

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, February 7, 2017
Willcox Center
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Nelson called the meeting to order at 6:03 p.m.

Board Members Present:

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

1.02 Pledge of Allegiance

1.03 Adoption of Agenda

Dr. Rottweiler stated the agenda would stand as published.

1.04 Citizen's Interim

Ms. Patricia Hunt had requested to address the Board telephonically from Hawaii and was connected to the meeting via cell phone. Chair Nelson informed Ms. Hunt that he was allowing her five minutes to speak, and he would alert her when she had one minute remaining. He also informed her that the Board would not respond to her comments other than to direct staff to study and/or schedule the matter for consideration. He added that Board members may also respond to criticism. Chair Nelson asked Ms. Hunt if she had any questions concerning these limitations, to which she responded that she didn't, as of yet. He then instructed her to proceed.

Ms. Hunt stated her name (Patricia Hunt) and date (February 7, 2017) for the record, that she had requested to address the Board 24-hours in advance, and that she appreciated the Board's time and the college president's time. She stated she had asked to have this meeting and to have it on the record. She related the following to the Board:

- She had requested a meeting with Professor Bell, Dr. 'Flick', and Dr. Hall in reference to conflicting evidence she has.
- She had also requested a copy of the student handbook, which she stated she did not receive upon attending.
- She has emailed 'Professor Flick' numerous times asking him for records and for documentation, which has been over 45 days.

- She has also asked Dr. Fick to have a meeting with Professor Bell and to document for the record, that according to the Accreditation, for any college or university, there is a code of ethics – Section E, Unethical Conduct of Colleagues and Integrity of a Profession (unintelligible) Institutional Research for Data and Decisions of Higher Education. She had asked for a 5-day extension of time, and has not received a response from Dr. Fick or anyone at the university.
- She was asked to submit additional evidence that is forthcoming from the mainland that is out of her control.
- She has asked for a response and has not received any written response acknowledging her specific questions and documentation. This is why she has requested to have this meeting so it is legally on the record.
- She stated she has left a message for the attorney, Mr. Hanson, the attorney for the college. She also stated that when she requested Mr. Hanson's contact information, Mrs. Mountjoy refused to provide the information to her today.
- She stated she is done jumping through hoops and being discriminated against. (She apologized for coughing, explaining that she has been dealing with an upper respiratory infection for approximately the last 8 – 10 weeks.)
- She stated she has worked at a university full-time and also completed her education from a university full-time. She has more than enough documentation to show that she has been discriminated, and the code of ethics and professional practice has been severely violated.
- She would appreciate that a meeting with the Board of Directors of this institution and to have in a (unintelligible) requesting her five-day extension of an appeal due to the fact that she has documented dates, times, and pictures of Cochise College's website "Oops, the page is not up to find that information". She stated this has also been documented throughout 2016 and presently 2017.
- She stated this was all she had to say, and she would appreciate this to be on the record, recorded, and documented, and she would like a copy of the minutes.
- She has asked, in writing, for a response from Dr. Fick, requesting, per the student handbook, which she stated she had just recently received, to appeal with all the information, including medical excuses, which is a violation of the HIPAA law, but she is willing to forego that and get that information to the dean and to the university, which she offered to provide to Dean Fick, and he refused.

Chair Nelson informed Ms. Hunt she had one minute remaining.

- She stated she had also asked for an extension of time due to evidence that is forthcoming from the mainland that is out of her control (a business organization) in reference to having to wait over two weeks for books that never arrived, and issues with the online website of Cochise College.
- She stated that she was done. She requested this be documented for the record.
- She stated she would like to speak with Mr. Hanson, after the meeting or tomorrow, around his schedule, or later this week.
- She stated she also left a message with his staff, since Mrs. Mountjoy refused to provide this information for her today, but she did receive it in an email from the president, which she also forwarded to the attorney, Mr. Hanson.
- She again thanked the Board for their time and for allowing her to speak today.

Mr. Nelson thanked Ms. Hunt and informed her that he was going to hang up.

1.05 Standing Reports

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

An Arizona Association of District Governing Boards report was not provided. The next meeting of the AADGB is scheduled to be held on March 9, 2017, with a report anticipated to be provided at the March 14th Governing Board meeting.

1.05.2 Senate

Wendy Davis, Vice President for Human Resources, stated neither she nor Dr. Rottweiler were able to attend the Senate meeting; however, Jennifer Graeme, Director of Talent Management, did attend and provided Dr. Davis with a report to be shared with the Board. Dr. Davis state the Senate reviewed Governing Board Policy 670 – Career Ladder Program, which is on the agenda this evening as a first-read. They also reviewed a number of administrative policies, which do not require Board review.

1.05.3 Student Government Association (SGA)

A Student Government Association report was not provided.

1.05.4 College President

Dr. Rottweiler thanked the Board for accommodating a student's request to share her concerns. He also thanked the Board for their participation in the Board Retreat. He feels they were very effective and he received significant insight from the Board as administration begins to move forward through the budget process. They will see some of the results of the retreat in a couple agenda action items this evening.

Relative to legislative matters, Dr. Rottweiler made the Board aware that the budget process is moving forward. He provided the Board with a couple handouts, one of which was a PowerPoint presentation, "Community Colleges, January 18, 2017 Education Subcommittee" that was presented at the Joint Legislative Budget Committee (JLBC) hearing. This is the presentation that the state put before the Education Committee. For the first time in six to eight years, they are utilizing subcommittees under the Appropriation Committee.

