

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, January 9, 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
Mrs. Jane Strain

Board Members Absent:

Mr. Danny Ortega
Mr. Tim Quinn

1.02 Pledge of Allegiance

Mrs. Strain led the Pledge of Allegiance.

1.03 Adoption of Agenda

The agenda was adopted as published.

1.04 Governing Board Organization/Orientation for 2018

1.04.1 Election of Board Chair

Mr. DiPeso moved to nominate Danny Ortega for Board Chair, and Mrs. Strain seconded the motion. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED

Dr. Rottweiler noted the President's Office received an email from Mr. Ortega signifying that if he was elected and it was the Board's direction, he would be happy to serve in the position. He also informed the Board that Mr. Ortega would be missing the January and the February meetings as he is in Puerto Rico participating in the buildout of the electrical grid.

1.04.2 Election of Board Secretary

Mrs. Strain moved to nominate David DiPeso for Board Secretary, and Mr. Nelson seconded the motion. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

1.04.3 Appointment of Governing Board Representatives and Alternate Representatives to Board Committees and Associations.

The Board reappointed Mrs. Jane Strain as representative to the Arizona Association of District Governing Boards, and reappointed Mr. Dennis Nelson and Mr. David DiPeso as representatives on the Investment Committee.

Mr. Nelson stated he would chair the January and February meetings in Mr. Ortega's absence.

1.05 Citizen's Interim

There were no requests to address the Board.

1.06 Standing Reports

1.06.1 Representative to the Arizona Association of District Governing Boards (AADGB)

Mrs. Strain reported the next AADGB meeting will be held on January 26, 2018.

1.06.2 Senate

The Senate did not meet in December; therefore, a report was not provided.

1.06.3 Student Government Association (SGA)

No Student Government Association Report was given, as students were on winter break.

1.06.4 College President

Dr. Rottweiler provided a legislative update addressing Governor Ducey's fourth State-of-the-State Address, noting the big topics were the opioid crisis, cosmetology, and education. Dr. Rottweiler also noted the Governor's budget should be released on January 12; in which community colleges are hopeful they will see funding at statutory formula, but don't expect additional money. Historically, the eight rural colleges would receive statutory funding, but probably would not see Pima and Maricopa come back in. During the State-of-the-State, the Governor mentioned there was a small surplus and early indication from the Joint Legislative Budget Committee (JLBC), is that they have closed the deficit. The Governor also mentioned the session should be short; weeks not months.

Dr. Rottweiler informed the Board there have been some early filing of Bills; one that the colleges will be watching is the Foster Care Tuition Waiver, which would remove the volunteer service requirement.

Dr. Rottweiler noted he has an Arizona Community College Coordinating Council (AC4) meeting on January 11, and would be discussing the legislative agenda.

Master Facilities Update:

Dr. Rottweiler informed the Board that as the budget process begins, the college will request to remodel the CTE building on the Douglas Campus; potentially expand that facility for ceramics to then take down the Butler (1900) Building. Another project is the Chiricahua dorms; need to either invest resources and keep for surplus housing, or tear them down.

In energy conservation efficiencies, 70 percent of LED lighting conversion has been completed across the entire district. The remaining 30 percent is on the budget request for next year.

The court yard between the administration building and the fitness center, has had some beautification to include lighting installation and will soon have benches and tables.

In his general comments:

Dr. Rottweiler continues to meet with local service organizations as it relates to the critical numbers 42–53–14. Presented to the Southeast Arizona Economic Development Group in Benson and is scheduled to present to the Rotary Club West on January 18. He is seeing a very positive response to the college initiatives to impact the numbers and enhance the quality of life for all citizens in Cochise County.

As part of the residential construction project, the college and college foundation is scheduled to take a request for transfer of property in old Fry Town to the Sierra Vista City Council in February, for two homes to be built and conveyed over to the college foundation.

