

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, November 9, 2021
Sierra Vista Campus
Governing Board Room 301
6:00 p.m.

Members of the public who wished to attend the meeting via video conference joined at <https://cochise.zoom.us/j/96253061090>.

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 - Virtually
Mrs. Jane Strain

1.02 Pledge of Allegiance

Mr. Hudgins led the Pledge of Allegiance.

1.03 Adoption of Agenda

The agenda was adopted as approved with no adjustments.

Mr. Nelson moved, and Mr. DiPeso seconded a motion approving the adoption of the agenda. There was no further discussion. The Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, Tim Quinn, and Dennis Nelson all voting aye. **MOTION CARRIED.**

1.04 Citizen's In-person Interim

There were no requests to address the Governing Board.

1.05 Standing Reports

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

Mr. Quinn, representative to the AACCT, reported that a meeting is planned for late November. The organization took a vote, via email, for who should qualify to be part of the AACCT; they proposed that the individual must have either two years on the Board or serve as a president or vice president. Mr. Quinn expressed his disagreement with the proposal and noted that boards should be able to choose which candidate they feel is best to represent them. The vote was 8-2 in favor. The topic is on the next meeting's agenda for

post vote discussion. Mrs. Strain expressed her agreeance with Mr. Quinn noting that the purpose of a state organization is to educate, train, and grow trustees, which cannot be done if trustees are excluded.

1.05.2 Senate

No Senate report was provided as there was no October meeting.

1.05.3 Student Government Association (SGA)

The Governing Board reviewed a written Student Government Association Report, and accepted as submitted.

1.05.4 College President

Dr. Rottweiler began his report following up on Mr. Quinn's Arizona Association of Community College Trustees (AACCT) report noting that he shared his concerns with the Executive Director of AACCT, as well with the Arizona Community College Coordinating Council (AC4) noting the organization needed to do a better job of modeling good boardsmanship. One of the strengths of a board is that the minority gets to be heard. While it was done as an email vote, it was inappropriate that the remainder of the AACCT members did not get to hear Mr. Quinn's argument against the proposal.

Legislative Update:

- Early factors that will have major influence on the Legislative Session:
 - Legislative resignations, possible resignations, and several running for other offices; to include Cochise County House Representative, Becky Nutt who also resigned.
 - Redistricting and the mid-term elections
 - State has a \$1Billion surplus, deemed as one-time funds
 - There may be a push for another tax cut Corporate Property Tax Assessment, which is currently 18%. Any changes will move it on the back of personal property tax.
 - There may be a push to eliminate state income tax (could be very detrimental if the economy slows down). It requires a 50%+1 vote to lower taxes, while it requires a super majority to raise taxes.
- On October 28th, Cochise College hosted the Budget Roadshow put on by the Governor's Office and the Appropriation Chairs for the House and Senate. At the request of Senator Gowan, Dr. Rottweiler showcased the CyberLab and VR program at the Downtown Center and toured the Automotive Technology Building with Matt Gress, Director of the Governor's Office of Strategic Planning and Budgeting. Elected leaders from Sierra Vista, Benson, and the county, along with Mrs. Stain were in attendance for the event.
- Next AC4 meeting will be in Tucson on November 17 and 18 continuing to refine the legislative agenda for January.

COVID-19 Updates:

- The college continues to monitor closely the COVID numbers including the Delta Variant. Cochise County continues to be in the high transmission category. Currently, just over 64% of the population 12 years/older in Cochise County is vaccinated.

