

## MINUTES

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

Tuesday, November 13, 2012  
Cochise College Douglas Campus  
6:00 p.m.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

The meeting was called to order by Mrs. Guy at 6:00 p.m.

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

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

##### **Board Member Attending via Teleconference**

Mr. Don Hudgins

##### 1.02 Pledge of Allegiance

##### 1.03 Adoption of Agenda

Prior to the adoption of the agenda, Mrs. Guy acknowledged Dr. Eaton for having traveled to Washington, DC on an Honor Flight for World War II veterans. She also acknowledged Mr. Bob Strain, who was inducted into the Arizona Veterans Hall of Fame.

The agenda was adopted as published.

##### 1.04 Citizen's Interim

There were no requests to address the Board.

##### 1.05 Standing Reports

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

Dr. Eaton stated that he wasn't in attendance at the last Governing Board meeting and wanted to share that the ACCT meeting in Boston was a very good meeting. Two sessions he attended were the Governing Board's Role in Fund Raising, and Improving Undergraduate Learning.

Regarding AADGB, much of the meeting was spent discussing ACCCC, which was well supported by those present. The only question was, "What is the

definition of proxy?” Dr. Rottweiler stated that the determination related to that is only the appointed representative from the Governing Board, typically the president, holds any authority to vote. Proxies are welcome to sit in and participate in the meeting, but they are not allowed to vote. Dr. Eaton stated the ACCCC has an interesting funding structure, and that non-operating districts are not allowed to vote.

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

Mrs. Strain announced that the ACCT National Legislative Summit will be held in Washington, DC from February 11-14, 2013. This is a typical three-day ACCT event which will include break-out sessions and high level keynote speakers. It also provides an opportunity for Board members to meet with senators and representatives, focusing on the legislative agenda from the community college sector.

### **1.05.3 Senate**

Wendy Davis, Vice President for Human Resources and member of the Senate, provided the report. She stated the Senate met on October 26, 2012, and passed Policy 623 – Faculty Workload (on the agenda this evening as an information item). In addition, the Senate approved the academic calendar (also on the agenda as an action item), as well as a couple of administrative policies, which do not need Board approval.

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

Juan Escalante, President of the Douglas Campus Student Government Association, introduced the officers of the SGA; Makenna Lehrman, Vice President, Jose Escalante, Treasurer, Jazmin Hernandez, Secretary, and Vicente Aguirre, Social Events Coordinator. Mr. Escalante and Ms. Lehrman provided a PowerPoint presentation highlighting Fall 2012 events, which included: freshman orientation on August 17<sup>th</sup>, a Nerd Party that was attended by 80 students, an Ice Cream Social, the Cochise County Fair, a Soccer Game Tailgate, a Movie Night, a Game Night, a Halloween Party, Pumpkin Carving, and a Text-a-Thon. SGA Community Service events included a Trunk-or-Treat (teamed up with the City of Douglas), Relay for Life, the C.O.O.K.I.E.S. Program, Christmas Cards for Soldiers, and Breast Cancer Awareness. Upcoming events include Tye-Dye, a Talent Show, an Ugly Sweater Party, Basketball Games, and Finals Frenzy. They then reviewed their Fall 2012 budget. Spring events include the Spring Fling, the Red and White Ball, and Meet Your Major. Mr. Escalante concluded the report by sharing that they are trying to get a new lounge for commuting students.

Dr. Rottweiler thanked the officers of the SGA, and stated that he and senior administration is supportive of the new lounge initiative.

### **1.05.5 College President**

Regarding legislative issues, Dr. Rottweiler shared an email he received from Kristen Boilini at KRB Consulting, relating to the legislative outlook and changes. One party will no longer have a super majority, which will cause the need for

more collaboration as they move forward. Representative David Gowan, from this district, was elected as the majority leader. Dr. Rottweiler had the opportunity, as part of the Veteran's Day Parade, to spend some time with him and Representative Stevens, and offered congratulations for their re-election, as well as for Representative Gowan's new role as majority leader. Dr. Rottweiler shared with Representative Gowan, his hope that he will look favorably upon, and have a greater influence on, legislators around community college initiatives.

