

## MINUTES

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

Tuesday, April 11, 2017  
Sierra Vista Campus  
6:00 p.m.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

Mr. Nelson called the meeting to order at 6:02 p.m.

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

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

##### **Board Member(s) Absent:**

Mr. Tim Quinn

##### 1.02 Pledge of Allegiance

##### 1.03 Adoption of Agenda

During the adoption of agenda, Dr. Verlyn Fick, Vice President for Instruction/Provost, who was representing Dr. Rottweiler during his absence, requested that Consent Agenda Item 2.01.11 be removed from the agenda. Mr. Nelson stated the agenda was adopted, as amended.

##### 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.

##### **1.05.2 Senate**

A Senate report was not provided.

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

A Student Government Association report was not provided.

#### **1.05.4 College President**

Dr. Verlyn Fick thanked the Board for attending the Budget Work Session earlier this evening, adding that he appreciated their efforts to come in and spend some time to review the FY17-18 budget.

Dr. Fick stated that, while he didn't have the same outline of items to talk about as Dr. Rottweiler usually presented, he did have a couple items he wanted to touch on. One was an update on the Santa Cruz County Provisional Community College District efforts, and he provided a handout regarding the teach-out plan. He pointed out that the Higher Learning Commission (HLC) has a very specific set of requests and expectations for anyone going through a teach-out process (included in the handout). Dr. Fick shared that the things the college ultimately needs to do is make sure the students are being treated fairly and doing everything they can to help them complete. That's teach-out in a nutshell. A lot of the information that the HLC wants the college to provide is just data and demonstration, and that this is what the college is intending to do. A couple of weeks ago a discussion was held with the college's HLC liaison, and based on things she had read in the newspaper (which can sometimes be a little misleading because they don't always have everything represented at this level of detail), she was a bit concerned. After speaking with her, she recognized that we were actually doing the teach-out ourselves – we weren't walking away or handing it over to someone else. She became very relaxed at that point and was pleased that we would be taking care of the students.

Dr. Fick stated that, on the top of the second page of the handout, it talks about equitable treatment, insuring the students can complete the educational programs. We have set up an 18-month time frame in which we're hoping to do the teach-out. We are working with legal entities from our district and the Santa Cruz district to try to produce an IGA to meet the state statute requirements and that we have permission to do the delivery in their county. The third page shows a timeline – a lot of communication is required because it seems everyone is always misunderstanding what we're doing and how we're going to do it. He is hoping to get the IGA put together so we have permission, and then we can put the plan together for the HLC with the level of detail that they will be looking for.

Dr. Fick shared that every student will have an individual advising and counseling session to determine who needs what in order for us to finish this over the 18-months, beginning July 1, 2017. We will be doing this in Nogales – this was one of the concerns in an earlier conversation with the HLC liaison, as they do not consider online as being an appropriate teach-out method unless all these students have been doing online from the beginning. Therefore, we need deliver it there; that's why we definitely need the IGA. If for some reason we can't get that, we will need to explore the possibility of doing something on I-10 north of the county. We want to deliver it to them as much face-to-face as we can.

Moving on, Dr. Fick stated that, at the last meeting, the question of our online courses and their price comparisons came up. He had Tasneem Ashraf, Director of the Online Campus, pull some information, and he provided a chart showing the in-state and online tuition comparison for forty-six institutions, the first 10-12 being in Arizona, with the remainder being across the country. Many of them were community colleges, a few colleges or universities, and the three regents in Arizona. There were two lines – the blue line showed the in-state tuition (Cochise College was

at \$79), and the orange line covered online tuition. In some cases, colleges charge the same for an in-state student as they do for online.

Dr. Fick also provided the Board with parts of articles from the internet regarding some comparisons. There were some articles that said Cochise College is the 8<sup>th</sup> most affordable online college in the country, 15<sup>th</sup> best online college in the country, the 3<sup>rd</sup> most affordable online college in the country, and we have the third best return on investment for online courses in the country. He's not sure how much weight to put behind all these ratings, but we seem to end up, quite often, near the top of the pack during these comparisons. Dr. Fick stated he hoped this information would be helpful, and if the Board had questions he could answer them now, or he could provide additional information in the future if they would prefer that.

