

## MINUTES

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

Tuesday, December 13, 2016  
Sierra Vista Campus  
6:00 p.m.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

Mr. Nelson called the meeting to order at 6 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 stated the agenda stands as published. Mr. Nelson inquired about the removal of Agenda Item 1.05.2 Representative to the Association of Community College Trustees (ACCT). Dr. Rottweiler stated there will be a report this evening; however, he suggested that in future months, an ACCT report only be presented (as an information item) following ACCT meetings in which Governing Board members attended.

##### 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 stated the AADGB will hold their next meeting on March 9, 2017 in conjunction with the All Arizona Scholastic Awards luncheon in Mesa, AZ. They are currently working on the logistics for that meeting.

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

Mrs. Strain stated that, since she is no longer serving on this Board, she agrees that the agenda item should be removed as a standing report and only be placed on the

agenda after Board members attend an ACCT event. Mr. Nelson was in agreement, and requested the item be removed from the agenda as a standing report.

### **1.05.3 Senate**

The Senate did not meet in November; therefore, a report was not provided.

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

Lakaysha Barnes, President of the Sierra Vista SGA, provided the report. Ms. Barnes stated they are bringing the semester to a close, but they had a good turnout this year to events that were held, with the two most recent being Open Mic Night and Murder Mystery Night. She stated there has been a decline in participation between the two campuses (Sierra Vista and the Downtown Center) due to the split; however, they are trying to work on ways to increase attendance. The SGA also held cookie decorating and ornament making events during Stress Relief Activity Week, as well as co-curricular activities. She added that it's very important to keep these things going. She then wished everyone a Merry Christmas.

Mr. Nelson asked what Open Mic Night is. Ms. Barnes explained this is where students can feel free to come in and express themselves in different ways, whether it's spoken word, singing, or poetry. She added this event was very well attended.

### **1.05.5 College President**

Dr. Rottweiler provided the Board with a document outlining the leadership in the House and Senate, which included all committee assignments that were finalized over the last couple of days, as well as the breakdown after the 2016 General Election. The Arizona House of Representatives will be comprised of 35 Republicans and 25 Democrats; the Arizona State Senate will include 17 Republicans and 13 Democrats. The handout also showed the leadership results in the House and Senate. The ones he is the most concerned about, out of the House, deal with the committee on education, which will once again be chaired by Rep. Paul Boyer. In the Senate, the committee on education will once again be chaired by Sen. Sylvia Allen, who has been a great advocate for the community colleges.

Dr. Rottweiler provided the Board with the decision package that was submitted to the governor's office. As previously discussed, full formula funding was requested, and he is hopeful this will be in the governor's recommended budget in January. A decision package was also submitted that relates to planning dollars. He directed the Board's attention to a spreadsheet that showed some unique things that can move the needle along the Arizona Achieve 60. This is a model that was done by five community colleges under a TAACCCT grant from the federal government a number of years ago. This is going to expand into five different subfields – aerospace and defense, technology and innovation, renewable energy, bioscience and healthcare, and advance manufacturing. This was a request for \$15M, appropriated over the next three years. It has become very apparent that we're likely to not get that full amount in light of where the legislature is and the concerns over revenue. However, he's hopeful that, by putting in this request, we can at least get some planning dollars to begin to lay out some opportunities for those industries that the governor's office and the legislature believes are growth areas in those economic sectors.

Dr. Rottweiler stated that the other big initiative that we're hearing work on centers around Prop 301, which provides additional funding primarily to education. It is currently at 0.6 cents of sales tax, which is set to run out in 2020. It is really what provides significant resources to K-12; however, the community colleges receive a small portion. There is one proposal to move that to potentially 1.6 cents, and to increase the amount coming to community colleges, perhaps up to \$40M. The other proposal is to potentially just move it to one cent, which would bring in a little additional resources. The one initiative that's currently moving has it going to the voters in 2018 at the next general election. He believes there's a push to move it from the legislature directly into the attorney general's office and the secretary of state and have it be a legislative initiative to take it to the voters. This would give all the education proponents time to rally the votes. If this were to fail or be allowed to run out, the impact to K-12 would be significant, as would the impact to the community colleges. Annually, Cochise College receives about \$1M in Prop 301 funding, so this could be a potential increase. He will continue to follow this closely.

