

APPROVED MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, August 8, 2023
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/94818482554>.

1. GENERAL FUNCTIONS

1.01 Call to Order

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

Board Members Present:

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

1.02 Pledge of Allegiance

Mr. Hudgins led the Pledge of Allegiance.

1.03 Adoption of Agenda

The agenda was adopted as published.

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, AACCT representative, did not have an update.

1.05.2 Senate

A Senate report was not provided as the institution is in summer session.

1.05.3 Student Government Association (SGA)

A Student Government Association report was not provided as students are on summer recess.

1.05.4 College President

Dr. Rottweiler started his report by expressing his excitement to welcome new faculty and staff to Cochise College, the start of the new year with Convocation on August 14 at 7:30 a.m., and the return of students on August 21.

Legislative Update:

- Sine Die adjourned last week
- On September 1: The Arizona Community College Coordinating Council's (AC4) FY25 budget is due to the Governor's office.
 - There will be a decrease in funding as a result of the decline in enrollment with MOS programming, which is down 938 due to the struggle with recruiting, specifically on Fort Huachuca. Estimating \$400K decrease in funding.
- Hosted Governor Hobbs on July 19.
 - She announced additional dollars to law enforcement in Cochise County as well as the \$8M grant for broadband expansion to the Douglas Campus.
- Hosted Congressional Oversight Committee Hearing
 - Streamed on CSPAN
 - Dr. Rottweiler thanked staff members for ensuring the events went well
- Hosted City of Sierra Vista Spotlight Breakfast on August 8.

Facilities Update:

- Staff has worked extremely hard on all campuses and have demonstrated their commitment to the college.
 - Endless hours of hard work went into projects such as the welcome center, ambulance simulator, wells, high-flex classrooms, etc.

Initiatives:

- First Responders Academy
 - Shared presentation with driving track ribbon-cutting and simulator showcase
 - Special Board Meeting for two GMPs will be hosted the week of August 22; time is to be determined
 - Plan to host a ground-breaking ceremony for the Firearms Training Complex (FTC) and Student Housing (SH) around the end of September.
 - Completion of these projects is anticipated in January 2025
- Future Simulators- April/May 2024
 - Med Evac helicopter
 - Three Tahoe simulators loaded with Cochise County roads for high-speed simulation training
- Sierra Vista Student Housing
 - Dr. Wendy Davis met with the U of A Foundation regarding building and parking discussions

Community Engagements:

- June 20 – Meetings with U of A related to the construction of the student housing project, and met with Joe O'Reilly, who is a part of Helios and Arizona State University regarding college completions.
- September 29 – the college will host County superintendents along with five district representatives to attend a breakfast beginning at 8:00 a.m. on campus.

The meeting will discuss how to use data to predict the future to help educate the next generation. Board members are welcome to attend.

- June 21-22 - AC4 Annual & Regular Meeting in Prescott
 - AC4 hired Dr. David Borofsky as Interim Executive Director of AC4 and AACCT.
- July 6-8 – Mountain States Summer Conference in Wyoming
 - Dr. Rottweiler was elected chair
- July 19 - Fort's Change of Command for MG Hale to Brigadier General Richard Appelhans
- July 31 – held ribbon-cutting for driving track and showcased the new ambulance simulator at the Downtown Center.
- August 2 - Men in Suits at Buena High School welcoming students on first day of class
- August 3 – Attended a Connector Road Study in Douglas

Upcoming Activities:

- August 10 - Briefing at the Chaplain's breakfast
- August 11 – Guest on First Watch with the Sheriff
- August 14 – Convocation
- August 14 – Associate Faculty Convocation on the Douglas Campus (evening)
- August 17 – Associate Faculty Convocation on Sierra Vista Campus
- August 23-24 – AACCT Legislative Retreat in Flagstaff with Mr. Quinn
- August 29 - meeting with the leadership team for Allo Fiber Network to discuss future opportunities and training in the Sierra Vista area.
- September 12 - Dr. Rottweiler will present to the Huachuca Area Republican Women's Group.

Questions/Comments:

Mr. DiPeso questioned when the rental tax goes into effect. Dr. Rottweiler stated he is unsure, but will review the details and report back to Mr. DiPeso.

Mr. Hudgins inquired about the fiber broadband in Douglas. Dr. Rottweiler informed him the grant funding has been released, but is held up in negation with Cox and the Arizona Commerce Authority.

