

## MINUTES

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

Tuesday, June 13, 2017  
Sierra Vista Campus  
6:00 p.m.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

Mr. Nelson called the meeting to order at 6:04 p.m.

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

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

##### **Board Members Absent:**

Mr. Tim Quinn

##### 1.02 Pledge of Allegiance

##### 1.03 Adoption of Agenda

Dr. Rottweiler requested the classification for Consent Action item 2.01.1 be changed to Professional Staff. Action item 2.02 – Placeholder for Instructor, Residential Building Construction, and Action item 2.05 – Intergovernmental Agreement (IGA) with Graham County Community College District be pulled from the agenda. The agenda was otherwise adopted as published.

##### 1.04 Citizen's Interim

There were no requests to address the Board.

##### 1.05 Standing Reports

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

Mrs. Strain reported that AADGB had meetings scheduled for June 8 and 9 on the Coconino Campus, however, the June 8 afternoon segment was canceled, and the June 9 meeting was also unexpectedly canceled, so no further report was provided.

##### **1.05.2 Senate**

A Senate Report was not provided; summer break.

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

A Student Government Association report was not provided; summer break.

### **1.05.4 College President**

Dr. Rottweiler gave a legislative update noting the state approved the fiscal year 2018 \$9.8 billion budget. In the approved budget, Pima Community College District and Maricopa Community College District were re-included in the formula funding. There was no funding attached, but they are now recognized in the state budget. This information is important to the college as preparations for the fiscal year 2019 budget begins. Initial discussions during a recent Arizona Community College Coordinating Council (AC4) meeting, noted that adding Pima and Maricopa directly back into the formula could double or triple the funding request for community colleges, which would likely not get funded. During AC4 meeting, a mutual agreement was made to seek options that would not have any additional funds come out of existing college funding; do not want options that redistribute already allocated resources.

Dr. Rottweiler noted he sent Board members a copy of the End of Session Report as provided to AC4 from Pivotal Policy and Consulting. During the AC4 retreat discussions took place regarding finding better ways to position community colleges with the legislature; hope to have this discussion with AADGB.

Dr. Rottweiler informed the Board of new AC4 leadership, which includes Dr. Maria Harper-Marinick, Chancellor at Maricopa Community College, will be the incoming President; Dr. Colleen Smith, President at Coconino Community College, will be the Chair Elect; and Dr. Jackie Elliot, President at Central Arizona Community College, will be the Secretary/Treasurer.

Master Facilities Update: Dr. Rottweiler provided an update on the May 9 Board approved Intergovernmental Agreement (IGA) with Willcox Unified School District; the college has transferred the relocatable building titles to the Willcox School District.

In his general comments: Dr. Rottweiler updated the Board on the May 9 Board approved IGA with Santa Cruz County Provisional Community College District (SCCPCC) allowing the college to provide teach-out services over the next 18 months. With that approval, administration sent the teach-out plan to the Higher Learning Commission (HLC), which has been received and is being processed; but may take up to six months to receive approval notification. The college signed a lease for a teach-out location at 870 West Shell Drive. Once the final payment for services rendered last year is received, the college will close out the relationship with SCCPCC, except for the responsibilities to teach-out.

The college had a site visit to review the Paramedicine Program. There were no deficiencies found and the college has met all standards. One site visitors remarked that this is the first time there has been a site visit with all the standards met and no deficiencies. The recommendation will now move onto their Board. Cochise College will be one of seventeen Paramedicine Programs that will be nationally accredited. Dr. Rottweiler gave kudos to Dean Lakosil and her team in Allied Health.

Dr. Rottweiler thanked Board members for their support and participation in the Commencement Ceremony and GED Graduation. He expressed his personal appreciation for their efforts to attend events, stating their presence goes a long way in showing their leadership. He also thanked Mr. Nelson, Mr. Quinn, and Mrs. Strain for participating in the President's Leadership Academy; noting the participants spoke favorably of the leadership and guidance the Board members provided.

