

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, December 11, 2018
Sierra Vista Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

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

Board Members Present:

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

1.02 Pledge of Allegiance

Mr. Quinn led the Pledge of Allegiance.

1.03 Adoption of Agenda

Dr. Rottweiler informed the Board the date in Item 2.04 should be April 27, 2019, not 2018. Mrs. Strain requested Item 2.01.11 be pulled from the Consent Agenda for further discussion. With no additional changes, the agenda was adopted as published.

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

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 on the December 7, 2018, AACCT meeting noting Kristen Boilini, Pivotal Policy Consulting, provided a legislative overview to include discussion of the history, future and potential marketing ideas in where the Arizona community colleges would become more engaged in presenting accomplishments.

Demion Clinco, Pima College Board Chair, proposed that all Arizona state-level trustees (52) meet in August or September 2019 to have a workshop focusing on the legislative agenda, marketing plan, and trustee-level advocacy; proposal voted on and passed.

Mrs. Strain and Mr. Hudgins will be attending the ACCT Legislative Summit in D.C. February 10-13, at which there will be an Arizona State Breakfast meeting held on February 12.

The All Arizona Academic Awards Luncheon will be held on February 27, and the next AACCT meeting will be held on February 28, 2019, at 10 a.m.

1.05.2 Senate

A Senate report was not provided; the Senate did not meet in November.

1.05.3 Student Government Association (SGA)

A Student Government Association report was not provided, as the Douglas students were unavailable.

1.05.4 College President

Dr. Rottweiler provided the following President's updates to the Board:

Legislative Update:

- Budget Proposal of \$64.4M
 - \$11.8M to Cochise College
 - Waiting for the Governor's State of the State in January
- Prop 301 Task Force – two meetings have been held
 - Community Colleges have got an A+ from Senator Brophy McGee for efforts and proving information
- Leadership Assignments
 - Representative Becky Nutt, House Majority Whip
 - Senator David Gowen, Senate Appropriation Chair

Master Facilities:

- Master Facilities Planning
 - Second meeting held December 11 via video conference
 - Preliminary recommendations will be presented at January Board Meeting
 - Final report/plan will be presented at March Board Meeting
- Security Camera/Surveillance Project
 - Thanked Frank Dykstra, Jim Barrows, and their team for their hard work in getting the project underway
 - Leftover resources will be allocated to the Douglas Campus Airport
- Douglas Campus Art/Fab Building remodel/expansion (1900)
 - Currently moving the water and gas lines
 - Still on time for fall 2019 move-in
- Transportation Center
 - A major topic of discussion with Master Facilities Planning

New Initiatives:

- Police Academy - the Academy is scheduled to begin January 14 on the Douglas Campus with 7 confirmed; 7 projected; and 6 inquiries.
 - Globe Police Department (2) - anticipate needing 2 more
 - Graham County Sheriff's Office (3)
 - Santa Cruz County Sheriff's Office (1)
 - Fredonia Marshal (1)
 - Douglas Police Department (anticipate 1)
 - Cochise County Sheriff's Office (anticipate 4-5)
 - Nogales, Peoria, Mesa, and Sierra Vista Police Departments – inquiries
 - The college received an MOU from Department of the Army between Garrison Fort Huachuca, Cochise County Sheriff's Office, Sierra Vista Police Department, and Cochise College for the recognition of the Southeast Arizona Law Enforcement Training Academy as a component of the Army's Career Skills Program.
- Residential Construction Trades – updated photos and a video of the project house were shared with the Board.

General Comments:

- Recognition of Travis Ambrose – Data & Decisions Academy Presidential Scholarship from the Association for Institutional Research (AIR)
- Recognition of Karen Emmer
 - Arizona Default Rate – Arizona Business Daily – Cochise College is last (22nd) with a low 6.1% on default ratio
 - Department of Veterans Affairs Letter – Cochise College is 100% in compliance in all areas reviewed
- HLC Multi-site visit Report
 - A copy of the written report was provided to the Board
 - As detailed in the report, the pattern of operations at the locations appears to be adequate, and no further review or monitoring is necessary.
- Meetings and presentations from the past month
 - November 14 – Fort Huachuca Education Center Open House and Ribbon Cutting
 - November 17 – Hosted Hall of Fame; Mr. DiPeso attended honoring his father's induction, and Mr. Quinn also attended representing the Board
 - November 27 – City of Douglas Community Representative Committee meeting; GSA Port of entry
 - December 4 – First Dual Credit Summit – Making Connections hosted by Barbara Richardson
 - December 6 – Meeting with Congresswomen-elect Ann Kirkpatrick and staff related to the Fort Huachuca Mission and its desire to expand.

