

**APPROVED MINUTES
COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD
REGULAR MEETING**

**Tuesday, December 19, 2023
Willcox Center
4:00 p.m.**

1. GENERAL FUNCTIONS

1.01 Call to Order

Mrs. Strain called the meeting to order at 4:00 p.m.

Board Members Present:

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

1.02 Pledge of Allegiance

Mr. Nelson 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, an AACCT representative, provided a submitted report; highlights include:

- Updates on the State budget are as follows:
 - Expect a deficit of \$331M compared to a total budget of \$17.8B, which is not too concerning.
 - With inflation down and revenue up, mid-year budget cuts are not expected.
 - The additional funding for nursing (3-year money) and Adult Ed are safe.
- Discussed the upcoming expiration date of Prop 123, which passed in 2016 for ten years and provided K-12 funding in 2025.
- Community College Day at the Arizona State Capitol is on January 30, 2024.
- The all-trustee meeting in 2024 will potentially be held at the end of April to coincide with AC4 meetings in Phoenix.
- There were discussions on the role and use of the AACCT Executive Committee. Some members defended it as a way to expedite routine issues/decisions such as logistics. Mr. Quinn suggested developing a policy letter to be voted on by the

AACCT board that lays out what the executive committee can and cannot decide on their own.

- Discussed having scheduled monthly or quarterly AACCT meetings.

1.05.2 Senate

A written Senate report was submitted and accepted as published.

1.05.3 Student Government Association (SGA)

A written Student Government Report was submitted and accepted as published.

1.05.4 College President

Dr. Rottweiler provided updates to the board; highlights include:

Legislative Update:

- The administration awaits the next financial outlook issued by the Joint Legislative Budget Committee and the Governor's Office in January. Based on previous reports, the October outlook anticipated a \$400 million shortfall for this fiscal year and a \$450 million for the next fiscal year. Preliminary discussions are underway to meet the shortfall; ideas include drawbacks/deferring one-time projects, including infrastructure, water, and housing. To date, no discussion of mid-year agency reductions has occurred.
- The 2024 legislative session begins Monday, January 8, 2024, with the Governor's State of the State Address. The Governor will then release the Executive Budget Recommendations on January 12.
- Day at the Capitol is scheduled for January 30. The college plans to showcase workforce development with the mobile trades trailer, including an HVAC trainer, an Automotive Z-space, the virtual cadaver, a virtual reality shooter range, an aviation simulator, and a 3-D model building trades construction project.

Facilities Update:

Douglas Campus

- Fire Alarm Panel Testing/Welcome Center Relocation
 - Fire alarm panels will be reprogrammed and tested on December 19
 - Security will be relocated from Bldg. 1200 to the Welcome Center on December 20 – 21
- HVAC Unit Replacement (Science Bldg. 2100)
 - Removal and placement are scheduled for December 22
 - Temporary heat will be installed until the unit is fully operational
 - Controls setup and start-up scheduled for January 9
- Main Entrance Stormwater Culvert & Drain Grates
 - Planned for the December 26 - 28
 - Road plates to be placed over open areas at the end of each workday
 - Traffic will need to be routed through the truck entrance during the workday

Sierra Vista Campus

- Firearms Training Complex
 - Earthwork, under-slab utilities, and water lines are completed
 - Concrete placement (west section) planned for December 14
 - Block wall (west section) planned to start on December 27

- Domestic Water and Fire Service line tie-in scheduled for December 27
- Framers scheduled to begin mid-January
- Student Housing
 - Rebar and under slab plumbing rough-in in progress
 - Slab pour (east section & lobby) planned for December 27-29
 - Slab pour (west section) scheduled for January 8
- HVAC Unit Replacements (Law Enforcement Bldg. 600)
 - Rooftop HVAC unit replacements are planned for December 27-29
 - Temporary heat will be provided until start-up on January 8

Building 2600

- Roof Replacement is tentatively scheduled for late January/early February
- The front parking lot pavement completed
- Steel picket fencing installation tentatively scheduled for mid-March
- Fiber conduit run partially installed from Bldg. 2600 towards the Student Housing construction site; the remainder to be combined with Housing sewer line/fiber installation

Downtown Center

- Nursing Flight/Police Cruiser Simulator Preparations & Tentative Work Schedule
 - Lecture Hall (A102) Computer Cabling/Server Room
 - December 6 – January 12
 - Floor conduit/box installed
 - Ethernet cable installation in progress by Level 3 vendor
 - January 15 – February 2
 - Computer classroom relocation from B102/B103 to A102
- Simulator Room (B102/B103) Build-Out
 - February 5 – March 1
 - Wall demolition, electrical and network rough-in, patch/paint and flooring
 - March 5 - 9 (tentative)
 - Network Cable Installation
 - April/May
 - Simulator install once ship & delivery date known
- Nursing Medical Technician/Simulation Room Build-Out (F104)
 - Plumbing rough-in completed
 - Electrical and network rough-in completed
 - Walls installed and sheetrock installed
 - Final Taping & painting mid-January
 - Ceiling & Flooring & HVAC mid-February
 - Interior finishes will be completed by March 1.

