

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, October 10, 2017
Douglas Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Nelson called the meeting to order at 6 PM

Board Members Present:

Mr. Dennis Nelson
Mr. David DiPeso
Mr. Tim Quinn
Mrs. Jane Strain

Board Members Absent:

Mr. Danny Ortega

1.02 Pledge of Allegiance

Mr. Nelson led the Pledge of Allegiance.

1.03 Adoption of Agenda

Dr. Rottweiler requested Action Item 2.02 Placeholder – Classified Appointment – HVAC Senior Technician and Action Item 2.03 Placeholder – Administrative Support Appointment – Academic Career Advisor be pulled from the agenda. The agenda was adopted as corrected.

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 the next AADGB meeting is scheduled for January 26, 2018. The Governance Institute for Student Success (GISS) meeting is being held on November 29 and the Governance Leadership Institute (GLI) meeting is being held on November 30, 2017.

1.05.2 Senate

Jennifer Graeme, Director of Talent Management, provided a Senate Report noting the Senate Committee met on September 22, 2017, during which the committee reviewed and prepared three Policies that are included on the Board agenda for first readings.

1.05.3 Student Government Association (SGA)

Luis Dominguez, Douglas SGA Vice President, and Caroline Curiel, SGA Vice President, presented a PowerPoint presentation introducing Victoria Arvizu, SGA Secretary, and Gerardo Silva, SGA Social Events Coordinator. The presentation included pictures of events that have been held so far this year; some of which included: Welcome Back Pizza Party, 40 ft. Banana Split, Field Day, Comedy Hypnotist, Constitution Day, Banned Book Week, Kudos to staff and faculty, Hispanic Heritage Day, and Mexican Independence. Volunteer events include: STEM Academy Tours, Trunk or Treat, Adopt-a-Highway, Ronald McDonald House Charities of Southern AZ (Chef for a Day) and "Posada" for catechism kids from Agua Prieta. Awareness Events include: Alcohol Awareness, Suicide Prevention, Domestic Violence, Cancer, and Take the Pledge, it Can Wait (no texting while driving). Upcoming Events include: Cancer Awareness – 2-day walk around campus with facts; "Halloweek Operation Gratitude Week; Turkey bowling; "Finalz Frenzy Week" – Stress balls, late night pancakes, and pet your stress away with shelter dogs.

Mr. Nelson noted his appreciation to SGA members for providing reports to the Board. Dr. Rottweiler also gave kudos to the SGA, under the leadership of Marisol Arenivas, noting his appreciation for their efforts to increasing student engagement.

Dr. Rottweiler informed the Board he will be hosting "Pizza with the Prez" opportunities with each SGA over the coming weeks, as an opportunity to hear any issues they may have.

1.05.4 College President

Dr. Rottweiler gave a legislative update reviewing the Fiscal Year 2019 budget funding request that was submitted to the Governor's Office in September. The request, should it be funded, is about \$63.8M, which is an increase of \$14M from the FY 2018 budget. The bulk of the increase is for Maricopa and Pima Community College Districts in the form of STEM funding.

Dr. Rottweiler reviewed an Arizona Tax Research Association (ATRA) Newsletter article noting Pima County increased their property tax levy 25-cents this year to fund its transportation program after failing the 2016 Bond initiative. That increase caused the overall primary tax rate inside Tucson Unified School District to increase rates to \$12.71 above the \$10 per 100k amount, surpassing the 1% cap. With Pima County's tax increase, they just raised taxes on all taxpayers in Arizona to fund its transportation program.

Master Facilities: Continued work on the two data facilities, which includes installation of new flooring, new air conditioning units, and power and security upgrades.

