Dr. Rottweiler did representing Cochise College and all the Arizona community colleges. Dr. Rottweiler noted the virtual event was well attended with 197 participants. He will send the link to the video to board members.
- Mr. Hudgins
 - An hour well spent watching the Morning Scoop
- Mr. Quinn
 - Likes the introduction of new employees
 - Would like to hear the results of the community survey
 - Likes the layout of the department reports; what was, what is, and what will be, a perspective of where the programs are moving particularly as it looks toward certificates and degrees.
 - Requests to see either the increase or the decrease of student interest to understand the impact of the program by measure of the number of students that take the course would be helpful.

5. ADJOURNMENT

Mr. Hudgins adjourned the meeting at 7:30 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board