Mr. Quinn asked if the American Leadership Academy building, announced in a newspaper article, will affect the college's relationship with them. Dr. Rottweiler assured Mr. Quinn that it will not be affected and that the college just renewed the agreement with them for another year.

1.05.5 Monthly Financial Report – June 2023

The Financial Report for June 2023 was presented and accepted as submitted.

1.05.6 Monthly Financial Report – July 2023

The Financial Report for July 2023 was presented and accepted as submitted.

1.05.7 Monthly Academic Progress Report – August 2023

The monthly Academic Progress Report for August 2023, included non-credit workforce and skills training. The report was presented and accepted as submitted.

Mr. Nelson asked for a cheat sheet to explain the acronyms in future reports.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Marc Matthews, Grounds Technician II, Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Appointment (*Jaiden Quiles, Department Assistant Counseling & Advising, Sierra Vista Campus*)
- 2.01.3 * Classified Staff; Appointment (*Justin Waller, Facility Services Technician, Sierra Vista Campus*)
- 2.01.4 * Administrative Support; Appointment (*Donna Brown, Marketing Specialist, Sierra Vista Campus*)
- 2.01.5 * Administrative Support; Appointment (*Tiffany Espinosa, Data Analyst, Downtown Center*)
- 2.01.6 * Administrative Support; Appointment (*Dale Miller, Art Studio Coordinator, Sierra Vista Campus*)
- 2.01.7 * Administrative Support; Appointment (*Teresa Perez, Credentials Evaluator, Sierra Vista Campus*)
- 2.01.8 * Administrative Support; Appointment (*Edward Rubalcava, Data Analyst, Downtown Center*)
- 2.01.9 * Administrative Staff; Appointment (*Belen Lopez-Hart, Director of Finance & Procurement Services, District-wide based on the Sierra Vista Campus*)
- 2.01.10 * Faculty; Appointment (*Dr. Khaleel Abusal, Instructor of English, Douglas Campus*)
- 2.01.11 * Faculty; Appointment (*William Forbes, Instructor Aviation Pathways, Douglas Campus*)
- 2.01.12 * Faculty; Appointment (*Paul Heredia, Instructor Business, Sierra Vista Campus*)
- 2.01.13 * Faculty; Appointment (*Rashawn Rodriguez, Instructor Aviation Pathways, Douglas Campus*)
- 2.01.14 * Faculty; Appointment (*Nathan Wilson, Instructor Aviation Pathways, Douglas Campus*)
- 2.01.15 * Classified Staff; Resignation (*Mark Berumen, User Support Technician, Douglas Campus*)
- 2.01.16 * Administrative Support; Resignation (*Teahlyn Crow, Academic/Career Advisor, Sierra Vista Campus*)
- 2.01.17 * Administrative Staff; Resignation (*Gabriela Amavizca, Director of SSS TRiO, Douglas Campus*)
- 2.01.18 * Administrative Staff; Resignation (*Karl Griffor, Dean of Workforce Development, District-wide based on the Sierra Vista Campus*)
- 2.01.19 * Administrative Staff; Resignation (*Sierra Williams, Athletic Trainer, Douglas Campus*)
- 2.01.20 * Faculty; Resignation (*Jordan Buckley, Instructor Aviation Pathways, Douglas Campus*)
- 2.01.21 * Faculty; Separation (*Brandy Arellano, LPN Coordinator/Instructor Nursing, Downtown Center*)
- 2.01.22 * Change Governing Board December Meeting Date to December 19
- 2.01.23 * Acceptance of Minutes for June 13, 2023 –Public Hearing
- 2.01.24 * Acceptance of Minutes for June 13, 2023 – Special Meeting
- 2.01.25 * Acceptance of Minutes for June 13, 2023 – Regular Meeting
- 2.01.26 * Acceptance of Minutes for July 11, 2023 – Virtual Special Meeting

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

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

Wick Lewis, Executive Director of Human Resources, introduced Lindsay Forbes, Student Retention Manager; Jose Quintana, Recruit Training Officer; and Jessica Orozco, Instructor of Medical Professions.

Comments:

Dr. Rottweiler noted how fortunate it is to have a full-time Recruit Training Officer with prior experience to lead the academy. He also informed the Board of a potential temporary housing opportunity in Sierra Vista that would allow the Police Academy to run on the Sierra Vista Campus in January.

Additionally, the City of Sierra Vista has requested for the college to open an 8-week firefighter training. Dr. Rottweiler believes that with the shortage of first responders, other agencies will want to join as well.

