

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, May 10, 2016
Douglas Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Nelson called the meeting to order at 6:06 p.m.

Board Members Present:

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

1.02 Pledge of Allegiance

1.03 Adoption of Agenda

Dr. Rottweiler requested that Consent Agenda Item 3.01.2 be removed from the agenda, as that position has changed. With that exception, the agenda was adopted as presented.

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)

Mrs. Strain distributed notes from the May 6, 2016 AADGB meeting. She stated the exciting news is the high school equivalency resolution was passed by the AADGB representatives that were in attendance. The resolution will now be transmitted to the Arizona State Board of Education, hopefully bringing a resolution to this problem we have been dealing with for two years or longer – our GED graduation rate went from 120+ to 7 last year, to 20 this year. She added that perhaps, when it's read into record, she and Mr. Nelson could travel to Phoenix and sit in on the session. Mrs. Strain added that the new officers for AADGB 2016-2017 were elected; Julie Bare from Mohave was elected Secretary/Treasurer; Maria Chavoya from Yuma was elected as Chair-elect, and Mrs. Strain was elected Chair. The next meeting is scheduled for September 8, 2016.

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

Mrs. Strain stated the ad hoc subcommittee of the ACCT Board of Directors is working hard, and reports will be completed and reported on at the July 14 – 17, 2016 Board Retreat in San Antonio, TX. She stated this has been great work, and she has enjoyed it greatly. As a result of this, we could possibly see some structural changes to ACCT at the national level. As the Pacific Region's Awards chair, Mrs. Strain stated she asked Lloyd Hammonds to represent Arizona in the awards review process. She then informed the Board that the ACCT Annual Leadership Congress will be held October 4 – 8, 2016 in New Orleans.

1.05.3 Senate

Dr. Wendy Davis, Vice President for Human Resources, and who is also a member of the Senate, reported that the Senate met in April, the last meeting of the academic year. The only action that was taken was the election of new officers; the new Chair will be Christi Charters, Instructor of Biology, and Vice Chair will be Adam Woodrow, Assistant Director of the Virtual Campus.

1.05.4 Student Government Association (SGA)

Ms. Aria Reyes, President of the Douglas Campus SGA, stated this will be the last presentation of the year. She provided a PowerPoint presentation, and provided the names of the SGA officers she served with this past year – Andrew Parra, Vice President; Gerardo Sylvia, Treasurer; Makayla Martin, Secretary; and Frederick Porter, Social Events Coordinator.

Ms. Reyes stated that, at the beginning of the semester in January, they held a welcome back week, which featured a nacho bar, a 50-foot banana split, late-night pancakes, and the Club Fair for all students to participate in. In February they celebrated Black History Month. In honor of baseball season, Ms. Reyes asked a trivia question – How many times has the Cochise College baseball team appeared at the World Series? The answer was four, and a prize was awarded to the person who supplied the correct answer. Another activity they held on campus in February was Heart Disease Awareness Month. The next activity held was Tastes of the World – one week they picked a few countries, and A'viands helped with the food. On Monday the theme was Welcome to Mexico, Tuesday was Little Italy, Wednesday was Welcome to America, and Thursday was Ireland. The SGA also hosted the Arizona Town Hall Meeting (Arizona and Mexico) talking about the border. An Easter Extravaganza was held for all the students in front of the Student Union. The SGA made over 1,000 Easter eggs and hid them – all were found! They also held the Awards Ceremony in the Student Union, and Ms. Reyes thanked Dr. Fick for speaking at the ceremony. They recognized athletes, students, and teachers, and announced Educator of the Year – Mary-King Power, the Female Sophomore of the Year – Jasmin Diaz, and Male Sophomore of the Year – Fernando Pineda. In May, they held their Spring Fest, which boasted a Dunk Tank, sumo-suits, and provided food, which included hot dogs, drinks, cotton candy, and popcorn. Everyone was welcome! The last week was Finals Frenzy week, which included snacks, pancakes, popcorn, and ice cream for when students needed a break.