Dr. Rottweiler informed the Board that he, Mr. Nelson, and Mr. Ortega will travel to Washington, DC the second week of February 2017. He has reached out to Congresswoman McSally to potentially schedule a visit with her, as well as with the Border Patrol. Once those dates have been determined, he will also reach out to Senator McCain and Senator Flake to schedule a visit. He is hopeful to see if some things can spring off of the discussion he had with Congresswoman McSally when she visited the Douglas Campus this past November.

In the area of master facilities, Dr. Rottweiler informed the Board that, for the most part, the remodel of the Downtown Center is complete, and they will be provided a full report at the January 2017 Governing Board meeting, including the full breakdown of all costs. Regarding Phase II of the domino effect – the 300 Building, now being referred to as the Human Resources building, and which also houses Business Services, is fully occupied. He stated the Board Room is almost complete, and plans are to hold the January 2017 meeting at this new location. He added that he would be pleased to take any interested Board member on a walk-through this evening.

The expansion of the Student Development Center in the Student Union is complete, and all things are working well. The finishing touches are being made on the 700 Building - the new Business Education Building on one end and the Music Education Building on the other end, and Marketing and Creative Services have been moved in. Business faculty will be moved into this building with the goal being to merge and build some synergy around business, marketing, and those types of things.

In his general comments, Dr. Rottweiler stated he was proud to announce that Cochise College took first place in the schools section in the Sierra Vista Herald's "Best of the Vista". This was done by readers of the Herald, and he thinks it speaks highly of where the college is and the things we're doing.

Dr. Rottweiler stated it's always exciting when the college is recognized in the Tucson newspaper – the new Cochise College center to help veterans state-wide, our VBOC initiative, was recognized. He then commented on a recent report that came through Dean George Self, quoting, "Arizona moved up to Number Four in national participation; Fort Huachuca was Number Five in the country, just behind two mammoth army bases, Fort Bragg, Number Three and Fort Campbell, Number

Four.” Bigger yet, Region 9, which we are part of, outpaced every other region, coming in at Number One. As we’ve seen the new roll-out of the Cochise College VBOC, we’re starting to see the impact it’s having, not only in our local community, but across the state and the region, and we’re extremely proud of that.

Dr. Rottweiler then updated the Board related to the Santa Cruz County Provisional Community College District (SCCPCCD). He reviewed the minutes from the March 19, 2013 work session the Cochise College Board held, where members of the SCCPCCD were invited to attend. Suffice it to say, many of the issues the Board presented to them have continued. Based upon that, in November, we gave notice of our intent to non-renew our agreement with them. We then informed our employees of the actions that were taken, which came out in the Nogales International newspaper today. Dr. Rottweiler has prepared talking points for students; we will insure that our students are taken care of. He stated he contacted the governor’s office and Senator Griffin, as well as some other key stake holders, just to inform them of what’s happening and to make sure there is an understanding there. He added that he feels very good about the decision that was made, and we will continue to work with the provisional Board, as well as our students in Nogales, to make sure that we do a good job of providing them ongoing support as they transition to a new provider.

Dr. Rottweiler reminded the Board that a Board retreat is scheduled for Saturday, January 21, 2017, which will be held in Sierra Vista. It will be a half day session to review items the Board has put forth for discussion.

Dr. Rottweiler thanked Mr. Nelson and Mr. Ortega for attending the Bisbee Economic Outlook Luncheon on December 8<sup>th</sup>. He thought it was a great event and well supported.

Dr. Rottweiler informed the Board that a replacement has been recommended to the governor to replace him on the State Board of Education, for which he is extremely pleased. He hopes the governor releases the name and that they get Senate confirmation very quickly.