- Most recent COVID tracing information at Cochise College was distributed to board members indicating the college is currently tracking eleven open cases.
- In continuing efforts to mitigate COVID-19, the college once again hosted a COVID vaccination POD in both Sierra Vista and Douglas. On October 28th, 32 boosters and 14 vaccinations (1st or 2nd shot) were administered. The next POD will be held on November 30th 8-9 a.m. in Douglas and 11 a.m. to 12 p.m. in Sierra Vista. Anyone in the community is welcome to participate.
- The border is now open to all vaccinated foreigners. Cochise College students crossing the border will be required to be vaccinated by next semester. Information is being disseminated now so they can participate in any POD's before having their education disrupted.
- The Occupational Safety and Health Administration (OSHA) released their Emergency Temporary Standard (ETS), with official notice in the Federal Registry on Friday, November 5; it came with significant resistance and/or support across the political spectrum. Board members received the Fact Sheet, Summary, and response from the Industrial Commission of Arizona.
 - In states with OSHA-approved State Plans, state and local government employers, as well as private employers, with 100 or more employees will be covered by state occupational safety and health requirements.
 - The ETS requires employers to develop, implement, and enforce a mandatory COVID-19 vaccination policy, with an exception for employers that instead establish, implement, and enforce a policy allowing all employees and student-workers, except those exclusively working from home, to elect either to get vaccinated or to undergo weekly COVID-19 testing and wear a face covering at the workplace.
 - The ETS also requires that the college obtain acceptable proof of employee vaccination status along with maintaining records and a roster.
 - Arizona is one of 22 OSHA-approved state plans that have exclusive responsibility for the development and enforcement of occupational safety and health standards within their states. The Industrial Commission has exclusive authority to decide if, when, and to what extent the State of Arizona will adopt the OSHA vaccination ETS.
 - OSHA currently has a 30-day comment period; if they implement the mandate, then the 22 states with the OSHA-approved state plan will have up to 60 days to implement a policy that is as effective or more effective than OSHA's regulations.
 - There is currently a stay in place following a law suit, filed by a number of states including Arizona, against the Federal Government coming out of the Fifth Circuit Court of Appeals.
 - The administration is not saying the college will implement a policy immediately; but the college has a responsibility to begin the process, monitor the stay, but be prepared to implement. Administration will walk through the discussion with employees during a General Session at the end of the week.
 - The administration will work to draft a 600-level policy that will need Board's approval. Once a policy has been established, presented to employees, senate, and to the Board for first read, it will be easier to pull it back if the college is not required to implement.
 - The college is working with Fort Huachuca's Col. Morland, Garrison Commander, regarding the Fort's mandates. College employees working on the Fort will be required to follow the Fort's mandate. Likewise, nursing

will be required to follow the vaccine requirements in hospitals or clinical locations.

- The administration does not want employees to panic or resign, they ask that employees let the college work through the process.

Facilities Update:

- First Responders Academy (FRA): Karl Derrah provided sketches for the FRA. The overall layout is divided into phases. Phase 1, which includes Civil engineering and the Driving Range, Access Road, and Parking Lots, is set to go out on November 15. Phase 2 will include the new building and the remodel to Chiricahua Hall will follow in the new year.
- The Chiricahua Hall building hazmat mitigation is underway with an anticipated completion date before the winter break and in time for the remodel RFP.

General Comments:

- The college has seen a significant increase in activity from undocumented border crossers on the Douglas Campus. To date, there has been no violence or vandalism related to this activity. Only an increase of observed crossings and apprehensions on campus.
- At the direction of the college president, an added security guard was placed on the overnight shift to drive the perimeter of the campus with spotlights on to act as a deterrence. Information was sent to campus residents and protocols put in place for the rodeo grounds and airport. The administration wants to ensure no one is startled or surprised if there is an interaction between crossers and students.
- In recent weeks the college has held meetings with Border Patrol, Homeland Security Investigators, Cochise County Sheriff's Department, and the neighboring rancher. All have been great to work with. The Acting Chief of the Douglas Station and the Sheriff have been incredibly responsive in addressing the college's concerns.
- The Douglas Chief provided additional technology, on the corner by the truck entrance, and across the road to access higher ground.
- On October 27, the Homeland Security Secretary issued a memo related to Protected Areas that led to confusion and some added barriers for the Border Patrol in responding to the college's needs. In an effort to address the matter, the Sheriff and the college president contacted US Senators. The college president personally received a call from Senator Mark Kelly, in which he shared concerns related to the campus and the airport, and asked for his involvement.
- The 2020-2021 Year in Review has been published by the Community Engagement Committee. It will soon be distributed to stakeholders and donors across the county, state, and region. Thanks given to the committee for their leadership on this initiative.

