

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

**Tuesday, May 14, 2019
Sierra Vista Campus
6:00 p.m.**

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Quinn called the meeting to order at 6:08 p.m.

Board Members Present:

Mr. David DiPeso
Mr. Don Hudgins
Mr. Dennis Nelson
Mr. Tim Quinn
Mrs. Jane Strain – telephonically

1.02 Pledge of Allegiance

Mr. Quinn led the Pledge of Allegiance.

1.03 Adoption of Agenda

The agenda was adopted as presented.

Mr. Hudgins moved, and Mr. Nelson seconded a motion to adopt the Agenda. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Mrs. Stain 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)

No Arizona Association of Community College Trustees (AACCT) report provided.

1.05.2 Senate

The Senate report was presented and accepted as submitted.

1.05.3 Student Government Association (SGA)

No Student Government Association Report provided; students are in summer session.

1.05.4 College President

Dr. Rottweiler provided the following updates to the Board:

Legislative Update:

- Nothing is happening as Budget negotiations are at a stand-still
- Senator David Gowen, in conjunction with the House, is working on a proposal for possible restoration of community college funding. If approved, the appropriations would be one-time funds only.
- Currently Senate and House Budget Proposal
 - o Full formula funding
 - o \$5.8M Maricopa Nursing
 - o \$10M Pima Aviation
 - o \$14.2M Rural colleges (one-time funds)

Master Facilities:

- Phase I of Student Union Remodel is complete (que pas and restrooms) on Douglas Campus; recognized BJ Jackson and his team for an amazing job.
- Automotive Technology Building (Motorplex) concept on the agenda for consideration and approval.

New Initiatives:

- Police Academy
 - o Graduation Ceremony May 9th; appreciations to Board Members, Don Hudgins and Dennis Nelson for attending
 - o Amazing and rewarding
 - o Next class begins on July 29 (currently 25 interested in signing up); a meeting scheduled on May 17 to discuss accommodating the growth.
- Residential Construction Trades
 - o Accepted a full offer for the first project house build
 - o Anticipate holding an open house upon completion

General Comments:

- Draft National Defense Authorization Act (NDAA) Language (handout) from Senator McSally's office distributed to Board members; Cochise College recognized for the UAS partnership with Fort Huachuca.
- April 17 - Hosted the Port of Entry Summit on the Douglas Campus with Congresswoman Ann Kirkpatrick and county leaders; recognition to Mr. Hudgins for his participation.
- May 8 – Dr. Fick, Mr. Hudgins, and Dr. Rottweiler participated in the Douglas Unified School District State of the District; Cochise College recognized for the navigator and the scholarship program. Also, the Summer Bridge program was highlighted and recognized for helping high school students' matriculate into college.

- May 13 – Cochise College was recognized by the Air Force Association for the Community Partner Award, specifically for the CyberPatriots and Computer Challenge.
- April 18 – in partnership with the Douglas Food Bank, the Douglas Campus Student Government Association with Advisor Jennifer Tagaban, hosted the Food Pantry distribution days providing food supplies. The Food Pantry served 52 individuals providing 17 gallons of milk, meats, beans, rice, canned goods, cherry tomatoes, and apples.
- Bryan Homrighausen – received PTK recognition for completing the Five Star Advisor Plan. Bryan is also recognized for his work on the HSI committee, being a student advisor on the HACU trip, and his involvement with the President's Student Leadership Academy.

Upcoming Events:

- May 16 – Nurse's Recognition Ceremony at 7:00 p.m.
- May 17 – President's Reception at 5:00 p.m. on Douglas Campus
- May 17 – 54th Cochise College Commencement at 7:00 p.m.
- May 22 – Adult Education Graduation at 6:00 p.m.
- May 20-22 – Presidents Leadership Academy; Learning from the Board will be at 11:15 a.m. on Wednesday, May 22.

Recognizing Student Success and Student Excellence, Dr. Rottweiler announced Cochise College student, Yassine Fouchal as one of 61 recipients selected nationwide to receive the Undergraduate Transfer Scholarship awarded by the Jack Kent Cooke Foundation. The scholarship provides recipients with up to \$40,000 annually for a maximum of three years to complete their bachelor's degree.