Dr. Rottweiler directed the Board to Slide #2, which showed how the \$54.3M of state appropriations coming to the community colleges is broken down – Operating and State Aid (FTSE based for maintenance and operations; excluding Pima and Maricopa) is at \$17.2M; STEM and Workforce Programs Aid is at \$4.8M (this is the legislative action Cochise College led a couple years ago that switched over the capital outlay to STEM and Workforce that they were able to get put back into the budget – once again, Pima, Maricopa, and Pinal are not included in this); Equalization Aid, at \$25.7M, comprises nearly half of all appropriation that comes to community colleges. There are currently three community colleges receiving equalization – Navajo County Community College (Northland Pioneer), Graham County Community College, (Eastern), and Cochise Community College. Yuma (Arizona Western) is very close to coming back into the equalization model; and Other at \$6.6M.

Slide #6 showed the Historical State Aid – in 2008, the community colleges, as a system, received \$168M in state aid. In FY 2017, that was down to \$54M. We have seen the largest decrease in any agency in the state, and any sector in education. Slide #7 showed how FTSE has adjusted. Dr. Rottweiler stated that the important part for the Board to realize is that when enrollments were going up, the state did not fund; now that enrollments are coming down they are choosing to defund money that was never there.

The JLBC asked the community colleges to respond, and Dr. Rottweiler provided the Board with the PowerPoint presentation response from Dr. Jeanne Swarouth, President of the Arizona Community College Coordinating Council (AC4). This handout contained general information that may be of value to the Board as they move into their legislative actions relating to general system-wide impact (number of students), economic impact (the fact that we're a workforce provider) – many of those key areas are provided.

Dr. Rottweiler stated he has been sending the Board a weekly Bill Tracker. One of two bills of interest is House Bill 2019, Representative Leach's bill, related to revenue bonds and a requirement to take that to the voters of the county. That bill has been held; they were able to convince Representative Leach to hold that bill. The second bill being watched closely is House Bill 2252, Representative Cook's bill. It is apparently a way to try to address the shortage of teachers. This bill provided that any rural school district employee would be eligible to take tuition-free online classes from all Arizona community colleges and the universities. ABOR is in opposition of this. AC4 will meet and take a formal position. They are opposing this, not in their unwillingness to provide educational opportunities, but they view it as an unfunded mandate. They are not sure it addresses the true issues the state has. They have also been asked to participate in the teacher academies, a different bill to try to help train teachers to work in Arizona schools. They have committed to try to work through that. That will also be an unfunded mandate.

Dr. Rottweiler stated that he, Chair Nelson, and Mr. Ortega will be traveling to Washington, DC next week to attend the ACCT National Legislative Summit. They have appointments scheduled with Congresswoman Martha McSally and a representative from the Border Patrol, as they begin to continue their initiatives around aviation and utilizing the Douglas campus as a potential training center for UAV and other aviation related programming. Meetings with Senator McCain and Senator Flake are still in the planning stage.

Chair Nelson had requested an update on the ongoing lawsuit related to master facility issues on the Douglas campus. Dr. Rottweiler stated all the paperwork is set and ready to go. He was waiting for a current legal proceeding taking place between the general architect and the provider of HVAC. He will brief the Board, via email, this week once he gets more information.

In his general comments, Dr. Rottweiler stated he, Vice President Fick, and Dean Self will be meeting tomorrow with the Santa Cruz County Provisional Community College District (SCCPCCD). They have requested, in writing, a meeting to discuss a potential extension of Cochise College providing services through December 31, 2017, which would be an extension of six months. He has had one communication with Pima Community College; before we will do any negotiations or extension, he will request a signed Memorandum of Understanding (MOU) between SCCPCCD

and Pima Community College District, stating that Pima will assume educational responsibilities, effective January 1, 2018. If that is received by April 14, 2017 (dates set up in conjunction with Chancellor Lambert), then it would behoove Cochise College to extend those services so that students are not stuck in a loop. If they are unable to reach an agreement with Pima, then his suggestion would be to terminate, effective June 30, 2017, and begin all of our teach-out and other responsibilities. Dr. Fick has been in contact with the Higher Learning Commission (HLC) liaison, and we have laid out teach-out plans. We will turn that in for formal approval by the HLC. There will be some other requirements that he will place upon the ongoing IGA, including that the provisional will assume any responsibilities for teach-out beyond December 31, 2017, as well as any potential unemployment exposure the college may have by employees that are currently employed by the college on funding that comes from Santa Cruz County.

Dr. Rottweiler information the Board that:

- The Cochise College rodeo, the second rodeo at Fort Huachuca, is scheduled for March 4 @ 1 p.m. He has tickets if anyone is interested in going. It is one of the best rodeos in the entire region, well attended by soldiers and others at Fort Huachuca, and it's one he is extremely proud of.
- Later that evening, a 'Men Who Cook' fundraiser for the Sierra Vista Symphony will be held. Cochise College will have a guest chef (Dr. Rottweiler), but he will also have all the Cochise College A'viands staff. He stated he will be doing 'Cochise Crepes', and that he is appreciative of the A'viands staff.
- He has been asked to provide the keynote address to the Arizona County Treasurer's Association on March 14th and 15th.
- He requested the Board to mark their calendars for an upcoming fundraiser, the first one from the Cochise College Foundation, scheduled for the evening of April 29th on the Sierra Vista campus – "An Evening at the Races". It is an opportunity for entertainment, as well as a dinner gala, based on the Kentucky Derby. It will be a chance to get 'all dolled up', there will be hat parade, and there will be a lot of 'armchair' racing based on videos.
- The Cochise College (President's) Leadership Academy II is coming up in May, and he would welcome the Board to participate. Dr. Rottweiler confirmed the dates for Mrs. Strain – May 15 – 17, 2017, with Board presentations, should they so desire, from 11:15 – 12 noon on May 17th, followed by lunch. Last year, participants found it very useful to hear from Mr. Quinn and Mrs. Strain; he encouraged Board members to participate, should they so desire.

