

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, September 8, 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/92619283469>.

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

Board Members Virtually Present:

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

Board Member Absent:

Mr. Don Hudgins

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, 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)

Mrs. Strain noted there was nothing new to report this month.

1.03.2 Senate

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

1.03.3 Student Government Association (SGA)

The Cochise College Sierra Vista and Douglas Campus Student Government Associations merged forming one district-wide Student Government Association (SGA). Julian Olsen, Public Relations Coordinator/Secretary, provided a report; highlights include:

Meeting the Members:

- Montgomery Hodgin – Vice President/Treasurer
 - Major: General Studies
 - Career Goals: Genetic Engineer/Geneticist
- Alicia Raber – Student Programming Coordinator
 - Major: Media Production Arts
 - Career Goals: Professional Photographer/Videographer
- Luis Carlos Estrada – President
 - Major: Business Administration/Communications
 - Career Goals: Motivational Speaker/Business Owner
- Julian Olsen – Public Relations Coordinator/Secretary
 - Major: English
 - Career Goals: Transactional Attorney

Fall 2020 Events:

- Virtual Welcome Week Sessions (9 topics)
 - Recapped in Spanish
- Social Media Presence/Branding – 81 new followers on Instagram
- All Clubs – 13 Active Clubs
 - Podcasts – Cochise Convo
- Grab N Go Snacks (food pantry initiative)
- Representation at Senate & Academic Standards Committees

Goals:

- Create Connections
 - Social Media
 - Advertise Club Activities
 - Weekly social hangouts
 - Distribute monthly newsletter
 - Serve as ambassadors for various college departments
- Promote Awareness
 - Diversity
 - Mental Health
 - Voter Education
 - Health and Safety CDC Guidelines/Updates
- Partnerships/Network
 - Support Civic Engagement
 - Food Pantry/Grab N Go
 - Instructors
 - Connect with others SGA's State/Nation wide
- Promote Opportunities
 - Cochise Cares
 - Extracurricular
 - Leadership
 - Etiquette Workshops

Virtual Events:

- Club Fair – September 9; 12-2 p.m.
- Constitution Day/Voter Education – September 17; 2-3 p.m.
- Diversity Workshop – FACTUALITY – September 25; 10-11:30 a.m.

In response to Mr. Nelson, Mr. Estrada expressed learning online has been difficult for some students as many of them feel more confident having face-to-face classes.

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:

- Provided the board a copy of the FY22 Budget documents, which were submitted to the Governor's Office of Strategic Planning and Budgeting with copies to JLBC by the required September 1 deadline.
 - Cochise College Statutory Formulas include:
 - \$4,370,500 M&O (down \$320,200)
 - \$928,400 STEM (down \$86,100)
 - \$7,925,300 Equalization (up \$698,200)
 - Total: \$13,224,200 (up \$291,900)
 - Budget submission only; waiting for Governor's Office in Mid-January
- Arizona Community College Coordinating Council (AC4) is working on the legislative agenda for next year.
 - Key areas for action include Expenditure Limitation relief and potential hold harmless legislation.

Master Facilities:

- Automotive Technology Building
 - Still on schedule for mid-November completion date
- Major Projects:
 - Student Union remodel is in the last stages with completion scheduled for early October.
 - Remodeled 700 (old bookstore) on the Douglas Campus creating a large classroom space.

COVID-19 Updates:

- Fall Semester classes began on August 17 in a remote format when possible. Three weeks into the semester things seem to be running smoothly. Faculty teaching in-person classes report students eager to be face-to-face and willing to comply with social distancing and face coverings. All reports from remote learning are positive with limited technological difficulties.
- Watching closely as k-12 districts and other colleges and universities begin to open for more in person instruction. Cochise County is green in all three indicators as outlined by the Arizona Health Department.
- Enrollment as of the end of the first week of classes are down 343 headcount students or about 14%.
- Course Enrollments are down a similar 13.9%. This is non-MOS enrollments.

Revenue Shortfall:

- Based on current trends, estimation is about a \$1.8 million revenue shortfall from the approved budget. Senior administration has been watching this closely and with the decision to go remote have begun consolidating course sections and implementing a hiring “chill”, \$2M potential savings.
- Reviewed project holds for saving resources if needed.
- Held back one percent of the three percent approved salary increase.
- Acknowledgement and Waiver Forms—special recognition to Crystal Wheeler for leading initiative. Started with just under 1,000 (994) face-to-face students needing a waiver, and to date, have received 950 (95.6%).
- Tracked 31 incidences of COVID-19 since June with 28 closed and 3 cases still open; no impact with the start of fall classes
- CARES Act
 - Emergency Higher Education Relief Funds (Students)
 - Total as of September 8, 2020 — 1026 students for \$1.6M

General Comments:

- Continue to hold Zoom General Sessions – 150 participated on September 4
- Encouraging faculty and staff to utilize the Employee Assistance Program for counseling and assistance in dealing with all things COVID.
- Begun planning for Spring Semester. Unlike fall, where the college used flexibility as the driver, now planning for stability, predictability, and simplicity as the drivers. The college will continue to watch the trends in transmission, while planning for a balanced approach of face-to-face, remote, and on-line learning options in all disciplines. Staff is looking at facility adjustments to be able to accommodate 20 to 25 students in a safe, socially distanced classroom. This may include removing some walls to enlarge classroom capacities
- A Community Survey related to Cochise College, higher education, and degrees and certificates will begin later in the week. Promotion of the 5-minute survey throughout the county will begin on September 9. Utilizing social media platforms, ads with Wick Communications, and a postcard with the survey link going out to residents of our smaller rural communities. While the college prefers the survey be taken digitally, the 1-800 phone number is included on the postcard so residents can call and take the survey over the phone. The survey will close on September 30.
 - Institutional Research will put together the data from the survey and administration will use the results for future college planning.
 - The survey can be found at cochise.edu/survey.
- On September 4, City officials were invited to the Downtown Center for photos of the new Cyber Center and VR Developer Lab. Sierra Vista intends to showcase these initiatives in their marketing campaigns for new business development.
- The college was pleased to receive a very generous donation of a fire engine for the Fire Science Program from the City of Sierra Vista.
- Thursday, September 10, the college will hold a photo shoot with American Southwest Credit Union who donated \$10,000 to the non-traditional scholarship program. This donation, coupled with the significant fund raising initiative by the foundation, has added mightily to the money the Board set aside during its annual budget retreat. The college Governing Board was visionary in this initiative and were recognized by the Foundation Board at their quarterly meeting.
- Invited to participate in the Arizona Capital Times monthly virtual Morning Scoop on October 6. Will be joined by Mr. Jeffrey Jennings, Deputy to the Commanding General at Fort Huachuca, to talk about the partnership in developing the

workforce (VR, Cyber, and MOS). Others on the panel include the Chancellors from Pima and Maricopa along with industry partners from Boeing and Raytheon.

Questions/Comments:

Responding to Mr. DiPeso, Dr. Rottweiler informed the board that the college would be hosting a COVID-19 testing blitz with Cochise County and the National Guard on September 25 on the Sierra Vista Campus.

Mrs. Strain inquired about the decrease in student enrollment, in which Dr. Rottweiler responded noting that a large percent of the loss is from the freshman class; a gap year for incoming freshman.

1.03.5 Monthly Financial Report – August 2020

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

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Professional Staff; Appointment (*Heather Gijanto, Testing Services Specialist, Douglas Campus*)
- 2.01.2 * Administrative Staff; Appointment (*Drew Corbett, Director of Compliance/Title IX Coordinator, District-wide, based on the Sierra Vista Campus*)
- 2.01.3 * Administrative Staff; Appointment (*Robert Gibbs, Chief Information Security Officer, District-wide, based on the Sierra Vista Campus*)
- 2.01.4 * Faculty; Appointment (*Patrick Farmer, Instructor of Computer Information Systems, District-wide, based on the Sierra Vista Campus*)
- 2.01.5 * Coach; Temporary Benefited Appointment (*Austin Nelson, Assistant Coach Baseball/Housing Administrator on call, Douglas Campus*)
- 2.01.6 * Classified Staff; Resignation (*ZsaNae Bracy, Registration Technician Military Programs, Fort Huachuca Education Center*)
- 2.01.7 * Classified Staff; Resignation (*Sheri Minor, User Support Technician I, Sierra Vista Campus*)
- 2.01.8 * Administrative Support; Resignation (*James Tibbets, Payroll Benefits Coordinator, Sierra Vista Campus*)
- 2.01.9 * Administrative Staff; Resignation (*Lisa Hauser, Director of Fort Huachuca Education Center, Fort Huachuca Education Center*)
- 2.01.10 * Faculty; Resignation (*Susanne Trimbath, Instructor of Business, Sierra Vista Campus*)
- 2.01.11 * Faculty; Retirement (*Margarita Ramirez Loya, Instructor of ESL, Douglas Campus*)
- 2.01.12 * Faculty; Retirement (*Susan Sanders, Instructor of Math, Douglas Campus*)
- 2.01.13 * Classified Staff; Termination of Probationary Employment (*Timothy Best, Help Desk Technician, Sierra Vista Campus*)
- 2.01.14 * Coach; Termination of Probationary Employment (*Jeff Caha, Assistant Coach Men's Basketball, Douglas Campus*)
- 2.01.15 * Acceptance of Minutes for August 11, 2020 – Virtual Regular Meeting

Mr. DiPeso moved, and Mr. Quinn seconded a motion to approve the Consent Agenda. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

2.02 Governing Board Policy 698 – Emergency Paid Sick Leave

The administration requested the Governing Board adopt a motion ratifying Governing Board Policy 698 – Emergency Paid Sick Leave. The interim policy was approved by Dr. Rottweiler on March 23, 2021, under Governing Board Policy 210; the college president is authorized to develop an interim policy. The policy has been through Senate and is ready for board ratification.