Dr. Rottweiler then wished the Board a very Merry Christmas and a Happy New Year.

Mr. DiPeso inquired if a new provider has been identified for Santa Cruz; who can’t do it? Dr. Rottweiler stated that any of the community colleges can do it. It really depends on what direction Santa Cruz wants to go, and, as stated in the newspaper article, they’re not really sure which direction they want to go. They just know what they want, and the end result. He feels they need to do a little soul searching as to – Do they want to assume all the responsibility and ask someone else to come in and accredit their courses? Or, do they want to continue down the path which Dr. Fick refers to as the “Rent-a-college”, which is what Cochise College was. Frankly, at times they were not pleased with the rent-a-college because they want to have much more say; however, within our accreditation, they really can’t have a say. If they want to set it up where they fund the full operation, they will quickly run into expenditure limitation issues, as well as some revenue issues. It was difficult for them to have an understanding of that, and every time we tried to counsel them, and try to help them through, they always viewed it as we were trying to hold them down

and keep them from moving in the direction they wanted to go. We just believed it was time that they found a new provider.

Regarding Prop 301, Mrs. Strain inquired if there is any 'drum-beating' regarding an organized opposition. Dr. Rottweiler stated that, clearly, if you do a state-wide initiative that will maintain or increase taxes, you can expect some level of opposition. He believes the number one topic that will be discussed in the legislature this year will be K-12 funding. Mrs. Strain then asked if there is any expectation for the Board to work that. Dr. Rottweiler stated that, at this point, they are hopeful to work it through the legislature and not have it be a voter initiative to get it on the ballot.

### 1.05.6 Monthly Financial Report – November 2016

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

2.	NEW BUSINESS	ACTION
2.01	<b>Consent Agenda</b>	
2.01.1	* Classified Staff; Appointment ( <i>Tiana Anang-Shimabukuro, Registration Technician II, Sierra Vista Campus</i> )	
2.01.2	* Classified Staff; Appointment ( <i>Sandra Berry, Division Assistant, Liberal Arts, Sierra Vista Campus</i> )	
2.01.3	* Classified Staff; Appointment ( <i>Frank Martinez, Maintenance Technician-Lead, HVAC/Mechanical, Douglas Campus</i> )	
2.01.4	* Faculty; Appointment ( <i>Mary Jenea Sanchez, Instructor, Digital Media Arts, District-wide, based on Sierra Vista Campus</i> )	
2.01.5	* Classified Staff; Transfer ( <i>Brenda L. Eastman, Aviation Mechanic I, Douglas Campus</i> )	
2.01.6	* Classified Staff; Transfer ( <i>Edna Elias, Division Assistant, Aviation Programs, Douglas Campus</i> )	
2.01.7	* Classified Staff; Transfer ( <i>Miguel Ramirez, Maintenance Technician Lead Electrician, Douglas Campus</i> )	
2.01.8	* Classified Staff; Transfer ( <i>Rhonda Yost, Department Assistant, Student Development Center, Sierra Vista Campus</i> )	
2.01.9	* Administrative Staff; Transfer ( <i>Kevin Austin, Director of Aviation Programs, Douglas Campus</i> )	
2.01.10	* Administrative Staff; Transfer ( <i>Joel Evans, MOS Credentialing Coordinator, Fort Huachuca Center</i> )	
2.01.11	* Administrative Staff; Transfer ( <i>Rose McPherson, Academic/Career Advisor, Sierra Vista Campus</i> )	
2.01.12	* Administrative Staff; Transfer ( <i>Angela Moreno, CLL Youth Programs Coordinator, Sierra Vista Campus</i> )	
2.01.13	* Faculty; Transfer ( <i>Ben Berry, Instructor of History/Political Science/Education, Sierra Vista Campus</i> )	
2.01.14	* Classified Staff; Resignation ( <i>Crystal Hernandez, Buyer, Sierra Vista Campus</i> )	
2.01.15	* Administrative Staff; Resignation ( <i>Candace Gilles-Brown, Adult Education Instructor, District-wide, based on Sierra Vista Campus</i> )	