Mr. Quinn led a brief discussion on how many firefighting academies are in the state. Dr. Brooks, Executive Director of the First Responders Academy, replied stating aside from the metropolitan areas, not that many. Currently, the college runs three 8-week firefighter courses, but are now looking to condense to one 8-week intensive training course.

3. INFORMATION ITEMS

3.01 Communications

- Cochise College received a Certificate of Special Congressional Recognition from United States House of Representatives Juan Ciscomani, for Excellence in Cyber Defense at Cochise College.
 - Dr. Perey, and Dan Guilmette, Director of Cybersecurity, will travel to Chicago in September to receive that recognition and participate in training opportunities.

3.02 Outreach Report

Ms. Barbara Richardson, Dean of Outreach, led a Division report to include an Early College update provided by Brenda Kurtz, Director of Early College, and a military program update provided by Mr. Cullen Scarborough, Assistant Dean of Military Programs. Highlights include:

Early College Program

- Provides a one-stop shop for youth and high school programs
- Team consists of three members:
 - Brenda Kurtz, Director of Early College Programs
 - Alicia Raber, Early College Coordinator
 - Genevieve Falcon, Early College Specialist
- Mission:
 - To be the go-to resource for high school students seeking credit for both college and high school
- Responsibilities:
 - Admissions, Advising, and Registration

- Liaison between schools, parents, students, and the college
- Educate teachers, students, and parents on the possibilities of dual enrollment
- Initiatives:
 - Expanding opportunities to rural schools
 - Transportation if needed
 - Future online options
 - Creating an “early college” experience for students to spend part of their Junior and Senior years on the college campus
 - Creating workshops and professional development to better support the students and staff.

Dual Enrollment FY23:

- Enrollment is up by 26, making the total number of enrollments 1,062. This is an increase from the prior year (does not include concurrent high school enrollments)

Buena High School – Up 265%	Douglas High School – up 373%
FY 22 - 123	FY 22 - 42
FY 23 - 327	FY 23 - 157

- The top 3 schools for Dual Enrollment include: Buena, Willcox, and Douglas High Schools
- Top Subject Enrollment includes: Math, English, and Nursing

New for 2023-24 School Year:

- Teachers on HS Campus
 - CYB 101 – Berean
 - CYB 101 – CAS
 - ENG 220 – Buena
- Helping bridge the dual gap
 - ENG 101 online at Tombstone
 - HLT 101 online at Benson
 - PSY 103 online at Benson
- Friday Classes
 - Added Culinary
 - Two Welding on Douglas Campus
- New Dual
 - HIS 110, CPD 150, DMA 262 – Buena
 - Culinary – Benson
 - Brit Lit – ALA
 - Calculus - Tombstone

Youth Programs:

- Summer Camps allow the institution to showcase programs and serves as a pipeline to college enrollment. Highlights include:

Summer 2022	Summer 2023
7 Camps	10 camps
63 Students	127 Students
Hosted on the Sierra Vista and Douglas campuses'	Hosted on the Sierra Vista Campus and the Downtown Center
Camps included: Health, Fire, Science	Camps included: Health, Fire, Science, Woodworking, Automotive, Cooking and Writing

Questions/Comments:

Mr. Quinn expressed his excitement about the college offering dual enrollment but questioned if it is feasible for a student to graduate with a diploma and associates at the end of their senior year. If so, how many students do that? Ms. Kurtz replied, it is possible but as of right now, not many have done so.

Mr. Quinn also questioned if the institution is providing financial options for the transition from high school to college. Dr. Rottweiler responded noting that financial aid staff speak to the high school students in the spring about financial aid, scholarships, etc.

Mr. Hudgins thanked Ms. Kurtz for the presentation and for all that their department does with the high school students.

Mrs. Strain and Dr. Rottweiler led a discussion regarding how far the initiative has come since it was first discussed. Dr. Rottweiler noted with the board's direction, tuition for dual credit enrollment decreased from \$92/credit hour to \$25/credit hour. In meetings with the superintendents across the county, the challenge was staffing issues. Cochise College has done a great job, under Brenda Kurtz's leadership, of providing the staff necessary and making educational opportunities accessible to all students.