Ms. Reyes concluded her report by thanking the Student Government and the Governing Board for the experience she had at Cochise College. She will be graduating on Friday, and transferring to a school in Dallas. She has been offered two job opportunities, one with TSA at the Dallas airport and one with the Border Patrol.

Mr. Nelson thanked Ms. Reyes and all the SGA officers and student staff involved in the SGA. These events help bring students and the community together, and they are productive in bringing people together and informing them about health problems, community problems, and political problems. It's just great! He congratulated Ms. Reyes on her graduation and wished her success in her career.

1.05.5 College President

Dr. Rottweiler congratulated Mrs. Strain on her recent election to Chair of AADGB. He then requested members of the Board who wish to attend the ACCT Annual Leadership Congress in New Orleans in October, to inform Ms. Mountjoy. She will complete the registration process, secure hotel reservations, and make flight arrangements for those wishing her to do so.

Dr. Rottweiler then updated the Board on a few legislative items. The 52nd legislature closed sine die on Saturday at 5:53 a.m. after a long 20-hour session. He provided the Board with some documents pertaining to House Bills (HB) – HB 2338, which was an educational institutions and firearms bill (Rep. Townsend), made it through the Senate and is ready for the governor's signature (they have no reason to believe it won't be signed). The Board still retains its local control on the ability to dictate firearms on campus, with the exception of anything that is a public right-of-way. As it relates to community colleges, there are no public rights-of-way, so we shouldn't have any issues there. HB 2480 was an attempted fix of the one percent cap and is currently in a law suit between Pima County and the State of Arizona. It was not in the best interest of community colleges; therefore, we opposed this bill. We were able to get it defeated in the Senate, 22-8, which brought enough attention to it that the governor's office has now reached out to try to solve this through a settlement process with Pima County. Dr. Rottweiler made the Board aware of two Free Speech Bills that passed and are ready for the governor's action. He anticipates these will work through, and doesn't anticipate any issues. There will be a meeting with President's Council, and legal professionals will be in attendance to walk them through their policies to make sure they're consistent with the changes in law. However, the one he is unsure of is HS 2548 (Representative Boyer), where an amendment was added late at night which dealt with free speech and that you can't stop traffic if someone is going to a campaign event. This was in response to the Donald Trump presentation at Fountain Hills. One other late-night bill that came through was an amendment related to charter schools. Apparently, there is a charter school in Maricopa County that works closely with Maricopa Community Colleges where they come to the charter school and then attend at Maricopa. So, the Department of Education had changed some things, and was going to send the bill retroactive to this charter school for \$1.4M; the legislature stepped in and stopped it. It was done late at night, and the colleges didn't speak to it too much. However, our representative, Kristin Boilini, and her staff did. By and large, it was a very productive session. HB 1322 was the expenditure limitations bill. In speaking with our colleagues and those in the legislature, they said it was a yeoman's effort and

the community colleges should be recognized for it. It sets us up perfectly to potentially talk about some increased funding next year.

Regarding master facilities, Dr. Rottweiler provided an update on the Downtown Center. He distributed photos showing progress as of last week. The facility is moving along rapidly; we are still ahead of schedule. The community excitement is significant; we're taking more and more calls of interest. Currently, our plan is to hold Convocation (August 15) at the Downtown Center, with the theme of 'Moving Forward'. Our theme for two years had been the college's 50th Anniversary, this past year it was the 'Higher Learning Commission Visit', with both being sort of a 'look back'. It's now time to look forward, and this facility is symbolic of us moving forward. We'll have to do some unique things to make it work for us, but he thinks it will be exciting for many of our employees to see the things that have happened. In the afternoon, we will provide tours. On Friday, August 19th, from 3 – 6 p.m., he is planning on hosting an official Open House/Ribbon Cutting.