1.05.5 Monthly Financial Report – April 2019

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

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Coach; Appointment (Jennifer Moore, Assistant Women's Soccer Coach, Douglas Campus)
- 2.01.2 * Faculty; Appointment (Dr. Carlos Quijada, Instructor of Psychology, District-wide, based on the Douglas Campus)
- 2.01.3 * Faculty; Appointment (Hope Struse, Instructor of Welding Technology, District-wide, teaching on both the Sierra Vista and Douglas Campus)
- 2.01.4 * Faculty; Temporary Appointment (Randall Dorman, temporary full-time Instructor of Math, District-wide, based on the Sierra Vista Campus)
- 2.01.5 * Classified Staff; Resignation (William Leyland, Grounds Technician I, Sierra Vista Campus)
- 2.01.6 * Classified Staff; Resignation (Torin McDaniel, HVAC Technician I, District-wide, based on the Douglas Campus)
- 2.01.7 * Administrative Support; Resignation (Margaret Castillo, Assistant Athletic Trainer, Douglas Campus)

- 2.01.8 * Administrative Staff; Resignation (Jennifer Graeme, Director of Talent Management, District-wide)
- 2.01.9 * Administrative Staff; Resignation (Susan Morss, Director of Adult Education, District-wide, based on the Sierra Vista Campus)
- 2.01.10 * Coach; Resignation (Jonathan Brooks, Assistant Men's Basketball Coach, Douglas Campus)
- 2.01.11 * Coach; Resignation (Deja Mann, Assistant Women's Basketball Coach, Douglas Campus)
- 2.01.12 * Faculty; Retirement (Guillermo Retana, Instructor of Spanish, Douglas Campus)
- 2.01.13 * Professional Staff; Termination (Jon Scott, Data Analyst Student Services, Sierra Vista Campus)
- 2.01.14 * Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District and Cochise County School Districts for Dual Enrollment Courses
- 2.01.15 * Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District and Cochise County School Districts for Programs of Study Consortium
- 2.01.16 * Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District and Cochise Technology District to Continue Providing College Level Credit Classes
- 2.01.17 * Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District and the City of Douglas to operate an intercity bus route.
- 2.01.18 * Renewal of Intergovernmental Agreements (IGA's) with Cochise County Community College District, the Cochise County Sheriff's Office and the Sierra Vista Police Department for the Southeastern Arizona Law Enforcement Academy.
- 2.01.19 * Curriculum Changes
- 2.01.20 * Acceptance of Minutes for April 9, 2019 – Budget Work Session
- 2.01.21 * Acceptance of Minutes for April 9, 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, Tim Quinn, and Mrs. Stain all voting aye. MOTION CARRIED.

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

No new employees in attendance for introduction.

2.02 Re- appointment to .49 Full-Time Equivalency (FTE) Position

The administration requested the Board adopt a motion authorizing the re-appointment of Monte Surratt, Instructor of Art, to a .49 FTE position for academic year 2019-2020.

Mr. Hudgins moved, and Mr. DiPeso seconded a motion authorizing the re-appointment of Monte Surratt, Instructor of Art, to a .49 FTE position for academic 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 Jane Strain all voting aye. MOTION CARRIED.

2.03 Appointment to .49 Full-Time Equivalency (FTE) Position

The administration requested the Board adopt a motion authorizing the appointment of Frank Dykstra, Executive Director Facilities and Maintenance, to a .49 FTE position for academic year 2019-2020.

Mr. Hudgins moved, and Mr. Nelson seconded a motion authorizing the appointment of Frank Dykstra, Executive Director Facilities and Maintenance, to a .49 FTE position for academic year 2019-2020. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

2.04 RFP#19-005 – Banking Services

The administration requested the Board adopt a motion authorizing the College President, to enter into an agreement with J.P. Morgan Chase Bank to provide banking services for Cochise College beginning July 1, 2019.

Mr. DiPeso moved, and Mr. Nelson seconded a motion authorizing the College President, to enter into an agreement with J.P. Morgan Chase Bank to provide banking services for Cochise College beginning July 1, 2019. Dr. Rottweiler noted best practice is to put services out for a Request for Proposal (RFP) every 5-10 years to ensure the college is receiving the best services. Two firms responded to the RFP, in which administration's final recommendation is to continue services with J.P. Morgan Chase Bank. Per Board Policy 301, any contract exceeding \$250,000 needs to be approved 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.