Dr. Rottweiler continues to participate as a member of the Executive Committee in the Arizona Community College Coordinating Council (ACCCC), which is an action item on the agenda this evening. He is pleased with the direction it has taken and how it has come together. As part of the agenda item, the Board will find a recommended budget, which is based upon the same model in which the President's Council was funded, with some additional costs. To-date, all of the community colleges have agreed to the budget. The resolution before the Board this evening shows the Board is pleased with the direction the ACCCC is going. As the organization comes together, a formal request to join will be brought to the Board for approval.

Dr. Rottweiler, along with Kristen Boilini and Dr. Jeanne Swarthout, President of Northland Pioneer, had the opportunity to meet with Dr. Rufus Glasper, Chancellor of Maricopa County Community College District, to discuss a 'legislative ask', as it is felt this is the year to move this forward. Dr. Glasper has been running some initiatives over the last of couple years, around a jobs bill, tying into the Arizona Commerce Authority, to become a trainer and utilize some of their resources. Some ideas were shared regarding doing an 'ask' around a model for workforce development. Dr Rottweiler felt that a consensus was reached to try to do some things with capital outlay. This is a formula that is in statute but has not been funded for five years. Part of the problem is the terminology – it's called capital, and everyone envisions bricks, mortar, and buildings. However, that is never what it was intended for. In discussions with Dale Frost (from the governor's office), and others, Dr. Rottweiler thinks they might be able, in the legislative session, to change that a bit to potentially be workforce development outlay or STEM outlay, some resources to purchase equipment and still assist with some facility renovation and deferred maintenance, but around the concept of workforce. Chancellor Glasper thought this was reasonable and something we should work toward, but he didn't want to have conflicting bills where they are fighting against each other. Dr. Rottweiler will know more after the President's Council meeting on Thursday. All are comfortable with Kristen Boilini taking the lead on this, as well as the coordination of lobbyists and other staff. He will keep the Board apprised as this moves forward.

Dr. Rottweiler will attend the Getting AHEAD Summit tomorrow (Wednesday, November 12<sup>th</sup>), which is a combination summit/conference for Getting AHEAD, PARCC, and Arizona Ready. This is a demonstration of all the work that has taken place in the last 3-4 years, in tying K-12 with the community college and university system to discuss seamless opportunities. Dr. Rottweiler has been asked to participate in a panel with the Chair of the Arizona Board of Regents, the Provost of Arizona State University, and the Chancellor of the Maricopa system, which he considers a great honor. To-date, there are approximately 170 registrants who are primarily key stake holders and policy makers in the state of Arizona.

Regarding facilities, Dr. Rottweiler thanked all who participated in the Open House/Ribbon Cutting ceremony for the Aviation Department. Representative Tom Forese, Chair of the Higher Education Committee, and local representatives were in attendance. Dr. Rottweiler expressed his appreciation to the Board members who were able to attend, adding that their attendance was recognized by the legislators. Regarding the Art and Fabrication Building on the Douglas Campus – we do have the 95% completion documents and are currently in the process of gathering the bid documents in hopes of sending them out and getting awarded by the end of 2012, with construction to begin in January 2013. A meeting was held last week related to locker room and fitness center remodeling, with the beginning stages of remodeling set to begin in January.

Dr. Rottweiler updated the Board regarding the ongoing difficulties related to some of the facility improvements of the Douglas campus. Work has been ongoing; the forensic engineer has completed all of his cost estimates, and we have put together the costs the college has had to invest in remediation. Problems continue to arise. Dr. Rottweiler commented that no project was done to the standard that we would like, we are taking that seriously, and we should begin to see settlement opportunities as we move forward.

In his general comments, Dr. Rottweiler stated he received the IPEDS Data Feedback Report for 2012. He provided the Board a copy of the report, adding he thought they would be interested in knowing how Cochise College compares with some of its comparator institutions as it relative to enrollment costs, completion, and graduation.

Dr. Rottweiler reported that he and Denise Hoyos had the opportunity last month to host the first alumni gathering in Tucson, attended by approximately 20 alumni from the first class of 1964 up to last year. It was a wonderful event and provided an opportunity to speak with them about their experience. He was pleased to share that our alumni think very favorably of this institution.

Dr. Rottweiler made the Board aware that the Sierra Vista Herald recognized the college, along with Dan Guilmette, relating to the Cyber Patriot Program. He is extremely pleased with the work taking place in the Computer Science Department, as it relates to working with Buena High School and some other institutions related to computer security. We have highlighted cyber security as one of our benchmark programs on the Sierra Vista campus. We hope to see some real positive things happen there as Mr. Guilmette works with those high school students. Hopefully, they will transition into Cochise College.