Dr. Rottweiler provided an Administrative Computing Report Card along with detailed supporting reports to the Board, some of which included:

- New server cut-over completed on May 21; transition without incident
- Implemented a ticketing system – provided a report to the Board noting the average time to close (5.6 days); 92 tickets opened since implementation, and only 15 currently still open
- Banner Document Management System (BDMS) Upgrades – allows the college to be more paperless, scanning of documents stored in the Banner system
- Workflow Project Phase 1 electronic approval system – installation, setup, and procedures and processes defined
- Auto upload of placement scores
- Student address verification POPUP – when students go into the system a popup will require updated address information - in final user testing
- Clean address implementation for student Self Service Banner (SSB) – third party checks the address compared to the Post Office – decrease number of returned mail that is due to incorrect address information
- Employee address web intake form – same process as student address check
- Client Relationship Management (CRM) review and business case
- Script Director installation – program that allows transcripts, applications, and other reports look more pleasing
- Project Portfolio and tracking on the Portal – way to understand the projects being worked on
- Communication plan development for acceptance letters
- Infrastructure Readiness Assessment – to ensure the college has the appropriate infrastructure to support Banner upgrade; disaster recovery; redundant systems on the Sierra Vista and Douglas Campus
- Planning – Banner 9 (full system) upgrade need to move by December of 2018. Very detailed Project Plan Roadmap was provided to the Board for review.

Announcements:

- Leaving on June 14 to attend the College National Rodeo Finals – six student athletes participating; five male and one female.
- Met with Executive Vice President, Melissa Vito and Melody Buckner on the University of Arizona Campus; planning to bring the new University President to Cochise County in the coming months.

Dr. Rottweiler addressed Mr. DiPeso's inquiry regarding the security of the duplicate server systems; noting the college's long-term intentions are to go to the Cloud Service in the future, but the costs are substantially more than hosting on site. The main server system will be hosted on Sierra Vista Campus with the second duplicating system hosted on Douglas Campus.

Mr. DiPeso inquired about the status of (SCCPCC); Dr. Rottweiler noted they are still looking for a partner and will know more following an upcoming Pima Community College Governing Board meeting.

Mrs. Strain asked what the expectations are for trustees in regards to Pima and Maricopa Community College being added back into the budget. Dr. Rottweiler stated nothing needs to be done at this time; Chief Business Officers are working to see how they can be put back into the formula. It is in the best interest of other community colleges to have Pima and Maricopa put back into the formula, but do it without taking existing funding away from colleges.

Mr. Ortega asked what Board members, as trustees, can do to help to become more relevant, as it refers to legislature. Dr. Rottweiler responded informing the Board that they have opportunities to meet with elected officials and remind them that the community college serves the most students in higher education sector. The future of Arizona economy will be in the middle skills; more than a high school diploma, but less than a Bachelor's degree. As Board members meet with Legislative District 14 representatives, remind them that community colleges are important and the state needs to step up and restore funding to community colleges.

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

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

## **2. NEW BUSINESS\***

## **ACTION**

### **2.01 Consent Agenda \***

The following items were approved:

- 2.01.1 \* **Professional** Staff; Appointment (Judith Lehman, Testing Services Specialist, Douglas Campus) **Changed from Classified**
- 2.01.2 \* Administrative Staff; Appointment (Sharon Buono, Budget and Asset Manager, Sierra Vista Campus)
- 2.01.3 \* Classified Staff; Resignation (Alex Alvarez, Maintenance Security Technician II, Santa Cruz Center)
- 2.01.4 \* Classified Staff; Resignation (Leticia Cuevas, Registration Technician II, Santa Cruz Center)
- 2.01.5 \* Classified Staff; Resignation (Bridgett Dannels, Graduation Technician, Sierra Vista Campus)
- 2.01.6 \* Classified Staff; Resignation (Brenda Eastman, Aviation Mechanic I, Douglas Campus)
- 2.01.7 \* Classified Staff; Resignation (Christie Monreal, Office Assistant II, Santa Cruz Center)
- 2.01.8 \* Classified Staff; Resignation (Aleisdy Palazuelos, Department Assistant, Santa Cruz Center)
- 2.01.9 \* Administrative Staff; Resignation (Richard Bell, Chief Flight Instructor, Douglas Campus)
- 2.01.10 \* Administrative Staff; Resignation (Karlee Moxley, Academic Career Advisor, Sierra Vista Campus)

- 2.01.11 \* Coach; Resignation (Jesus Arzaga, Assistant Men's Baseball Coach, Douglas Campus)
- 2.01.12 \* Coach; Resignation (Daviyonne Weathersby, Assistant Women's Basketball Coach, Douglas Campus)
- 2.01.13 \* Classified Staff; Retirement (Anna Molina, Department Assistant Residential Life, Douglas Campus)
- 2.01.14 \* Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District and The City of Douglas to Continue to Operate Transit Services to the Douglas Campus
- 2.01.15 \* Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District and Cochise Technology District to Continue to Provide College Level Credit Classes
- 2.01.16 \* Acceptance of Minutes for May 9, 2017 – Truth in Taxation and Public Hearing
- 2.01.17 \* Acceptance of Minutes for May 9, 2017 – Regular Meeting

Mr. DiPeso moved and Mr. Ortega seconded a motion to approve the Consent Agenda, with the classification change to Professional Staff for item 2.01.1. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

## **2.02 Placeholder – Professional Staff Appointment – Instructor, Residential Building Construction.**

This item was pulled from the agenda.

