

## MINUTES

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

Tuesday, August 13, 2019  
Benson Center  
6:00 p.m.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

Mr. Quinn called the meeting to order at 6:03 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.

Mr. Nelson moved, and Mr. DiPeso seconded a motion to adopt the Agenda. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Mrs. Strain all voting aye. MOTION CARRIED.

##### 1.04 Citizen's Interim

There were no requests to address the Board.

##### 1.05 Standing Reports

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

Mrs. Strain reported an AACCT State-wide Conference to include all 52 trustees, and presidents will be held in Prescott September 6 through 8, 2019. Dr. Rottweiler is providing the welcome in the absence of the committee chair.

##### 1.05.2 Senate

No Senate Report provided as staff are in summer session.

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

No Student Government Association report provided as students are in the summer session.

### **1.05.4 College President**

Dr. Rottweiler thanked Dean Richardson and team for hosting the Board Meeting at the Benson Center.

Legislative Update:

- The 2021 Budget Submission is due September 1, 2019, to the Governor's Office. The College Finance Office completed the submission.
  - Based on the college's increased FTSE, preliminary formula requests:
    - Additional \$66,400 for M&O
    - Additional \$18,300 in STEM funding
    - Additional \$622,000 for Equalization; a formula that compares Cochise County assessed evaluation and growth with the rest of the state.
  - Legislative and Executive action required
- One major legislative agenda item is the reinstatement of the additional rural money permanently. Dr. Rottweiler will be working with Senator Gowen and county legislative leaders.
- AACCT Conference in Prescott September 6 through 8
  - AC4 will meet before the conference on Friday, September 6.

Master Facilities:

- Douglas Campus Student Union Remodel is complete
  - Ribbon cutting on August 28 2:00 p.m. to 4:00 p.m.
- ART/FAB Construction is complete, except Kiln Yard
  - Ribbon cutting/open house during Pit Fire on October 4
- Automotive Technology Building
  - Initial design work is complete
  - Construction Manager at Risk on the agenda for action
  - Guaranteed Maximum Price will be brought to the Board for action in the coming weeks

New Initiatives:

- Residential Construction Trades
  - Project House #2
    - Foundation is framed and ready to be poured
    - Enrollment is positive
- Police Academy #2
  - Underway with 17 cadets in the class
- Agriculture
  - Ground fill is being moved into place on the Douglas Campus for the Greenhouse
  - Working with local farmers, Small Business Development Center, and industry on Industrial Crops Program (HEMP, etc.)
  - Athletics, Aviation, Ag, and Art have all been upgraded

- FY'20 Initiatives: Hired staff in critical areas
  - Art on Sierra Vista to full-time
  - HVAC to full-time
  - UAVs Instructor
  - Welding expansion
  - Medical Assistant Coordinator
  - Assistant Dean of Workforce Development
- VR Initiative – Topic for Board Retreat

General Comments:

- Convocation August 12 – the theme of I am the “I” in Innovation
  - Thanks to Mr. Quinn, Ms. Strain, and Mr. Hudgins for attending
- The college hosted the Sierra Vista Spotlight Breakfast August 13

Upcoming Events:

- August 24 – Board Retreat 9 a.m. to 2 p.m.

### 1.05.5 Monthly Financial Report – June 2019

The Financial Report for June 2019 was presented and accepted as submitted.

### 1.05.6 Monthly Financial Report – July 2019

The Financial Report for July 2019 was presented and accepted as submitted.

FTSE reporting will no longer be included within the financial reports; it will be reported in a different format in the future.

## 2. NEW BUSINESS\*

## ACTION

### 2.01 Consent Agenda \*

The following items were approved:

- 2.01.1 \* Classified Staff; Appointment (*Nicholas Williams, Senior Support Technician, District-wide, based on the Sierra Vista Campus*)
- 2.01.2 \* Classified Staff; Appointment (*Andres Valenzuela, Facility Services Technician II, Douglas Campus*)
- 2.01.3 \* Administrative Staff; Appointment (*Lynda Tilley, Curriculum Development Manager, Sierra Vista Campus*)
- 2.01.4 \* Coach; Appointment (*Austin Nelson, Assistant Coach for Baseball, Douglas Campus*)
- 2.01.5 \* Faculty; Appointment (*Seth Colwell, Instructor of Business Accounting, District-wide, based on the Sierra Vista Campus*)
- 2.01.6 \* Faculty; Appointment (*Cathy Matthesen, Instructor of Reading, District-wide, based on the Sierra Vista Campus*)
- 2.01.7 \* Faculty; Appointment (*Donald Raley, Instructor of Administration of Justice, District-wide, based on the Douglas Campus*)
- 2.01.8 \* Faculty; Appointment (*Scott Thompson, Director/Instructor Unmanned Aerial Systems (UAS), District-wide, based on the Sierra Vista Campus*)