In his general comments, Dr. Rottweiler stated there were a couple items that came up at the last Board meeting, and he wanted to provide information pertaining to those items. At Mr. Quinn's request, he provided a Professional Development Offerings and Participation summary, based on Vice President Davis' presentation related to professional development. This shows the number of offerings we have and the attendance. The other request pertained to the Cost of Attendance as a Percentage of Arizona (or County) Median Household Income. Dr. Rottweiler provided 2015 data that came out of our strategic initiative. Cochise Community College is at 11%, which is in the lower percentile. Pima is at 6%; they are the outlier, and that is more a reflection of the data that they put in (he believes they didn't do it correctly). Arizona Western and Mohave are high, 22% and 29%, respectively. Their reason for having a high percentage is not because of their cost of attendance (because their cost of attendance is about the same as the rest of us), but the average household income in their county is significantly lower. The counties with the lowest median household income are clearly Yuma, LaPaz, Northland Pioneer, and Mohave.

Dr. Rottweiler made the Board aware that on Thursday, May 5, there was a fire about a half-mile south of the border by Paul Spur, which required us to activate our emergency plan. Our concern was that, if the fire jumped the road and started moving toward the college, we wanted to be sure we could evacuate our students in a timely manner. He acknowledged all of our staff; we laid out great plans, had communications with the emergency planner for the county, BLM firefighting services, and the sheriff's department. We didn't believe at any time that the fire was likely to cross over, but recognizing we have 150 students living in housing, we have a responsibility to insure they could be moved safely. Frank Dykstra, Executive Director of Facilities & Planning, brought over all the college vans, and they were placed outside housing in preparation for evacuation. After receiving an all clear, Dr. Rottweiler sent out the call to 'stand down' all emergency planning, as the fire did not cross the border. He added that, looking back, we probably overreacted; however, it's better to overreact and have plans laid out than to be caught off guard.

Dr. Rottweiler informed the Board that he will be holding a President's Leadership Academy from July 25 – 27, and distributed a draft agenda. Dr. Pamela Fisher, Leadership Consultant, will be joining the three-day event in preparing leadership in all levels of our organization, which is part of our strategic initiatives of growing our

own. On Wednesday, July 27, there will be a formal awards ceremony and lunch. Dr. Rottweiler stated he would love to host members of the Board, should they be interested in attending. This is an attempt to inform all of our employees at different levels of the organization and get them to move into different leadership positions. Mr. Nelson inquired how people were selected to attend this academy. Dr. Rottweiler stated that Senior Administration brought forward a number of names. They were hoping to get between 20-25 people; 31 invitations were sent out, taking into consideration people may be on vacation. All 31 accepted the invitation. He took this as a good sign, that there is great interest in this – we tried to get a mix between campuses, male/female, from deans to classified staff. He invited Dr. Glasper to attend and speak on his role as CEO of the League for Innovation, Jean Swarthout, President of Northland Pioneer will speak, and Joann McFarland, President Emeritus of Central Wyoming College, will provide a presentation. Mrs. Strain inquired if anyone else in Arizona is doing this. Dr. Rottweiler stated he didn't know.

Dr. Rottweiler stated ACCT directs a President's Academy, and he was recently elected to represent our region on the Executive Council, which prepares programs for up and coming administrators and presidents. There is going to be a significant shortage of leadership in the community colleges, and this is a way of trying to grow some of our own. He considers this an honor.

In the area of athletics, Dr. Rottweiler shared that the Women's Rodeo team is the regional champions. We'll take four student athletes to Casper, WY, for the College National Finals Rodeo; because of their outstanding performance, we actually have eight events, which is a large number. We have a real chance of winning a national championship, which would be a first in Cochise College history. Our men's team placed second in the region; they have six members attending the College National Finals Rodeo, so we're really pleased with that. In baseball, we won the opening round in the playoffs, two games to one at Central Arizona. They are headed next to Prescott.

Dr. Rottweiler reminded the Board that the GED Recognition Ceremony will take place tomorrow evening (Wednesday), Nurses Pinning will occur on Thursday evening, and Commencement will be held on Friday evening. He invited the Board to attend any/all of these events.

1.05.6 Monthly Financial Report – April 2016

The Financial Report for April 2016 was presented and accepted as submitted.