Dr. Rottweiler invited the Board members to attend the Pit Fire taking place on Thursday, November 29<sup>th</sup>, adding that Culinary Arts plays a key role in this event.

On November 28<sup>th</sup>, senior administration will meet with the consultant that was selected to perform a job analysis and salary survey. All non-faculty positions will be evaluated to see where they are comparatively within our organization as well as outside our organization. Dr. Rottweiler feels it is important to make sure we are competitive in these areas.

Dr. Rottweiler concluded his report by stating he has accepted an invitation to participate in the inauguration of Dr. Ann Weaver Hart, the new president of the University of Arizona, on November 30<sup>th</sup>.

### **1.05.6 Monthly Financial Report – October 2012**

The Financial Report for October, 2012 was presented and accepted as submitted.

## **2. APPROVAL OF MINUTES**

### **2.01 Acceptance of Minutes, Regular Meeting – October 16, 2012**

The minutes of the October 16, 2012 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 email correspondence from Maudie Bailey, commending the excellent support she received during the Huachuca Mineral and Gem Show held on the Cochise College Sierra Vista campus the weekend of October 13-14, 2012. She specifically recognized Kathy Nobel, the maintenance staff, the security staff, Sodexo, Broxton's, and Bo Hall.

### **3.02 Cochise College TRiO Student Support Services Program Update**

Dr. Daniel J. O'Meara, Director of the Cochise College TRiO Student Support Services Program, introduced his staff, Mr. Jeff Henley and Ms. Gabriela Amavizca, who then provided a PowerPoint program update presentation. Mr. Henley provided some 'quick facts' – TRiO is a federally funded grant, which is currently in the third year of the five-year grant cycle; TRiO has been on the Douglas campus since 1999; and they are funded to serve 160 students – low income, first-generation, or disabled students. Ms. Amavizca stated the total FTSE (Douglas campus, fall 2012) was 571.07, and TRiO is currently serving approximately 30% of that total; however, in reality, 81% of the student population is TRiO eligible. This provides an idea of some of the unique challenges that students face on the Douglas campus, as many come from low-income, first-generation families. Mr. Henley then reviewed the TRiO objectives and how they are being met in the areas of persistence rate, good academic standing, graduation rate, and transfer rate. Ms. Amavizca stated that intrusive advising, individualized education plans, progress checks, and campus visits make them unique on the Douglas campus. She added that the home-base office is open and visible to students. Mr. Henley reviewed that various methods of communication used to connect with TRiO students, which include face-to-face, email, counseling, newsletter, bulletin boards, and most recently, social media (Facebook and texting), adding that texting is the preferred method of communication, rather than traditional email, for students they are serving. Ms. Amavizca stated they also work with students in a holistic manner by way of workshops on financial literacy and learning how to work with money, as well as teaching life skills and creating a portfolio containing documents such as a resume, personal statement, and letters of recommendation. TRiO also offers grant aid, which students earn through attending workshops and maintaining a certain GPA. There is also a Club TRiO which gets students involved in campus activities, with community service being the main focus. This year they held a blood drive, a voter registration drive, a team for Relay for Life, and participation in the upcoming Pit Fire event. Fundraising events for this year

will include school supplies for the Naco Elementary School and gifts for the Naco Orphanage. Students also attend the Awareness Week (formerly known as Tolerance Week) event to hear speakers who come in from across the United States to talk to students on various, and some may consider controversial, topics, to educate students and perhaps provide a different point of view. Mr. Henley reported on workshop results for the 2011-2012 academic year; 16 students finished (these students received an average federal grant aid award in the amount of \$2000), 128 students were served, and approximately 45% of students attended at least one workshop. He added that, this semester, two workshop 'blasts' (four workshops bundled together) were held on Friday mornings at 9 a.m., which were attended by 100 students. Ms. Amavizca stated that approximately 50% of students are in developmental math, and it was decided to place more focus and emphasis on Accuplacer. Therefore, a workshop was given on the importance of Accuplacer; why it's important, how it affects a timeline, moneywise, and ways students could improve their scores. The testing center allowed for 30 students to re-take the test, hoping that students would rush in and want to re-take the Accuplacer. However, they learned that many of the students had already re-taken the Accuplacer, so they didn't get the response they had hoped for. The few students that did re-take the Accuplacer advanced and were able to skip a few classes for next semester. So, there was a benefit to the workshop.