Initiatives:

- First Responders Academy
 - Fire Science Academy Graduation was held on December 15
 - All eight enrollees have now completed their Firefighter certificate and have been assigned stations and shifts
 - Cadets were required to begin with an EMT certification and complete 12 credits in the following areas:
 - Fire Fighter I
 - Fire Fighter II
 - Haz Mat Operator

- Wildland Fire
- Bachelor's Degree
 - HLC Site Visit will be held on January 22 - 23; guests will include:
 - Dr. Cynthia Krueger, a retired nursing faculty and administrator from Northwest State Community College
 - Dr. Kristi Archuleta, a faculty member in leadership management and organizations from the University of Central Oklahoma
 - Dr. Rottweiler has a scheduled call with the chair to finalize visit details. A draft schedule of the visit was distributed to the board.

HLC Updates:

- The multi-site visit was held on December 9. The institution met all criteria and adequacies. A written report was provided to the board for review.
- Congratulations were given to Dr. Sheena Brown, who has been selected into the HLC Peer Reviewer Corps.

General Comments:

- On December 11th, the college submitted the final reports for the Aspen Award.
- The board was notified by Dr. Perey of an incident that occurred on the Douglas Campus, which required a Shelter in Place notice.
 - A post-action review meeting was held to address areas for improvement.
 - The situation was de-escalated without incident, and everyone was safe.
 - Cell service is a concern, and it will be addressed.
 - Currently, the administration is trying to put together a report of the incident to send to the White House regarding the issue and the need for a solution.
- Outreach Reorganization, following the pending retirement of Dean Barbara Richardson, is as follows:
 - Cullen Scarborough, Assistant Dean of Military Programs, will become the Dean of Military Programs and Adult Education.
 - The Benson and Willcox Centers will report to Dr. Jennifer Wantz, Executive Dean of Community Engagement.
 - The Early College department will report to the Executive Vice President for Academics, Dr. Perey.
 - Bookstore and Food Service oversight will move from Dr. Wantz to Dr. Wendy Davis.

Community Engagements:

- Nov. 17 – President's Student Leadership Academy. Board Chair Strain gave a presentation that was incredibly received.
- Nov. 23-24 – Thanksgiving Holiday (College Closed)
- Nov. 30 – Police Academy Graduation on the Douglas Campus @ 2 p.m.
- Dec. 4-5 – HLC Multi-Site Visit at the Fort Huachuca Education Center and the Willcox Center
- Dec. 11 – Medical Assistant recognition; all 15 graduates passed their national certification test
- Dec. 14 – CNA & LPN Recognitions: 10 out of 18 CNA graduates were high school students, and recognized 13 LPN graduates.
- Dec. 15 – Fire and Medical Services Recognition
- Dec. 18-19 – Architect Karl Derrah visited

Upcoming Events:

- Dec. 20 – Douglas Campus Holiday Luncheon 11:30-1:00

- Dec. 21 – Sierra Vista Campus Holiday Luncheon 11:30-1:00
- Dec. 23 – Jan 5 – Winter Break (College Closed)
- Jan. 11 – Meeting with University of Arizona President Robbins regarding plans for moving forward on their Sierra Vista site
- Jan. 16 – Next Regular Board Meeting beginning at 6 p.m. on the Sierra Vista Campus

Questions/Comments:

Mr. Hudgins questioned what testing was occurring on the Douglas Campus. Dr. Rottweiler reported that it was fire alarm testing in the welcome center after previously failed attempts. Mr. Hudgins inquired about the status of the fiber project with Cox, to which Dr. Rottweiler noted the project is still delayed. Because of the continuous delay, the administration may contact other companies to address fiber to the Douglas Campus until Cox comes forward.

Mrs. Strain inquired about the possibility of resolving issues before cutting from the state funding. Dr. Rottweiler replied, stating the probability was low. The legislature may work hard to get out of session earlier this year. Dr. Rottweiler also noted a decrease in Prop 301, directly related to a decline in sales taxes.