2.05 RFP#19-002 – Bookstore Services

The administration requested the Board adopt a motion authorizing the College President, to enter into an agreement with Follett Higher Education Group, Inc. to provide bookstore services for Cochise College beginning July 1, 2019.

Mr. Nelson moved, and Mr. DiPeso seconded a motion authorizing the College President, to enter into an agreement with Follett Higher Education Group, Inc. to provide bookstore services for Cochise College beginning July 1, 2019. 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.

2.06 Automotive Technology Building Construction Project

The administration requested the Board adopt a motion authorizing the College President, to initiate the construction of the Automotive Technology Building on the Sierra Vista Campus under a CMAR delivery method, with an overall project cost not to exceed \$5,250,000.

Dr. Rottweiler reviewed the conceptual cost estimate document, which was provided in the Board packet. Highlighting several equipment items that were cut from the initial proposal to keep the cost at \$5M, but administration now requests the additional \$250K to add the items back into the full-proposed cost; not to exceed \$5,250,000.

If approved, the college will enter into a contract with DLR for more details and design of the building. Dr. Rottweiler also confirmed the funds would come from the Board's fund balance, and the estimated completion date is August 2020.

Mr. Nelson led a brief discussion regarding general condition fees and potential construction costs with design contingencies noted in the cost estimate document. Mr. Quinn confirmed the Board's action approval is approving the contract not to exceed \$5,250,000, but asked that more details on the potential construction costs with design contingencies be provided to the Board when administration brings the detailed design and costs back before the Board.

Mr. Hudgins moved, and Mr. Nelson seconded a motion authorizing the College President, to initiate the construction of the Automotive Technology Building on the Sierra Vista Campus under a CMAR delivery method, with an overall project cost not to exceed \$5,250,000. 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.

2.07 Revised Governing Board Policy 204 – Code of Ethics

The administration requested the Board adopt a motion approving the Revised Governing Board Policy 204 – Code of Ethics.

Mr. Hudgins moved, and Mr. DiPeso seconded a motion approving the Revised Governing Board Policy 204 – Code of Ethics. 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 communication:

- The College received a letter announcing that Dr. Rottweiler would be receiving an Air Force Association (AFA) Community Partner Award on behalf of Cochise College. Dr. Rottweiler was invited to attend the "1st Annual Air Force Association Gathering" hosted by AFA's Cochise Chapter 107 and AFA Arizona held on May 13, 2019.
- Cochise College Welding student, Corey Adams, won First place at the Skill USA Arizona State Welding competition. Corey will represent Arizona at the Skill USA National Conference in Louisville, Kentucky June 21-29.
- Dr. Rottweiler received a letter from Douglas Mayor Robert Uribe, thanking the college for hosting the Port of Entry Summit at the Cochise College Douglas Campus. Congresswoman Ann Kirkpatrick and community partners attended the event.
- Cochise College and the Sierra Vista Campus highlighted in a recent article published in the Sierra Vista Herald, "Cochise College Campus Offers more than just Classes." The article highlights the campus greens, the Student Union, clean restrooms, cafeteria, library, and events such as American Red Cross Blood Drive, Earth Day celebration, along with summer classes.
- Dr. Rottweiler received a letter from the Douglas Art Association Executive Board expressing their appreciation for the time, work, presentations, demonstrations, and enthusiasm of Jenni Patton and the Strong Oak Historical Studies Club. It was a

three-day project. The group set up wonderful exhibits that included furniture, costumes, art, crafts of the time period, pictures, extensive explanatory materials and areas for demonstrations of calligraphy, sword fighting, fencing, and music. The members made three trips from Sierra Vista to set up and provided a reception that everyone enjoyed.

- Student Success Newsletter, Volume 2, Issue 01, May 2019.