1.05.5 Monthly Financial Report – January 2017

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

2. NEW BUSINESS

ACTION

2.01 Consent Agenda

- 2.01.1 * Classified Staff; Appointment (*Stacey Green, Buyer, Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Appointment (*Jennifer Ratkovich, Department Assistant, Maintenance, Douglas Campus*)
- 2.01.3 * Classified Staff; Transfer (*Diana Acosta, Property Control Technician, Sierra Vista Campus*)

- 2.01.4 * Classified Staff; Transfer (*Eric Schiro, Maintenance Technician I, HVAC/Mechanical, Douglas Campus*)
- 2.01.5 * Administrative Staff; Transfer (*Maina Netterwald, IT Project Manager/Developer, Web Solutions, Sierra Vista Campus*)
- 2.01.6 * Administrative Staff; Resignation (*Martin Haverty, Workforce Development/Training Manager, Downtown Center*)
- 2.01.7 * Classified Staff; Retirement (*Loretta Mountjoy, Executive Assistant to the President/Governing Board, Sierra Vista Campus*)
- 2.01.8 * Acceptance of Minutes for January 10, 2017 – Regular Meeting

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

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

Wendy Davis, Vice President for Human Resources, introduced Maina Netterwald.

2.02 Cochise Combined Trust Membership Renewal

Dr. Rottweiler stated that Cochise Combined Trust (CCT) is the college's insurance provider, and every three years we're required to provide an update to that membership. He turned the time over to Dr. Wendy Davis, Vice President for Human Resources, to provide the update.

Dr. Davis highlighted a couple of the benefits of the college participating in the CCT. We are one of two members; Cochise County and Cochise College combined into the Trust in 2003 and have since been renewing every three years. Essentially, we are self-insured through the trust. It provides the college enhanced financial security resulting from the spread of risk over a larger membership population. We also have opportunities to enhance our bargaining chips with vendor/service providers, lower administrative overhead between the two entities, and the ability to customize our program offerings to meet the needs of our membership versus buying 'boxed, off the shelf' type of insurance program.

Per the audit report, our current annual budget that we just approved for FY'18 is just under \$12M, and our goal is to have about \$6M in our fund balance to cover any exposure we have to claims. We are sitting at just over \$7M. We have been as high as \$8M a couple of years ago, however, we had a member that had a significant health situation that drew down our benefits by almost over a \$1M. Mr. Nelson inquired if the college has reinsurance, to which Dr. Davis replied that we do. He then asked when it kicks in. Ms. Davis stated that generally it kicks in at \$250,000, but when we went to do reinsurance this past year, they capped this particular member at \$750,000, because the individual is on a \$65,000 a month medication. Dr. Rottweiler stated that in this agreement, the resolution the Board will see to renew for three years, they do announce two representatives. By practice, it has been the College President and the Vice President for Human Resources who sit on the Board of Directors, along with the County Manager and the HR Director for the County. This has been an amazing partnership. The college has been able to maintain quality insurance at reasonable cost. This will be the first year we have seen a significant premium increase after the last five years, actually keeping costs almost constant. Our population is healthy, and insurance is doing exactly what it needs to do. As part of the plan, we provide \$500 for each member in a wellness program, and they are encouraged to participate in a number of wellness activities. He recommended for Board approval, the renewal of the college's

membership in the Cochise Combined Trust for an additional three years. Mr. DiPeso moved and Mr. Ortega seconded a motion to approve the college's membership renewal in the Cochise Combined Trust. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Dr. Rottweiler requested that Board members sign the resolution prior to leaving; arrangements will be made to obtain Mr. Quinn's signature.

2.03 Board Action Authorizing the President to Draft Administrative Policies and Procedures Allowing for an Alcohol Restriction Waiver for the Cochise College Foundation and College Approved Organizations

Dr. Rottweiler stated this is the result of the Board retreat, where he addressed with the Board a request that came from the Cochise College Foundation seeking a potential waiver for an alcohol restriction that would be on the Cochise College facilities. Currently, all Cochise College facilities are alcohol and drug free. This policy would provide for a mechanism, following some very strict guidelines, which would allow for alcohol to be served at very specific and special functions. It would require Board approval, or their designee. The draft policy before the Board, should the Board take action directing administration to move forward, will go through the normal administrative processes – Employee Senate and posted on the Portal for comments. The policy has been reviewed by legal representation, and Dr. Rottweiler believes this will be an opportunity and a way to utilize facilities to benefit the Foundation and the things that return back to the college. All protections will be provided, consistent with the Department of Liquor Licenses and Control. We will be limited to the number of events that can be held on campus, all that fall within state statute. He recommended approval for the college president to implement the alcohol restriction waiver policy, as outlined.

