

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, May 9, 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
Mrs. Jane Strain
Mr. Tim Quinn
Mr. Danny Ortega

1.02 Pledge of Allegiance

1.03 Adoption of Agenda

Dr. Rottweiler stated the agenda would stand 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, representative to the AADGB, provided a report. She stated AADGB will meet on June 8 & 9, 2017 in Flagstaff, on the Coconino Community College campus. They will hold a strategic brief from 2:30 – 4:30 p.m. on June 8th, which will be a collaboration-type meeting with the presidents. They will do a full meeting with all ten AADGB representatives from 10 a.m. – 1 p.m. on Friday, June 9th. From that, she will bring back great things to discuss in terms of the state level organization of trustees.

1.05.2 Senate

Wendy Davis, Vice President for Human Resources, stated the Senate met last month; three policies were reviewed and will be presented to the Board for information at the June meeting.

1.05.3 Student Government Association (SGA)

A Student Government Association report was not provided.

1.05.4 College President

Related to legislative action, Dr. Rottweiler stated the legislature approved a \$9.8B budget on Friday; it's expected to be signed by the governor. The budget does include community college funding at the formula levels. That is a slight change in the formula we based our budget on during the budget work session – about \$138,000 less, based on updated numbers in the formula, primarily around equalization. As new property valuations come in, it causes the formula to adjust. We've made those adjustments, and as we bring the budget forward to the Board next month, the Board will see those. We've anticipated some adjustments; we were hopeful it would go \$130K up rather than down, but that is sometimes how 'the formula bounces'.

Dr. Rottweiler stated that any discretionary funding in the \$9.8B budget went to K-12 and universities. It's being touted as the education budget, although no additional resources came to the community colleges. However, we were pleased that Pima and Maricopa were returned to the budget, but with no funding. At least they will once again be a line item in the budget, which will help them to, at least, be recognized. There are some major issues with the funding formulas, and work will continue there. There have been some unique things happening both to Pima and Maricopa, as well as to the Pinal District, which had some things happen in previous years, and we're seeing the ramifications of those things continue. As he briefed the Board by email, the Gila Community College District, which is a provisional district, was able to get an additional \$250,000. Most understand that this seems a little strange and was not in the funding formula, but they were too far down the budget process and everyone had mixed agreement; therefore, it is a good day if you're in the Gila Community College Provisional District.

It is anticipated that the legislative session will close tomorrow, or Thursday at the latest. There are no pending bills that affect community colleges. By and large, we came through the budget process, as well as the legislative process, once again in a fairly defensive mode. We were able to at least protect those things we did have. As Mrs. Strain reported, the presidents will be meeting in Winslow for a retreat; the main topic will be our legislative agenda. We are going to try to get out in front and try to move some initiatives forward.

In the area of master facilities, Dr. Rottweiler reported that the last of the 'dominos' coming off of the Downtown Center are well underway. The last of those is the removal of some of our auxiliary buildings (P-1 through P-4 buildings). P-3 and P-4 have been abated of asbestos and are scheduled to be torn down and removed right after commencement. P-1 and P-2 will remain – they will be fenced off and become part of the maintenance yard and will serve as long-term covered storage.

Dr. Rottweiler shared with the Board that there has been significant landscaping done on the Douglas Campus. Much of it has been completed; some grass has been removed and replaced with xeriscaping to become much more water sensitive, and significant work has been done around the gym and the administration building.

The Board will see, as they attend commencement on Friday, the campus looks great! Some will say the campus looks better than it ever has.

Dr. Rottweiler stated that the pavilion for the stage at the Pit Fire site has arrived. Over the course of the next couple weeks they'll begin to put the cover over the stage as the Pit Fire becomes much more prominent.

Dr. Rottweiler informed the Board that the Trust, our general liability provider, requires that all their clients, which includes the college, be inspected every three years with a walk-through and safety inspection. The inspection is typically planned for five days; last week our inspection occurred, and it was concluded in two days. The inspector was impressed with our safety efforts and left with no major findings and believes the college is in good shape. Consistent with any inspection, they did find two minor findings with two recommendations – 1) in the Art department (a grinder needed to have a cover replaced), and 2) recommended that the drill press in the CTE building be attached to the floor. Dr. Rottweiler acknowledged the maintenance staff, custodial staff, and all our employees who are safety conscious. We work really hard to be safe in all the things we do, and that is showing as it relates to our general liability.

In his general comments, Dr. Rottweiler stated the Board will see on the agenda this evening, an IGA with the Santa Cruz County Provisional Community College District. After weeks of negotiation, he is happy to bring the IGA forward to provide ongoing teach-out services in Santa Cruz County. With that action item will come some other things related to reduction in force that will be required as we downsize our staff there. He will be happy to address questions/concerns when we get to those action items.

Dr. Rottweiler shared information on a letter received by Chair Nelson from the Government Finance Officers Association, notifying him that Cochise College was the recipient of a Comprehensive Annual Financial Report for the fiscal year and qualifies for a certificate of Achievement for Excellence in Financial Reporting. This is the gold standard as we look at our financial reporting. He acknowledged Vice President Schiers and his entire shop for their hard work and efforts.