- 2.01.9 \* Faculty; Appointment (*Jeremy Wagner, Instructor of Administration of Justice, District-wide, based on the Douglas Campus*)
- 2.01.10 \* Classified Staff; Transfer (*Ernesto Alvarez, Grounds Technician I, Douglas Campus*)
- 2.01.11 \* Administrative Support; Transfer (*Mandee Clay, Academic Advisor Military Programs, Fort Huachuca Education Center*)
- 2.01.12 \* Administrative Support; Transfer (*Loren Gladwill, Academic/Career Advisor, Douglas Campus*)
- 2.01.13 \* Administrative Support; Transfer (*John Parris, Financial Aid Data Analyst, Sierra Vista Campus*)
- 2.01.14 \* Classified Staff; Resignation (*Kristen Davis, Department Assistant for Library Services, Sierra Vista Campus*)
- 2.01.15 \* Classified Staff; Resignation (*Michele Dugger, Department Assistant for Counseling and Advising, Sierra Vista Campus*)
- 2.01.16 \* Classified Staff; Resignation (*Lindsay Romo, Registration Technician II, Sierra Vista Campus*)
- 2.01.17 \* Administrative Staff; Resignation (*Lamar Innes, Director of Athletic Operations, Douglas Campus*)
- 2.01.18 \* Administrative Staff; Resignation (*Abena Purnell, Grants Accountant, Sierra Vista Campus*)
- 2.01.19 \* Administrative Staff; Resignation (*Oscar Ramirez, Systems Analyst, Sierra Vista Campus*)
- 2.01.20 \* Administrative Staff; Resignation (*Nannette Lynn Roy, Systems Analyst, Telecommuting Employment*)
- 2.01.21 \* Acceptance of Minutes for July 9, 2019 – Special Telephonic Meeting

Mr. Hudgins moved, and Mr. DiPeso 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 Mrs. Strain all voting aye. MOTION CARRIED.

## **2.02 Placeholder – Administrative Support Appointment**

The administration requested the Board adopt a motion to approve the hiring of Stephanie Maxwell, Academic/Career Advisor Transfer, on the Sierra Vista Campus.

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

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

Angela Garcia, Interim Dean of Math and Sciences, introduced Pat Cain and Chris Scott; Dr. Eric Brooks, Dean of Liberal Arts, introduced Jessamyn Snider and Donald Raley; Dr. Karen Dale, Director of Faculty Support and Academic Improvement, introduced Linda Tilley; Tad Patton Director of Technology Support Services, introduced Nicholas Williams; and Wick Lewis, Executive Director of Human Resources, introduced Cathy Matthesen.

**2.03 RFQ#19-006 – Cochise College Sierra Vista Automotive Technology Building – Diversified Design & Construction, Inc. Contract**

The administration requested the Board adopt a motion authorizing the College President to sign the contract with Diversified Design & Construction, Inc. to provide Construction Manager at Risk Services for the Cochise College Sierra Vista Automotive Technology Building. A draft of the agreement was presented to Board members for review.

Mr. Nelson moved, and Mr. Hudgins seconded a motion authorizing the College President to sign the contract with Diversified Design & Construction, Inc. to provide Construction Manager at Risk Services for the Cochise College Sierra Vista Automotive Technology Building. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Mrs. Strain all voting aye. MOTION CARRIED.

Responding to Mr. Nelson, Dr. Rottweiler stated the building would be steel, which is a reduced cost and a large open canopy allowing flexibility for future use.

**2.04 Confirmation Establishing Aviation Rates Model for FY2019-2020**

The administration requested the Board adopt a motion confirming the Aviation Rates Model for the fiscal year 2019-2020.

During the July 9, 2019, Governing Board meeting, the Board approved the college president or designee the authority to establish the rates for Aviation consistent with the Veteran's Administration (VA), the Federal Aviation Administration (FAA), and all things related to federal financial aid and bring back to the Board for ratification.

Dr. Verlyn Fick, Executive Vice President/Provost, led a brief discussion presenting the established rates for Board's confirmation, which were provided in the board packet.

Hourly Fees for FY19/20:

- Briefings - \$60
- Dual Engine - \$200
- Solo Flights - \$135
- FTD - \$95

Course Fee Totals for FY19/20

- Private - \$8,774
- Instrument - \$10,582
- Commercial - \$21,979
- Certified Flight Instructor - \$7,186
- Multi-Engine - \$4,510
- Dispatch - \$750
- Flight Instructor Instrument - \$4,620
- Flight Instructor Multi-Engine - \$4,400

The approved course fees and hours presented meet current FAA CTO approved hours, and the approved minimums meet the VA expectations. With the continuing difficulty to meet the VA requirements, the college expects to remove the Aviation program from the list of VA approved programs next year.