1.05.5 Monthly Financial Report – November 2023

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

1.05.6 Monthly Academic Progress Report – December 2023

No academic progress report was provided.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Noelia Chavez, Administrative Assistant - Workforce Development, Downtown Center*)
- 2.01.2 * Classified Staff; Appointment (*Christopher Jackson, Facility Services Technician, Sierra Vista Campus*)
- 2.01.3 * Classified Staff; Appointment (*Adaline Stewart, Registration Technician - Military Programs, Fort. Huachuca Education Center*)
- 2.01.4 * Administrative Support; Appointment (*Maria Cornejo-Terry, Academic/Career Advisor TRiO/Student Support Services, Douglas Campus*)
- 2.01.5 * Faculty; Appointment (*Sharla Fagan, Instructor of Culinary Arts, Downtown Center*)
- 2.01.6 * Administrative Staff; Resignation (*Ronda Yost, Controller, Sierra Vista Campus*)
- 2.01.7 * Faculty; Retirement (*Kim Rogalski, Instructor of Mathematics, Sierra Vista Campus*)
- 2.01.8 * Curriculum
- 2.01.9 * Acceptance of Minutes for November 14, 2023 – Regular Meeting

Mr. Hudgins moved, and Mr. DiPeso seconded a motion to approve the Consent Agenda. The Governing Board approved, with David DiPeso, Don Hudgins, Dennis Nelson, and Jane Strain all voting aye. **MOTION CARRIED.**

2.02 Governing Board Policy 614 – Drug-free Workplace and Policy 667 – Non-exempt on Call and Call-in - Second Read

The administration requested the Governing Board adopt a motion to approve the recommended revisions to Policy 614 – Drug-free Workplace and Policy 667 – Non-exempt on-call and call-in.

Mr. Hudgins moved, and Mr. Nelson seconded a motion approving Policy 614 – Drug-free workplace and Policy 667 – Non-exempt on call and call-in. The Governing Board approved, with David DiPeso, Don Hudgins, Dennis Nelson, and Jane Strain all voting aye. **MOTION CARRIED.**

3. INFORMATION ITEMS

3.01 Communications

The college received no communications for the December meeting.

3.02 Community Engagement Report

Dr. Jennifer Wantz, Executive Dean of Community Engagement, provided a presentation to the Governing Board on the Community Engagement Division; highlights include:

Division Breakdown:

- Marketing and Communication
- Student Leadership and Activities
- The Dean of the Douglas Campus
- Libraries
- Events and Scheduling
- Food Services
- Bookstore

Projects:

- A++ Alliance with NAU and nine community college districts
 - Universal Admissions and Milestone Credentials
- Held a Cochise County Education Day on Sept. 29 with ASU Helios Decision Making Center
- Growing the Cochise Cares program
 - Over 14,000 service hours have been recorded since its inception in 2018
 - The number of volunteers has doubled from the previous year
 - 298 volunteers last year and 657 volunteers this year to date
- 60th Anniversary Committee
- Archives Commencement Program Project
 - The college was missing 17 past commencement programs; after launching this program, there are now only three missing (91, 92, 93)
- Sulphur Springs Valley Planning Workshop Recorders
 - Consists of the Lincoln Institute of Land Policy, the Babbitt Center for Land and Water Policy, and the Arizona Water Innovation Initiative, along with Arizona State University Global Futures laboratory work together with the Douglas and Wilcox basins to come up with plans for water usage on the east side of the County.
 - Cochise College representatives were asked to participate in this planning workshop as recorders.

Community Engagement Team:

- Differs from the division as this team's primary focus is communicating about anything impacting the college and coordinating campus-wide efforts such as commencement, celebration, and community event efforts.
- Participants include the Douglas Campus Dean, Athletics, Student Leadership & Activities, Marketing & Communications, the President's Office, Centers (Benson/Willcox), and the Foundation.
- The team works on projects such as alum efforts, year-in-review, holiday videos, expos, etc.

Engagement on Campus

- Working on increasing engagement following a decrease since COVID-19. Some of the ways the college is doing so are:
 - Implementing Popcorn Wednesdays on both campuses
 - Assisting with all events as needed
 - Hosting Family Night on the Douglas Campus
 - Hosting Blood Drives
 - Co-sponsoring athletic events

Student Leadership and Activities:

- Hosted the President's Student Leadership Academy (PSLA), which is geared towards growing leaders from the student body.
 - Recently, a student from this academy was hired as a Student Government Officer.
 - Another student has begun spearheading a homecoming opportunity that would take place during the institution's sixtieth anniversary.

Library:

- Engagement with the library has also seen a decrease of about 33%; to boost that engagement, the college has hosted the following events:
 - Banned Books Week
 - A monthly Reading Tree event
 - Rubber Duck Challenges
 - Movie Nights

Employee/community relationships:

- In a survey by the Assistant Dean of Marketing and Communications, 13 employees self-reported having relationships with 33 different community businesses and organizations.
 - For this purpose, a relationship can be defined as being a guest speaker, having professional memberships, volunteering, being a committee/ board member, or a community partner.