Informational Items from Dr. Rottweiler:

- Coach Jerry Carrillo had his 500th win on January 3; all 500 of those wins are for Cochise College over 23 years of services. A formal recognition will be held on February 3.
- President's Leadership Team is scheduled for an amazing VIP tour and briefing of Fort Huachuca on January 31. Dr. Rottweiler expressed his extreme appreciation of Mr. Matt Walsh, Mr. Jeff Jennings, General Baker, NETCOM and General Walters, Intelligence School.
- Dr. Rottweiler and his wife attended a dinner at General Baker's home in December, followed by a New Year's Reception on January 7. They have also been invited to attend a New Year's Reception with General Walters on January 13. Dr. Rottweiler stated the college partnership with the Fort is expanding to enhance how Cochise County looks for potential officers, soldiers, as well as civilian employees moving into the Sierra Vista area.
- Dr. Rottweiler thanked Mr. Nelson for his service as the Board Chair.

1.06.5 Monthly Financial Report – December 2017

The Financial Report for December 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 (*Sandra Leverty, Accounting Technician II, Sierra Vista Campus*)
- 2.01.2 * Faculty; Resignation (*Kyle Lewallen, Instructor Professional Flight, Douglas Campus*)
- 2.01.3 * Administrative Support; Termination (*Amanda Helt, Public Information Officer, Sierra Vista Campus*)
- 2.01.4 * Acceptance of Minutes for December 12, 2017 – Regular Meeting

Mr. DiPeso moved and Mrs. Strain 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 ***

There were no new employees in attendance for introduction.

2.02 Adjust FY2016-17 Budget to Reflect Actual Expenditures

Administration brought forward a recommendation, as required by the auditors, to approve the adjustments to the fiscal year 2016-17 adopted budget to reflect the actual expenditures. Mr. DiPeso moved and Mrs. Strain seconded a motion to approve the adjustments to the fiscal year 2016-17 adopted budget to reflect the actual expenditures. Mr. Nelson asked if the budget had a surplus, in which Dr. Rottweiler and Mr. Schiers replied yes, approximately half a million, which will be carried over. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

2.03 Alcohol Restriction Waiver

Per Administrative Policy 5003, administration brought forward a request for the Board to consider the 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 21, 2018. Mrs. Strain moved and Mr. DiPeso seconded a motion to approve the Alcohol Restriction Waiver. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

The college received the following communications:

- Dr. Rottweiler received an email from Betsy Gray commending the college's Life Long Learning class opportunities and the Golden Apache tuition for county residents sixty and over. The college offers a 50 percent reduction in tuition costs for Cochise County residents sixty and over. Ms. Gray praised the Native American Literature Class that was taught by faculty member Tanya Biami, noting Ms. Biami is an excellent instructor and her knowledge of Native American life and literature is comprehensive. Ms. Gray also recommended that the college consider broadening its marketing of such classes.
- Dr. Rottweiler received a letter from Gabriel Galindo, Director of the Nogales Center for Cochise College. The letter was submitted on behalf of the Cochise College Nogales students, faculty, and staff to say thank you very much for allowing them to complete their education within Santa Cruz County through the college's HLC approved teach-out plan. Mr. Galindo addressed the Board and thanked them for giving the Nogales Center staff the opportunity to help students succeed via education.

Mrs. Strain stated she read through the letter several times and expressed her appreciation for the message in the letter.

3.02 Improving the Classroom Experience While Minimizing Student Costs

Dr. Alan Biel, Executive Dean of Academics, briefed the Board on an initiative to improve the classroom experience while minimizing student costs, and provided a timeline for its implementation; presentation highlights included:

The costs of commercial textbooks are too high, and pose a barrier to students wanting to attend Cochise College. In 2016, the college began using Open Educational Resources (OER), which are textbooks and related materials that are free, or of minimal cost and can be modified by the instructor as needed. With help from Adam Woodrow, Learning Management System Administrator, the college has 94 sections of 15 courses that replaced commercial textbooks with OER materials. During the fall semester, 1438 students were using OER materials for a savings to students of at least \$144k.

