

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

**Tuesday, February 5, 2019
Sierra Vista Campus
6:00 p.m.**

1. GENERAL FUNCTIONS

1.01 Call to Order

Mrs. Strain called the meeting to order at 6:00 p.m.

Board Members Present:

Mr. David DiPeso
Mr. Don Hudgins
Mr. Dennis Nelson
Mrs. Jane Strain

Board Members Absent:

Mr. Tim Quinn

1.02 Pledge of Allegiance

Mr. Hudgins 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 did not have a report; AACCT did not meet in January.

1.05.2 Senate

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

1.05.3 Student Government Association (SGA)

Ammi Robles, SGA President, Luis Estrada, SGA Vice President, and Vivika Pedroza, Secretary, Samantha Gonzales, Social Events Coordinator, and Katherine DeLong, Treasurer, provided a Student Government Association Report; presentation highlights included:

Fall 2018 Events:

- Food Drive – 50+ pounds donated to Douglas food bank
- Fall Festival
- Pit Fire – Volunteered
- Unity in Equality and Diversity Projects
- Showing Apache Pride – supporting athletics
- Stress Less Finals Week – Therapy Dogs and Yoga

Spring 2019 Events:

- Club Fair
- Team building with Sierra Vista SGA
- February - Black History Month Celebration
- February 21- Douglas Open House
- Registration tours
- March 18 - International Culture Awareness
- April 18 -Take Back the Night
- Violence Awareness and Prevention
- May 2 Spring Fling

Goals:

- Awareness Activities
- Increase Student Engagement – Using Social Media (Facebook, Twitter, Snap Chat)
- Community Service – Partnering with Douglas Food Bank

Mr. Nelson noted his appreciation to the SGA members for their involvement and awareness activities.

Dean Hall introduced Jennifer Tagaban, Director of Student Government and Housing.

Dr. Rottweiler also thanked the Student Government Association for their leadership and involvement.

1.05.4 College President

Dr. Rottweiler provided the following updates to the Board:

Legislative Update:

- Governor's 2020 Budget - over \$80M; \$26M was a surprise
- Cochise College Funds
 - o M&O - \$4.6M
 - o Equalization - \$6.1M

- o STEM - \$996,100
 - o Total - \$11.8M - an increase of a quarter of million; still well below the funding from 2008/09
- Pima requested \$20M onetime funds for an Aviation Center
- Maricopa requested \$5.8M one-time funds for a Nursing Center
- AC4 Legislative Session Bill Report #2 was provided to the Board
 - o House Bill 2123 – a clean-up bill from last year's PROP 301 legislation to extend past sunset; sponsored by Representative Udall
 - o Senate Bill 1037 – a companion bill following the Senate; sponsored by Senator Brophy-McGee
 - o Senate Bill 1217 - Arizona High School Graduates - Tuition: Provide any Arizona high school graduate with in-state tuition anytime within four years from graduating from an Arizona high school. Sponsored by Senator Carter.
 - o Senate Bill 1080 sponsored by Senator Allen and Senate Bill 1345 sponsored by Senator Brophy-McGee also PROP 301 Language; Community colleges are working on getting both senators to put the bills together
 - o Senate Continuing Resolution (SCR) 1001 Senator Allen's Resolution to put Prop 301 initiative on the ballot in 2020 – language back to a voter protection initiative. Continue funding for education in Arizona. Move .6 cent to a full cent tax; funding for universities; community colleges; and teachers' salaries in K-12
- House Bill 2447 – Tax Credit Bill Sponsored by Representative Griffin – Dave Grieshop's push; community college tax credit bill to include community colleges
- February 11-12, Cochise College will be attending Legislative days at the Capitol in Phoenix. Student leaders, Larry White, Katherine DeLong, and Tamara King will attend and shadow Senators David Gowen, and Gail Griffin and Representative Becky Nutt with Denise Hoyos as their advisor representative.
- Shared with the Board was a letter from Representative Kirkpatrick to President Trump and Secretary DeVos expressing concerns with the Government shutdown related to the processing of Federal Financial Aid and students accessing their funds. Under the guidance of Dr. Fick, Dean Hall, and Karen Emmer, students were provided financial aid opportunities with no issues.

Master Facilities:

- Art/Fab Building is within budget and will be ready for Fall 2019
- Hot water pipe replacement for the 700 build is complete
- Master Facilities Planning — will be an agenda item for the February 19 Board Work Session

New Initiatives:

- Police Academy
 - o Amended IGA with the County on consent agenda with minor language changes requested by the County.
 - o Working to find a suitable place for the driving portion of the academy, County has requested the college not use the Bisbee/Douglas Airport.
 - o Updated video and pictures of the project house were shared with Board members.

