

## APPROVED MINUTES

### COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

**Tuesday, December 13, 2022**  
**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/92565972320>.

#### **1. GENERAL FUNCTIONS**

##### **1.01 Call to Order**

Mr. DiPeso called the meeting to order at 6:02 p.m.

##### **Board Members Present:**

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

##### **1.02 Pledge of Allegiance**

Mr. Hudgins led the Pledge of Allegiance.

##### **1.03 Adoption of Agenda**

Action Item 2.01.1 Facility Services Technician hiring of Devon Marshall pulled from the Consent Agenda. The agenda was adopted as published with no further adjustments.

##### **1.04 Citizen's In-person Interim**

There were no requests to address the board.

##### **1.05 Standing Reports**

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

There were no AACCT updates to present since the last meeting.

##### **1.05.2 Senate**

No Senate report provided as the Senate did not meet in November.

### **1.05.3 Student Government Association**

The Governing Board reviewed and accepted a Student Government Association written report.

### **1.05.4 College President**

Dr. Rottweiler began his update thanking board members for coming in early for the work session. He then provided the board with updates; highlights included:

#### Legislative Update:

- Community College FY24 Funding Request – submitted 9/1/2022
- Committee assignments for next year’s legislative session provided to the board
- Day at the Capitol scheduled for January 25th. Each of the colleges in attendance will be showcasing various programs. Robyn Martin has the lead for this event and will be showcasing programs in the First Responder Academy. Faculty, staff, and students will attend. The AACCT is attempting to hold a breakfast before the event related to advocacy. The board is welcome to attend if desired.
- There was originally planned to be a Legislative Reception the night before but that has been postponed to a later date. More information to follow.
  - In March/early April there will be a Cochise College Day at the Capitol, which may be a better time for board members to participate.

#### Facilities Update:

##### Douglas Campus

- Baseball In-Field Synthetic Turf Installation
  - In-Progress since October 24
  - Estimated Completion Date (ECD): first week of January
  - Synthetic Turf lay down completed
  - Sod Laydown delayed a week due to inclement weather
  - Dugouts and Bullpens refurbishment in progress
  - Outfield and Bullpen irrigation upgrades completed
- Chiricahua Hall Demolition
  - In-Progress since October 31
  - ECD: 16 December
  - Crushing of debris pile in-progress
- Solar Trough Array Demolition
  - Completed
- Library Flat Roof Replacement
  - In-Progress since November 14
  - ECD: December 16
- Aviation Roof Replacement
  - In-Progress since November 14
  - ECD: March 2023
- Welcome Center
  - Architectural drawings received
  - State Fire Marshal approval to construct permitting submitted; 30 day process
  - Material shortages have delayed the manufacturing of underground electrical/fiber junction boxes
  - ESD: mid-January
  - ECD: mid-March

- Library Air Handler Unit replacement
  - ESD: December 19
  - ECD: December 20
  - Building has 2 other AHUs operational during work
- Primary Well
  - ESD: December 19
  - ECD: January 10
  - Back-up water source to be the secondary well
- Primary Well Booster System
  - Material procurement delays have pushed back the start date
  - ESD: Spring Break (week of March 13)
- Primary Well System Back-up Generator
  - Equipment procurement and delivery delay until mid-June
  - ESD: Last week in June
  - Dr. Davis has been meeting with the City of Douglas regarding partnership around water accessibility

#### Sierra Vista Campus

- First Responders Academy
  - Law Enforcement Building Office and Classroom Build
    - Office furniture installed
    - Classroom preparation efforts continuing
    - Long lead procurement items on networking equipment
    - ECD: Late Spring
  - Firearms Training Complex
    - Schematic design drawings completed
    - Design drawings to follow
  - Driving Track
    - ESD: January 2
    - ECD: July 3
    - Time-lapse camera to be setup for future viewing

#### Downtown Center

- Ambulance Simulator Room
  - ESD: in-progress
  - ECD: first week of February
  - Materials on-hand or in-transit from supplier
  - Simulator installation planned for end of January or first week of February

