

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, April 10, 2012
Cochise College Sierra Vista Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

The meeting was called to order by Mrs. Guy at 6:02 p.m.

Board Members Present:

Mrs. Jan Guy
Mrs. Jane Strain
Mr. David DiPeso
Dr. John Eaton
Mr. Donald Hudgins

1.02 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 District Governing Boards (AADGB)

Dr. Eaton reported that next month's AADGB meeting will be held telephonically, eliminating the need to travel, since the only agenda item will be to elect AADGB officers.

1.05.2 Representative to the Association of Community College Trustees (ACCT)

Mrs. Strain reported that the next ACCT meeting is the 43rd Annual Leadership Congress, which will be held October 10 – 13, 2012, in Boston, MA. She added that she is on the Member Communications and Education Committee, and Mr. Hudgins is on the Governance and Bylaws Committee.

1.05.3 Senate

Wendy Davis, Vice President for Human Resources and member of the Senate, provided the report. She stated the Senate met on Friday, February 17th, and they are in the process of preparing for Senate elections for next year. They approved one administrative policy related to purchasing.

1.05.4 Student Government Association (SGA)

Tonya Pike, President of the Student Government Association, Sierra Vista campus, provided the report. She stated the 2011-2012 academic year has been extremely successful with over 6,500 students attending 78 events. Currently, they are in the middle of playing Humans vs. Zombies, which is basically a giant game of tag, being played for 72 hours. Ms. Pike then invited all in attendance to the next event, the Red and White Banquet, being held on April 21st in the Student Union Community Room on the Sierra Vista campus. She added that tickets are free and are available in the SGA office, while supplies last.

Ms. Pike stated that the SGA is proud of the accomplishments their clubs have made this semester; VICA, the welding club, recently had 1st and 3rd wins at the SKILLS USA National Competition; Strong Oaks won the bid for the Arts and Sciences Colloquium and will be hosting this event on the Sierra Vista campus on June 9th and 10th; and the Dance Club has been working with the community by volunteering twice a month to teach adults with special needs how to boogie! Additionally, PTK will be attending a week long National Honors Convention in Nashville, TN; LDSSA is currently assisting the SGA on a community service project making bracelets to send to patients at the Tucson Children's Hospital. The MAC Clubs recently made \$1000 by holding a bake sale and giant raffle, and the Technology Club is currently holding a raffle, with the winner of a Kindle Fire to be announced at the Red and White Banquet. The Literary Guild has chosen the books they will read next semester, including "Extremely Loud and Incredibly Close", "Garden of the Beast", "Molito", and "A Safeway in Arizona". Ms. Pike added that an attendee at the Arts and Music Festival on April 24th could be the lucky winner of all four books by simply answering literary trivia. Also, both the Psychology Club and the SGA will be participating in the Math and Science Experience being held on April 27th; the Psychology Club will be teaching information sessions about the brain, and the SGA will be performing Journey's "Don't Stop Believing" with the Boomwhackers. Additionally, Roman Briggs, Philosophy Instructor, is trying to encourage student interest for a Philosophy Club.

Ms. Pike then informed the Board that the SGA is currently recruiting new officers for next semester and will have them in place prior to commencement. In closing, all were encouraged to visit the SGA website, www.cochise.edu/sga, to obtain additional information on all of the upcoming events.

1.05.5 College President

Dr. Rottweiler thanked the Board members for coming in early for the Special Budget Study Session, adding that he is very pleased with the budget that will be presented to them in the coming months.

Regarding the legislature, Dr. Rottweiler stated he received notification that HB 2333, requesting changes for bonding and lease purchasing and allowing for more flexibility in being able to build, passed the Senate on the third reading, 21-8. However, the bill will need to return to the House because of an amendment made in the Senate Appropriations Committee. He expects this will go through and be placed on Governor Brewer's desk. He added that he is excited about the opportunities this will provide the college.

Dr. Rottweiler stated the budget discussions between the legislative branch and the executive branch continue, and it appears they are becoming more 'friendly'. In speaking with Kristin Boilini, it seems they are approximately \$150M off – we'll need to wait to see how it comes out. In addition, the ASRS language is being closely watched; it appears the language that was submitted, which will exclude community colleges that have provided some compensation increases to employees last year to offset ASRS, will allow the flexibility we need as we move forward.

