

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

**Tuesday, April 10, 2018
Sierra Vista Campus
6:00 p.m.**

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Ortega called the meeting to order at 6:03 p.m.

Board Members Present:

Mr. David DiPeso
Mr. Dennis Nelson
Mr. Danny Ortega
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 next AADGB meeting would be held on Friday, April 27, 2018.

1.05.2 Senate

The Senate report was presented and accepted as submitted.

1.05.3 Student Government Association (SGA)

Jenna Lathrop, SGA President, Cody Jenkins, SGA Treasurer, and Josh Novinger, SGA Secretary, provided a Spring Semester Student Government Association report to the Board; presentation highlights included:

- Hosted 29 Spring Events – 3 at Downtown Center and 26 on Sierra Vista Campus
- Average attendance for events – 100
- Greater focus on Cultural and Academic Events
 - o Cultural Events: Lunar New Year Celebration & Black History Month Celebration Dinner
 - o Academic Events: Humanities Day & Science Exploration Day

Upcoming Events

- Take Back the Night – Domestic/Relationship Violence Awareness Event
- Red & White Award Ceremony – annual award ceremony for students, staff and faculty at the Sierra Vista Campus; Board members invited to attend the event at 10:30 a.m. on April 20.

SGA Officer's upcoming 2018-19 Academic Year:

- Jenna Lathrop, President, will be transferring to Yavapai College to complete an Associate of Applied Science in Paralegal Studies
- Gabby Hodgins, Social Events Coordinator will be completing her Associates of General Studies degree and working hard to be a PTK All Arizona Scholarship recipient
- Josh Novinger, Secretary, will be completing his Associate of Arts in English degree and working hard to be a PTK All Arizona Scholarship recipient
- Gabe Wachtel, Vice President, will be starting his full time career with Sierra Vista Fire Department this summer and starting the Paramedicine Program through Cochise College in May
- Cody Jenkins, Treasurer, will be attending ASU in the fall to pursue his Bachelor of Science in Mechanical Engineering degree.

Ms. Lathrop thanked the Governing Board for their support, noting it has been a pleasure for her and fellow SGA officers to serve in the Association.

Mr. Ortega thanked the SGA officers for their presentation and participation in the Student Government Association.

1.05.4 College President

Dr. Rottweiler acknowledged the SGA officers and thanked them for their service to the college. Dr. Rottweiler also thanked the Board for attending the earlier special budget work session.

During his legislative update, Dr. Rottweiler noted legislation is currently working in small groups and looks very positive. Currently in the budget, there is some additional funding for Pima and Maricopa Community Colleges as it relates to STEM.

Senate and House Bill Updates:

- HB2172: Postsecondary Institutions; Possessions of Nonlethal Weapons: currently is held in the Senate, as there is not enough votes to pass the bill. A Cochise College student believed the bill had already been passed, and posted a flyer advertising Tasers for sale on the college's portal announcement page. Administrations continues to have concerns as it relates to liability and the NATO-defined nonlethal weapons such as explosives, flash bangs, and Tasers.

- HB2563: Postsecondary Institutions; Free Expression Policies: the community colleges were able to get all amendments into the bill, and the bill is currently in Conference Committee. Dr. Rottweiler has asked other community colleges to work together to share the costs of legal services to have the bill reviewed and establish policies for all free speech and demonstrations on campus, to be consistent with the new state law.
- SB1390: Prop 301 continuation has passed and the Governor signed it into law on March 26. Beginning July 1, 2021 and ending June 30, 2041, the State will continue its .6% sales tax for education. With this law, the bill will no longer be voter protected as a voter initiative; as it will now be continued as legislative action and can be changed upon the vote of the legislature and a signature of the Governor. Community colleges worked closely with universities and K-12 to reach an agreement that has been signed by all of the entities. The agreement reads: *"On behalf of the beneficiaries of revenues collected pursuant to A.R.S. § 42-5010.01 and A.R.S. § 42-5155 (E), we the undersigned representatives pledge to ensure that our direct and indirect lobbying and advocacy efforts protect the distributions to universities, community colleges, and k-12 public schools. We further agree that any efforts by the undersigned to amend or change the distribution formula shall not affect the monies that would have otherwise been received by another beneficiary. This pledge is in place until June 30, 2041 or until voter action replaces or amends the distribution formula."*

