

## MINUTES

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

Tuesday, September 12, 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 PM

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

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

##### 1.02 Pledge of Allegiance

Mrs. Strain led the Pledge of Allegiance.

##### 1.03 Adoption of Agenda

Mrs. Strain requested Consent Agenda Item 2.01.11 be pulled from the agenda for discussion. The agenda was 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 the AADGB met on August 24, 2017. The seven institutes represented voted to do significant work with the Bylaws with anticipated outcome to be presented in January 2018; they established the 2018 meeting schedule; and they had an in-depth discussion regarding the Governance Institute for Student Success (GISS) meeting being held on November 29 and the Governance Leadership Institute (GLI) meeting being held on November 30, 2017. Mrs. Strain and Mr. Ortega will be attending the meeting. The combined GISS-GLI meeting is a state-wide opportunity for the fifty-two community college trustees to meet and discuss student success and governance leadership.

### **1.05.2 Senate**

Dr. Wendy Davis, Vice President of Human Resources, provided a Senate Report noting the Senate Committee met on August 25, 2017, reviewed Policy 4015 - Student Financial Aid, which was approved through Dr. Rottweiler's approval process under Policy 210 and was brought forward for ratification by the Senate Committee. Policy 4015 changed the completion compliance requirement from 75 percent to 67 percent, which is in compliance with best practices.

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

Gabe Wachtel, SGA Vice President, and Cody Jenkins, SGA Treasurer, presented a PowerPoint presentation introducing Jenna Lathrop, SGA President, and Gabby Hodgkin, SGA Social Events Coordinator, who were not able to attend the Governing Board meeting. Mr. Wachtel noted SGA has been working hard hosting events that engage the campus community. Events held so far this year have averaged over 150 attendees and include activities such as Solar Eclipse Watch Party, Back to School Barbeque, National Cheese Pizza Day, and Constitution Day. In honor of National Chocolate Milk Shake Day (today), SGA distributed 230 milk shakes. Board members and meeting attendees were also treated with chocolate milk shakes during the meeting. Mr. Wachtel highlighted upcoming events, which include: Hurricane Relief collection drive; American Red Cross Blood Drive on September 25; Cochise County Elections to demo voting equipment; September 23 screening of the Princess Bride, with proceeds going to Hurricane Relief; and a Barn Dance to celebrate National Square Dancing Month on September 28.

Mr. Nelson noted his appreciation to SGA members for providing reports to the Board. He also commended activities that promote student involvement and highlight awareness for many different topics, such as domestic violence, voting, etc. Dr. Rottweiler also gave kudos to the SGA, under the leadership of Andi De Bellis, noting his appreciation for their efforts in increasing student engagement and bringing about awareness to such topics.

### **1.05.4 College President**

Dr. Rottweiler gave a legislative update distributing copies of the Fiscal Year 2019 budget funding request that was submitted to the Governor's Office on September 1, 2017, noting all guidelines for the submittal were met. 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. The budget request has Maricopa and Pima receiving funds in only STEM. Including them in the Maintenance and Operations (M&O) funding would have been \$70M; in light of that, the two districts agreed to only request STEM funds. The additional \$14M is to be divided between Maricopa and Pima with 70 percent going to Maricopa and 30 percent going to Pima.

Dr. Rottweiler noted if funding were to be recommended as requested, funding would be an increase of \$572K for Cochise College; approximately \$102K for M&O, \$441K for Equalization, and \$28K for STEM funds.

On September 6, 2017, Dr. Rottweiler met with Jay Zsorey, Director of Financial Audits in the Auditor General's Office to discuss the colleges discontinued services with Santa

Cruz County Provisional Community College District (SCCPCCD). Noting the college would no longer be collecting and counting Full Time Equivalency (FTE) for financial audits on behalf of Santa Cruz.