Regarding the scholarship monies related to the Smart Scholarships that was in the governor's budget, Ms. Boilini defines this as being part of the 'how much should we spend' discussion. Dr. Rottweiler believes this may fall within the \$150M that they are off, and again, will need to see where that goes. Our staff has been working in Phoenix very diligently, and a meeting is scheduled later this week with Dale Frost from the governor's office to discuss equalization. As the legislative processes move forward, it appears we've ended up about where we thought we would, and hopefully there won't be any last minute surprises.

In the area of master facilities, the Aviation building renovations on the Douglas campus are well under way – walls are going up, HVAC units are being replaced, and roof work is being done. The runway is currently out to bid, and hopefully work will be able to start the beginning of June.

Dr. Rottweiler provided the Board with three "What Will You Find At Cochise College?" marketing campaign announcements scheduled to air on various television networks across our service area. The first announcement was geared toward traditional-aged students, the second toward affordability/parents, and the third toward opportunities for non-traditional students. Dr. Rottweiler added that there will also be corresponding billboards across the county, with the goal being to send our message around "How Smart Is That!" and "What Will You Find at Cochise College?" He is pleased that these programs are coming together and believes they will take the college in the direction it needs to go.

In his general comments, Dr. Rottweiler stated that the months of March, April, and May are rather hectic times in higher education, and can be both exciting as well as challenging. Some activities included:

- Dr. Rottweiler had the opportunity to brief the University of Arizona-South Foundation relating to master facilities and strategic planning at Cochise College, as well as things we are doing that, hopefully, they will be part of. There have been positive discussions, knowing that the college is moving forward, and following the Board's leadership, we are trying to accomplish some exciting things.

- On March 17th, the Cochise College Foundation hosted the memorial for Dr. Spikes. He believes there are some opportunities there for the Foundation as we move forward. He added that Dr. Spikes had been a dedicated and committed individual relating to Cochise College from the very start, and the college has been a benefactor of his generosity, as well as his leadership in the county.
- Dr. Rottweiler and Dr. Carreira travelled to Tucson to discuss some economic development opportunities. He presented, along with President Sander of the University of Arizona, on the impact higher education can have on the overall quality of life and economic life in southern Arizona.
- On March 26th, Dr. Rottweiler hosted, on the Sierra Vista campus, the Unmanned Aerial System (UAS) briefing with the Arizona Commerce Authority, and they were provided a tour of activities happening at Ft. Huachuca. The hope is that, in the very near future, Arizona will be selected as one of the six test ranges for the integration of Unmanned Aerial Systems into national airspace. If that is the case, Cochise College is positioned very well to provide some unique training opportunities. That is part of the initiative regarding what's happening on the Douglas campus related to aviation, avionics, the remodel, and the runway, and is a competitive advantage that the college is unique in providing.
- Dr. Rottweiler was asked to provide a briefing on Cochise College to the Workforce Investment Board in Tucson. The regional Workforce Investment Board has combined Cochise County, Graham County, and Greeley County. It provided an opportunity to discuss the things Cochise College does around workforce development.
- The college hosted the 14th Annual Creative Writing Celebration, which was well attended. Dr. Rottweiler stated it was based upon a grant written by staff in the English Department, under the leadership of Leslie Clark. It enabled the college to bring in some prominent writers, and all responses have been very positive.
- Employee Open Forums have been scheduled for April 17th on the Douglas campus and April 18th on the Sierra Vista campus. Discussion will be mainly centered around the budget, and will provide the campus community an opportunity to offer their input.
- As the academic year comes to an end, there will be celebrations of learning, with opportunities for Dr. Rottweiler to speak in Douglas; the University of Arizona – South has asked him to speak at the Celebration of Learning being held at the Douglas Visitors Center; and he has been asked to be the Keynote Speaker for the Douglas Honors Program.