2. INFORMATION ITEMS

2.01 Communications

- Dr. Rottweiler received a letter from Judy Tritz, President, National Alliance on Mental Illness (NAMI), thanking him for serving as honorary co-chairman of the NAMI 5th Annual March for Mental Health and for hosting the event on the Cochise College Sierra Vista Campus.
- Art Instructor, Al Kogel, received a thank you card from Jacob Wolfe's fourth-grade class at Pueblo del Sol Elementary School. Since art program budget cuts three years

ago, Al has been working with Principal Thomas Yarborough to provide student art projects.

2.02 Hispanic Association of Colleges and Universities (HACU) Capitol Forum Report

Susana Greeno, Academic Advisor for Cochise College and U of A South in Douglas, stated she accompanied four wonderful students (two from U of A and two from Cochise College) to Washington, DC for the 21st Annual National Capitol Forum on Hispanic Higher Education on March 14-15, 2016. She shared that Jose Cardona, a Sierra Vista student and Jessica Rosas, a Douglas student, had the opportunity to meet with staff members from Senator Jeff Flake's office, with Congresswoman Martha McSally and her staff, and with Congressman Raul Grijalva. The students then provided a PowerPoint presentation.

Mr. Cardona stated this is his last year at Cochise College, and he will be moving on to U of A to finish his art education degree. He shared that he was very happy when he got the call informing him he was going to Washington; however, it didn't really hit him until he got off the plane and was right there taking the classes. He spoke about the conference highlights and the three important things he learned during the classes. The first was the Transparency Act, which is really helpful for the students that are going to college; the second was Public Speaking; and the third was Title V. Mr. Cardona then reviewed the senate and congress highlights, which included teacher diversity, teacher's pay, and how to keep new teachers. His final thoughts were that this was a once in a lifetime opportunity – he stated he spoke to everyone when he returned, telling them about all he had seen, what he had learned, and that he had met with some very important people. Because of this, the principal at Buena High School had him present at a teacher's meeting, informing the teachers that people in Washington do care about them. He added that this (public speaking) also gave him the courage to do the Arizona Town Hall meetings – Sierra Vista, Public Transportation, Water, and Arizona/Mexico Trading. This specifically made him want to take a step further.

Ms. Rosas stated she also had the opportunity to attend the Capitol Forum. She had three points she wanted to address during her presentation, with the first being, How has this trip helped you? She stated this trip helped her with public speaking and opened her eyes to advocating for higher education, as well as standing up for students who would like to attend college and finish their education. The second was, What new information did you receive? She stated she learned about a summer Pell Grant and attended many conferences, learning about such things such as student loans and what a college can do to inform students about what they are getting into. Third, What was your favorite part of the trip? Everything! Apart from being on a plane for the first time, it was seeing a whole new different world, networking with many students, and seeing other students advocating for the same things as she was. She shared slides of photos taken of students with Congresswoman McSally, Congressman Grijalva, and staffers. Ms. Rosas added that, other than education, she wanted to advocate for something for the Douglas community, stating that she spoke about community events in Douglas. She added that she felt they were understood, that they were making a difference, and that the representatives were actually hearing everything the students were concerned about. She shared that one experience she will never forget is that they saw President Obama pass by. She concluded her report by thanking the Board for making this trip possible.

Mr. Nelson thanked the students for their report. Dr. Rottweiler stated that this is part of the 'three-legged stool' of what we do for education, one being constructive citizenship. We

believe this is one of our efforts where we try to send two to three students at least twice a year to this national conference to provide them the opportunity to expand their horizons. We've had students do an internship in Washington, DC with representatives, and now we're seeing them impact areas such as Town Hall. Dr. Rottweiler added that we're very proud of our students and all the things they do – Cochise College students always come across very well. Mr. Nelson stated it's an excellent program, and he looks forward to hearing comments each time students return from the conference.

2.03 Information Technology Update

Mr. Carlos Cartagena, Vice President for Information Technology, stated he would be providing the Board an update on some of the projects and initiatives that the college underwent throughout the year in which Information Technology was involved. He began his PowerPoint presentation by stating that the college is very dependent on technology products and services in order to accomplish its mission. We are currently at the point where technology is treated as a utility. Our strategy has remained fairly the same, continuity from one year to another. It all starts with a solid and reliable infrastructure. As we have been provisioning new technologies, cost is always a factor. We have taken that into consideration, and have restructured areas in the past few years or so. Where it makes sense, we have gone through a gradual transition to cloud-based systems. Obviously, everything we do has to support teaching and learning and must be done within federal and state regulations. Mr. Cartagena shared that he has 31 full-time professionals working under his leadership, as well as a few part-time employees, and provided a flow-chart showing a breakdown of those employees and the areas in which they are assigned.

