

## MINUTES

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

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

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

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

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

Mr. David DiPeso  
Mr. Dennis Nelson  
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

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 next AADGB meeting will be held on February 23, 2018.

##### **1.05.2 Senate**

The Senate report was presented and accepted as submitted.

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

Jackie Ballesteros, SGA President, Edith Perez, SGA Vice President, and Ammi Robles, Social Events Coordinator, provided a Student Government Association Report presentation; highlights include:

#### Fall Activities

- 40 ft. Banana split Welcome Back Event
- All Clubs Fair
- Texting and driving awareness
- Ice breakers - get to know each other events
- Get connected/get involved information table with SGA
- Informational booth with SGA/snapchat
- National Pie Day
- Game Day at central with music
- Black History month trivia activities
- Snapchat - used to promote activities

#### Intramurals hosted in the evening for housing students

- Dodgeball
- Indoor Soccer
- Flag Football
- Whiffle Ball
- Knocker Ball
- Movie Nights

#### Awareness Month Activities

- February - Black History activities and Heart Disease awareness - Chiricahua Mobile Bus
- April - Sexual Assault and STD - informational booth
- May - Mental Health Awareness - informational booth

#### Upcoming Events

- February
  - 14 - Valentine's Day (make your own chocolate kiss rose)
- March
  - 1 - Comedy Hypnotist
  - 19-22 - Taste of the Worlds
  - 29 - Easter Egg Hunt Extravaganza (over 1000 Easter eggs)
- April
  - 9-12 - Alcohol Awareness Month
  - 17 - National Stress Day Events
  - 25 - Student Awards Ceremony – student recognition for academics athletics
- May
  - 2 - Spring Fest
  - 3-8 - Finals Frenzy - Pet your stress away with therapy dogs

Mr. Nelson expressed his appreciation for the update noting the importance of getting students involved in activities, and for the awareness events.

#### **1.05.4 College President**

Dr. Rottweiler provided a legislative update noting the community colleges submitted a \$63.8M budget request, which is a \$14M increase from FY18 with the bulk of the increase to be STEM funding for Pima and Maricopa Community Colleges, as well as removing a cap for Central Arizona College. The Governor's budget was released at \$49M cutting Pima and Maricopa back out and leaving the caps. Following a request, Pima and Maricopa representatives will present to the House Appropriations Sub Committee, on behalf of the community colleges, as it relates to what they would do if the \$14M was placed back into the budget.

Senate and House Bill Updates:

- Bill 2482: Foster Care Tuition Waiver; which the colleges are in full support of.
- Bill 2172: Postsecondary Institutions; Possessions of Nonlethal Weapons; community colleges, along with the Board of Regents, are in opposition of the bill as it has complicated factors including definition of nonlethal weapons. The primary response has been to let the governing boards make the decisions.
- Bill 1388: Resubmission of Tax Levy; Appropriation; allowing Coconino Community College to go back to their voters to change their tax levy.
- Bill 2494: Appropriation; Maricopa Community College STEM, now appears to be moot.

The next Arizona Community College Coordinating Council (AC4) meeting will be held on March 1, 2018 in the morning prior to the All Arizona Academic Team Lunch; Board members interested in attending should inform the president's office.

Master Facilities Update:

Dr. Rottweiler informed the Board the college has been working with the United States Forest Service as they requested to potentially rent the college facilities. They requested a remodel at the cost of \$750K; administration does not feel the request is in the college's budget or best interest at this time. The college is willing to host the Forest Service on the campus, but not with the college paying for it upfront.

In his general comments:

Dr. Rottweiler continues to meet with local service organizations as it relates to the critical numbers 42 – 49 – 15, and will be presenting to the Kiwanis Club on February 8.

The residential construction project is scheduled to go before the City of Sierra Vista Town Council on February 22 at 5 p.m. for the property in old Fry Town.

Dr. Rottweiler, along with his leadership team, attended a briefing and tour of Fort Huachuca on January 31. Dr. Rottweiler noted his appreciation to Mr. Jeffrey Jennings and Matt Walsh whom accompanied the team on the day-long tour. Copies of the tour itinerary was provided to the Board.