Dr. Rottweiler also wanted the Board to be aware that the college received a plaque of appreciation from the Arizona Department of Corrections, Douglas Complex, recognizing the colleges many years of providing space for the Law Enforcement Torch Run for the Special Olympics. They have utilized one of our parking lots on the Douglas campus to start and end their torch run. It's a safe environment, and they want to be in a public space where they can be seen. They have recognized the college, and Dr. Rottweiler shared the plaque with Board members.

Dr. Rottweiler thanked the Board members for their participation in "An Evening at the Races", which was the Foundation's first event to try to raise funds for a scholarship initiative. The event was well attended, and he was happy to report that the resources that came in will go a long way in assisting students and our initiatives around assisting in a Cochise County guaranteed scholarship program. He acknowledged and thanked Denise Hoyos; it was a wonderful event, and all comments have been very positive. He thanked the Board members for their leadership and generous donations. They set a good example for the rest of the college and for the community in support of student scholarships.

Regarding Administrative Computing, Dr. Rottweiler reported on key activities that have occurred in this area. We have been working on trying to build a new server for our database; that database is now up, the server is ready for cut-over, and the plan is to do this on May 21st. We're trying to work around student enrollments, as well as the end of the academic year. Immense testing has gone into this; we are seeing some of the benefits of our work with CampusWorks in leading a much more comprehensive testing process. We expect this will go over without consequence; however, if there are consequences, we stand ready to try to fix them. We'll do this when the college has moved to summer hours when the campus is closed on Fridays.

One of the other initiatives that was put forth in Administrative Computing is the ticketing system for any issues that need to come before Admin Computing. To-date, we have received 74 tickets with 11 remaining open. We are doing a much better job of solving problems, fixing issues, and moving forward. We will continue to track using our ticketing system to know where the issues are and see if we can head off major issues before they arise.

Dr. Rottweiler stated another major area we're working through is the Banner Action Team (BAT), which is a review and establishment of a number of IT policies. He provided the Board with a list of recommended policies that came from David Boman, who is the acting director of admin computing. Some of the policies are currently in existence, but will need to be adjusted and changed. He has asked the BAT to review all of the policies so that we're doing a much better job of documenting all changes and all things that have occurred within our system.

Project-wise, we are continuing to work through a number of the projects that have been on the list. They consist of:

- Work on our Course Program of Study – this is a requirement for our federal financial aid. That project is on hold, pending the upgrade of the new server.
- Placement Score Uploads – this is when students come in and do their placement testing; we can get an automatic upload of those scores instead of manually putting them in. That project is currently in testing, so the work has been done and will soon be implemented.
- Unofficial transcripts – the ability for students to be able to access unofficial college transcripts through their self-service Banner is under development. We expect to see some product of that soon.
- Pop-up request – a request for when a student looks at anything within our Banner system that a pop-up appears that asks them to verify their contact information. This is currently in testing. This will go a long way in helping us insure that when student change address, phone number, and emails, that we have their most recent information.
- Web online application, communication plans, workflow.
- Sick leave accrual is currently in testing – Prop 206 requires us to track sick leave for all employees when they work 30 hours. This will require us to track all associate faculty, as well as students. Thanks to the work of Human Resources and in conjunction with Admin IT, we have a solution that is in testing that will allow us to track and put all of those hours into our system.
- Likewise, the federal government has required us to do some things around Title IX and making sure students are briefed and informed related to sexual violence. That is in development, and we hope to be able to implement that, as well.

- Other things around faculty load modules and electronic personnel action form.

We're trying to become much more efficient. Thanks to the hard work of our staff in Admin IT, under the leadership of David Boman and our partnership with CampusWorks, we're seeing some very successful projects begin to work through.

Dr. Rottweiler stated that, based upon that, as we're looking forward, we're seeing some fairly significant changes in software, as it relates to admin computing. A meeting was held with the Banner Action Team, and reached a decision point of whether we move from Banner 8 to the new software, Banner 9 (Banner 8 will no longer be supported, effective December 2018) and we will be required to go to Banner 9. We asked the BAT if they were willing to consider looking at other options. They agreed to do that, so we initiated what we've been calling our 'window shopping project'. We invited in four vendors to present their product to see if there was any interest. The BAT met last week and decided that we want to move forward with our Banner 9 implementation. We are working through all the project management and setting a course with deadlines we'll work through so we can be up on our Banner 9 system by December 2018. In order to help facilitate that, Dr. Rottweiler informed the Board he has requested an extension of our services with CampusWorks for additional months. They were brought in under an emergency procurement process, and we're allowed to extend them one time. He has asked them to extend one time, with three cut-off points – after three months, six months, and nine months, and they have agreed to do this. He will be bringing to the Board, in June, a contract for approval to extend their services, with those three, six, and nine month increments. He believes, moving forward, we need their services for three additional months, we may need it for six months, and he hopes we don't need it for nine months. That said, he wants to make sure because there's work being done, we're making progress, and he doesn't want to have to start anew if we can avoid that.

Because the BAT has made some important decisions, we'll begin the process of bringing in Banner 9, and as that occurs, we'll have some other decisions to be made. Along those lines, Dr. Rottweiler stated he has requested, as part of that extension to expand the scope just a bit, to do what he is referring to as an Infrastructure and Technical Architecture Review (he provided the Board a handout of the review). He wants to insure that we have all of the infrastructure and technical architecture in place to support that. He doesn't want to get three or six months into this project, and then find out we have the wrong firewall, network, etc. He doesn't want starts and stops – he wants it planned out so that we can have this up and running and moving forward prior to December 2018, but we must do that because the support for Banner 8 will conclude at that time. Part of the discussion we'll continue to have related to this is, what portion do we move to the cloud so we no longer need to maintain here on premise. At this point, he's recommending to hold it on premise, but will look to potentially moving to the cloud at the end of the functional life of the new servers brought in for Banner 9.