The approved rates model also adopts the rates for the next three years, FY19/20, 20/21, and 21/22, which will help support financial planning for students in the program. The fee increases over the approved three-year model also will help increase revenue to offset expenses, such as fuel, instructor, mechanics, etc.

Mr. Hudgins moved, and Mr. Nelson seconded a motion to confirm the Aviation Rates Model for the fiscal year 2019-2020. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Mrs. Strain all voting aye. MOTION CARRIED.

### **2.05 Revised Governing Board Policy 211 – Governing Board Emeritus Status**

The administration requested the Board adopt a motion to approve the Revised Governing Board Policy 211 – Governing Board Emeritus Status.

Mr. Hudgins moved, and Mrs. Strain seconded a motion to approve the Revised Governing Board Policy 211 – Governing Board Emeritus Status. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Mrs. Strain all voting aye. MOTION CARRIED.

## **3. INFORMATION ITEMS**

## **INFORMATION**

### **3.01 Communications**

The college received the following communications:

- Bruno Talerico, RN Program Director, received a letter from Arizona Department of Health Services congratulating the EMS Training Program on their in-person audit, noting only one minor adjustment of correction, the Bureau of Emergency Medical Services and Trauma System approved the continued instruction of the EMT Refresher, EMT Challenge Examination ALS Refresher, ALS Challenge Examination, and the Paramedic Course.

Dr. Rottweiler recognized Dean Jennifer Lakosil for her leadership of the EMS training program. The next EMS graduating class will be on September 12, 2019.

### **3.02 Center for Lifelong Learning Report**

Gabriel Galindo, Director for the Center for Lifelong Learning, provided a report on CLL activities for the FY2019-20; highlights included:

The Cochise College Center for Lifelong Learning (CLL) offers non-credit classes in our communities and provides more than 400 online courses and certification programs tailored to businesses and organizations.

Community Partners:

- Sulphur Springs Valley Electric Cooperative, Inc.
- County of Cochise
- Canyon Vista Medical Center
- U.S. Army Netcom, Fort Huachuca
- Copper Queen Community Hospital

- San Pedro Valley Railroad
- Benson Hospital
- Arizona G&T Cooperatives

Partnerships include customized training for businesses, such as Excel training, Leadership courses, growth and development training, etc.

Classes:

- 220 classes during the past three years, an average of 2,760 have attended
- CLL Brown Bag Lectures – free lecture series - 520 Spring 2019 attendees
  - Every Wednesday
  - Health, nutrition
  - Adventure, art, and music
  - Wildlife
- K-12 STEM Programs
  - Summer Campus
  - Math and Science Experience – 1400+ students (4-6<sup>th</sup> grade) on the Sierra Vista Campus
- Campus and Community Support
  - Open Mic Night
  - Creative Writing Celebration
  - Comic-Con
  - Women in Welding Workshop
- Bring the community into the college – implementing more training series
  - Technology workshops
  - Conversational Spanish and Italian classes
  - Art series offered at all locations throughout the county

Mr. Nelson expressed his appreciation of the broad spectrum of offerings, noting CLL is an important part of the college.

Mr. Galindo reported the ideas for classes, develop from asking members of the community, faculty, and staff. Dr. Rottweiler added passion from instructors wanting to teach also drives new courses. The course instruction costs are covered by the class fees as there is no state funding to cover the expenses.

### **3.03 Faculty Support Center Report**

Dr. Karen Dale, Director of Faculty Support and Academic Improvement, provided an overview of the Faculty Support Center's development, activities, and successes; highlights included:

Vision: The Faculty Support Center (FSC) helps Cochise College accomplish its mission by promoting excellence in teaching and learning. We provide innovative and creative solutions that empower faculty, staff, students, and the community to achieve their goals".

Faculty Support Center:

- Curriculum Development Manager
  - Creation programs or modification of courses rely on assessment to develop strong learning outcomes
- Administrative Assistant for Faculty Support Center

- Supports all areas of the FSC
- Director of Faculty Support and Academic Improvement
  - Assessment relies on instructional design to develop and embed sound measuring tools
  - Academic Curriculum Review and Evaluation Systems (ACRES) Database (Maintained by ASU and AZ Transfer)
  - Assessment Mapping – aligning program learning outcomes to course learning outcomes
    - Program Level Learning Outcomes
    - Course Competencies
      - Working to develop a report that will match submitted student grades with course learning outcomes; reports will show the learning outcomes that are struggles for students
- Learning Management System Manager – hired two part-time technicians
  - Moodle How-to Videos
  - Moodle Support
    - New plugins to create courses
  - Douglas Campus support one day per week
  - Live Chat
  - Evening Support – 2 p.m. to 7 p.m.
- Director of Faculty Development
  - Solves classroom problems
  - Production Studio Videos – “The Studio”
  - Master Course Resource Manual – Resource with ideas and strategies to choose from that are based on best practices in instructional design (templates used for developing course consistency)
  - Faculty Peer Observations
  - VidGrid Video Creation

