

## MINUTES

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

Tuesday, October 16, 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

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

Mr. Don Hudgins

##### **Board Member Absent**

Dr. John Eaton

##### 1.02 Pledge of Allegiance

##### 1.03 Adoption of Agenda

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)**

An AADGB report was not provided as Dr. Eaton, representative to the AADGB, was not in attendance at the Governing Board meeting.

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

Mrs. Strain reported that she, Dr. Eaton, and Dr. Rottweiler attended the ACCT National Congress in Boston. She attended a two-day pre-conference symposium on completion, and shared some brochures/books pertaining to the

meetings. She added there was talk surrounding the next ACCT Legislative Summit scheduled to take place in February 2013 in Washington, D.C., which focuses on external politics. Mrs. Strain added that there was also discussion regarding the next Governance Leadership Institute coming up in March 2013 in San Antonio, TX. She was pleased to share that she had the opportunity to speak with representatives from Yavapai, Coconino, Yuma, Pinal, and Maricopa during the conference.

Dr. Rottweiler stated that Cochise College was well represented at the congress. He added that the college is well ahead the curve when it comes to completion, and credited Dr. Fick for his leadership in this area. He added that we are committed to completion, it is one of our strategic initiatives, and we will continue to gather and report data to the Board. He stated that Maricopa was the recipient of the Equity Award for their work in Maricopa County, and their Board's administrative assistant was recognized as the Outstanding Administrative Assistant for Board Activities. Dr. Rottweiler requested that Board members interested in attending the February summit contact his assistant to begin the registration process.

### **1.05.3 Senate**

Wendy Davis, a member of the Senate, stated that the September agenda was light, and one policy related to purchasing was voted on. The second reading of revised Policy 636 is on the agenda this evening, for which the Board will consider approval.

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

Justin Galaviz, President of the Student Government Association on the Sierra Vista campus, provided the report. He introduced Karlee Moxley, Vice President, Casey Carrillo, who will be the incoming Vice President for the Spring semester, Treasurer, Malia Griffith, and Secretary, Kasey Busik. The Social Events Coordinator, Dakota Alexander, was unable to attend as she had to work.

Mr. Galaviz reported that the 2012-2013 academic year has been extremely successful thus far, with 1208 students attending 19 events, which included a banana split made in rain gutters, the Club Fair, and a Back-to-School Bar-B-Q. Most recently, a salsa contest was held for the Hispanic Heritage celebration - ten clubs participated, and the Dance Club was the big winner! He encouraged everyone to visit their website, [www.cochise.edu/sga](http://www.cochise.edu/sga) to view photos from the events. The SGA is currently planning their next big event, the annual Haunted Union, being held on Friday, October 26<sup>th</sup> at 6 p.m., and Mr. Galaviz invited all to attend. The SGA is continuing their t-shirt incentive program, which has expanded to service projects; if a student completes five service projects, they receive an "I ♥ Cochise College" book bag. A book bag was provided for each Governing Board member.

Mr. Galaviz concluded his report by stating the SGA is proud of what their 23 clubs have accomplished this semester, and reminded everyone that all club events are published on their website calendar. He thanked the Board for their continued support.

### **1.05.5 College President**

Dr. Rottweiler began by introducing Mr. Dennis Nelson, who will be the new Cochise College Governing Board member beginning in January. He then made the Board aware of some things happening in the political climate and legislative initiatives. The first was the Arizona Community College Coordinating Council (ACCCC), which the Board has been briefed on during the past couple of months. As the Board is aware, Dr. Rottweiler has volunteered his services to become the treasurer, and thereby being on the Executive Committee. They have met and completed some initial work that includes establishing a budget, which comes in at about \$300,000 for all ten districts, which is thought to be appropriate. Discussion has begun on the By-laws, and as they come together, it will come to the Board for formal action. Also discussed were job descriptions for the Executive Director and the Assistant Executive Director for the Coordinating Council. He reminded the Board that this organization will follow the model of the Arizona League of Cities and Towns.

Our budget request was submitted to the governor's office, with the amount following state statute. Dr. Rottweiler provided the Board a copy of that document, and stated the request is consistent with what has been done in the past. The parts the Board needs to be aware of, should this be funded at the request, because we had a slight decrease in our full time student equivalency of about 300, this budget would show a decrease of \$74,000 to our M & O (FTSE) allocation. Due to the continuing changes in assessed valuation, our equalization formula, should it be funded fully, would be a decrease of \$906,000. Therefore, if it were funded to the full amount, we're getting close to a \$1M decrease. Dr. Rottweiler pointed out that a heavy emphasis in the request was placed on the Capital Outlay portion of the formula, which has not been funded in the last five years. There might be an opportunity for some funding there; should that be the case, the formula shows Cochise College would be eligible for about \$1.4M. Therefore, our options are going to be somewhere between a \$1M decrease, and potentially a \$400,000 increase, as it relates to state aid. Clearly not at the levels we would like to see, but consistent state-wide. Dr. Rottweiler added that if we could get that recognition, it would be important.