General Comments:

- Cochise Combined Trust held a Retreat on Jan 24-25, 2019
 - o Relationship with the county continues to be great; currently waiting on City of Bisbee's decision to join the Trust
 - o Rates were established with no significant cost changes for college or employees
 - o CCT finances are solid – a copy of the annual audit was provided to Board members
- Work Session scheduled for February 19, 4:00-7:00 p.m.
 - o Master Site Plan Vision
 - o FY'20 Budget
 - o Board Self-Assessment and Policies
 - o Future Work Session/Retreat
- February 27 - All-Arizona Academic Team Celebration
- February 22-23 - President's Student Leadership Academy on the Douglas Campus
- May 20-22 - President's Leadership Academy

1.05.5 Monthly Financial Report – January 2019

No January Financial Report was provided as the February Board meeting was held too early in the month to process the January 2019 Financial Report.

2. NEW BUSINESS

ACTION

2.01 Consent Agenda*

The following items were approved:

- 2.01.1 * Faculty; Appointment (*Christopher Scott, Instructor of Physics, District-wide, based on the Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Resignation (*Nicholas Beach-Moschetti, Facility Services Technician III, Sierra Vista Campus*)
- 2.01.3 * Coach; Resignation (*Lexie Hunk, Assistant Coach Women's Soccer, Douglas Campus*)
- 2.01.4 * Faculty; Resignation (*Terry Crosby, Instructor of Aviation Grounds, Douglas Campus*)
- 2.01.5 * Faculty; Resignation (*Garry Nix, Instructor of Administration of Justice, District-wide, based on the Douglas Campus*)
- 2.01.6 * Classified Staff; Retirement (*Edgardo Pedrego, Facility Services Technician III, Douglas Campus*)
- 2.01.7 * Administrative Staff; Retirement (*Kathy Curtis, Payroll and Benefits Manager, Sierra Vista Campus*)
- 2.01.8 * Curriculum Changes
- 2.01.9 * Amended Intergovernmental Agreement – Southeastern Arizona Law Enforcement Academy
- 2.01.10 * Acceptance of Minutes for January 15, 2019 – 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 with Board

members, David DiPeso, Don Hudgins, Dennis Nelson, and Jane Strain all voting aye.
MOTION CARRIED.

***** Introduction of New Employees *****

No new employees were in attendance for an introduction.

3. INFORMATION ITEMS

3.01 Communications

The college received the following communications:

- Margarita Ramirez-Loya, ESL Instructor, received a 2019 Hedgebrook Residency. Ms. Ramirez-Loya is one of 41 awarded residencies out of 827 applicants. Her residency will be July 5, 2019, to August 1, 2019.
- Margarita Ramirez-Loya, ESL Instructor, received an invitation from Professor Carmen Martinez-Roldan to speak at the Teacher's College at Columbia University in New York on March 6, 2019.
- Dr. Eric Brooks, Dean of Liberal Arts, received a letter from Jordanna Enrich, Director, Fulbright U.S. Scholar Program, on behalf of the Institute of International Education's Council for International Exchange of Scholars (IIE/CIES), expressing their appreciation of Dr. Lori Keyne, Instructor of Music, for the time she contributed to reading and evaluating applications while serving on the Regional Peer Review Committee.
- Dr. Rottweiler received a letter from Captain Carlos Souza, Corps Officer with the Salvation Army, thanking the college for their tremendous support of the 2018 Kettle Fundraising Program. With the help of staff, students, and Board members, Cochise College helped raise \$5,661.05 by providing volunteers to ring the bell covering two doors at Fry's Store, six days, twelve hours a day.

3.02 Economic Outlook Luncheon Report

Mark Schmitt, Director of the Small Business Development Center, and Rachel Norton, Program Assistant for SBDC, provided a report on the Economic Outlook Luncheons; presentation highlights included:

The program began in 1995 under the direction of Ken Jones. Dr. Robert Carrera was the past Director Chief Economist until he became a contracted consultant in 2015. During Dr. Carrera's time as director, the program:

- Held three full-time benefited positions and one part-time work study
- Spent \$250,000 Annually
- Hosted four Economic Outlook Luncheons annually
- Published Economic Outlook Articles in Local Newspapers
- Monitored Web Site, Social Media & Phone Calls

In 2015, Mr. Schmitt and Ms. Norton began the college Small Business Development Center. Working with a balance of \$112K in the college foundation, Mr. Schmitt contracted with Dr. Carrera to provide the economist update continuing to provide the Economic Outlook Luncheons. Over the last five years, the available funds have been depleted, and the expenses have increased, now requiring the college to find other ways to fund the continuation of future luncheons.