Mr. Ortega inquired if the college had reached out to the newspaper regarding Santa Cruz. It seems there was some misinformation or questions raised because of an article that was written in the paper there negatively towards the college. Dr. Fick stated he didn't think the college had done anything specifically, adding that, for a while, he was wondering if we would have to come up with our own press releases; at this point we haven't gone there. We have tried to emphasize communicating to the students, and hopefully, the newspapers will catch up.

#### **1.05.5 Monthly Financial Report – March 2017**

The Financial Report for March 2017 was presented and accepted as submitted.

## **2. NEW BUSINESS**

## **ACTION**

### **2.01 Consent Agenda**

- 2.01.1 \* Classified Staff; Appointment (*Marcel Baker, Facility Services Technician III, Sierra Vista Campus*)
- 2.01.2 \* Classified Staff; Appointment (*Patrick Spranger, Facility Services Technician III, Sierra Vista Campus*)
- 2.01.3 \* Classified Staff; Transfer (*Crystal Wheeler, Executive Assistant to the President/Governing Board, Sierra Vista Campus*)
- 2.01.4 \* Administrative Support; Transfer (*Kathy Curtis, Benefits Manager, Sierra Vista Campus*)
- 2.01.5 \* Administrative Support; Transfer (*Juan Andres Espinoza, Academic Advisor, Military Programs, Fort Huachuca Educational Center*)
- 2.01.6 \* Classified Staff; Transfer/Restructure (*Melissa Cepero, Admissions and Registration Specialist, Sierra Vista Campus*)
- 2.01.7 \* Classified Staff; Resignation (*Justin Allen, Financial Aid Technician II, Douglas Campus*)
- 2.01.8 \* Classified Staff; Resignation (*Katherine Rousseau, Facility Services Technician III, Sierra Vista Campus*)
- 2.01.9 \* Classified Staff; Retirement (*Anita Johnstun, Accounts Receivable Technician Lead, Sierra Vista Campus*)
- 2.01.10 \* Administrative Staff; Retirement (*Debbie Chavez, Database Administrator, Sierra Vista Campus*)
- 2.01.11 \* Santa Cruz Center – Reduction in Force – Pulled from agenda.**
- 2.01.12 \* Acceptance of Minutes for March 14, 2017 – Regular Meeting

Mr. Ortega moved and Mr. DiPeso seconded a motion to approve the Consent Agenda, with the exception of Consent Agenda Item 2.01.11, which was pulled from the agenda. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

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

Wendy Davis, Vice President for Human Resources, introduced Marcel Baker, Patrick Spranger, and Kathy Curtis; Bill Howard, Director of Finance and Administration, introduced Joe Scott Arledge (March 2017 Board agenda); Kevin Austin, Director of Aviation Programs, introduced Richard Bell; and Dr. Verlyn Fick introduced Crystal Wheeler.

**2.02 Fiscal Year 2017 – 2018 Personnel Listing**

Dr. Fick stated the listing of employees the college is intending to offer contracts to for FY17-18 could be found in the Board packet. Dr. Davis stated she has received some questions regarding the listing; this listing is as of the March 31, 2017 payroll, adding that we're currently very fluid – we have people coming and we have people going. Therefore, again, the list is as of the March 31<sup>st</sup> payroll, less any employees she knew were retiring or resigning. Mr. DiPeso moved and Mr. Ortega seconded a motion to approve the personnel listing containing the names of employees to be issued employment contracts for the ensuing fiscal year. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

**2.03 Aviation Fee Schedule**

Dr. Fick provided the Board a handout and a PowerPoint presentation looking at ways to continue to make our flight program even better. He stated that one of the areas we have been trying to address across the college is completion, and this also pertains to our flight program. He had requested data on how students performed in various flight classes. He directed the Board's attention to the first page of the handout, Student Completion, Professional Flight Technology, Grades and Enrollment, Spring 2016, specifically column I, where we had about 22 (out of 118) students that ended up with incompletes. This is something we would like to improve on, and we have at least one thing we're going to try to address through the fee approach. The Fall of 2016 showed more students, 36 (out of 164) students, that were incompletes.