In his general comments: Dr. Rottweiler publically recognized Cochise Community College for being named the second best community college in America as recognized by WalletHub. He distributed copies of the press release along with the three metric areas the schools were based on, which included: Cost and Financing, Education Outcomes, and Career Outcomes. Out of 728 community colleges, Cochise College ranked 173<sup>rd</sup> for Cost and Financing, ranked 146<sup>th</sup> for Education Outcomes, and ranked second for Career Outcomes.

Dr. Rottweiler shared the Governor's Achieve60AZ initiative for improving education in Arizona. Noting the initiative has some established set metrics around seven key areas: Quality Early Learning, Third Grade Reading, Eighth Grade Math, and High School Graduation Rates; these are outside the scope of the college. The three key areas specifically tied to things the college can have a significant impact include: Attainment – 42 percent of Arizona residents 25-64 years of age who have completed a 2 or 4-year degree or received a postsecondary certificate; Post High School Enrollment – only 53 percent of Arizona high school graduates enrolled in postsecondary education the semester after graduating from high school; and Opportunity Youth – 15 percent of 16-24 year olds in Arizona are not going to school or working. The college is making changes and implementing new initiatives to align with Achieve60AZ.

Dr. Rottweiler distributed materials introducing the college's Scholarship Guarantee. Beginning with the class of 2018, any graduating student from a Cochise County high school, charter school, or home school, will be eligible for a guaranteed scholarship to Cochise College. The scholarships range from a \$250 scholarship at the Turquoise level to a \$750 scholarship at the Gold level. Dr. Rottweiler expressed his appreciation to the college foundation for their willingness to help provide the resources for the scholarships. Dr. Rottweiler also noted the college will be placing intervention specialists in the schools helping encouraging students to reach out to the college early. The college will initially work with juniors and seniors, then in the future, the college would like to reach out to seventh and eighth graders encouraging them to consider taking classes that will lead them to a certificates, diplomas, two-year degree, or anything postsecondary.

Dr. Rottweiler has been sharing the Scholarship Guarantee opportunity through his column in the Herald, on his college President's webpage, and recently had the opportunity to participate in the Friday Focus radio discussion. As a result of these opportunities, the college foundation has already received interest from two donors wanting to participate specifically in the Scholarship Guarantee opportunity.

The Fifth Annual Cochise County Sheriff's Bike Run will be held on November 4, 2017, in which the Sheriff's Department, in partnership with American Southwest Credit Union, has chosen the college foundation as one of their charities; providing resources specifically for the opportunity youth (16-24 year olds).

Responding to Mr. Quinn's inquiry pertaining to scholarship renewals, Dr. Rottweiler noted that a student qualifying for an annual scholarship amount, would have that amount split between two semesters that can be renewed the second year.

Dr. Rottweiler distributed copies of the Arizona Community Colleges Strategic Vision for 2030 to the Board. Noting Cochise College is now aligning its strategic vision metrics with Achieve60AZ. He also distributed copies of the Arizona Community Colleges 2017 Strategic Vision Outcomes Report and the Cochise College 2017 Strategic Vision Outcomes Report noting that links to all three documents would be posted to the college website.

Dr. Rottweiler noted the Board would hear about a college initiative to move toward a Guided Pathways Model from Dr. Fick and Dean Boggie later during the meeting. Guided Pathways is to reformulate the college so that access is still important, but success is even more important. He stated over the next three to five years, the college will be fundamentally reinventing the way things are done. The reorganization of pulling Student Success out from the Student Services Department was the beginning of the reinvention noting under the leadership of Dean Boggie, the college will be providing new and insightful ways in how the college conceptualizes developmental education, works to retain students, prepares students for graduation, offering just in time advising, and maybe establishing an early alert system.

Informational Items:

- GISS/GLI meeting on November 29 and 30, 2017 - a team from Cochise College will be participating; having more opportunities to talk about the new initiatives and share the amazing things the college is doing with other colleges throughout the state.
- On September 5, 2017, members of the college had an opportunity to spend two hours with Major General Robert Walters. The visit included a tour of the Downtown Center, a drive by the auto plex, and a briefing at the Sierra Vista Campus. Discussions pertained to partnerships with the City, the County, Canyon Vista Medical Center, and Fort Huachuca. MG Walters also sent a note to the college expressing his appreciation for the visit.
- Dr. Rottweiler will be taking leave from September 29 – October 9 traveling to Wyoming for the birth of his second grandchild. Dr. Fick will be in charge during his absence.
- The October 10, 2017 Governing Board meeting will be held on the Douglas Campus.

