

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

**Tuesday, January 15, 2019
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 Governing Board Organization/Orientation for 2019

1.04.1 Oath of Office

Mr. Quinn administered the Oath of Office to re-elected Governing Board members, Jane Strain, and Dennis Nelson.

1.04.2 Election of Board Chair

Mrs. Strain moved to nominate Tim Quinn for Board Chair, and Mr. Hudgins seconded the motion. 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.

1.04.3 Election of Board Secretary

Mr. Quinn moved to nominate Jane Strain for Board Secretary, and Mr. Nelson seconded the motion. There was no further discussion by the Board. The Board approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, all voting aye and Jane Strain abstaining. MOTION CARRIED.

1.04.4 Appointment of Governing Board Representatives and Alternate Representatives to Board Committees and Associations.

The Chair reappointed Mrs. Jane Strain as a representative to the Arizona Association of Community College Trustees and appointed Mr. Don Hudgins as the alternate representative. The Chair also reappointed Mr. Dennis Nelson and Mr. David DiPeso as representatives on the Investment Committee.

1.04.5 Refresher on Open Meeting Law

The Attorney General suggests that elected Board members periodically review Arizona Revised Statute specific to Open Meeting Law and Executive Session. Mr. Britt Hanson, from the Cochise County Attorney's Office, provided a brief refresher on applicable Arizona Revised Statutes as related to the Open Meeting Law.

New Legislation related to the Arizona Open Meeting Law:

- What is a meeting:
 - o A one-way electronic communication by one member of a public body that is sent to a quorum of the members of a public body and that proposes legal action.
 - o An exchange of electronic communications among a quorum of the members of a public body that involves a discussion, deliberation or the taking of legal action by the public body concerning a matter likely to come before the public body for action.
- Meeting minutes must include:
 - o An accurate description of all legal actions proposed, discussed or taken, including a record of how each member voted.

Mr. Hanson's refresher also highlighted technological devices include:

- Telephone, fax
- E-mail
- Text messages
- Blogs, Facebook or other social networking
 - o Public forums on social networking can represent a meeting if there is a quorum of the public body in the forum.

1.05 Citizen's Interim

There were no requests to address the Board.

1.06 Standing Reports

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

Mrs. Strain reported the next meeting would be February 28, 2019, from 10 AM to 2 PM. Agenda items to include the legislative agenda and professional development. Mrs. Strain also noted the Association of Community College Trustees (ACCT) National Legislative Summit would be held February 10-13, 2019 in Washington, D.C., at which the Arizona Association of Community College Trustees will host a breakfast meeting on February 12, 2019, regarding Advocacy.

1.06.2 Senate

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

1.06.3 Student Government Association (SGA)

No Student Government Association Report was given, as students were on winter break.

1.06.4 College President

Dr. Rottweiler began his report congratulating Mrs. Strain and Mr. Nelson on their re-election to the Board, and Mr. Quinn and Mrs. Strain on their Board leadership. He also expressed his appreciation for the Board's desire and commitment to serve on the College Board.

Legislative Update:

- Governor's State of the State Address – not too much about community colleges
 - o Pima Community College's initiative with Aviation
 - o Preparing WorkForce - JTED is now CTED
 - o Governor's approved budget – due to be released within the week
- Prop 301 Task Force
 - o Senator Sylvia Allen, Chair of Education Department – has a Bill to take Prop 301 back to the citizens. Her Op-ed was provided to Board members for review
 - Increase the tax from .6 cents to one full cent with funds for K-12, community colleges, and universities
 - Recommendation of \$50M to Community Colleges; with \$1.5M in base funding for each community college district with the rest distributed based on an FTSE model.
 - Concerns in the current Bill proposal regarding provisional colleges being included at full funding
 - o Senator Brophy McGee has a competing Prop 301 Bill proposal
- AC4 Legislative Session Bill Report was provided to the Board
 - o House Bill 2040 - Community College's; Baccalaureate Degrees; proposed by Representative Fillmore
- Arizona Tax Research Association (ATRA) Newsletter - Government Property Lease Excise Tax (GPLET) – take state land under the direction of the Board of Regents, which is deemed tax-free and building large commercial properties that avoid paying taxes; community colleges are included in the discussion.
- Received an invitation to attend Governor Ducey's Inauguration and a private reception on January 7, 2019. Douglas Mayor Uribe was the MC of the event.
- February 11-12 - attending Legislative days at the Capital in Phoenix and will take SGA Leaders to shadow Representatives Gail Griffin and Becky Nutt.
- Communications with Senator McSally and Ron Barber with Representative Kirkpatrick's office during the holiday break to express concerns with the Government shutdown related to the processing of Federal Financial Aid and students accessing their funds.

Master Facilities:

- Uneventful over the break. "One of the least eventful in memory" from Frank Dykstra.