- 2.01.16 \* Administrative Staff; Resignation (*Joshua Meeker, Emergency Medical Services Program Coordinator, District-wide, based on Sierra Vista Campus*)
- 2.01.17 \* Administrative Staff; Retirement (*Jennifer Shiver, Academic Advisor Military Programs, Fort Huachuca Center*)
- 2.01.18 \* Curriculum Changes
- 2.01.19 \* Acceptance of Minutes for November 8, 2016 – Regular Meeting

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

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

Jennifer Graeme, Director of Talent Management, introduced Mary Sanchez and Kevin Austin; Kevin Austin, Director of Aviation Programs, introduced Brenda Eastman; and Clyne Namuo, Dean of Business and Technology, introduced Michael McLain (November 2016 agenda).

**2.02 Fair Labor Standards Act (FLSA) Injunction – Impact on Implementation Plan**

Dr. Rottweiler stated that he was reminded that, as we previously went through a long discussion regarding what we would do around the FLSA, Board member DiPeso asked, “What if we just ignored this?” He jokingly commented that he wishes we would have just ignored it! Instead, we took action, in an effort to be compliant with federal law, and we are ready for a full roll-out on December 1<sup>st</sup>. On November 22<sup>nd</sup>, the district court in east Texas served an injunction that stopped the implementation of the December 1<sup>st</sup> new rules. Based upon that, it is under a ‘held’ situation; the Department of Labor did file an appeal, but did not file it under an ‘urgency matter’. Therefore, the best speculation from those closest to the situation believe they filed the objection and they will most likely let it cycle out as the new administration comes in. With that said, Dr. Rottweiler added he believes there are probably some parts, as we move into the new year, may be retained or insert new salary levels. At this point, we are going to hold what we were doing. We held employee open forums on December 1<sup>st</sup>, and we provided a full update to all employees of our intentions.

Dr. Rottweiler is seeking ratification this evening – senior administration took action under Board Policies 209 and 210, in which the Board allocates to the president the ability to make decisions in these types of situations, and then taking them to the Board for ratification. He is requesting the Board ratify the restoration of the administration support salary model – we have modified it to reflect grades five through twelve (employees were moved from exempt to non-exempt, requiring them to be hourly); to ratify the delay of the movement of 39 employees from administrative support positions AS-12 and below to professional staff; and the restoration of the exempt employee classification administrative support to the policies they had been removed from. We will keep professional staff as a category as there are some employees in this category that should remain there. The college has been very diligent, and our employees were respectful and professional, as we went through this transition. Dr. Rottweiler stated he is very apologetic for the disruption; however, he added that there have been some good things that came out of this.

Dr. Rottweiler recommended that the Board ratify the restoration of the administrative support salary model, suspend the reclassification of administrative support employees to professional staff, and restore the employee classification of administrative support to the previously

modified policies. Mr. Quinn moved and Mr. Ortega seconded a motion to ratify the administrative support salary model, suspend the reclassification of administrative support employees to professional staff, and restore the employee classification of administrative support to the previously modified policies. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

### **2.03 Administrative Support – Category Change**

Dr. Rottweiler stated that, after decisions were made and we began to move forward, we went ahead and hired some people pending what we thought were going to be the modifications beginning December 1<sup>st</sup>. Three employees – a business analyst for the Veteran’s Business Outreach Center, the academic career advisor, and the Aviation Programs Recruiter Advisor, were hired into the professional staff model, assuming the changes. There would also have been a number of employees with similar job titles moving to them on December 1<sup>st</sup>. Where the Board has now ratified the decision not to move the 39 employees, so that we can be consistent with people that have similar job titles, he is recommending that the Board move these three employees onto the administrative support category. Each of the three employees has been informed, and they understand what is trying to be done. Dr. Rottweiler recommended this change to the Board for approval. Mr. Ortega moved and Mr. DiPeso seconded a motion to ratify the employment category change to Administrative Support for three employees. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