In his general comments: Dr. Rottweiler provided the Board with copies of the "Redesigning Community Colleges for Student Success Overview of the Guided Pathways

Approach” document as provided by the Community College Research Center. He noted sections in the document for Board members to review that include: Too many choices, too little guidance; Paths to end goals unclear; Barriers to career advancement; Developmental dead-end; Student’s progress not monitored; Lost in the maze; and Curricular incoherence hurts learning. These are all issues Dr. Fick and the college deans are talking about as they advance guided pathways. Dr. Rottweiler also highlighted the Organizational Science in the Evidence for Guided Pathway’s section of the document, noting research on organizational effectiveness and improvement strongly indicates that to achieve large improvements in student outcomes, piecemeal changes will not suffice. The organizational structure changes Cochise College is making, such as Enrollment Management, are setup to help students be more successful. Dr. Rottweiler shared the timeline for institution-wide Guided Pathway implementation, noting over the next five years, the Board will see significant changes as the college finds ways to enhance student success. He recommended Board members planning to attend the GISS/GLI meeting read the document prior to the meeting.

Dr. Rottweiler also provided the Board with copies of the Arizona State University (ASU) and Cochise College Partnership Programs Progress Report, highlighting the increase in enrollment of students transferring from Cochise College to ASU has double since 2010/11 from 48 to 96 for 2016/17.

Dr. Rottweiler noted new programming updates that include: an Agronomy position that is currently being advertised; and a Residential Construction Trades Program. Dr. Rottweiler informed the Board of a potential partnership relating to the property lot located at 312 N 2nd Street that the City of Sierra Vista has offered to the College Foundation for the Residential Construction Trades Program. The City would make this lot available for two houses to be built through the program. The Foundation has agreed to accept the property. Dr. Rottweiler had the opportunity to visit with Brian Barkdull and Ron Curtis with American Southwest Credit Union and they have agreed to work with the Foundation to provide an interest-free loan that will provide funds to front all the costs to be recouped at the end. Dr. Rottweiler also worked with the City of Sierra Vista and Cochise County to waive all permit fees and related fees. He also met with Rick Coffman from Castle & Cooke, and met with Bob Workman from RL Workman Homes; both companies are very interested in the project and will provide house plans to the college for the program. This model could create a unique opportunity to build initially in Sierra Vista then could be a program that could be taken on the road over the next ten years as the college tries to do some urban renewal and help build homes.

Dr. Rottweiler informed the Board the college is struggling to hire certain positions, one of which is a Chief Flight Instructor. The college has hired a head hunter and has also asked the college lobbyist to help. Likewise, the college is not seeing great pools of applicants in Agronomy, Building and Construction Trades, as well as a number of other faculty areas. The college also has open positions in technology for the Chief Technology Officer, and Director for Admin Computing.

Part of an initiative over the last couple of years to “grow our own”, the college has held two President’s Leadership Academies (PLA) and recently held a “Pizza with the Prez” meeting, at which the group decided that a new PLA would be held every-other-year with the graduates from prior year PLAs doing a PLA 2.0 in the off years to continue their development and growth. The college has also implemented a Career Ladder Policy, as another way to “grow our own”.

Dr. Rottweiler shared a document highlighting the Frank E Peterson Memorial Scholarship. Mr. Peterson was born in Bisbee in August 1935 and ended his long career as a lieutenant with the Cochise County Sheriff's Office. Mr. Peterson passed away in May 2017 and left \$450K of his estate to the College Foundation to provide scholarships to students pursuing law enforcement. The college will host a reception recognizing Mr. Peterson on Tuesday, October 31, 2017 from 11:30 to 1:00 pm in the Student Union Community Room on the Sierra Vista Campus.

College Foundation highlights: received resources for a scholarship in memory of Jack Corkery, the first Dean of Students; received resources for the Chuck Hoyak scholarship fund in recognition for Chuck and his service to Cochise College; 2017 Cochise Hall of Fame inductees are: Frank Adams, Richard Adkinson, Ruth Britton, Cordelia Cowan, Ernest Graves, Don Kimble, and Harold Robinson.

Informational Items from Dr. Rottweiler:

- Governance Institute for Student Success (GISS) and the Governance Leadership Institute (GLI) will be held in Phoenix, November 29 and 30, 2017 - a team from Cochise College will be participating.
- Thanks to the Board and the College for allowing Dr. Rottweiler some family time to welcome two grandson into the family. Corbin Lewis Flake and Carson James Simpson. Special thanks to Dr. Fick for covering in his absence.