In discussions with Kristen Boilini, we are going to try to do a legislative 'ask'; there is quite a bit of discussion related to where that will go. She is working with other lobbyists, and we would like to see a type of request going in around workforce development – jobs, jobs, jobs, and may be patterned around the current Prop 301. We will not get anything if we don't ask. Dr. Rottweiler received notification that the Arizona Board of Regents (ABOR), has requested a significant increase in much of their budget, and he feels we need to be positioning ourselves to do some things there.

There is not an enormous amount going on in the political realm right now; we are getting ready for the general elections coming up. From there on, we should begin to see some things happening.

In the area of facilities, Dr. Rottweiler reminded the Board that the open house/ribbon cutting ceremony for the Aviation/Technology Center and runway will take place on Friday, October 19<sup>th</sup>. Invitations have been mailed, and we have a significant representation coming from the county, state, and federal level. The ribbon cutting will take place at 11 a.m., followed by a demonstration of UAV

technology presented by Northrop Grumman. The remainder of the day will continue with events, including helicopter demonstrations, as well as some introductory flights for students interested in the aviation program. The aviation department will also be using this as an opportunity to have many of their alumni returning. The facility and runway are beautiful and appropriate for the program being run there. Dr. Rottweiler added he is very appreciative of the Board's support around this endeavor.

Dr. Rottweiler stated he will be hosting Dale Frost from the governor's office on Thursday, October 18<sup>th</sup>, and they will spend the afternoon touring the Sierra Vista campus and discussing workforce initiatives. Mr. Frost will also attend the aviation event on the Douglas campus on Friday.

Dr. Rottweiler had the opportunity to meet once again with Mr. Bugen, a donor, relating to the Career and Technical Education building. The Board previously took formal action in the naming of that facility. An unveiling/ribbon cutting ceremony will be held on January 25, 2013. He provided the Board with a picture of the monument that will be placed at the building, including a plaque providing information about the family and their contribution to Bisbee, and Cochise County as a whole, and their generosity, which is really the lead gift in our 50<sup>th</sup> anniversary capital campaign. Dr. Rottweiler is extremely excited about the opportunities that are happening there. Related to the feasibility study, under Denies Hoyos' leadership, consultants will be coming and conducting interviews, as we gear up for the 50<sup>th</sup> anniversary. Dr. Rottweiler feels we have an opportunity to raise a significant amount of resources, which will then lead to a new Allied Health building, the Career and Technical Education Phase 2, and then some upgrades around student life on the Douglas campus.

Dr. Rottweiler made the Board aware of another area where we've been working – the Eco Lab, the facility he had shared with them that has been on the drawing board for the last 3 - 4 years. He took this to the Cochise Water Project and requested they help fund a feasibility study, for which they have agreed. There has been some progress made around that initiative.

In his general comments, Dr. Rottweiler stated the Cochise College nursing department has been awarded a \$640,000 grant for nursing scholarships. Jennifer Lakosil, Director of Nursing and Allied Health, will provide further information on this during her report later this evening.

In their November 2012 Newsletter, SSVEC recognized the Cochise College utility industry program; some of our graduates are receiving great opportunities for employment in that field. We are seeing our certificates and programs leading directly towards employment.

The Board should have received notification related to the Getting Ready - Getting AHEAD conference being held on Wednesday, November 14<sup>th</sup> in Phoenix. This is the combination of three initiatives, Getting AHEAD, the PARCC (Partnership for Assessment of Readiness for College and Careers), and Arizona Ready. Dr. Rottweiler stated we have been working diligently in the state of Arizona to link K-12 to make sure students are coming in prepared, and then get students to complete so that we can enhance the number of degree recipients in Arizona. He has been asked to participate, both as a community college president and for his participation of the Arizona State Board of Education.

As part of that discussion and our move around Getting AHEAD, the State of Arizona, through ABOR, has allocated some resources to talk about community college and university partnerships. Three partnerships have been suggested for highlighting – President Bornstein from Coconino with President Hager from Northern Arizona University, Chancellor Glasper from Maricopa with President Crowe from Arizona State University, and President Rottweiler with President Hart from the University of Arizona. A video will be filmed and sent across the state, highlighting some of the partnerships. Dr. Rottweiler stated he is pleased that some of the work done at Cochise College will be recognized in the video.