Events in the Community:

- The college president along with Ms. Strain, participated in the Huachuca50 annual dinner and meeting on October 7. From that meeting and presentation, Dr. Rottweiler requested a follow up visit for Cochise College leadership to the Fort Huachuca installation and briefing on current and future mission sets. Mr. Jeffery Jennings has graciously agreed to once again host. A planning meeting was held on November 8 with Mr. Matt Walsh.
- The college president traveled with Mr. Nelson and Ms. Strain to the ACCT Leadership Congress. It was a good meeting and great information was received.

At Mr. Nelson's request, and with the approval of the chair, a Board Retreat will be held on Friday, January 28, 2022, to address matters coming from the Congress event. It is great to have proactive Board Leadership! The college is fortunate to have this board's commitment to the college mission, employees, and students.

- Thanks given to Mr. DiPeso and Quinn for attending the Benson Center Open House. The college is pleased to share with the community the new Nursing Lab and future plans
- The college was a sponsor of the MAC luncheon and bring a Vet to lunch event held on the Fort on November 3. Robyn Martin did a great job and it was a great visit with Barbara Richardson, Robyn Martin, Jane Strain, the Command Sargent Major and Deputy to the Garrison Commander, and the Garrison Chaplain.
- The college president traveled to Central Arizona College and provided a leadership seminar for CAC emerging leaders.

Upcoming Events:

- November 10, Mrs. Strain will be celebrated for her recognition on the Veteran's Wall at Canyon Vista Medical Center during a virtual event.
- The college will be closed on Thursday for Veteran's Day. The college thanked all veterans who have so faithfully served our country. Special thanks given to Board Members who are veterans...Chair Hudgins, Mr. Quinn, and Mrs. Strain.
- November 16, the Global Economic Luncheon (SBDC) in the Sierra Vista Community Room
- November 18, Police Academy Graduation (2 events) on the Douglas Campus
- December 16, LPN Recognition Ceremony in the Sierra Vista Community Room
- Next Regular Board meeting is scheduled for December 14.

Questions/Comments:

Mrs. Strain inquired about the potential for violence as it relates to the situation on and around the Douglas Campus; Dr. Rottweiler noted that, to his knowledge, there are no immediate concerns at this time as there have been no drug or violence issues.

1.05.5 Monthly Financial Report – September 2021

The Governing Board reviewed the Financial Report for September 2021, and accepted as presented.

1.05.6 Monthly Financial Report – October 2021

The Governing Board reviewed the Financial Report for October 2021, and accepted as presented.

1.05.7 Monthly Academic Progress Report – October 2021

The Governing Board reviewed the Academic Progress Report for October 2021, and accepted as presented.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Tyler Carnival, Facility Services Technician, Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Appointment (*Melissa Cepero, Financial Aid Technician II, Sierra Vista Campus*)
- 2.01.3 * Classified Staff; Appointment (*John Vera, Facility Services Technician, Sierra Vista Campus, and/or Downtown Center*)
- 2.01.4 * Administrative Support; Appointment (*Catalina "Cathy" Ortiz, Technology Licensing/Training Coordinator, District-wide, based on the Douglas Campus*)
- 2.01.5 * Administrative Staff; Appointment (*Michelle Higgs, Director of Cybersecurity, District-wide, based at the Downtown Center*)
- 2.01.6 * Administrative Staff; Appointment (*Peter Hooper, Director of Adult Education, District-wide based on the Sierra Vista Campus*)
- 2.01.7 * Faculty; Appointment (*Dr. Cynthia Anderson, Instructor of Nursing, District-wide based at the Downtown Center*)
- 2.01.8 * Faculty; Appointment (*Davey Dolifka, Instructor for Computer Information Systems, District-wide based on the Sierra Vista Campus*)
- 2.01.9 * Faculty; Appointment (*Jennifer Powlette, Instructor of English, District-wide based on the Sierra Vista Campus*)
- 2.01.10 * Classified Staff; Transfer (*Tinesha Smith, Financial Aid Technician I, Sierra Vista Campus*)
- 2.01.11 * Classified Staff; Resignation (*Anthony "Tony" Gray, Facility Services Technician, Sierra Vista Campus*)
- 2.01.12 * Administrative Support; Resignation (*Joseph Balais, Academic Career Advisor, Sierra Vista Campus*)
- 2.01.13 * Administrative Staff; Resignation (*Matildo "Matt" Coppi, Assistant Dean of Military Programs, Fort Huachuca Education Center*)
- 2.01.14 * Faculty; Resignation (*Angela Lucero, Instructor of Cybersecurity, Downtown Center*)
- 2.01.15 * Acceptance of Minutes for October 5, 2021 – Work Session
- 2.01.16 * Acceptance of Minutes for October 5, 2021 – Regular Meeting