The Arizona Supreme Court ruled to uphold a lower court ruling establishing that Deferred Action of Childhood Arrivals (DACA) as not eligible for in-state tuition. Dr. Rottweiler has contacted, and is awaiting a returned call from the college's attorney, Britt Hanson, for further details. All indications are that the college is fine as it relates to this academic year. The Board will have to reevaluate the current policies and procedures as it relates to DACA students, as the college moves into the next year. It has been reported that the Arizona Board of Regents created a tuition rate that is not out-of-state; it is an in state plus fifty percent so 1.5 times for DACA students that can show residency in Arizona. If this option were something the Board would like to consider, administration can bring forward proposals at a later day.

Master Facilities Update:

The proposed budget will follow a similar platform as presented in the work session.

In his general comments:

Dr. Rottweiler provided the following recognitions:

- Maria Scaff was awarded the Jack Kent Cooke Scholarship, the most prestigious scholarship a community college student can receive. The scholarship offers funding for a transfer student to continue their education for \$40,000 a year for the next two to three years then have access to an additional \$75,000 a year for the completion of graduate school. Only 47 scholarships are awarded out of thousands of applicants; two were awarded this year from Arizona.

Dr. Rottweiler acknowledged Ms. Scaff with a certificate and highlighted key points about Ms. Scaff, which included:

- Graduating this Spring with an Associate of Science in Biology and an Associate of Science in Engineering

- International student from Brazil
- Current President Phi Theta Kappa, Alpha Mu Zeta Chapter (Sierra Vista Campus)
- Current Vice President of Rotaract
- Peer Tutor for calculus 1, 11, 111, statistics, physics
- Student Success Mentor
- Helios scholar at Translational Genomics Research Institute in summer of 2017
- Participant in the Inaugural President's Student Leadership Academy
- Previous Vice-President of Leadership for Phi Theta Kappa
- Previous student ambassador and recruiter aide

Mr. Ortega congratulated Ms. Scaff.

Recognitions continued:

- The Alpha Mu Zeta Chapter (Sierra Vista Chapter), hosted fourteen chapters with 178 participants for the Phi Theta Kapa (PTK) Regional Convention on March 23 and 24 and received several recognitions
 - o Special acknowledgement for co-hosting the conference with Estrella Mountain
 - o An Apex Award for membership
 - o Cochise College employee, Jenn Wantz received an Advisor Paragon Award
 - o Cochise College student, Gabby Hodgin received the Regional Member of the Year and will also be honored at the International Convention
 - o Received honorable mentions as a Distinguished Chapter and one for the College Project
- The Alpha Beta Zeta (the Douglas Chapter) received recognitions
 - o Honors in Action Award for theme 3
 - o An honorable mention for their Honors In Action project
 - o An Apex Award for membership
- Both Cochise College chapters are Five-Star Chapters, which is the highest rating a Chapter can receive.

Dr. Rottweiler also acknowledged Cody Jenkins noting he will be traveling to Kansas City for the International PTK where he will be recognized as a Coca-Cola Silver Scholar, which comes with an additional scholarship.

Dr. Rottweiler noted that in December 2017, Dr. Joan Jorgensen was recognized for Excellence in eLearning Outstanding eTechnology project for the use of Moodle at the Instructional Technology Conference held in Tucson on February 13. During the conference, Tasneem Ashraf was also recognized as a 2017 eLearning Distinguished Faculty Member.

Dr. Rottweiler read an email he received from the Instructional Technology Council Executive Director, *"Additionally, I would like to thank Cochise College for your support of ITC and the 2018 eLearning Conference. As participants arrived at the conference, they were provided a tote bag, printed with the Cochise College logo that was full of conference goodies. We are also grateful for the participation of Tasneem Ashraf representing Cochise College on the eLearning Planning Committee. As an Arizonian and eLearning professional, she was a valuable resource to the organization and planning of our event in Tucson. Lastly, we would like to thank Cochise College for*

being a loyal member of the Instructional Technology Council and look forward to future opportunities to work together."