In the area of Administrative Computing, these individuals maintain, sustain, gather requirements, perform system analyses, database management, write programs, customize jobs and reports, and sustain our administrative/student information system (Banner). Mr. Cartagena highlighted the major projects and outcomes that occurred throughout the year, which included implementation of a new Finance Chart of Accounts, Aviation Reports Conversion*, streamlined process to report student enrollment data directly to NSLDS* (which was an incredible challenge), Student Direct Deposit Self-Service option*, MyDegree Plan (a large undertaking), and Banner Integration to Disability Services software*.

(*Completed as a result of federal requirement.)

Regarding media services and classroom technology, Mr. Cartagena stated we continue to resource our classrooms with as much state of the art technology as we can. We do this consistent with mission requirements, taking budgeting and funding into consideration – as we go through this replacement cycle, we go through a long-term scheduling process, not only for smart classroom technology, but for computer lab replacement. In FY 16, upgrades included 20 classrooms in which high definition projectors were being installed and the instructor computers were being upgraded so they could use blue-ray technology. Mr. Cartagena reminded the Board that, a year ago, he updated the Board on a project he was working on related to interactive television. The college has transitioned classroom video conference resources to a cloud-based model using Zoom (zoom.us) and was locally branded as CochiseConnect. This integration of cloud-based video and web conferencing technologies has allowed for more flexibility in ITV course scheduling, as well as expanding the number of ITV-enabled classrooms from seven to 16 by the end of FY 17. Some of the other functions of this system are being used for video conferencing, presentations, meetings, online teaching, online tutoring, virtual office hours, interviewing of applicants, teleconferences, flipped classroom instruction (faculty recorded lectures), and guest

speakers from remote locations. He included photos of a modern classroom and the CochiseConnect control room, both of which are located on the Sierra Vista Campus. Mr. Cartagena provided information on Google apps and how students gain access to classes, etc. Dr. Rottweiler informed the Board that if they had out-of-town, college-related meetings they needed to attend, they could work with Mr. Cartagena, using their home computer, to connect with everyone attending the meeting. He added that the college is now using this to interview candidates; we send applicants the link, they click on it, and are instantly in, and we can interview them. We are trying to utilize technology to save time and resources across the district. This can also be used for Governing Board meetings.

In terms of our web and portal administration, Mr. Cartagena stated the public website is the virtual front door to the college. It provides official college information, not only to current stakeholders, but to future stakeholders as well. Currently, it follows best practices as far as design and underlying technologies are concerned. It undergoes a major redesign approximately every three years or so, and will actually be going through one this calendar year, with the goal of provisioning the new one in December. Marketing and IT are working together to design the new website, and by December, everything should be complete. It is currently being hosted on premises; however, this will change in December.

When it comes to accessing certain systems (per Google Analytics), the desktop is still 'royalty'. Mr. Cartagena shared statistics on how people access the public website; desktop (primary medium) – 81.3%, mobile – 15.2%, and tablet - 3.5%.

Regarding the college portal, the portal is basically our intranet. It was initially provisioned in 2010, and it has gone through a few iterations throughout the years. It is currently based upon the CampusEAI's LookingGlass platform, and it provides our stakeholders with internal information services. It also provides single sign-on capability for some of our critical systems, such as email, calendar, Google Drive, the Talent Management system, Moodle, and our Banner Web system. It also serves as the mechanism we use for routine official announcements. As with the website, the desktop is still 'royalty', with mobile devices being second, and followed by tablets.