### **2.04 Administrative Computing Assessment and Staff Augmentation Plan**

Dr. Rottweiler stated that, as the Board is aware, the college has been working (and struggling in some areas) over the last two to three years related to our administrative computing. This is the system that operates all functions of the college – from payroll to registration and records, to transcripts – all of our systems run through a unified administrative computing program - Banner. There have been a number of changes that have come from the provider, as well as things changing on a national level, and frankly, we have struggled a bit to stay caught up. Three years ago, the Board was requested to approve some emergency money to bring in consulting work. Many of those issues have been resolved, but some issues have continued. We have had a vacant Director of Administrative Computing position for a year come February 2017. Based upon this fact, along with needing to remain compliant with some federal regulations and with keeping our system up to date, Dr. Rottweiler stated he requested we do an administrative computing assessment, which was conducted by Mr. Michael Kurtz, through the month of October. Dr. Rottweiler provided each Board member the report Mr. Kurtz provided, which included some very detailed recommendations in three phases. Based on these recommendations, a request for bids was sent out, and three vendors responded – Elucian Enterprise Services, CampusWorks, Inc, and Strata Information Group. A review team consisting of Dr. Rottweiler, the Vice President for Instruction/Provost, the Vice President for Administrative Affairs, and the Director of Finance and Administration reviewed the three vendor proposals, and they are recommending the contract be awarded to CampusWorks, Inc. They were selected based upon the price (the lowest bid that came in), as well as their proposed services and timeline. This is a company that has been used by Coconino Community College for a number of years and has also been used recently by Arizona Central to assist in their selection of a new administrative computing software, as well as Rio Salado in some of their updates.

Dr. Rottweiler is recommending CampusWorks, Inc., to the Board for approval. The estimated cost will be between \$400,000 to \$550,000, depending upon the services provided. For the next six months, they will provide the college with an interim director of administrative computing and a project manager. They will then provide access to systems analysts, with the goal being to complete (within a short period of time) a number of backlogged projects, bringing our system completely up to date. Then, over the course of the next couple of months, they will assist us in hiring a full-time administrative computing director that can continue the plans. Mrs. Strain moved and Mr. Quinn seconded a motion to approve CampusWorks, Inc., as the successful proposal and authorize the college president to enter into contract negotiations for administrative computing staff augmentation and services not to exceed \$550,000. Mr. DiPeso inquired if this is a 'one-time thing'. Dr. Rottweiler stated this will be for six months only, with weekly meetings in which he will be directly involved. Mr. DiPeso then asked if the college has the funds for this. Dr. Rottweiler stated yes, the college has the necessary resources in the budget to accommodate this.

Mr. Nelson stated he found the consultant's report somewhat disturbing, and inquired if the Board will receive periodic reports from this group. Dr. Rottweiler stated he will provide a monthly report to the Board, if they so choose. He added that he doesn't believe the college is in a crisis mode to where we can't carry out the necessary functions, but there are some initiatives coming from the federal government as it relates to federal financial aid, that if we don't get the new student module up for our next registration in May 2017, we will not be in compliance and will not be able to distribute federal financial aid. Therefore, we need to do a number of things to get this up and going, which is a combination of hardware, as well as software. Many of the software changes have already been made, but we have to get our software up to date. Mr. Nelson asked if we can't find someone to fill this position, with all that he/she would have to do, can we divide the responsibilities and hire two or three people? Dr. Rottweiler stated that would be one option; the other option would be to out-source the entire department, which is what many colleges are having to do today. Mr. Ortega inquired if other directors have applied, to which Dr. Rottweiler explained that we had entered into contract negotiations with, whom he thought was, the perfect candidate; however, the candidate withdrew after accepting a position elsewhere. Mr. Nelson requested the Board be updated on a monthly basis until this matter is concluded. Dr. Rottweiler stated he will be pleased to do so. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

## **2.05 Change in Cochise College Mailing Address**

Dr. Rottweiler stated the college has provided educational services for over 50 years, utilizing multiple campuses and centers. We continue to utilize all of our mailing addresses to individual campuses and centers that receive it. We market ourselves as individual centers and campuses; however, with the recent move under our institutional effectiveness, we've co-located the bulk of all of our district offices and functions into one location to increase efficiencies. The last of those entities was the movement of Business Services from the Douglas campus to the Sierra Vista campus.

