

## MINUTES

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

Tuesday, August 14, 2018  
Benson Center  
6:00 p.m.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

Mr. Ortega called the meeting to order at 6:00 p.m.

##### Board Members Present:

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

##### 1.02 Pledge of Allegiance

Mr. Ortega led the Pledge of Allegiance.

##### 1.03 Adoption of Agenda

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 Community College Trustees (AACCT)

Mrs. Strain reported the Arizona Association of Community College Trustees (AACCT) would hold a meeting on August 24, 2018. Agenda topics to include discussion of standing committees, bylaws, budget, and proposals for trustee's development.

##### 1.05.2 Senate

No Senate Report was provided as staff are in summer session.

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

No Student Government Association report was provided as students are in summer session.

#### **1.05.4 College President**

Dr. Rottweiler provided a legislative update noting Arizona Community College Coordinating Council (AC4) would hold its next meeting on August 22 and 23; Dr. Verlyn Fick will attend on behalf of Dr. Rottweiler, as he will be on leave.

Thanks to efforts by Dr. Wendy Davis and her team, the 2020 budget proposal will be ready to submit to the Governor's Office by the September 1 deadline.

Arizona Community College Coordinating Council will be establishing a legislative agenda to move some community college initiatives forward. One to be included is Prop 301, which was extended resulting from Senate Bill 1390. At the request of Senator Brophy-McGee and community college colleagues, Dr. Rottweiler will serve on a Prop 301 Select Committee. The mission of the group will be to find ways to protect the voter protections of the extension and ways to generate new revenue.

#### **Master Facilities Updates:**

Replacement of the hot and cold water lines for air conditioning and heating on the Douglas Campus is complete.

#### **Next major projects in the FY'19 Budget:**

- Master Facilities Planning II – an action item is on the agenda for selection of an architect
- Security Camera/Surveillance Project – in the review process for the Sierra Vista Campus and the Douglas Campus airport
- Transportation Center architectural work – the process will begin if the recommended architect is approved by the Board
- Douglas Campus Art/Fab Building remodel/expansion – the pad is laid; ceramics will move in by December; then will tear down the 1900 building.

#### **New Initiative Updates:**

In effort to increase communication across the district, the college will be creating a "Cochise News Stand," an electronic newsletter that will be posted on the website; holding monthly meetings and academic forums with department chairs and staff; and distributing monthly newsletters produced by the office of Student Success, which reports efforts to increase student success. Copies of the first two newsletters were given to Board members.

The Police Academy is scheduled to begin September 4, 2018, on the Douglas Campus. The Arizona Peace Officer Standards and Training Board (AZPOST) has approved the Bisbee Douglas International Airport to be the approved driving range; the firearms training has been approved at the Cochise County Sheriff's Office; and they will be on the Douglas Campus August 16 to review classrooms and where the obstacle course will be installed. The college is proud of the partnerships with the Sheriff's office along with the multiple municipalities.

Residential Construction Trades Program project house has students enrolled and has begun initial foundation work. A Ribbon Cutting is scheduled for August 30 at 9:00 a.m. and Board members are invited to attend. Participation will include all major partners in the project, some to include City of Sierra Vista, Cochise County, American Southwest Credit Union, and Castle and Cooke.

Dr. Rottweiler introduced Dr. Paul Sebesta who will lead the charge for the AG and Natural Resource initiatives. On August 14, Dr. Sebesta provided a presentation to the Natural Resources Conservation District discussing areas of need for the college to move agriculture and natural resources forward in the county. Frequent reports will be provided to the Board. Dr. Rottweiler stated the college when measured against other colleges, is extremely good, but the college, as a county entity, can do more to help Cochise County succeed on critical metrics.

Convocation was held on August 13 the theme was "It's About Us," employees had an opportunity to introduce themselves and talk about what they do at the college. The experience was amazing, exciting, and passionate. The event reminded the administration of how many students and lives college staff touch throughout the county.

**General Comments:**

Dr. Rottweiler hosted Dr. Maria Hesse from Arizona State University (ASU) in a meeting with leaders at Fort Huachuca regarding the ASU transfer program. Board members were given a copy of the new "ASU at Cochise" pamphlet. The ASU program was to start on the Cochise College campus this fall but did not result in enough students to run a face-to-face class this semester. However, they were able to transition students to the online program. A student completing an associate of applied science degree from Cochise College can take up to 90 credits from Cochise at the college's rates, and only needs 45 credits to complete a bachelor's of applied science in applied leadership.

