

## APPROVED MINUTES

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

**Tuesday, May 9, 2023**  
**Sierra Vista Campus**  
**Governing Board Room 301**  
**6:05 p.m.**

Members of the public who wished to attend the meeting via video conference joined at <https://cochise.zoom.us/j/96952764647>.

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

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

Mrs. Strain called the meeting to order at 6:05 p.m.

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

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

##### **Board Members Absent:**

Mr. Don Hudgins

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

Mr. DiPeso 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, provided the following updates:

- Board members attended the all trustees meeting.
- Presentations included: The Great Upheaval of Higher Education, and the future of community colleges.
- Rick Torres, President of the National Student Clearing House presented data in regards to enrollment, focusing on Arizona two-year institutions and the road ahead.
- Dr. Tom Borden Kircher, Vice President of Accreditation Relations discussed the role of trustees during accreditation.

- Finally, the Arizona legislative update by Kristen Boilini and Michael Racy was good for sharing ideas across colleges. Mr. Quinn noted how fortunate it is to serve in Cochise County.
- Additionally, Mrs. Strain was honored for her many years of work with AACCT.

Questions/Comments:

Mr. Nelson noted that he appreciated the Higher Learning commission (HLC) report and the clarification on administration and faculty being responsible for developing the curriculum.

### **1.05.2 Senate**

Ms. Kari Durham, Senate Chair, provided the April report to the Governing Board and informed them the next meeting will be August 25, 2023. A written report was also provided in the meeting packet; highlights include:

- Senate has elected four full time faculty members, one associate faculty, one administrative support staff, and one classified staff. As well as new chairs and co-chairs.

In relation to policies:

- Policy 1014 was passed allowing the conducting of research surveys at the college.
- Policy 5012 regarding animals on campus was discussed but will come back next fall for further discussion.
- The College Senate has been following Governor Hobbs executive order 2023-10, the TikTok Policy, closely and plans to receive more information on that in the fall.

The Cochise College Senate received the following communications:

- Academic Standards Committee meeting was cancelled.
- Employee Relations Committee approved several educational plans.
- Curriculum committee reported program mediation, suspensions, and cancellations.
- A senate member expressed interest in learning more about the college's stance on the use of Artificial Intelligence (AI) on college computers. This topic will be followed up on with the Chief Information Officer.

Questions/Comments:

Mr. Quinn questioned if the senate members expressed interest or concern for AI. He sees both the positive and negative pieces as it relates to AI. Dr. Rottweiler replied noting that the English department is concerned with the use of AI by students; however, the science department likes it for research. With that being said, the college will now need to create a policy as it relates to academic standards and AI. At the bare minimum, administration can encourage faculty to include language in their syllabi outlining the parameters of when it is appropriate to use AI and the consequences of not using it appropriately. Dr. Rottweiler noted the institution will have to find a balance and expressed appreciation of Ms. Durham addressing the board.

### **1.05.3 Student Government Association (SGA)**

The Governing Board reviewed the written Student Government Association Report, and accepted as submitted in the board packet.

### 1.05.4 College President

Dr. Rottweiler began his report thanking the board for overcoming the challenges of being a taxing authority. He then provided the board with updates; highlights included:

#### Legislative Update:

- The working budget was released. This budget is an agreement between the Governor, the Senate President and the Speaker of the House only, no other parties were included.
- Additionally, the Governor was able to get her proposed \$10M one-time dollars for rural colleges, but there is still significant work to be done.
- Although most of the budget came back as expected, the state operating aid was about \$5,000 less than the college anticipated, however this is not finalized yet.
- The working budget was presented to the board for review and includes:

M&O	\$4,423,700
STEM	\$ 954,700
Equal	\$9,795,600
Rural Aid	\$5,769,700

- At the request of the board chair, Dr. Rottweiler led a discussion on expenditure limitations (EL). Topics included the following:
  - How EL is determined for community colleges
  - What provisions allow a community college to authorize expenditures in excess of its constitutional EL
  - If all expenditures are subject to limitation
  - What the penalty is for exceeding expenditure limitations
  - Currently, Cochise College's EL for FY24 is \$73,550,812 which is the maximum amount the college is able to spend this year.