**1.05.5 Monthly Financial Report – August 2017**

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

**2. NEW BUSINESS\***

**ACTION**

**2.01 Consent Agenda \***

The following items were approved:

- 2.01.1 \* Classified Staff; Appointment (*Vienna Baker, Department Assistant Disability Services, Sierra Vista Campus*)
- 2.01.2 \* Classified Staff; Appointment (*Lindsay Romo, Registration Technician II, Sierra Vista Campus*)
- 2.01.3 \* Classified Staff; Appointment (*Jesus Yanez, IT User Support Technician I, Douglas Campus*)

- 2.01.4 \* Professional Staff; Appointment (*Patricia Hermansen, Accounts Payable Specialist, Sierra Vista Campus*)
- 2.01.5 \* Administrative Support; Appointment (*Christopher Karges, Business Analyst, Small Business Development Center, Sierra Vista Downtown Center*)
- 2.01.6 \* Faculty; Appointment (*Harrison Cole Boulanger, Instructor Aviation Pathways, Douglas Campus*)
- 2.01.7 \* Administrative Staff; Resignation (*Kenneth Anderson, Assistant Director of Veterans Business Outreach Center, Sierra Vista Downtown Center*)
- 2.01.8 \* Administrative Support; Resignation (*Colin Shannon, Recruiter Academic Advisor, Sierra Vista Campus*)
- 2.01.9 \* Faculty; Resignation (*James Nosek, Clinical Coordinator Respiratory Therapy, Sierra Vista Downtown Center*)
- 2.01.10 \* Administrative Staff; Retirement (*Cynthia Gobel, Assistant Director of Finance, Sierra Vista Campus*)
- 2.01.11 \* Administration; Retirement (Carlos Cartagena, Vice President Information Technology, District-wide) – Pulled from agenda.**
- 2.01.12 \* Classified Staff; Termination (*Patrick Spranger, Facilities Services Technician III, Sierra Vista Campus*)
- 2.01.13 \* Professional Staff; Termination (*Debra Carroll, Accounts Payable Specialist, Sierra Vista Campus*)
- 2.01.14 \* Acceptance of Minutes for August 8, 2017 – Regular Meeting

Mrs. Strain requested Consent Agenda Item 2.01.11 be pulled from the agenda for discussion. Mr. DiPeso moved and Mr. Ortega seconded a motion to approve the Consent Agenda, with the exception of Consent Agenda Item 2.01.7. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **2.01.11 Administration; Retirement (Carlos Cartagena, Vice President Information Technology, District-wide)**

Mrs. Strain recognized Mr. Carlos Cartagena, Vice President for Information Technology, for the contributions he made through the 23 years he was employed with the college. Recognizing his outstanding contributions to the mission of the college, his dedication, and his treatment of students. Mr. Cartagena thanked the Board and Dr. Rottweiler for giving him the opportunity and support. Mr. Ortega moved and Mrs. Strain seconded a motion to approve the retirement of Carlos Cartagena, Vice President Information Technology. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

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

Mr. Cartagena introduced Jesus Yanez, IT User Support Technician I; Mr. Kevin Austin, Director of Aviation Programs, introduced Harrison Cole Boulanger, Instructor for Aviation Pathways; Ms. Jennifer Graeme, Director of Talent Management, introduced Vienna Baker, Department Assistant Disability Services, and introduced Lindsay Romo, Registration Technician II.

Mr. Nelson welcomed new employees.

