

DRAFT MINUTES
(subject to approval at the next Regular Governing Board meeting)
COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD
REGULAR MEETING

Tuesday, August 14, 2012
Cochise College Benson Center
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. Jane Strain
Mr. David DiPeso
Dr. John Eaton

Board Members Attending via Teleconference

Mrs. Jan Guy
Mr. Don 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 stated there would be no report; the next meeting of the AADGB will be held September 13, 2012.

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

Mrs. Strain reported that the fall gathering of the ACCT will be held in Boston in October, and that she and Dr. Eaton will be attending. She serves on the sub-committee Communications and Membership Education, and will be attending those sessions, as well as other sessions.

1.05.3 Senate

A Senate Report was not provided.

1.05.4 Student Government Association (SGA)

A Student Government Association report was not provided.

1.05.5 College President

Dr. Rottweiler began his report by stating it's an exciting time as we begin another academic year – things are up and running fast and furious. Convocation was held yesterday (August 13th), welcoming back faculty and staff. A week from next Monday we will welcome students on campus. He then expressed his appreciation to Mrs. Guy, Mrs. Strain, and Dr. Eaton for their participation in Convocation, adding that it means a lot to faculty and staff as it shows the Board's dedication and commitment. Dr. Rottweiler stated the college is in the throes of associate faculty convocations, which began last Saturday on the Douglas campus, then Monday evening on the Sierra Vista campus, tomorrow evening in Willcox, Thursday evening in Benson, and concluding in Nogales on Saturday. There will also be a number of new student orientations held on Saturday. Dr. Rottweiler added that it's important we work hard to make sure all of our part-time employees, as well as our students, feel welcome and ready to begin the new year. He then acknowledged the maintenance staff, information technology staff, the deans, and student services staff, all who have worked extremely hard to make sure the college was up and ready to go.

Regarding the legislative update, Dr. Rottweiler stated he received notification that the Supreme Court did rule, and Prop. 204 (the continuation of the one cent optional sales tax) has been authorized to go on the ballot.

It is election season, so there is not a lot being said on policy or legislative issues. There is work being done on establishing a budget to submit to the governor's office, and Dr. Rottweiler will be briefed on this at the President's Council meeting on Thursday in Phoenix. This meeting will be followed by a Joint Council of President's meeting where they will meet with the universities. There appears to be a push within the universities to change a Board of Regents rule, changing some things around their ability to offer lower division courses in counties with community colleges. Disapproval was shared at their last meeting, and they thought it went away, but it has appeared again. Dr. Rottweiler shared that some of his colleagues seem to be a bit disturbed by it.

Dr. Rottweiler stated that one other area that would be important to the Board pertains to the community college vision document, where all community colleges collected the data for this year and is being put in narrative form. It will be reported not only as the system of the ten community college districts, but also individual districts. He added that he will keep the Board apprised of developments as this moves forward in order for them to work with legislators and constituents in sharing the things we do.

In the area of facilities maintenance, Dr. Rottweiler stated an enormous amount of work has been done in a short period of time. The reconstruction of the airstrip on the Douglas campus is approximately two weeks behind schedule, but

contingency plans have been put in place. FAA has given the college permission to fly, for the next 30 days, out of Bisbee/Douglas International Airport. It is expected that the airstrip will be completed within a reasonable amount of time.

The Aviation Building reconstruction is beautiful, and Dr. Rottweiler is excited for the Board to see it, along with the new simulators. He believes we have a chance, with our aviation and UAV program, to not only be leaders in the country, but possibly worldwide. There are some exciting things happening through the Arizona Commerce Authority; the EDF, along with others, have put together a proposal from Cochise County as it relates to this initiative.

There has been some remodeling on the Sierra Vista campus; the 800 General Classroom Building has had a bit of a 'facelift', and Dr. Rottweiler is excited to get students back in there.

In his general comments, Dr. Rottweiler stated he met with five individuals from the Instituto Tecnológico de Agua Prieta, where they signed a reciprocity agreement that will allow our students to attend their institution, and their students to attend our institution. This makes it very beneficial to all of the students and our entire region, and it is an exciting initiative that will have significant impact as we move forward. Dr. Rottweiler will send Board members the link to see the press release that went out.