#### Initiatives:

- The First class of the Communications Officer Academy begins in January.
  - This is a six week academy led by Dr. Eric Brooks in partnership with Sheriff Dannels, The Sheriff's Office, and SEACOM.
- Stackable Credentials: A graduation ceremony for Medical Assistants was held on December 12, 2022. One of the graduates took the opportunity to obtain her Phlebotomy Certification as part of her coursework. She was hired locally and because of the additional certification, she was offered an additional \$1 per hour. The student will likewise add the EKG Certification providing an additional \$1 per hour from her employer.
- Integrated Education and Training Program: Emily England is the first graduate of the Cochise College Adult Education IET program. The Integrated Education & Training (IET) program offers a supportive environment that combines

education and job skills training. While enrolled in High School Equivalency classes, students are dually enrolled in IET classes tailored to the student's career goals. IET prepares students for high-demand jobs with competitive advantages upon graduation. Emily came to Cochise College after relocating to Sierra Vista during the pandemic to find that not all of her high school classes would transfer. She earned her High School Equivalency Diploma in November, and on December 12 completed the Cochise College Nursing Assistant Certification Program. She will take the state boards to receive her certificate December 21. Next semester, Emily will begin the prerequisite classes for the Nursing program. She looks forward to eventually working as a Nurse Practitioner in either Oncology or ICU. Emily currently works in the optometry department at Walmart and was recently hired as a CNA at Lifecare Center in Sierra Vista.

- The Cochise College Adult Education program works hard to meet students where they are at in order to meet their needs and help them progress along the path to success. In Emily's case, based on her initial placement in the program, this meant an independent study working directly with our Student Success Coach, Sie-Se Washington, and GED instructor Dr. Lance Baxter both in person and virtually for three months preparing for each of the four GED tests (Reading, Math, Science, and Social Studies) as well as the Arizona Civics test. Emily performed exceptionally and earned the college ready qualifier for each of her GED test scores.
- According to Peter Hooper, Director of the Adult Education Program at Cochise College, "the goal of the program is to provide students with the education needed to move forward in life. The IET program takes that commitment a step further providing students with workplace skills and training specific to high need fields throughout the county." Currently, the IET program has more than 50 students either preparing for or enrolled in various certificate programs including; HVAC, Welding, CNA, Customer Service and Sales, Automotive Technology, and more. Director Hooper further states, "as the IET program continues to grow, the hope is that every student in Adult Education will take advantage of it in order to find success in their desired career."

#### General Comments

#### Community Engagements

- November 26 – Douglas Annual Tree Lighting
- December 1 & 2 – Mr. Jeff Jennings Retirement Activities
- December 2 – Canyon Vista Medical Center and Legacy Foundation Holiday Celebrations
- December 8 – Police Academy Graduation; thanks were given to Mr. Hudgins and Mrs. Strain for their participation.
- December 11 – Commanding General Tony Hale's Holiday Celebration
- December 12 – Medical Assistant Graduation

#### Upcoming Events:

- Central Arizona College Leadership Academy on December 15
- Retirement Ceremony for Mr. Matt Walsh on December 16
- Visit to the Applied Technology Center of ALA/CharterOne on December 19
- A number of events the board may be interested in attending include:
  - Douglas Campus Holiday Party, December 20 from 11:00-1:00pm
  - Sierra Vista Holiday Party, December 21 from 11:00-1:00pm

- Practical Nurse and Nursing Assistant Recognition on December 22 at 6:00 pm in the Community Room on the Sierra Vista Campus
- The January Board Meeting will be on January 17, 2023, in Sierra Vista. As a reminder, the president will be on annual leave from January 8 through 29 so Dr. Perey and Dr. Davis will run the January Meeting.
- The College will be closed for Winter Break December 24 through January 8. Dr. Rottweiler will be in town and the administrator in charge in case anything is needed.

### **1.05.5 Monthly Financial Report – November 2022**

The Financial Report for November 2022 was presented and accepted as submitted.

### **1.05.6 Monthly Academic Progress Report**

No monthly academic report provided for the December meeting.