Dr. Rottweiler stated the Board should have received, or will be receiving, the announcement for the President's Reception being held on May 11th at 5 p.m., with Commencement following at 7 p.m., on the Sierra Vista campus. He acknowledged the commencement committee for their hard work in planning for what he hopes will be a very successful, first commencement on the Sierra Vista campus. The plans are for commencement to alternate between the Douglas campus and the Sierra Vista campus as we move forward.

In closing, Dr. Rottweiler stated he anticipates taking some leave this month in order to assist with some family matters, and to attend the graduation of his daughter from the University of Wyoming.

Mrs. Strain then inquired about the house bill dealing with guns on campus. Dr. Rottweiler stated it appears to be quiet, and that it has been somewhat worked out.

1.05.6 Monthly Financial Report – March, 2012

The Financial Report for March, 2012 was presented and accepted as submitted.

2. APPROVAL OF MINUTES

2.01 Acceptance of Minutes, Regular Meeting – March 13, 2012

The minutes of the March 13, 2012 Regular meeting of the Cochise County Community College District Governing Board were accepted and entered into record.

3. INFORMATION ITEMS

3.01 Communications

The college did not receive any communications for the April 10, 2012 Governing Board meeting agenda.

3.02 Human Resources Report

Wendy Davis, Vice President for Human Resources, provided the report. Her PowerPoint presentation showed the 5-year trend of benefitted, non-benefitted, and student employees remained fairly steady, with college enrollment growing by 11.52% and staffing increasing by 7.33%. She then provided a chart showing the Fall 2011 faculty/staff distribution by race/ethnicity, adding that it is not quite as representative as it is of our students. In reviewing the report with Dr. Rottweiler, and inquiring about staffing on the various campuses/centers, it was determined that the college needs to make a concerted effort in regards to the diversity of our staff.

Ms. Davis stated that the average tenure at the college is just over nine years, with classified staff having the highest average years of service at 9.43. She provided a chart showing the average years of service for all categories, which included faculty, classified staff, administration, and administrative support. Another chart showed that over 35% of the college's workforce is 55 years of age or older, with 18% being over the age of 60. Senior leadership has an average age of 53, with 42% being age 55 or older. The average age of faculty is 51, and just over 41% are age 55 or older. She added that we need to have initiatives in place to represent succession planning to retain our institutional knowledge as we move forward.

Regarding compensation, Ms. Davis reviewed the average gross wages over the last five years, stating they have been approximately \$21M, most recently at \$22M, which remained steady for the past year. The average salary of benefitted employees in FY 12 is \$47,060, which is consistent with our comparative colleges. She then provided a chart showing the average salary by employee category (faculty, administrative support, classified staff). The average number of employees on the payroll per pay period in

calendar year 2011 was 761, with the highest number of employees on the payroll being in March 2011 with a total of 906.

Another chart provided information on a faculty salary study that was completed showing Cochise College salaries and salary structures in relation to *average* national, regional, and state benchmarks. Cochise College fairs very well against comparators, sitting at, or above, all benchmarks. Ms. Davis stated we rank at a C or C+, and we still need to pay attention to our salaries – but, we’re not at the bottom of the list.

Ms. Davis then reviewed a chart showing that similar results were found in the administrative support and classified staff areas; the college is above regional comparators on average for both of these employee categories, and is 7% and 5% below the national and state average, respectively, for administrative support.

Ms. Davis concluded her report by stating that, during Fall 2011 Convocation, the college recognized 42 employees, for a combined total of 420 years of service. There were 20 employees who received a 5-year award, 12 employees received a 10-year award, 5 employees received a 15-year award, 1 employee received a 20-year award, 3 employees received a 25-year award, and 1 employee received a 30 year award. Ms. Davis stated that the college has a history of people committed to its mission and vision, and is a great place to be!

3.03 Faculty Credentials

Dr. Rottweiler referred to Ms. Davis’ report, stating that, as we move forward, the Board will be hearing about a lot of numbers as we track and do a number of historical things. Dr. Fick has spoken about making data based decisions; we want to utilize the best data possible so that we can make important decisions. One thing they will hear about will be averages, such as ‘we’re at 90% of the average, or 105% of the average’, and one of Dr. Rottweiler’s fears is that people tend to get excited about being at 105% of the average. Everyone thinks that’s great; however, it’s just 105% of the *average*. While that is a good place to be compared, we want to make sure we don’t find ourselves slowly eroding some of that away. We are where we want to be, but will need to stay on top of this.