3.02 ACE (Achieved Classified Excellence) Awards – 2019

Laura Lengel, Classified Association President, recognized the four 2019 ACE Award recipients stating the four classified members, which were chosen by their peers for this award, embodied the following characteristics: they are team players, willing to help students and staff, participate on committees and special projects, they are leaders and mentors, and they exemplify qualities of exceptional employee. Ms. Lengel then announced winners William “BJ” Jackson, Maintenance Technician Lead Carpenter; Catalina “Cathy” Ortiz, Senior Support Technician; Armando Arevalo, Facility Service Technician I, (unable to attend); and Darla Parker, Division Assistant for Student Success, (unable to attend). On behalf of the Classified Association, she congratulated the recipients and thanked them for their hard work.

3.03 Hispanic Association of Colleges and Universities (HACU) Capitol Forum Report

Bryan Homrighausen, Instructor for Student Success, led five students, Carlos Urrea, Celeste Dominguez, Patrick Hoyack, Paulette Iniguez, and Sara Robinson Camarena who provided highlights from the HACU 23rd Annual National Capital Forum on Hispanic Higher Education in Washington, DC March 29 – April 3, 2019; highlights included:

Experiences:

- Students attended the conference along with students from three other Arizona community colleges
- Met with Senator Martha McSally and Congresswoman Ann Kirkpatrick:
 - Advocating for increased funding of the Higher Education Act (HEA) Title III Part F (Hispanic-Serving Institutions STEM funding), specifically for programs such as the Bio-Medical and Cybersecurity programs at Cochise College
- Informational Conference Sessions – teaching students how important Hispanic-serving institutions are to helping students from elementary through college

Shared photos from their experience:

- With Senator Martha McSally
- With Congresswoman Ann Kirkpatrick
- Senator Kyrsten Sinema’s Office Door
- National Monuments
- Holocaust National Memorial Museum
- Museums (National Museum of Natural History)
- Botanical Gardens
- National Gallery
- National Air and Space Museum

The students expressed their appreciation for the opportunity to attend the conference.

Dr. Rottweiler noted the HACU Conference is part of the college's leadership initiative as it relates to providing opportunities for students to advocate on behalf of their college and fulfilling the college mission of creating constructive citizenship.

3.04 TRiO Program Report

Gabriela Amavizca, Director of TRiO, provided an update on the TRiO program to include updates on objectives and projects; highlights include:

Quick Facts:

- Grant Funded Program established by the 1968 Higher Education Act
- Proposed to increase the retention, graduation and transfer rates of *Low Income, First Generation* or *students with a Disability*
- First began with three programs - now there are nine programs with 2,800 across the U.S.
- At Cochise College since 2001

How Accomplish:

- Academic and *Intrusive Advising*
- In-depth Degree Research and Career Counseling
- Free Campus Visits
- Professional tutoring to meet student needs
- Progress Checks
- Scholarships - \$18K
- Financial/ Economic Literacy Workshops
- Cultural Events
- Community Service
- Identify challenges, used to improve/modify and program/services

Annual Performance Report:

- Funded to Serve: 165; Did not meet – 94%
- Persistence Rate: 65%; Met with 75%
- Good Standing: 80% - Met with 88%
- Graduate Rate: 30% - Met with 50%
- Transfer Rate (to 4-yr institutions): 30% - Did not meet – 18%

Transfer Checklist Implementation:

- Pre-Admission
- Admission Process
- Post-Admissions
- Things to consider when deciding what school is right
- Tips to be successful at the transfer school

Intrusive Advising:

- Student Success Plan
 - o Student needs
 - o Educational Goals
 - o Transfer Information
 - o Skills Assessment
 - o Meet with students twice per semester

Lassi Assessment (needs of the student):

- Anxiety
- Attitude
- Concentration
- Information Processing

Workshops:

- Scholarships
- Attitude and Motivation
 - o Vision Board
 - o Smart Goal Setting
 - o Set vs. Growth Mindset
- Budgeting and Savings
- Degree Pursing
- Investing
- Overcoming Anxiety
- Housing

Community Service:

- Blood Drive
- Feed My Starving Children (Packed food for the Philippines)
- Roadway Cleanup
- Relay for Life

Mr. Quinn and Mr. Nelson expressed their appreciation for the time and work the TRiO staff dedicates to each student.