Dr. Rottweiler continues to meet with local service organizations as it relates to the critical numbers 42 – 49 – 15. He also presented to the Buena High School faculty sharing "change the numbers" initiative, and he was the keynote speaker at the Academic All Star and Golden Apple Awards put on by the Sierra Vista Herald and held at Cochise College.

Upcoming Events:

- Baseball Alumni Golf Tournament and Lunch, Saturday April 14th
- Sierra Vista Campus, Red & White Award Ceremony Brunch, Friday April 20th
- The Foundation's—An Evening at the Races, Saturday April 21st
- Douglas Campus Awards Ceremony, Wednesday, April 25th
- Honor's Reception, Friday, May 4th
- Nursing Recognition, Thursday, May 10th
- President's Reception and the 53rd Commencement, Friday May 11th
- GED Graduation, May 17th

Governing Board members invited and encouraged to attend the events.

Dr. Rottweiler will be attending the American Association of Community Colleges (AACC) Annual Conference, where Dr. Wendy Davis, Dr. Pam Fisher and Dr. Rottweiler will be presenting on the Cochise College President's Leadership Academy (PLA). Dr. Rottweiler noted the college has seen some career advancement opportunities for some graduates of the PLA acknowledging Clyne Namuo, who has accepted the Vice President of Learning position at South Mountain College, and Edmund Priddis, who has accepted a position at a community college in Ohio. The President's Leadership Academy has also resulted in promotions for some individuals following their completion in the academy.

The Association of Community College Trustees (ACCT) Leadership Congress is scheduled for October 24-27, 2018, in New York City. Board members interested in attending, need to inform the President's office to arrange accommodations.

1.05.5 Monthly Financial Report – March 2018

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

2. EXECUTIVE SESSION – LEGAL ADVICE

Mr. Quinn moved and Mr. Nelson seconded a motion to approve the Board entering into Executive Session for legal advice. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Mr. Ortega adjourned the regular meeting and the Board moved into Executive Session at 6:27 p.m.

Mr. Quinn moved and Mr. DiPeso seconded a motion to adjourn the Executive Session and reconvene regular session. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED. ***No actions were taken during the executive session.***

Mr. Ortega adjourned the Executive Session and reconvened the regular meeting at 6:39 p.m.

3. NEW BUSINESS *

3.01 Consent Agenda *

The following items were approved:

- 3.01.1 * Classified Staff; Appointment (*Sharron Nason, Registration Technician II Military Programs, Fort Huachuca Center*)
- 3.01.2 * Administrative Staff; Appointment (*David Luna, Director of Administrative Computing, Sierra Vista Campus*)
- 3.01.3 * Administrative Staff; Appointment (*Jeffrey Mountjoy, Director of Procurement, Sierra Vista Campus*)
- 3.01.4 * Administrative Staff; Transfer (*Tracey Neese, Database Administrator, Sierra Vista Campus*)
- 3.01.5 * Administrative Staff; Resignation (*Dr. Clyne Namuo, Dean of Business and Technology, District-wide, based on Sierra Vista Campus*)
- 3.01.6 * Faculty; .49 Resignation (*Belinda Burnett, Chief Flight Instructor, Douglas Campus*)
- 3.01.7 * Faculty; Resignation (*Mark Mach, Instructor of Psychology, Sierra Vista Campus*)
- 3.01.8 * Administrative Support; Reduction in Force (*Renee Rhodehamel, Academic Support Coordinator*)
- 3.01.9 * Faculty; .49 Re-appointment (*Albert Kogel, Instructor of Art, Sierra Vista Campus*)
- 3.01.10 * Faculty; .49 Re-appointment (*Monte Surratt, Instructor of Art, Douglas Campus*)
- 3.01.11 * Resolution of Outstanding Claims
- 3.01.12 * Acceptance of Minutes for March 13, 2018 – Regular Meeting

Mr. DiPeso moved and Mr. Nelson 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 *****

LaMont Schiers, Vice President for Administrative Affairs, introduced Jeffrey Mountjoy, Director of Procurement; Wendy Davis, Vice President for Human Resources, introduced David Luna, Director of Computing; and Robyn Martin, Assistant Dean of Enrollment Management and Marketing, introduced Sharrina Cook-General, Media and Communications Coordinator.