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

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

Wick Lewis, Executive Director of Human Resources, introduced Tinesha Smith, Financial Aid Technician I; Denise Grandon, User Support Technician II; Arian (Erin) Lee, Administrative Assistant for Student Services; Tristan Schurman, Senior Support Technician; Michelle Higgs, Director of Cybersecurity; and Rebecca (Becky) Westby, Director of Testing Services.

2.02 2022-23 Proposed Cochise College Calendar

The administration requested the Governing Board adopt a motion approving the proposed 2022-23 Cochise College Calendar.

Mr. DiPeso moved, and Mr. Nelson seconded a motion approving the 2022-23 Cochise College Calendar. There was no further discussion, and the Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, Tim Quinn, and Dennis Nelson all voting aye. **MOTION CARRIED.**

2.03 Mid-Year FY2021-22 Compensation Adjustments

The administration requested the Governing Board adopt a motion to approve the recommended revised compensation rates for all employees in the amounts of five percent for non-exempt staff and three percent for exempt faculty and staff effective January 1, 2022. The item is brought before the board to address the new minimum wage and compression. The cost to cover the remainder of the fiscal year will be \$519,134.

Mr. Nelson moved, and Mrs. Strain seconded a motion approving the recommended revised compensation rates for all employees in the amounts of five percent for non-exempt staff and three percent for exempt faculty and staff effective January 1, 2022. There was no further discussion, and the Governing Board unanimously approved with David DiPeso, Don Hudgins, Jane Strain, Tim Quinn, and Dennis Nelson all voting aye. **MOTION CARRIED.**

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- Dr. Rottweiler, College President, received an email from Lynn Caruthers on behalf of George Hatch, Executive Director, Committee on Accreditation for the EMS Professions (CoAEMSP), notifying the college that the CoAEMSP Quality Improvement subcommittee has reviewed the 2019 Annual Report. Based on the data reported for 2019, all outcome thresholds were met. NREMT/State Written Exam: 70; Retention; 100; Positive (Job) Placement; 90.
- Dr. Rottweiler received a letter of thanks from Judy Tritz, NAMI SEAZ Board Member, for the college's support of the 2021 Sky Island Tour Ride. Ms. Tritz also expressed her appreciation for the donated Cochise College bags given to the riders.

3.02 Nursing and Allied Health Report

Beth Hill, Dean of Nursing and Allied Health, and Brenda Sabate, Instructor of Medical Billing and Coding, provided an update on the Nursing and Allied Health Division. highlights include:

Current Departments:

- Nursing (Director Melesa Ashline)
 - RN
 - LPN
- Emergency Medical Services (Director Kelly Juvera)
 - EMT
 - Paramedic
- Certified Nursing Assistant (Coordinator Teresa Vernon)
 - CAN
 - Home Health Aide
- Medical Assistant (Coordinator Nickie Dannels)
- Fire Science Technology (Coordinator Bill Wright)

Cochise College Mission:

- Cochise College provides inclusive and accessible educational opportunities that support social responsibility, community engagement, meaningful careers, and lifelong learning.