Dr. Rottweiler stated that, last Saturday, he had the opportunity to meet with the President of the Arizona Community Foundation, at which point Dr. Rottweiler briefed him on a project related to some areas of mutual interest. There may be some opportunities to help with some of our facility development around an eco-lab to perform water studies and other environmentally related issues. This is a project that has been in the plans for a number of years, and Dr. Rottweiler believes we may have a chance to move forward.

Dr. Rottweiler provided the Board with a copy of the report from the Arizona State University (ASU), which talks about the progress that has occurred over the last year in our partnership with them. There has been phenomenal growth in the number of students transferring to ASU, and he finds ASU to be very responsive and willing to work with us in a number of areas. We have been invited to the Polytechnic campus to discuss pathways into Bachelor's degrees in the area of unmanned aerial systems, as well as aviation programs. Dr. Rottweiler acknowledged Dr. Maria Hesse, the assistant provost at ASU and former president of Chandler/Gilbert Community College, who worked very hard in making the connection between ASU and the community colleges; the partnership is one that we can be proud of.

Dr. Rottweiler shared that he was invited to participate in a breakfast meeting where the college was recognized for 25 years of outstanding membership in the Association of the United States Army, and he presented the certificate to the Board. He stated it is an exciting partnership that we have with them.

Dr. Rottweiler went on to say that he and Mrs. Strain participated in the 4th Annual Spotlight Breakfast at the Windemere Hotel and Conference Center, where plans for the City of Sierra Vista were discussed, including some partnerships in which the college will be included.

Dr. Rottweiler then encouraged everyone to stop by the foyer as they leave the Benson Center this evening, to see the beautiful Brazilian Amethyst that was generously donated to Cochise College by Mr. Ernie Graves.

Dr. Rottweiler concluded his report by stating the college is laying out plans and getting ready for its 50th anniversary. He appreciates the Board's participation in our feasibility study and with the interviews related to our major gift campaign. Over the coming months, a lot of work will be done in preparation for what he hopes will be a great celebration, as well as opportunities to benefit the college well into the future.

Dr. Rottweiler opened the floor for questions or comments from Board members. Dr. Eaton stated there was an article in the newspaper regarding the Col. Smith Middle School on Ft. Huachuca. Dr. Rottweiler stated this will be addressed this evening, as a facility use agreement with the Fort Huachuca Accommodation Schools is on the Consent Agenda, to utilize the old Col. Smith Middle School. This is an agreement he feels will benefit the college and provide for our services at Ft. Huachuca for years to come.

1.05.6 Monthly Financial Reports – June 2012 and July 2012

The Financial Reports for June and July, 2012 were presented and accepted as submitted.

2. APPROVAL OF MINUTES

2.01 Acceptance of Minutes, Regular Meeting – June 12, 2012

The minutes of the June 12, 2012 Regular Meeting of the Cochise County Community College District Governing Board were accepted and entered into record.

2.02 Acceptance of Minutes, Special Meeting – June 12, 2012

The minutes of the June 12, 2012 Special Meeting of the Cochise County Community College District Governing Board were accepted and entered into record.

2.03 Acceptance of Minutes, Special Telephonic Meeting – July 10, 2012

The minutes of the July 10, 2012 Special Telephonic Meeting of the Cochise County Community College District Governing Board were accepted and entered into record.

3. INFORMATION ITEMS

3.01 Communications

The college received the following communications:

- Dr. Rottweiler received a letter from Ms. Margaret Bemis, commending the IMS Department, specifically Ron Hyde, John Linan, and Tad Patton, for their assistance in guiding her toward completion of an edited video for an Oral History class project.
- Dr. Rottweiler received a letter from Dr. Rod A. Riskey, Executive Director, Phi Theta Kappa, announcing that the Alpha Mu Zeta Chapter of Phi Theta Kappa Honor Society

at Cochise College received special commendation during the Arizona Regional Convention for fulfilling all requirements to be named a "Four Star Chapter".