3.05 Adult Education Report

Susan Morss, Director of Adult Education, provided an update on the Adult Education program; highlights include:

What is Adult Education?

- Foundational skill building – Adult Basic Education
- High school equivalency test preparation – GED test prep
- English language acquisition for non-native speakers - ELAA or ESL
- Distance and hybrid learning – DL and HL

Additional to Academics:

- Students Receive Digital Literacy
- Skills training
- Online Learning Management Systems – results in less time to complete GED
- Workplace Readiness
 - o Career exploration and research
 - o Résumé and cover letter writing
 - o Interviewing skills and practice
 - o Develop a career and education plan
- Employability Skills Training
 - o Communication

- o Teamwork and Professionalism
 - o Responsibility and Integrity
 - o Resolving conflicts and respecting differences
- Access to Arizona Career Readiness Credentials (3 certificates for job placement)
- Workplace training in a specific industry
 - o Retail Fundamentals – 15 students enrolled in Spring 2019 in Douglas
 - o National Retail Federation Foundation - Rise Up Program
 - o Students earn an industry-recognized credential in Retail Fundamentals

Enrollment:

- FY19 – total 429
 - o Adult Basic Education – 215
 - o ASE – 7
 - o ELAA – 187
- Location
 - o Douglas – 35%
 - o Sierra Vista – 50%
 - o Benson – 6%
 - o Willcox – 7%
 - o Distance Learning – 3%
- Gender
 - o Female – 67%
 - o Male – 33%
- Age
 - o Under 18 – 5%
 - o 18-24 – 28%
 - o 25-34 – 29%
 - o 35-44 – 16%

GED Statistics:

- GED Graduates – 39+ FY19
- Average Hours – 214 per student
 - o Face to Face – 191 hours per student
 - o Online Hours – 23 hours per student
- Length of Time in the Program – 8 months per student

Annual Report Card (Measurable Skill Gains) – Received above State Target in all measurable areas. Cochise College's program ranked second of 23 funded programs.

Keys to Success:

- Instructional hours increased from 58 in FY14 to 93 in FY18
- Attendance Policy
- Intake Interviews
- Two week Success Seminar
- Incentives – books, recognition, course fee, etc.
- Teacher retention
- Great well-qualified teachers

Responding to Mr. Nelson, Ms. Morss stated a for-profit company conducts the GED testing at the cost of \$35 per test; there are four tests not including a \$9 Civics' test. With help from the College Foundation, Ms. Morss has access to funds in a foundation account that allows her to

help with an incentive, in which a test buck is earned for every hour a student spends in the online program to help with the cost of the tests.

Mr. Nelson and Mr. Quinn commended Ms. Morss on her years of service to the college Adult Education program.

Dr. Rottweiler acknowledged and thanked Ms. Morss for her dedication to a much-needed program, especially in times when the program was defunded.

3.06 Governing Board Policy 207 – Creation and Review
Governing Board Policy 208 – Institutional Governance
Governing Board Policy 209 – Administrative Policy and Creation

Governing Board Policy 207 – Creation and Review; Governing Board Policy 208 – Institutional Governance; and Governing Board Policy 209 – Administrative Policy and Creation were presented as a first-read for review and consideration. Members of the board expressed no changes to the presented policies.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mr. Quinn turned the time over to Board members to provide comments/share information.

- Mr. Nelson
 - o Attended Police Academy Graduation - a very moving ceremony, expressing he enjoyed the video showcasing the cadet training and watching family members pin the cadets.
 - o Expressed kudos to the college navigators and the success of that program.
- Mrs. Strain
 - o Thanked everyone for the flowers, cards, and kind thoughts following her knee surgery.
- Mr. Quinn
 - o Recognized Denise Hoyos and Eva Dickerson for the successful Evening at the Races Event to raise funds for the Student Guarantee Scholarship Program.
 - o Read a few thank you notes from scholarship recipients
 - o Recognized Yassine on his academic excellence; Bryan on his PTK Five-Star; Corey for his welding recognition; Jenni for her recognition from the Art Association; and Susan for leading people to excellence.

5. ADJOURNMENT

Mr. Quinn adjourned the meeting at 7:30 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mrs. Jane Strain, Secretary of the Governing Board