Civic Engagement:

- Cochise College was mentioned in a Mellon Foundation Civic Nation article on March 9, 2023.
- Invited to participate in the Discourse Across Differences at Community College Symposium in Austin, TX, and attended the Democracy Conference in Boston, MA, in May 2023
- On January 17, 2024, the college will participate in a Voter Education project with the County.
- Conversations in Civility Book for Spring 2024: "What the Fact: Finding the Truth in All the Noise" by Seema Yassmin

Questions/Comments:

Mr. DiPeso inquired about how to request volunteers for events. Dr. Wantz recommended to contact Andy Espinosa, Director of Student Leadership and Activities.

Mrs. Strain inquired about the voter education training/event on January 17. Dr. Rottweiler noted that the college is partnering with the County for voter educational training with the company that makes the machines. The event will take place at 10 a.m. and 6 p.m. There will be press releases going out soon.

3.03 Arizona and Cochise College 2023 Strategic Vision Report

Dr. James Perey, Executive Vice President for Academics, provided an overview of the Arizona 2023 Strategic Vision Outcomes Report produced by the Arizona Community Colleges and the Cochise College 2023 Strategic Vision Outcomes Report; highlights include:

In 2017, Arizona's Community Colleges embraced a strategic vision to complete by 2030. This vision focused on increasing access to a postsecondary credential, completion, and aligning community college goals to serve the workforce of Arizona better.

Defining and Assessing Student Success Outcomes:

- Access to higher education
- Access + Completion
- Access + Completion + post-college success
- Need to focus on students after they leave college
 - Where are they going
 - Are they transferring
 - Why are they leaving

Short Term Metrics:

- Access includes looking at programming along with modality (hybrid, face-to-face, online, etc.)
- Enrollment consists of examining enrollment rates.
- Programming ensures the college is aligned with the community's needs and is based on labor and economic data.

Mid-Term Metrics:

- Measure how students are doing across the board and focus on three major areas:
 - Courses Success Rates
 - Persistence
 - Retention

Long-Term Metrics:

- Measure Completion/Graduation Rates
- Transfer Rates
- Employment/placement, which tracks employment placement after completion

Metric Data:

The governing board packet included a document with various metrics; highlights include

- When looking at short-term metrics, the college focused on two areas: Community College going rate, which Cochise College was above the state percentage, and Cost of attendance as a percentage of median household income, which the college falls below the state percentage.

- For mid-term metrics, the college looks at college-level course success and fall-to-fall persistence rates. In both areas, Cochise College is above the state average.
- Cochise College is above the state percentage for long-term metrics, including graduation rate (an increase of 3.5% from the previous year) and transfer rate (an increase of 1.5% from the prior year). Dr. Perey noted that many institutions struggle with transfer rates because 8 out of 10 community college students say they want to transfer, but only 3-4 students do.

Questions/Comments:

Mr. Nelson inquired about the difference between mid-term metrics persistence and retention. Dr. Perey stated retention is measured from year to year, and persistence is measured from fall to spring.

Mrs. Strain asked if the 3 out of 10 transfer was terrible. Maybe they did not transfer because they got a job in welding. Dr. Perey noted this is where, as an institution, additional questions should be asked to see why students are not transferring and focus more on tracking the students who initially say they want to transfer.

Mrs. Strain also questioned if there is a way to pull out the veteran population for tracking. Dr. Rottweiler responded by stating that internally, the college can pull out that specific population to track, but on a larger scale such as this, it cannot.

Dr. Rottweiler elaborated on the metric data by providing an example of how Cochise College is reflected in numbers versus what affects the data. He pointed out that in the category of 2021-22, transfers with Arizona General Education Courses (AGEC) and/or degree at the time of transfer fell below the state average. He stated this number was mainly affected by students not attending Arizona Universities due to the lack of presence in the Cochise County community. Because of this, the preferred transfer university is Wayland Baptist University; however, Wayland does not require AGEC courses, causing the institution to fall behind in this area automatically.

Mrs. Strain also inquired about HLC inspecting the same data. Dr. Perey noted they do not. Their main objective is to look at student outcomes and program outcome assessments. Dr. Rottweiler added that the information will be included in the HLC report.

Mrs. Strain questioned if the legislators received this information, to which Dr. Rottweiler responded by stating the information was made available to them.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Hudgins
 - Thanked college staff for all they do to support students in the college.
- Mr. Nelson
 - Wished everyone a Merry Christmas and thanked the staff for hosting the meeting at the Willcox Center.
- Mr. DiPeso
 - Thanked staff for hosting the meeting at the Willcox Center
- Mrs. Strain
 - Noted that this is an important time of year to stop and enjoy family.

5. ADJOURNMENT

Cochise College Regular Governing Board meeting
December 19, 2023

Mrs. Strain adjourned the meeting at 5:08 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Don Hudgins, Secretary of the Governing Board