**Updates:**

- July 11 – Dr. Rottweiler attended the State of the City for Douglas
- August 14 – Dr. Rottweiler was a guest of the Mayor at the Spotlight on Sierra Vista Breakfast
- Dr. Rottweiler has been invited to serve on the Huachuca 50 Board of Directors
- August 27 - Mrs. Strain and Dr. Rottweiler will present to Pima Community College Governing Board during a work session regarding Arizona Association of Community College Trustees (AACCT)

**1.05.5 Monthly Financial Report – June 2018**

The Financial Report for June 2018 was presented and accepted as submitted.

**1.05.6 Monthly Financial Report – July 2018**

The Financial Report for July 2018 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 (*Erick Anderson, HVAC Senior Technician, District-wide, based on the Sierra Vista Campus*)
- 2.01.2 \* Classified Staff; Appointment (*Eugene "Pat" Kelly, Building Maintenance Senior Technician, Sierra Vista Campus*)

- 2.01.3 \* Classified; Appointment (*Eduardo Peralta, Grounds Maintenance Assistant, Douglas Campus*)
- 2.01.4 \* Classified; Appointment (*Roman Roddey, Help Desk Technician, Sierra Vista Campus*)
- 2.01.5 \* Classified; Appointment (*Shelley Ulmer, Accounts Payable Technician, Sierra Vista Campus*)
- 2.01.6 \* Administrative Support; Appointment (*Tiffany Kelsay, Academic Advisor Military Programs, Education Center Fort Huachuca*)
- 2.01.7 \* Administrative Support; Appointment (*Shirley Neese, Technology Licensing and Training Coordinator, Sierra Vista Campus*)
- 2.01.8 \* Administrative Support; Appointment (*Christopher Sherwood, Math Tutor, Sierra Vista Campus*)
- 2.01.9 \* Coach; Appointment (*Jonathan Brooks, Assistant Coach Men's Basketball, Douglas Campus*)
- 2.01.10 \* Faculty; Appointment (*Tori Child, Instructor of Nursing, Downtown Center*)
- 2.01.11 \* Faculty; Appointment (*Terry Crosby, Instructor Aviation Grounds, Douglas Campus*)
- 2.01.12 \* Administrative Staff; Reclassification (*Carla Boyd, Director of Equity, Inclusion and Compliance/Title IX Coordinator, District-wide, based on the Sierra Vista Campus*)
- 2.01.13 \* Administrative Staff; Transfer (*Marvin Alexander, Help Desk Manager, District-wide, based on the Sierra Vista Campus*)
- 2.01.14 \* Classified Staff; Resignation (*Michael Grady, HVAC Senior Technician, Sierra Vista Campus*)
- 2.01.15 \* Classified Staff; Resignation (*Ana Rivera, Department Assistant Library Services, Douglas Campus*)
- 2.01.16 \* Administrative Staff; Resignation (*Marisol Arenivas, Director of Residential and Student Life, Douglas Campus*)
- 2.01.17 \* Administrative Staff; Resignation (*Sharon Gilman, Director of Center for Lifelong Learning, Downtown Center*)
- 2.01.18 \* Administrative Staff; Resignation (*Tabitha Hopper, Academic Career Counselor, Sierra Vista Campus*)
- 2.01.19 \* Administrative Staff; Resignation (*Lisa Werley, Systems Analyst, Sierra Vista Campus*)
- 2.01.20 \* Faculty; Resignation (*James Cruze, Instructor Aviation Pathways, Douglas Campus*)
- 2.01.21 \* Faculty; Resignation (*Jana Rivers-Norton, Instructor of English and Psychology, Nogales Center*)
- 2.01.22 \* Classified Staff; Retirement (*Sylvia Prado, Library Cataloging Technician, Douglas Campus*)
- 2.01.23 \* Administrative Staff; Retirement (*Byron Berry, Associate Director Maintenance and Operations, Douglas Campus*)
- 2.01.24 \* Administrative Staff; Termination (*Polly Gosa, Director of Nursing, Downtown Center*)
- 2.01.25 \* Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District and Cochise Technology District to Continue to Provide College Level Credit Classes
- 2.01.26 \* Curriculum Changes
- 2.01.27 \* Acceptance of Minutes for June 12, 2018 – Public Hearing
- 2.01.28 \* Acceptance of Minutes for June 12, 2018 – Special Meeting
- 2.01.29 \* Acceptance of Minutes for June 12, 2018 – Regular Meeting