Mr. Quinn moved, and Mr. DiPeso seconded a motion ratifying Governing Board Policy 698 – Emergency Paid Sick Leave. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

2.03 Governing Board Policy 699 – Emergency Family and Medical Leave

The administration requested the Governing Board adopt a motion ratifying Governing Board Policy 699 – Emergency Family and Medical Leave. The interim policy was approved by Dr. Rottweiler on March 23, 2021, under Governing Board Policy 210; the college president is authorized to develop an interim policy. The policy has been through Senate and is ready for board ratification.

Mr. Quinn moved, and Mr. DiPeso seconded a motion ratifying Governing Board Policy 699 – Emergency Paid Sick Leave. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- The College received a letter from the Government Finance Officers Association notifying the college that the college comprehensive annual financial report (CAFR) for the fiscal year ended 2019, qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting, which is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment.

3.02 Mega Convocation Report

Karen Dale, Assistant Dean of Academic Support, provided an update on the summer's Mega Convocation; highlights included:

Data on mega convocation:

- 182 Attendees
 - 84 fulltime faculty
 - 67 associate faculty
 - 9 dual-enrollment faculty
 - 22 staff

- 98 total sessions offered, 53 topics (most offerings were one hour long)
 - 8 Strategy planning sessions (4 hours each)
 - 18 faculty support sessions
 - Included topics on Financial Aid, Virtual reality, IR and data, library opportunities, curriculum.
 - 17 Moodle specific sessions from beginner to advanced
 - 11 Faculty chat sessions
 - 4 How to use Zoom session
 - 40 Faculty professional development on topics such as; Vid Grid, online assessment, cheating, Week Zero, developing effective instruction, etc.

Upcoming faculty learning opportunities for Fall semester:

- Monthly topics for instructional design and faculty development
 - Monthly newsletter with opportunities:
 - Moodle topics
 - Discussion questions
 - Book club opportunity
 - Stress management techniques
 - Other instructional design
- Cochise Convogent led by Instructional designer Dr. Wendy Ashby
 - Focused offerings each month
 - Adobe Spark webpage

Questions/Comments:

Mr. Quinn inquired about a feedback mechanism to capture pros and cons from training session members; responding, Dr. Dale noted that some feedback was given during chat sessions, and a survey is prepared and will be distributed in the coming weeks.

Mrs. Strain and Mr. Nelson expressed their appreciation for the presentation and amazement for making resources available to staff and faculty.

3.03 Student Success Report

Abraham Villarreal, Dean of Student Success, provided an update on academic support efforts; highlights include:

The Division of Student Success is focusing on how to best provide academic support for Cochise College students during this new learning environment.

Academic Alerts:

- Implemented in late spring, the program is an outreach tool for faculty to communicate with advisors about students experiencing challenges in the classroom.

Student Support Services:

- Tutoring
 - Offering online, face-to-face, and Zoom support
 - Working to offer laptops and hotspots to TRiO students
- Library Services
 - Offering face-to-face support, online, and fulfilling technology requests
 - All laptops and hotspots are checked out with a waitlist when more become available.
 - Computer lab space is available for students reservations

- Counseling & Advising
 - Student follow-ups throughout the semester including students on academic probation
- TRiO
 - Offering online and face-to-face support
- CPD: Student Success Strategies course
 - Provides instruction on critical areas of student development including sharing campus resources and education on growth mindset and time management.
 - Conducted a survey of approximately 400 CPD students regarding face-to-face versus online learning; still collecting data, but the trend shows that students prefer face-to-face.

The Student Success Division also includes Adult Education, MyDegreePlan, and Testing. The Student Success Strategy Committee is brainstorming ideas on how to create a comprehensive First Year Experience model for students so that the important curriculum aspects of the Student Success Strategies course are also communicated in other areas at the institution during the first year of the student experience.

Questions/Comments:

Mr. Quinn asked if student success would be setting retention goals similar to the goals set for the TRiO students; Mr. Villarreal stated the team could look at a similar model for replication. It is important to have districtwide goals for the number of student retentions, completions, and transfers.

Mr. Quinn asked if the Student Success team has an ongoing dialogue with students such as Student Government Association for advice; Mr. Villarreal noted the student success team is working with marketing to do focus groups with students. He also meets with SGA advisors regularly regarding student feedback.

Mrs. Strain led a brief discussion regarding the strategic crossover between the Faculty Support Center under Dr. Dale and the Student Success team under Mr. Villarreal. Dr. Rottweiler agreed and noted with COVID, faculty are envisioning new ways to teach their classes with some type of hybrid approach of face-to-face and online.

Dr. Rottweiler apologized for not introducing Mr. Villarreal to the board, noting Abe has stepped in the position of Dean for Student Success bringing a new perspective and energy.

Mrs. Strain inquired about the shortage of laptops for students to checkout, in which Dr. Rottweiler explained that 150 new laptops were purchased with CARES Act money. The administrative team will review remaining CARES Act funds for availability to purchase more. The college also invested significantly to provide more Wi Fi connectivity from various parking lots throughout the district.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Quinn
 - Kudos to the tutoring center for hosting the online discussion regarding their availability to help with all subjects.

5. ADJOURNMENT

Mr. Nelson adjourned the meeting at 7:06 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board