

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, May 8, 2018
Sierra Vista Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Ortega called the meeting to order at 6:15 p.m.

Board Members Present:

Mr. David DiPeso
Mr. Danny Ortega
Mr. Dennis Nelson – telephonically
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 presented.

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 community college trustees met on April 27, 2018; eight institutions attended, and only two were absent. The Association changed their name to Arizona Association of Community College Trustees (AACCT).

The new Mission Statement for the Arizona Association of Community College Trustees is to provide collaboration among Arizona's community college governing boards and with the Arizona Community College Coordinating Council. The Purpose is to provide trustee professional development, to provide a forum for discussion, and to advocate for an excellent, student success focused, accessible and affordable Arizona community college system.

2018-2019 GOALS:

Advocate for the community college to the Legislature

Provide trustee professional development

1.05.2 Senate

The Senate report was presented and accepted as submitted.

1.05.3 Student Government Association (SGA)

There was no Student Government Association Report provided, as students are in summer session.

1.05.4 College President

Dr. Rottweiler informed the Board that over \$2M of the \$20M fund balance referenced during the public hearing is in Restricted Funds that can only be used for statutorily approved functions. Dr. Rottweiler noted the actual fund balance is closer to \$18M; a cash balance consistent with a solvency ratios of about 38-39% for a budget of about \$43M. Most experts say a public community college is wise to have at a minimum of 33% up to 50%; most would suggest, as a risk management, the college should have six months of operating resources.

Dr. Rottweiler provided a legislative update, noting that at 12:26 AM on Friday, May 4, the second session of the 53rd Legislature was adjourned sine die. On May 3, before they closed, Senate Bill 1520 the General Appropriate Bill was passed by both chambers and was signed by Governor Ducey.

FY'19 State Aid and STEM/Workforce

- Total Appropriation to community colleges = \$51,478,200
 - no funding for Maricopa or Pima
- Funding for Cochise College included
 - \$4.6M M&O
 - \$5.8M Equalization
 - \$1M STEM

The finalized budget will be presented to the Board in June and will be published in the Herald consistent with Arizona Revised Statute no later than June 5, for public notification.

Senate and House Bill Updates:

- H2172 Postsecondary Institutions; Possession; Non-Lethal Weapons - Failed in the Senate 10 ayes 19 nays, and one no vote
- H2563 Postsecondary Institutions; Free Speech was signed by the Governor. The community colleges and the universities worked closely with the Goldwater Institute to ensure the amendment language had only a few regulations and reporting burdens placed upon the colleges.

Cochise College administration is scheduled to have a meeting with attorney Britt Hanson to address the free speech bill. Mr. Hanson attended a community college conference on behalf of Cochise College, where all community college attorneys were

present, and discussion topics included the free speech bill. They are working to get consensus for a uniformed policy across all community colleges, along with a response the colleges need to be prepared to make regarding the Arizona Supreme Court's ruling as it relates to the deferred action of childhood arrivals (DACA) students.

Master Facilities Update:

- All projects for FY'18 are completed or nearing completion
- Next major projects in the FY'19 Budget:
 - Master Facilities Planning II
 - Security Camera/Surveillance Project
 - Transportation Center architectural work
 - Douglas Campus Art/Fab Building remodel/expansion (1900)

In his General Comments:

Commencement Activities:

- Nurses Recognition - Thursday, May 10, at 7:00 p.m.
- 53rd Annual Commencement - Friday, May 11, at 5:00 p.m. for President's Reception; and 7:00 p.m. for Commencement
- GED Graduation - Thursday, May 17, at 6:00 p.m. on the Sierra Vista Campus

President's Leadership Academy 2.0:

- May 15 & 16
- Lunch on May 16, at 1:00 p.m. Board members invited to attend

Dr. Rottweiler attended the American Association of Community Colleges (AACC) Annual Conference, where he and Dr. Wendy Davis, gave a presentation to a room full of individuals on the Cochise College President's Leadership Academy (PLA). Dr. George Boggs also attended the session.

On Friday, May 11, Dean Lakosil and Dr. Rottweiler will host a meeting with Bob Gomes and Joy Upshaw from Canyon Vista Medical Center for a tour of the Downtown Center and discussion about ongoing partnerships and provide a quality workforce in the healthcare industry.

Dr. Rottweiler thanked Board members for their participation in the "An Evening at the Races" event. The Foundation raised between \$11K and \$12K for the Scholarship Guarantee program.