Dr. Rottweiler shared an initiative that Dean George Self brought to him, and provided the Board with a handout. The Center for Lifelong Learning will offer advanced online training for physicians and sonographers beginning this Fall. As far as we can determine, this is the only such program in the United States that is being offered by a college rather than an equipment manufacturer. This is also the first locally developed online class that the Center for Lifelong Learning has ever offered.

This Fall, Fetal Echocardiography will be offered; however, other advanced classes are being developed. We have hired an instructor who is a multi-credentialed sonographer, with thirty years of experience. As the Board is aware, this is one of the initiatives that came out of our healthcare programs. It was determined that we should do it initially as a non-credit, continuing education for those already working in the field. We will be providing that as we continue to look at potentially sharing in the future with other community colleges to offer it as a for-credit program. The instructor is working to provide advanced sonography training that fits into busy practitioner's schedules. Until now, physicians and sonographers who spend thousands of dollars to attend seminars for this type of training will soon be able to get the same training online, at a fraction of the cost, and at a convenient time. As Mr. Self said, this is an exciting opportunity, the first of its kind, and he is extremely proud that Cochise College is, once again, on the forefront.

Dr. Rottweiler then reminded the Board of some upcoming events:

- Nurses Pinning is scheduled for Thursday, May 11th, on the Douglas Campus. A reception will be held at 5 p.m. in Room 501 in the Student Union, with the Nurses Pinning to follow at 7 p.m. on the mall adjacent to the library.
- Commencement will take place on Friday, May 12th, on the Douglas Campus. The President's Reception will be held at 5 p.m. in the Student Union, followed by Commencement, beginning with the processional precisely at 7 p.m.
- The GED Recognition Ceremony is scheduled for Thursday, May 18th at 6 p.m. in the Student Union Community Room on the Sierra Vista Campus.

The President's Leadership Academy is scheduled to be held beginning on Monday, May 15th, and he provided the Board with the full schedule. He drew their attention to Day 3, where he created time, based upon last year's academy, for what he is calling, "Learning From the Board", from 11:15 a.m. to noon. He invited any/all Board members to join them to provide their prospective on leadership and how leadership is needed within the community college system, and Cochise College in particular. He would welcome them to attend, and then join them for lunch between noon and 1 p.m. Last year Mr. Quinn and Mrs. Strain participated, and after being caught off-guard, they did a wonderful job; it was requested that they return this year. Dr. Rottweiler stated if they are unable to make it - that would be fine. Experts from around the country will be presenting; however, he also would like to give the attendees the opportunity to learn from the Board members themselves.

Discussion followed around administrative computing – not only the tracking of the tickets that are being resolved, but they are tracking the time it takes for the individual tickets to be resolved. Also discussed was Financial Aid, and if there is an attempt to provide something that a student can log into to learn about the financial aid process. Dr. Rottweiler stated he is concerned regarding federal financial aid on a couple issues. The FAFSA site was hacked, which has caused problems with their ability to coordinate with the IRS. We're also under some new leadership with the Department of Education, and where they're headed in some directions is also cause for some concern. We're moving forward on projects, but there will be lots of changes related to federal financial aid. Mr. Quinn wanted to confirm that the sonography course is currently not for credit, but the intent is to move toward that in the future. Dr. Rottweiler stated we are going to have discussions with some of our sister schools. Like respiratory therapy, we believe these are unique programs that we would like to provide, but we probably don't have enough demand in Cochise

County alone. We're continuing to look at sharing academic programs with other schools. As in the case of respiratory therapy, we will be partnering with Eastern Arizona College and Northland Pioneer College. We are trying to get our accreditation changed to allow thirty students in, and will try to do 10 – 10 – 10. It will be a Cochise College program, the students will graduate from Cochise College, but we'll do an on-site in their county, at their college, they'll take all the prerequisites under the other college, and then do their clinicals as close to home as possible in an effort to try to provide these needed services in rural Arizona. Again, Mr. Quinn asked for confirmation that there is no college credit yet. Dr. Rottweiler stated that is correct. When we start giving college credit, it will be for those desiring to become sonographers; this training is for physicians and those already in the field.

Mr. Nelson stated that on the Cochise College IT Policy Listing, at the top there's a section called 'deprovisioning' students, student workers, staff. What does deprovisioning mean. Dr. Rottweiler explained that is the policy related to the student worker/staff, and when they change jobs or leave the college, this is the policy that takes away their access. There are concerns, at times, that when individuals leave the college or change jobs, that we're not changing their access; it's part of a security measure to protect data as people transition in and out of the college. Mr. Nelson stated he believes that the end of June/July would be the end of the six month contract with the computing consultants, and he believes Dr. Rottweiler will be requesting an extension of the contract. Mr. Nelson requested that, in his comments at the June Governing Board meeting, Dr. Rottweiler outline what we were looking for, this is what we've been able to do, these are the problems we've run into, and this is why we're asking for additional time. Basically, he would just like to see a 'report card' of what's been done and how far along we are with what we originally wanted to do. Dr. Rottweiler stated he will provide this information at the June meeting.