Mr. Schmitt provided data regarding attendance, revenue, and expenses of recent luncheons:

Attendance:

- 2017
 - o Douglas – 138
 - o Benson – 176
 - o Bisbee – 131
 - o Sierra Vista – 240
- 2018
 - o Douglas – 132
 - o Benson – 152
 - o Bisbee – Canceled
 - o Sierra Vista - 254

Expenses/Revenue and Survey Feedback (about 1/3 returned):

- Douglas
 - o General Seating Revenue- \$2,025
 - o Printing Cost – \$619
 - o Catering/Facilities Cost – \$1,104
 - o Economist Fee - \$8,750
 - o Douglas Golf Course – too small, visual and auditory issues, good information
 - o College Douglas Campus – good reviews when the site is available to use
- Benson
 - o General Seating Revenue- \$2,340
 - o Printing Costs - \$550
 - o Catering/Facilities Cost - \$4,275
 - o Economist Fee - \$8,750
 - o Benson School – positive feedback on food and space size; but the facility is costly
- Bisbee
 - o General Seating - \$1,980
 - o Printing Cost - \$632
 - o Catering/Facilities Cost - \$2,617
 - o Economist Fee - \$8,750
 - o Golf Course – too crowded, hard to network, auditory issues, the uncertainty of space availability
- Sierra Vista
 - o General Seating - \$4,155
 - o Printing Cost - \$3,047
 - o Catering/Facilities Cost - \$5,710
 - o Economist Fee - \$8,750
 - o TMAC on Fort – Fort access issues, hard to find directionally, visual issues, love the publications, want a different format
 - o April's Sierra Vista Luncheon will be held on the SV Campus with hopes to save costs on facility use and food costs

Chief Economist Proposed FY2020 Contract - \$35K down from \$65K three years ago.

Sponsorships – Annual Total - \$36,000

- Sierra Vista - \$15,500
- Douglas - \$3,000

- Benson - \$2,000
- Bisbee - \$2,000
- Multiple Sponsorships - \$13,500

Cochise College In-Kind Contributions:

- Use of the Facilities (Utilities, Insurance)
- IT (Set-up, Monitoring, Teardown)
- Maintenance (Set-up, Clean-up, Teardown)
- Personnel (SBDC Staff, President's Office, CLL, Student Services, Maintenance)

Forecasted 2019-20 Budget:

- Douglas – (\$1,948)
 - o Printing Cost- \$619
 - o Lunch/Location Cost - \$1,104
 - o Economist Fee - \$8,750
 - o Ticket Revenue - \$2,025
 - o Sponsorship Revenue - \$6,500
- Benson – (\$5,735)
 - o Printing Cost- \$550
 - o Lunch/Location Cost - \$4,275
 - o Economist Fee - \$8,750
 - o Ticket Revenue - \$2,340
 - o Sponsorship Revenue - \$5,500
- Bisbee – (\$4,519)
 - o Printing Cost- \$632
 - o Lunch/Location Cost - \$2,617
 - o Economist Fee - \$8,750
 - o Ticket Revenue - \$1,980
 - o Sponsorship Revenue - \$5,500
- Sierra Vista – \$5,121
 - o Printing Cost- \$3,074
 - o Lunch/Location Cost - \$5,710
 - o Economist Fee - \$8,750
 - o Ticket Revenue - \$4,155
 - o Sponsorship Revenue - \$18,500
- TOTAL – (\$7,081)
 - o Printing Cost- \$4,875
 - o Lunch/Location Cost - \$13,706
 - o Economist Fee - \$35,000
 - o Ticket Revenue - \$10,500
 - o Sponsorship Revenue - \$36,000

Proposals Moving Forward:

- Stop hosting the events; The City of Sierra Vista has something similar; Bisbee, Benson, and Douglas do not have anything so they would like to see it continue.
- Increase College Funding
- Hold only two annual luncheons
 - o In Douglas for Douglas and Bisbee
 - o In Sierra Vista for Sierra Vista and Benson
- Increase current sponsorships to \$5,000 each

Dr. Rottweiler noted that no decision was needed from the Board; just wanted feedback.

