

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, November 13, 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

The agenda was adopted as published.

1.04 Citizen's Interim

There were no requests to address the Board.

1.05 Standing Reports

1.05.1 Representative to the Arizona Association of Community College Trustees (AACCT)

Mrs. Strain reported the next AACCT meeting would be held on December 7, 2018, with agenda topics to include Advocacy Role and training objectives.

1.06.2 Senate

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

1.06.3 Student Government Association (SGA)

Joshua Novinger, SGA President, Kathryn McCoy, SGA Vice President, Athena Reynolds, SGA Social Events Coordinator, Larry White, SGA Treasurer, and Connor Fletcher, SGA Secretary, presented a fall semester report to the Board; highlights included:

- 2018 Fall Goal – to improve student engagement
- Events – 34 with an average attendance of 165 (65 person increase since last year)
- Club Events – 26 with 543 district-wide students involved in club events
- Goals Going Forward:
 - Improve club communications with students
 - Focus on event quality, not quantity
 - Enhance student involvement
- Anti-Bullying Initiative:
 - Led by Dean of Student Success and the Office of Equity, Inclusion, and Compliance
 - Identified Avenues of Outreach – CPD Courses and SGA Events
 - Identified Information to Emphasize – Self-advocacy skills, awareness, reporting measures and appropriate actions to take
- The most effective form of communication with students – Facebook, Twitter, and Snapchat

1.06.4 College President

Dr. Rottweiler thanked the Student Government Association members for speaking before the Board and for their efforts to increase student engagement.

Legislative Update:

- Leadership for the upcoming session
 - Speaker of the House: Russell Bowers
 - House Majority Leader: Warren Peterson
 - House Majority Whip: Becky Nutt
 - House Minority Leader: Charlene Fernandez
 - Senate President: Karen Fann
 - Senate Majority Leader: Rick Gray
 - Senate Majority Whip: Sonny Borrelli
 - Senate Minority Leader: David Bradley
- Committee assignments and leadership is due out later in the week
- PROP 301 Task Force – two meetings have been held
 - Community Colleges have got an A+ from Senator Brophy McGee
 - Looking for ways to increase revenue on Prop 301
- Prop 126 – Concerns if SB1390 is fully enacted without any voter protections, Prop 126 could pull \$250M out of SB1390

Master Facilities:

- Master Facilities Planning
 - First meetings held the first week of November with tours of all sites included in the scope of work (Benson Center, Downtown Center, Sierra Vista, and Douglas Campuses)
 - Next meeting on November 30th
 - January Board Meeting - preliminary recommendations will be presented
 - March Board Meeting - final report/plan will be presented

- Security Camera/Surveillance Project
 - ITS Cabling performed cable pulls and camera mount installations on Fitness Center, Library, Student Union, Learning Commons/Classroom, and the Science Building over the Veteran's holiday weekend.
 - Facilities staff continue the trenching and conduit installation for camera poles in parking lot A and J.
- Douglas Campus Art/Fab Building remodel/expansion (1900); anticipated move in for August 2019

HLC Multi-site visit:

- November 8, 2018, Dr. Chris Davis, President, Western International University – toured the Downtown and Benson Centers and met with faculty, staff, and students. Suggestions provided were related to communication and intercampus mail. Dr. Davis's quote during the report out was "overall, both locations are great facilities with excellent faculty and staff serving students who are destined to do great things with their educations."

New Initiatives:

- Police Academy - the Academy is scheduled to begin January 14 on the Douglas Campus
 - Globe Police Department (minimum of 2) - anticipate needing 2 more
 - Graham County Sheriff's Office (2 cadets)
 - Douglas Police Department (minimum of 1)
 - Fredonia Marshal (at least 1)
 - Casa Grande Police Department (no numbers yet)
 - Marana Police Department (no numbers yet)
 - Sierra Vista Police Department (no numbers yet)
 - Cochise County Sheriff's Office (anticipated 4-5)
- Residential Construction Trades - Photos and two videos of the project house were shared with the Board. The College Foundation is currently working with an agent in preparation to list the house for sale.
- Cyber-Security - added an additional faculty member (3 now)
 - 200 majors
 - Program anticipated to be on-line by 2020
- Tuition and Fees
 - Course fees only, to be presented for action during the November Board meeting
 - Additional recommendations on tuition to be brought back during the regular budget process
 - Aviation - having additional discussions following some conversations with alumni during the 50th Anniversary event

General Comments:

- Happy Veterans' Day – Recognition to Jane Strain on her "Salute to Service" article in the Sierra Vista Herald
- Meetings and presentations from the past month
 - October 16 – Senior administration and staff from the Student Success Department met with Vincent Del Casino, VP for Academic Initiatives and Student Success, Kasey Urquidez, VP for Enrollment Initiatives, with U of A regarding transfer and reverse transfer programs