Mrs. Strain inquired if Board members were limited to attending the President's Leadership Academy on May 18th. Dr. Rottweiler stated Board members were welcome to attend any day they were available to attend.

1.05.5 Monthly Financial Report – April 2017

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

2. NEW BUSINESS

ACTION

2.01 Consent Agenda

- 2.01.1 * Professional Staff; Appointment (*Debra Carroll, Accounts Payable Specialist, Sierra Vista Campus*)
- 2.01.2 * Faculty; Appointment (*Jesse Smith, Instructor of American Sign Language, District-wide, based on the Sierra Vista Campus*)
- 2.01.3 * Faculty; Appointment (*Phillip Whatley, Instructor of HVAC, Prison Education, Douglas Prison Complex*)
- 2.01.4 * Classified Staff; Transfer (*Victoria Bettencourt, Accounts Receivable Technician Lead, Sierra Vista Campus*)
- 2.01.5 * Classified Staff; Transfer (*Ronda Yost, Executive Assistant for Administrative Affairs, Sierra Vista Campus*)

- 2.01.6 * Administrative Staff; Transfer (*Debbie Craig, Payroll Supervisor, Sierra Vista Campus*)
- 2.01.7 * Administrative Staff; Transfer (*Bruno Talerico, Director of Emergency Medical Services Program, District-wide, based at the Downtown Center*)
- 2.01.8 * Faculty; Transfer/Reassignment (*Terri Berg, Instructor of Student Success, Sierra Vista Campus*)
- 2.01.9 * Professional Staff; Resignation (*Elizabeth Ferro, Testing Services Specialist, Sierra Vista Campus*)
- 2.01.10 * Administrative Staff; Resignation (*Sheri Gonzalez, Payroll Manager, Sierra Vista Campus*)
- 2.01.11 * Faculty; Resignation (*Mary King Power, Instructor of English, Douglas Campus*)
- 2.01.12 * Faculty; Retirement (*Belinda Burnett, Chief Flight Instructor, Douglas Campus*)
- 2.01.13 * Classified Staff; Reduction in Force (*Art Gillette, Auto Mechanic, Douglas Campus*)
- 2.01.14 * Faculty; .49 Re-appointment (*Albert Kogel, Instructor of Art, Sierra Vista Campus*)
- 2.01.15 * Faculty; .49 Re-appointment (*Monte Surratt, Instructor of Art, Douglas Campus*)
- 2.01.16 * Renewal of Programs of Study Consortium Intergovernmental Agreements (IGS's) with Cochise County Community College District and Cochise County School Districts
- 2.01.17 * Renewal of Intergovernmental Agreements (IGA's) with Cochise County School Districts for Dual Enrollment Courses
- 2.01.18 * Curriculum Changes
- 2.01.19 * Acceptance of Minutes for April 11, 2017 – Special Budget Work Session
- 2.01.20 * Acceptance of Minutes for April 11, 2017 – Regular Meeting

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

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

Eric Brooks, Acting Dean of Liberal Arts, introduced Jesse Smith; George Self, Dean of Extended Learning, introduced Phillip Whatley; Wendy Davis, Vice President for Human Resources introduced Debbie Craig; and Jennifer Lakosil, Dean of Nursing and Allied Health, introduced Bruno Talerico.

2.02 Faculty - .49 Appointment

Dr. Rottweiler stated this item was on a previous agenda – the retirement of Belinda Burnett and then the rehire at a .49 appointment. As we had some changes in our aviation program, she rescinded that to assist Cochise College. It is now coming to the Board as a new .49 appointment. Mr. Ortega moved and Mrs. Strain seconded a motion to approve the Faculty - .49 Appointment for Belinda Burnett, Chief Flight Instructor. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

2.03 Intergovernmental Agreement Between Santa Cruz County Provisional Community College District (SCCPCCD) and Cochise County Community College District for a Teach-out Arrangement

Dr. Rottweiler stated the Board has been briefed numerous times over the past several months regarding our relationship with the Santa Cruz County Provisional Community College District. We gave them our intent to non-renew our IGA in November 2016. With that comes our responsibilities of teaching out those students who have started with us who are currently enrolled or have been enrolled in the previous three semesters. We put out a request to Santa Cruz Provisional to offer that IGA, which statutorily allows us the opportunity to provide those services in Santa Cruz County. The IGA currently before the Board was approved by their Board two weeks ago. He is recommending it to the Board for their approval. It is very specific in allowing us to teach only those students who have been enrolled with us previously. We will work through those students over the course of the next three semesters (a year and a half contract), which will end in December 2018, but it will allow us, under the direction of the Higher Learning Commission, to provide those students an opportunity to complete their degrees with Cochise College. Mrs. Strain moved and Mr. DiPeso seconded a motion to authorize the President to enter into an Intergovernmental Agreement with the Santa Cruz County Provisional Community College District to fulfill its teach-out responsibilities in Santa Cruz County, effective July 1, 2017 through December 31, 2018. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