### **3. INFORMATION ITEMS**

### **INFORMATION**

#### **3.01 Communications**

The college received the following communications:

- Dr. Rottweiler received a letter from Melissa Vito, University of Arizona Senior Vice President for Student Affairs, Enrollment Management & Strategic Initiatives, congratulating Cochise College on being ranked No. 2 in the recent WalletHub survey, and noting her honored partnership with Cochise College in advancing higher education in Arizona.

#### **3.02 Administrative Computing Update**

Dr. Verlyn Fick, Executive Vice President/Provost, provided an Administrative Computing progress report, which included:

- Performance has become a high priority as progress is just at a half a thumbs up. A lot of resources have been spent to help address issues.
- Banner 9 - making good progress (two thumbs up) as it related to the infrastructure and making sure the Sierra Vista and Douglas Campus server rooms are set up to ensure redundancies, such as redundant HVAC systems and power supplies; upgraded flooring to improve cooling, air flow and make sure the physical rooms are in good shape;
- Hyper converged Systems – making good progress; using some of the experts from CampusWorks to help with planning and advising on equipment purchases;
- Late Registration – Good progress (two thumbs up) workflow has been created that puts together an electronic path for quicker processing; completed workflow training with Deans; the new workflow system allows for collecting data related to the reasons students needed to have late registrations; using that data to help improve student performance.
- NSLDS – ongoing challenge trying to get the data to the national clearinghouse then to the NSLDS correctly. A team was formed for ongoing meetings to address NSLDS only issues. One of the issues discovered is that the system is set up for only one active major; the team is now working to set up the system to accept multiple active programs for a student.

Mr. Nelson asked if the institution was on schedule; Dr. Fick replied the plan is still to be finished by December 2018.

Mr. Quinn led a discussion on feedback metrics for the late registration process. Dr. Fick and Dr. Rottweiler noted the number of students trying to register late has declined since the policy has been in place for a couple of years, and faculty and deans are now re-enforcing the issue that late registrations are not encouraged. The new process will also allow the college to receive feedback pertaining to the reasons students needed the late registration and use the information for possible improvements.

### **3.03 Provost's Report**

Dr. Fick provided a Provost Report that included:

Distribution of an Enrollment Report for fall 2017. In the report, Dr. Fick noted the Santa Cruz County Provisional Community College District (SCCPCCD) 512 head count enrollment for 2016 belonged to them and the 123 head count for 2017 belongs to Cochise College for the teach-out plan. The 2016 FTSE of 297 belonged to SCCPCCD and the 2017 71.3 FTSE belongs to Cochise College. Cochise College counts have increased 1.6 percent in headcount and .8 percent in FTSE, without the Santa Cruz teach-out counts. The grand total counts for 2017, including the Santa Cruz teach-out, is a 4.4 percent increase in headcount and a 4.5 percent increase for FTSE.

Dr. Fick also distributed a 2017 Strategic Vision Student Progress and Outcomes Data Report. The report included information for metrics from the Arizona Community Colleges 2017 Strategic Vision Outcomes Report that included all state community colleges and statewide comparison metrics. Dr. Fick highlighted several areas of the report pertaining to Cochise College metrics, which included:

- Percent of 2015-16 credit hours earned via alternative delivery methods and/or at alternative times or places – 86.8% no other college is higher than Cochise College.
- Fall-to-next-term retention rate – 96% no other college is higher than Cochise College.
- Graduation (degree/certificate completion) rate – 34% no other college is higher than Cochise College.
- Cost of attendance as a percentage median household income – 10.5% the third lowest in the state.

The report shows how Cochise College compares to other colleges in the state along with comparing against the state average. The report also noted how Cochise College metrics compared against itself from the previous year.

Dr. Fick confirmed the data shared in his report has been provided to all community colleges. Dr. Rottweiler noted each college has agreed this data is for college use and it will not be used to market one college against another. It is data used for self-improvement to enhance the things the college is doing.

Dr. Fick responded to Mrs. Strain's question asking if the college was working with universities to help increase the college's transfer rates, noting he has been on the AZ Transfer Committee and that group works hard to find ways to improve student success especially upon transfer. The college has also recently met with Northern Arizona University on reverse credits, and Arizona State University on other possible transfer opportunities.