Mr. Ortega moved and Mr. DiPeso seconded a motion to authorize the president to implement an Alcohol Restriction Waiver policy. Brief discussion followed around the 90-day window to apply for a liquor license and guidelines for attendees under the age of 21. 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:

- Gabriel Galindo, Director of the Santa Cruz Center, received a letter from Carlos M. Sada, Ambassador of Mexico, thanking Mr. Galindo for the warm reception during the ambassador's visit to Nogales and the Santa Cruz Center on November 29, 2016.
- Dr. Rottweiler received a letter from Thomas M. Reardon, Chair, Board of Directors of the Cochise County Reentry Coalition, expressing his appreciation for the college's support to their "New Beginnings – Opening Doors to Our Community" event held on January 14th. He also commended Jennifer Wantz, Facilities/Events Coordinator, and Chris Przylucki, Food Service Director, for their professionalism and the outstanding support they provided.

3.02 Administrative Computing Support Services Update

While distributing handouts, Dr. Rottweiler stated this update is being provided at the request of the Governing Board for monthly updates relative to the administrative computing staff augmentation plan. He reminded the Board they were joined by the interim director of administrative computing, David Boman, as well as Deirdre Cochran, who is an account executive. Dr. Rottweiler directed the Board to the 'blue' document that addressed areas we need to move in around governance IT. He stated that Mr. Nelson previously had some questions related to exactly what IT governance is, to which Dr. Rottweiler provided a white paper related to that.

Dr. Rottweiler pointed out some of the findings and things we are seeing happen, as shown on page 2 of the first handout. In the Need for IT Governance, the following statements came out (this is the second assessment that has shown this):

- IT needs of the college are not being addressed in a timely manner
- Staff are unsure of their roles and how to address issues/concerns – leading to Us vs. Them approach. Mr. Nelson had inquired of Jerry Smith when he presented last month, as to how they would work through some things – some results are being seen in that area.
- Staff (both IT and Functional) does not know how to request help, neither technical nor functional. Dr. Rottweiler stated that one of the first assignments that Ms. Netterwald has received in her new role as project manager is to oversee the implementation of a ticketing system, where we will have all requests for services coming in. Currently, our staff are doing whichever is the hottest fire first.
- Regulatory requirements are not being addressed
- Both the condition of the IT infrastructure and IT security place the college at an unacceptable level of risk.

Mr. Smith, in his presentation at last month's Board meeting, had provided the five master projects, as shown on page 3: 1) Laying the Foundation; 2) Enhancing the Student Experience; 3) Maximizing Student Success; 4) Bulldozing the Silos; and 5) Learning to Fish.

The last page (4) showed how we're starting to see the deliverables presented. This is part of our desire to leverage CampusWorks for some project management. Over the course of the six months here, some of the deliverables in each of those five areas include increasing infrastructure reliability, the ticketing system, and planning as we prepare for Banner XE (the next step we need to move to in preparation for moving into the cloud). We also have a number of modules that need to be updated in order to reach our compliance requirements, specifically in financial aid, so that we can meet some of those areas noted in our audit related to NSLDS, along with other areas.

Dr. Rottweiler stated that, in the white paper related to core governance, which he wouldn't spend time on this evening, outlines three phases for the college to implement all IT governance. This will allow for campus- and district-wide involvement in the direction of where our administrative IT goes - on an academic side and an administrative side, as well as the data reliability and validity and data warehousing so we can insure we're getting the very best out of our system. Mr. Boman will be traveling later this week to Pima; they are a bit ahead of us in this transition to Banner XE. Dr. Rottweiler stated he has reached out to the chancellor about the possibility of Cochise College joining forces and sharing staff as we each go through this process. As Mr. Boman goes up to represent the college at those

discussions, we should be able to see some things where we could potentially leverage the expertise in Tucson, as well as the expertise we have here.

Dr. Rottweiler stated he provided the Board with the weekly updates on the Admin/IT Weekly Huddle, which lasts no longer than a half-hour, and includes himself, Mr. Bowan, Dr. Fick, Mr. Schiers, and Mr. Cartagena, where they try to plan out the things that need to be done. Mr. Fick has led the charge on preparing a 'war room', which includes white boards and technology.

Mr. Nelson stated he didn't understand a lot of the "January 30, 2017 Status Report: Information Services", as he thought it contained 'technical shorthand'. He added that if the Board was going to be provided with a report, he would like it to be a little more explanatory. He gave the example: Finalized DBA access for Rafi Farhat. What is DBA access? Who is Rafi Farhat? What's his position? Looking at this from the outside and not having the technical expertise, it needs to be 'fleshed out' if it's to provide information. Dr. Rottweiler stated the intended audience was not the Governing Board, so that falls on him. This is really the results of what comes out of the weekly huddles. He will make sure someone interprets these reports for the Board in the future. Dr. Rottweiler explained that DBA is a data base administrator, and Mr. Rafi is a CampusWorks consultant who was allowed access into our system to fix some of our data base related issues. Mr. Nelson also made reference to a few other examples, to which Dr. Rottweiler assured him that he would work with Mr. Boman to provide interpretations that make sense to the Board. Mr. Nelson stated he didn't want to seem picky, but he's really concerned about this. Therefore, he wants to know what's going on. Mrs. Strain stated she really appreciates this information. Brief discussion followed on the flow chart. Mrs. Strain then inquired if any other community colleges in Arizona, other than Pima, have moved to Banner XE. Dr. Rottweiler stated that Pima has a start date for this month (February) for a cut over, and we are easily a year behind them. At this point, he is not sure that there are any other colleges in Arizona that are fully on XE.

