

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

**Tuesday, March 12, 2019
Willcox Center
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

Mrs. Strain requested Item 2.01.8 be pulled from the Consent Agenda for further discussion. With no additional changes, the agenda was adopted as published.

Mr. Hudgins moved, and Mrs. Strain seconded a motion to approve the 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.

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 that the AACCT met on February 28, 2019, in which the ten trustee representatives discussed and voted on a proposal for all 52 Arizona Community College Trustees to meet in September at a location in Prescott for a one full-day meeting. A conference call is scheduled for March 25 to discuss the proposal further.

1.05.2 Senate

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

1.05.3 Student Government Association (SGA)

No Student Government Association Report was provided as students were on spring break.

1.05.4 College President

Dr. Rottweiler provided the following updates to the Board:

Legislative Update:

- Governor's 2020 Budget - over \$80M
- Pima requested \$20M onetime funds for an Aviation Center
- Maricopa requested \$5.8M one-time funds for a Nursing Center
- Not much discussion on the budget as Tax conformity is taking precedence
- Leading initiative for restoration of community college funding
- PROP 301 come to a standstill, as there is not a lot of interest in placing on the ballot.
- AC4 Legislative Session Bill Report No. 3 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; Approved and through both houses and currently waiting on the Governor.
 - 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. Passed Senate 18-12; held in the House
 - o Senate Bill 1080 sponsored by Senator Allen is working 1080 language as a redistribution vehicle trying to get more 301 money to Higher Education but there are concerns with taking money from k-12.
 - 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.
- Some legislative action related to community colleges around the pipeline lawsuits and property values in northern Arizona. State to reimburse k-12, need to amend to include community colleges in the reimbursement.
- Working with Senator Gowen on some restoration of community college funding. Proposed language to the Joint Legislative Budget Committee (JLBC) along with a distribution formula.
- Providing testimony to the House of Republican's Technology Committee on UAS and Cybersecurity initiatives on March 13.
- February 11-12, Cochise College attended Legislative days at the State Capitol in Phoenix. Student leaders, Larry White, Katherine DeLong, and Tamara King attended shadowing Senators David Gowen and Representatives Gail Griffin and Becky Nutt. Students may provide an update to the Board in April.

Master Facilities:

- Board Work Session on February 19 – Board members provided great input that will be added to the final plan to be presented at the April Board Meeting

- Motorplex Steering Committee has been established and initial concept work is being conducted. Administration plans to bring the concept and cost estimate to the Board in May for approval.

New Initiatives:

- Police Academy
 - o At the midpoint — all is doing well
 - o Added a tenth cadet for one week from the Globe Police Department who only needed the driving portion of academy
 - o Driving portion of the academy to be held at SV Airport
 - o College will purchase three Tahoe's for \$1.
- Residential Construction Trades
 - o Project House is on schedule
 - o The Foundation has listed the home for sale; MLS listing document shared with the Board
 - o BCT held an Advisory Committee Meeting on Friday 8; was well attended

General Comments:

- All-Arizona Academic Team Celebration, Wednesday, February 27, 2019
 - o Yassine Fouchal, 1st Team
 - o Paulette Iniguez, 1st Team
 - o Guillermo Cordova, 2nd Team
 - o Joshua Novinger, 3rd Team
- Yassine Fouchal, was selected as a Coca Cola Gold Scholar; \$1500 aerospace engineering
- Tate Rich, Instructor of Ceramics
 - o Governor's Art Award...Art's in Education, Individual Award
 - o One of three finalists
- Men's and Women's Basketball
 - o Both teams were ACCAC Conference champions
 - Men's team finished the year 26-5 (20-2) conference record; ranked 17th nationally, upset in regional playoffs
 - Women's team finished 28-3 (21-1) won Region 1 and invited to the national tournament beginning Monday March 18.
 - o Both Laura Hughes and Jerry Carrillo were selected as Coaches of the year
 - o Freshman Chris Whitaker was selected as freshman and player of the year for Men's Basketball
 - o Mahki Morris, Jamari Gregg, and Darnell Robateau joined Chris with all-conference and all-region honors
 - o Awa Keith, Yemiyah Morris, Raena Suggs, and Kayla Harris received All-Conference and all-region honors for Women's Basketball
- Rodeo on Fort Huachuca on March 23 & 24
- Baseball third in the country
- Upcoming Events
 - o March 20 - Arizona Town Hall, 7:30-9:30 a.m.
 - o March 26 – Meeting with Yvette Darnaby with Customs and Border Patrol
 - o March 29-30 - President's Student Leadership Academy on the Douglas Campus rescheduled dates

- o March 31-April 4 - Trip to DC with visits to the Pentagon and on Capitol Hill, in partnership with Fort Huachuca 50
- o April 5 - SV Economic Outlook Luncheon
- o April 8 - Employee Open Forums
- o April 13-16 – American Association of Community Colleges (AACC) Annual Convention/President's Academy Executive Committee
- o May 17 - Commencement on the Douglas Campus
 - honor's receptions, nurses pinning, etc.; dates to be sent to Board members
- o May 20-22 – President's Leadership Academy

Questions/Comments:

Mr. Nelson requested an agenda topic regarding central air versus individual air units for the Douglas Campus for further discussion.