2.04 Santa Cruz Center – Staffing Plan and Reduction in Force

Dr. Rottweiler stated that, as part of our reduction in force policy, we have a number of employees that will be transferring to other positions at Cochise College. However, as part of the overall plan, we are requesting there be a reduction in force for four employees. These employees have been notified, consistent with Governing Board Policy 639, and they each have an understanding of all employee rights and privileges to return under that policy. With the Board's approval of the IGA, three employees will continue with the college as we continue with the teach-out plan. Of the eleven benefitted employees, we have been able to relocate or place a number of positions. The four employees that are being reduced will continue to have the opportunity for transfer into an open position that comes available at Cochise College. He recommended the approval of the staffing plan for the Santa Cruz Center, with reassignments and the recommendation for the reduction in force, as presented. Mr. DiPeso moved and Mr. Quinn seconded a motion to approve the proposed staffing plan for the Santa Cruz Center, reassignments, and the President's recommendation of reduction in force, as presented. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

2.05 Agreement Between Willcox Unified School District and Cochise County Community College District Conveying Titles for Two Modular Buildings

Dr. Rottweiler stated that, consistent with our ongoing master facilities planning in 2008, Cochise College entered into an agreement with the Willcox Unified School District (WUSD) to lease property to construct the new Willcox Center. That center was completed, and as we transitioned into that, part of the lease agreement provided access to WUSD to utilize the two old modular buildings behind the superintendent's building. Those buildings were old and dilapidated, and not of great interest to the college; however, as part of the agreement, we allowed them to utilize them. Since that time, WUSD is desirous to utilize them in some different ways, including some remodeling to allow the Chiracahua Health Center to come in

and provide some services. In the course of them requesting the ability to change the format, we asked if they would be interested in assuming all responsibilities for those modular buildings. An IGA was prepared by Board attorney, Britt Hanson, and it has been approved by the WUSD for them to assume all responsibilities and take ownership of those relocatables. Dr. Rottweiler added that he doesn't believe it's in the best interest of Cochise College to retain those buildings, and if WUSD is willing to take them, as is, and assume all ongoing responsibilities, he believes it would be in the best interest of the college. He recommended the approval to the Board. Mrs. Strain moved and Mr. Ortega seconded a motion to authorize the President to enter into an agreement with Willcox Unified School District conveying two modular buildings from the college to the District. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

2.06 2017-2018 Aviation Fee Schedule Modifications

Dr. Rottweiler stated that, as the Board is aware, a lot of work has been done around our aviation fee schedule. In working with Dr. Fick, he would like to bring back, for some minor modifications, the fee schedule for aviation. Dr. Fick then provided the Board a handout and presented modifications to the 2017-2018 aviation fee schedule, including the new fixed rate fees for the professional flight program. He reviewed the new fee schedule modification changes from last month, which also included instructor time. Dr. Fick stated that some of the changes include a ten percent reduction, with the highest being a thirty-three percent reduction. Last month's total amount for flight fees was a little over \$58,000. He was able to pull \$9,000 out of that, and the new total is \$49,230. He added that it's not a matter of money, it's a matter of completion. He thinks there will be a positive impact on the finances because, under the current model, where there's a lot of students who just don't get the program done, we anticipate getting \$440,000 to \$450,000 in fees this year. However, if we have 40 students next year, we anticipate that, with the fixed fee system, we'll still come close to doubling our revenue. He believes that, having the students in, having them paid up front, and having them focused on getting through, will benefit them in completion, and still benefit the college from a financial basis.

Dr. Fick stated he looked at some comparators, and directed the Board's attention to a handout that was provided. He believes that the price we are at currently should place us in a very favorable light in terms of comparing with other institutions. With that, he proposed a modification from last month, which should show an overall 16% reduction in the cost of fees. Mr. Quinn asked Dr. Fick what indicators he has that says by requiring students to pay up front we will either retain or the loss of students will be less than allowing students to pay as they go – what is this based upon. Dr. Fick stated that, in the flight program, we have the ability to use our instructors in an 'accordion' fashion; in addition to our regular full time instructors, we also have some Pathways instructors. We will look at the enrollments we get and make some adjustments in staffing levels. After last month's meeting, people came out that heard we were going to limit the class to 40 students, and there were students who already wanted to pay in April for the Fall semester because they wanted to make sure they got into the program.

Dr. Fick believes this is an experiment to make sure we impact completion. There was some discussion around scholarships and other ways of financing flight. He will research some additional way for students to get additional funding; the Pell funding isn't going to do enough to get the student all the way through the program. In addition, he has been working with Denise Hoyos, trying to determine ways we can begin to do a better job of connecting students to scholarship opportunities. Mrs. Strain stated that, in the context of student success and student completion, this is every one of the best practice principles; it not only applies for this application, but for students in general, that the finances are strategically thought through, the

students are prepared, they have a plan, and they know what they're going after. This works everywhere. Dr. Rottweiler stated we do this in all our academic programs except for aviation. Mr. Quinn requested clarification of what it means to pay up front. Dr. Fick stated it means we need to have the money or some guarantee that we're going to have the money up front. Mr. Nelson stated that yes, this is an experiment, but a necessary experiment. We're dealing with two separate problems here, one being student completion. He believes this is a good move, and asking the Board to reduce the fees put in place last month is also a good move. We'll see where we are in January. Mrs. Strain moved and Mr. DiPeso seconded a motion to approve the proposed modifications to the 2017-2018 aviation fee schedule. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

The college received the following communications:

- Dr. Rottweiler received a card of thanks from Congresswoman Martha McSally, for hosting her for a tour and discussion at the Cochise College Downtown Center, and for his leadership and commitment to the community.