Dr. Fick stated another indicator they're running into, even though they have close to a quarter more students this semester, is they are still seeing their aircraft usage kind of flat. As they looked at these factors, they realized part of why they're not getting completed is that they're not getting enough time in the air. When asked that question, one thing they looked at was whether money was an issue. He maintained that money probably was an issue because, when looking at a slide showing daily owes/credit table for April 10, 2017, about a fourth of our students are having money issues. Part of the branding of the flight program is trying to get students who are serious about becoming pilots – if they're serious, hopefully they'll be serious about ensuring they can finance their education through the program. Again, following his logic, Dr. Fick's assuming that part of why they don't complete is because they run out of money. When they run out of money, they're burning through the hours, the people who are supposed to be teaching them are stuck waiting for them to get money, and equipment is sitting waiting for people to use it. In order for us to be more effective as a program, he is proposing we move to a fixed fee rate for flight.

Dr. Fick reviewed a slide on private pilot certificate costs, including all the flight course work required to get a private pilot certificate, outside of tuition (discussed last month). Testing fees included aircraft fees (C-172), instructor fees, simulator requirements, knowledge test, examiner fee, and potential training course outline, for a total of \$13,016.00. Dr. Fick then reviewed slides showing course tuition and flight fees for flight courses; Semester 1 – Private Pilot Certification, 17 credit hours (Tuition total - \$1,979 + Flight total - \$13,016 = \$14,995.); Semester 2 – Instrument Rating, 13 credit hours (Tuition total - \$1,519 + Flight total - \$9,976 = \$11,495) ; Semester 3 – Commercial Certification, 12 credit hours (Tuition total - \$1,380 + Flight total - \$19,615 = \$20,995); Semester 4 – Certified Flight Instructor Certification, 11 credit hours (Tuition total - \$1,265 + Flight total - \$7,730 = \$8,995); Semester 4 – Certified Flight Instructor Instrument Rating, 6 credit hours (Tuition total - \$690 + Flight total - \$1,535 = \$2,225), and Semester 4 – Multi-Engine Rating, 2 credit hours (Tuition total - \$230 + Flight total - \$5,765 = \$5,995). Dr. Fick then reviewed an area that's not a formal part of our programs but is of appeal to those that are trying to go through pathways and head towards the commercial industry – the jet transition training, 3 credit hours (Tuition total - \$345 + Flight total \$5,150 = \$5,495). He stated this course includes 30 hours where there are two students in the cockpit, learning how to interact at that particular level, with preparation for further training with regional airlines and other employers. In addition, those that are chasing the degrees are going to need to take some of the General Education courses (\$2,542 - \$2,706). These degrees have become more valuable since the FAA changed their expectations – having an approved two-year degree will allow a student to cut 250 hours of flight time off the requirements to become a pilot. Mr. Nelson inquired, given the need for new pilots by the regional airlines, are they offering any type of financial assistance/packages to the students who are further up in the pipeline. Dr. Fick stated he believes they are doing things in different ways that have some financial implications. One of the people in the PSA program shared that as soon as a student completes their private pilot's certification, they can join the PSA program - they just need to complete a few interviews with PSA. As soon as those are completed, they start receiving benefits, one of which is mentorship and things along those lines. Once they hit the 500-hour mark, they will start providing tuition reimbursement – a \$625 check for every 100 hours they hit up to 1250, up to \$5,000. As soon as they go with the company, they also provide more benefits, bonuses, etc. By the time they are done and show up for the company, with 1250 hours, they will be sitting around \$11,000 - \$15,000 or so, tuition reimbursement for being part of the pipeline program.

Dr. Fick then moved on to the Aviation Program Tuition and Fees Schedule Proposed for FY 2017-2018. He began with the Unmanned Systems; he would like to drop all the fees to for these courses because they're doing a re-boot in the unmanned area, and until they get that curriculum redeveloped these fees don't mean anything. Plus, there been a number of major changes in the kinds of equipment they're using since these fees came out. Those fees are dropping down to zero. The next area Dr. Fick reviewed was Instructor/Aircraft Fees. He stated these fees will not be promoted because we need people to come in to do the fixed rate program. However, if people come in that are in the middle of one of these certificates/ratings, we'll have to do some calculations to see what they should pay, because they're part of the way through. The next sections pertained to Flight Fees, which were in the previous handout, and Aviation Program Fees containing miscellaneous pieces. A couple fees will be dropping; the dispatcher course has some fees remaining the same. One of the things the department is going to is a Compass and CPP test, which again is similar to what is used in math and writing, only this is testing specific to how well equipped or suited to someone to being a flight student. This will most likely be set up as an expectation that if someone wants to come into the program, we want them to go through this test, because if someone really isn't well suited for this, it's just going to be an