#### Facilities Update:

##### Douglas Campus

- Library Flat Roof Replacement
  - Completed
- Aviation Roof Replacement
  - All new roofs installed; now coating roof sections
  - ECD: May 15
- Welcome Center
  - In-Progress: exterior structure is completed
  - Roof overlayment (shingles) to start week of May 15
  - Exterior work to follow
  - Full ECD: June 30
- Primary Well System
  - Water pre-lube system installed
  - Well is operable and will be placed in service the week of May 15, once water samples are taken
- Primary well system booster
  - Components arrived and ready for installation
  - ESD: Week of May 22

##### Sierra Vista Campus

- Law Enforcement Building (#600) Office and Classroom

- Classroom remodeling and office furniture installation completed
- Audio visual work in progress
- ECD: TBD
- First Responders Academy
  - Firearms Training Complex and Student Housing
    - Have a meeting May 10<sup>th</sup> regarding the Guaranteed Maximum Price (GMP) for the project and expect to have an emergency board meeting in the upcoming weeks via Zoom to approve a GMP for some lead items.
    - Hope to break ground late summer or early fall
  - Driving Track
    - In-Progress: 11 of the eighteen pours (30' x 390' each) of concrete have been placed.
    - Seven pours remaining, two per week
    - ECD: June 6
- CTE Canopy
  - ECD: End of July

#### Downtown Center

- Ambulance Simulator Room Preparations
  - ECD: possibly end of May/Early June
- Surgical Technician/Simulation Lab
  - ECD: Fall 2023

#### Initiatives:

- An HLC Conference update will be discussed during the monthly academic report
- Bachelor's Degrees
  - Two action items related to Bachelor's Degrees were on the evening's agenda.

#### Events in the Community:

- April 12 - Vanguard 23 (multi-domain) demonstrations at Fort Huachuca
- April 14 - Lunch meeting with Shaun Phillips from Canyon Vista Medical Center (CVMC)
- April 18 – Recognized Roger Weller during the Geological Legacy website launch
- April 19-20 - AACCT - All-trustees Meeting
- April 21 - AC4 Meeting
- April 24&25 - NISOD Campus Recognitions
- April 26 – Cochise Combined Trust Meeting
- April 26 - Hosted CVMC Board Meeting at the Downtown Center and provided a tour
- April 26 – Sierra Vista Red & White Awards
- April 27 – Douglas Campus Red & White Awards
- April 27 – Arizona Department of Transportation Meeting discussing the new port of entry
- April 28 – ViCap Annual Meeting
- May 1 – Signing of the Team Huachuca Strategic Plan; signed by both Generals on the Fort and the Mayor of Sierra Vista
- May 1 - Alumni Tour of Douglas with Foundation
- May 3 – Was the guest speaker for the MAC Luncheon
- May 4 – Huachuca 50 Meeting

- May 8 – Met with University of Arizona South Foundation related to Sierra Vista Housing
- May 8 - Medical Assistant and Medical Billing and Coding Recognition (1st class)

Upcoming Events:

- May 11 - Nursing Recognition beginning at 7:00 pm on the Douglas Campus
- May 12 – Commencement beginning at 7:00 pm on the Douglas Campus (President's Reception begins at 5:00pm)
- May 15-17 – President's Leadership Academy. Administration invites the board to join May 17<sup>th</sup> to participate in a session called "Learning from the Board" and a shared lunch
- May 18 – GED Recognition
- May 25 – Police Academy Graduation beginning at 2:00 pm
- June 13 – Budget Hearing, Special Budget Adoption meeting, and Regular meeting

Questions/Comments:

Mr. Nelson requested further detail on the meeting with ADOT. Dr. Rottweiler informed him there was discussion on what to do road wise. Currently, the port of entry is coming up James Ranch Road, which could conflict with college students being able to get to and from the campus. It was a very positive meeting. There is incredible support, but there are also residents that do not want the increased traffic and economic stimulus as a result of the port. They anticipate opening the new port in 2028.

### **1.05.5 Monthly Financial Report – April 2023**

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

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

The Governing Board reviewed the written April Academic Progress Report regarding the Higher Learning Commission (HLC) Conference.

This report focused on the team that went to the HLC annual conference. As the college moves closer to the visit from HLC, it may be wise for a few board members to join the conference in Chicago next year.

Questions/Comments:

Mr. Quinn inquired about a bulleted item under policy and practice in the written report that states "ensure full time and associate faculty are onboarded appropriately to support classroom success" and would like a report on Cochise College's onboarding program.