- Dr. Rottweiler received a letter from Dr. Rod A. Risley, Executive Director, Phi Theta Kappa, announcing that the Alpha Beta Zeta Chapter of Phi Theta Kappa Honor Society at Cochise College received special commendation during the Arizona Regional Convention for fulfilling all requirements to be named a "Five Star Chapter".

3.02 NISOD AWARD – 2012

Dr. Verlyn Fick, Vice President for Instruction/Provost, introduced Mr. Dave Pettes, the 2012 NISOD Award recipient. Dr. Fick read several excerpts from the nominating letter.

3.03 ACE (Achieved Classified Excellence) Awards – 2012

Ms. Mary Fogleman, President, Classified Association, introduced the ACE Award recipients for 2012 - Ms. Nilda Cruz (who has recently relocated out-of-state), Ms. Elma Mossor, Ms. Sylvia Prado, and Mr. Daniel del Rio.

3.04 Benson Center Update

Ms. Barbara Richardson, Director of the Cochise College Benson Center, provided the update. Ms. Richardson stated she has been at the Benson Center for ten months, and when she became the director, she began looking at how the Benson Center supports the college's mission and goals. Last academic year, the Benson Center had 386 enrollments; however, watching the traffic coming through the center on a daily basis, especially around registration, it appeared there were more students than the enrollment numbers had shown. In going back and looking at the hard copies of paperwork, registrations and such, she found they were actually providing quite a bit of student services for the local community. They processed 1,000 enrollments during the academic year, which is substantially higher than the actual amount of 'people in the seats'. In looking at different areas, it was calculated that they are servicing an average of 200 students per semester. Primarily, the Benson Center offers General Education as well as Developmental Education. Ms. Richardson stated that, unfortunately, some of the students testing do not place at the college level, so the need exists to offer the developmental courses so students can build their skills and become successful at the college level. The Benson Center also has provides a GED program, and the Adult Education office provides two part-time instructors; this fall there are currently 12 students enrolled in the GED program. Other programs offered include nursing and EMT.

The Benson Center also rents out rooms, and between July 1, 2011 and June 30, 2012, 257 meetings were held by outside organizations, with an approximate attendance totaling 6,400. Ms. Richardson was pleased to share that also during that time, 3,600 visitors logged into the learning center lab (computers).

Those at the Benson Center consider it important to support the community, as Cochise College is known for doing district-wide. Last fall, they participated in the SSVEC-Washington tour, where they hosted the scholarship competition and participated as judges for that event. They were also a proud sponsor of the Butterfield Rodeo, and plan to do so again this year. Last spring they partnered with the Center for Lifelong Learning and the San Pedro River Arts Council during their arts gala in March, and author J.A. Jance held a book-signing event where \$535 was raised for the Benson Scholarship Fund. In May, they hosted the PTK Leadership Conference, where over 40 representatives from the region came to the center. This summer, they were participants in the Back-to-School

Fair in Benson, providing school supplies to 474 school children. As Dr. Rottweiler previously mentioned, the Benson Center was the recipient of a very generous donation of an amethyst. A winter visitor donated \$100 – just because he was appreciative of the Benson Center facilities and his being able to utilize the computers and internet.

Ms. Richardson concluded her update by stating that she and the Benson Center have received tremendous support from the Sierra Vista and Douglas campuses. She offered a special acknowledgement to Sharon Gilman, Director of the Center for Lifelong Learning, for providing insight and guidance during her transition, and to Student Services, Admissions and Financial Aid, who have been outstanding in helping with all the changes. She also acknowledged Frank Dykstra and the maintenance staff for their ongoing support.

Dr. Rottweiler, and on behalf of senior administration, thanked Ms. Richardson and the Benson Center staff for hosting this Governing Board meeting.

3.05 Center for Lifelong Learning (CLL) Update

Ms. Sharon Gilman, Director of the Cochise College Center for Lifelong Learning, provided the update. She provided the Board with a handout consisting of program comparisons, including enrollment, net revenue, and successful classes for FY08-FY12, adding that the numbers reflect database numbers in the Center for Lifelong Learning. She pointed out the sharp spikes in revenue and enrollment numbers in FY11, and stated these were primarily attributed to a successful partnership with SEAGO for the Pathways Out of Poverty Grant, providing training for SEAGO to fulfill their continuing education portion of that grant requirement. This was recognized by the Department of Labor as a successful partnership, and SEAGO will receive additional recognition when they apply for grants.