Dr. Rottweiler shared that he, as well as Kevin Goates, the lead at Northrop Grumman, have been invited to participate in a videotaping for the Governor's Conference on Innovation. Our partnership with Northrop Grumman and the Innovation Campus has been recognized as one of three finalists for the Governor's Pioneer Award. He added that we are starting to see many of our initiatives starting to take hold and is hopeful that we'll continue to see Cochise College held in a positive light.

Dr. Rottweiler stated he is finishing up work on a Governing Board orientation that he would like to bring before the Board, as we begin to orientate Mr. Nelson and others to their service. He will be getting that ready for the Board's review as we plan ahead to schedule a time for Board orientation.

Regarding upcoming events, on Saturday, Dr. Rottweiler and Denise Hoyos will be participating in the 1<sup>st</sup> Alumni gathering, which will be held in Tucson, with an RSVP list that is fairly significant. Part of this is around our 50<sup>th</sup> Anniversary, but it is also an opportunity to meet many of our alumni. Dr. Rottweiler stated we have received RSVPs from students dating back as far as the 1970's. He added we will try to hold these around southeast Arizona, as we try to pull people together talking about their experiences, and trying to link many of our alumni together.

On Thursday, as part of our initiative to get more information in to the Douglas community, once a month after the Board meeting, Dr. Rottweiler will go on the radio in Douglas. He has also been asked to give a presentation in December to the Douglas City Council about the things we have happening on the Douglas campus. In addition, Cochise County has requested that he provide a workshop/seminar next week for all of their employees. Dr. Rottweiler stated that we are starting to see real linkages between many of our entities.

Dr. Rottweiler shared with the Board that he has been invited to apply for a Fulbright Fellowship to participate in some work in Russia. They are looking for five community college leaders to go to Russia, as they are interested in setting up a community college system there. He will keep the Board informed as this moves forward.

Dr. Rottweiler concluded his report by informing the Board he will hold Employee Open Forums on Monday, beginning on the Douglas campus at 9 a.m., and concluding on the Sierra Vista campus at 1 p.m. He welcomed the attendance of any or all the Board members. He added that this will provide an opportunity to share updates, and he plans to talk about the budget and other initiatives, as well as suggested changes related to payroll.

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

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

## **2. APPROVAL OF MINUTES**

### **2.01 Acceptance of Minutes, Special Work Session – September 11, 2012**

The minutes of the September 11, 2012 Special Work Session of the Cochise County Community College District Governing Board were accepted and entered into record.

### **2.02 Acceptance of Minutes, Regular Meeting – September 11, 2012**

The minutes of the September 11, 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 a letter from John Schreur, Principal, Buena High School, on behalf of the Buena High School Student Council, student body, and staff, commending Lieutenant Mike Arnold and CPO David Lowery for their service in support of the Homecoming parade on September 21, 2012.

### **3.02 Math, Science, and Health Sciences Presentation**

Dr. Richard Hall, Dean, Math, Science, and Health Sciences, provided a PowerPoint presentation. In the area of mathematics, he stated this was the first full year of implementation in the redesign of developmental math, and overall, it has turned out well. Unfortunately, he didn't see the results he was hoping to see, but he also realized it was the first year. He reported that, in the area of assessment of student learning outcomes, there was no change from traditional courses. Overall, there was a slight decrease in the success rates, 52% compared to 55% - one year compared with five years, but was happy to see withdrawal rates drop to 18% compared to the previous 24%. With the new software driven program, students are able to progress at their own pace, and adult students and military students were very successful; a handful of students completed the entire program in one semester. In general, any student that was motivated did very well. In the area of student attitudes – 90% of students surveyed were positive, felt this was a good program, and would recommend it to friends.

Dr. Hall stated that in August, he and three math faculty traveled to Baltimore to report on the developmental math program. He added that, included in the Board packet, is a letter from the math department expressing their appreciation and gratitude for the support given by the college community and Governing Board. When they were in Baltimore listening to other community colleges talk about the challenges they had, it made them realize how good they have it here.

In other areas, the math department is trying out some new technology. They have been doing this for the past couple of years, but will be taking it to the next formal level

next Spring. They will be doing some live streaming - an interactive webcast streaming directly from the traditional classroom. They will be moving from the Adobe Connect software to a software component in Moodle called Blackboard Collaborate, and will formally pilot some math classes using this format in the Spring. It will essentially provide any student in the district a chance to tie in and interact with our traditional classes at a distance. Dr. Hall stated that they have also developed some partnerships. At the request of the Joint Interoperability Test Command (JITC) out of Fort Huachuca, they have customized an introductory level Stats Course – MAT 167, by adding a case study component. JITC made this request because their testing personnel needed some basic understanding of statistics and research. The first class was taught this Fall, and nine students were enrolled. They are hoping to offer it again next Spring; feedback indicates that this has been successful and that students are pleased with the class.