Upcoming Events:

- December 18 – Bisbee Economic Outlook Luncheon has been CANCELED
- December 19 – Nogales Graduation Ceremony at 5:30 PM
- December 19 – CNA Recognition at 6:00 PM
- December 20 – LPN Graduation at 7:00 PM
- College Closed – 4:30 PM on Friday, December 21 through Sunday, January 6
- Bell Ringing – Week of December 17 at Fry's

Wished members of the Board a Merry Christmas, Happy Holidays, and a Happy New Year!

Questions/Comments:

Mr. Quinn requested a brief statement from Barbara Richardson on the Dual Enrollment Event she hosted.

1.05.5 Monthly Financial Report – November 2018

The Financial Report for November 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 (*Scott Harper, Enrollment Data Specialist, Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Appointment (*John Parris, Financial Aid Technician I, Sierra Vista Campus*)
- 2.01.3 * Administrative Support; Appointment (*Eva Dickerson, College Advancement Manager, Sierra Vista Campus*)
- 2.01.4 * Faculty; Appointment (*Logan Barton, Instructor for Aviation Pathways, Douglas Campus*)
- 2.01.5 * Faculty; Appointment (*Katherine Burnett, Instructor for Aviation Pathways, Douglas Campus*)
- 2.01.6 * Faculty; Appointment (*Adam Daigle, Instructor for Aviation Pathways, Douglas Campus*)
- 2.01.7 * Faculty; Appointment (*Alexander Deahr, Instructor for Aviation Pathways, Douglas Campus*)
- 2.01.8 * Faculty; Appointment (*Julie Johnson, Instructor for Aviation Pathways, Douglas Campus*)
- 2.01.9 * Classified Staff; Transfer (*William Auchinclos, Facility Services Coordinator, Sierra Vista Campus*)
- 2.01.10 * Administrative Support; Resignation (*Amy Schroeder, Military Success Navigator, Fort Huachuca Center*)
- 2.01.11 * Administrative Staff; Retirement (*George Self, Special Assistant to the Provost, Sierra Vista Campus*) **pulled for further discussion**
- 2.01.12 * Acceptance of Minutes for November 13, 2018 – Regular Meeting

Mr. Nelson moved, and Mr. DiPeso seconded a motion to approve the Consent Agenda with Item 2.01.11 pulled for further discussion. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

Mrs. Strain addressed Mr. George Self noting he would be missed and commended all his dedication to the students for many years.

Mr. Nelson moved, and Mr. Hudgins seconded a motion to approve the retirement of George Self, Special Assistant to the Provost. There were no further discussions by the Board. The

Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

2.02 Placeholder – Administrative Support Appointment – Building and Grounds Manager – District-wide based on the Sierra Vista Campus

The administration brought forward a recommendation to hire James Crowley as the Building and Grounds Manager, district-wide based on the Sierra Vista Campus.

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

2.03 Placeholder – Faculty Appointment – Instructor of Physics – Sierra Vista Campus

The administration brought forward a recommendation to hire Dr. Mark Slovak for the Instructor of Physics on the Sierra Vista Campus pending a successful background screening.

Mrs. Strain moved, and Mr. DiPeso seconded a motion to approve the appointment of Dr. Mark Slovak pending a successful background screening. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

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

Mike Kehoe, Director of Aviation, introduced Alexander Deahr, Adam Daigle, Julie Johnson, Logan Barton, and Katherine Burnett; Frank Dykstra, Executive Director for Facilities and Maintenance, introduced James ‘Darrel’ Crowley; Denise Hoyos, Executive Director of Foundation and Advancement, introduced Eva Dickerson.

2.04 Alcohol Restriction Waiver

The administration brought forward a recommendation for the Board to adopt a motion to approve Cochise College Foundation’s request for Alcohol Restriction Waiver to serve alcohol during their “An Evening at the Races” fundraising event to be held on April 27, 2019.

Mr. DiPeso moved, and Mr. Nelson seconded a motion to approve the request for an Alcohol Restriction Waiver. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

2.05 Revised Governing Board Policy 303 – President Succession and Governing Board Policy 408 – District Investments

The administration brought forward a recommendation for the Board to adopt a motion to approve revised Governing Board Policy 303 – President Succession and Board Policy 408 District Investments, revisions to reflect the title of Vice President for Administration and Human Resources.