Mission Reflection in 2021 Outcomes:

- 2021 Completions

- 62 Registered Nurses; 39 currently employed in Cochise County
- 11 LPNs; 7 currently employed in Cochise County;
- 11 Paramedics; All 11 employed in Cochise County
- 37 EMTs; 6 employed in Cochise County
- 36 CNAs; 32 employed as CNAs in Cochise County
- 31 High School Students became Home Health Aides; 1 currently employed in Cochise County
- 19 Medical Assistants; 17 currently employed in Cochise County
- 10 Certified Firefighters; 3 currently employed in Cochise County

Current Enrollment:

- Nursing: 198 students; 81 1st year 98; 2nd; 19 are LPN moving to nursing; 25 cohort in LPN starting in January
- Paramedic: 9 students
- EMT: 36 students
- CNA: 36 students – Dual enrollment
- HHA: 12 students – High School
- MA: 29 students; adding additional cohort in Douglas and Benson
- FST: 20 students

Coming Soon:

- Medical Billing and Coding – Credit program; 1 year, 2 semester certificate
- Certified Phlebotomy Technician – CLL shorter certificate courses
- Certified EKG Technician – CLL shorter certification courses

Medical Billing and Coding presented by Ms. Sabate:

- Program course mapping
- Learning Outcomes
 - Perform administrative duties in a typical healthcare setting.
 - Model professional healthcare communications and demonstrate legal and ethical behavior in all activities.
 - Execute correct coding, accounting and documentation requirements
 - Apply appropriate nomenclature, terms and guidelines for billing and coding tasks and insurance resources.
 - Effectively utilize healthcare technology and EHR
 - Achieve a nationally-recognized measure of competency
- Course Learning Outcomes – HLT 160 MBC I
 - Medical Law and Ethics
 - Healthcare Records & Documentation
 - Insurance basics for all payers
 - Scheduling
 - Accounts Receivable Concepts
- Course Learning Outcomes – HLT 161 MBC II
 - Abstracting patient health information and services rendered to assign correct ICD, CPT, and HCPCS Level II codes at an advanced level.
 - Labs include extensive practice completing claim forms, reconciling accounts, and utilizing both manual and electronic resources for real-world simulation.
 - Students will simultaneously prepare to sit for the CBCS, “Certified Billing & Coding Specialist”, exam upon successful completion of the program
- Potential Career Options

- Employment of medical secretaries, including medical billing and coding specialists, is projected to increase 22% from 2016 to 2026, according to the U.S. Bureau of Labor Statistics
- Entry level jobs MBC graduates
 - Authorizations & Referral Processing
 - Patient Registration for Hospitals
 - Appointment and Procedure Scheduling
 - Medical Coding or Billing Specialist
 - Medical or Unit Secretary
 - Collections Specialist
 - Health Information Clerk or Technician
 - Medical Office Assistant
- With degrees, additional certifications, experience and training:
 - Practice Manager
 - Health Information Manager
 - Registration Supervisor
 - Patient Access Manager
 - Billing and/or Coding Manager
 - Insurance Contract Negotiator
 - Inpatient Hospital Billing and Coding
 - Provider Credentialing
 - Medical Scribe and/or Transcriptionist
 - Billing and Coding Trainer
- Target Market
 - Scaffolding/Stackable opportunities for Allied Health grads, or employees in the community, looking for career advancement.
 - Employees being retrained via Worker's Compensation, or Military personnel who are transitioning out of active duty who need civilian skills.
 - Individuals with disabilities who would benefit from desk/office jobs
 - Possibility of remote positions for those interested in remote work.

Phlebotomy Technician Certificate – Center for Lifelong Learning – Starts January 10, 2022

- Comprehensive classroom instruction includes:
 - Anatomy & Physiology and Medical Terminology
 - Infection control, OSHA safety, & HIPAA compliance
 - Venipuncture and CLIA Waived tests
 - Obtain BLS/CPR certification
- Externship in local clinic, lab, or hospital:
 - Real-world experience processing orders, gathering correct supplies, and obtaining informed consent
 - Perform live blood draws and record results of tests
 - Qualify to sit for NHA's, "CPT", Certified Phlebotomy Technician, exam.