Faculty Driven Ideas:

- POD Network fellowship Grant – A collaborative Grant with UA, Cochise College ownership for Diversity, Equity & Inclusiveness faculty training
- Literary Repository

Faculty Needs Assessment:

- Feedback Surveys
- Informational Surveys
- Focus Groups

Individual & Small Group Training:

- LMS
- Instructional Design
- Curriculum
- Assessment

Faculty Learning Events:

- Cochise Caffé´ - (Chatting About Fun Faculty Experiences)
- Cochise Connections - Dual Enrollment/Associate Faculty training
- Faculty Showcase
- New Faculty Orientation



Questions/Comments:

Mrs. Strain noted the video production studio could potentially be a revenue-generating opportunity for non-profits to use for a cost.

Responding to Mr. Nelson, Dr. Dale informed the board that communication regarding the FSC are emails, Portal announcements, department website, and the best is word of mouth, and partnering with Human Resources for new faculty orientation.

Dr. Dale met with Pima Community College and Maricopa Community College (Gateway) sharing the FSC model.

Mr. Quinn noted the value of the FSC is when it can be tied back to student success. Look at a measurement device on how the course was taught before and how it is taught now; what are the metrics. Dr. Dale responded the Moodle competencies report the FSC is working to create, would be able to provide every course competency in every course in every section every semester instantly.

### **3.04 Exclusive Beverage Pouring Rights Agreement**

Dr. Wendy Davis, Vice President for Administration, informed the Board of an exclusive beverage pouring agreement the College entered into with Swire Coca-Cola, USA, for three years initially. Coca-Cola will provide \$6,000 annually for scholarships as well as \$2,000 annual payment to the college, \$1,000 for logo expenses, and complimentary beverages at college or community events. At the request of Mr. Nelson and Mr. Quinn, Dr. Davis will send a copy of the agreement to the Board.

### **3.05 Revised Governing Board Policy 301 – Delegation to the President Revised Governing Board Policy 302 – President’s Responsibilities Revised Governing Board Policy 303 – President Succession**

Revised Governing Board Policy 301 – Delegation to the President, Revised Governing Board Policy 302 – President’s Responsibilities, and Revised Governing Board Policy 303 – President Succession presented as a first-read for review and consideration. Mr. Nelson requested the removal of “With Board Knowledge” in Board Policy 301; no other revisions noted. Revised Governing Board Policy 301, 302, and 303 will be presented as a second read during the September 10, 2019, Governing Board Meeting for approval.

## **4. COMMENTS FROM GOVERNING BOARD MEMBERS**

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

- Mr. Nelson:
  - Thanked Dean Richardson for hosting the Board meeting at the Benson Center.
- Mrs. Strain:
  - Attended Military Affairs Committee (MAC) luncheon – recognized Robyn Martin and Barb Richardson for being an event sponsor with excellent college representation.
  - Recognized Jenn Wantz for her creation of the Cochise Cares website, noting it is brilliant.

**5. EXECUTIVE SESSION**

**ACTION**

**5.01 Executive Session – Dr. J.D. Rottweiler, Dr. Verlyn Fick, and Dr. Wendy Davis Related to Aviation Complaint**

Mr. Hudgins moved, and Mr. DiPeso seconded a motion to move into Executive Session for discussion of Dr. J.D. Rottweiler, Dr. Verlyn Fick, and Dr. Wendy Davis Related to Aviation Complaint. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, and Jane Strain all voting aye. MOTION CARRIED.

Mr. Quinn adjourned the regular meeting at 7:26 p.m., and after a brief break, the Board moved into Executive Session at 7:33 p.m.

Mr. Quinn adjourned the Executive Session at 8:10 p.m. and reconvened the regular meeting at 8:13 p.m.

Mr. Hudgins moved, and Mr. DiPeso seconded a motion to close the matter surrounding aviation stating, "The Board finds there is no need for any further Board action on this matter concerning the conduct of Dr. Rottweiler, Dr. Fick, and Dr. Davis related to the issues surrounding the Aviation Program." The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, and Jane Strain all voting aye. MOTION CARRIED.

**6. ADJOURNMENT**

Mr. Quinn adjourned the meeting at 8:15 PM.

Respectfully Submitted:

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Crystal Wheeler, Executive Assistant, Office of the President

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Mrs. Jane Strain, Secretary of the Governing Board