

## MINUTES

### COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, December 11, 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 6:00 p.m.

##### **Board Members Present:**

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

##### **Board Member Absent**

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 Governing Board - Oath of Office

###### 1.05.1 Oath of Office

Ms. Trudy Berry, Cochise County School Superintendent, administered the Oath of Office to Mrs. Jane Strain and Mr. Dennis Nelson.

##### 1.05 Standing Reports

###### 1.05.1 Representative to the Arizona Association of District Governing Boards (AADGB)

Dr. Eaton stated the only item in which to report on is a reminder that training sessions will be held in Phoenix on February 22, 2013.

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

Mrs. Strain reminded the Board that the ACCT will hold their National Legislative Summit in Washington, DC from February 11-14, 2013, and will provide an opportunity for Board members to visit with their congressmen and senators.

### **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 November 30, 2012. The only action taken at that meeting was the passing of an administration policy regarding the evaluation of transcripts.

### **1.05.4 Student Government Association (SGA)**

Justin Galaviz, President of the Sierra Vista Student Government Association, provided the report. He informed the Board that the current SGA Vice President, Karlee Moxley, will be graduating this semester and will be attending NAU. Taking her place is Casey Carrillo, who will be Vice President for the Spring semester. The Spring 2013 semester is all set to go – bookmarks and a list of all the active clubs on campus are available in the Student Union. He encouraged everyone to visit their website, [www.cochise.edu/sga](http://www.cochise.edu/sga), to view photos of their events, and added that the SGA is very proud of what they have accomplished this semester. With 24 active clubs on campus, there is a lot going on; all of the events are published on the Google calendar, which is also on their website. Mr. Galaviz thanked the Board for their continuing support, and wished Mrs. Guy all the best in her retirement.

### **1.05.5 College President**

Regarding a legislative update, Dr. Rottweiler stated that he is taking a more active leadership role, along with Kristen Boilini, our lobbyist, in trying to move forward some potential funding streams for the college. As previously discussed, if the formula that has been funded over the past five years was to be fully funded as requested in the governor's office, it is a little over a \$1M decrease to the college. That excluded what has been referred to as capital outlay, which hasn't been funded in five years. Dr. Rottweiler and Ms. Boilini met with John Arnold, Budget Director, and Ilya Riske, the new Education Policy Analyst. They presented a concept that would take the capital outlay formula, as it is known, and adjust it to a title called "Community College STEM Workforce Funding Proposal". This would take the formula, which is at \$158 for large districts, and \$207 for small districts (FTSE number), and allocate that out accordingly. If that were to occur, as the funding formula is currently set up, it would mean an additional \$1.4M in equipment. Dr. Rottweiler stated the problem we've had with that formula, at least since he's been here, is that when people hear 'capital' they think bricks and mortar. However, it was never used for that. The intent is to recognize this around workforce development and STEM, and he was pleased to report that this was well received. This is under the leadership of Cochise College and Northland Pioneer, and all ten districts are on board with this initiative. If the governor will propose some of this in her initial budget, we will then have our work ahead of us in the legislature, but Dr. Rottweiler feels there are some real opportunities there.

Other interesting things happening on the state level – quarterly meetings have been held with the presidents of the universities, in what is referred to as the Joint Council of Presidents. Work has been done over the last six months regarding changes in some ABOR rules related to them providing lower division (freshman/sophomore level) work in counties without community colleges. The community college presidents didn't like the language change of what was being proposed by ABOR. They worked with ABOR for the past six months, and actually sent them a proposal containing the language they thought would be acceptable, stating that before they could offer that in any of our areas, it would require the demonstrated cooperation in laying things out in that area. Dr. Rottweiler was sad to report that ABOR moved forward using their own language as originally proposed, which is somewhat concerning to some of our sister schools. However, he is not as concerned about it at Cochise; however, it does bear paying attention to as to where ABOR is going on some of their strategic planning as it relates to lower division offerings in those counties with community colleges, as well as those without community colleges. Dr. Rottweiler's commentary is that it appears when the partnership is to their benefit we're all really great, but when it's not necessarily to their benefit, we're just 'going along for the ride', which can be a bit frustrating. That being the negative, he also shared the positive aspect. He was appreciative of Mrs. Strain and Dr. Eaton attending the Getting AHEAD Summit in Tempe, where he was able to participate on a panel discussion. A video was produced as a result. Dr. Rottweiler stated that, while he was somewhat negative in his previous comments, we are seeing positive results in our partnership with the universities, and he is extremely proud that Cochise College was the first one highlighted in the video. The Board then viewed the video, which highlighted the Cochise Cats program, pathways, partnerships the college has with the University of Arizona, grants from the Lumina Foundation, and the collaboration between the ten community colleges and the three state universities. Dr. Rottweiler stated we are seeing some exciting opportunities happening in these partnerships as we move forward.