## **2. NEW BUSINESS \***

### **2.01 Consent Agenda \***

The following items were approved:

- 2.01.1 \* Classified Staff; Appointment (Devon Marshall, Facility Services Technician, Sierra Vista Campus) **PULLED FROM THE CONSENT AGENDA.**
- 2.01.2 \* Administrative Support; Appointment (Mandee Clay, MOS Programs Advisor, Fort Huachuca Education Center)
- 2.01.3 \* Administrative Support; Appointment (Emily Tinoco, Academic/Career Advisor - TRiO/Student Support Services, Douglas Campus)
- 2.01.4 \* Faculty; Appointment (Sofia Chesney, Instructor of English as a Second Language, District-wide based on the Douglas Campus)
- 2.01.5 \* Faculty; Appointment (Jacob Holloway, Instructor/Program Coordinator Agriculture, District-wide based on the Douglas Campus)
- 2.01.6 \* Faculty; Appointment (Lloyd Moyo, Instructor of Mathematics, District-wide based on the Douglas Campus)
- 2.01.7 \* Faculty; Appointment (Luca Scerbo, Instructor of Mathematics, District-wide based on the Douglas Campus)
- 2.01.8 \* Faculty; Temporary Appointment (Flor Diaz, Instructor of ESL - Temporary, Douglas Campus)
- 2.01.9 \* Administrative Staff; Resignation (David DeVillier, Assistant Director of Residential Life, Douglas Campus)
- 2.01.10 \* Faculty; Resignation (David DeSplinter, Instructor of HVAC Technology, Sierra Vista Campus)
- 2.01.11 \* Curriculum Changes
- 2.01.12 \* Revised 2023 Governing Board Meeting Schedule
- 2.01.13 \* Acceptance of Minutes for November 15, 2022 – Regular Meeting

Mr. Quinn moved, and Mr. Nelson seconded a motion to approve the Consent Agenda, pulling item 2.01.1 from the agenda. There was no further discussion. The Governing Board unanimously approved with members, David DiPeso, Don Hudgins, Dennis Nelson, Jane Strain, and Tim Quinn all voting aye. **MOTION CARRIED.**

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

Mr. Wick Lewis, Executive Director of Human Resources, introduced Luca Scerbo, Instructor of Mathematics; Emily Tinoco, Academic Advisor - Student Support Services (TRiO); Samantha Linder, Registration Technician for Military Programs; Jesus Campoy, Applications Analyst; and Katie Sorensen, Events Management Coordinator.

**3. INFORMATION ITEMS**

**INFORMATION**

**3.01 Communications**

- No communications received.

**3.02 Student Services Report**

Dr. Dana Horne, Vice President for Student Services, provided an update on the Student Services Department; highlights include:

New Leaders:

- Changes and restructuring within the Student Services department aim to strengthen the services provided to students.

New Initiatives:

- Adjusting Registration start date for Summer and Fall to April 1
  - Allows student services more time to serve students
  - Provides students with more time to meet with faculty and advisors
- Tuition & Fee Refund Policy/Schedule
  - Students can add/drop or adjust their schedules without penalty within the first week of the 16-week semester
  - By implementing this change, students can assess the workload and academic placement within the first two days of classes and make changes accordingly
- Professional Development Workshop: *Trauma Informed & Solution Focused Practices*
  - Provides inclusive and Student-Centered support services

Recruitment Highlights:

- Increased Enrollment
  - Outreach efforts
  - Presence and interactions at college fairs
  - Focused calling campaign
- International Students
  - 2021 – 2022: 373 international applications with 143 international students attending Cochise College.
  - Fall 2022 there are 85 international students enrolled.

Admissions & Records Focus:

- E-Transcripts allowing students and alumni a faster and more secure option to send their official transcripts
- Revamp application process to be more student friendly and efficient
- Evaluating and enhancing admissions language and communication efforts

Ms. Karen Emmer, Director of Financial Aid, provided a financial aid overview; highlights include:

- Total Funds Awarded \$8,474,309.00
  - Pell \$6,124,610.00
  - Loans \$1,632,699.00
- Foundation Scholarships (not athletics and summer) \$ 717,000.00

Summer Scholarship Impact:

- New Scholarship Initiative
  - Gave students around one to two course free of charge
  - Encouraged students to start courses right after high school
  - 686 Summer Scholarship Awards granted
  - 207 Newly admitted students received scholarship
  - 89.1% of summer scholarship recipients completed Summer 2022 successfully
  - 74.3% of summer scholarship recipients enrolled for Fall 2022
  - 62.2% of summer scholarship recipients did not have Financial Aid Pell Grant

Future initiatives:

- Positions: Financial Aid Advisor, and Financial Aid Tech Veteran Services Specialist effective 2024
- Financial Aid Workshops at high schools and hosted college nights
- FAFSA Call Campaign

Accessibility Services:

- Name change from Disability Services to Accessibility Services
- Nanette Romo, Director of Accessibility Services, has streamlined processes to assist students, faculty, and staff who need accommodations including:
  - Improved utilization accommodation software
  - Incorporating a monthly newsletter to keep students better informed.

Counseling and Advising:

- Fall 2022 hosted Fall Bash, a program focused on preparing for spring enrollment, understanding MyDegree Plan, and increase campus academic resource awareness. A total of 227 students attended.
- Future Focus:
  - Implement a holistic case management service strategy that focuses on meaningful student/advisor relationships, enrollment, academic planning, retention, student learning and completion
  - Increase student engagement, student self-agency, seamless student experiences, retention, graduation, staff learning, data informed decision making, and student learning outcomes and assessment.
  - Work to increase collaboration with professional staff (Military Programs, TRIO, CTEPS, Dual Enrollment) to provide academic advising in order to support a seamless student experience.
  - Establish a purpose driven comprehensive career development program.

Residence Life:

- Fall 2022 – Residence Life is at full capacity occupancy of 184 beds.
- Implementing industry standard best practices for housing and residence life to help increase student engagement and satisfaction including:
  - Standardized training for resident assistants

Student Wellness:

- Food Pantry
  - Served 1535 households and distributed over 14,743 items since October 2021
  - Continue to work with community contacts to address food insecurities
- Strategic Wellness Initiatives
  - Meta App: Connecting students to the free online mental health support 24/7
  - Mental Health Professional
  - Free feminine hygiene products
- The CARES (Compassion, Advocate, Resource, Educate, Support) team has been created and is currently responding to student concern reports or crises.

Testing Services:

- The Testing Center has been re-certified and recognized as a nationally certified testing center for the next five years.
- Moving forward, the testing center would like to explore offering various national test which can best support the community, while still offering proctor college exams and placement tests.

Tutoring Services:

- Created and implemented a comprehensive tutor training course
- Increase accessibility of educational materials
- Supported second language learners by training and promoting our bilingual tutors
- Coordinated activation of the nursing materials in Tutor.com
- Future initiatives:
  - Appointment Manager – streamline the appointment setting process
  - Online lab growth – increase online tutoring options and availability
  - Social outreach/promotion – workshops to promote APA and combat plagiarism, reduce math testing anxiety

Questions/Comments:

Mrs. Strain expressed interest in the increased retention and graduation rate. Mrs. Strain requested an update on the CARES team including: An idea of the number individuals receiving help; what is going on with students and how they are being assisted. Dr. Horne provided an example of a student showing up for class enebriated. While the CARES team is not meant to be a judicial process, the purpose of the team is to recognize the student's behaviors then maybe turn them over to other services.

Mr. Quinn asked for an assessment on the Directed Self-placement (DSP) initiative, which will be reported during the March Board meeting.

### **3.03 2021-2022 Title IX and Cleary Act Report**

Dr. Jessica Morgan-Tate, Director of Compliance and Title IX Coordinator, provided a presentation to the Governing Board on Title IX updates, the Cleary Act, and the Annual Security Report; highlights include:

Cleary Act: Annual Security Report

- Policy Statements
  - Examples: emergency notifications and timely warnings policies, missing student procedures, evacuation and emergency plans, frequency of safety and fire drills, security and crime reporting procedures, drug and alcohol policies, and fire safety regulations.