expensive failure – if they can't be successful, then they need to be counseled for other things. Dr. Fick believes this particular test is also going to add to the success rate of students that come into the program.

Mr. Nelson inquired that if a new student comes in for a private pilot's certificate, they need to cut a check for \$13,000? Dr. Fick replied, yes, plus tuition. Mrs. Strain commented that this just doesn't seem fair; there must be some way to assist students who run out of money. Discussion followed around looking into some other ways to provide financial solutions, but right now we know that if we don't put a barrier there, no one will try to solve it. Mr. Ortega inquired about the anticipated impact of the new fee structure to the program. Dr. Fick stated that he anticipates that we're going to see the numbers go down in the short-run. Part of that is, right now, we're almost a bit above our capacity to handle the students we're at; we're in the upper 40's for the number of students. We would like to make sure that the ones that don't have the money or the skill set aren't there. We're also trying to change our recruiting approach a little, because, again, we want to be emphasizing recruiting students that are serious about becoming a pilot.

Mr. DiPeso moved and Mrs. Strain seconded a motion to approve the proposed FY 2017-2018 Aviation fee schedule. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **2.04 2017 – 2018 Academic Calendar Revision**

Dr. Fick stated there is information in the Board packet on revisions he'd like to propose on the 2017-2018 academic calendar. As he has been working with other institutions on some collaborative projects, they've realized that, in several cases, we're about a week ahead. Our original plan was to have our Spring semester begin on January 8, 2018; however, from the start of the new year to the 8<sup>th</sup> isn't very much time, and sometimes students take a while to get warmed up to the idea that they need to sign up for classes. Therefore, moving the date to January 16<sup>th</sup> should help in giving students a little more time to enroll, and will also get us started the day after the Martin Luther King, Jr. holiday. In starting a week later, we will start Spring Break a week later, which will help us align better with the K-12's and some other community colleges. We're also changing our final exam schedule a bit so that we don't have to move commencement later. Mr. Nelson voiced concerns about commencement being held on May 11, just two days after the Spring semester ends. Will grades be in for the graduates? Dr. Fick stated that the commencement ceremony doesn't involve the grades because we check that after commencement. As long as the faculty can get the grades in, we should be in good shape. Giving out diplomas at graduation went away a long time ago. At our last couple of commencements, we just gave out the rolled up piece of paper that contained information on when graduates would be receiving their diploma. Mr. Ortega moved and Mrs. Strain seconded a motion to approve the revised 2017-2018 Academic Calendar. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

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

Dr. Fick stated this is the second read for this policy. (It came to the Board at the March 14, 2017 Governing Board meeting as a first-read, and no changes were recommended.) Modifications were made to the policy, some areas were updated, and some pieces were removed that were no longer applicable. Mrs. Strain moved and Mr. Ortega seconded a motion to approve revised Governing Board Policy 623 – Faculty Workload. 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 Barbara J. Arsenault, on behalf of the Sierra Vista Symphony Association Fundraising Committee, thanking him for being a chef at their “Men Who Cook” fundraiser.

#### **3.02 TRiO Program Update**

Gabriela Amavizca, Director of TRiO, provided a report, along with a PowerPoint presentation. She provided some background information on TRiO, stating they are a grant-funded program that was founded by the 1968 Higher Education Act. The program proposed to increase the retention, graduation, and transfer rates of low income, first generation or students with a disability. There were three original programs – Talent Search, Upward Bound, and Student Support Services (TRiO). Currently, there are nine programs under the TRiO umbrella, and a total of 2,800 spread across the U.S. They have been at Cochise College since 2001. Ms. Amavizca reviewed the services they offer, which included academic and intrusive advising, in-depth degree research and career counseling, free campus visits, professional tutoring, progress check, scholarships, financial/economic literacy workshops, cultural events, and community service. They are continually trying to identify challenges the students are facing to improve and modify their program and services.