3.02 Information Technology Update

Dr. John Walsh, Director of Library Services, stated that this evening's Information Technology update will be a review of the library and instructional media services. He thanked the Board for the opportunity to present and for inviting them back. He shared that he is very proud of the impressive things the library and IMS staff have accomplished during the last three years. He then introduced Karly Scarbrough, Douglas Campus Librarian. Ms. Scarbrough stated it was her pleasure to present to the Board during her first year as the Douglas Campus Librarian.

Ms. Scarbrough stated that, when she started in August of last semester, it had been over three years since there had been a dedicated librarian on the Douglas Campus. Her first task was outreach; she attended new faculty orientations and emailed many instructors to inform them of who she was and the services she could provide to them and their students. In her first four weeks, she provided over ten library instruction sessions, going to classrooms, teaching students about the library – she conducted her 35th library orientation as of last week. Faculty members have responded positively to having a librarian in Douglas. Over the last year, approximately 15 students have come into the library seeking help for research and resources, not counting the students coming to the circulation desk needing reference guidance. Ms. Scarbrough stated that she and Pricilla Stone, Writing Lab Tutor, in the Teaching and Learning Center (TLC), have begun marketing their services to students as what she refers to as the 'One Stop Research Shop'; they can come into her office and get help with research and then hop over to the TLC to review their paper, make sure it's grammatically correct, and assist with citations.

Ms. Scarbrough stated she also works with Patty Bigwood, Sociology Instructor, and the library hosted one of her 'Grab and Go Boxes' events that her students came up with to help alleviate the problem of food insecurity on campus. Food insecure students do not know where their next meal will come from and are often hungry throughout the day. Ms. Bigwood's class discovered that over 40% of students on the Douglas Campus are food insecure. These stations allow food items to be collected and distributed to students in a

way that they don't feel embarrassed or shamed for taking food. They also competed in the Hunger Games Food Drive Competition as Team Library, coming in second place, collecting 124 boxes of food items to give out to students. Ms. Scarbrough provided a slide showing her accepting the 2nd Place Award; she was very pleased to be able to help out – it was just a small way of having the library be a donation and collection center for that project.

Ms. Scarbrough stated that this year the library worked on marketing their services in an engaging way for students by celebrating a comic book-themed banned books week (slide provided). They always celebrate Banned Books Week at the end September, but this year was their most popular theme to-date. They did superhero displays, props for students to do a photo station, and they saw a lot of traffic, not only in the library but on their social media sites as well.

Ms. Scarbrough shared that another goal of hers was to try to provide updated laptops that they check-out to students for seven days. Many of the laptops were outdated, the batteries no longer worked, or they ran very slowly. Students rely on these laptops to complete coursework at home. This semester the library was able to purchase 15 new laptops. They have received a lot of positive feedback from students on how efficient the new laptops are and how they make completing homework much easier for them.

In closing, Ms. Scarbrough wanted the Board to know what a pleasure it has been to be able to work as a librarian on the Douglas Campus. She believes they are making progress with faculty and students, and in marketing library services, and they are having a positive impact on Cochise College as a whole. She is very excited to continue these initiatives and in finding new ways to utilize the library for students and faculty. Ms. Scarbrough then introduced Alex Felton, Electronic Resources Librarian, who will present on some of the new digital services and outreach on the Sierra Vista Campus.

Ms. Felton stated that, since her last presentation, she has worked to find ways to make access to library materials, especially digital library materials, more easily accessible to students, staff, and faculty. She has worked with the IT department and Banner to streamline the process to get students from Banner into the integrated library system, and to provide access to digital library materials through the single sign-on process that students use to access the portal to get their grades, classes, and to view anything they need to know about the college. She stated she has also worked hard to streamline or automate many of the administrative processes in the library to help them work more efficiently. The less time they spend on administrative processes, the more time they have to spend with students, which is the real mission for the library. They continue to add more databases and online library resources to support both in-class meeting students, as well as the growing online students. Ms. Felton stated she has assisted faculty find and incorporate digital library material, such as streaming documentaries, as well as request Research Companion (an online research tutorial and tool kit), to help supplement learning and co-curriculum, by incorporating those into Moodle.

In March, Ms. Felton attended the Open Educational Resources (OER) Symposium, where she learned a lot about OERs. She also assisted several instructors locate OER curriculum that are going to work for their subject areas. Over the next year, she'll be working closely with Adam Woodrow in Virtual Campus, to support faculty in leveraging digital library materials to add depth and variety to our OER courses.

Ms. Felton stated the librarians continue to do what they do best, which is support students, both in groups and individually. Tetima Parnprome (Public Services and Instruction

Librarian) and Karly Scarbrough, both handle the majority of group teaching (going to classes and teaching the student information literacy, research methods, citation, how to avoid plagiarism); Ms. Felton stated she works more 1:1 with students in her office, doing research and finding materials and helping them incorporate those into their research papers. She stated that, as always, they all do both types of teaching, where ever they are needed.