Comprehensive Annual Financial Report (CAFR):

- Preliminary Audit Findings
 - o Clean Financial Audit
 - o Continued findings related to IT policies
 - o A full report to the Board when the final audit is released; possibly March

New Initiatives:

- Police Academy
 - o Academy began January 14th with nine cadets; six in housing and three commuting

General Comments:

- Board Retreat dates
 - o Tuesday, February 19, Tuesday, February 26, or a Saturday morning; Mrs. Wheeler will contact individual Board members to find an acceptable date.
- Next Regular Board Meeting will be February 5 - one week early
- February 11-13 - Mr. Huggins and Mrs. Strain will be attending ACCT Legislative Summit in Washington, DC
- January 29 – meeting with Yvette Darnaby from Customs and Border Protection (CBP) on Cochise Programming UAV on Douglas Camus
- February 27 - All-Arizona Academic Team Celebration; members interested should inform Mrs. Wheeler for a reserved seat
- May 20-22 - President's Leadership Academy; a Draft Agenda was distributed; Board members interested in participating in the "Learning from the Board" session should inform Dr. Rottweiler

Questions/Comments:

Mr. Quinn informed the Board he is unable to attend the February 5, 2019, Governing Board Meeting.

Mrs. Strain asked for an update from the SGA students following their visit to the capital for Legislative Session.

1.06.5 Monthly Financial Report – December 2018

The Financial Report for December 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 (*Jeffrey "Shane" Andrews, Financial Aid Technician II, Sierra Vista Campus*)

- 2.01.2 * Classified Staff; Appointment (*Wendy Koop, Department Assistant Finance/HR, Sierra Vista Campus*)
- 2.01.3 * Classified Staff; Appointment (*Harim Manzanares, Accounting Technician II, Sierra Vista Campus*)
- 2.01.4 * Administrative Staff; Appointment (*Nannette Roy, Systems Analyst, telecommuting employment*)
- 2.01.5 * Coach; Appointment (*Robert Peters, Head Coach Women's Soccer, Douglas Campus*)
- 2.01.6 * Faculty; Appointment (*Angelica Moore, Clinical Coordinator/Instructor for Respiratory Therapy, Downtown Center*)
- 2.01.7 * Faculty; Temp Transfer (*Tori Child, Program Director Respiratory Therapy, Downtown Center*)
- 2.01.8 * Faculty; Transfer (*Linda Vincent, Instructor for Nursing/Clinical Coordinator, District-wide, based at the Downtown Center*)
- 2.01.9 * Administrative Staff; Reclassification (*Debbie Craig, Director of Finance/Controller, District-wide, based on the Sierra Vista Campus*)
- 2.01.10 * Administrative Staff; Resignation (*Beth Ann Krueger, Dean of Math and Science, District-wide based on the Sierra Vista Campus*)
- 2.01.11 * Faculty; Resignation (*Ian Wilson, Instructor for Aviation Pathways, Douglas Campus*)
- 2.01.12 * Acceptance of Minutes for December 11, 2018 – Regular Meeting

Mr. Nelson 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 Jane Strain all voting aye. MOTION CARRIED.

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

Dr. Wendy Davis, Vice President for Administration and Human Resources, introduced Debbie Craig, in her new role as the Director of Finance/Controller; Karen Emmer, Director of Financial Aid, introduced Jeffrey "Shane" Andrews, Financial Aid Technician II; and Debbie Craig, Director of Finance/Controller, introduced Harim Manzanares, Accounting Technician II.

2.02 Adjust FY2017-18 Budget to Reflect Actual Expenditures

The Administration brought forward a recommendation, as required by the auditors, to approve the adjustments to the fiscal year 2017-18 adopted budget to reflect the actual expenditures.

Mr. DiPeso moved, and Mrs. Strain seconded a motion to approve the adjustments to the fiscal year 2017-18 adopted budget to reflect the actual expenditures. 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:

- Dr. Rottweiler received a letter from Lynn Tincher-Ladner, President and CEO for Phi Theta Kappa Honor Society, recognizing Jennifer Wantz for successfully completing all five levels of the Five Star Advisor Plan. The Five Star Advisor Plan is a free self-guided online curriculum developed to better support the Phi Theta Kappa group. Jennifer will receive a certificate and pin in honor of this achievement and will be recognized during their annual convention, PTK Catalyst, April 4-6, 2019, in Orlando, Florida.
- Cochise College Student Success Newsletter, Issue 07, January 2019.

3.02 Master Facilities Site Planning - Preliminary Report

Dr. Wendy Davis, Vice President for Administration and Human Resources, introduced DLR Group Representatives Jaime Garrido, Client Leader; Linsey Gaff, Planner/Project Manager; Claire Hinchman, Architectural Designer; and Krisan Osterby, Campus Planning Leader, who was not in attendance. The representatives provided a presentation to the Governing Board on the Master Facilities Site Planning project that began in November 2018. A copy of the presentation was included in the Board packet; highlights included:

Steering Committee:

- J.D. Rottweiler, President
- Verlyn Fick, Executive Vice President/Provost
- Wendy Davis, Vice President for Administration and HR
- Alan Biel, Executive Dean of Academics
- Scott Clark, Chief Technology Officer
- Bo Hall, Executive Dean of Student Services
- Frank Dykstra, Executive Director of Facilities
- James Barrows, Director of Maintenance and Operations

Purpose of the District Master Plan:

- Update existing plans
- Determine future uses
- Create site planning diagrams to reflect future direction
- Create an implementation roadmap