Mr. Cartagena then turned his attention to the college libraries. He stated it is amazing the shift and transition that libraries across the nation are undergoing, and the Cochise College libraries are no exception. He was amazed with the information Dr. Walsh provided him in terms of how our libraries are transitioning. We are moving away from a repository of books and articles to a more multidisciplinary learning space. This fiscal year, in the Charles DiPeso Library on the Douglas Campus, the reference area was transformed into a centralized Tutoring and Learning Center (TLC). Not only was the space completely redesigned, but also some significant technical resources were placed in there. The mission is for it to serve as a collaborative learning space – people can work in groups, individually, and have access to tutors. The library utilization on the Douglas Campus has increased by 39%. Mr. Cartagena showed before and after photos of the reference area, with one photo showing the space without students, and one photo including students.

In the area of network enterprise services, we have almost completed the transition from the old connectivity into a much more vigorous, stronger posture, as far as the wide area network is concerned. Mr. Cartagena was pleased to report that pretty much all sites in the district have high speed internet, which has allowed us to do certain things we couldn't do before. We have one lingering T1 line that will be cancelled soon. He provided the Board with a list of internet service providers by location (throughout the district). They are: Sierra Vista – CenturyLink; Douglas Campus – CenturyLink and Cox Communications; Automotive

Complex, Fort Huachuca, Benson Center, and Downtown Center – Cox Communications; Willcox Center – Valley Telecom; and Santa Cruz Center – Bluespan Wireless (with CenturyLink located in a couple places).

Mr. Cartagena reviewed the cost restructure for Fiscal Years 2013 – 2016. He stated these are ballpark numbers, but as we have been able to cancel a lot of T1 lines, there has been some space, in terms of funding, which we have re-used to provision the new bandwidth and wide area resources. In fiscal year 2013, the approximate monthly cost was \$22,000, in 2014 - \$18,000, in 2015 - \$17,000, and in 2016 - \$13,000. In FY 17, there will probably be a bit of an increase because of the Downtown Center coming on line in the next couple months.

The other major project we did this year that moves the college forward in a couple areas was Safety and Physical Security, which was the provisioning of tactically placing emergency telephones (blue phones), and video surveillance cameras on the Douglas Campus. They are net-work based, can be viewed through a web browser, and the video activity is recorded for a certain time-frame and can be archived. Mr. Cartagena shared an experience he had while visiting the Douglas Campus where a 'fender bender' had occurred. He reviewed the recorded accident and was amazed at how clear the video captured the accident.

In terms of software licensing and training, we continue to monitor our software licensing costs very carefully. Recent software licensing models are based primarily on peak FTSE – when we are at 9,000 FTSE, the licensing costs go high; if we drop to 6,000 FTSE, it doesn't mean the licensing costs will necessarily go down. In order to try to keep some of our big licensing costs stable, we try to work with vendors in terms of long-term licensing. This year we entered into a five-year license agreement with Oracle. Enterprise software training has been formally incorporated into the college's professional development program, and this year we have incorporated the ADA accessibility requirements as part of training courses.

Mr. Cartagena stated it was a very successful and productive year. A lot of work was done, but there is still quite of bit of work to do. Among the challenges we have had, there were three that were absolutely critical; 1) federal and state regulations are not going away; 2) personnel replacement – two senior individuals retired within his staff; and 3) lack of specialized local optical ISP technicians. The college experienced two major internet outages this year (both caused by rodents chewing into fiber lines) – one occurring in Sierra Vista on November 1st (a Sunday). It took 19 hours to solve that problem. It was impossible to find someone locally from CenturyLink that could fix the problem because they don't have fiber qualified technicians, with the proper equipment, that can do the repair. They have to be dispatched from Tucson. Once they were in Sierra Vista, it took about an hour to solve the problem. In the meantime, it was as if the college had disappeared from the virtual world. Through social media, Denise Hoyos, Director for External Affairs, and Robyn Martin, Director of Marketing and Communication, were able to communicate with some people regarding what was taking place. Mr. Cartagena stated that one of the reasons the website is being moved into the cloud is to avoid this in the future. If this happens again, our web administrator will have the capability to post a message informing people of what is going on. The second outage occurred in Douglas (D Hill), on March 3rd (a weekday, during business hours), and again, mice had chewed through the fiber. This time it took six hours to solve the problem – again, the technicians had to be dispatched from Tucson. Dr. Rottweiler assured the Board that none of the rodent damage occurred on college facilities.