Ms. Amavizca reviewed the results of their Annual Performance Report, which is submitted each December to the Department of Education. This report insures that they’re meeting the objectives that have been set out for student support services programs. The objectives were Funded to Serve: 160 (100%) ; Persistence Rate: 65% (74%); Good Standing: 80% (90%); Graduate Rate: 30% (45%); and Transfer Rate: 30% (22%). The slide showed that, in the last two reporting periods, they had some issues in funding to serve, so that was their focus this year. The last reporting period submitted for 2015-2016 showed some issues with the transfer rate. This year, they increased their recruiting efforts in the area of Funded to Serve. One of the big things they did is started visiting more classrooms, shared what the TRiO program is, took applications, placed applications and flyers around campuses, was part of every tour and orientation for new students, contacted advisors and professors to let them know about the TRiO program and what the eligibility requirements are, they placed posters around campus, and really tried to use word-of-mouth. They have done a pretty good job – they currently have 186 students in the program. This year they received a 3% increase in their budget, so with that, they took five more students, for which she is very proud. Ms. Amavizca then explained the transfer rates and the plan of action – target those about to graduate, work closer with those about to graduate with a transfer plan, more focus on scholarships, an NAU intern will help over the summer to conduct research on how to increase transfer rates for disadvantaged students, and they will be hiring a program evaluator to review policies and procedures to ensure their objectives are being met.

Ms. Amavizca provided information on the TRiO Scholarship – they will be distributing \$18,000 at the end of May. In order for students to qualify for grant aid, they need to earn 145 points within the program. They are offered a number of activities to earn points. This is a new strategy for them to try to increase their student’s participation in services. She shared that this has been working out great, they have seen an increase in participation in

different services to include, but not limited to workshops, community service, campus/community/cultural events, and campus visits. TRiO is really big on scholarships; aside from scholarships offered by TRiO, they also encourage their students to apply for other scholarships. For two years in a row, a number of their students have been the recipients of the IME BECAS scholarship. Ms. Amavizca provided a slide showing ten of the fifteen TRiO students who received scholarships. In the last five years, all of the All Arizona Scholars, from the Douglas Campus, have been TRiO students.

In looking back at the goals they established two years ago, Ms. Amavizca provided information on where they are with these goals. They wanted to make sure that all their students with disabilities contact ADA (each semester) and make sure they have their accommodation letters on hand and forward it to their teachers. They are trying to get more community support. They are also keeping tabs on their at-risk students – each semester they generate a list of students who have a 2.3 and above GPA, establish contact with them, and check with them once a month to see how they're doing. Regarding graduates, they are focusing more on them to do campus visits and to make sure they have a transfer plan. Over the summer they will be looking at students with Associates of General Studies, and if they are in the degree just because they are not sure what else to do, they want to step in and offer a career assessment.

The goals for the 2017-2018 academic year include increasing the transfer rate, implement a new TRiO orientation, and a strategy to ensure students are completing MyMathTest.

Ms. Amavizca then showed slides looking back at 2016-2017. They included campus visits to WNMU, ASU, GCU, and NAU. She added they will be visiting UofA later this month. Cultural events included visiting the Gas Light Theatre in Tucson, they had the opportunity to explore the Colossal Cave, they went to the Odysea Aquarium in Phoenix, and visited the Grand Canyon. Club TRiO activities included the Pit Fire Event and Meet Your Major. Community service included participation in Relay for Life, which is a 24-hour event. Ms. Amavizca spoke about PTK. All PTK students eventually come into TRiO. Between PTK and TRiO, they have been able to make a significant difference in the student's educational goals. She provided slides showing students doing their Honors in Action project, a student chosen as an Arizona Regional Officer at the Regional Honors Institute, and the officers and advisors in Nashville, TN where they attended the international convention. Another slide showed the results of an End of Year Survey; they are always trying to make sure they are doing the best they can in TRiO. They received 37 responses, and it showed a large number of students who were very satisfied. There was only one who was very dissatisfied, but she thinks that was a typo!