3.03 Extended Learning Report

George Self, Dean of Extended Learning, stated he would have two parts to his report this evening; the first part will focus on the Veterans Business Outreach Center (VBOC), and Mr. Molina, Director of VBOC, will provide the report. While Mr. Molina was getting set up, Mr. Self shared a sentence from an email he received on December 8, 2016 from Mr. Joe Pippin, Director of the State of Arizona Small Business Administration, concerning the 'Boots to Business' program that Extended Learning runs at Cochise College. He shared, "Arizona moved up to #4 in national participation, Fort Huachuca was #5 in the country, just behind two mammoth army bases, Fort Bragg at #3, and Fort Campbell at #4. Bigger yet, Region 9 outpaced every other region, coming in at #1". Arizona is doing good things for our veterans, helping them to transition into business leaders. He stated Mr. Molina is an expert in this field, and he has asked him to address the Board this evening.

Mr. Molina stated the VBOC stood up in Arizona with a grant that was written by Cochise College, and that's why they are housed at Cochise College, beginning six months ago. In six months, they are now #3 nationally in the transition from the 2-day Boots to Business to the eight-week online course. Mr. Molina introduced Kenneth Anderson, the Assistant Director for the Arizona VBOC, and asked that he distribute a VBOC brochure.

Mr. Molina then began his PowerPoint presentation. He stated the charter is from the Small Business Administration (SBA), and the veterans department of business development, under

the SBA umbrella. The charter – “Boots to Business and Reboot: Entrepreneurial development, counseling, and resources for transitioning service members and veterans looking to start or grow a business”, is to work closely with all SBA resource partners, and help veterans get into business.

He provided a slide showing VBOC's throughout the nation – there's only 20, and the one at Cochise College is the newest one. Each center is staffed about the same, three to four people, and he is extremely lucky to have gotten the assistant in the position, as well as their administrative assistant, Ms. Lydia DeYoung. He said their charter is to drive more people through Small Business Development Centers (SBDC); there are approximately 900 SBDC's throughout the country, and most of them are affiliated with community colleges or other non-profit organizations. It is their goal, and his charter, to drive more people through there.

In Arizona, there are approximately 525,000 veterans, active duty and non-active duty. If they only reached 10% of those, it would mean 52,000+ people they reach and get through the business entrepreneurship program. If they only reached 10% of those who actually start businesses – that would be 5,200 businesses. If they each employed an average of six people, that would be over 30,000 employees that could be added to the tax rolls in Arizona.

Mr. Molina provided a slide showing attendees at a two-day ReBoot conducted at Gateway Community College in Phoenix. There were ten people who signed up. After Mr. Anderson contacted the veteran's centers and Maricopa Community College, at the request of Mr. Molina, there were over 40 people who signed up, and thirty-eight actually showed up and participated. The slide showed there wasn't even standing room in the class, as there were two gentlemen in chairs outside the classroom looking in through the door. It's the outreach!

Mr. Molina and Mr. Anderson instituted 'VBOC on the Road'. They visited the VBOC in Albuquerque, New Mexico and asked what their best practices were. One of the things was that they get out and travel around the state. He and Mr. Anderson thought that was a great idea and got together to do a VBOC on the Road. He provided a few slides showing what they do (in Show Low at Northland Pioneer Collage, at Davis-Monthan Air Force Base, Ft. Huachuca, Luke AFB, MCAS Yuma, Papago ANG, and Marana ANG Centers) – they present a two-hour presentation, explain what the Boots to Business and the ReBoot seminars will provide them, and then ask them to ask questions. They build the excitement about getting into this program. Mr. Molina added that the SBA and other organizations say this is free. He doesn't like to say that it's free – he likes to say, “You've already paid for it, so take advantage of it. Your tax dollars at work.”

On January 20th, in the amphitheater at the Downtown Center, they conducted the first ever One-day ReBoot here in Arizona. When he received authorization from the national folks, he was to be able to compress the two-day seminar into a one-day seminar; modules 1, 2, and 3 had some redundancies so they were eliminated, compressed a bit, and did a working lunch. The seminar went from 8 a.m. until 5 p.m. He provided slides showing the presenters; Dean Self provided a YouTube video welcoming the participants; Fiona DeYoung, Congresswoman McSally staffer in Sierra Vista, gave a few opening remarks and comments about business and how the congressional staff can help in certain situations and roadblocks they may run into; a representation from the regional economic development group provided a presentation on the economic impact of small business; and Mike Cline, from Sierra Vista Regional Business Development, provided a similar presentation. What he wanted to show was that there is buy-in from the business community at-large, and he wants them to start their businesses here.

Mr. Molina then provided a slide showing instructors Sven Olsen, David Terrell, Paul Melo, Ron Curtis, and Cassie Frankie, and provided some background information on each of them, adding that these folks provide their services pro bono. Mr. Molina stated that thirty-four people signed up for this class – twenty-eight actually attended and went through the instruction, and this was one of the most engaged classes he's been in since he started in August. He is pushing to open this up to non-military people, as well.