2.01.30 \* Acceptance of Minutes for July 10, 2018 – Special Telephonic Meeting

Mr. DiPeso moved, and Mr. Nelson seconded a motion to approve the Consent Agenda. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Dennis Nelson, Danny Ortega, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

**2.02 Placeholder – Administrative Support Appointment – Technology Project Coordinator, District-wide based on the Sierra Vista Campus**

The administration brought forward a recommendation to hire Thomas Ralls, for Technology Project Coordinator, District-wide, based on the Sierra Vista Campus.

Mrs. Strain moved, and Mr. Quinn seconded a motion to approve the appointment. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Dennis Nelson, Danny Ortega, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

**Introduction of New Employees**

Jennifer Lakosil, Dean of Nursing and Allied Health, introduced Tori Child; Debra Craig, Controller, introduced Shelley Ulmer; Dr. Verlyn Fick, Executive Vice President/Provost, introduced Shirley Neese and Tom Crosby; Dr. Alan Biel, Executive Academic Dean, introduced Dr. Paul Sebesta, Dr. Rod Flanigan, and Kristy Duggan; Dr. Wendy Davis, Vice President of Administration and Human Resources, introduced Carla Boyd.

**2.03 Intergovernmental Agreement between the City of Douglas and Cochise County Community College District to Operate an Intercity Bus Route**

The administration requested the Board adopt a motion authorizing the College President to execute the Intergovernmental Agreement (IGA) with the City of Douglas to operate an intercity bus route, originating in Douglas with stops in Bisbee and Sierra Vista during FY 2018-19.

Mr. DiPeso moved, and Mr. Nelson seconded a motion to authorize the President to execute an Intergovernmental Agreement (IGA) with the City of Douglas to operate an intercity bus route. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Dennis Nelson, Danny Ortega, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

**2.04 Architectural Services for District Master Facilities Planning and Initial Design Work for a Proposed Transportation Center on the Sierra Vista Campus**

Per Governing Board Policy – 301, Delegation to the President, requires Board action to contract for architectural services in amounts greater than \$50,000. Following the Board's approval for architectural services for district-wide master facilities planning and initial design work for a proposed Transportation Center, college administration met with members of the Purchasing Department regarding a request for proposal or review other arrangements.

Since October 2005, the college has had a relationship with DLR Group as they played a significant role in the Master Facilities Planning on the Sierra Vista Campus along with many constructions projects, to include the remodel of the Downtown Center. Based on the college's

relationship and DLR's participation in the One Government Procurement Alliance, the college requested DLR to provide a proposal for services. A selection committee met and unanimously agreed to continue the relationship with DLR to provide architectural services and master facilities planning.

The administration requested the Board adopt a motion authorizing the College President to enter into a contract with DLR Group, Inc., for Architectural Consultant services. A copy of the master facilities planning proposal was included in the board packet.

Mrs. Strain moved, and Mr. Quinn seconded a motion to authorize the College President to enter into a contract with DLR Group, Inc., for Architectural Consultant services. Dr. Rottweiler confirmed that \$75K for master facilities planning and \$200K for the initial architectural work on the transportation center was approved in the FY19 budget. As the projects move forward and additional money is needed, the administration will bring requests before the Board for approval. The Board unanimously approved with Board members, David DiPeso, Dennis Nelson, Danny Ortega, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED

**2.05 Accept the Resignation of Mr. Danny Ortega from the Cochise County Community College District Governing Board, Declare an Open Seat, and Set the Date and Process by Which Interested Citizens May Submit Letters of Interest for Potential Appointment to the Cochise County Superintendent of Schools**

Administration requested the Board adopt a motion to accept the resignation of Mr. Danny Ortega from the Cochise County Community College District Governing Board, effective August 15, 2018, declare the District 2 seat open, and direct administration to establish the process for appointment with the Cochise County Superintendent of Schools, Jacqui Clay, with a submission deadline of September 21, 2018.