On February 2 and 3, the college held the first President's Student Leadership Academy, which was organized by Bryan Homrighausen, Jennifer Wantz, and Andi DeBellis following a request from the President's Leadership Academy members. Dr. Rottweiler expressed his appreciation to Mr. Tim Quinn for his amazing presentation on reflective leadership.

Dr. Rottweiler stated the FY19 budget development has some major issues that are driving the development process, which include: competitive salaries; the continuation of Prop 206 minimum wage at \$12 per hour by 2020. This would require a 9.8% increase if the hourly salary scale is changed so the lowest entry level position is at \$12 per hour; health insurance costs going up 3-4%; retirement increase of 2.65%; and strategic initiatives. Following a request by Dr. Rottweiler, the Board will hold a Work Session on February 13, 2018 beginning at 6:00 p.m. to discuss long-term budget planning.

Informational Items from Dr. Rottweiler:

- Cochise College was recognized as the fifth most affordable online college for associate degree programs.
- March 2, Sierra Vista Unified School District will host a State of the District at 7:30 a.m. on the Cochise College Sierra Vista Campus in the Community Room; Board members wishing to attend should inform the president's office.
- The ACCT Leadership Congress will be held in October 2018; information was distributed to Board members.

### 1.05.5 Monthly Financial Report – January 2018

The Financial Report for January 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 (*Ernesto Alvarez, Grounds Maintenance Assistant, Douglas Campus*)
- 2.01.2 \* Faculty; Appointment (*Arleene Djordjevic, LPN Coordinator/Instructor of Nursing, Downtown Center*)
- 2.01.3 \* Administrative Staff; Resignation (*William Howard, Director of Finance and Administration, Sierra Vista Campus*)
- 2.01.4 \* Faculty; Resignation (*Tyler Barton, Instructor Aviation Pathways, Douglas Campus*)
- 2.01.5 \* Faculty; Resignation (*Camber Miner, Instructor Aviation Pathways, Douglas Campus*)
- 2.01.6 \* Faculty; Resignation (*Lori Nichols, Instructor of Nursing, Downtown Center*)
- 2.01.7 \* Faculty; Resignation (*Edmund Priddis, Instructor of Biology, District-wide, based on the Sierra Vista Campus*)
- 2.01.8 \* Classified Staff; Retirement (*William Cassidy, Maintenance Technician I, Sierra Vista Campus*)
- 2.01.9 \* Classified Staff; Retirement (*Madeline Riggs, Mailroom Technician, Douglas Campus*)
- 2.01.10 \* Faculty; Retirement (*Douglas Curtis, Instructor Building Construction Trades Prison Ed, Douglas Prison Complex*)
- 2.01.11 \* Faculty; Retirement (*Randall Dorman, Instructor of Mathematics, District-wide, based on the Sierra Vista Campus*)
- 2.01.12 \* Faculty; Retirement (*Kevin O'Brien, Instructor of English, Douglas Campus*)
- 2.01.13 \* Acceptance of Minutes for January 9, 2018 – Regular Meeting

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

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

Polly Gosa, Director of Nursing, introduced Arleene Djordjevic, LPN Coordinator/Instructor of Nursing.

**3. INFORMATION ITEMS**

**3.01 Communications**

The college received the following communications:

- Dr. Rottweiler received an email from Richard Reeves, Program Director Integrated Postsecondary Education Data System (IPEDS) for National Center for Education Statistics, extending his appreciation to Cochise College, and especially to the college's IPEDS Keyholder, Travis Ambrose for submitting the winter data collection three weeks prior to the close date.
- Dr. Rottweiler received a letter from the Commission on Accreditation of Allied Health Education Programs, informing the college of its vote on January 11, 2018 to award continuing accreditation to the Emergency Medical Services – Paramedic Program at Cochise College.
- The college received emails, via Denise Hoyos, from Carol Treuber, Economic Development Specialist and Kirsten Smith thanking Dr. Rottweiler for being the key note speaker at the Southeast Arizona Economic Development Group meeting on January 9. Ms. Smith also noted Dr. Rottweiler did a fantastic job and was a captivating speaker, and she thanked the college for sponsoring the lunch.