Mr. O'Meara then provided some history and background on TRiO, and Dr. Rottweiler stressed the importance of the program for at-risk and underserved students on the Douglas campus. Mr. O'Meara then expressed his appreciation to Bo Hall, Chuck Hoyack, Kevin Butler, and Frank Dykstra and his staff, for their assistance and support.

### **3.03 Revised Governing Board Policy 623 – Faculty Workload**

The revised Governing Board Policy 623 – Faculty Workload, was presented for the first reading to the Governing Board. Primary policy revisions included clarification of process, title changes, and changing Associate Faculty workload maximum from 9 units to less than 10 units. The policy will be brought to the Board in December as an action item for Board approval.

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

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

Mr. Hudgins 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 (*Victoria Bettencourt, Student Services/Transcript Technician, Sierra Vista Campus*)
- 4.01.2 \* Classified; Appointment (*Tammy Brewer, Testing Specialist, Senior, Sierra Vista Campus*)
- 4.01.3 \* Classified; Appointment (*Bailey Cook, Facilities Service Worker, Sierra Vista Campus*)
- 4.01.4 \* Classified; Appointment (*Maria Mabante, Administrative Assistant, Nogales Center*)
- 4.01.5 \* Classified; Appointment (*Colin Shannon, Student Services Technician, Sierra Vista Campus*)

- 4.01.6 \* Administrative Support; Resignation (*Thomas Ofe, Professional Tutor, Douglas Campus*)
- 4.01.7 \* Faculty; Retirement (*Leslie Clark, English Instructor, Douglas Campus*)
- 4.01.8 \* Classified; Termination (*Janae Benth, Student Services Technician, Sierra Vista Campus*)

Wendy Davis introduced Colin Shannon. On behalf of the Governing Board, Mrs. Guy welcomed him to the college.

#### **4.02 New Intergovernmental Agreements (IGAs) with Santa Cruz County School Districts for Dual Enrollment Courses**

Mr. DiPeso moved and Mrs. Strain seconded a motion to authorize the college president to sign the Intergovernmental Agreements (IGAs) with Santa Cruz County School Districts for dual enrollment courses. Dr. Rottweiler stated these IGAs are consistent with what has been done within Cochise County. The only complicating factor in here is it now has to become a partnership with Cochise College, the Provisional Community College District Board, and then the individual school districts. We intentionally made it go through the Provisional Board because they need to realize that that only counts as one half FTSE. So, in some instances, in their case, the cost could become greater than their return, and we wanted to make sure they were aware of that as this moves forward. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **4.03 Arizona Community College Coordinating Council (ACCCC)**

Mrs. Strain moved and Dr. Eaton seconded a motion to approve the proposed resolution authorizing the membership of Cochise College in the Arizona Community College Coordinating Council. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **4.04 Academic Calendar for 2013-14**

Dr. Eaton moved and Mr. DiPeso seconded a motion to approve the proposed 2013-14 Academic Calendar. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **4.05 ACCT Board Committee – Continuation of Representation/Membership**

Mr. Hudgins moved and Mr. DiPeso seconded a motion in support of Mrs. Jane Strain, Cochise College Governing Board member's application for participation on ACCT associate committee(s). There was no further discussion by the Board. The Board unanimously approved, with Mrs. Strain abstaining from the vote. MOTION CARRIED.

### **5. ADJOURNMENT**

Prior to adjourning the meeting, Mrs. Guy opened the floor for comments from Board members.

Dr. Eaton added that the AADGE will be sponsoring workshops on February 22<sup>nd</sup> for all Boards. Mrs. Strain stated she would like to add an action item to the January 2013 Governing Board agenda, requesting the status of Trustee Emeritus be awarded to Mrs. Jan Guy. The Board was in agreement.

Cochise College Regular Governing Board meeting  
Tuesday, November 13, 2012

Mrs. Guy adjourned the meeting at 6:53 p.m.

Respectfully Submitted:

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

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Mrs. Jane Strain, Secretary of the Governing Board