- o October 24-27 – ACCT Leadership Conference in New York; Mrs. Strain, Mr. Nelson, Mr. DiPeso, and Dr. Rottweiler attended
- o October 30 – Employee Open Forums
- o November 5 – Noon Rotary Presentation
- o November 5 – Sheriff’s Border meeting with Federal Agencies and Ms. Strain regarding Board Security
- o November 8 – Cochise County Superintendents Advisory Luncheon; guest speaker
- o November 8 – Campus Open House — thanked Mr. Quinn for attending

Upcoming Events:

- Hall of Fame Induction Ceremony — Saturday, November 17 at 12:00 p.m.
 - o Matthew Borowiec
 - o Sammie Howard Paschal
 - o Chuck Hoyak
 - o Dr. Charles DiPeso
 - o Lee Openheim
- December 18 – Bisbee Economic Outlook Luncheon, (Douglas Campus)
- December 19 – Nogales Graduation Ceremony
- December 20 – LPN Graduation

Dr. Fick will present the 2018 Strategic Vision Cochise College Chiclets Chart during the December Governing Board Meeting.

Questions/Comments:

Responding to Mr. Nelson’s question regarding border security staging, Dr. Rottweiler noted the college had received no requests to use the Douglas Campus for border security staging.

1.06.5 Monthly Financial Report – October 2018

The Financial Report for October 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 (*Steve DeFelice, HVAC Senior Technician, Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Appointment (*Torin McDaniel, HVAC Technician I, District-wide, based on the Sierra Vista Campus*)
- 2.01.3 * Administrative Support; Appointment (*Joseph Balais, Academic Career Advisor, Sierra Vista Campus*)
- 2.01.4 * Administrative Staff; Appointment (*Irvin "Wick" Lewis, Executive Director of Human Resources, District-wide, based on the Sierra Vista Campus*)
- 2.01.5 * Faculty; Appointment (*Karen Bristow, Instructor of English, District-wide, based on the Sierra Vista Campus*)
- 2.01.6 * Faculty; Appointment (*Steven Merkley, Instructor of Biology, District-wide, based on the Sierra Vista Campus*)

- 2.01.7 * Classified Staff; Transfer (*Teresa Perez, Financial Aid Technician I, Sierra Vista Campus*)
- 2.01.8 * Classified Staff; Transfer (*Ryan Richardson, Facility Services Technician III, Downtown Center*)
- 2.01.9 * Professional Staff; Transfer (*Dawn Rinehart, Testing Services Specialist, Sierra Vista Campus*)
- 2.01.10 * Administrative Support; Transfer (*Tina Ratliff, Financial Aid Operations Manager, Sierra Vista Campus*)
- 2.01.11 * Administrative Staff; Transfer (*Sally Aparicio, Director Business Office/Bursar, District-wide, based on the Sierra Vista Campus*)
- 2.01.12 * Administrative Staff; Transfer (*Bethany Hill, Director of Nursing, District-wide, based at the Downtown Center*)
- 2.01.13 * Administrative Staff; Reclassification (*Karen Dale, Director of Faculty Support and Academic Improvement, Downtown Center*)
- 2.01.14 * Classified Staff; Resignation (*Roman Roddey, Help Desk Technician, Sierra Vista Campus*)
- 2.01.15 * Administrative Staff; Resignation (*Noelle Coats, Program Director Respiratory Therapy, Downtown Center*)
- 2.01.16 * Faculty; Resignation (*Elizabeth Becker, Clinical Coordinator/Instructor Respiratory Therapy, Downtown Center*)
- 2.01.17 * Coach; Termination (*Charles Frisco, Head Coach Women's Soccer, Douglas Campus*)
- 2.01.18 * Amendment of Intergovernmental Agreement (IGA) with Cochise County Community College District and Cochise Technology District to Continue to Provide College Level Credit Classes
- 2.01.19 * Curriculum Changes
- 2.01.20 * Acceptance of Minutes for October 9, 2018 – Regular Meeting

Dr. Rottweiler provided the Board with an update to an incorrect course description for Firearms Training for Law Enforcement; item 2.01.19 Curriculum Changes.

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

2.02 Placeholder – Administrative Support Appointment – Accountant, Sierra Vista Campus

The administration brought forward a recommendation to hire Esmeralda Puente, Accountant, on the Sierra Vista Campus.