**3.02 TRiO Trip to Houston, Texas for Hurricane Recovery Support**

Gabriela Amavizca, Director of TRiO Student Support Services, Angie Bustamante, TRiO Academic Advisor, and students Ammi Robles, Carolina Barreda, Daniel Morales, Angie Covarrubias, and Maria Perez provided an update to the Board on the PTK Honors in Action Project and TRiO Leadership Activity: Hurricane Harvey Relief in Houston, Texas.

A Cochise College team of nine students and two advisors worked with the organization "All Hands & Hearts", a volunteer-powered disaster relief organization dedicated to rebuilding hope for people impacted by natural disasters all over the world. The team worked for eight hours a day for three days, they volunteered for a total of 264 hours, and helped nine families at nine different sites. The college volunteers worked with approximately 80 other volunteers working in six different teams doing everything from sanitizing flood damaged homes to gutting other more damaged homes. The team also had the fortunate opportunity to meet volunteers from all over the world, and the opportunity to spend time with the victims and families affected by Hurricane Harvey.

The students thanked senior administration, the dean of student services, college foundation, and TRiO SSS for their support and financial assistance, which provided them the opportunity to volunteer with the Hurricane Harvey Relief.

Mr. Nelson stated the experience was a great opportunity to volunteer and to meet the families they were helping.

Responding to Mr. Quinn's question, Ms. Amavizca noted that after much research on volunteer organizations, the team discovered the organization "All Hands & Hearts" had over 43K volunteers, and decided this was the organization they wanted to work with. Even though the college team's request to help volunteer was among 3,100 other volunteer requests, Cochise College was selected to help.

Dr. Rottweiler recognized the students and the advisors for taking the time to make a difference in the lives of others.

### **3.03 Math and Science Report**

Dr. Beth Krueger, Dean of Mathematics and Science, Tammy Brewer, Director of Testing Services, and Angela Garcia, Math Chair, presented on how the Math Department and Testing Center are working cooperatively to start using multiple measures for placing students into mathematics classes; presentation highlights included:

In April 2017, the college transitioned from using ACCUPLACER Classic placement tests to ACCUPLACER Next Generation tests. All the tests were updated, with new content areas and new scores.

#### **Math Placement Objectives**

- Use multiple measures to decrease the number of math placement tests students need to take
- Ensure this method is placing students into the proper level math course

#### **Math Placement**

- Set new cut scores
- Place students using the fewest number of math tests without compromising placement validity
- Incorporated Multiple Measures
  - Developed multiple measure type pre-test questions that are used to start candidates in the appropriate test.
    - "Where/when/which was the last math class you completed?"
    - "What grade did you earn?"
    - "What degree are you pursuing?"
    - "Do you think you are a good math student?"
  - Results – number of students placing with only one math test increased from 16% to 73%

Ms. Garcia stated placing students using the fewest number of tests reduces test fatigue, saves the student's time, and saves the district money.

Initial data shows that students are being placed correctly into math classes using the fewest number of tests since the ACCUPLACER Next Generation tests were implemented in fall 2017.

Ms. Garcia noted a survey was sent out to first semester math students half way through the fall 2017 semester, and 264 students responded with 89.4% of those students noting they felt they were placed into the correct math course.

Dr. Rottweiler noted it is very important that students are placed correctly in the appropriate math course and that the college does not have artificial barriers, such as taking three tests.

### **3.04 Executive Vice President/Provost Report**

Dr. Verlyn Fick, Executive Vice President/Provost, provided a Provost Report to the Board; highlights included:

Spring Semester Enrollment Statistics (includes the 75% enrollment decrease from Santa Cruz)

- Part time – down 8%
- Full time – down 18.8%
- All Location total including Santa Cruz – down 11%
- Headcount – down 1.7% (does not include dual enrollment, MOS, or reverse credit)
- FTSE – down 3.2% (does not include dual enrollment, MOS, or reverse credit)

Thoughts behind the numbers

- Santa Cruz County transition is reflected in some of the numbers
  - Significant reductions in seats enrolled at Santa Cruz in:
    - AJS - 62
    - EDU - 20
    - PSY - 70
- Cochise County population losses
  - 2010 – 131K vs 2017 – 128K
  - 2011 – 131K vs 2016 – 125K
- Cochise County unemployment rates
  - January 2017 – 5.6% vs October 2017 – 5.0%