In conclusion, Ms. Amavizca provided a slide showing feedback from students on their experience with TRiO. She then thanked the staff, Angie Bustamante, Norma Brandenburg, and Patty Leyva.

Mrs. Strain inquired about the 186 students that are first generation, low income, etc. – how many of those students do we have in all of Cochise College? Probably more than 186? Dr. Fick stated she was probably correct. We have TRiO programs across the country, and they typically do very well with their students; they're big at promoting success. This leads him to the next question – how do we get what they're doing to be applied to the entire student body? One size doesn't fit all, but the TRiO programs just seem to know how to impact students in a very positive way.



### **3.03 Administrative Computing Support Services Update**

Dr. Fick stated he would be reporting on the ongoing Cochise College administrative computing project with CampusWorks, which continues to focus on three key areas. One area is in trying to continue the stabilization of the framework; some of the key servers that are holding the Banner and database that help us to be able to do what we do on a regular basis. Key systems for registration are being tested and tuned. They continue to take on projects and try to get those improved. Dr. Fick reviewed completed activities and projects: Admin Computing Project Portfolio (created and made project updates available on the portal), Course Program of Study (provided research and alternatives for implementation), Unofficial Transcript (Script Director purchased and installed for use in Self Service Custom Reports), Placement Score Upload (in testing phase and created reusable test plans), Dynamic Communication Plans (researched and suggested alternatives), Online Student Application Reboot Project (facilitated planning and gathered requirements), POPUP Student Address Validation (facilitated planning and gathered requirements, created reusable test plans, and provided direction and technical input), and Acceptance Letter Communication Plan (facilitated that planning). Currently, they know that Banner 8 will be no longer actively supported at the end of December 2018; they need to figure out whether they will continue to upgrade to Banner 9 or whether there is another solution they would prefer. Mr. Nelson inquired about the anticipated cost, and Dr. Fick stated it is part of the \$1.2M question. Future plans (next three months) will include: continue stability efforts, project management, continued leadership, monitoring and leveraging the ticketing system for prioritization and quick response, and continue building accountability.

Dr. Fick stated that registration begins on April 27<sup>th</sup>, so we're looking at making the transition to the other server. Everyone is trying to make sure we don't have hiccups at that point in time. We'd like to have a smooth transition. The team is currently working on testing and making sure we have everything in place. However, if we do run into a situation where something isn't working, we do have the current server we would back up to, and give it another try. Right now, we're hoping to be able to get it up, get it rolling, and be registering by April 27<sup>th</sup>.

Mr. Nelson asked the consultant if he's satisfied in where we are at this point, as far as the schedule and getting things done. Mr. Boman stated they're always hopeful that progress is more rapid than possibly it is. He stated the server rebuild was initiated primarily because of performance issues with the current server. One benchmark was the financial aid packaging that was taking approximately six hours; when tested yesterday after the rebuild it took eight minutes. They tested it again today, and he rebooted the server to ensure that it was stable, and it again took eight minutes. From that perspective, he believes they made a substantial amount of progress in terms of stability to the system. Mr. Nelson stated he would take that as Mr. Boman is satisfied with where they are. Mr. Boman stated that he didn't believe anyone could ever be satisfied. Mr. Nelson stated he is satisfied!

### **3.04 Human Resources Annual Report**

Dr. Wendy Davis, Vice President for Human Resources, provided a handout and PowerPoint presentation. She began with a snapshot of enrollment as it compares to employees. The variability in our employees tends to travel with our enrollment. We have a fairly stable benefitted employee population; since she has been here, we've been in the 350-360 range, whereas the associate faculty hiring is the result of enrollment increases or declines. She pointed out trend lines showing where our numbers have been over the last nine years. There is an uptick as we transition from FY 15-16 to FY 16-17, in that we are trying to address some of enrollment declines we have seen by adding an Instructor of Student Success this fiscal year, and we're adding another one next year. We've added some veterans services, and

have we have several employees there, both in the financial aid department as well as the veterans outreach center program, so those are some of the ticks that attribute to the up-trend line toward the end.