1.05.5 Monthly Financial Report – January 2019

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

1.05.6 Monthly Financial Report – February 2019

The Financial Report for February 2019 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 (*Jesus Arrieta, Help Desk Technician, Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Appointment (*Jeremy Groves, Facility Services Technician III, Sierra Vista Campus*)
- 2.01.3 * Classified Staff; Appointment (*Juan Yopez, Facility Services Technician III, Douglas Campus*)
- 2.01.4 * Administrative Support; Appointment (*Jaclyn Bible, Business Analyst –Small Business Development Center, Downtown Center*)
- 2.01.5 * Faculty; Appointment (*Amy Kovarcik, Instructor of Nursing, Downtown Center*)
- 2.01.6 * Administrative Staff; Resignation (*Joan Jorgensen, Director of Curriculum Development/Instructional Designer, Downtown Center*)
- 2.01.7 * Faculty; Resignation (*Glenn Smith, Instructor of Business Administration, District-wide, based on the Sierra Vista Campus*)
- 2.01.8 * Administrative Staff; Retirement (*Frank Dykstra, Executive Director of Facilities and Maintenance, District-wide, based on the Sierra Vista Campus*) **Pulled for further discussion**
- 2.01.9 * Faculty; Retirement (*Randall Fox, Instructor of Welding Technology, District-wide*)
- 2.01.10 * Acceptance of Minutes for February 5, 2019 – Regular Meeting
- 2.01.11 * Acceptance of Minutes for February 19, 2019 – Work Session

Mr. Nelson moved, and Mr. DiPeso seconded a motion to approve the Consent Agenda with Item 2.01.8 pulled for further discussion. Mrs. Strain addressed Mr. Dykstra noting her appreciation of his thirty-year service to the college. The Board unanimously approved the Consent Agenda and the retirement of Frank Dykstra, with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn and Jane Strain all voting aye. MOTION CARRIED.

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

No new employees were in attendance for an introduction.

2.02 Faculty Emeritus

Dr. Rottweiler recommended Mr. Randall Dorman and Ms. Helen Garcia for Faculty Emeritus status. Mr. Dorman and Ms. Garcia were nominated by the faculty and have been through a selection committee and approved by Executive Vice President/Provost, Dr. Fick. Dr. Rottweiler recommended the Board approve Mr. Dorman and Ms. Garcia to be conferred the status of Faculty Emeritus at the upcoming Commencement.

Mr. DiPeso moved, and Mr. Hudgins seconded a motion to confer Faculty Emeritus status upon Mr. Randall Dorman and Ms. Helen Garcia. 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.

2.03 2019-2020 Student Tuition Schedule

Dr. Verlyn Fick, Executive Vice President/Provost and Dr. Wendy Davis, Vice President for Administration and Human Resources, provided a briefing to the Board highlighting the proposed tuition and fee schedule.

Administration's tuition and fee schedule highlights include:

- In-state tuition increase of \$3 per credit hour; \$88 is below the Arizona average of \$89 and is well below the national average of \$120/\$130. Assessment shows it is within the guidelines as relates to federal financial aid.
- Online in-state decrease of \$5.00 per credit hour
- Online out-of-state increase of \$10 per credit hour
- Housing room rate increase (ranging from \$30-\$53) to cover increases in utilities and maintenance
- Transcript 2nd day fee decrease of \$25
- Additional Diplomas – new fee of \$10

Dr. Fick presented a proposed new fee structure for Aviation:

- An increase of 30-40% in fees is needed to maintain the program
- Continue requiring fee payments up-front
- Separate out each section of the program in case a student needs to drop out and return later, they will not need to pay for the whole fee again.
- A fee for above and beyond hours of flight will now be charged
 - o Setting max hours for course components; any hours beyond the set max hours, will require the student pay an hourly rate

Mr. Quinn led a brief discussion regarding what the college is using as a benchmark to measure the program's new structure. Dr. Rottweiler noted that Dr. Fick and the aviation staff conducted comparisons, finding that Yavapai Community College has a flight program, but they do not conduct the air training; it is third party contracted. In addition, their in-state tuition rate, from two years ago, was \$575 per credit. A comparison for the instrument training for all fees and tuition, Cochise College charges \$16,364, and Yavapai's fees are over \$20K. The fee for commercial and multi-engine together, Cochise is around \$40K and Yavapai is over \$50K. Out of ten additional comparisons, there were four to five institutions within the same price range as Cochise College.