Finally, through marketing and outreach, such as National Library Week and Banned Books Week, participation in the inaugural Cochise College Comic Convention (joint library and IMS exhibit), as well as open houses such as the recent Find Your Future event, they put a friendly face on the library. They create relationships with students and their families, as well as with colleagues at the college. The importance of being part of the great Cochise College community has continued to be reinforced with every event they attend, as well as anytime they come in contact with the public; whether running into a colleague at the store or meeting a student at the mall, it's surprising how often she gets recognized. It's always nice to hear a student say, "Hey, I got an A on the paper!" The thing she loves best is hearing that she has been able to help students be successful. Relationships are key, and when students know their faces, they are much more likely to ask for help. Ms. Felton then introduced Tad Patton, Instructional Media Services Coordinator, who will provide an update on IMS initiatives.

Mr. Patton stated that, with the new classrooms at the Downtown Center (DTC), Instructional Media Services (IMS) is supporting about 125 classrooms across the college district. This summer they are continuing their upgrade project to upgrade all rooms to HD standard, so the new HD technology will be in all the rooms. They are doing that at a rate of about 20 rooms a year, and he expects it will take them four more years to complete. Two years ago they were asked, by college administration, to upgrade the video conferencing technology from a hardware-based system to a software-based system. They have completed that project, and because of the new flexibility of the software-based systems, they have gone from seven classrooms to, this semester, 24 classrooms in their network. They also have 15 conference rooms throughout the district, including the Governing Board room, as well as four office site systems. IMS also provides audio-visual support for events on all campuses. This year they currently have 260 work orders related to event set-ups, including PTK inductions, commencement, and the Pit Fire, and other large events such as these. Mr. Patton said this is a busy time of year for IMS, with commencement in two days, but it's also one of their most favorite things to do. He then turned the time over to Dr. Walsh.

Dr. Walsh stated that the last time he presented to the Board two years ago, he had just finished his doctoral research, and in that presentation he discussed how his research had confirmed that students who use the library are more likely to succeed than students who don't use the library. Though, over the last few years he can't say that library/IMS has done a comprehensive evaluation of our services as he did three years ago during his research, he can say that our students are using our library.

Dr. Walsh reviewed the student use of the library between May 1, 2014 and May 1, 2017: Checkouts – 68,711; Headcounts – 181,040, Database Searches – 276,532 (about 90,000 a year, which is considered very high volume activity for a college with 2,500 – 3,000 FTE); Inter-library Loans – 1,412; Information Literacy Instructional Session – 523 (about 170 times a year that a librarian is in front of a class teaching); Reference and User Contact Interview (in the last two years) – 5,106; and TLC visits (last two years): 5,477. The library is also heavily used by the college. The Cochise Connect classrooms in the two libraries (6

classrooms) – 7,128 classes and meetings in the last two years; every single major college event has library IMS tech support; our library staff and IMS staff serve on 14 of the 27 committees at Cochise College; and in the past three years they have been very successful in collaborating with other departments in writing grants – they have had several successful grant proposals that have brought almost \$400,000 into the library.

The library is also heavily used by the community. They've had over 780 events scheduled in the library rooms; they've had 30 Reading Tree events; ten book signings have been held in the two libraries over the last two years – many local authors have participated; and they've had over 18,000 hits on the Arizona Memory Project – they have three digital collections on that site, with the most popular on being the Cochise College 50th Anniversary Collection that illustrates the chronology of Cochise College history through images.

Dr. Walsh stated the library is being utilized! However, they're not going to sit on their laurels. As they move forward, they will strive for continuous improvement. He provided a PowerPoint presentation showing the redesign of the stacks areas in both libraries (Sierra Vista Campus and Douglas Campus). He added that the Douglas Campus library will be re-carpeted this summer, in hopes that it will help with increasing headcounts and making the library more welcoming to the students. They have recently developed two very small virtually reality labs in the libraries, one in Douglas and one in Sierra Vista. They have begun doing demos for faculty, and recently they've had a couple of Math and Art classes bring all of their students in to actually support the curriculum with Virtual Reality. They would like to develop a fully functional virtual reality lab in the Sierra Vista library, and once fully functional, develop it into a multidisciplinary instructional support for curriculums and student learning. In regards to the Reading Tree, Dr. Walsh stated he is a member of the Sierra Vista Public Library Commission, a sub-group of the Sierra Vista City Council. One of the commission's initiatives is to combine the two library's children's literacy programs so they can increase participation in both events. He added that Cochise College has recently become a member of the Arizona Community College Library Consortium (ACCLC). Through the efforts of Dr. Rottweiler with AC4, they were able to organize as a sub-group of AC4. In the first year of membership, they will experience some substantial cost reductions in their database licensing fees. The college will be getting a multitude of resources, beyond what they already have, for less money than they're currently paying.

Dr. Walsh concluded his report with a slide that provided a couple testimonials that he received in emails over the last couple years. He stated that library and IMS staff makes the library/IMS great – they are very good at their jobs. They do their jobs very well, they are mission driven, and they provide accessible, educational opportunities to a diverse population.

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

Dr. Rottweiler stated this report will be provided from the Douglas Campus from the students who participated in the HACU event held in Washington, DC. Ms. Susanna Greeno, University of Arizona and Cochise College Joint Advisor, stated that on April 24 and 25, four students had the pleasure to go to Washington, DC for the HACU National Capital Forum. Three of the four students were present to share their learning outcomes, and provided a PowerPoint presentation. Caleb Torres (Sierra Vista Campus), was unable to attend this evening as he was taking his microbiology final. Ms. Greeno introduced Natalia Alonso (Douglas Campus), Maria Diaz (Douglas Campus), and Luis Dominguez (Douglas Campus).