Enrollment Access Discussions and Projects

- Attainment – Today 42%, by 2030 60%
- Post-High School Enrollment – Today 54%, by 2030 70%
- Opportunity Youth – Today 15%, by 2030 7%

Enrollment Access - High School Students

- 2016 Cochise County Rates of Seniors Attending Cochise College – 34.75%
  - Individual schools have percentages from 0 to 55 percent
- Senior Scholarship Guarantee
  - Implemented for 2018-19 academic year
- Creation of Enrollment Management and Marketing Department
  - Established a team of individuals to address the assistance needed by high schools and their students to pursue college
    - A portion of their time is spent as a presence in high schools
  - Implemented for Spring 2018
- Enhance the utilization of placement exams to promote preparation for college by schools and their students

Dr. Rottweiler noted that under the A to F scoring in K-12, students could receive points for college and career readiness. The statute allows for college testing to be a way for the school districts to assess students. The college is willing to provide free testing for the entire junior class at each of the county high schools. They would take the test allowing the school district to do a full assessment, and then give the college an opportunity to inform students of where they are. It also allows the college to obtain the students information for future contact. Dr. Rottweiler expressed his appreciation to the testing center staff and their leadership in partnership with the K-12 entities to provide them with good data and to better place students for success.

#### Enrollment Access - MOS Students

- These students are already involved in the military training, but the challenge is to keep them engaged until they complete a credential.
  - This is becoming more important as changes in Integrated Postsecondary Education Data System (IPEDS) reporting is now including the MOS students in completion numbers.
- Started several wide-open discussions around topics such as:
  - What changes may be enhancements to MOS students' life and career paths?
    - Differences between new recruits just starting vs people returning for advanced leadership and other training?
  - What changes may be enhancements to military initiatives and goals?
  - Are certificates able to provide any value or advantages?
  - Is our online program meeting the needs of students as they leave the area?
  - How can the college serve people who come for MOS training but need to wait until the next training slots open?

Dr. Rottweiler noted that during the tour of Fort Huachuca, he had the opportunity to speak with three soldiers that had credits with Cochise College. All three of the soldiers had received anywhere from 24 to 30 college credits for their AIT training. One of the students has finished his degree because he already had his bachelors and understood how to transfer his credits to obtain his associates; one had 56 credits but when he visited the Education Center on the Fort, was told that he needed 40 more credits to obtain his MOS degree. He did not know to ask what was needed to get a general studies degree instead. The other student had done nothing further to obtain more credits toward a degree with the college. Dr. Rottweiler also noted the college does a good job getting soldiers enrolled as students, but lacks in getting them to complete. College administration will be working closer with Fort personnel to address getting college information to MOS students.

Mr. Quinn led a discussion regarding the best ways to continue communication and survey soldiers enrolled in the college after they leave the area; one way is to obtain the soldier's military email account, which does not change during their military career.

Robyn Martin, Assistant Dean of Enrollment Management & Marketing, noted that education institutions cannot recruit on military installations. The college can contact current Cochise College students, and can only inform other soldiers via brochures and business cards. The college can advertise and provide sponsorship information through the Family and Moral Welfare Recreation Command only.



Dr. Fick's continued Provost Report highlights:

#### Enrollment Access Continued Discussions

- Opportunity Youth – need find ways to find those students
- People who have been out of school for a while – adults ready for a career change
- Disaggregation

### **3.05 Administrative Computing Report**

Dr. Verlyn Fick, Executive Vice President/Provost, provided a progress report on Administrative Computing; presentation highlights included:

#### Server Room Status for Banner 9 Project

- Floor – complete in SV and DC
- Ceiling – complete in SV; not needed on DC
- Lighting – complete in SV; requesting LED on DC
- Fire Suppression – installed and waiting for pressurization test in SV; purchased for DC
- HVAC – completed in SV and DC
- Uninterruptible Power Supply – complete in SV and DC
- Firewall – configuration in process in SV; currently not needed in DC
- Door Locks and Access Policy – in discussion phase
- Surveillance – in discussion phase

Mr. Nelson asked how long before cameras can be installed; Dr. Fick replied it would not take very long once a decision is made. Mr. Nelson stated video cameras should be a priority.