Dr. Rottweiler stated the proposed aviation fees would allow the college to cover the costs such as leasing a plane, maintenance, etc. for additional students enrolled. Currently the college has 60 applicants registered for the fall semester with 40 open slots.

Mr. Quinn commended Dr. Fick and the aviation staff for the work in preparing the new Aviation fee structure and comparison.

With the price increase in metal and materials to support the welding classes, the college proposed increased course fees ranging from \$15 to \$60.

Mrs. Strain moved, and Mr. Hudgins seconded a motion to approve the tuition schedule for FY2020 as presented. 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

3.01 Communications

The college received the following communications:

- SOCO 2019 Article on Training Cybersecurity Experts featuring Cochise College's cybersecurity program and instructors, Dan Guilmette, Karl Griffor, and Jeannie Neeley.
- Dr. Rottweiler received an email from Ross Lampert, CyberPatriot Advocate, Cochise Chapter thanking him and the college for supporting CyberPatriot, which has led to their success. The email also thanked Dan Guilmette and Karl Griffor for their support.
- Dr. Rottweiler received an email from Peter Siegel, Project Director, NPSAS thanking Cochise College for participating in the 2017-18 National Postsecondary Student Aid Study, Administrative Collection, conducted by the US Department of Education's National Center for Education Statistics. Mr. Siegel also recognized thanked Jordan Fischer.
- Dr. Rottweiler received two emails from Lynn Tincher-Ladner, President and CEO, Phi Theta Kappa Honor Society, announcing that the Alpha Mu Zeta (Sierra Vista) Charter and the Alpha Beta Zeta (Douglas) Chapter have been named a 2019 REACH Chapter and will receive special recognition in the form of nine graduation stoles. The REACH Rewards program recognizes and rewards Phi Theta Kappa chapters that excel in the area of membership development.
- Phi Theta Kappa Regional Convention Awards held at Rio Salado College March 1-2 resulted in Alpha Beta Zeta (Douglas) Chapter earned REACH Award, and Honorable Mention for College Project; the Alpha Mu Zeta (Sierra Vista Campus)

earned Honorable Mentions in College Project, Honors in Action and Distinguished Chapter. Winner Honors in Action Theme1: Networks of Life for the Nest Box Project on the Nature Trail. Due to the amazing time and successful convention last spring, Cochise College Chapters have been selected to plan the 2020 Arizona Regional Convention again in March of 2020.

- Dr. Rottweiler received an email from Lynn Tincher-Ladner, President and CEO, Phi Theta Kappa Honor Society, announcing Cochise College student Yassine Fouchal, has been selected as a 2019 Coca-Cola Academic Team Gold Scholar and will receive a \$1,500 scholarship. Yassine will be recognized at the PTK Catalyst PTK Annual Convention, April 4-6 in Orlando Florida.
- Student Success Newsletter, Issue 08, February 2019.

3.02 Willcox Center Report

Barbara Richardson, Assistant Dean of Outreach, provided a brief welcome and Outreach Report highlighting dual enrollment students and programs; highlights included:

Dual Enrollment

- Service provided to eleven Cochise County schools
 - o Classes offered include general education, Math and English, along with many Career and Technology Education (CTE) classes, such as Digital Media, Construction, etc.
- Partnership Programs with Cochise Technology District – for specific programs tied to dual enrollment and college credit
- Instructional Modalities
- Recognized Programs
 - o Building Construction Trades - Instructor Chris Stalder
 - BCT 102 Carpentry Fundamentals Credit Earned
 - Regional Skills USA
 - 1st in Carpentry Teamwork
 - 2nd in Construction Tech
 - 3rd in Masonry and Advanced Carpentry
- sUAS Program
 - o Student Recognitions
 - Cori Williams – Buena High School; Passed FAA Part 107 Certification
 - Jesus Saavedra – Bisbee High School; Passed FAA Part 107 Certification through self-study; successfully piloted a training mission with the Department of Public Service Bomb Department at Bisbee High School.
 - Nicolas Escalante – Benson High School; Recent Remote Certification
- CNA Program
 - o Student Recognitions
 - Airma Madrigal – Willcox High School; CNA Certification completion in 2015; began working at Willcox Hospital; expects to complete RN degree in May
 - Tanya Mehta – Willcox High School; recent CNA Certification completion;
 - o Terry Vernon, CNA Instructor, reported that eleven high schools participate with almost double the CNA students enrolled this year. Growth is a direct correlation with the community needs and the shortage of trained CNAs.