Dr. Rottweiler was invited to meet with Governor Ducey, in Sierra Vista on April 13. Discussion topics included economic development and things that could be done within the county to change the economic outlook; and border security and how to utilize it as an economic development opportunity, specifically using the Douglas Campus as a potential training site. The Governor's office later contacted Dr. Rottweiler requesting more information.

Dr. Rottweiler received a call from Sheriff Dannels requesting he has a meeting with Brian Dorow, Deputy Assistant Secretary for Homeland Security. Mr. Dorow was doing a tour in anticipation of the Secretary of Homeland Security visiting Cochise County. During the meeting, Dr. Rottweiler discussed a potential training site on the Douglas Campus. During the meeting, Mr. Dorow noted he was previously a Dean of Career

and Technical Education programs at a technical school in Wisconsin; he was passionate about things the college is doing and believes some things can be done collectively to impact and move things forward.

Mr. Ortega asked for more information on the Douglas training site as it becomes available.

1.05.5 Monthly Financial Report – March 2018

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

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Classified Staff; Appointment (*Crystal Hernandez, Buyer, Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Appointment (*Yolanda Paez, Administrative Assistant Technology Services, Sierra Vista Campus*)
- 2.01.3 * Professional Staff; Appointment (*Troy Lopes, Sr., Grounds and Building Maintenance Supervisor, Sierra Vista Campus*)
- 2.01.4 * Faculty; Appointment (*Shirley Bayham-Hicks, Instructor of Nursing, Downtown Center*)
- 2.01.5 * Faculty; Appointment (*Madina Sultanova, Instructor of Physics, District-wide based on the Sierra Vista Campus*)
- 2.01.6 * Administrative Staff; Transfer (*Daniel del Rio, Network Administrator, Sierra Vista Campus*)
- 2.01.7 * Administrative Support; Resignation (*Colton Brewer, Academic Career Advisor, Sierra Vista Campus*)
- 2.01.8 * Administrative Support; Resignation Probationary Employment (*Jennifer Scherr, Student Recruiter, Sierra Vista Campus*)
- 2.01.9 * Administrative Staff; Resignation (*Sharon Buono, Budget and Asset Manager, Sierra Vista Campus*)
- 2.01.10 * Administrative Staff; Resignation (*Ron Hyde, Technology Support Coordinator/ Web Design, Sierra Vista Campus*)
- 2.01.11 * Administrative Staff; Resignation (*Adam Woodrow, Assistant Director Virtual Campus, Downtown Center*)
- 2.01.12 * Administrative Staff; Reduction in Force (*Tasneem Ashraff, Director of Virtual Campus*)
- 2.01.13 * Acceptance of Minutes for April 10, 2018 – Special Budget Work Session
- 2.01.14 * Acceptance of Minutes for April 10, 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 *****

Frank Dykstra, Executive Director of Facilities and Maintenance, introduced Troy Lopes, and Jeff Mountjoy, Director of Procurement, introduced Crystal Hernandez.

2.02 Governing Board Policy 626 – Annual Leave

Revised Governing Board Policy 626 – Annual Leave was presented and recommended for approval. The proposed revised policy includes language clarifying how annual leave is accrued on a 26 pay per year schedule.

Mrs. Strain moved, and Mr. Quinn seconded a motion to approve Revised Governing Board Policy 626 – Annual Leave. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

2.03 Revised Governing Board Policy 636 – Tuition Exemption

Revised Governing Board Policy 636 – Tuition Exemption was presented and recommended for approval. The proposed revised policy includes the classification of “professional staff” as one that may, with supervisor approval, adjust their work schedule to attend classes during the normally scheduled workweek.

Mr. DiPeso moved, and Mr. Quinn seconded a motion to approve Revised Governing Board Policy 636 – Tuition Exemption. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3. INFORMATION ITEMS

3.01 Communications

The college received the following communication:

- Dr. Bo Hall, Director of Athletics, received an appreciation letter from alumni, Javier Fimbres, expressing his appreciation to the baseball team for their performance during the Alumni Baseball game and their gratitude and saying "Thank you" with a smile while being served lunch. Mr. Fimbres' letter also stated the player's performance on and off the field was a reflection of Dr. Hall and the entire baseball program.