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

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

The following items were approved:

- 2.01.1 \* Classified Staff; Appointment (Noble Dorre, Building Maintenance Technician II, Douglas Campus)
- 2.01.2 \* Classified Staff; Appointment (Tracey Dugan, Office Assistant - Willcox Center, Willcox Center)

- 2.01.3 \* Professional Staff; Appointment (Allison Ocanas, Office Assistant – Nursing, Downtown Center)
- 2.01.4 \* Classified Staff; Appointment (Stephanie Owen, Office Assistant - Counseling & Advising, Douglas Campus)
- 2.01.5 \* Classified Staff; Appointment (Kurtis Smith, Department Assistant Facilities & Maintenance, Sierra Vista Campus)
- 2.01.6 \* Administrative Staff; Appointment (Kevin Richards, Systems Administrator, District-wide based on the Sierra Vista Campus)
- 2.01.7 \* Administrative Staff; Appointment (Jacob Shaw, Assistant Director of Residential Life, Douglas Campus)
- 2.01.8 \* Administrative Support; Resignation (Stacy Putz, Credentials Evaluator, Sierra Vista Campus)
- 2.01.9 \* Administrative Staff; Resignation (Peter Hooper, Director Adult Education, District-wide based on the Sierra Vista Campus)
- 2.01.10 \* Faculty; Resignation (Patricia Bigwood, Instructor Sociology, District-wide based on the Douglas Campus)
- 2.01.11 \* Faculty; Resignation (Landon Brooks, Instructor Aviation Pathways, Douglas Campus)
- 2.01.12 \* Faculty; Resignation (Hope Struse, Instructor Welding Technology, District-wide based on the Sierra Vista Campus)
- 2.01.13 \* Professional Staff; Retirement (Martha Skinner, International Student Specialist/Administrative Assistant, Douglas Campus)
- 2.01.14 \* Administrative Staff; Retirement (Tracey Neese, Director of Administrative Computing, Sierra Vista Campus)
- 2.01.15 \* Faculty; Retirement (Chris McVean, Instructor Business, District-wide)
- 2.01.16 \* IGA Extension – City of Douglas Bus Services
- 2.01.17 \* IGA Renewal – Southeast Arizona Law Enforcement Academy
- 2.01.18 \* IGA Renewal – Cochise Technology District for FY2023-24
- 2.01.19 \* Curriculum Changes
- 2.01.20 \* Acceptance of Minutes for April 11, 2023 – Regular Meeting

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

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

Wick Lewis, Executive Director of Human Resources, introduced: Icela Faber, Financial Aid Advisor.

**2.02 Fiscal Year 2023-24 Meal Plan Fees – Revision to prior Approved Fees**

The administration requested the Governing Board adopt a motion to approve the 2023-2024 revised meal plan fees, adjusting for increased food costs.

An analysis indicated a 26% increase in food costs on the Douglas Campus and a 14% on Sierra Vista Campus. The meal plan is priced at \$10 per meal; \$3,060 for 18 weeks and \$3,780 for 21 week programs.

Mr. Quinn moved, and Mr. Nelson seconded a motion to approve the 2023-2024 revised meal plan fees, adjusting for increased food costs. There was no further discussion and the Governing Board

approved with David DiPeso, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

### **2.03 2023-2024 Course Fee Change**

Administration requested the Governing Board adopt a motion to approve the course fee change, adding fees to a newly approved course for ceramic personal development course.

Mr. DiPeso moved, and Mr. Nelson seconded a motion to approve the course fee change, adding fees to a newly approved course. There was no further discussion and the Governing Board approved with David DiPeso, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

### **2.04 Bachelor's Degree Curriculum Proposal**

The administration requested the Governing Board adopt a motion to approve the curriculum for the Leadership, Management, and Operations Bachelor's Degree and the curriculum for Registered Nurse to Bachelor of Science in Nursing Degree.

Dr. Perey, Executive Vice President for Academics, discussed both Bachelor Degree plans and the goal for each. Highlights include;

#### Bachelor of Science in Nursing (BSN):

- Includes 10 upper division courses
- Requires nurses to have their licensure or associate's degree to operate as an RN in order to move into or declare the BSN program. This means a college freshman would not be allowed to declare the BSN program until meeting the requirements.