Regarding the facilities update, Dr. Rottweiler stated that Mr. Butler will be providing information during his report.

In his general comments, Dr. Rottweiler stated he has prepared a Governing Board Orientation packet, and with the Board's approval, he would like to schedule a one-hour work session just prior to next month's Board meeting. He provided the Board with the packet and requested they review the packet and to bring any questions, comments, concerns, etc., to the work session.

Dr. Rottweiler provided the Board with the Annual Report and stated it will be delivered in all Cochise County newspapers, hopefully prior to January 1<sup>st</sup>. He added he is pleased we can provide the annual report in the year the report is actually for.

Dr. Rottweiler then provided a 'tour' of the new STEM Program website. The website outlines what the STEM Pathway at Cochise College is. It begins with four steps; 1) Outreach and Career Exploration, 2) Foundation, Knowledge and Skills, 3) degree certificates, and 4) employment. The website also includes information on careers, jobs, various emerging fields, and the benefits of an education. All of Cochise College partners, including Arizona State University, Science Foundation Arizona, and Northrop Grumman (who sponsored the

Innovation Campus), can also be found on the website. Dr. Rottweiler then showed the Innovation Campus video, which was a finalist for the Governor's Pioneering Award, for which Northrop Grumman was proud to be among the finalists. Dr. Rottweiler stated that Cochise College is being recognized across the state, as well as across the nation. Dr. Fick has spent time in Washington, DC and Las Vegas, Nevada, showcasing the programs we're doing here. He has been asked by Science Foundation Arizona and National Science Foundation to share what we are finding out in our programs.

Dr. Rottweiler acknowledged Frank Dykstra, Director, Facilities Management and Planning, for recently being recognized by the Community College Business Officers, for an Exemplary Practices Award. Dr. Rottweiler read the nomination letter and then presented Mr. Dykstra with the award.

Dr. Rottweiler then stated that Cochise College would like to recognize Mrs. Jan Guy, Board Chair, for 18 amazing years of service (15 years as Board Chair). He then presented Mrs. Guy with an engraved crystal clock.

Dr. Rottweiler concluded his report by wishing the Board a Merry Christmas and a Happy New Year.

#### **1.05.6 Monthly Financial Report – November 2012**

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

## **2. APPROVAL OF MINUTES**

### **2.01 Acceptance of Minutes, Regular Meeting – November 13, 2012**

The minutes of the November 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 this agenda.

### **3.02 Liberal Arts Report**

Chuck Hoyack, Dean of Liberal Arts, provided a PowerPoint presentation. Mr. Hoyack began by stating that there are 32 full-time faculty and 101 associate faculty on the Douglas and Sierra Vista campuses, and 84 associate faculty at our centers and in our Virtual campus – a total of 217 instructors. Four faculty serve as department chairs, with one dean – Chuck Hoyack, and one administrative assistant, Diana Dominguez. Dave Pettes, Department Chair for Social and Behavioral Sciences, will be stepping down in eight days to be 'just a teacher' and will be replaced by Celeste Atkins beginning in January 2013; Tanya Biemi is the Chair for the Fine Arts department; Norm Bates is the Chair for the English department; and Eric Brooks is the Chair for the Languages and Education department.