This request is being made to allow us to officially change the mailing address to 901 North Colombo Avenue, Sierra Vista, AZ. This will not change anything related to campuses – it does change how it relates to the Higher Learning Commission, the IRS, the State Board of Nursing, and other legal entities. When they look at where the district offices are for Cochise College and where they should send correspondence – it would come to Sierra Vista rather than Douglas. Currently, all of our billing goes to Douglas in the mail; it's held there and then couriered to Sierra Vista. By making this transition, it is believed we can



simplify things. Another area is when the college receives legal documentation or a summons – when those federal agencies pull information on Cochise College they see the Douglas office as the main campus and end up going there to perhaps meet with Bo Hall or to pull student information to perform a background check. What happens is, they arrive on the Douglas campus only to find out that the bulk of those operations are on the Sierra Vista campus. All that is being requested here is a change of the mailing address. The college will continue to be marketed at both the Douglas campus and Sierra Vista campus, and the Benson and Willcox centers. The other centers receive their mail from one of the campuses via courier, which is a daily service. This is just a way to maximize efficiency. Mr. Quinn moved and Mr. DiPeso seconded a motion to approve the change in the official mailing address for Cochise College from 4190 W. Highway 80, Douglas, Arizona 85607 to 901 North Colombo Avenue, Sierra Vista, Arizona 85635. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

### **2.06 Revised 2017 Governing Board Meeting Schedule**

Dr. Rottweiler provided the Board with a revised 2017 Governing Board meeting schedule, stating the only information that changed was the recommendation to move the February 14<sup>th</sup> Board meeting to February 7<sup>th</sup> to accommodate the travel of Board Chair Nelson, Mr. Ortega, and himself to Washington, DC to participate in the ACCT Legislative Summit. A request to move the date from Valentine's Day (February 14<sup>th</sup>) had also been made by a Board member. In addition, a note at the bottom of the schedule was added recognizing the new Board Room location on the Sierra Vista campus – the Human Resources Building 300, Room 301. Mr. Quinn moved and Mr. Ortega seconded a motion to approve the revised 2017 Governing Board meeting schedule. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

## **3. INFORMATION ITEMS**

## **INFORMATION**

### **3.01 Communications**

The college received the following communications:

- *Dr. Rottweiler received a letter of appreciation from Glenn Hohman, Commander, on behalf of the men and women of Disabled American Veterans Fry Chapter 14, for providing their new headquarters in the Cochise College Downtown Center.*
- *Dr. Rottweiler received a letter from Craig P. Anderson, President of Student connections, congratulating Cochise College for improving its official federal student loan cohort default rate, and thanking him for the opportunity to work with staff and contribute to the college's default prevention success.*
- *Denise Hoyos, Director of External Affairs, received a letter from Arlo T. Janssen, on behalf of the Low Vision Support Group of Sierra Vista, thanking her for leading the group on a tour of the Cochise College Downtown Center.*
- *Dr. Rottweiler received a letter of appreciation from George W. Clarke, Director, EAA Chapter 776, to the college for allowing the use of aircraft and young pilots to be available, and especially acknowledging Tim Timmons and Eugene Schmall for their assistance in the Young Eagle Flights in both Douglas and Sierra Vista.*

### **3.02 External Affairs Report**

Ms. Hoyos, Director of External Affairs and Executive Director of the Cochise College Foundation, stated she will be sharing information on the Foundation for 2015-2016 and

some of the activities happening this year, adding that Robyn Martin, Director of Marketing and Communications, will review the new college website.