3.02 Hispanic Association of Colleges and Universities (HACU) Capitol Forum and Annual Conference Reports

Arturo Chacon, Student Recruiter, addressed the Board noting he, along with Susanna Greeno, University of Arizona and Cochise College Joint Advisor, took students Ammi Robles, Crisanta Corrales and Marangeli Soto to the HACU 31st Annual Conference held October 28-30, 2017, in San Diego, California. They also took students Jennifer Ovalle, Maria Perez, and Carlos Valdez to the HACU 23rd Annual National Capital Forum on Hispanic Higher Education held on April 9-10, 2018, in Washington, D.C. Mr. Chacon thank the Foundation for helping to fund their trip.

The students provided highlights of the training opportunities they received during the HACU 31st Annual Conference to the Board; highlights included:

- Great Experience, including the sightseeing
- Networking Activities – developing listening skills and internship workshops
- Advice to keep looking for opportunities

- Reaching goals and still keep dreaming
- Becoming professional individuals
- Inspiring students to keep achieving above and beyond
- Nutritional Internship Opportunities

The students provided highlights of the training opportunities they received during the HACU 23rd Annual National Capital Forum on Hispanic Higher Education to the Board; highlights included:

- Politics and education; students have an influential voice and should learn how to use that voice properly
- Great opportunity to learn about state representatives and speak with representative staffers
- Advocated for a comprehensive reauthorization of the higher reform and STEM funding
- An amazing experience that was life-changing and will never be forgotten
- Opportunities to meet new people and networking opportunities

Dr. Rottweiler noted the trips are part of an on-going desire to fulfill the mission of the college, to provide educational opportunities that lead to three key things: constructive citizenship, meaningful careers, and life-long learning. It is important that students want to broaden their experience. Dr. Rottweiler expressed his appreciation to the Foundation for providing resources so students could attend and experience new learning opportunities.

Mr. Ortega thanked the students for being representatives of the college.

3.03 ACE (Achieved Classified Excellence) Awards – 2018

Janet Cramer, Division Assistant for Facilities and Maintenance, presented the 2018 Achieved Classified Excellence (ACE) Award. Ms. Cramer stated the four classified members, which were chosen by their peers for this award, embodied the following characteristics: they are team players, willing to help students and staff, participate on committees and special projects, they are leaders and mentors, and they exemplify qualities of exceptional employees. Ms. Cramer then announced winners Mark Berumen, Instructional Media Technician, (unable to attend), Mario Ibarra, Grounds Technician and Inmate Supervisor, Dawn Nuetzel, Division Assistant for Math and Science, and Sylvia Prado, Library Cataloging Specialist, (unable to attend). On behalf of the Classified Association, she congratulated the recipients and thanked them for their hard work.

Dr. Rottweiler noted the four individuals would be recognized during Convocation in August, at which time they will receive an award and a stipend for their efforts. This is an award that is recognition from their colleagues, and there is no higher recognition. He thanked Ms. Cramer for presenting, noting she did a great job.

Mr. Ortega congratulated and thanked the award winners for their hard work.

3.04 Financial Aid Mentoring Program

Dr. Rottweiler introduced Karen Emmer, Director of Financial Aid, and noted that during the May Governing Board meeting, the NISOD winners were recognized; however, Ms. Emmer

was unable to attend the meeting to be recognized. During that meeting, Mr. Quinn asked to receive a report regarding the Financial Aid Mentoring Program.

Ms. Emmer provided a presentation on the Financial Aid Department Mentor Project to the Board; noting the following:

The Mentoring Program began in 2013 and is continued today with help from staff members, Teresa Rotarius and Coleen Thrasher, who are responsible for recruiting and tracking mentors and mentees, planning events and activities, and providing support to mentors.

In 2010, Ms. Emmer realized the college had a huge loan default rate, so she began looking at programs that could provide financial literacy for students and found, through much research, that peer to peer mentoring was recommended. Wanting to find a way to help students who were at risk of losing financial aid, Ms. Emmer wrote and was approved for, a \$45K grant renewable for three years. With the grant funds, she was able to provide training and training materials, which were given to individuals selected to be mentors for the program.

Through the confidential mentoring sessions, mentors learned that financial aid was not always the issue for their student mentees, often it was other issues such as living situations, daycare, or lack of access to the internet at home.

Also part of the three-year grant was Peer to Peer Financial Literacy Mentoring, which helped 91 students by providing fun student events and activities to provide financial literacy on topics such as life skills, credit card debt, and paying interest.