Mr. Quinn asked if the building project was with Habitat for Humanity. Dr. Rottweiler replied the property to build on is directly donated to the College Foundation contingent on the college building sooner rather than later. When the college builds the home, the Foundation will sell the home and all the proceeds go back into the Foundation for the building of the next home. American Southwest Credit Union's contribution is to create some seed money that will allow the college to build the first home.

1.05.5 Monthly Financial Report – September 2017

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

2. NEW BUSINESS*

ACTION

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Administrative Support; Appointment (*Margaret Castillo, Assistant Athletic Trainer, Douglas Campus*)
- 2.01.2 * Administrative Staff; Appointment (*Sierra Fultz, Athletic Trainer, Douglas Campus*)
- 2.01.3 * Administrative Staff; Appointment (*Abena Purnell, Grants Accountant, Sierra Vista Campus*)
- 2.01.4 * Classified Staff; Transfer (*Nick Louviere, Facility Services Technician III, Sierra Vista Campus*)
- 2.01.5 * Administrative Support; Restructure (*Ron Hyde, Technology Support Coordinator/Web Designer, District-Wide*)
- 2.01.6 * Administrative Support; Restructure (*Celia Jenkins, STEM Pathways and Recruiting Coordinator, District-Wide*)

- 2.01.7 * Administrative Staff; Restructure (*Robyn Martin, Assistant Dean of Enrollment Management and Marketing, District-Wide*)
- 2.01.8 * Classified Staff; Resignation (*Shannon Gahn, Department Assistant Housing Athletics, Douglas Campus*)
- 2.01.9 * Administrative Staff; Resignation (*Michelle Landis, Controller, Sierra Vista Campus*)
- 2.01.10 * Administrative Staff; Resignation (*Nicolas Santos, Athletic Trainer, Douglas Campus*)
- 2.01.11 * Faculty; Resignation (*Phillip Whatley, Instructor of HVAC Prison Education Douglas Department of Corrections Campus*)
- 2.01.12 * Curriculum Changes
- 2.01.13 * Acceptance of Minutes for September 12, 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.

2.02 Placeholder – Classified Appointment – HVAC Senior Technician.

This item was pulled from the agenda.

2.03 Placeholder – Administrative Support Appointment – Academic Career Advisor.

This item was pulled from the agenda.

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

There were no new employees in attendance for introduction.

2.04 2018 Governing Board Meeting Schedule

Administration brings forward the proposed 2018 Governing Board Meeting Schedule. Two options were presented; Option A has all meetings held on the second Tuesday of each month; and Option B has all meetings on the second Tuesday of the month, except for February 2018, when the meeting is scheduled to be on February 6. This option is offered in the event that Board members wish to attend the ACCT Legislative Summit, which is held the second week of February. Mr. Quinn moved and Mr. DiPeso seconded a motion to approve Option B of the 2018 Governing Board Meeting Schedule. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

The college received no communications:

3.02 Pit Fire Event Update

Tanya Biemi, Fine Arts Department Chair, provided a brief presentation on the Annual Pit Fire Event held on October 6, 2017, highlights included:

- Changing focus of the Pit Fire to more of an educational event by adding workshops

- Displays and booths - Culinary soups; Art work by students; and Beads of Courage from Sierra Vista Student Government Association
- Entertainment - Lori Keyne and Binational Choir; Whiz! Bang! Chick'n Pluckers Skiffle Band; Youth from Charlie One Horse Hill's Powwow sing and drum group; Cat Daddy and the 12 Barz Blues Band; Whiskey Kiss Band; Cochise College Tribal Belly Dancers
- Recognition - Karri Fox made 1000+ bowls for the event with proceeds going to the scholarship fund; honored six scholarship recipients – with donations from APA and Friends of the Art Foundation; moment of silence for Chuck Hoyack

Mr. Nelson thanked Ms. Biami for the comprehensive report. Dr. Rottweiler noted the Pit Fire is one of the signature events on the Douglas Campus. He also stated the competitive advantages for the Douglas Campus are the Aviation, Art, Agriculture, and Athletic programs.