Dr. Rottweiler stated he wanted to brief the Board on faculty credentials because it is a fairly substantial shift the college has made. He directed them to the information contained in the Board packet, beginning with Cochise College District Board Policy 407 – Executive Limitations. This policy provides information on the things the college president can’t do, one of which would be employing faculty not properly qualified for a position, which Dr. Rottweiler considers as being of high importance. Therefore, Dr. Fick, Vice President for Instruction/Provost, has overseen a review of the faculty to determine where we stand in this area.

Dr. Rottweiler then turned the Board’s attention to information that came from the Higher Learning Commission (HLC) around guidance on determining qualified faculty. He read excerpts from the best practices area:

- “Higher education organizations typically establish and periodically review the minimum qualifications and expectations of faculty teaching in different disciplines and at different levels. Policies and practices are codified and widely shared to ensure consistency and diligence in any review of qualifications for making hiring, tenure, and promotion decisions.”

Dr. Rottweiler stated the college had gone through an extensive review of its hiring credentials, which is part of the Faculty Review manual, and that Policy 407 is being followed.

He then read the second excerpt:

- “Generally, the same guidelines and principles should be used for employing part-time, adjunct, temporary, and/or non-tenure track faculty as are used in employing full-time tenure-track or tenured faculty, whose primary responsibility is teaching.”

Therefore, we want to have a consistent credential review for all people who may be teaching in a classroom, and this process allows for that.

He followed up with the third excerpt:

- “A college or university should assist a productive member of the faculty in implementing a useful program of professional development. For a faculty member with minimal credentials but considerable tested experience, that program might well involve completion of degrees, particularly graduate degrees, appropriate to that faculty member’s work.”

This is clearly stated in Board policy.

Dr. Rottweiler then directed the Board to the first page of the information from the HLC, where it talks a bit about what the credentials should be, as a guideline:

- Faculty teaching in higher education organizations should have completed a significant program of study in the discipline they will teach and/or for which they will develop curricula, with substantial coursework at least one level above that of the courses being taught or developed. Further, it is assumed that successful completion of a coherent degree better prepares a person than an unstructured collection of credit courses.”

Therefore, they would like to see a program of study in the discipline typically one degree above what is offered, so one degree above an associate’s degree would be a bachelor’s degree. However, there is a small caveat in the next section:

- “Faculty teaching in undergraduate programs should hold a degree at least one level above that of the program in which they are teaching, and those teaching general education courses typically hold a master’s degree or higher and should have completed substantial graduate coursework in the discipline of those courses.”

Dr. Rottweiler stated that is a general guideline – they allow us the ability to establish where we believe that needs to be.

Arizona State Statute 15-1410A2(c) states, “Faculty teaching the course shall meet the standards set by the district to teach in the subject area of the course.” Dr. Rottweiler stated this is part of the requirement of the Board to ensure that credit courses are being offered under the appropriate standard.

He then directed the Board to Policy 652 – Faculty Credentials, where they would see that all of the guidelines were met.

Dr. Rottweiler stated the college has implemented the new faculty credentials, and the Board may start ‘hearing some noise’. There are people who have been teaching at Cochise College for a number of years under exceptions that most likely followed these very criteria. They have been informed that they may no longer be eligible to teach at the college in some of the areas where they don’t hold the appropriate credentials. He stated that some of the responses the Board may hear are, “I’ve been qualified to teach for the last seven years.” However, in reality, they weren’t qualified – they were provided an exception. There is still room for some of those exceptions if they should fit, but – if they don’t – they will be encouraged to obtain the appropriate credentials and degrees so they are qualified to teach at Cochise College. Dr. Rottweiler stated he believes this is part of the excellence initiative, the completion initiative, best practice, and by Board policy, it is one of the “I shall nots”.