## **Introduction of New Employees**

Michelle Landis, Controller, introduced Sharon Buono, Budget and Asset Manager. Jennifer Greame, Director of Talent Management, introduced Judith Lehman, Testing Services Specialist. LaMont Schiers, Vice President for Administrative Affairs, introduced Ronda Yost, Executive Administrative Assistant, and Lowell Fermenich, Food Service Director with A'viands.

Mr. Nelson welcomed the new employees, stating it is wonderful to grow our own employees.

## **2.03 Extension of Administrative Computing Assessment and Staff Augmentation Plan**

The administration brought forward a recommendation to extend the Administrative Computing Assessment and Staff Augmentation Plan with CampusWorks. Dr. Rottweiler stated in October 2016, the college contracted for Administrative Computing Services under an emergency procurement process. The current contract with CampusWorks ends June 30, 2017. A recommendation is being made to extend the contract under the emergency procurement process, which can be done only one time. The recommended extension is for nine months, with two re-visit options; one at three months and one at six months to determine if continuation is needed. Mr. Ortega inquired about the notification period, if the college chose not to continue after the third month. Dr. Rottweiler replied the agreement has a notification period, with a no penalty non-fault renewal. Mr. Ortega moved and Mrs. Strain seconded a motion to approve the extension of the Administrative Computing Assessment and Staff Augmentation Plan. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

**2.04 Intergovernmental Agreement Between Navajo County Community College District and Cochise County Community College District for the Provision of a Partnership Respiratory Therapy Program Within Navajo County**

Dr. Rottweiler stated the Allied Health Department has been running a Respiratory Therapy (RT) Program authorized by the educational accrediting agency to run a twenty student cohort every two years. Finding it more difficult to get twenty students in the Cochise County cohort, there is a desire to share the program with other colleges. Cochise College will form an Intergovernmental Agreement (IGA) with Navajo County Community College District (Northern Pioneer College), and one with Graham County Community College District in August; forming a three-college consortium. This IGA will outline that their students will take all the prerequisites at their home school; they will then apply to get into the Cochise College RT Program. Services will be provided via Cochise Connect and on-site clinical experience. Students will graduate with an associates of applied science degree from Cochise College. This allows the college to broaden the educational program and cost share with sister schools. The college is requesting, of the accrediting body, to expand the student enrollment allocation from twenty to thirty students, which would mean every two years, each of the three districts would have ten slots allocated. Dr. Rottweiler recommended the IGA to the Board for approval. Mr. DiPeso asked how much time other district students would spend on Cochise Campus; Dr. Rottweiler replied that students would not spend much time in Cochise County, they would utilize technology to provide the didactic portion, and the clinical portion will be at facilities within their own county. Cochise College will have a faculty member that will travel to all of the sites. When students are in the program, they will pay Cochise College tuition; when they are doing the prerequisites, they will be paying their local community college district's tuition.

Mrs. Strain moved and Mr. DiPeso seconded a motion authorizing the College President to execute an Intergovernmental Agreement with Navajo County Community College District to develop and implement a partnership education program to be launched in January of 2018 leading to an Associate of Applied Science degree in Respiratory Therapy. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

**2.05 Intergovernmental Agreement Between Graham County Community College District and Cochise County Community College District for the Provision of a Partnership Respiratory Therapy Program Within Graham County.**

This item was pulled from the agenda.

**2.06 Intergovernmental Agreement Amendment #2 Between The City of Sierra Vista and Cochise County Community College District to Provide a Burn Facility for Ongoing Training for Sierra Vista Fire and Medical Services Personnel and College Students in Fire Science Programs**

Dr. Rottweiler noted the college has had an ongoing IGA with the City of Sierra Vista to share facilities for the Fire Science Program. The IGA Amendment being presented highlights the purchase of a burn facility by the City of Sierra Vista, which allows the college to utilize. The college will also be providing some resources for the purchase of the facility. Insurance and risk management will be covered by the City. Dr. Rottweiler credited Dean Clyne Namuo for partnering with the City for this project. Mr. Ortega moved and Mr. DiPeso seconded a motion authorizing the College President to execute amendment #2 to the Intergovernmental Agreement (IGA) with the City of Sierra Vista to provide a burn facility for ongoing training for