Mrs. Strain moved, and Mr. Hudgins seconded a motion to approve the appointment of Esmeralda Puente. 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*****

Frank Dykstra, Executive Director of Facilities Management and Planning, introduced Steve DeFelice and Torin McDaniel; Jennifer Lakosil, Dean of Nursing and Allied Health, introduced

Beth Hill; Alan Biel, Executive Dean of Academics, introduced Karen Dale; Wendy Davis, Vice President of Administration and Human Resources, introduced Dawn Rinehart, Sally Aparicio, Joseph Balais, and Wick Lewis; and Ceci Lewis, Instructor of English, introduced, Karen Bristow.

2.03 Administrative Policy 1021 – Public Access and Expression on College Property

The administration brought forward a recommendation for the Board to adopt a motion to approve Administrative Policy 1021 Public Access and Expression on College Property.

Mrs. Strain moved, and Mr. Nelson seconded a motion to approve Administrative Policy 1021 Public Access and Expression on College Property. Dr. Rottweiler led a discussion noting that the policy was created in response to Arizona Revised Statute 15—1866; each community college district governing board shall develop and adopt a policy on free expression and A.R.S. 15-1868; the community college district governing boards shall each establish a committee on free expression.

Dr. Davis reported on the policy noting both Maricopa & Yavapai Community College's attorneys prepared a draft policy that most Arizona community colleges have used as a guide to create their policy. The policy has been reviewed by the County Deputy Attorney, and he worked with Maricopa and Yavapai's attorneys during preparation of the initial draft policy.

Dr. Rottweiler noted once the Board has approved the policy, the college-formed Committee on Free Expression will meet to prepare a required annual report, which is due by December 1. The committee will consist of five individuals and they will report annually on any situation where a person's free expression was not allowed on campus. The college has not experienced any known situation where this has happened, and the report will reflect that.

Referencing the Reserving Public Areas for Public Expression section of the policy (page 5 & 6), Mr. Nelson asked if the denying of access for individuals who have a prior history with the college of engaging in a harmful way, could be broader to include a history in any location rather than just at the college. Dr. Davis will review and work on modifications, which will not need to come back before the Board for approval once the policy has been approved and established.

Mr. Quinn confirmed the committee would review, report, and revise the policy as needed, ensuring it complies with Arizona Revised Statute.

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

2.04 Student Course Fee Schedule – 2019-2020

The administration brought forward a recommendation for the Board to adopt a motion to approve the student course fee schedule for 2019-2020, as presented.

Mr. Nelson moved, and Mr. DiPeso seconded a motion to approve the Student Course Fee Schedule for 2019-2020. Dr. Rottweiler presented all student course fees with the exception of tuition, general fees, and aviation. Noting tuition and general fees would be brought back before the Board during the regular budgeting process, and aviation will be brought as an individual action item following further review. 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 Intergovernmental Agreement – Southeastern Arizona Law Enforcement Academy

The administration brought forward a recommendation for the Board to adopt a motion authorizing the College President to enter into an Intergovernmental Agreement (IGA) with the Cochise County Sheriff's Office and the Sierra Vista Police Department for the Southeastern Arizona Law Enforcement Academy.

Mr. Hudgins moved, and Mr. DiPeso seconded a motion to approve the College President to enter into an Intergovernmental Agreement (IGA) with the Cochise County Sheriff's Office and the Sierra Vista Police Department for the Southeastern Arizona Law Enforcement Academy. 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:

- Cochise College Student Success Newsletter, Issue 05, November 2018.

3.02 Business and Technology Report

Dr. Rod Flanigan, Dean of Business and Technology, provided a Business and Technology Division Report; presentation highlights included:

Division Organization Chart:

- Small Business Development Center
- Department of Corrections
- Business
- Computer Information Systems
- Two Technology Departments

Events:

- Automotive – Kars for Kids Event
- James Krause worked with Sheriff's Office with Toys for Tots
- Visits to other facilities - Pennsylvania; diesel tech program in Nebraska; Yavapai, Gateway, Glendale; and Caterpillar's training facility in Mesa

Drafting/CAD:

- 3-D Design and printing
- Photos of project house – inspection was approved

Business:

- Dr. Glenn Smith - Recently published a peer-reviewed journal article in the *International Journal of Business and Management Invention*.
- Dr. Susanne Trimbath - During the Summer of 2017, hosted a visiting scholar from Palestine. Their joint paper was presented at the Western Economics Association

International Annual Conference in Vancouver in June 2018. A journal article is being prepared for submission. She is also a book author.

Culinary:

- Retirement dinner for retiring General Baker
- Pit Fire Event – Provided nearly 100 gallons of soup and over 1000 pieces of bread

HVAC:

- Moved to a Saturday/Sunday schedule – increased class attendance
- Fluke has donated nearly \$20,000 worth of equipment (temp. sensing devices, leak detectors, air flow meters)
- Klein Tools has donated several tools and tool boards
- Bergs Heating and Air has donated several A/C units to help update the lab facilities

Welding:

- Hope Struse won the National Miller Welding "Build Welding's Future" contest. She is a graduate of Cochise College, an Associate Faculty Member, as well as piano and cello instructor.