In the Sciences area, there have been some new hires; Dr. Shaun McGuire in Biology, Chris Ubing is teaching Physics/Astronomy, Hanna Jones, Sierra Vista Lab Coordinator, and Barry Johnstun, Sierra Vista Lab Tech. Dr. Hall stated a general biology course will be piloted next semester using interactive webcasting. He added that the 'clicker system', the Classroom Response System, has become very popular, and it has been decided to invest in classroom sets on both the Sierra Vista and Douglas campuses. Currently, there are six instructors using that technology. Dr. Hall was pleased to announce that he has four science instructors embarking on some undergraduate research initiatives; the Community College Undergraduate Research Initiative (CCURI), Bean Beetle, and Chemistry – Organic Chemistry and Forensics.

Student activities are growing in the science areas; the Science Club and the Astronomy Club are continuing to grow and be very popular, and a Pre-pharmacy Club, which ran a Pharm Camp last summer in partnership with the University of Arizona's College of Pharmacy. Dr. Hall added that this was a science camp that was very well done, and he couldn't speak of it more highly. One of the officers in the pharmacy camp received a scholarship opportunity and admission into the University of Arizona's College of Pharmacy.

In the area of Engineering, curriculum – there are two degrees so far – the standard Associates of Science degree, and now an Associates of Applied Science degree. This was done for two reasons; 1) for employment – feedback from Fort Huachuca saying they can't hire students with an associate's degree if they have a certain level of mathematics, and 2) they are working on a transfer agreement with Arizona State University – Fulton College of Engineering. Once we get some 200 level courses put in place, which is our goal this year, we will be able to have those transfer agreements put in place.

Dr. Hall went on to say that the Running Start Program continues to be the lifeblood of the engineering program; they have 35-40 students enrolled each year, and of those that have enrolled in our program in the last four years, approximately 90% have continued with their education, with approximately 50% in STEM fields – and half of those in engineering.

The partnership with Arizona State University continues to be very strong. Their Motivated Engineering Transfer Students (METS) program, which is supported by the National Science Foundation (NSF), continues to build excitement when they come here for recruiting trips and when we take students there for orientation visits. In addition, the Office of Academic Partnerships (Dr. Maria Hesse) and the transfer agreements in place

for biology and chemistry, along with what we're putting together for engineering, will give our students a chance to have a seamless transfer into Arizona State University. Dr. Hall is also preparing a couple of grant proposals, continuing to promote engineering, both of which are through the National Science Foundation. The first one is the Transforming Undergraduate Education in STEM (TUES) grant. This is to support the interactive webcasting efforts, with a potential of partnering with other rural community colleges to broadcast classes and be connected. The second one is the STEM Talent Expansion Program (STEP) grant, looking at expanding our engineering program, using advertising, recruiting, and building.

Regarding Mechatronics, Dr. Hall stated this continues to be supported by Science Foundation Arizona with NSF grant money. Students continue to attain Siemens certifications. Enrollments continue to slowly increase, although not as much as he would like, and they are still working to find a niche for this program. He is looking at STEM industry outreach – Mr. Curt Vincent has been hired as a STEM industry outreach coordinator. He has become actively involved with connections on Fort Huachuca and in our local communities. A STEM Industry Advisory Committee has been assembled, comprised of representatives from government agencies, contractors, and local companies, with three to four meetings being held each year. The group is assisting with curriculum efforts in the engineering, mathematics, and technology world. Dr. Hall was pleased to share that, with the help of Science Foundation Arizona, they have been able to provide eight to ten student internships, which were offered this summer. He is hoping to have some faculty internships available next year.

Dr. Hall announced that on October 29<sup>th</sup>, the 2<sup>nd</sup> Annual Engineering Night will be held from 6 – 8 p.m. in the Student Union Community Room on the Cochise College Sierra Vista Campus. Invitations are being sent out, advertisements will be in the newspapers, and ads will be heard on the radio. This will provide the local community an opportunity to come in and see what the college has to offer in the engineering and science programs. K-12 outreach programs, degrees and partnerships, and work of the STEM industry advisory group, especially the student internships, will be highlighted.