The college has contracted with Lumen Learning to provide both OER resources and support for adapting those resources. The contract costs \$12,500 per year no matter how many courses and students are using OER.

Dr. Biel noted if the college is going to move this effort forward, the college will need to address two realities; first, 75 percent of the college faculty are part-time and it is unreasonable to expect part-time faculty to develop resources for their courses; second, the way this generation interacts with technology is much different; students are still reading books, but that is not their major form of education. Students want technological resources such as podcasts, short videos explaining single concepts and discussion boards, team-based learning and flip-classrooms.

Instead of allowing textbooks to determine what and how faculty teach, the college wants to design courses in-house that takes advantage of the strengths of faculty and staff, and meet the unique needs of students. Classes will have a rich learning environment which blends on-line and face-to-face, problem-based learning, resources from podcasts and videos, and virtual reality simulations. This will drastically cut costs for the students and provide them with a much richer learning environment to meet their goals.

The core of the Cochise 2024 initiative will be the development of Master Programs, Master Courses and Master Teachers.

- Master Programs
 - Internal and external assessment of student learning outcomes
 - Internal assessment – grades in courses in program; capstone project
 - External assessment – national certifying exam; employer surveys
- Master Courses
 - Student learning outcomes align with the program
 - Each topic maps to one or more student learning outcomes
 - Each assessment (exam question, paper, project) maps to one or more course student learning outcomes
- Master Teachers
 - Develop course student learning outcomes and assessments to measure them
 - Develop materials and extra resources to facilitate student mastery of student learning outcomes

Faculty who develop Master Courses will receive a stipend for each course. Faculty who successfully develop several Master Courses will be certified as Master Teachers and receive a salary increase.

The resources to ensure that this initiative succeeds include:

- Virtual Campus
- Library
- Curriculum Committee
- Program Review Committee

Timeline:

- By the end of fall 2018
 - Work with deans to expand the current OER program
 - Develop Master Program, Master Course & Master Teacher standards
- By the end of fall 2019
 - All new courses and programs will have to meet the requirements for Master Courses/Programs
 - Some full-time faculty will begin converting current courses and programs to Master Courses/Programs
- By the end of fall 2020
 - First Cochise College faculty will be designated Master Teachers
- By the end of 2024
 - All existing courses & programs will be converted to Master Courses/Programs

Following a question from the Board, Dr. Rottweiler confirmed the OER program meets the accreditation requirements. He also stated that in order for the college to bring in the non-published textbook, the college would need to have a better electronic mechanism for each class. The courses using OER would be using a combination of online and face-to-face instruction. Dr. Rottweiler also stated it is time to bring virtual campus together with the face-to-face instruction, which is what students have been asking for. Dr. Rottweiler recognized Adam Woodrow and George Self, Dean of Institutional Effectiveness, for their work on the initiation of OER.

Mr. Nelson referenced a conference he attended, in which three students from three different community colleges were asked “if you could change one thing about your college experience what would it be”, they all said the cost of textbooks.

Mr. Nelson stated he would like to have an updated report to the Board following the fall 2019 implementation of the Master Courses.

Dr. Rottweiler noted the OER program is currently underway in 15 courses; 94 sections, but not yet fully recognized as a Master Course. The college will continue to work through areas of implementation difficulty, such as unique programs, and addressing the fact that 75 percent of faculty are part-time.

3.03 Administrative Affairs Report

LaMont Schiers, Vice President for Administrative Affairs, provided an overview of Administrative Affairs; presentation highlights included:

Finance:

- Cochise College expended over \$48.7M in fiscal year 2017
- The college spent the following in several key areas:
 - Instruction \$17.7M
 - Academic Support \$ 1.3M
 - Student Services \$ 6.3M
 - Institutional Support \$11.5M
 - Scholarships \$ 3.2M
 - Operations & Maintenance \$ 2.3M

The College maintains over 300 contractual agreements annually. College follows Policies 401, 404 and 405 ensuring the college stays within the budgeted allotment.

