

**DRAFT MINUTES**  
**(subject to approval at the next Regular Governing Board meeting)**  
**COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD**  
**REGULAR MEETING**

**Tuesday, January 10, 2012**  
**Cochise College Sierra Vista Campus**  
**6:00 p.m.**

**1. GENERAL FUNCTIONS**

**1.01 Call to Order**

The meeting was called to order by Mrs. Guy at 6:02 p.m.

**Board Members Present:**

Mrs. Jan Guy  
Mrs. Jane Strain  
Mr. David DiPeso  
Dr. John Eaton  
Mr. Donald Hudgins

**1.02 Pledge of Allegiance**

**1.03 Adoption of Agenda**

The agenda was adopted as published.

**1.04 Governing Board Organization/Orientation for 2012**

**1.04.1 Election of Board Chair**

Mrs. Guy opened the floor for nominations for Governing Board Chair. Mrs. Strain nominated Mrs. Jan Guy to serve as Board Chair. Mrs. Strain moved and Dr. Eaton seconded a motion to elect Mrs. Jan Guy as Cochise County Community College District Governing Board Chair for 2012. There were no additional nominations. There was no further discussion by the Board. The Board unanimously approved; Mrs. Guy abstained from voting. MOTION CARRIED.

**1.04.2 Election of Board Secretary**

Mrs. Guy opened the floor for nominations for Governing Board Secretary. Mr. Hudgins nominated Mrs. Jane Strain to serve as Board Secretary. Mr. Hudgins moved and Mr. DiPeso seconded a motion to elect Mrs. Jane Strain as Cochise County Community College District Governing Board Secretary for 2012. There were no additional nominations. There was no further discussion by the Board. The Board unanimously approved; Mrs. Strain abstained from voting. MOTION CARRIED.

### **1.04.3 Appointment of Arizona Association of District Governing Boards (AADGB) Representative and Alternate Representative**

Mrs. Guy appointed Dr. John Eaton as Representative and Mrs. Jane Strain as Alternate Representative to the Arizona Association of District Governing Boards (AADGB).

### **1.04.4 Refresher Course on Open Meeting Law**

Mr. Britt Hanson, an attorney from the Cochise County Attorney's Office who also represents the Board, provided a brief presentation on open meeting law, with the main focus on emails, specifically between Board members, and Board members and staff. He began with the principle that all meetings attended by a quorum of Board members shall be public meetings, and that a meeting is not only a gathering, but can also be a meeting through technological devices – computers and emails, to discuss matters/proposals that may come before the Board. He explained that to be considered a quorum, there must be (a majority) of at least three Board members present. This also applies to telephone contact, where serial communications are also made; a Board member contacting another Board member, and then another Board member, etc. Mr. Hanson explained that, even though all Board members are not in one place at the same time, they are still discussing a matter serially; this would be considered a quorum and, therefore, would constitute a violation of the open meeting law. He provided a PowerPoint presentation, and gave examples of what are and what are not considered proposals, such as "So-and-so was admitted to the hospital." which is not a proposal vs. "We should install a crosswalk." which is a proposal for legal action and would fall under the open meeting law. However, there may be communication between Board members regarding proposing an agenda item – but there may not be any discussion around the item.

Mr. Hanson went on to say that the college president may email information to the Board, and that does not violate the open meeting law, and Board members may reply to HIM. However, if a Board member hits the 'Reply All' button, it would be considered a quorum and then become a discussion – which would be a violation of the open meeting law. He added that Board members may also email staff with questions as long as it doesn't generate into a discussion among the Board members.

Mr. Hanson provided the Board with a handout, "Attorney General Opinion, by Terry Goddard, Attorney General (July 25, 2005), re. Open Meeting Law Requirements and E-mail to and from Members of a Public Body".

Discussion followed around the content of Board agenda items, and the amount of detail that needs to be provided in order to give the public sufficient information on the topics to be discussed. Mr. Hanson stated that, in his reviews of the agendas, the college's Governing Board agendas are well prepared.

### **1.05 Citizen's Interim**

There were no requests to address the Board.

## **1.06 Standing Reports**

### **1.06.1 Representative to the Arizona Association of District Governing Boards (AADGB)**

Dr. Eaton reported that the representatives to the Arizona Association of District Governing Boards will be meeting on January 19<sup>th</sup>, first with the college presidents and then with legislators, in Phoenix.