Mr. Quinn noted that cypher locks that are unique to each employee would be a better option rather than having video cameras.

#### Equipment Status for Banner 9

- Scale Hyperconvergence Infrastructure
  - Is a critical path for Banner 9 project
  - Introducing virtualization to Cochise College IT infrastructure
  - Status - equipment is in place in server rooms, ready for initialization of virtual host
- Purchase Three Additional Scale Nodes
  - College is centralizing all data onto hyperconverged nodes
  - Will provide separation of Banner data/processes from other IT resources
  - Status - getting quotes for these nodes
- Load Balancers
  - Balancers manage the availability and performance across virtual servers
  - Status - planning the implementation process to be implemented once a number of virtual servers are deployed

#### Software Status for Banner 9

- Banner 8 Upgrades
  - Conducted first round of group testing to prepare for implementation on production server
- External Database Administrator will be on campus

- Will assist with setup of hyperconverged Banner servers
- Will begin Banner 9 core installation
- Banner Enterprise Identity Services – easy user transition between Banner 8 and 9
  - Evaluating movement of test and production instances in-house

#### Status of Other Projects

- Ticket System Statistics – 420 tickets
  - 25% Finance, 20% Financial Aid, 20% Student, 16% DegreeWorks
  - 6.7 average days to completion, 1.9 days median completion
- Mobile App
  - Shared with marketing team for preview, testing, and comparison with other vendors; App can still text, email, and also has auto messaging
- Graduation Application Project
  - Just under 100K degree sought records; problem solved by college staff
  - Moving to monthly graduation dates allowing students to obtain transcript with graduation date notation as soon as possible
  - Developing workflow for implementation
- Change Management
  - Planning implementation of module within ticketing software to track and approve IT changes

#### Status of Personnel Resources

- Status of Hiring Processes
  - Director of Administrative Computing – interviewing
  - Network Administrator – interviewing
  - IT Database Administrator – taking applications
- Status of CampusWorks Personnel (through March 31)
  - Dave Boman – Serving as Administrative Computing Director
  - Satheesh Manduva – Serving as Database Administrator
  - April McGuire – Serving as Project Support
- Status of External Personnel Transitions
  - RFP (Due date March 1)
    - Seeking Database Administrator and Technical Support 20-40 hours each week to include mentoring/skill sharing, bench support and training; services as needed
- Planning a Help Desk to serve students and employees

Mr. Nelson stated the Administrative Computing Report is no longer needed on a monthly basis. Dr. Fick said he will provide a final report in March as the college concludes the CampusWorks contract then will discuss a possible quarterly updated that will be led by Scott Clark, Chief Technology Officer.

#### 4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mrs. Strain
  - Recently attended two community events that were held in the Sierra Vista Campus Community Room; she commended college administration for allowing community events be held on the college campuses.

**5. EXECUTIVE SESSION**

**5.01 Executive Session – President’s Annual Evaluation and Contract**

Mr. Quinn moved and Mrs. Strain seconded a motion to move into Executive Session for discussion of the president’s annual evaluation and contract. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Mr. Nelson adjourned the regular meeting at 8:00 p.m. and after a brief break, the Board moved into Executive Session at 8:04 p.m.

Mr. DiPeso moved and Mrs. Strain seconded a motion to close the Executive Session and resume the Regular Session. The Board unanimously approved. MOTION CARRIED. ***No actions were taken during the executive session.***

Mr. Nelson adjourned the Executive Session at 8:42 p.m. and reconvened the regular meeting at 8:45 p.m.

**5.02 Contract for the College President**

Mr. Quinn moved and Mr. DiPeso seconded a motion to extend President Rottweiler’s contract to June 30, 2021, increase his salary by the same percentage to be granted for all college employees, and increase his deferred compensation by the same percentage. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

**6. ADJOURNMENT**

Mr. Nelson adjourned the meeting at 8:47 p.m.

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