3.03 Athletics Report

Dr. James 'Bo' Hall, Dean of Student Services and Director of Athletics, introduced the coaches who gave end of the year athletic reports for each of their athletic teams.

Todd Englehart, Baseball Coach, highlighted finishing the year winning the conference championship for the second time in three years; eleven student athletes have gone on to four-year schools; won the most games in their conference over the last five years; won the most playoff games; forty-three student athletes have moved on to four-year schools and half have gone on to major division-one institutions; ten players have gone on to play professional baseball over the last five years; ranked in the top ten in four of the last five years; and won many championships. He also thanked Dr. Hall and Dr. Rottweiler for providing the resources needed to recruit student athletes.

Jerry Carrillo, Men's Basketball Coach, thanked Dr. Hall and Dr. Rottweiler for giving coaches the opportunities to bring in quality players and resources to be successful. Highlights included: finished second in the conference; won the region in previous years; and seven sophomores received associate degrees and have moved on to four-year schools.

Laura Hughes, Women's Basketball Coach, thanked Dr. Hall, Dr. Rottweiler and other coaches for their support and for providing the resources to be successful. Highlights include: won region tournaments; finished top sixteen in the country; record was 28 – 4; nine sophomores went on to four-year schools and are playing; eight of the nine sophomores received associates degrees; three Academic All Americans; and one athletic second team All American.

Charles "Chas" Frisco, Women's Soccer Coach, noted the team had twenty games in about eight weeks over the fall, which is very difficult physically and has resulted in lots of injuries; purchased new weight equipment to start training and working out in the spring; have moved players on to four-year schools. The college has had a soccer program since 1998.

Rick Smith, Rodeo Coach, highlighted men's rodeo were the regional champions last year; five men and one women to the national finals with two top ten finishers. Mr. Smith also thanked everyone for their support.

Lamar Innes, former Assistant Athletic Trainer now the Director of Athletic Operations, noted the new position has allowed him to work closely with Dr. Hall and learn the administration operations of the athletic department.

Mr. Nelson thanked the coaches for their reports and noted how important coaches are to building character and giving confidence to students.

Dr. Rottweiler noted in the strategic initiatives, first was competitive advantages, and athletics is a competitive advantage; second is excellence, and the college has made a decision that if we are going to do something, do it right. It is sometimes difficult to recruit student athletes to the college, but if coaches can convince athletes that Cochise College is a place to come, study, and improve your athletics for the next level, the college is the place to be. Dr. Rottweiler also noted the college's highest graduation rates are in the military, athletics, and prison programs. He is extremely proud of the athletic program, and thanked the athletic department for going above and beyond.

Dr. Hall stated the reason for the academic success is that coaches and assistant coaches have study halls, constantly monitor grades, and have students sign a FERPA waiver so coaches can check on their grades and their attendance. Coaches do an excellent job with making sure athletes meet their academic standards.

3.04 Revised Governing Board Policy 652 – Faculty Credentials

(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 652 – Faculty Credentials, is presented as a first-read for review and consideration. The proposed revised policy has removed procedure 652.2 Special Exceptions due to a change in Higher Learning Commission guidelines.

3.05 Revised Governing Board Policy 666 – Associate Faculty

Revised Governing Board Policy 666 – Associate Faculty, is presented as a first-read for review and consideration. The proposed revised policy establishes a standard procedure for associate faculty to be paid for serving as a substitute as well as how absences not related to sick leave are handled.

3.06 Revised Governing Board Policy 670 – Career Ladder

Revised Governing Board Policy 670 – Career Ladder, is presented as a first-read for review and consideration. The proposed revised policy clarifies the intention of the policy as well as how increases in compensation are handled and establishes a priority system based on budget availability.