CIS:

- Spring 2019 Cyber Program Classes are filled
- CyberPatriot – 6th season at Cochise College; 24 teams of 6th – 12th graders

Mr. Quinn thanked Mr. Flanigan for his report and noted his appreciation for the work and dedication the faculty put into their students.

3.02 Nursing and Allied Health Report

Jennifer Lakosil, Dean of Nursing and Allied Health, introduced members of the Nursing and Allied Health team, who provided reports to the Board; presentation highlights included:

Beth Hill, Director of Nursing, reported on the ADN and Practical Nurse programs:

- ADN:
 - Spring 2018 Enrollment – 146
 - Current Enrollment – 179
 - Retention – 83%
 - Pass of State Test – 82%
- Practical Nurse
 - Spring 2018 Enrollment – 21
 - Current Enrollment – 19
 - Retention – 90%
 - Pass of State Test – Not yet taken

Teresa Vernon, CNA Coordinator, reported on the Certified Nursing Assistant and Assisted Living Care Giver programs:

- CNA:
 - Spring 2018 Enrollment – 36
 - Current Enrollment – 61
 - Retention – 87%
 - Pass of State Test – 94%
- Assisted Living Care Giver
 - Spring 2018 Enrollment – 4
 - Current Enrollment – 0
 - Retention – 100%
 - Pass of State Test – 89%

- Home Health Aid – New program
 - Allows certified individuals to get paid to care for their loved ones
 - Partnership with JTED/CTED Program through high schools
 - Three industry certifications

Mr. DiPeso spoke of an initiative regarding teaching students in high schools and colleges how to stop bleeding or conducting CPR in cases of mass shootings and asked if the college was going to consider implementing such training. Dean Lakosil informed the Board the training is included in the CNA course, not college-wide, but would look into it.

Catherine Valluzzo, Medical Assistant Coordinator, reported on the Medical Assistant Program:

- Medical Assistant
 - Fall 2017 Enrollment - 21
 - Spring 2018 Enrollment – 20
 - Current Enrollment – 20
 - Retention – 95%
 - College Test Pass Rate – 100%

Bruno Talerico, Director of EMS Programs, reported on the Emergency Medical Tech and Paramedicine programs:

- Emergency Medical Tech
 - Current Enrollment – 41
 - Retention – 70%
 - National Pass Rate 89%
- Paramedicine
 - Current Enrollment – 14
 - Retention – 90%
 - National Pass Rate 100%

Lee Itule-Klasen, Sierra Vista Campus Fitness Center Coordinator, reported on the Health and Physical Education/Fitness Center Program:

- As of July 2018, facility is open to all current students, staff, and faculty
- Average weekly attendance/use - 250

Questions and Comments:

Mr. Quinn inquired about the nursing demand and the colleges' capacity to train and produce. Dr. Rottweiler noted the college is at capacity as determined by the Arizona State Board of Nursing, which allots 100 ADN and 25 LPN students per year.

Mr. Nelson asked about how much publication and marketing the college has done for the Home Health Program; Dean Lakosil noted the program just started in the high school this semester, and it has not yet been marketed by the college, but will begin marketing based on need.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- David DiPeso
 - Attended a PTK presentation during the ACCT Leadership Congress and learned that some institutions allow students to sit on their Boards. He inquired about students sitting on the Board as non-voting members as they may have great insight on student completion; Dr. Rottweiler responded noting college students are on all student success committees and having a student liaison sit as a non-voting member would be a consideration for the Board.
- Mrs. Strain:
 - Attended Rotary meeting on November 5; audience responses to Dr. Rottweiler's presentation were very intuitive
 - Attended Border meeting on November 5; noting the meeting was very insightful
 - Attended Superintendent's Advisory meeting on November 8; noting Dr. Rottweiler gave an excellent presentation
- Mr. Nelson
 - Thanked the College Board for allowing him to attend the ACCT Leadership Congress
- Mr. Quinn:
 - Thanked staff for the difference they make in the lives of students
 - Attended Open House – very impressed with staff presence and how much they reached out to visiting guests; liked the nursing placemat with a snapshot of information, which was handed out during the Open House
 - Commended the scholarship navigator and the information being shared on the college website
 - Financial Talk & Scholarship Talk at Open House were great tools for students and parents
 - Fort Huachuca Open House will be hosted on November 14 at the Education Center
 - Wished everyone a Happy Thanksgiving

5. ADJOURNMENT

Mr. Quinn adjourned the meeting at 7:26 PM.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. David DiPeso, Secretary of the Governing Board