Moving on from these numbers, Ms. Gilman stated she is looking to the future and FY13. Last spring she met with Mark Schmitt, Director, Small Business Development Center, and developed a strategic plan for the Center for Lifelong Learning. They looked at their mission, which is to provide non-credit, personal enrichment, and professional development training to the community, and decided they would like to expand upon that and to set a vision for their department. That vision is to offer quality personal enrichment and professional development courses, as a self-supporting department within Cochise College. The vision to become self-supporting drives all of their goals. Their first goal is to decrease the class cancellation rate in their open enrollment classes, their second goal is to create unique non-credit certificate programs, their third goal is to develop a salesperson for the custom training classes, and their fourth and final goal is to create and follow a marketing plan, which is a basic business requirement.

Ms. Gilman shared other activities in which they were involved included working with Sue Neilsen in Nogales to provide classes in Tubac (Conversational Spanish), as well as at the Nogales Center (Yoga); working with the Willcox Center where they have enjoyed field trips to places around the state; and they are working with the Benson Center to bring more art classes into the CLL schedule.

Ms. Gilman concluded her update by thanking Sheila DeVoe Heidman, Dean of Extended Learning, Dr. Rottweiler, and Dr. Fick for all their support.

3.06 Santa Cruz County Provisional Community College District (SCCPCCD) Report

Ms. Sue Neilsen, Director of the Santa Cruz County Provisional Community College District, provided the report. She began by distributing a brochure developed for the Nogales/Santa Cruz Center that highlights the programs offered at the center. She stated she would like to speak this evening about the Nogales/Santa Cruz Center community partners. Over the years, scholarship funds have been set up by: 1) the Gebler Foundation - provides \$13,000 annually that goes into the Cochise Foundation, which benefited 52 students this year, paying for tuition and books; 2) First Things First, a state funded program in the area of early childhood education, provides approximately \$40,000 a year, benefitting 23 students by paying for tuition, books, and a coordinator for a few hours a week; and 3) the IME-BECAS scholarship fund, which helps Mexican citizens living in the United States (students with Mexican-American backgrounds) - the scholarship, funded by the Mexican Consul and matched by the Santa Cruz County Attorney, provides \$20,000, and 11 students coming from Pearson High School are the beneficiaries. Ms. Neilsen stated she would like to see this continued, and has applied for this grant again for next year.

The center is grant partners with Nogales Community Development – Rural Innovation Grant (\$2M) - includes renovation of a building close to the college to be used for classrooms, the Workforce Investment Act (One Stop) – Logistics, Star Energy Sector Partnership (CLL) – to set up a series of classes for people in Santa Cruz County to learn jobs that involve green energy, and Gear Up, Santa Cruz County School Superintendent.

The University of Arizona – Santa Cruz, which is part of the University of Arizona – South, is an educational partner, and the center works closely with them to enable students to continue on to earn their Bachelor's degree right there in the county.

Ms. Neilsen also provided the brochure for the Recognition Ceremony for the Class of 2012, which was held at the Oasis Cinema in Nogales on May 9, 2012. She was pleased to share all the areas in which the students had graduated, such as nursing, sociology, paramedicine, elementary education, economics, business, psychology, early childhood education, general studies, anthropology, political science, and administration of justice. She stated she is very enthusiastic about this year's focus on completion, and will be working hard with the students to get more of them completing and getting their degrees. She also reviewed the certificates that were awarded in the areas of basic logistics, advanced logistics, medical assistant, and entrepreneurship/small business management, and added they also offer certificates in fire science and certified nursing assistant.

Ms. Neilsen then turned the floor over to Dr. Marcelino Varona, Jr., Chair of the Santa Cruz County Provisional Community College District, for a few comments. He stated he is very pleased with the relationship he has with Cochise College and the Board, and for the educational leadership that has been displayed by Dr. Rottweiler in the community. His plans for next year include moving into a large 'stand-alone' building in order to have their own centralized campus, in combination with the University of Arizona. This would provide the convenience for all Santa Cruz students to come to one campus. He is also looking at having more full-time professors, especially in the areas of physics and upper level mathematics, and to provide more day-time classes. He added that the community is showing more interest in postsecondary education, and their Board is very interested in pursuing their own accreditation. Dr. Varona stated he knows it a long and difficult road, and will not happen for at least another ten years or so. He wanted the Board to know that

the leadership Dr. Rottweiler has exhibited has been very professional and always with a helping hand.