When the three-year grant was over, staff chose to continue mentoring students that were at risk of losing financial aid. The Financial Aid Mentoring program has helped 179 students since the program began in 2013. Of the 179 students, about two-thirds of the students were better at the end of the semester than they were at the beginning; meaning their GPA was higher or they completed all their classes, preventing them from losing their financial aid. Ms. Emmer noted that she felt every student talked to her and a mentor and were able to find resources within the college, so even if they stepped out of the program, it was still a win for the student and the college.

Since the conclusion of the three-year grant, the staff has found ways to utilize the many resources the college already offers, such as Advising, Tutors, mentors, and Financial Aid to provide mentoring, tutoring, and free workshops such as scholarships assistance and resume and career preparation.

Mr. Quinn asked what the return was on the investment of the \$45K; Ms. Emmer replied the default rate decreased, and it allowed staff to mentor and provide financial literacy to at-risk students.

Mrs. Strain asked when Ms. Emmer began the effort to change the student debt issue; Ms. Emmer replied she, along with other staff, began the process in 2011, at which time the college had the second highest default rate, and now the college has the lowest. Ms. Emmer noted she is also asked to provide mentoring to other community colleges.

Dr. Rottweiler commended Ms. Emmer and stated she has also received recognition from ACCT for her significant efforts driving the college initiative to decrease the college's then default rate from 30% of students in default on their loan, to now only 5%.

Mr. Quinn stated student the default rate has an impact on how the college stands in rankings such as in Wallet Hub.

Mr. Ortega thanked Ms. Emmer for her efforts and her presentation to the Board.

3.05 Provost Report

Dr. Verlyn Fick, Executive Vice President/Provost, addressed the Board stating that Cochise College is serious about student success and believes that higher education changes people's lives. As a result, the concept of changing the numbers is out there, and those numbers might be what percentage of students are able to complete or what percentages of citizens are actually getting higher education credentials so they can succeed in their careers. The college feels that impacting the lives of individuals, also impacts families, communities, and the entire county. The college is very serious about student success and has joined Complete College America, with hopes that they will help the college move forward.

Mark Boggie, Dean of Student Success, provided a PowerPoint presentation to the Board on the Complete College America (CCA) project; presentation highlights included:

Cochise College Metrics:

- Cochise College: 2017 Strategic Vision Outcomes Report
- Achieve60AZ
 - Strengthening the K-12
 - Completing Credentials
 - Increasing Access
 - Aligning Workforce Needs
- Expect More AZ:
 - Opportunity Youth
 - Post High School Enrollment
 - Attainment

CCA Data Metrics:

- Context
- Progress
- Outcomes

February 12, 2018, Cochise College joined CCA:

- Create a standing committee to meet regularly
- Establish Goals for educational attainment, college completion, and closing achievement gaps
- Submit a Common Completion Metrics on an annual basis
- Make annual progress on scaling one or more game changer strategies

Complete College America (CCA):

- Established in 2009
- National Non-Profit
- Shift focus from access to success

Beliefs:

- Equity
- Metrics & Evidence (lead with data)
- Policy aligned with success
- Clear Communication
- Highly structured implementation

GAME CHANGERS

MATH PATHWAYS

Align with the skills students need for their chosen program of study.

Pillars:

- Math Aligned To Majors
- Transferability
- Co-requisite Support – still needs a little work
- Collaboration With Advisors

CCA Research:

- Gateway Course Completion By Subject within one year:
 - Math – 5%
 - English - 25%
 - Both Math and English - 21%
- Within Two Years:
 - Math – 5%
 - English - 23%
 - Both Math and English – 29%

Cochise Progress:

- 90% Complete
- Past Actions
 - Math degree requirement aligned to program of study (majors)
 - Math transferability to university
 - Collaboration with advisors
- Current Actions
 - Reviewing each program for math alignment
- Future Actions
 - Completion of “gateway course” in first year – Co-requisite support

15 TO FINISH

Pillars:

- 15 To Finish Campaign
- Banded Tuition – Student pays for
- Full Time Is 15 credits
- Capped Credit Requirements

CCA Research:

- Students who take 15 credits do better academically and are more likely to persist.
- Students who take 15-credit course loads each semester are:
 - More likely to graduate on time
 - Pay less in tuition and living expenses
 - Gain additional years of earnings
 - Free up limited classroom space for other students

- Students who earned between 24 and 29.9 credits in their first year were more than twice as likely to earn a degree as those who took fewer than 24.