Comments/Questions:

Mr. Nelson's comments:

- Functions are important for the college to be seen in the community
- Important to business leaders
- The format could be changed
 - o Opportunity to showcase new college programs to the community
- Increase sponsorships
- Talk with business leaders for ideas/ways to increase sponsorships, improvements, and ask what they would like to see at the event
- Bisbee Golf Course is improving with new ownership and has better seating
- The event is losing money, but it is important to have the college show up in the community

Mr. DiPeso's comments:

- There might be issues getting Benson business to come to Sierra Vista
- Find ways to get more small business sponsorships
- Reach out to donors in person

Dr. Rottweiler noted the college has never marketed college programs during the luncheons; they have only been offered for city and county economic updates. Mr. Nelson suggested using the events to market the college, including promoting the guarantee scholarship program, also partner with the cities to meet their objectives with a goal to proceed at lowest costs.

Mr. Hudgins likes the opportunity to increase revenue or join together hosting two cities on one site for two luncheons rather than four. He would like to see it revenue neutral.

Mr. Schmitt will continue the discussions with community leaders and consider the Boards comments.

3.03 Security Camera Project Report

Frank Dykstra, Executive Director of Facilities, and James Barrows, Director of Maintenance and Operations, provided an update on the security camera project initiative, which began in July 2017; presentation highlights included:

The scope of Work:

- Cochise College
 - o Trenching & Conduit
 - o Camera Poles and Cabinets
 - o Electric Cable Runs
 - o Network Infrastructure
 - o Power Over Ethernet Switches
- AMER-X Security
 - o Schematic Design
 - o Install Cameras (42), Cabling & Storage Device (1)
 - o Software & System Set-up and training

Camera Installation (42 cameras):

- o 19 Dome Cameras
- o 23 Box Cameras
- o Cameras can be zoomed significantly
- o The program allows for sector searches

Path Forward:

- Douglas Campus Aviation Recommendation
 - o Building, Covered Parking, and Tarmac areas
- Sierra Vista Campus Recommended Upgrades
 - o Additional IR Lamps to improve night viewing
 - o Relocate box camera from Library to Maintenance
- Douglas Campus Recommendation
 - o Replace existing cameras with same type system used at SVC
- Downtown Center Recommended Upgrades
 - o Additional interior dome cameras in Nursing wing
 - o Additional cameras for Property Control Warehouse and NE parking entrance
 - o Improve image resolution other parking entrances
- Benson Center Recommended Upgrades
 - o Additional cameras to enhance the existing system
- Willcox Center Recommended Upgrades
 - o Additional cameras to enhance the existing system

Mr. Barrows recognized Duane Dugie, Mario Ibarra and the Department of Corrections inmates, and AMER-X Security for their excellent communication and support.

Comments/Questions:

Responding to Mrs. Nelson, Mr. Barrows noted the cameras are real video cameras, more frames per second; they run 24/7 (all the time); the memory storage is one terabyte, which is kept for 30 days. Mr. Nelson expressed his appreciation to Mr. Barrows and his staff for completing a significant project.

Responding to Mrs. Strain, Mr. Barrows noted the college security officers monitor the cameras in the security office on an array of monitors.

Dr. Rottweiler informed the Board the college has implemented a significant opt-out emergency notification system and has completed a panic button initiative; placed in remote areas and the front lines. The notification will refer students and staff to a 1-800 number that will have a more detailed emergency message.

3.04 Executive Vice President/Provost Report

Dr. Verlyn Fick, Executive Vice President/Provost, led a Provost Report, which included an update on college navigators, technology services, and transfer data.

Robyn Martin, Assistant Dean of Enrollment Management & Marketing, began the update on college navigators noted that in fall 2017 the Marketing and Enrollment functions merged and began working with college navigators to not only help recruit students but also to help students with the college on-boarding process. Ms. Martin introduced Celia Jenkins, Navigator Coordinator, who introduced the three college navigators Breanna Watkins assigned to Buena, Benson, Willcox, Bowie, San Some, and Valley high schools; Rosa

McPherson assigned to Tombstone, St. David, CAS, and Pep-Tech; and Arturo Chacon assigned to Douglas and Bisbee high schools, Pep-Tech, and CAS.

Ms. Watkins presented fall 2018 navigator data:

- 27 - Custom workshops delivered to all grade levels throughout the semester.
 - o Students learned various college and career prep topics such as scholarship & financial aid opportunities, requirements for all college applications and other avenues after graduation.
- 437 - Contact hours spent at high schools giving presentations or meeting with students, staff, and administration individually.
- 443 - Seniors applied for Cochise College's Graduating Senior Scholarship Guarantee.
- 2421 - Interactions between College Success Navigators and students, faculty, and staff of county high schools.