Ms. Hoyos distributed the most recent Foundation financial audit. Her intent was not to review it, but she thought the Board may wish to review it to see what the Foundation's financial position is. She reminded the Board that the Foundation audit is connected to the college's audit and consolidated annual financial report that goes to the state. She encouraged the Board to contact her if they had any questions regarding the audit.

She then provided the Board with a handout of her report, which first highlighted the Foundation activities for 2015-2016. Ms. Hoyos stated the Foundation was able to award approximately \$735,000 in scholarships and support of the college and its programs. She added that some of this was carry-over from the previous year. This included a \$30,000 unrestricted contribution to the college that was for signage at the Downtown Center. That contribution is part of the Foundation's operating budget and is derived from an annual fee on endowments. The Foundation's annual budget is typically \$125,000. The intent is that the amount the Foundation can give to the college will grow annually, as the endowments grow. Ms. Hoyos then reviewed some of the scholarships that were established in 2015-2016; she pointed out that a couple scholarships were established with proceeds from the sale of property that people left the college (two houses). Also in 2015-2016, the Foundation added three new Board members, two of whom are former college employees – Sheila DeVoe Heidman, retired Dean of Extended Learning, and Dr. Mark von Destinon, who has a long history with the college (his father was the first Business Officer). The third new Board member is the recently elected Mayor of Bisbee, David Smith.

For 2016-2017, Ms. Hoyos reviewed a few of the new scholarships and funds, pointing out that we now have something in support of Women's Basketball, as well as Agriculture. The Foundation reached out to A'viands (the food service provider for the college), who provided the first Culinary Scholarship that the college has had. In addition, Raytheon is offering scholarships for transitioning soldiers who are going into engineering or cybersecurity, and they intend to offer those students internships in one of five states. The Foundation has also received funding from APS, as well as from an alum for an art scholarship that was announced at the Pit Fire this year.

Ms. Hoyos stated something that is new for 2016-2017 is that they spent a lot of Fall reaching out to alumni formerly affiliated with the rodeo team. This is largely due to the addition of Mark von Destinon as a Board member, as he had been interested in the Rodeo Club when it first started. They have a new Facebook page with 800 friends/followers. She, along with others from Cochise College, attended the Willcox Cowboy Hall of Fame induction of former coach Don Kimble, and hosted a brunch with friends of visiting former coach Frank Adams. Also, a "Meet the Team" event was held at the County Fair.

Ms. Hoyos stated she had three Board members join her at the Council for Advancement and Support of Education Conference for community colleges this year. They were very enthusiastic; it was the first time this annual conference was offered as a professional development opportunity, and they have been promoting this to other Board members.

Next year, the Foundation will be celebrating 50 years and will be hosting an event on the Douglas campus. This will be connected to efforts to increase employee giving through payroll deduction. This year, the Foundation decided to make a concerted effort to be more visible on campus. They had a table at convocation, at which time there were approximately 35 employees giving through payroll deduction. As of November, that number increased to

75, an increase from about 10% of full-time employees to 20% of full-time employees. The estimated contributions will increase from \$8,500 to approximately \$24,000 just through that one year.

Ms. Hoyos added that she anticipates the unrestricted gift to the college this year will be \$40,000. Also, this is the time to be nominating individuals for the Hall of Fame program. The early deadline is January 31, 2017; there will be a committee reviewing nominations submitted by that date, with the final deadline being May 30<sup>th</sup>. Mr. Nelson stated the Foundation is doing a great job.

Ms. Hoyos then turned the time over to Ms. Martin to provide a PowerPoint overview of the college's new website. Ms. Martin stated that, based on the current website, they decided to create something that was more mobile and user friendly for future and current students, faculty, and staff. About nine months ago, they began working with a committee of staff and faculty to do the initial template. Then, Maina Netterwald, the web administrator, Ms. Martin, and various groups met to determine the different areas needed for the web pages. She presented the new and refreshed home page. She pointed out that people would see a lot more movement and a lot more ability to scroll down the pages; this was created for the smart phones, the iPads, and tablets, where you see a lot more scrolling. Therefore, the pages were created with longer pages in order to make all the information accessible to the students.