Cochise Progress:

- 50% Complete
- Past Actions
 - Capping degree programs
 - Approximately 20 transfer degrees have been pared from 64 to 60 credits
- Current actions
 - PR campaign and education fall 2018
 - Includes “or just one more”
- Future actions
 - Banded tuition – paying for 12 credits and college covers 3 credits
 - Incentivize taking 15 credits

ACADEMIC MAPS WITH PROACTIVE ADVISING:

Pillars:

- Purpose First
- Academic Maps, Built For Completion
- Default Pathways And Registration
- Proactive Advising

CCA Research:

- Time to Degree
 - 2 year associate – 3.9 years
- Credits to Degree
 - 2 year associate – 82.2 credits

Cochise Progress:

- 40% complete
- Past Actions
 - Academic Maps, Built for completion
 - My Degree Plan and Student Planner
- Current Actions
 - Building Capacity in Advising and Student Academic Support
- Future Actions
 - Purpose First
 - Default pathways and registration
 - Proactive advising (early alert, monitor student progress)
 - Guaranteed course offerings

Dr. Rottweiler informed the Board the FY'19 budget will include a request for additional resources to help in student success initiatives around advising, as well as academic support. He also noted the college is seeing a culture shift around advisors requiring appointments, so the advisor is prepared for the meeting with the student.

MOMENTUM YEAR

Pillars:

- Purpose First
- 30 Credits In The First Year
- 9 Credits In The Program Of Study
- Gateway Course Completion

CCA Research:

- Credit Accumulation
 - Percent of students completing number of credits in their first year
 - 30 Credits
 - Two year – 12%
 - 24 Credits
 - Two year – 35%

Cochise Progress:

- 10%
- Past Actions
 - Provide Career Information and allow students to explore options
- Current Actions
 - 30 Credits in First Year as part of 15 to Finish campaign
- Future Actions
 - Purpose First – career information on front end of decision making process
 - 9 Credits in Program of Study
 - Gateway course completion – take math from the beginning
 - Explore Meta-Majors

COREQUISITE SUPPORT

Pillars:

- Purpose, Not Placement
- Treat All Students As College Students – better at placing students
- Academic Support As a Corequisite
- Complete Gateway Courses In One Academic Year
- Develop Multiple Math Pathways

CCA Research:

- Lose students the longer they spend in remediation classes

Cochise Progress:

- 10%
- Past Actions
 - Multiple Measure Placement Process – Mathematics
 - Pilot programs to use co-requisite support (math)
- Current Actions
 - Multiple Measure Placement Process – English
 - Pilot Embedded Tutor Model for academic support
 - Discuss corequisite models for future implementation
- Future Actions
 - Move to corequisite support for Mathematics and English courses

A BETTER DEAL FOR RETURNING ADULTS

Pillars:

- Redesigned Schedules
- Credit For Competency
- Coaching
- Re-Engagement

CCA Research:

- Adults:
 - More likely to attend college part-time
 - More likely to take 1-2 courses at a time

- Struggle to find courses that work with their schedules
- Spend time in class for things they have already learned from their other experiences
- Are more likely to have life get in the way of their studies

Cochise Progress:

- 5% Complete
- Past Actions
 - Accelerated Terms – 8-week courses, mostly online
 - Year-Round Schedules – summer term
- Current Actions
 - Discussion on how to move forward

Mr. Quinn asked if there was a fee to be part of the organization; Mr. Boggie replied there is no fee. Mr. Quinn asked why the college selected CCA; Mr. Boggie stated that a team of five Cochise College members attended a meeting and after reviewing all the free materials, research, data statistics, and available access to CCA's best practices and training materials, the team presented to senior administration with a recommendation to participate with CCA.

Mrs. Strain asked if the college could choose the game changers; Mr. Boggie replied that the college's partnership agreement is that the college would give a good faith effort to implement all the game changers in the program.

Dr. Rottweiler stated the key part is, the college knows they can't change every student. What has been seen in higher education is that most of the institutions have been shaped around access; Cochise can do better, and is restructuring the organization to let students in (access) still, but is looking at how to restructure to have students succeed. The college is going to work at implementing all the game changers to change the metrics.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mr. Ortega will turn the time over to Board members to provide comments/share information.

There were no comments from Board members.

5. ADJOURNMENT

Mr. Ortega adjourned the meeting at 7:32 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. David DiPeso, Secretary of the Governing Board