Mr. Molina provided a slide outlining the schedule for 2017, which includes nineteen Boots to Business Seminars at various military installations, two ReBoots (one in Phoenix and one in Tucson), with outreach at V-WISE Scottsdale, Arizona Coalition for Military Families, DARPA outreach, US Department of Commerce Export Boot Camp, VBOC on the Road (Prescott, Flagstaff, Holbrook, Kingman, Safford, Casa Grande, Show Low, and possibly others). Mr. Molina provided a slide showing a map of Arizona pinpointing where they will be going. They are planning to go to Nogales, as well.

Mr. Nelson stated he has several friends who would be interested in this, and inquired if VBOC has a website. Mr. Molina stated it can be found on the Cochise College website. Mrs. Strain thanked Mr. Molina for the linkage with the Arizona Coalition for Military Families. She then inquired about contact with the Chambers. Mr. Molina stated their first effort is going through the Small Business Development Centers, and then to the Chambers, the Regional Economic Development Foundations, or the municipalities.

Dr. Rottweiler stated this is part of the college's ongoing efforts around lifelong learning, leading towards meaningful careers; we're seeing an increased number of veterans coming back clearly enrolling in higher education, but also looking for opportunities to start their own business. They are appreciative of Cochise College taking the lead under Mark Schmitt's SBDC, writing a grant, and we're seeing the results of that in a very short time. We're changing lives, and that's the goal – we're trying to enhance the quality of life for our citizens and our communities. This is a state-wide effort, and Cochise College is proud to lead that.

Mr. Self stated he would be brief in his comments. He provided an update and PowerPoint presentation on Extended Learning and what they are doing.

The SBDC put up some impressive numbers. For the past five years they:

- Created a new job every other day,
- Created a new business every week,
- Generated over \$4M a year in new capital, and
- Returned \$5.00 in federal and local taxes for every \$1.00 spent on the program.

Dual Enrollment – Mr. Self stated that, over the past couple of months, this has fallen directly under him instead of K-12 outreach. They are doing some interesting things in this area. He pointed out one program – JTED – is looking at creating a remote pilot certificate for high school students to take. Dr. Fick has given the UAV program, at least temporarily, to the Center for Lifelong Learning, and they decided there may be some high school students interested in this program, and they will be given the opportunity to do that.

Adult Education continues to be successful.

Virtual Campus – there is an ongoing effort looking at finding ways to provide textbooks to students. This Fall, they have three or four classes that will have free textbooks available, and they think this will grow significantly over the next few years.

The Center for Lifelong Learning – Sharon Gilman, Director for the Center for Lifelong Learning, is now responsible for the K-12 summer camps and the various STEM outreach programs we do for the college. Mr. Self stated he is very excited about this, as he believes she can leverage some of the computer resources she has available to make those very successful.

The Benson/Willcox Centers – Parking lot improvements! Mr. Self stated we don't often talk about parking lots, but it's a big deal for us. There are also some lighting upgrades in progress.

Santa Cruz Center – we will be ending our relationship with the Santa Cruz Center soon, but they are still working hard. Last Fall they held the first Humanities Festival in Santa Cruz County. It was very popular and a lot of people came out to celebrate the arts.

Prison Education is changing significantly. Last Fall, we ended the cabling class, and we are starting HVAC this Spring. He has also reorganized the administrative structure there.

Mr. Self stated that was his report in a nutshell.

Dr. Rottweiler stated he appreciates all that happens in Extended Learning. He took the opportunity to recognize Barbara Richardson. It's quite an effort when we take our Board meetings on the road once a year to each of our sites. He appreciates her efforts – we've had some things that work, as well as some things that don't work. He thanked her for hosting the Board meeting this evening.

3.04 Provost's Report

Verlyn Fick, Vice President for Instruction/Provost, provided the Board with a handout containing data for his report, which he stated was emailed earlier to Mr. Quinn. Dr. Fick stated he would be focusing on enrollment; his 'Chiclet' project will be presented at a later date. He prefaced enrollment stating he did some internet searches today and you can find, in general, enrollment at community colleges over the past five to six years has generally been a 'down thing'. A lot of the national stories are including Pima as one of the poster children for a district that's undergoing a lot of enrollment issues. In the state preliminary budget information the governor's office put out – if you look at the community college FTSE enrollment for all the districts, other than the two large ones that don't receive state funding, this past cycle FTSE has dropped 2.8% across the board. The only ones that went up included Gila and Santa Cruz (both provisional), and Navajo. He saw another article in the news where the VP for Instruction at Navajo was reporting that for the first time in over eight semesters, he's now having to talk about how theirs is going down. In yet another article, he saw where, over the last five years, community colleges across the country have seen a 13% decrease in enrollment. We are now at a point where we're asking when we are going to get to the point where we can level out and move forward.

Dr. Fick began his report with the first page of the handout, the Fall Semester Enrollment, which provided information covering the past five Fall semesters, giving headcount by location. The key thing to remember, where these are broken down to locations, is that there is duplication. He also included a graph at the bottom of the page. In the Fall semester enrollment, the second to the last column showed changes from Fall of '15, with significant changes in Fall of '16 – Douglas dropped 6.5% and Sierra Vista 8.1%; the centers were up 2.9%; and Virtual Campus was down over 10%. Across Cochise County, we were down 8.1%, so we took a big hit in the Fall. However, across the five years (duplicated counts) we're down 7.5%. Given the fact that, across the country they're down 13%, maybe we're not in too bad a shape.