Currently, the Liberal Arts department serves approximately 4,900 students (53% of the total students) enrolled at Cochise College. Unfortunately, enrollment has been on the decline, not only in the Liberal Arts unit, but district-wide. This is a problem all are trying to address, looking at curriculum development, potential new programming, and being smarter in doing the things we do.

Mr. Hoyack stated that, since ancient times, liberal arts have been the cornerstone for good civic life and citizenship. The aim now, as it was then, is to produce virtuous, knowledgeable, and articulate people. While the emphasis today in higher education is on education for jobs and vocational training, he emphasized that he does not believe that liberal arts is studying for unemployment. Mr. Hoyack believes it goes hand-in-hand with technical areas. When we leave out the arts, humanities, and social sciences, we build a world that has no heart, a world that has no breadth. Instead of STEM, he stated he wished higher education would throw an 'A' in and call it STEAM.

Liberal Arts at Cochise College includes 27 academic disciplines: Administration of Justice, American Sign Language, Anthropology, Art, Communication, Counseling & Professional Development, Digital Media Arts, Early Childhood Education, Education, English & Literature, English as a Second Language, Health & Physical Education, History, Honors, Humanities, Human Geography, Journalism, Music, Philosophy, Political Science, Psychology, Reading, Service Learning, Social Studies, Sociology, Spanish, and Theatre.

Mr. Hoyack stated this is not only who they are and what they do, but they are also a team and a family, and they are working to become an even stronger team and family. So, how are they working to create a stronger team and family? Athletic teams accomplish this through practice, team meetings, training, playing tough games, and learning how to win. Liberal Arts faculty does this through collaboration and communicating to solve problems, share information, ideas, and best practices, and by participating in and celebrating special events. Mr. Hoyack highlighted special events and activities; the 2012 Pit Fire Festival that is produced by the Douglas campus art department; the Art and Welding collaboration between the college's welding and art departments (sign sculptures), which are on permanent display at Warren Ballpark; The Mirage Literary and Arts magazine (produced each year by the college's students and volunteers working under the direction of faculty advisors Jeff Sturges and Jay Trieber); Communications students collaborated with the Student Government and Cultural Diversity Committee to host a Native American Celebration that brought the Navajo Nation Vice-President and the Redhouse Dancers to Cochise College, Sierra Vista campus, in November, to highlight Native American Heritage Month; and the college's online newspaper, Kaleidoscope, led by Liz Manning, who also created a Kaleidoscope club to keep the student production alive (Ms. Manning is one of many Liberal Arts faculty who serve as mentors and sponsors of student clubs and organizations on both campuses).

In addition, art instructor Al Kogel, volunteered at a local middle school, teaching students art projects for a 6-week session. Mr. Hoyack stated that we also make beautiful music – the college choir and band performed at a number of events, most recently at the Sierra Vista campus PTK induction ceremony, the bi-national choir held several concerts, the choir went to Nogales and, at one event, raised funds (approximately \$900) for music student scholarships, and the jazz band will be hosting a concert in the Sierra Vista campus Student Union on December 13<sup>th</sup>.

We have a small but active Theatre Department. Under the leadership of Lucinda Sage-Midgorden, the Theatre students collaborated with the Bisbee Obscure Productions for six performances of Thornton Wilder's *The Skin of Our Teeth*. The Dance Club, (affiliated with Liberal Arts), led by Tanya Biami, performed at the Arizona State Fair in October.

Becky Orozco, History and Anthropology instructor, has been selected to the Fulbright-Hays Seminars Abroad Program for the summer of 2013. She will be traveling to China for a month-long visit, along with 15 other educators, to get a taste of China's history, culture, and society.

Leslie Clark, English instructor, will lead the 15<sup>th</sup> Annual Cochise Community Creative Writing Celebration on April 5<sup>th</sup> and 6<sup>th</sup>. The celebration will feature well-known published writers in several genres who will present hands-on workshops to participants. There will also be a writing contest, judged by the participants, with cash prizes. Ms. Clark will be retiring in May 2013, and Mr. Hoyack acknowledged and thanked her for all she has done for Liberal Arts and Cochise College.