### **1.06.2 Representative to the Association of Community College Trustees (ACCT)**

Mrs. Strain reported that she, Mr. Hudgins, and Dr. Rottweiler will be traveling to Washington, DC in February to attend the ACCT National Legislative Summit, and will be meeting with Arizona's elected congressional delegates on Capitol Hill; she is currently in the process of arranging office calls.

### **1.06.3 Senate**

Wendy Davis, Director of Human Resources and member of the Senate, provided the report. She stated the Senate met on December 16, 2011, and welcomed Gene Schmall to the Senate as a new senator. Several administrative policies, that do not require Board action, were discussed. She added that Faculty Emeritus nominations are in progress.

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

Tonya Pike, President of the Student Government Association (SGA), acknowledged the Governing Board Chair, Board members, and Dr. Rottweiler. She began her report by introducing two new SGA members, Justin Galaviz, Social Events Coordinator and Misha Griffith, Secretary. Also in attendance were Michelle Scherr, Treasurer, and Dakota Alexander, Vice President. Students from HON 255 leadership and service were in attendance to learn how the Governing Board works.

Ms. Pike reported that the fall semester was extremely successful with 3,148 students attending 31 events. Events included for the upcoming semester include educational, cultural, civic, as well as fun events; Create Your Own Tie-Dye Cochise College T-Shirt, Martin Luther King, Jr. Day of Service, Winnie the Pooh Day, Chinese New Year celebration, Groundhog Day, February All Clubs Meeting, Texas Hold 'Em Tournaments, Valentine's Day celebration, Mardi Gras Shopping Cart Parade, and Alternative Spring Break. She added that there are currently 15 active clubs, including two new ones – Psychology and LDSSA.

Ms. Pike concluded her report by encouraging those in attendance to visit the SGA website to obtain additional information on the calendar of events.

### **1.06.5 College President**

Dr. Rottweiler stated that, clearly, we are in the heat of the legislative session, as the governor provided the State-of-the State address yesterday and has since published the "Four Cornerstones of Reform: Centennial Edition". Dr. Rottweiler

provided a copy to each Board member for their review, and directed their attention to a couple key statements. He stated that, while community colleges were not directly mentioned overall in the speech itself, there are, in the ensuing document, some significant areas, as highlighted, under the heading of Economic Competitiveness. One area speaks to “creating the Workforce Arizona Council to recommend other states’ best practices the help unemployed and underemployed workers gain the skills that employers need.” Another area states, “retraining adults through a Community College scholarship program and transitioning them into careers that meet local workforce needs. This program, which will be need-based (except for veterans) and pay the cost of tuition up to \$2,000 for two years, has the potential to connect 5,000 people to jobs in their communities.” Dr. Rottweiler stated these are in the governor’s recommendations, and he is not sure where it will go once it gets to the legislature. He added that, when the community colleges submitted their budgets, they included a request for potential funds to do something similar to this. They won’t know specifics until further details are received and the governor releases her budget, but he remains hopeful. In the education area, Dr. Rottweiler stated there is a heavy emphasis on performance-based funding. One area in the aforementioned document states, “Performance funding should drive charges that will move the State closer to a more educated workforce. The State must capitalize on the momentum toward performance funding. In addition to incentivizing the increased production of quality graduates and research, this performance funding formula should incentivize greater production on in-demand degrees – specifically STEM degrees – expand Community College and University partnership programs, and increased graduation rates.” Dr. Rottweiler stated that we have been well advanced in some of these and have done significant work in STEM related fields (NSF Grant, Science Foundation Arizona Grant). He added that he has also been working on partnerships with universities, which included a visit last December by he and Kevin Butler to the president of the University of Arizona.

Dr. Rottweiler stated he has not heard any information on the governor’s budget, but expects a briefing on Friday. However, Kristen Boilini and Mark Barnes, lobbyists, will keep him posted. As a reminder to the Board, he stated that if we are looked upon favorably, and funded at the request that came from the community colleges, in the best case scenario Cochise College will experience a \$1.8M cut in funding. We are preparing ourselves accordingly.

Dr. Rottweiler stated he is pleased to be traveling to Washington, DC in February with two Board members to attend the ACCT Legislative Summit. They will share what Cochise College is doing, and see if they can utilize some federal help in various areas. He added it will be a great opportunity to share the Annual Report, as well as the Strategic Vision that comes out from the Arizona Community Colleges.

Regarding master facilities planning, as discussed in the work session in December, we intend to move forward with some initiatives in Aviation and Art related areas on the Douglas campus. There is an action item on the agenda this evening authorizing the expenditure of funds.