The next page of the handout showed the Fall semester FTSE, which is the tie between our credits and the state funding mechanism. While the duplicated headcount was down 7.5%, our FTSE, over those five years, is down 12.1%. Dr. Fick stated he doesn't believe our credit FTSE is our biggest issue, because we've had some other issues that are part of our FTSE as well, and those have certainly caused us some reduction as well. He pointed out that we've been in a downward trend with most of our community colleges across the country. Dr. Rottweiler added that this does not include any of our military programming (MOS), which is about another half of our enrollment, and no prison enrollment is included. Dr. Fick stated there are a number of areas, including Adult Education, which does not show up in this kind of a report.

Dr. Fick directed the Board's attention to the next page, the Spring Semester Enrollment report. The change from last Spring made him feel a lot better because overall, for Cochise County for duplicated headcount, we are only down 0.3%. If you go back five years, Spring semester is down 9.5% on this duplicated count. Again, there is lots of variability, depending on which part of the college is being tracked. When the Automotive Center and the Downtown Center is introduced, it skews the statistics over time, but if you look at the totals for Sierra Vista it helps to balance that out. Mr. Nelson inquired why there was such a big reduction at Fort Huachuca between last semester and this semester. Dr. Fick replied that when we took the automotive and culinary programs off Fort Huachuca they are no longer there and are not showing up in other places in the Sierra Vista numbers. There are still some challenges in our approach to students on the fort; a lot of that is due to the fact that we've just been moving programs. Dr. Rottweiler stated that all of the enrollments seen at the Downtown Center and the Automotive Center came from a combination of the Fort Huachuca Center and the Sierra Vista Campus.

On the fourth page was the Spring Semester FTSE; over the five years the Fall FTSE is down 13.7%; however, for Spring, it was only down 3.4%. Again, Spring was much more moderate in its movement than what we saw in the Fall. Dr. Rottweiler stated that a couple other items the Board should be aware of as it relates to our enrollment – similar to statewide, the numbers of where we were in 2008, our enrollment at Cochise College skyrocketed dramatically, peaking in 2011-2012. We're now seeing it decline, but we are still above where we were prior to the great recession. The decrease we saw happen this past year in particular, is probably a direct result of Cochise County being one of the counties in the country with the largest outmigration. In following the local county newspapers, we're closing schools, we're moving students, redistricting, and just seeing a lot of demographic changes across Cochise County. Mrs. Strain asked if it was too soon to know if, in the programs that were moved off of Fort Huachuca, there are any noticeable adjustments to those numbers because of the move. Dr. Rottweiler stated no, it's not too soon. The numbers have gone up dramatically. Access to automotive and culinary has increased significantly; we now have two instructors in both of those locations.

The next page showed Full and Part Time Enrollments by Term. Dr. Fick stated he went back five years, and all the numbers show unduplicated enrollments. He pulled up the full and part time data, and between Fall of last year and Fall of this year for full time students, we dropped 21.8%. For part time students, we actually went up 2.5%. Looking at the Fall full time students over the five years, we went up 3.8%, and looking at the part time students, we went down 15.1%. Spring wasn't quite as drastic, the full time students over the five years dropped 8.6% and the part time students dropped 12.6%.

The last page showed the Top Twenty Spring 2017 Majors Enrollment Data Compared to Spring 2013. Dr. Fick stated he thought this page was interesting because he pulled the top 20 majors, Spring semester, based on the FTSE amounts. General Studies was number one. He

began comparing between the current semester and five years ago, and he was a bit shocked to see that general studies, general requirements, and undeclared are very 'fuzzy'. Over those five years, incredible drops were seen in the number of students in these areas. Given the fact that we've been dropping in our enrollments, he started looking at some of the things like elementary education, intelligence operations, cybersecurity, and welding technology. As he started looking at areas that are more directly connected to a job or a career, those have been going up. He wonders if whether a lot of what we've done is shed some of the students that don't have a very clear sense for what they want to accomplish, and the ones that do, we're starting to see some improvements in those enrollments. Dr. Fick stated he'd like to look at some desegregation to see where the students are coming from in terms of being recent high school graduates, GED completers, or coming out of a corrections unit – where are they coming from, and ending up in which programs. By desegregating the numbers, hopefully we can look at that and come up with a better way to look at the numbers and figure out what is attractive to a particular group or what we need to market better to another group. Then, we will be able to do some different kind of impact on these numbers.

Dr. Rottweiler stated that part of what we're seeing here is the result of Dr. Fick's leadership and the work with Dr. Hall and Assistant Dean Mark Boggie related to intrusive advising. All of the research shows that students who are majoring in undeclared are far less likely to be successful. Under Dr. Fick's leadership and the entire VPI council, they work very hard, and when you see the number reduced from 805 students down to 43 students, that's the right direction. You can still not know what you want to do, but to be undecided just means you're going to be undecided. You'd be better off to say you don't know what you're going to do, but you're going to try this or that; it's easier to transfer from one major to another than it is from the nebulous undeclared. Likewise, general studies/general requirements have a purpose, but they don't have a lot of focus – they let students move in multiple directions, and all of the research shows that completion rates aren't as high. As shown in the report in Dr. Swarthout's presentation, although enrollment numbers are going down, the actual completion of certificates and degrees continue to go up. That is the direct result of our new focus away from enrollment and more towards completion. One way to do that is to encourage students to select majors to work towards degrees. Mrs. Strain stated this is super exciting. This represents to her the student success agenda moving at Cochise College. Dr. Rottweiler added it's much easier to transfer any major besides undeclared, and it's much easier to get a job if you've majored in welding or elementary education than it is if you've majored in undeclared.