Dr. Davis stated that, in the area of average years of service, the college has been fairly stable over the years and throughout all the employee categories, as far as the years of tenure at the college. We have employees with as many as 38 years of service to the institution, and a half dozen employees with over 30 years, which is tremendous. She stated that there are a number of employees (40%) in the 55+ age range with ten or more years of service, which means they are eligible for retirement. She added that, she would guess over the next few years, we'll see our turnover rate continue to up-tick as some of the folks retire.

The next slide showed turnover trends by employee category. We had increases in all categories for FY 15-16, primarily related to retirements. The actual numbers for 2015 were six retirements, and for FY 15-16, we had fifteen, which was a significant increase.

Dr. Davis provided a slide which highlighted some information related to benefits. Over the course of the past six-seven years, we've had moderate changes in the budget for The Trust (the slide showed the overall budget for The Trust, not just Cochise College – about one-third of the budget is the college, the other two-thirds is the county). In the upcoming FY 17-18, the budget for our anticipated claims next year is heading over \$11.5M, which is substantial and the reason for the increase in our premium rates.

Another area Dr. Davis highlighted was the structure analysis for the faculty salaries, which is one of the benchmarks easiest to compare between community colleges because we all hire faculty; generally, base structure for all faculty at a community college is a master's prepared individual, so it's easy to compare across the state and region. She pointed out that over the last few years, we have seen a decline in how our structure compares to the state and the region. She added that there's regional fluctuations based on who participates in the regional study in that particular fiscal year, so she doesn't worry too much about that. Regardless of which trend line you look at, you can see there is a downward trend, hence the recommendation to increase the structure by at least one percent this fiscal year. She would imagine there will be a need to address the faculty salary structure, with additional adjustments, in the next few years.

Dr. Davis stated the final slide highlighted what the college has done for actual salary adjustment over the time she's been at the college. We are very fortunate, unlike some of our sister colleges, to have provided increases. Dr. Rottweiler is committed to not hunkering down, but continuing to make strategic decisions that moves the institution forward. This is one commitment the college has, and that's to our employee's compensation. It helps with both retention and recruitment. Over the years, the college has provided, at some level, an across the board increase for all of our benefitted employees. We've also made periodic adjustments to our associate faculty, to try and maintain some comparative compensation for those folks within our comparator colleges.

Mr. Ortega requested clarification on the faculty salary structure analysis, to which Dr. Davis explained the trend lines show our salaries as a comparison to the state's/regional average are declining. Mr. Ortega inquired who the region is. Dr. Davis stated the region is the Mountain States Association of Community Colleges, comprised of 19 states in the western U.S., excluding California. Mr. Nelson asked for clarification on the decline of classified staff (in two years) in slide three. Dr. Davis stated there are a couple different numbers that impact that; we had some new hires, so we did add some financial aid, veteran's services positions, and we

had a couple new facilities staff, as well as a significant number of retirements.

### **3.05 NISOD Award**

Dr. Fick stated he had the pleasure of recognizing the NISOD Award recipients. They have already been recognized at a couple of campus events, but he wanted to formally present them to the Board. He introduced Melesa Ashline, nursing instructor, and Steve Roark, math instructor, shared excerpts from the nomination letters, and presented each one with a Certificate of Excellence.

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

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

- Mrs. Strain stated she had the opportunity to attend the St. Patrick's Day celebration that Mary Coyle put together at a location in Sierra Vista. It was lots of fun with great food, and much talk about Cochise College.
- Mrs. Strain stated she attended the Sierra Vista Chamber of Commerce 'Good Morning Sierra Vista' breakfast, held in the Cochise College Student Union Community Room, and a person, who she did not know, stood up and started talking about the fabulous non-profit courses being offered at the Downtown Center.
- Mr. Nelson thanked Dr. Fick for hosting this evening's Governing Board meeting in Dr. Rottweiler's absence.
- Mr. Nelson commented on the connection with other sites, and would like to hear from student organizations – that's one of the things he really enjoys hearing about. He hopes the connection problems can be resolved.

## **5. ADJOURNMENT**

Mr. Nelson adjourned the meeting at 7:43 p.m.

Respectfully Submitted:

---

Loretta Mountjoy, Executive Assistant to the President

---

Mr. Danny Ortega, Jr., Secretary of the Governing Board