3.02 Fiscal Year 2018 – 2019 Personnel Listing

Administration requested the Board adopt a motion to approve the personnel listing containing the names of employees to be issued employment contracts for the ensuing fiscal year, as presented.

Mrs. Strain moved and Mr. Quinn seconded a motion to approve the Fiscal Year 2018 – 2019 Personnel listing as presented. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.03 Revised Governing Board Policy 628 – Sick Leave – Benefited Employees

Revised Governing Board Policy 628 – Sick Leave – Benefited Employees was presented and recommended for approval. The proposed revised policy aligns with recent changes to state statute expanding the definition of “family” to include “any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship”.

Mr. Quinn moved and Mr. Nelson seconded a motion to approve Revised Governing Board Policy 628 – Sick Leave – Benefited Employees. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.04 Revised Governing Board Policy 633 – Sick Leave – Benefited Employees

Revised Governing Board Policy 633 – Sick Leave – Benefited Employees was presented and recommended for approval. The proposed revised policy aligns with recent changes to state statute expanding the definition of “family” to include “any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship”.

Mr. DiPeso moved and Mr. Nelson seconded a motion to approve Revised Governing Board Policy 633 – Sick Leave – Benefited Employees. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.05 Revised Governing Board Policy 654 – Bereavement Leave

Revised Governing Board Policy 654 – Bereavement Leave was presented and recommended for approval. The proposed revised policy aligns with recent changes to state statute expanding the definition of “family” to include “any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship”.

Mr. Nelson moved and Mrs. Strain seconded a motion to approve Revised Governing Board Policy 654 – Bereavement Leave. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4. INFORMATION ITEMS

4.01 Communications

The college received no communications.

4.02 NISOD Award

Dr. Fick, Executive Vice President/Provost, stated the NISOD Award is done in cooperation with the National Institute for Staff and Organizational Development. The award system is based on four criteria, service to students, service to their department, service to the college, and service to the community. Dr. Fick recognized Ms. Karen Emmer, Director of Financial Aid, who was not able to attend the Board meeting, by reading the nominating letter received on her behalf. He then introduced Ms. Angela Garcia, Department Chair for Math, and read the nominating letter received on her behalf and congratulated Ms. Garcia presenting her with a Certificate of Excellence. The winners will have the opportunity to attend the International Conference in May.

(Per Governing Board Policy 207 – Board Policy Creation and Review, policy changes related to wages, benefits, or working conditions require two readings. The following policies were presented as a first-read for review and consideration and as noted in the policy footers, they have gone through the necessary channels prior to coming to the Board for a first-read.)

4.03 Revised Governing Board Policy 626 – Annual Leave

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

4.04 Revised Governing Board Policy 636 – Tuition Exemption

Revised Governing Board Policy 636 – Tuition Exemption was presented as a first-read for review and consideration. 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.

4.05 Human Resources Annual Report

Dr. Wendy Davis, Vice President for Human Resources, began her report recognizing the member of the Human Resources team and their contributions to the report. Dr. Davis provided a handout and PowerPoint presentation to the Board; presentation highlights include:

Population Demographics:

- 2017 Annual Payroll Gross Wages - \$22M
- Average Age of Employees - just under 50
- Average number of employees on payroll - 664
- Faculty Employees are the majority
- Female Employees are the majority
- Average years of service - 8
- Turnover in FY17 – 14.8% some due to reduction in forces and non-renewals due to closure of Santa Cruz Center

Talent Management:

- Faculty and Staff Recruitment
- Onboarding
- Recognitions
- Faculty and Staff Development
- Performance Management