EKG Technician Certificate – Center for Lifelong Learning – starting March 15, 2022

- Certificate program and externship curriculum includes:
 - Performing Vitals, EKGs, Event monitors, and Cardiac Stress Tests.
 - OSHA guidelines infection control and workplace safety, & HIPAA Compliance
 - BLS/CPR certification
 - Preparation to sit for NHA's CET, "Certified EKG Technician", certification exam

Questions/Comments:

Responding to Mr. Quinn, Ms. Hill noted that the Medical Billing and Coding (MBC) program is being marketed to both the students new to the health industry and the students wanting to add it to their program as stackable credentialing.

Ms. Hill also addressed the process for obtaining national certification, noting the college will use the National Healthcare Career Association (NHA). The college currently uses this association for the Medical Assistant program and they also offer an MBC national certification. The exam study material is part of the coursework throughout the program. The NHA will also be used for the Phlebotomy and EKG certification exams. The results of the exam completions will be used for assessment of the program.

Ms. Hill stated that she has been approached by Canyon Vista Medical Center and Copper Queen Hospital expressing interest and need for MBC certification. The NHA is an accrediting agency and is recognized nationally and are also recognized by Veteran's Affairs (VA).

Mr. Hudgins acknowledged the nursing program for doing an outstanding job of turning the challenges from the past year into opportunities to go around the communities and helping with vaccination clinics.

Responding to Mr. Quinn, Ms. Hill reported that the Medical Billing and Coding class can be taught online, hybrid, and face-to-face. The Phlebotomy and the EKG classes will be taught each semester alternating locations to include Benson and Wilcox centers.

Mr. Quinn asked for a roadmap on how the three programs will lead to an associate's degree to be presented at a future meeting.

3.03 2021 Annual Security and Fire Safety Report

Dr. Wendy Davis, Vice President for Administration/Title IX Administrator, provided the 2021 Annual Security and Fire Safety report noting Cochise College had no recordable offenses in fiscal year 2020. A few highlights include:

- College's outsourced security services, G4S has been acquired by Allied Security.
 - 24/7 security on the Sierra Vista and Douglas Campuses and at the Downtown Center
 - Officers are Department of Public Safety trained and certified
 - Officers cannot arrest someone, but they can contact law enforcement to take action.
- All locations have security cameras. The college is working to implement additional cameras on the Douglas Campus
- The college follows a process for communicating with residents, students, and staff if there are situations needing awareness. Also encouraging everyone that if you see something, say something.
- Residential housing facilities are locked 24/7; students and staff needing access need to use their keys.
- The annual report is posted on the college website for public view.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Quinn
 - Expressed thanks for the remote technology
 - Congratulations given to Mrs. Strain for her recognition on the Veteran's Wall at Canyon Vista Medical Center.
 - Thanks to Barb Richardson on a successful Open House showcasing the local photography along with the nursing program. Looking forward to seeing the nursing program expand in Benson and in Douglas.
- Mr. DiPeso
 - Expressed appreciation for the Benson Center open house; it was a great event.
 - Congratulations given to Mrs. Strain for her recognition.
- Mr. Nelson
 - Congratulations given to Mrs. Strain.
 - Commented on his experience during the ACCT Leadership Conference in October.
 - Some colleges are partnering with private businesses for various programs such as CDL licensing. A trucking company would pay for the trucks and for the class, the college offers the space and the training.
 - Develop a code of conduct for board members for incoming member to have a guide with expectations related to board matters.
 - Digital marketing session was very interesting. Social media tracking, direct market advertising with specific concentration on high school students or young adults.
 - Would like a marketing report in the future with what the college is currently doing in digital marketing.
- Mr. Hudgins
 - Congratulations to Mrs. Strain.

5. ADJOURNMENT

Mr. Hudgins adjourned the meeting at 7:40 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Dennis Nelson, Secretary of the Governing Board