Comments/Questions:

Responding to questions from Mr. Nelson and Mrs. Strain, Ms. Watkins noted:

- Student reaction is mostly positive
- Navigators are interactive with students using social media for engagement
- Navigators have a designated area at each high school
- Have held individual discussions with students and have presented to classrooms
- Administration interaction has been mostly positive as the navigators provide a different perspective
- Parent interaction has taken place through events and meetings, scholarship night, FASFA night, etc.

Scott Clark, Chief of Technology Services, provided an update on technology services; highlights included:

Banner 9 Migration Project:

- January – July - Installed, set up, and migrated the new data center
- August-October – Set up the production environment, the user testing environments, fixed any issues and concerns and trained district staff
- November 1 - Went LIVE and continued training
- December to present – Continue to address issues

5/6 Year Technology Replacement Plan:

- Complete hardware inventory
- Developed 5/6 year technology replacement plan
- Secured funding of \$914,200 per year
 - o Annual Computer Replacement Cost - \$443,400
 - o Annual AV Replacement Cost - \$237,400
 - o Annual Networking Equipment (non-capital) - \$30,000
 - o Annual Large Purchase (capital \$5000 or more per item) - \$203,400
- Three years to get on track with current outdated equipment

District Instructional and Administrative Software:

- 110 different software's
- Annual cost of \$921,000

Mr. Nelson asked for the total cost to operate the Technology Services Department; Dr. Rottweiler will get the information to Mr. Nelson.

Douglas Phones:

- Upgraded bandwidth and are running the phones through the internet
- No longer using CenturyLink

Dr. Fick provided a report on the college transfer data; report highlights included:

Strategic Vision Outcome Metric #26, Transfer Rate for 2011 Cohort:

- Cochise Score – 27.3%
- Arizona Score – 28.4%

Strategic Vision Outcome Metric #25, In-State University Transfer Rate 2011 Cohort:

- Cochise Score – 16.0%
- Arizona Score – 24.3%

Cochise College Completed Transfer-Only Degree Students (2010/11-2018/19):

- Total Completers – 2,872; 55.5%
 - o Transfer to another school – 1,595
 - Transfer to a 2-yr school – 291
 - Transfer to a 4-yr school – 1,489
 - Receive an additional award after transferring – 851
 - Age 18-21 – 70.3%
 - Age 30-49 – 46.3%
 - Female – 54% Male – 58.3%
 - o Did not transfer – 1277
 - Age 18-21 – 29.7%
 - Age 30-49 – 53.7%
 - Female – 46% Male – 41.7%

Top Transfer Institutions (2010/11 – 2018/19):

- 2-year Institutions
 - o Pima Community College – 7.4%
 - o Rio Salado College – 2.9%
 - o Mesa Community College - .7%
- 4-year Institutions
 - o University of Arizona – 45.8%
 - o Arizona State University – 9.8%
 - o Grand Canyon University – 7.7%
 - o Northern Arizona University – 5.6%
 - o Wayland Baptist University – 3.7%

Completion Degree and Major Transfers:

- Top Two
 - o AS Engineering – 90% transfer
 - o AA Math – 84.85%
- Bottom Two
 - o AGS General Studies – 46.43%
 - o AA Social Work – 46.34%

Comments/Questions:

Addressing Mr. Hudgin's question, Dr. Fick noted the transfer data collected was based on the students only in the transfer degree programs.

Dr. Fick also noted the metric data indicates that the Douglas students perform better in all measures except for transferring; further research will be done to determine why students from the Douglas Campus are not transferring.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

There were no comments from Governing Board Members.

5. EXECUTIVE SESSION

5.01 Executive Session – President's Annual Evaluation and Contract

Mr. Hudgins moved, and Mr. Nelson seconded a motion to move into Executive Session for discussion of the president's annual evaluation and contract. 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.

Mrs. Strain adjourned the regular meeting at 8:15 p.m., and after a brief break, the Board moved into Executive Session at 8:21 p.m.

Mr. Nelson moved, and Mr. Hudgins seconded a motion to close the Executive Session and resume the Regular Session. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, and Jane Strain all voting aye. MOTION CARRIED.

Mrs. Strain adjourned the Executive Session at 8:35 p.m. and reconvened the regular meeting at 8:38 p.m.

5.02 Contract for the College President

Mr. Nelson moved, and Mr. DiPeso seconded a motion to extend President Rottweiler's contract to June 30, 2022, increase his salary by the same percentage to be granted for all college employees, and add five days of presidential professional annual leave in addition to the regular annual leave per policy to Dr. Rottweiler's contract. 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.

6. ADJOURNMENT

Mrs. Strain adjourned the meeting at 8:42 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mrs. Jane Strain, Secretary of the Governing Board