Dr. Rottweiler addressed Mr. Quinn's inquiry to the college's low percent rate for all 2012-2013 transfers who earn a bachelor's degree within four years; second lowest in the state at 26.8% noting the college's percent of learners achieving a successful outcome within six years is higher at 69.2%. Factors include more students are part-time taking longer to complete the degree, and less transfer opportunities.

Dr. Rottweiler noted he would be presenting the ASU report during the October Governing Board meeting, which will include additional transfer information.

### 3.04 Student Success and Completion Update

Mark Boogie, Dean of Student Success provided a Student Success and completion update presentation, which included the following highlights:

Cochise College 2017 Strategic Vision Outcomes Report - Key Metrics pertinent to student success.

- Metrics 9 & 10: Developmental Course Success Rates
- Metrics 11 & 12: Success After Developmental Education
- Metric 19: Degrees and Certificates Awarded
- Metric 20: Graduation (Degree/Certificate Completion Rate)
- Metrics 21 & 22: AGECS Awarded/AGEC Completion Rate
- Metric 26: Transfer Rates
- Achieve60AZ – goal of 60 percent of adults, ages 25-64, with a professional certificate or college degree by 2030
  - Strengthen the K-12 Pipeline
  - Increasing Access
  - Aligning Workforce Needs

Initiative from American Association of Community Colleges

- Pathways Project – Completion by Design (CBD)
  - Four Dimensions
    - Clarify paths to student end goals – Degree Maps – Student Planner
    - Help students choose and enter a pathway – need to change the onboarding process
    - Help students stay on path – Academic Tutoring
    - Ensure students are learning – student outcomes aligned with course descriptions

Initiative from Complete College America

- The Game Changers
  - Math Pathways – should align with degree
  - Corequisite Remediation – Gateway difficult courses have help along the way
  - 15 to Finish – Enroll each semester
  - Structured Schedules – Student Planner
  - Guided Pathways to Success – Understand the coursework
- Team to Attend 2017 Complete College America Annual Convening – November 29 – December 1 – “Access to the American Dream”
  - Marguerite Conners – Student Success Coordinator
  - Angela Garcia – Math Faculty
  - Catherine Laganosky – Business Faculty
  - Dr. Beth Krueger – Dean Math and Science
  - Mark Boggie – Dean Student Success

Needs

- Discussions with all stakeholders
- Data – Early alerts, intermediate alerts, etc.
- Refining student onboarding processes
- Refining pathways and ensure Student Planner accuracy
- Identify critical courses/gateway courses



- Required New Student Orientation/ CPD 150 for first time incoming students
- Assigned advising system that is sustainable – students have one contact person at the college
- Early alert capability – addressing students that are struggling and give them assistance.

Mr. Quinn asked for a Pathway example to be sent to him. Mr. Quinn also asked if the Pathway project stops once the degree or certificate awarded. Mr. Boggie replied that it does not stop, it seeks out and refines transfer pathways to assist with finishing the credential. He also noted the college has articulation agreements with several other institutions for transfer and the college works with the Arizona Transfer Program.

Mrs. Strain led a discussion asking what the Board could do to help implement the required new student orientation. Concerns with staff availability, limited available resources for additional staffing in multiple areas of need, concentration on success over access, limiting the number of goals to work on to meet accomplishment, and helping one student at a time were highlights of the discussion.

Mr. Nelson noted the Pathway program will give students structure as it is important for students to identify their career path early.

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

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

- Mr. Quinn:
  - Expressed his appreciation for all the shared data and updates
  - Congratulated Mr. Cartagena on his retirement
- Mr. Nelson and Mr. DiPeso:
  - Congratulated Mr. Cartagena on his retirement noting their appreciation for his service and accomplishments.

#### **5. ADJOURNMENT**

Mr. Nelson adjourned the meeting at 7:50 p.m.

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