Dr. Varona went on to share that he is working with Wildcat Mining, a company from Denver, whose owner is a graduate from the University of Arizona, who would like to build a copper/silver mine east of Patagonia. In meetings with Dr. Varona and Dr. Fick, it has been requested that a curriculum be developed in this field of study. Although this is about three to four years away, two to three years prior to their start they would like to see a course of study be offered to students of Santa Cruz County in order to have a properly trained labor force ready to start working in the mine. He thanked Dr. Fick and Sheila DeVoe Heidman for their positive assistance with this, and acknowledged Kevin Butler for his ongoing assistance.

Dr. Varona concluded by saying the relationship with Cochise College has been a very good one, and suggested that maybe next year a joint meeting could be held with the two Boards.

4. NEW BUSINESS *

4.01 Consent Agenda *

Mrs. Strain moved and Mr. DiPeso 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 (*Angela Jackson, Administrative Assistant – Senior, Sierra Vista Campus*)
- 4.01.2 * Classified; Appointment (*Jack Petty, Data Technician, Sierra Vista Campus*)
- 4.01.3 * Administrative Support; Appointment (*James Barrows, Director, Fort Huachuca Center, Fort Huachuca*)
- 4.01.4 * Administrative Support; Appointment (*Larry Catten, Community and Corporate Training Coordinator, District-wide*)
- 4.01.5 * Administrative Support; Appointment (*Jenyl Heckman, Counselor, Sierra Vista Campus*)
- 4.01.6 * Administrative Support; Appointment (*Cesar Martinez, Assistant Coach, Douglas Campus*)
- 4.01.7 * Faculty; Appointment (*Keith Coombs, Flight Instructor, Douglas Campus*)
- 4.01.8 * Faculty; Appointment (*Virginia Pfau, Instructor, Art, Sierra Vista Campus*)
- 4.01.9 * Classified; Resignation (*Yahaira Beltran, Administrative Assistant, Douglas Campus*)
- 4.01.10 * Administrative Support; Resignation (*Josh Westermann, Assistant Coach, Douglas Campus*)
- 4.01.11 * Ratification of Intergovernmental Agreement Amendment No. 1: Emergency Medical Services and Fire Science Student Training
- 4.01.12 * Intergovernmental Agreement (IGA) with the Cochise Technology District to Provide Certified Nursing Assistant Instruction
- 4.01.13 * Intergovernmental Agreement (IGA) with the City of Douglas to Operate Transit Services to the Douglas Campus
- 4.01.14 * Facilities Use Agreement with Fort Huachuca Accommodation School District for Use of the Old Smith Middle School

4.01.15 * Amendment Renewal of Intergovernmental Agreements (IGAs) with Cochise
County School Districts for Dual Enrollment Courses

Sheila DeVoe Heidman introduced Angela Jackson and Jack Petty; Verlyn Fick introduced Virginia Pfau; and Bruce Richardson, Dean of Business and Technology, introduced James Barrows and Keith Coombs.

Prior to adjournment, Mrs. Guy opened the floor for Governing Board member comments.

- Mrs. Strain stated she spent a couple of truly excellent and awe-inspiring hours at Convocation, which was held in the Community Room on the Sierra Vista campus on August 13th.
- Dr. Eaton stated that he, too, was impressed with Convocation. He added that he hopes the Nogales and other centers have access to completion via the internet, and that they provided a very impressive presentation.
- Mrs. Guy announced that this is a special day – Dr. Rottweiler’s birthday! She encouraged those in attendance to sing Happy Birthday, which they did.

5. ADJOURNMENT

Mrs. Guy adjourned the meeting at 7:05 p.m.

Respectfully Submitted:

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

Mrs. Jane Strain, Secretary of the Governing Board