There was discussion around security of online services provided so we are not at risk for potential hacking – financial records, student financial records, etc., both internal and external. There was a question regarding Ransomware, and if we have a system in place to protect against that. Mr. Cartagena stated the systems we have in place allows certain traffic to come in, and it blocks other traffic – we haven't seen Ransomware. He added that he cannot claim that we will never be affected by this, but we have taken all the steps we can in order to protect our data to the best of our ability.

Mr. Nelson inquired about the involvement of the IT department in the Downtown Center. Mr. Cartagena stated they have been involved from day one. He feels very comfortable where they are right now, and he feels the same regarding where they will be a couple months from now.

3. NEW BUSINESS

3.01 Consent Agenda *

The following items were approved:

- 3.01.1 * Classified; Appointment (*Dustin Sherman, Facilities/Customer Services Assistant, Benson*)
- 3.01.2 * Administrative Support; Appointment (*Amanda Ryan, Director of Administrative Computing, Sierra Vista Campus*) **Removed from agenda.**
- 3.01.3 * Faculty; Appointment (*Robert Kirk, Instructor of Professional Flight, Douglas Campus*)
- 3.01.4 * Faculty; Appointment (*Ella Melito, Instructor of English, Sierra Vista Campus*)
- 3.01.5 * Faculty; Appointment (*Susanne Trimbath, Instructor of Business, Sierra Vista Campus*)
- 3.01.6 * Administrative Support; Transfer (*Tracey Neese, Database/Systems Administrator, Sierra Vista Campus*)
- 3.01.7 * Administrative Support; Promotion (*Maria (Lupita) Morales, Procurement Services Manager, District-wide*)
- 3.01.8 * Classified; Resignation (*Michelle Richardson, Facilities Services Technician III, Sierra Vista Campus*)
- 3.01.9 * Administrative Support; Resignation (*Irene Semeniuk, Instructional Research Analyst, Sierra Vista Campus*)
- 3.01.10 * Faculty; Resignation (*Anna Benson, Instructor of Nursing, Sierra Vista Campus*)
- 3.01.11 * Faculty; Resignation (*Jason Rafferty, Instructor of Professional Flight, Douglas Campus*)
- 3.01.12 * Administrative Support; Retirement (*Rhonda Douglas, K-12 Technician Prep Specialist, Sierra Vista Campus*)
- 3.01.13 * Curriculum Changes
- 3.01.14 * Acceptance of Minutes for April 12, 2016 – Special Work Session
- 3.01.15 * Acceptance of Minutes for April 12, 2016 – Regular Meeting

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

Dr. Davis introduced Lupita Morales, who was promoted to the Procurement Services Manager position.

3.02 RFP#35-01 – Security Services

Mr. LaMont Schiers, Vice President for Administrative Affairs, stated services were solicited from several institutions in regards to security services for the district. A committee was selected, comprised of members from different areas across the district. Through an evaluation process, two entities were invited to present to the committee. Based on the information they provided, and also taking into consideration the costs to be charged for services, it was determined we would stay with the existing security services, G4S. Mr. DiPeso inquired about the rating system, and Ms. Morales explained the process. Dr. Rottweiler stated all applicants responded to the same proposal, and two entities were chosen for an interview. The recommendation was made to enter into a contract with G4S Security Solutions to provide security for Cochise College for up to a five-year period, starting July 1, 2016, with an option to renew for two additional one-year periods. He recommended this to the Board for approval. Mr. DiPeso moved and Mr. Quinn seconded a motion to authorize the College President, or his designee, to enter into a contract with G4S Secure Solutions to provide security services for Cochise College. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.03 Proposal to Authorize the President to Approve Right-of-Way Easement