Ms. Martin shared they utilized a lot of Google analytics on our current website to determine where people are going, pointing out the areas on the website and what would go into those areas, with the exception of Getting Started and Paying for College. Those are areas that they're seeing on a lot of other community college and university websites in general; it's just a way to help facilitate people who are brand new to the site to give them an area of where to start and to provide them some direction. Of note is that the mega menu on the current website has been removed. Another trend being seen is directing traffic to where they want to go; therefore, a student section was included where students are divided by types of students, because a future student may have a different objective or different steps they need to follow than a student transitioning back into the college, or even a military student. They tried to determine what those key student demographics would be, and when they go to that area it will take the student to a landing page that will show them exactly what they need to do. Another thing of note is there is a lot less text; they are trying to be more visual, showing more photos, images, logos, and icons that will identify where people need to go on the website. With the addition of the long scrollable pages, Ms. Martin pointed out a button that, when clicked, will pop you right back to the top of the page. Another quick tip was to click the logo and that will take you back to the home page. These are a couple of methods that have been included on the new website to help people get around a bit easier. Another advanced area is the new search tool; this search engine will allow the user to get to interested areas. Ms. Martin stated that something else that was taken into consideration with the redesign of the website is ADA compliance. There is a feature on the screen which will allow students to make adjustments to accommodate their visual disability.

Program pages for every program we offer have also been included on the new website. There is an occupational fields area, and within these program areas we are able to promote and market our programs individually. If we have students who don't know what we offer but they enjoy automotive, they can go to our automotive page and there will be a place that shows highlights of our programs, such as newspaper articles. There is also a link directly to the catalog, as well as an easy link (in the footer) to Board and Administrative policies.

Ms. Martin also showed the Board the Governance page that includes photos of Board members. There will also be a page included that shows locations of campuses and centers, along with maps.

Ms. Martin stated that training was offered to current employees and staff, which wrapped up last week. The new website is scheduled to launch this Friday, December 16<sup>th</sup>, at 4:30 p.m. It will happen instantaneously at the main campuses through the college network; however, it may take up to 24 hours as it goes out into the world. There is also notification on the current website informing people of the website change launch.

Dr. Rottweiler commented on the ADA feature, stating that the college received a letter about a year ago informing us that, based upon some analytics, our website was not compliant with ADA and laid out a bunch of things on how we could potentially be taken to court – but for a fee they'd be happy to help us transition over. Ms. Netterwald then performed an analysis of the federal site for Americans with Disabilities, and their site is not in compliance at all – which was ironic! We used this as an opportunity to not only be compliant with the ADA regulations, but also to make it much more student friendly. We continue to use our Portal for all of our inter-college information.

### **3.03 Governing Board Policy 644 – Performance Evaluations**

Dr. Rottweiler stated this policy is being brought to the Board as a first read, per Governing Board Policy 207, which requires two readings for policy changes related to wages, benefits, or working conditions. The updated policy, as well as the clean policy, was provided. As noted in the footer, this policy has gone through the necessary channels prior to coming to the Board as a first read. Of note, administrative staff is once again being placed back in this policy, pending additional Federal Labor Standards Act. This policy will be brought to the January 10, 2017 Governing Board meeting for approval.

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

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

- Mrs. Strain wished everyone a Merry Christmas and safe and wonderful holidays.
- Mr. Ortega expressed the same sentiments as Mrs. Strain.
- Mr. Nelson stated it's been an interesting year; we've done a lot – but the greatest achievement has been the Downtown Center. He is looking forward to visiting the new Board room following this meeting.

## **5. ADJOURNMENT**

Mr. Nelson adjourned the meeting at 7:03 p.m.

Respectfully Submitted:

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Loretta Mountjoy, Executive Assistant to the President

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Mr. David DiPeso, Secretary of the Governing Board