Sierra Vista Fire and Medical Services personnel and college students in Fire Science Programs. 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:

- Beth Krueger, Dean of Mathematics and Sciences received a letter from Ron Aguallo, Superintendent of Douglas Unified School District acknowledging five Cochise College students for their participation in helping to make the 2<sup>nd</sup> Annual Pre-K through 8<sup>th</sup> Science Fair a remarkable and extraordinary success. The students being acknowledged are Natalia Alonso, Jasmine Corro, Kim Yanez, Marlene Gomez, and Abigail Neiblas.
- Mr. Nelson, Governing Board Chair, announced that the Governing Board had received a letter from the Arizona State Board of Education offering deep gratitude to Dr. Rottweiler for his service on the Arizona State Board of Education as the Community College President Representative. Mr. Nelson read the letter, of which recognized Dr. Rottweiler's tireless advocacy for the college and career readiness preparation of K-12 students, his passion about adopting rigorous academic standards to prepare students for college-level coursework without the need for remediation, His booming presence during Board meetings where he consistently presented sound reasoning and judgment on difficult and complex policy issues, and recognition of his steadfast commitment focusing on student outcomes. Dr. Rottweiler was also presented with a Crystal Apple Award.

#### 3.02 Revised Governing Board Policy 628 – Sick Leave – Benefited Employees

*(Per Governing Board Policy 207 – Board Policy Creation and Review, policy changes related to wages, benefits, or working conditions require two readings. The following policies were presented as a first-read for review and consideration and as noted in the policy footers, they have gone through the necessary channels prior to coming to the Board for a first-read.)*

Revised Governing Board Policy 628 – Sick Leave – Benefited Employees, was presented as a first-read for review and consideration. The proposed revised policy includes additional uses of sick leave required by the Arizona's Fair Wages and Healthy Families Act, to include domestic violence, sexual violence, abuse or stalking. In addition, the definition of immediate family is expanded to include siblings, stepchildren, grandparents, grandchildren or legal dependent related by adoption, blood or marriage. Dr. Rottweiler, based upon his authority per Policy 210, will institute interim Revised Governing Board Policy 628 effective July 1, 2017 based on the Board's ratification at the Governing Board meeting on August 8, 2017.

#### 3.03 Revised Governing Board Policy 636 – Tuition Exemption

Revised Governing Board Policy 636 – Tuition Exemption, was presented as a first-read for review and consideration. The proposed revised policy clarifies the fact that courses with differential tuition are not eligible for full tuition exemption. Eligible employees and dependents shall receive a reduced differential rate equivalent to the regular in-state tuition rates. The policy will be brought to the August 8, 2017 Governing Board meeting for approval. Dr. Rottweiler informed the Board that they could choose to cover the full tuition as part of

their waiver authority under the Arizona Revised Statute. Mr. Nelson asked to receive the estimated costs should they choose to recognize their authority. Dr. Davis will provide the estimated costs to the Board for consideration.

### **3.04 New Governing Board Policy 633 – Sick Leave – Non-Benefited Employees**

New Governing Board Policy 633 – Sick Leave – Non-Benefited Employees, was presented as a first-read for review and consideration. The proposed new policy provides for the accrual of and use of sick leave effective July 1, 2017 as required by the Arizona's Fair Wages and Healthy Families Act, enacted by Proposition 206. Dr. Rottweiler thanked the Human Resources Department, under the leadership of Dr. Davis, for their work in preparing the new policy. Dr. Rottweiler, based upon his authority per Policy 210, will institute interim New Governing Board Policy 633 effective July 1, 2017 based on the Board's ratification at the Governing Board meeting on August 8, 2017.

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

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

- Mrs. Strain:
  - Commended Jennifer Graeme, Cochise College Director of Talent Management for her presentation during the Chamber of Commerce event, noting it was well-prepared and a proud representation of the college.
  - Referenced a Time Magazine Article discussing the relationship between community colleges and workforce development.
- Mr. DiPeso:
  - Commended Dr. Rottweiler for his work on the Arizona State Board of Education.
  - Wished Loretta Mountjoy, Executive Assistant, a happy retirement, noting she would be missed.
- Mr. Nelson:
  - Attended the Leadership Academy, noting it was an enjoyable experience and the importance of having excellent expertise in staff. He thanked Ms. Mountjoy for her expertise being the executive assistant for eleven years.

## **5. ADJOURNMENT**

Mr. Nelson adjourned the meeting at 7 PM

Respectfully Submitted:

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Crystal Wheeler, Executive Assistant, Office of the President

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Mr. Danny Ortega, Secretary of the Governing Board