Dr. Rottweiler acknowledged Dr. Fick, the deans, and instructional managers for their hard work. He added that our students deserve only the best in the classroom, and they need to be assured that the courses they take are of equal value that they would receive at the university and taught by qualified faculty. Dr. Rottweiler assured the Board that all of the full time faculty have met, or will meet, the proper credentials for the courses they are in. Unfortunately, there will most likely be a significantly decrease in the number of dual credit offerings, as many of the high school teachers do not have the appropriate credentials.

Mrs. Strain inquired as to what the reactions have been. Dr. Rottweiler stated that, because this is new, people are just now being informed. The most difficult part is that they believe they’re not doing a good job, when in reality they are – they just don’t have the required qualifications.

4. NEW BUSINESS *

4.01 Consent Agenda *

Mr. Hudgins moved and Dr. Eaton seconded a motion to approve the Consent Agenda. There was no further discussion by the Board. The Board unanimously approved.
MOTION CARRIED.

The following items were approved:

- 4.01.1 * Classified; Appointment (*Edna Elias, Administrative Assistant-Senior, Facilities & Liberal Arts, Douglas Campus*)
- 4.01.2 * Administrative Support; Resignation (*Keishini B. Vincent, Science Lab Coordinator, Sierra Vista Campus*)
- 4.01.3 * Classified; Retirement (*Kris Baumgartner, Administrative Assistant-Senior, Douglas Campus*)
- 4.01.4 * Faculty; Retirement (*Jerry Anderson, Auto Tech Instructor, Sierra Vista Campus*)
- 4.01.5 * Faculty; Retirement (*Martha Bordelois, Spanish Instructor, Sierra Vista Campus*)
- 4.01.6 * Curriculum Changes
- 4.01.7 * EMT 201 and EMT 202 Course Fee Revisions
- 4.01.8 * Cochise College Housing Combo Plus

4.02 Classified Appointment

The administration brought forward the recommendation to hire Mr. Mark Berumen as the Library and Instructional Technologies Specialist, Douglas Campus. Mrs. Strain moved and Mr. DiPeso seconded a motion to approve the appointment. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Mr. Chuck Hoyack, Dean of Liberal Arts, introduced Ms. Edna Elias, and on behalf of the Board, Mrs. Guy welcomed her to the college.

4.03 Retirement and Re-Employment to .49 Appointment

Mr. DiPeso moved and Mr. Hudgins seconded a motion to approve the retirement at the end of fiscal year 2011-2012 and re-employment to a .49 FTE appointment of Ana Louisa Salcido for fiscal year 2012-2013. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4.04 Reduction in Force and Reassignment

Mr. Hudgins moved and Dr. Eaton seconded a motion to approve the reduction in force of the position of Coordinator, Construction Projects, and the appointment of Mr. David Jones to the position of Manager, Maintenance and Operations on the Douglas campus. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4.05 Personnel Listing

Mrs. Strain moved and Mr. Hudgins seconded a motion to approve personnel listing containing the names of employees to be issued employment contracts for the ensuing fiscal year. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4.06 Medical Insurance Rate Structure

Dr. Eaton moved and Mr. DiPeso seconded a motion to approve separate rates for active employees and retirees, effective July 1, 2012, and for the college to pay the difference between the current rate retirees, as of June 30, 2012, are paying and the new separate retiree rate (single contract only), as specified in the Cochise Combined Trust's Summary Plan Document. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

5. ADJOURNMENT

Prior to adjourning the meeting, Mrs. Guy opened the floor for comments from Governing Board members. Dr. Eaton inquired about how the donation gift plans were proceeding. Dr. Rottweiler stated that he and Ms. Merkel, Director of Cochise College Foundation, will be meeting with the donor next week. They are looking at the design of a type of monument recognition. The intent is not to roll this out too quickly, because the hope is to have this be the lead gift of a major gift campaign around the college's 50th anniversary.

Mrs. Guy adjourned the regular meeting at 6:50 p.m.

Cochise College Regular Governing Board meeting
Tuesday, April 10, 2012

Respectfully Submitted:

Ms. Loretta Mountjoy, Executive Administrative Assistant, Office of the President

Mrs. Jane Strain, Secretary of the Governing Board