#### Bachelor of Science in Leadership, Management, and Operations (LMO)

- Includes 10 upper division course at 3 credits each
- The goal is to allow freshmen to declare a bachelors in this area. During their time, they would complete a block of approximately 35 credit hours in general education, 55 credit hours of an emphasis area and then 30 upper division credits. This plan is consistent with other universities that offer a bachelor's degree.
- As the college builds out this program, the hope is the emphasis areas, which include 55 credit hours, would be able to bring in associates degrees while students are working on their Bachelor's Degree.

#### Questions/Comments:

Mr. Nelson noted that one of the problems the college has seen is students transferring to other universities with some credits not transferring. He questioned if a student would have this issue if they went for a Master's Degree. Dr. Perey assured him most master degree programs are standalone which require 30 additional credit hours on top of your bachelor's degree therefore it should not be a problem.

Mr. Quinn led a discussion regarding language under the LMO curriculum and made several recommendations to Dr. Perey for further review. Overall, he believes the courses listed under the programs are fantastic. He also questioned if the institution would be partnering with Fort Huachuca and other businesses for the capstone project. Dr. Perey replied yes, it would be dependent on the student's emphasis area.

Additionally, Mr. Quinn inquired if Case Management 440 under the nursing program is considered clinical case management and asked for further clarification on what the virtual software is for. Beth Hill, Dean of Nursing and Allied Health, replied stating the case management course will include insurance, post treatment care, referrals and more. She went on to state since most of the students in the BSN program will be RNs, so there has to be an online component to work around their shift schedule, the virtual software will allow them to do a virtual assessment of a patient.

Mrs. Strain asked if a veteran component will be included in the case management course. Dean Hill responded yes, the department has developed good partnerships with Veteran's Affairs nurses to help incorporate into the course. She went on to ask if the college feels there are a good bit of students interested in the programs. Dr. Perey responded yes, he thinks there will be even more of a demand than anticipated.

Mr. Quinn moved, and Mr. Nelson seconded a motion to approve the curriculum for the Leadership, Management, and Operations Bachelor's Degree and the curriculum for Registered Nurse to Bachelor of Science in Nursing Degree. There was no further discussion and the Governing Board approved with David DiPeso, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

## **2.05 Bachelor's Degrees at Cochise College Report for Formal Authorization**

The administration requested the Governing Board adopt a motion to approve final authorization of the Leadership, Management, and Operations Bachelor's Degree and the Registered Nurse to Bachelor of Science in Nursing Degree.

Dr. Rottweiler noted this motion is seeking approval to offer the program, which includes submitting the proposal to HLC and the Department of Education.

Dr. Perey also noted that by doing so would satisfy Arizona State Statue 15-1444, which will then require administration to provide the board with reports after around four years of the program starting on various information in order to ensure the board has the knowledge to make educated decisions. Dr. Rottweiler assured the board the college has fulfilled the requirements to offer the bachelor degree programs.

Mr. Quinn moved, and Mr. DiPeso seconded a motion to approve final authorization of the Leadership, Management, and Operations Bachelor's Degree and the Registered Nurse to Bachelor of Science in Nursing Degree. There was no further discussion and the Governing Board approved with David DiPeso, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. **MOTION CARRIED.**

## **3. INFORMATION ITEMS**

## **INFORMATION**

### **3.01 Communications**

- The college received notification that Cochise College student, Cesar Erick Zazueta, received the ALL IN Campus Democracy Challenge (ALL IN). The ALL IN is a national award program recognizing colleges and universities for their commitment to increasing student voting rates.
- Mark Schmitt, Director of Small Business Development Center, received an email notification from Robert Blaney, District Director of Arizona Small Business Association, informing him that he will receive an Arizona District Office Recognition Award for his hard work, great ideas, and dedication in leading the Cochise Community College Small Business Development Center.



Questions/Comments:

Mrs. Strain would like to attend the recognition for Mark Schmitt. Dr. Rottweiler will keep her informed with further information.

### **3.02 Achieved Excellence (AE) Awards - 2023**

Kathy Carrillo, President of the Classified and Professional Staff Association, introduced the four 2023 Achieved Excellence Award recipients; Janet Cramer, Harim Manzanares, and not in attendance were Joe Mejia, and Terry Perez. Recipients will be recognized in August during the annual Convocation.