Insurance:

- Cochise College maintains \$119M in Property/General Liability
 - \$10M in Professional and Automobile Liability
 - Excess Liability available up to \$100M
 - Cyber and Crime coverages of \$1.5M per occurrence
- The College maintains 60 buildings insured up to \$98M with contents of those buildings insured up to \$21M
- The College insures 72 vehicles
- Aviation Insurance - \$22M
 - 15 aircraft replacement
 - Hanger and airport Liability

Procurement:

- Cochise college has worked with 588 vendors since last year
- Generated over 1,300 Purchase Orders
- Introduced new eProcurement Software to improve efficiencies
- RFP's (Request for Proposals)
 - Food Service
 - Completed seven formal quotes since April of last year
 - Currently working on six major requests currently underway (i.e. Food Service) with three more to be added before the end of the fiscal year.

Facilities Service:

Brian O'Brien, Facilities Service Supervisor, provided a custodial oversight; highlights included:

Three years ago the college changed from Zone cleaning; individuals assigned to clean a specific building, to Team cleaning; individuals specialized in a specific duty (vacuuming specialist, light-duty specialist, etc.). The transition to Team cleaning has resulted in some of the following:

- Team cleaning from 3 AM to 8 AM
- Deep cleaning during rest of shift
- Large cleaning projects on Fridays
- Changing building assignment every six months
- Improved cleanliness
- Improved moral
- Improved pride in work
- Reduced sick leave
- Compliments on campus cleanliness; from external and internal clients

Mr. Nelson and Mrs. Strain thanked Mr. O'Brien and expressed their appreciation for the update.

Dr. Rottweiler stated the transition to Team cleaning cost the college no additional resources, and the department has experienced increased moral and pride, and decreased sick leave taken.

Dr. Rottweiler also noted the college sponsors the O'Brien Racing Team, which has two cars that display the Cochise College logo and participate in races at Tucson Raceway. The college has received recognition in the Tucson area as a result of the race participation.

Auxiliary:

- External Rentals
 - Calendar year 2016 839 events with sales of \$15,399
 - Calendar year 2017 833 events with sales of \$19,990 (More catering and larger space rentals)
- Catering
 - December 2016 1,274 guests were served with sales of \$5,127.81
 - December 2017 2,352 guests were served with sales of \$12,737.87
- Food Service
 - Last year's food service operation ended the year with \$12,326.34 balance
 - First half of the year results, revenue is up \$6,349
- Book Store
 - Sales for FY17 was \$676,892.72 which resulted in a 9.5% commission of \$64,304.81 to help with student initiatives

Mr. Schiers stated the college maintains its compliancy with the policies and procedures set in place by the Governing Board. The college is audited every year to ensure compliance with State and Federal regulations and with general accounting principles.

Mr. Schiers gave kudos to the Frank Dykstra, Director of Facilities, and his team in their efforts in the Downtown Center project and for maintaining facilities throughout the district.

Mr. Nelson referenced the burning of the Bisbee City Hall building and the underinsurance of that building, and asked what the college does to avoid such an issue. In Mr. Schiers response, he stated an inventory is completed of all buildings to include square footage, construction type, and amenities inside; then the college establishes a replacement cost to determine the amount of insurance for general liability insurance. This process is completed on an annual basis.

3.04 Administrative Computing Report

Dr. Verlyn Fick, Executive Vice President/Provost, and Scott Clark, Chief Technology Officer, provided a progress report on Administrative Computing through 2017; presentation highlights included:

Infrastructure Projects; action and impact:

- Server Room Fire Suppression System; Action – installed a fire suppressant gas system in the Sierra Vista Campus server room; Impact – provided new capability to extinguish fires in server room to protect equipment and data.
- Uninterruptible Power Supply; Action – installed power supply in Sierra Vista Campus server room; Impact – improved ability to maintain computer systems operation during power failures, until it can be shut down appropriately. Administration is also looking at quotes for possible purchase of a generator.