Mr. Hudgins moved, and Mr. Nelson seconded a motion to approve revised Governing Board Policies 303 and 408. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

The college received the following communications:

- Dr. Rottweiler received a letter from Eric Silverberg, Court Administrator with the Cochise County Superior Court, thanking the college for allowing the Superior Court to utilize the Sierra Vista Campus Community Room for their annual Adoption Day Ceremony held on November 9. Mr. Silverberg's letter also thanked Jenn Wantz for her dedication and accommodating nature.
- Cochise College Student Success Newsletter, Issue 06, December 2018.

3.02 Nogales Center Teach-Out – Closeout Report

George Self, Special Assistant to the Provost, provided a Santa Cruz Teach-Out Plan update to the Board; highlights included:

- December 17 - last day of classes
- December 18 – 19 - Tech Services will pick up all electronic equipment
- December 19 – 20 - facilities will pick up furniture, make repairs, and paint
- December 21 - Bluespan Wireless will pick up all equipment
- December 24 - custodial staff will clean the center
- Nogales Center Graduation Ceremony to be held on December 19

Dr. Rottweiler stated that following the graduation on December 19th, the college will have fulfilled all of the Teach-Out Plan requirements and will inform the Higher Learning Commission of the completion and ask that the Nogales Center be removed as a college authorized location to provide educational services. The college will also place an ad in the Nogales International thanking the Santa Cruz community and congratulating the students.

Gabriel Galindo, Director of Nogales Center, provided a PowerPoint presentation on the Nogales Center through the years; presentation highlights included:

- Pledge – to provide a high-quality learning community that embraces a diverse population and is committed to student success.
- Photos of the Santa Cruz College locations from 2013 - 2018
- Graduation applicants 2003-2018 – approximately 400 students; 61 applied for graduation in 2018; 22% graduation applicants during the Teach-Out
- Testimonials from students – several read by Mr. Galindo
- Recognition of Josefa Jacques, Center Coordinator

Dr. Rottweiler recognized and thanked Mr. Galindo for his professionalism in providing services to the students in Santa Cruz County. Mr. Galindo will continue his service to the college as the Director of the Center for Life-Long Learners.

3.03 Advancement/External Affairs Report

Denise Hoyos, Director of External Affairs/Executive Director of the Cochise College Foundation provided an overview of recent efforts and future plans in External Affairs; presentation highlights included:

2017-2018 Scholarships Awards

- Students – 417
- Awards – 527
- Funds – 117
- Dollars - \$447K
- Average Award - \$800 / year

Ms. Hoyos recognized the Financial Aid staff for their assistance in awarding the scholarship funds, and for being the best stewards of scholarship funds.

Graduating Senior Scholarship Guarantee

- Planned for student awards – 385 students at \$186K
- Awarded Funds - \$193,250
- Turquoise - 100 for \$250/year - \$25K
- Copper - 200 for \$500/year - \$100K
- Gold – 91 for \$750/year - \$68,250

Foundation Board

- New Members:
 - Joanna Michelich – New member
 - David Mosow – New member in April or June 2019
- Single-location meetings moving around the County
- New Terms and term limits – a 5-year term for 2 terms
- Renewed attention to purpose and accountability
- Giving requirement - \$500 per year each member

Project House

- Listing on the Market - Spring 2019
- Project Partners
 - College Faculty
 - College Foundation
 - American Southwest Credit Union
 - City of Sierra Vista
 - Cochise County
 - Castle & Cooke

Engagement Events

- Hall of Fame – Celebrating Legends
 - Matthew Borowiec
 - Charles DiPeso, Ph.D.
 - Charles Hoyack
 - Lee Oppenheim
 - Sammie Howard Paschal

- Pit Fire
- Aviation 50th – Raised \$1,000
- Rodeo “Meet the Team”
- Baseball Alumni Reunion & Golf Tournament
- An Evening at the Races – April 27, 2019, 5-9 PM

Ms. Hoyos shared a quote from a student who received the Graduating Senior Scholarship Guarantee: “Throughout my school years, I have never received any incentive to do well in school besides a pat on the back and a great job. But that changed when I got this scholarship. The grant I have received gives me a boost of confidence and solidifies my drive to do well in school and to be recognized as a great student.”

3.04 Title IX Report

Dr. Wendy Davis, Vice President of Administration and Human Resources, provided an overview of Title IX and initiatives the college has in place to assist students and employees in understanding their rights and responsibilities; highlights included:

Cochise College adopted Administrative Policy 5009 Title IX compliance in 2014 and has been conducting annual, mandatory training for all employees since that time. Also, the college has an online training program for students.

The college received seven complaints last year and nine this year since September. The increase in reporting is thought to be a result of the college training and national awareness.