Planning Focus:

- Benson Center – Growth strategies
- Douglas Campus – Confirm appropriate future uses
- Downtown Center – Opportunities for unused space
- Sierra Vista Campus – Site location for Motorplex Building

Benson Center:

- Review capacity for future growth

Douglas Campus:

- Review areas of opportunities and constraints
- Concepts – Direction of where to go
 - o Expand the Program – Growth strategy for the campus
 - o Right-size the Campus – Maintain only critical facilities; space for 1500 – 2000 students; currently have 750-800 students
 - o Relocate the Campus

Downtown Center:

- Areas of Opportunity/Leased Space
 - o Electronics Program – relocate to Sierra Vista Campus (SVC)
 - o Faculty Resource Center – relocate to SVC closer to more faculty
- Potential Administrative Programs
 - o District Headquarters – President, Vice Presidents, etc. – could free up space for classrooms on Sierra Vista Campus
 - o College Administration
 - o Foundation
 - o Institutional Resources
 - o Consolidated IT Services

Sierra Vista Campus:

- Areas of opportunity and constraints
 - o Preserve Key Open Space
 - o Charleston Wash has a 100' setback
 - o Improve Campus Edge
- Concepts
 - o Expand the Campus Loop – Development occurs within the loop road
 - o Create a Street Frontage – Public facing programs on Charleston Road
 - o Infill by Program Adjacencies – Buildings placed to support existing "districts."

Next Steps:

- Refine and synthesize plans based on Board feedback
- Workshop – Finalize Motorplex Location
- Prioritization and Implementation
- Final Report and final Board Presentation in March

Questions/Comments:

Dr. Rottweiler noted the scenarios presented by DLR are plans to help the Board discuss options and plan for the future of the college.

Mrs. Strain would like to see more community room space on the Sierra Vista Campus.

Mr. Quinn asked for a confirmation of recommendations, which included:

- Capacity based on current programs
- Street front, if that is a priority
- Location of student housing on SVC
- Downtown Center has the capacity for the nursing program with the ability to grow
- Sierra Vista Campus is short on space based on the need for classrooms that seat more than 20 students

Dr. Rottweiler stated the pressing issues to consider for each location are:

- Benson – watch the growth with the Villages
- Douglas – what's going to happen with Commercial Port of Entry; growth in the area; what programs make sense for that campus, is it best to right size; plan for expansion; or talk about other options, and address significant deferred maintenance that is needed.
- Sierra Vista – location for the Motorplex

Mr. Quinn stated the driving factors should be:

- Autoplex/Motorplex relocation
- Second and Third order effects following the Motorplex relocation
- Building usage

Mr. Nelson suggested community input should be part of the process; Ms. Hinchman replied noting DLR would present multiple options for community input and buy-in but wants Board and administration input for now.

Mr. Nelson stated security and solar considerations should be incorporated into the master plan. He also asked how often Master Facilities Plans should be updated; Ms. Hinchman said Master Facilities Plans are typically reviewed on a five-year basis and is tied to funding.

Mr. Nelson asked that the Master Facilities Plans be discussed during the Board Retreat/Work Session; Dr. Rottweiler assured him the topic would be the agenda.

Board members were encouraged to send feedback regarding the masters plan options to Dr. Rottweiler, Dr. Fick, or Dr. Davis.

3.03 Administrative Services Report

Dr. Wendy Davis, Vice President for Administration and Human Resources, and Jennifer Wantz, Facilities and Events Manager, presented on the district's facility usage trends and a new program recognizing college faculty, staff, and student volunteer service. Presentation highlights included:

Overview of Accomplishments:

- Class uploads directly from Banner in the new program□
- Streamline services:
 - o Work orders for events and meetings
 - o EMS invoicing
- Increase community usage
 - o Revenue - \$30K
 - o Community fee waivers – 21 Organizations that support the College's Mission

Overall Usage FY18:

- 44772 Total number of bookings

Facilities Use Types – FY18:

- Classes – 38762
- External – 851
- Internal Events – 3922
 - o CLL

- o Meetings
- o College Events and Trainings
- o Student Events

Cochise Cares Initiative:

- Cochise College is committed to serving communities
 - o A future Cochise College Cares webpage will promote how Cochise College impacts the community.
 - o Student, staff, and faculty extracurricular activities will be tracked, and the information will be shared with the community.
 - o Data will be collected monthly based on affiliation
 - o Collected data would also be submitted to the President's Volunteer Service Award, a national service database

Mrs. Strain expressed her excitement for the initiative.

Dr. Rottweiler noted a part of the College Mission is Constructive Citizenship, and a part of constructive citizenship is serving in your community.

Mr. Quinn asked if the website could also be a way to advertise service opportunities in the community; Ms. Wantz noted she plans to create a database that will include all available service connections.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Nelson
 - o Requested the Economic Forum viability be added to the Board Retreat agenda.
- Mr. Quinn:
 - o Congratulated and recognized the college women's basketball team on their success.

5. ADJOURNMENT

Mr. Quinn adjourned the meeting at 7:52 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mrs. Jane Strain, Secretary of the Governing Board