Capacity Building Projects; action and impact:

- Banner Workflow Training (paper to auto computer processing); Action – trained administrative computing analysts and functional department power users in operation of Banner Workflow; Impact – prepared staff to implement the software to support computerized process solutions.
- Administrative Computing Help Desk Ticketing System; Action – created a ticketing system for functional units to submit operational issues; Impact – improved management of response to operational issues by administrative computing analysts.

Functional Unit Projects; action and impact:

- Late Registration Process Automation; Action – created an automated approval process for students to receive permission for late registration from deans; Impact – enabled students with particular circumstances to register for courses that were already closed.
- Sick Leave Accrual for Part-time Employees; Action – initiated usage of a function in the Banner human resources module to track sick leave for part-time employees; Impact – allowed human resources department to provide sick leave as mandated by the Arizona voters when the increase in minimum wage was approved.
- Student Information Update Solution; Action – created a pop-up screen which asks for student confirmation of critical data each semester; Impact – resulted in higher reliability of student data such as phone numbers, addresses and other contact information.

Mr. Nelson asked about the amount paid to CampusWorks. In Mr. Schiers response, he stated the college has a contract with CampusWorks for about \$740,000, if their services are

used through the end of March 2018. Dr. Rottweiler also replied the bulk of the CampusWorks contract is funded out of unfilled positions.

Financial:

- \$1.2 Million Dedicated to Technology Upgrades
 - Remodel of two server rooms
 - Three new A/C units
 - Fire Suppression units
 - \$626,051 – Total to date spent
- Upgraded three computer labs - two on SVC and one on DC
- Added one Banner 9 testing lab (War Room) with 12 Laptops and a charging cart
- SysAid - Help Desk Ticketing System
 - Fall 2017 - 1783 Help Desk Tickets were created
- Cochise Connect (Zoom Classes)
 - Spring 2017
 - 25 Cochise Connect Classrooms
 - 56 Classes per week
 - 580 approximate students served
 - Fall 2017
 - 28 Cochise Connect Classrooms
 - 674 approximate students served
 - Spring 2018
 - 28 Cochise Connect Classrooms
 - 64+ Classes per week (15% increase from last Spring)
 - 669 students will be served, as of Monday January 8 (15% increase from last Spring)
 - 2018-19 Goals for Cochise Connect
 - Continue to increase support for classes within the district
 - Continue to support classes at other colleges outside the district
- 5 Key Technology areas to focus on in 2018
 - Develop and Implement a 1, 3 and 5 year **Technology Plan**
 - Upgrade, test and implement **Banner 9**
 - Develop, document and implement **Technology Processes**
 - Develop a **Customer Service** focused technology team
 - Provide technical **Training** for technology managers and technicians to better support the college community.
 - Create a Technology Committee – bringing faculty and students together for insight on how technology is working.

Addressing a question from Mr. Nelson, Dr. Rottweiler confirmed the Cybersecurity classes are conducted on the Sierra Vista Campus. He also confirmed the college will continue using the WAR room even after the contract has ended with CampusWorks.

Dr. Rottweiler clarified that the \$1.2M was dedicated to IT were funds from the fund balance as a one-time initiative to get IT up to standard, which did not include the cost to contract CampusWorks, as the fee was from on-going funds.

Mrs. Strain expressed her appreciation for the key technology areas of focus for 2018.

Mr. Nelson thanked Dr. Fick and Mr. Clark for their report, noting the report was exactly what he was asking for.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. DiPeso
 - Commended Dr. Rottweiler on his presentation to the Southeast Economic Development group, noting Dr. Rottweiler did an excellent job representing the college.
- Mrs. Strain
 - Thanked administration for the flowers and recognition following her knee surgery.
- Mr. Nelson
 - Thanked fellow Board Members and college administration for supporting him during his seat as Chair of the Board.

5. ADJOURNMENT

Mr. Nelson adjourned the meeting at 7:36 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. David DiPeso, Secretary of the Governing Board