Dr. Davis provided Board members with a Proposed Title IX Regulation Changes Fact Sheet, noting the comment period for feedback is open through January 2019.

Dr. Rottweiler informed the Board that the college is in compliance. The proposed rule changes are coming from the Department of Education.

Responding to Mr. Nelson, Dr. Davis noted the college, along with the Student Government Association, sponsors presentations, and activities regarding Title IX and sexual harassment awareness, to include an upcoming presentation on Intrusion. Dr. Davis also informed the Board the Cleary Act Disclosure report is posted on the college website and is distributed to all students and staff annually.

3.05 2018 Strategic Vision Outcomes Report

Dr. Verlyn Fick, Executive Vice President/Provost, provided an overview of the Arizona 2018 Strategic Vision Outcomes Report. Presentation highlights included:

2018 Chiclet Chart Ask and Act Report – A companion to the 2018 Cochise College Chiclet Chart provided in the Board Packet:

- Data collected and distributed
 - Arizona Community Colleges 2018 Strategic Vision Outcomes Report
- Data aggregated and colorized to improve visual usage
 - 2018 Cochise College Chiclet Chart
- Data Analyzed to gain an understanding
 - 2018 Chiclet Chart Ask and Act Report

- Data Utilized to guide performance improvement

Six metrics were selected for further analysis and action by a team of college administrators, deans, and staff:

- Metric #9 - Developmental Math Course Success
- Metric #10 - Developmental English Course Success
- Metric #11 - College Math Course Success after Developmental
- Metric #12 - College English Course Success after Developmental
- Metric #18 - Fall-to-Fall Retention
- Metric #26 - Transfer Rate

Examples of Information Useful In Improvement:

- What black box data is available comparing successful and unsuccessful students? (Metrics 9/10)
- What amount of time has passed between developmental coursework and the college level course(s) (Metrics 11/12)
- Is there disaggregated information by major and type of degree? (Metric 18)
- What is the level of successful transfer for students who have participated in transition programs like Cochise Cats? (Metric 26)

Examples of Current Activities/Plans:

- Embedded tutoring in developmental math/English/reading courses (Metrics 9/10)
- Provision of additional tutoring staff (Metrics 11/12)
- Graduating Senior Scholarship Guarantee fosters full-time enrollment in consecutive semesters for renewal (Metric 18)
- Transfer Out programs including Cochise Cats, ASU TAG and Cochise2NAU (Metric 26)

Suggested Goals, Timelines, Predictive Indicators:

- Metric 18 - Fall-to-Fall retention rate
 - Initial goal (2 yrs.): from 77.2% to 78.0% (state's rate)
 - Aspirational goal (5 yrs.): from 77.2% to 80.0% (lead college's rate)
- Leading Indicators
 - Full-time enrollment
 - College-level math and composition in the first year
 - Complete college success course, earn summer credits

The goal is to take the Chiclet Chart and use it as a beginning to an intentional data-based effort to improve some of the specific metrics at the college.

Questions and Comments:

Responding to Mr. Nelson's question, Dr. Fick noted an aspirational goal is a bigger goal that can be obtained over a longer period of time.

Dr. Rottweiler noted if the college is going to do better, it needs to face and address the data, which is why the administration is presenting some of the weakest data to the Board. He also challenged the Board to address their self-evaluations and address areas they want to improve.

Mr. Quinn thanked Dr. Fick for his presentation and for narrowing the review of the college's thirty-three metrics to six appropriate metrics and noted his appreciation for the clarity of the presentation. He also stated that he would like the college to measure and act upon the same selected six metrics as well as measuring the initiatives such as the 15 to Finish and the scholarship guarantee program.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Nelson
 - Thanked Ms. Emmer for her efforts in decreasing the college's default rate.
 - Expressed his appreciation for receiving a copy of the Mirage book with college art
- Mrs. Strain:
 - Wished everyone Happy Holidays and Happy New Year
- David DiPeso
 - Santa Cruz clarification – Dr. Rottweiler noted Pima can only offer less than 50% of any degree; Cochise College was able to offer the full degree course.
- Mr. Hudgins
 - Thanked everyone for a wonderful 2018 and wished everyone a Merry Christmas.
- Mr. Quinn:
 - Thanked staff for all they do to support students and for making a difference in the lives of students
 - Happy Holidays and asked staff to look out for fellow employees over the holiday season

5. ADJOURNMENT

Mr. Quinn adjourned the meeting at 7:31 PM.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. David DiPeso, Secretary of the Governing Board