Jennifer Lakosil, Director of the Nursing and Allied Health Programs, provided the health sciences update. She began by stating the programs are doing very well. The medical assistant program is at capacity, with 26 students; this year it is a two semester program versus a three semester program, so they can complete the program in five months. The EMT classes are full, in Douglas, Benson, and Sierra Vista. New in this program is the state of Arizona has mandated that, as of January 2013, all paramedic programs in Arizona have to be nationally accredited. The program went through the accreditation process this past summer and did very well. We are the 5<sup>th</sup> program in Arizona to be nationally accredited. Currently, in our county, Fry Fire Department had a paramedicine program, Sierra Vista Fire Department had a paramedicine program, and they had one in Nogales; now we will be the only one for two counties. Ms. Lakosil stated they are changing their curriculum and not admitting paramedicine students this year; they will be admitting them beginning in August after all the curriculum repairs have been completed.

There is now a JTED agreement for the CNA program, and there is a CNA program in every high school in this county, with the exception of Buena and Bisbee. However, they are on the docket to be voted into the JTED. There is also a lab in all the high schools, and the CNA lab is equipped in Willcox.

Nursing is doing great! They received 300 applications and admitted 100 well qualified students. Ms. Lakosil stated, "We've raised the bar, and they have all come up to it".



We have also retained 74% of students, which is excellent. Ms. Lakosil added is very proud of her faculty, they have a very aggressive retention program, and she is lucky to have solidarity and people who have been with her a long time. She was pleased to share that pass rates are up to 98.8%, an all-time high.

They have six articulation agreements with universities to do the ADN to BSN – Arizona State University, University of Phoenix, Kaplan, Chamberlain, Western New Mexico University, and Grand Canyon University.

Nursing was awarded the HRSA grant, which Ms. Lakosil wrote over the summer with the help of Jerome Ward. The grant awarded is \$640,000 - \$160,000 a year. The scholarships are strictly for disadvantaged students, and 90% of the students in the nursing program qualify under medically underserved communities. This information was just released today, and Ms. Lakosil stated applications are already pouring into her office.

Regarding respiratory therapy, Ms. Lakosil introduced James Nosek, the new respiratory therapy program coordinator. The application for the accreditation process for this program has been submitted and accepted, and the site visit will be done in the near future. Students are doing their pre-requisites, and a small co-hort of 20 students will be admitted every year.

Ms. Lakosil concluded her report by sharing that the SIM Lab is getting full, housing the respiratory, paramedicine, and nursing programs.

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

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

Mr. Hudgins moved and Mr DiPeso 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 (*Ashley Golman, Administrative Assistant, Principal, Sierra Vista Campus*)
- 4.01.2 \* Classified; Appointment (*Anita Johnstun, Fiscal Support Technician, Sierra Vista Campus*)
- 4.01.3 \* Classified; Appointment (*Jennifer Scherr, Office Specialist, Senior, Sierra Vista Campus*)
- 4.01.4 \* Administrative Support; Appointment (*Susan Morss, Director, Adult Education, District-wide*)
- 4.01.5 \* Administrative Support; Appointment (*James Nosek, Respiratory Therapy Program Coordinator, District-wide*)
- 4.01.6 \* Administrative Support; Appointment (*Cecilia Rivas de Schuermann, Business Analyst/International Trade Specialist, Douglas Campus*)
- 4.01.7 \* Faculty; Appointment (*Ross Miller, Flight Instructor, Douglas Campus*)
- 4.01.8 \* Classified; Resignation (*Angelita Vega, Administrative Assistant, Nogales Center*)
- 4.01.9 \* Faculty; Resignation (*Daniel Clark, Flight Instructor, Douglas Campus*)
- 4.01.10 \* Faculty; Resignation (*Michael Mowery, Instructor, Computer Information Systems, Corrections Center*)

Wendy Davis, Vice President, Human Resources, introduced Ross Miller; Frank Dykstra, Director, Facilities Management, introduces Ashley Golman; Jennifer Lakosil, Director, Nursing/Allied Health, re-introduced James Nosek; Mark Schmitt, Director, Small Business Development Center, introduced Cecilia Rivas de Schuermann; and Wendy Davis introduced Jennifer Scherr. On behalf of the Governing Board, Mrs. Guy welcomed each to the college.

#### **4.02 Revised Board Policy 636: Tuition Exceptions and Reimbursements**

Mrs. Strain moved and Mr. DiPeso seconded a motion to approve the revised Governing Board Policy 636 – Tuition Exemption and Reimbursement. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **4.03 Proposed Governing Board Meeting Schedule for 2013**

Mr. DiPeso moved and Mrs. Strain seconded a motion to approve the regular Governing Board meeting schedule for calendar year 2013. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

### **5. ADJOURNMENT**

Mrs. Guy adjourned the meeting at 6:59 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