Maria Diaz began by stating this was her first visit to Washington, DC, and she prepared for the trip by researching and conducting a survey on the Douglas Campus to see what the main concerns were of the students. She found out that the main issues were financial aid and career opportunities after graduation. As a result, she focused on commercial/expanding the Port of Entry, year-round Pell Grant, HSI (Hispanic Service Institutions) Grant Funding, and the BRIDGE Act (protecting the DACA Students). Ms. Diaz stated that, during the conference, she learned about funding opportunities, Department of State Campus Program, educational resources to reduce sexual assault and domestic violence, and USDA funding opportunities for HSI that can help the agronomy program scheduled to begin at Cochise College next Fall.

Luis Dominguez stated that one of the things he benefited from by attending the conference was that the federal funding opportunities that could potentially benefit Cochise College. There were many grants the college could benefit from; however, the one that appealed to him the most was the one from the Office on Violence Against Women, which currently administers twenty-five grant programs. He believes this would be a great opportunity to apply for this grant, since the college does not have a grant program for sexual assault. While he knows that applying for a grant requires many man hours and a lot of paperwork and hard work, but he believes this would potentially help our commuters and residents to not be afraid to reach out for help for the usage of this grant. Mr. Dominguez provided slides showing the students at different locations around Washington; there was a slide of him in front of the South Congressional Meeting Room in the Capitol building, a picture showing the students enjoying lunch at the Capitol Forum, a picture of the Martin Luther King, Jr. Memorial, the Lincoln Memorial, and the White House. He added they were also given a tour of the White House that Norma Brandenburg, their chaperone, had applied for.

Natalia Alonso Cabrera stated her biggest interests were the 115th Congress and the Trump Administration. She realized that education was getting substantial cuts amounting to, what she believed, was \$36B compared to other years. As she did further research, she found out that, through the FY2017 Omnibus Appropriations Act, there was an actual increase, including \$22.5B for Pell Grants (year round), \$68B for the Education Department, and \$950M for TRIO, a \$50M increase. Ms. Cabrera explained an image on a slide (a candle, representing fear, burning under a flask, representing ignorance, putting out as a result representing hate, in a test tube) – as a Science major the image was funny and cute, but it demonstrated what is going on. She stated that if we don't understand, if we're not educated on the issues that are surrounding us, and we're afraid of them, only hate will result and we will respond with hate and not be able to make good decisions about different issues facing us. The proposal she returned with was to change the diagram – instead of having fear boiling up our ignorance and making us hate each other, we would have love for other people in our communities, which was one of the thing that came out of the forum. She is interested in her community, their issues, and what their concerns are. Caring for other people can actually power up hopes and dreams and make the community something better. She showed two pictures – the first was a picture of the students the first day they arrived in Washington, DC – everyone was in their own world, taking pictures. The second picture showed how they had become so much closer by the end of trip, being more concerned about each other and what was going on back at Cochise College. She believes this was the greatest part of this experience. They were actually able to forget about themselves and work towards the greater good.

Ms. Greeno thanked the Board for supporting the students and providing the funds to send the students to the Capitol Forum every year. She knows that this event changes the lives of students; they go expecting something, but they return completely changed.

Mr. Nelson stated he looks forward to this report every year because students return from this trip full of enthusiasm and indications of what they have learned. He believes it is significant they go to Washington, DC and get an idea of how government works and how appropriations and authorizations mean different things; it's a complex process. This gives the students an idea that someday they may be in Washington meeting with students that are in their position now!

3.04 ACE (Achieved Classified Excellence) Awards – 2017

Crystal Wheeler, incoming Executive Assistant to the President and Governing Board, presented the 2017 Achieved Classified Excellence (ACE) Award. She stated the four Classified members, which were chosen by their peers for this award, embodied the following characteristics: they are team players, willing to help students and staff, participate on committees and special projects, they are leaders and mentors, and they exemplify qualities of exceptional employees. Ms. Wheeler then introduced two of the four recipients that were able to attend this evening's meeting; Jack Petty, Data Specialist for Adult Education, and Angela Jackson, Administrative Assistant for Virtual Campus. Unfortunately, the two other ACE award recipients, Shannon Gahn, Department Assistant for Athletics, and Terry Ortiz, Student Services Technician, were unable to attend. Ms. Wheeler added that tonight was just to serve as the announcement; the recipients will receive their awards during Convocation in August. On behalf of the Classified Association, she congratulated the recipients and thanked them for their hard work.

Mr. Nelson congratulated the recipients, and stated that the fact they were selected among their peers is one of the highest accolades they could receive.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. DiPeso stated the fundraiser that the Foundation held was well attended and was a lot of fun. He would like to get a report on how much money was raised. Ms. Hoyos, Executive Director of the Foundation, stated that, after expenses, we probably made about \$10,000, which was right around what we had hoped we would do the first year.
- Mr. Nelson stated the fundraiser was a fun event, and that he enjoyed it. It was well put together, and he was really impressed. He acknowledged Ms. Hoyos for her efforts.
- Mrs. Strain introduced an esteemed Arizona community college trustee, Jack Yarrington, from Central Arizona College.

5. ADJOURNMENT

Mr. Nelson adjourned the meeting at 7:44 p.m.

Respectfully Submitted:

Loretta Mountjoy, Executive Assistant to the President

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