3.07 Administrative Computing Report

Dr. Verlyn Fick, Executive Vice President/Provost, will provide a progress report on Administrative Computing

- Banner 8 to Banner 9 Transition - CampusWorks staff performed thirteen patches in Banner 8 in preparation for the transfer then started upgrades to the database as the same database will be used in Banner 8 and Banner 9.

- Infrastructure – installed two individual HVAC units in both, the Sierra Vista and the Douglas server rooms; finalizing the installation of new lighting and ceiling tiles; starting to work on UPS and scale computing Hyper Converged Systems
- Movement of systems to different servers - the latest move is taking the pre-production Banner and moving it to a different server so that it is no longer on the server that has the main actual operating system.
- Technical Projects – course program of study filling the gaps to ensure students are taking courses that are eligible for their program for financial aid; put together a plan and finalized the same approach for the spring semester; have issues with DegreeWorks and have an open ticket with Elusion;
- National Student Loan Data System (NSLDS) – ongoing challenge trying to get the data to the national clearinghouse then to the NSLDS correctly. A team was formed holding ongoing meetings to work on new processes to help with the reporting.
- Red Item – A student can only have one active academic major; however, there are many students that have two or more, such as a certificate program and a degree program at the same time.
- Chief Technology Officer position – started the screening process
- Documentation Issues – Dave Boman and George Self are creating data governance policies; a team is also working on the Administrative Computing Policies; and best practices for change management

Mr. Nelson asked what plans administration has if the Chief Technology Officer position couldn't be filled. Dr. Rottweiler responded noting the college currently has positions open for Chief Technology Officer, Director of Admin Computing, and a Database Administrator. If the college can fill those positions, administration will put out an RFP for someone to come and provide mentoring and training. If the college is unable to fill the positions, the college may put out an RFP to potentially outsource the entire department. If the college needs to outsource, the cost would be substantial.

Mr. Quinn asked about the impact the academic program tracking only one major at a time is having on students and how many are affected. Dr. Fick replied the number of students affected is a significant percentage, probably 1/3. The issue happens when the clearinghouse sends the information to the NSLDS they don't specify what the program is, they mark as graduated and so they may be tagging the wrong graduating program. Dr. Rottweiler stated that direct impact on students is probably minimal, in that they do not see the noted issues; however, where they do get impacted is if a student completes their certificate, but NSLDS believes they have completed their two-year degree and upon completion of that two-year degree, their loan re-payment may kick in even though the student has not completed their degree; they only completed their certificate on their way to the degree.

Dr. Rottweiler recognized Robyn Martin who was appointed as the Assistant Dean for Enrollment Management and Marketing. As the college talks about human resources and capable employees, the college has been very fortunate with military spouses and there is a huge push coming out of the military about trying to setup networks for military spouses. The growth and development seen in Robyn as a military spouse has been significant and she has made a great impact on the college. The college also has another military spouse who worked for the college for two years, and is now the first college employee working as a telecommuter. Dr. Rottweiler said he spoke with Mrs. Wright, wife of Colonel Wright on Fort Huachuca, regarding a program to create networks so companies know there are

highly educated trained military spouses that have difficulty establishing careers because they move often.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Nelson:
Attended the ACCT Leadership Conference in September, topics included: Pell Grant to increase the expansion use for summer programs; participated in a Senate electing ACCT leadership; attended a session that discussed IT Education Computer Programing and such, which noted that Cybersecurity is a hot area and there are numerous jobs going unfilled even in positions with salaries of \$100K or better. He stated it is important to note these are two-year degree programs where students can graduate with an associate's degree and get certified in National Corporations such as Cisco, basically a three-year program. He noted this is something the college should consider, especially if a student can step into such high salaries with a two-year degree and national certification. Dr. Rottweiler informed the Board that the college does have record high enrollment in the Cybersecurity Program and would be happy to brief the Board on the program at a future meeting.

5. ADJOURNMENT

Mr. Nelson adjourned the meeting at 7:21 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Danny Ortega, Secretary of the Governing Board