- o Workforce initiative to get workers into facilities and to offer pathways from CNA through to RN
 - o Approximately 40 students are in the program
 - o Home Health Aid – 13 students completed in the first semester, and current enrollment is 13; certification allows for reimbursement from Medicare and Medicaid while taking care of family members; three certifications are received with program completion.
 - o Mega Lab Event held each semester at Downtown Center – High school students compete in 12 skills labs and 100 volunteers help
- DMA Program
 - o Doug Miller, DMA Instructor and student Sydney Hansen shared three student made videos
 - Animation: Pete and Pam by Trenten Haas, Morgan Owen, and Chase Childers
 - Commercial: B Gone by Morgan Owen and Courtney Kibler
 - Short Movie: Talking to Myself by Sydney Hansen
 - o Skills USA New Mexico to Yuma – 29 region high schools had 4 teams go to regionals and will go onto State. 900 snap shots for 1 min of animation;

Ms. Richardson noted Dual Enrollment is a bridge to higher education, and in many times students are more successful if they have participated in the Dual Enrollment Program. The program ties directly to the Cochise College Mission.

Dr. Rottweiler expressed his appreciation to Ms. Richardson for hosting the Board meeting at the Willcox Center and the presenters for their reports.

3.03 Overtime Update Proposal

Dr. Wendy Davis, Vice President for Administration and Human Resources, provided details on the potential impact related to the overtime proposal from the U.S. Department of Labor; highlights included:

- In 2016, the college prepared an overhaul of labor wage and compensation to comply with the then proposed Fair Labor Standards Act, which was canceled.
- Current proposal moves the minimum wage threshold from \$23,660 per year to \$35,308 per year
- The lower two or three grades of the colleges' administrative support salary structure are currently exempt the proposal would move these employees to non-exempt, which could have an impact to approximately four employees who are in positions that were ready for review and possible reclassification. Impact to the college would cost about \$10K.
- Proposal has a 60-day comment period; if passed, the college would implement in July 2019 rather than waiting for the mandated implementation date of January 1, 2020.

3.04 Development of the FY20 Preliminary Budget Update

Dr. Rottweiler provided an update on the FY20 preliminary budget development to the Governing Board; highlights included:

- Preliminary budget proposal included recommendations presented during the February Board Budget Retreat and budget managers retreat
- Budget is based on the approved \$3 tuition increase and the approval of a requested Truth and Taxation
- Includes new staffing initiatives - \$438,353 (if funding is approved)
 - o Student minimum wage increase requirement
 - o Motorplex Project Manager – includes .49 facilities manager
 - o Staffing criteria based on program review, needs, and growth
- Includes additional funding requests - \$181,385
- Includes funding for continued Police Academy

On April 9, 2019, the administration will present an in-depth balanced budget proposal during the Board Budget Work Session beginning at 5:00 p.m. prior to the regular meeting at 6:00 p.m. During the regular meeting, administration will present the Human Resources Report to include the salary survey, and the personnel listing for contracts for Board approval.

On May 14, 2019, the administration will present the Truth and Taxation request for Board's consideration and approval. On June 11, 2019, the administration will present the budget for Board's consideration and approval.

Mr. Quinn expressed his appreciation for the details in the presented documents. Dr. Rottweiler noted that only the proposals requested by administration would be presented during the April Budget Work Session.

3.05 Revised Governing Board Policy 201 – Board Responsibility

Revised Governing Board Policy 202 – Board Chairperson's Responsibility

Revised Governing Board Policy 203 – Board Secretary's Responsibility

Revised Governing Board Policy 201 – Board Responsibility, Revised Governing Board Policy 202 – Board Chairperson's Responsibility, and Revised Governing Board Policy 203 – Board Secretary's Responsibility were presented as a first-read for review and consideration. No changes requested during the meeting, and Board members asked to send to Mrs. Wheeler. Board Policies scheduled to be brought before the Board in April for a second read and approval.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mr. Nelson

- Led a brief discussion regarding the recent Legislature approval of commercial Hemp, and the consideration for the college's Agriculture department. The topic may be presented at a future meeting for further discussion. Dr. Rottweiler noted federal guidelines and funding risk considerations need to be reviewed before a program could be considered.

Mr. Quinn

- Recognized Mr. Dykstra on his retirement and Yassine Fouchal on his Coca-Cola Scholarship award; thanked Ms. Richardson for hosting the meeting, acknowledged the health job fair presented at the Downtown Center, and commended the staff on the presentations to the Board. Celebrated Mrs. Strain's birthday.

5. ADJOURNMENT

Mr. Quinn adjourned the meeting at 8:10 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mrs. Jane Strain, Secretary of the Governing Board