Military Programs Update

- Fort Education Center Staff
 - Cullen Scarborough, Assistant Dean of Military Programs
 - Joel Evans, MOS Credentialing Coordinator
 - Erin Karvaski, Enrollment Management Specialist/Administrative Assistant
 - Shelby Gonzales, Registration Technician
 - Mandee Clay, MOS Programs Advisor
 - Stephanie Carr and Katja Biggs, Academic Advisors
- MOS Credentialing Program (July 2022-June 2023)
 - Includes 46 - credentialed Cochise College military courses across four different states
 - Annual enrollment number of Cochise College MOS credentialing program students: 4,129 soldiers
 - Annual completion number for Cochise College MOS credentialing program students: 4,030 soldiers
 - Mr. Scarborough noted that while Army recruiting is down about 25 - 37%, Fort Huachuca is only down 13.1% in their MOS enrollments.
- Navigator Initiative (July 2022-June 2023)
 - In the last five years, 22,850 military students participated in the Cochise College MOS Credentialing Program.
 - 16,605 of those students did not finish their degree requirements and/or enrolled in required Cochise College courses.
 - As a result, Fort Huachuca staff contacted 16,605 students to see how they could assist them in finishing their degrees. Out of those students, around 10 – 12% called back to see about their options.
 - In addition to the MOS Credentialing Program, 753 military students enrolled in 1,491 Cochise College courses using only tuition assistance.
 - Total number of military students that graduated with a Cochise College degree or certificate: 980
 - 962 Military Programs degrees: IOS (839), NWT (18), UAVT (28), UAVO (77)
 - 7 other degrees: AJS, ATC, CYB, ED, LEO, AGS
 - 11 Certificates

Year in Review (July 2022-June 2023)

- Adjusted the Paramedic program from 14 months to 11 months (R.W. Bliss AHC Initiative)
- Added 11 credentialed military courses (Resulted in an additional 486 soldiers enrolling)
- Added 9 certificate programs to Army Credentialing Assistance Program
- Worked on creating a baccalaureate program that provides a pathway for military and veterans as they pursue higher educational goals, increase military and civilian promotion potential, and continue their self-development

Initiatives/Goals (July 2023-June 2024)

- Continue to work on the Cochise College BAS
- Continue the Navigator Initiative
- Conduct in-person Army Basic Skills Education Program (BSEP) to help increase Soldier general technical (GT) scores
- Continue supporting Fort Huachuca Strategic Initiatives and the Fort Huachuca Military Community Strategic Plan

Questions/Comments:

Mr. Nelson stated that the information presented is impressive.

Dr. Rottweiler noted for higher education areas to succeed, there has to be areas of distinction. Cochise College has a few areas of distinction: First Responders Academy, Early College, MOS, etc. The slight decrease in enrollment is a result of the 25-37% decrease in military recruitment, not a reflection of Cochise College or the Military Programs Department.

Mr. Quinn inquired how many years before students come back for the Non-Commissioned Officer Academy. Mr. Scarborough stated it used to be 4 years, now it is about 3 years.

Mr. Quinn also questioned if the unduplicated headcount has gone down as a direct result of the decrease in AIT recruits. Mr. Scarborough noted yes, the AIT numbers are down and gave the example of classes that use to have 180 – 210 students are now starting at 30 – 40 students. However, the enrollment of students is steady. Credentialing some of the courses in the MOS program has helped promote and boost enrollment

Mrs. Strain expressed how excited she is of the programs feeding into the leadership management operations baccalaureate degree.

Dr. Rottweiler informed the board that Higher Learning Commission (HLC) will be visiting the college for a change of status to grant the institution authority to offer two baccalaureate degrees (bachelors in nursing and in leadership management operations) on January 22- 23, 2024.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mrs. Strain turned the time over to Governing Board members to provide comments/share information.

- Mr. DiPeso
 - Commented on how great the ribbon-cutting event was and how much fun he had.
- Mr. Quinn
 - Questioned how the enrollment for the Behavioral Health training is; Dean Beth Hill responded noting that the class is full, and three of the four recent graduates have been employed. He also expressed how great to be associated with things that improve individuals lives in the community.

- Wished Dean Karl Griffor good luck as he moves on to North Dakota
- Mr. Nelson
 - Very impressed with the ribbon-cutting event and the programs at the Downtown Center (cybersecurity, virtual reality, and ambulance simulator). He noted the college is offering great first-hand experience for students.
- Mrs. Strain
 - Attended the MAC luncheon where Robyn Martin, Assistant Dean of Marketing gave a great presentation.
 - The college has hosted great VIP visits recently and thanked the team for their work along with Chris and his team on the catering.

5. **ADJOURNMENT**

Mrs. Strain adjourned the meeting at 7:32 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Don Hudgins, Secretary of the Governing Board