Mrs. Strain moved, and Mr. DiPeso seconded a motion to accept the resignation of Mr. Danny Ortega from the Cochise County Community College District Governing Board, effective August 15, 2018, and declare the District 2 seat open. Mr. Ortega expressed it was an honor to serve on the Board and the relationship the Board has with the administration is second to none, and it permeates throughout the district and the county. The Board unanimously approved with Board members, David DiPeso, Dennis Nelson, Danny Ortega, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED

Dr. Rottweiler thanked Mr. Ortega for his years of service on the Board and noted the college is where-it-is today because of the Board's leadership, and he would greatly miss Mr. Ortega and his leadership.

**2.06 Election of Board Chair**

The administration requested the Board adopt a motion to elect a Board Chair for the remainder of 2018. Reorganize the Board to fill the Chair position following the acceptance of Mr. Ortega's resignation.

Opening the floor for nominations, Mrs. Strain moved, and Mr. Nelson seconded a motion to elect Tim Quinn as Board Chair for the remainder of 2018. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Dennis Nelson, Danny Ortega, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED

### 3. INFORMATION ITEMS

### INFORMATION

#### 3.01 Communications

The college received the following communications:

- Dr. Beth Ann Krueger, Dean of Math and Science, received a letter from the Higher Learning Commission (HLC) inviting her to become a member of the Peer Corps as a reviewer for HLC.
- Dr. Rottweiler received a card from the Douglas Mayor's Office personally thanking him for attending the 2<sup>nd</sup> Annual State of the City Address.
- Dr. Rottweiler received a card from Vada Phelps thanking him for presenting at the Arizona@Works Board Retreat.

#### 3.02 Executive Dean of Academics Report

Dr. Alan Biel, Executive Dean of Academics, provided a presentation to the Board on the transitioning from Virtual Campus to the Faculty Support Center. Presentation highlights included:

In 1998, similar to other colleges, Virtual Campus was necessary if the online instruction was to be provided at Cochise College, which was not well received by faculty. The virtual campus role was to provide a comprehensive selection of online college classes. By 2017, the world changed; online instruction was commonly accepted throughout higher education, and institutions were integrating online classes with the rest of academics.

Dr. Rottweiler interjected to acknowledge Bill Adkins, George Self, and Tasneem Ashraf for leading an initiative for an online virtual campus at a time when many colleges fought against them.

Beginning fall 2018, Cochise College will also integrate online classes with the rest of academics and will be handled as all other classes are, through department chairs and deans.

Dr. Biel referenced two key points that are often made by Dr. Rottweiler: 1) "impact the numbers" – increase the number of Cochise County residents going on to college or into the workplace. 2) "Knowledgeable to Knowledge-able" – the job of higher education today is no longer providing students with information to memorize, it's teaching them how to find and use the information; it's providing students with the skills to succeed in the workforce.

Making the shift of impacting the numbers is not a matter of just offering new programs or changing the courses taught; it requires a re-imaging of how classes are taught and examining the courses being taught. Dean Mark Boggie is addressing the issue with Guided Pathways and reevaluating how to help students who are not quit college ready.

An initiative to create Master Courses, Master Programs and Master Teachers was introduced earlier in the year with the goal to help faculty incorporate new technologies and methodologies in their classrooms. To aid with the initiative and help faculty develop training manuals for each course, a Faculty Support Center was formed. The Center staff members include Joan Jorgensen, Director of Curriculum Development, Karen Dale, Director of Academic Assessment and Improvement, Renee Rhodenhamel, Learning Management System Administrator (Moodle), Kristy Duggan, Director of Faculty Development, and Angela

Jackson, Administrative Assistant. The training manuals will provide multiple ways to teach a course, such as flip-classroom, videos, virtual reality, or even 3-D printing.

Dr. Rottweiler noted that following a meeting with Fort Huachuca Leadership and learning of their educational initiatives, it was evident that college resources needed to be improved. Also noting the majority of the Faculty Support Center is staffed with existing employees from reorganized departments and utilizing the expertise of those individuals.