### **3.03 Higher Learning Commission (HLC) Criterion One**

Dr. James Perey, Executive Vice President for Academics, presented an HLC update to the Governing Board; highlights include:

Accreditation is a stamp of quality. It ensures a number of things for the institution- financial stability, makes sure faculty is appropriately qualified for the disciplines they are teaching in, ensuring students receive the quality education that transfers or prepares them for licensure or the world of work.

The board of trustees are considered the primary governance body of the institution and trustees are responsible for maintaining memberships with HLC through the following:

- Obligations of membership
- Assumed Practices (policies on conflict of interest, common practices for degrees),
- Core Criteria
  1. Mission
  2. Integrity, ethical and responsible conduct
  3. Teaching and learning quality, resources, and support
  4. Teaching and learning quality, resources, and support
  5. Resources, planning and Institutional effectiveness

Criteria One:

**1. A.** The institution's mission is articulated publicly and operationalized throughout the institution.

1. The mission was developed through a process suited to the context of the institution.
2. The mission and related statements are current and reference the institution's emphasis on the various aspects of its mission, such as instruction, scholarship, research, application of research, creative works, clinical service, public service, economic development and religious or cultural purpose.
3. The mission and related statements identify the nature, scope and intended constituents of the higher education offerings and services the institution provides.
4. The institution's academic offerings, student support services and enrollment profile are consistent with its stated mission.
5. The institution clearly articulates its mission through public information, such as statements of purpose, vision, values, goals, plans or institutional priorities.

**1.B.** The institution's mission demonstrates commitment to the public good.

1. The institution's actions and decisions demonstrate that its educational role is to serve the public, not solely the institution or any superordinate entity.

2. The institution's educational responsibilities take primacy over other purposes, such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.
3. The institution engages with its external constituencies and responds to their needs as its mission and capacity allow.

**1.C.** The institution provides opportunities for civic engagement in a diverse, multicultural society and globally connected world, as appropriate within its mission and for the constituencies it serves.

1. The institution encourages curricular or cocurricular activities that prepare students for informed citizenship and workplace success.
2. The institution's processes and activities demonstrate inclusive and equitable treatment of diverse populations.
3. The institution fosters a climate of respect among all students, faculty, staff and administrators from a range of diverse backgrounds, ideas and perspectives.

Questions/Comments:

Mr. Quinn questioned if HLC is specifically recognizing that the needs of students may be greater or more inclusive compared to ten years ago or is it the college's responsibility to identify these specific needs. Dr. Perey explained HLC will not look specifically at whether or not Cochise College has, for example, a food pantry, but they will look at if the institution provides wraparound services that are supportive of student barriers.

Dr. Perey informed the board that each criterion has been assigned a subcommittee in order to review potential evidence needed to meet those criteria. The example Dr. Perey presented to the board was an outline of the format that will be used for the assurance argument, links to the supporting evidence will be provided.

Dr. Rottweiler noted he is not concerned with criteria one, two, and five. Criteria three and four will be a little more difficult seeing as it relates to the quality of programming, and documentation. With that being said, the college president asked the board, if after reading through criteria one, were there any areas the board felt the institution is not fulfilling, in which the board replied no.

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

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

- Mr. Quinn
  - Questioned if the IGA with Douglas transportation supports trans-border students; Dr. Rottweiler informed him the bus does pick up students at the border.
  - Recognized the effort put into the Red and White ceremonies. Congratulated Angela Moretz, awardees, and thought the recognition of Joel Evans was great.
  - Canyon Vista Board Members were wowed by the tour of the Downtown Center (Cyber, nursing, etc.)
  - Congratulated the staff for another successful year and Dr. Perey on his first year.
  - Wished everyone a Happy Mother's Day
- Mr. Nelson
  - Congratulated the administration on a responsible budget.
  - Over the years there has been concerns from adjunct faculty, which make up 40% of instructors, lacking the feeling of respect or inclusion as a team, and he would like to work on that and see some sort of recognition program for them.

Cochise College Regular Governing Board meeting  
May 9, 2023

- Congratulated the institution on the All-in Campus Democracy Challenge. Democracy depends on informed voting and he is proud to see the student participation.
- Mrs. Strain
  - Looks forward to the upcoming ceremonies.

**5. ADJOURNMENT**

Mrs. Strain adjourned the meeting at 7:47 p.m.

Respectfully Submitted:

---

Crystal Wheeler, Executive Assistant, Office of the President

---

Mr. Don Hudgins, Secretary of the Governing Board