Dr. Rottweiler stated this is an on-going relationship with APS, the power company providing services to the City of Douglas. This last year, during monsoon season, the City of Douglas had some fairly significant power outages that led to some 'heartburn' for the mayor and others. In light of that, APS approached the college with their desire of seeking a second pathway from their substation into Douglas, which included coming across our campus. They have requested an easement to come across the front of the runway, which will actually be underground, consistent with the current power line. Mr. DiPeso moved and Mr. Quinn seconded a motion to authorize the College President, or his designee, to approve and sign Right-of-Way Easement for APS Douglas 69-KV Power Line Project. Mr. Nelson inquired why another easement was necessary if a power line already exists. Dr. Rottweiler explained that it would be an increase of power, and will come in different directions. It will provide them with some redundancy on how to get power into the City of Douglas coming from different directions. There was no further discussion by the Board. The Board approved 4-1; Mr. Ortega abstained from voting. MOTION CARRIED.

3.04 Governing Board Policy 634 – Disability and Injury Program

Dr. Rottweiler stated that this is the second reading for all of the policies on this agenda, all having come to the Board last month as information items. Per Governing Board policy, all policies related to the Human Resources section are required to come before the Board for two readings. For the record, each policy has been through Employee Senate and Employee Relations. Dr. Rottweiler recommended Governing Board Policy 634 to the Board for approval. Mr. Ortega moved and Mr. DiPeso seconded a motion to approve revised Governing Board Policy 634 – Disability and Injury Program. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.05 Governing Board Policy 637 – Contract Renewal

Dr. Rottweiler recommended Governing Board Policy 637 to the Board for approval. Mrs. Strain moved and Mr. Ortega seconded a motion to approve revised Governing Board Policy 637 – Contract Renewal. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.06 Governing Board Policy 638 – Non-renewal Contracts

Dr. Rottweiler recommended Governing Board Policy 638 to the Board for approval. Mr. Ortega moved and Mr. DiPeso seconded a motion to approve revised Governing Board Policy 638 – Non-renewal Contracts. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.07 Governing Board Policy 639 – Reduction in Force

Dr. Rottweiler recommended Governing Board Policy 639 to the Board for approval. Mr. Quinn moved and Mr. Ortega seconded a motion to approve revised Governing Board Policy 639 – Reduction in Force. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.08 Governing Board Policy 642 – Probationary Employees

Dr. Rottweiler recommended Governing Board Policy 642 to the Board for approval. Mr. DiPeso moved and Mr. Quinn seconded a motion to approve revised Governing Board Policy 642 – Probationary Employees. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Mr. Nelson suggested Comments from Governing Board Members be addressed at this time prior to entering into Executive Session for Legal Advice. See Item 4 for comments.

3.09 Executive Session – Legal Advice

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

The Board entered into Executive Session at 7:52 p.m. The Executive Session was adjourned at 8:42 p.m.

Mr. Nelson reconvened the regular Governing Board Meeting at 8:52 p.m.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mr. Nelson turned the floor over to Governing Board members for comments.

- Mrs. Strain stated she had the pleasure of attending the Honors Program presentations. It was a great experience.
- Mrs. Strain received a request from a member of the Arizona Coalition of Military Families, requesting to come in and speak with Cochise College regarding veteran's college programs and job placement. She will coordinate this with Dr. Rottweiler.
- Mrs. Strain stated she received a call from someone at the Southern Arizona Veterans Hospital inquiring if they could hold a Veteran's Town Hall on June 22nd, most likely on the Sierra Vista Campus. She will direct them to Jenn Wantz.
- Mr. Ortega stated Douglas Days will be held in Douglas this weekend, and he invited everyone to attend.
- Mr. Ortega thanked Mr. Cartagena for his presentation, adding that it was very informative.

- Mr. Nelson stated he attended the 2nd Annual Hall of Fame induction this past weekend, and he enjoyed it just as much as he did the first. It was really a great experience to learn a bit of the history of the college, and also to see the camaraderie among the staff. It's a great program, and he hopes to see it continue from year to year. He commended Denise Hoyos for a great job!

5. ADJOURNMENT

Mr. Nelson adjourned the meeting at 8:53 p.m.

Respectfully Submitted:

Loretta Mountjoy, Executive Assistant to the President

Mr. David DiPeso, Secretary of the Governing Board