Dr. Rottweiler stated that he, Denise Merkel, and Kevin Butler had an opportunity over the holiday break, to showcase the Sierra Vista campus to a potential donor.

He added it was a positive experience, and he hopes to bring great news back to the Board in the coming weeks/months. He believes we are seeing the benefits of our strategic initiatives of competitive advantages, excellence, everything speaks, and completion manifesting themselves as we move forward.

In his general comments, Dr. Rottweiler stated that the FY13 budget development is underway. All budget managers have been asked to look at cutting around 6% to make up for the \$1.8M, plus a bit more; our target is approximately \$2.2M. He believes this will provide some flexibility in our preparation. He was pleased to share that the budget managers are taking this cut seriously, and looking to help streamline and increase efficiencies while maintaining the mission focus of our institution. Dr. Rottweiler stated we will drive our budget process around our strategic priorities and budget principles/guidelines that are student centered, will strive to be as employee friendly as we can be as we move forward, and future focused – looking to the future so that, as the economy turns around, we are positioned to continue to serve the citizens of Cochise County.

Regarding the Joint Meeting of the President's Council and the Governing Boards, following the meeting they will be going to the Capitol to meet with legislators. Dr. Rottweiler is pleased he will be accompanied by Mrs. Strain and Dr. Eaton.

Dr. Rottweiler acknowledged and thanked Mrs. Strain for scheduling the meetings with legislators during their trip to Washington, DC during the ACCT Legislative Summit. As a reminder, in light of the ACCT Legislative Summit, the February Governing Board meeting has been moved to the first Tuesday in February (instead of the second Tuesday).

Dr. Rottweiler reminded the Board that Faculty and Staff Development Day is scheduled for Friday, February 24<sup>th</sup> and will be held on the Sierra Vista campus. He encouraged Board members to attend. He added that Dr. Fick and Vice President Davis have been hard at work pulling together an agenda that they think will be positive.

Dr. Rottweiler stated it will be his pleasure, on January 18<sup>th</sup>, to host Leadership Sierra Vista for a presentation related to Education Day. He added that the college has hosted this event a number of times, and it is always an exciting opportunity to have potential and emerging leaders come and learn about Cochise College.

#### **1.06.6 Monthly Financial Report – December, 2011**

The Financial Report for December, 2011 was presented and accepted as submitted.

## **2. APPROVAL OF MINUTES**

### **2.01 Acceptance of Minutes, Special Study Session – December 13, 2011**

The minutes of the December 13, 2011 Special Study Session of the Cochise County Community College District Governing Board were accepted and entered into record.

## **2.02 Acceptance of Minutes, Regular Meeting – December 13, 2011**

The minutes of the December 13, 2011 Regular meeting of the Cochise County Community College District Governing Board were accepted and entered into record.

### **3. INFORMATION ITEMS**

#### **3.01 Communications**

The college received the following communications:

- Dr. Rottweiler received a letter from Beth Bellizzi and Erin Whitehead, Co- Coordinators of the Books on Bases, Ft. Huachuca Program, acknowledging Stormi Olaiz, Rodeo Team member, who served as the VIP Guest Reader at the Blue Star Families Books on Bases Program.
- Dr. Bo Hall, Dean of Student Services, received a letter of appreciation from Beth Bellizzi and Erin Whitehead, Co- Coordinators of the Books on Bases, Ft. Huachuca Program, thanking him for his support of the Blue Star Families Books on Bases Program, and also acknowledging Stormi Olaiz, Rodeo Team member, who served as the VIP Guest Reader at the Blue Star Families Books on Bases Program.

#### **3.02 Cochise College External Affairs Report**

Denise Merkel, Director of External Affairs Office, provided the report. She stated the Office of External Affairs was established and organized in July 2011, and brings together three communications outreach functions of the college – Marketing and Creative Services (advertising, creative graphic design for print and digital communications, brand/image messaging), the Public Information Office (timely and relevant press releases and pitches to news media, social media announcements, internal portal announcements, website edits), and the Cochise College Foundation (fundraising, donor communications and relations, scholarships, stewardship of gifts). The mission of the External Affairs Office is to inspire the loyalty and commitment of Cochise College stakeholders and raise public awareness through creative, cost-conscious, effective, and future-focused communications support and fundraising.