Dr. Biel shared ways Cochise College can help the community by smoothing the path from high school to both the workplace and higher education for students:

- Providing Certificate Programs
  - Small (16 credit) certificates – minimum for financial aid
  - Can be finished in 1-2 semesters – student cost \$1360 rather than current \$2040 for three semester certificate programs
  - Provide technical skills - certificates linked to specific jobs with just the technical skills necessary for those jobs
  - Provide soft (essential skills) - communication, problem-solving, working with others, acting professionally; embedded in every course, so each course teaches both technical skills and soft skills
  - Include internships with local business - real-world experience and creates partnerships with the local business community
  - Run in high schools where possible - one course per semester in last four semesters
- Where possible provide a pathway from certificate to associate degree

Dr. Biel provided an example of creating a certificate program that can be taught in 16 credits for a Virtual Reality Technician (VR Tech) supporting virtual classrooms by asking questions such as:

- What do we want students to be able to do when they complete this program?
  - Explain VR technology, software options and educational uses to faculty
  - Set up the VR technology in the classroom
  - Be able to troubleshoot problems efficiently
  - Act and communicate in a professional and responsible manner

Dr. Biel noted the 16-credit programs, which can be completed within one or two semesters, with soft skills embedded within each course, and where possible, an internship with a local business is the certificate program model the college is looking to follow. These programs require minimal investment in time and money on the part of the student, and only eight or nine students to cover the cost of teaching the program. The college can offer several small certificate programs designed to help students make that first venture into the workplace and post-secondary academics.

The Faculty Support Center staff will work with the deans and faculty to develop the curricula for certificate programs that serve the needs of the students; embedding the soft skills into the technical courses and using the criteria set up for master courses and programs. The director of academic assessment and improvement will work to ensure proper assessments. The director of faculty development and the learning management system administrator will work with faculty to implement the new courses in the classroom.



Questions and Comments:

Mr. Nelson asked if any of the 16-credit certificate programs would be ready by the spring semester. Dr. Rottweiler replied the biggest barrier in getting the programs started would be gaining approval from the Department of Education and Federal Government ensuring the college can gain access for financial aid. Dr. Biel assured the Board the college would be working with certificate programs that are eligible for gainful employment and financial aid. Dr. Rottweiler noted courses, when ready for approval, would be presented to them for approval.

Referencing instruction on Fort Huachuca, Mr. Quinn noted the critical element is the analysis; what is the requirement and what is the need. Build the learning objectives, and then enable the learning objectives. Noting also, the instructional designer assesses the best way to teach the course; then the training developers develop the training. Mr. Quinn's two areas of interest include how the college will determine what certificates are needed; and the need for an unbiased evaluator.

Dr. Rottweiler stated part of the drive for certificates would be generated from advisory committees, which are industry included. The other will be predicting education for jobs that do not yet exist. Some certificate programs will be built as building blocks to a degree then built to transfer, while others will be certificate-only programs.

Barb Richardson, Assistant Dean of Outreach, noted it was a pleasure to host the Board meeting at the Benson Center. A goal for the next year is to increase the awareness of Cochise County resources available in the Benson area, such as the Meals on Wheel program.

#### 4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Nelson:
  - Really impressed and proud of the college for the police academy starting in September.
  - Habitat for Humanity is interested in working with the City of Bisbee to build 40 low-cost residential homes; it may be a good opportunity for the Residential Construction Trades Program.
  - Would like to see if the guaranteed scholarship has increased the enrollment. Maybe a report in the next month or two. Dr. Rottweiler noted the initial data shows an increased capture rate from 33% to 36%.
  - Thanked Mr. Ortega for his service to the Board, noting it has been a pleasure serving with him.
- Mr. Quinn:
  - Noted the Fort Huachuca Education Center highlighted the college's partnership and linkage with soldiers in a briefing given to commanding leaders.
- Mr. DiPeso:
  - Appreciates a stronger Ag Department
  - Thanked Mr. Ortega for his service
- Mrs. Strain:
  - Led a Birthday celebration for Dr. Rottweiler

Cochise College Regular Governing Board meeting  
August 14, 2018

**5. ADJOURNMENT**

Mr. Ortega adjourned the meeting at 7:35 PM.

Respectfully Submitted:

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Crystal Wheeler, Executive Assistant, Office of the President

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Mr. David DiPeso, Secretary of the Governing Board