- Mandated Prevention/Awareness Programming
  - Examples: New Employee Orientation Risk Management Training, Building Coordinator Safety Training, and Mental Wellness & Sexual Assault Prevention Lecture Series. The college is required to do safety training, drug and alcohol prevention training, and sexual assault/domestic violence training.
- Crime Statistics
  - 2021 – 1 Burglary Report on Douglas
  - 2021 – 1 Drug Abuse Violation
  - 2021 – 10 Alcohol Violation with 8 of those in student housing
- Title IX is a Gender Based Non-Discrimination Law
  - Sex-Based: Sexual Harassment & Sexual Assault,
  - Relationship Violence: Dating/Domestic Violence & Stalking
  - Goal is to educate students, staff, and faculty on what Title IX is, how to prevent these scenarios, and how to identify if they are experiencing such violence.
- Changes on the Horizon
  - VAWA Reauthorization
    - May have survey's in the future
    - Department of Education could fine for violations
  - Proposed Regulatory Changes
- Cochise College Resources
  - Provide academic support, housing changes, and safety escorts if needed
  - Provide community resources as well such as House of Hope and Lori's Place

Questions/comments:

Mr. Quinn inquired about informing students regarding training. Dr. Morgan-Tate responded noting that her department works with residential assistants in housing, Student Government Association, and the athletic department. Additionally, online training is a requirement for students to complete.

Ms. Strain asked if there were statistics on stalking. Dr. Morgan-Tate responded stating there was no stalking on the campus.

### **3.04 TRiO Report**

Ms. Gabriela Amavizca, Director of TriO, provided a presentation to the Governing Board on the TRiO Program; highlights include:

Grant Funded Program established by the 1968 Higher Education Act:

- Formed in an effort to alleviate poverty by increasing the number of disadvantaged students (low incomes, first generation, or students with a disability) who graduate and transfer into a four year program.
- First began with 3 programs: Talent Search (middle school), Upward Bound (high school) and Student Support Services
  - There are now 9 programs with a total of 2,800 spread across the U.S.
  - Served Cochise College since 2001

Services Offered

- Intrusive Advising and Career Counseling
- Degree Research
- University Visits
- Scholarships
- Workshops: College Skills/Economic Literacy

- Cultural Events and Community Service

#### New Grant Cycle 2020 – 2025

- Started September 1, 2020
  - Currently entering year 3
- Five Objectives of TRiO include:
  - Funded to serve, persistence, good standing, graduation rate, and transfer rate.
  - In order to receive funding for the grant, it is important to meet these objectives.
  - A look at how well Cochise College did to meet these objectives in year 2020-2021

TRiO Grant Objectives	Cochise College District-Wide	Cochise College TRiO Objectives	2020-2021 Year 1
Funded to Serve	165	100%	90%
Persistence	45%	50%	79%
Good Standing	75%	80%	87%
Graduation Rate	10%	15%	57%
Transfer Rate	10%	15%	29%

#### Increasing Transfer Rate Initiatives

- Increased Campus Visits: Attendees 73 duplicated, 49 unduplicated
- Workshops on Transfer/Transfer Checklist (Student Success Plan)
- Transfer Fair Fall and Spring (admissions applications)
- Earn to Learn Scholarship (up to \$12,000)

#### Earn to Learn Scholarship

- Student savings of \$500 + \$4,000 University Match = \$4,500 per student per year
- The scholarship may be used up to three times for a total of \$12,000 towards student educational cost.
- To be eligible for the scholarship a student must meet the following requirements:
  - U.S. Citizen or Eligible Non-Citizen
  - Resident of AZ/Qualify for In-State tuition
  - Enrolled Full Time in any AZ State University
  - FAFSA & Income eligible
- Requirements include:
  - Complete Personal Finance Training Course
  - Meet with Success Coach to determine savings plan & how to open Match Savings Account
  - Save \$500 within 6 consecutive months
- Last year, forty-five Cochise College students received the Earn to Learn Scholarship. Twenty-three of those were through the Cochise College standard program and twenty-two from universities that also sponsor the scholarship.

#### 44<sup>th</sup> Annual Westop Conference

TRiO advisors, Angie Bustamante and Norma Bradenburg, were selected to present at the conference, which focused on Creating a Successful Transfer Culture. The main topics included:

- Transfer Barriers
  - Financial
  - First-Generation

- Lack of career knowledge and opportunities
- Complexity of Transfer and Culture Shock
- School-Life Balance
- How to eliminate transfer barriers
  - Career Exploration
  - Degree research
  - Out-of-State Options
  - CLEP
  - Bilingual Support for Students and Parents
  - Residency Blind Institutions and Online options.