3.05 New Governing Board Policy 670 – Career Ladder Program

Dr. Rottweiler stated this is the result of hard work done by Dr. Davis and her team in the Human Resources office. We have been working with many of our employees to try to find what is being called Career Ladder Programs. Cochise College, while a fairly large organization, still has people lined up for opportunities for development and improvement. As we've discussed in the Leadership Academy, we're trying to 'grow our own'. Therefore, we need to create professional development plans that will allow people to advance within the organization. Currently, if you are in certain positions, the only way to advance in the organization is to wait for the person who came in ahead of you to retire/die/move on, etc. This is a plan that allows us to create ladders within certain fields that, if the person continues their education, takes certain training, and develops themselves, they will be able to move within their own organization, such as from Maintenance Tech II to Maintenance Tech I. They will have opportunities for advancement without having to wait for someone to leave. Dr. Rottweiler feels this is a great opportunity to encourage staff to continue to grow, develop, to fully utilize our tuition reimbursement, and tuition waiver options as we try to encourage our

employees to become better educated and better trained. Consistent with Board policy, any Human Resources related policy comes to the Board twice – this is a first-read, provided as information. This is a brand new policy, and it comes in accordingly with no adjustments. This policy will be brought back to the Board next month for a second and final read.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mr. Nelson explained that an executive session will follow the comments from Governing Board members. He then turned the floor over to Governing Board members for comments.

- Mrs. Strain commented on Ms. Mountjoy's pending retirement. Dr. Rottweiler stated he is appreciative of Ms. Mountjoy and the work she had done. During early discussions, he shared with her that it will be difficult to accept this retirement; however, he would appreciate it if she could provide early warning as it would be important to allow the college, the Board, and the president's office time to hire her replacement, with some fairly significant overlap. The reason being is that the things that position is required to do that goes unnoticed and unrecognized, and yet if they are not done, frankly, the college fails. This shows the significance of that role, not only to the president's office, but also in assisting the Board in their overall functions.
- Mrs. Strain commented on the Flinn Brown Civic Leadership series, which visited Sierra Vista/Fort Huachuca last Friday. Matt Walsh, a Flinn Brown Fellow, led the Fort Huachuca piece. Even though they didn't have time to visit the Cochise College Downtown Center, Cochise College was mentioned at least three times by leadership to the visiting group of Flinn Brown fellows from all over the state.
- Mr. DiPeso thanked Ms. Mountjoy and wished her good luck in her retirement and wished her well. Mr. Nelson said it's a lot of fun!
- Mr. Quinn apologized to Ms. Richardson, stating he was sorry he couldn't attend in person to see the Willcox Center.
- Mr. Quinn commented on Dr. Fick's presentation, stating as he gets more specific in his studies, the transfer rate and the completion rate should go up. He would be curious to look at the cost for providing general studies/requirements education vs. degree specific education. In the future, he'd like to see how that is, because our enrollment has gone down because of the specificity of how we're training and educating folks, there is a cost variable that we are seeing associated with that.
- Mr. Nelson thanked Ms. Richardson for hosting the Board meeting at the Willcox Center; it's always interesting to visit. He also thanked her for assisting him with his administrative problems prior to the start of the meeting (computer deficiency).

5. EXECUTIVE SESSION

5.01 Executive Session – President's Annual Evaluation and Contract

Mrs. Strain moved and Mr. DiPeso seconded a motion to move into Executive Session for discussion of the president's annual evaluation and contract. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Mr. Nelson adjourned the regular meeting at 7:38 p.m. and after a brief break, the Board moved into Executive Session at 7:50 p.m.

Mr. Nelson adjourned the Executive Session at 8:17 p.m. and reconvened the regular meeting at 8:18 p.m. **No actions were taken during the executive session.**

5.02 Contract for the College President

Mr. Nelson stated the Board was in executive session to discuss the evaluation and compensation package for the college president. In sum, the Board is very pleased with the performance of Dr. Rottweiler and believes he should be compensated accordingly. Dr. Rottweiler was very modest in his demands, and the Board is prepared to meet every one of them. The Board is extending his contract, rolling it over for another year, extending it to a three-year term; they are granting him a raise in his base compensation in accordance with the percentage amount the Board will be granting for all college employees. They will also provide him a 5% increase in his deferred compensation package. The 5% increase is essentially based on the following reasons: his performance – Dr. Rottweiler has had an extraordinary year, as had the college, and the Board is very proud of the Downtown Center, which was brought in on time, under budget, and without litigation; we achieved our accreditation for ten more years, which is a significant project accomplished; Dr. Rottweiler has established the Leadership Academy; he has been involved in a significant way with state politics, vis-à-vis the Cochise College; he's been on the State Board of Education for a number of years; he's on the Board with the state group of college presidents (AC4); and he is also involved with lobbying. The Board is exceptionally pleased with Dr. Rottweiler. They did discuss a sabbatical, and basically, the Board has decided to leave this up to Dr. Rottweiler. Mr. DiPeso moved and Mr. Ortega seconded a motion to roll President Rottweiler's contract over for another year to have a three year contract, that his salary be increased by the same amount to be granted for all college employees, and that his deferred compensation be increased 5%. There was not further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

6. ADJOURNMENT

Mr. Nelson adjourned the meeting at 8:23 p.m.

Respectfully Submitted:

Loretta Mountjoy, Executive Assistant to the President

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