- Employee Recruitment – 15% decline for some positions not being filled and good retention
- Professional Development
 - o Over 100 workshops offered in 2017
 - o 43 trainings were related to compliance – FERPA and Sexual Harassment Sensitivity/Title IX - all employees are required to attend; 562 employees attended FERPA and 416 employees completed the Harassment/Title IX
 - o First-time students now required to take Title IX online training – over 800 students have completed the training for the spring semester
 - o ADA trainings offered, but not required
 - o Non-compliance trainings – Soft Skills, Tech Trainings, and Supervisor Trainings
 - o Faculty Development Series – taught by Dr. Beth Krueger to improve teaching and learning in the classroom
 - o President's Leadership Academy – offering PLA 2.0 combining members from the first two PLAs in May
 - o Student Career Development – Resume writing, Interview Skills, and Dress for Success

Employee Services:

- Payroll Services – Increasing online services; 42% of employees opted for online W2s; 67% of employees opted for online 1095Cs; and all benefited employees have direct deposit decreasing mailing costs
- Employer Benefit Contributions - \$4.8M in 2017
- Cochise Combined Trust Trends – High dollar claims in 2017
- Medical Enrollment – Majority participate in the employee only plans
- Employee Recognitions – NISOD, ACE, and Service Years – longest service recognition is 40 years

Salary Study and Compensation Analysis:

- Adjunct Rate is \$700 recommendation will be to increase to \$725 as state average is \$733
- Faculty Salary Comparison – Cochise is below the Arizona rural community college's base; the salary comparison is important for recruitment especially in rural colleges
- Faculty Base Salary adjusted to be regionally competitive

4.06 FY2017 Audit Review

LaMont Schiers, Vice President for Administrative Affairs, provided a review of the FY 2017 Audit distributing copies of the 2017 CAFR and the 2017 Single Audit Report to the Board. Mr. Schiers reviewed three findings from the FY16 audit, which included IT security back end user checks; Financial Aid Reporting student status to NSLDS; and Grant Funding for fuel vouchers for students to receive fuel. He gave kudos to Karen Emmer for fixing the NSLDS reporting issues.

Mr. Schiers reported the FY17 Audit resulted in five findings all directly related to IT. The Auditor's Office has three types of findings, Discussion Points, Material Weakness, and Significant Deficiencies. Of the five findings, the college received two Significant Deficiencies findings.

Mr. Schiers directed the Board to review pages 9-14 in the Single Audit Report for the listing of the five audit findings, which are:

1. Improvement for risk-assessment processes related to IT – the college completed an RFP process recruiting a firm to give the college a cybersecurity assessment, and the college will establish an annual, or an as needed assessment.
2. Improve Access Controls for IT Resources – the college has established user acknowledgment for mobile devices; implementing controls for data centers; reviewing security card/electronic access system and camera surveillance for server rooms.
3. Improve Configuration Management Processes – the college needs to track changes made regarding administrative computing processes; record, review, and test changes prior to initiation.
4. Improve Security for IT Resources – the college needs the ability to detect unauthorized or inappropriate activity and implement training and regular monitoring of login activity.
5. Improving Contingency Planning – the college needs new equipment; redundant systems; mirrored systems on Douglas Campus; and to install generator for the data server in 500 building

Mr. Schiers confirmed Mr. Nelson's statement noting the audit findings were all IT related and none were financial findings. Dr. Rottweiler noted that all community colleges were or would be going through some type of IT audit, as a result of several data breaches at other state agencies. He noted also that the college has already begun addressing well over half of the findings.

Mr. Quinn led a discussion regarding the timing of the audit findings as related to when the college contracted with CampusWorks. Mr. Schiers noted CampusWorks employees were flagging IT issues and offering recommendations just prior to the audit.

Mr. Schiers directed Board members to review the college's responses to the audit findings, which are located in the pages at the end of the Single Audit Report.

5. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Quinn
 - o Asked for a 5 to 6 minute report from Ms. Emmer on the Mentor Program and the program successes.
- Mrs. Strain
 - o Attended the Golden Apple Award Breakfast, noting it was a wonderful event and she commended Dr. Rottweiler for an excellent presentation.

5. ADJOURNMENT

Mr. Ortega adjourned the meeting at 7:38 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. David DiPeso, Secretary of the Governing Board