#### Peer Mentoring Program

- Last year, Cochise College matched 44 Mentees to 23 Second-year students (mentors).
- As part of this initiative, mentors met with mentees once a month to complete a status report, attend a social event, and participate in study sessions as needed.
- Benefits for Mentees include:
  - Help in navigating first year in college
  - Developing good college success habits
  - Increase social confidence and campus engagement
  - Develop communication, study and personal skills
  - Develop strategies for dealing with both personal and academic issues
- Benefits for Mentors include:
  - Improved communication and personal skills
  - Develop leadership qualities
  - Engage in a volunteering opportunity
  - Enhanced resume
- All mentors/mentees receive a certification of completion for their participation in the program.

#### TRiO Club

- Officially changed name to the TRI Club
  - Change reflects the separation between the TRiO Program and the TRiO club as it was causing confusion for students.

#### TRiO Student Highlights Include:

- Victor Oviedo
  - UofA - BS Engineering
  - All Arizona Scholarship Recipient
  - PTK VP of Honors In Action Project
- Enrique Unzueta
  - NAU - BS Communication Science
  - Jack Kent Cooke Scholarship Semifinalist
  - PTK VP of Finance and Fundraising
- Kevin Chavez
  - ASU - BS Engineering
  - Jack Kent Cooke Scholarship Semifinalist
  - Los Diablos Scholarship Recipient
  - PTK President Douglas Chapter
- Victoria Ramirez
  - ASU - Interior Design
  - Los Diablos Scholarship Recipient

- Kathy Toscano
  - UofA - BS Psychology
  - PTK VP of Service
  - TRiO Student of the Year
- Flor Diaz
  - Volunteer of the Year
  - Americorp Volunteer

Questions/Comments:

Mr. Quinn questioned if there are students enrolled in the Earn to Learn Scholarship. Ms. Amavizca responded yes, while there are not current numbers for how many are enrolled, last year there were twenty three students at Cochise College enrolled. Mr. Quinn asked where the resources for the training and coaching for Earn to Learn Scholarships come from. Ms. Amavizca noted that Earn to Learn provides their own resources, but it is Cochise College's responsibility to tell the student and provide the application.

### **3.05 Communications Officer Training Academy**

The Communications Officer Training Academy (AKA Dispatcher Academy) has been developed at the request of Sheriff Dannels in order to help fill the need for dispatchers in Cochise County. Dr. Rottweiler approved per Policy 210; it still needs to go through the curriculum process over the next year for approval in order to do a quick start.

### **3.06 Revised Policy 626 – Annual Leave**

Revised Policy 626 – Annual Leave, was presented as a review and first read. Revisions include adding language for 12-month faculty and encouraging as much notice as possible for requested annual leave. With no changes, the policy will be brought back in January for second read and approval.

### **3.07 Sabbatical Report – Denisse Canez**

Denisse Canez, Instructor for Reading, completed the academic year 2021-2022 sabbatical and prepared a written report to the board, which was included in the board-meeting packet for review.

### **3.08 Sabbatical Report – Tate Rich**

Tate Rich, Instructor for Art, completed the academic year 2021-2022 sabbatical and prepared a written report to the board, which was included in the board-meeting packet for review.

## **4. COMMENTS FROM GOVERNING BOARD MEMBERS**

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

- Mr. Quinn
  - Expressed his thanks for all the college does and wished everyone safe travels
- Mrs. Strain
  - Noted that it was an honor and privilege to attend the Police Academy Graduation, which is a great community event.

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- Mr. Hudgins
  - Expressed his thanks for all the college does, noting that it is because of the staff, that Cochise College is such an amazing institution. Merry Christmas.
- Mr. DiPeso
  - Merry Christmas and Happy Holidays

**5. ADJOURNMENT**

Mr. DiPeso adjourned the meeting at 7:25 p.m.

Respectfully Submitted:

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Crystal Wheeler, Executive Assistant, Office of the President

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Mr. Dennis Nelson, Secretary of the Governing Board