Ms. Merkel reviewed the organization and staffing of the office, and added that staffing covers both the Sierra Vista and Douglas campuses. She was pleased to share the accomplishments of Marketing and Creative Services, highlighting the “What Will You Find?” (at Cochise College) campaign, which includes a high school mailer, newspaper and radio advertising, a viewbook, an annual report, a kiosk at the Sierra Vista Mall, and a feeder website: [www.cochise.edu/find](http://www.cochise.edu/find). Ms. Merkel anticipates working on some outdoor advertising (billboard), television, and revising the website to reflect the “What Will you Find” campaign.

She then provided information on the Public Information Office (PIO), stating that the top priority of that office is to provide timely and relevant press coverage and announcements; she shared several newspaper articles on Cochise College programs, classes, students, faculty members, and events. The PIO also oversees the online event calendar/news website, Facebook and Twitter, posts portal announcements, is the website content editor/approver, and handles the tracking and archiving of media coverage using Google Alerts.

Ms. Merkel updated the Board on the 2010-2011 Cochise College Foundation activities, stating that the Foundation awarded 629 scholarships totaling approximately \$272,000, and provided approximately \$133,000 in program support (adult education, art, athletics, aviation, creative writing celebration, library, music, rodeo, Tech-Prep, and tutoring). Audited assets, as of June 30, 2011, totaled \$5.4M. For 2011-2012 and beyond, she reported that three new Board members were added in the last year – Bob Strain, Gene Manring, and Gail Zamar. In September, the Foundation hosted their first Annual and Social Meeting, which was attended by scholarship recipients, donors, and college supporters. The Foundation has also developed an outreach presentation that any of the Board members should be able to provide, and they are in the beginning stages of revising their policies and procedures. Ms. Merkel announced that scholarship applications are currently being accepted for 2012-2013. She added that they are also exploring a capital/major gifts campaign tied to the college's 50<sup>th</sup> anniversary, which will be celebrated in 2014.

#### **4. NEW BUSINESS \***

##### **4.01 Consent Agenda \***

Mr. DiPeso moved and Dr. Eaton seconded a motion to approve the Consent Agenda. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

The following items were approved:

- 4.01.1 \* Classified; Appointment (*Phyllis McKee, Center for Lifelong Learning, Sierra Vista Campus*)
- 4.01.2 \* Administrative Support; Appointment (*James Barrows, Assistant Director, Fort Huachuca*)

Sharon Gilman introduced Phyllis McKee, and Jeff Walker introduced James Barrows. On behalf of the Board, Mrs. Guy welcomed both to Cochise College.

##### **4.02 Second Reading of Revised Governing Board Policy 652 – Faculty Credentials**

Dr. Eaton moved and Mr. Hudgins seconded a motion to approve the revised Governing Board Policy 652 – Faculty Credentials. Dr. Rottweiler stated that the policy now directs attention to a faculty credentials guide relative to being evidence based. Dr. Verlyn Fick, Vice President for Instruction/Provost provided a handout and shared some background information on how this policy works – taking courses within disciplines and grouping them in similar areas, and outlining specific credentials (degrees/credits) needed/preferred in order to be eligible/qualified to teach a specific class. He added that, by March 9, 2012, he would like to have all existing (including new) faculty reviewed, 'up-to-speed', in the new system, and in a data base showing which categories they are eligible to teach. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

##### **4.03 Aviation and Art Buildings Renovations**

Mr. Hudgins moved and Dr. Eaton seconded a motion to authorize the college to perform renovations to the Aviation Building (1800) and the Art Building (1900) on the Douglas

campus in an amount not to exceed \$1M, using existing Plant Fund contingencies funds. There was no further discussion by the Board. The Board unanimously approved.  
MOTION CARRIED.

#### **4.04 Executive Session**

Mr. DiPeso moved and Dr. Eaton seconded a motion to enter into Executive Session. There was no further discussion by the Board. The Board unanimously approved.  
MOTION CARRIED.

### **5. ADJOURNMENT**

Mrs. Guy adjourned the regular meeting at 7:00 p.m.

The Board entered into, and Mrs. Guy called to order, the Executive Session at 7:15 p.m.

Mrs. Guy adjourned the Executive Session at 8:05 p.m.

**NO ACTIONS WERE TAKEN DURING THIS EXECUTIVE SESSION.**

Respectfully Submitted:

---

Ms. Loretta Mountjoy, Executive Administrative Assistant, Office of the President

---

Mrs. Jane Strain, Secretary of the Governing Board