The Honors Program, led by Mary Coyle, English and Humanities instructor, has many new students, faculty, and projects, thanks to the dedication, excitement, and passion of mentors and students in the pursuit of excellence.

The Holocaust Project – Each year, students travel to El Paso to visit the Holocaust Museum. The project has expanded to include both campuses, with presentations being made at middle schools in Cochise County and Sonora. Mr. Hoyack stated this is a fabulous program that has spread, keeping alive the message that the atrocities of the past cannot happen again. A documentary is underway, *The Collectors of Hope*, which will summarize the work our students have done as they try to educate and inspire other students.

Margarita Ramirez Loya, ESL instructor, and her students have written and published a book entitled *We Are Stories*, which is a collection of stories told mostly by elderly citizens living in our communities, as part of the ESL class' Oral History Project. The book may be purchased online at LuLu.com. Students have recently completed the second phase of interviews in preparation for a second edition of the book in June. Of note, one student, Soledad Ramirez, interviewed local sports legend Tony Cortez Rose, who recently passed away from cancer. Mr. Rose was a record-setting quarterback and pitcher at Douglas High School, and pitched for the Cochise Apaches in the late 1970's. He went on to work with the Douglas Unified School District for many years. Recently, Ms. Ramirez was informed that Mr. Rose's family would like to fund a scholarship in honor of Mr. Rose. The scholarship will be for an ESL student who is working on the Oral History Project.

Mr. Hoyack thanked the Board for their time and support. Dr. Eaton commented that he appreciated Mr. Hoyack putting the "A" in STE(A)M; as a Science major and undergraduate, he also saw the value of the arts, and he's glad it's there.

### **3.03 Finance and Administration Report**

Kevin Butler, Vice President for Administration, provided the report. He thanked the Board for providing him the opportunity to share the various things they do in the Division of Finance and Administration. He began by providing the protections afforded to the college under the Risk Management program. In general, the college has four insurance

policies; the Arizona School Risk Retention Trust, which provides property insurance (up to \$100M), as well as general liability (\$10M), and access insurance (\$50M). Aviation is covered under a separate policy. We also have worker's compensation, and we protect our athletes with accident and health insurance (\$25,000 under a normal policy, but in the case of catastrophic injuries, we have coverage up to \$5M). Through a fees program, we also provide professional liability to our nursing students, and we provide health and accident insurance that are required for our international students. The premiums vary, and Mr. Butler compared the costs of current year premiums to past year premiums, and provided information pertaining to those cost variances for past and present premiums, as well as future premiums.

Mr. Butler provided the Board with the Cochise College Comprehensive Annual Financial Report for fiscal year ended June 30, 2012. He stated this is the 9<sup>th</sup> year we've produced this report, having received the Achievement for Excellence in Financial Reporting from GFOA the previous eight years. He believes this report contains the same characteristics, and we should receive the same accolades. He added that this report is more than financial statements; it tells the story about the environment in which we operate fiscally as a college. It provides additional supplemental data about what's going on in the county, as well as providing the reader a really good understanding about how well we protect the resources of this district. Because we do such a good job, our bond rating agency (Moody's) has reaffirmed our bond rating at A2, which is the equivalent of S & P as A-. In terms of investments, last year, because of our new investment strategies, our investment returns were six times greater than they were the year prior.

Mr. Butler stated that, a couple of years ago, the senior administration team tried to register and pay for classes on line, as if they were students, and realized how truly difficult it was. Last October, a product called Quick Pay was put into place, and approximately 1,200 students successfully made payments using that module, and it looks like the trend has increased. In addition to those 1,200 students, we had about another 1,000 that use a very similar product on line to enter into a payment plan. So, that happens if students don't pay? In the past, we didn't do anything – we would just write off the losses. About three years ago, we changed that practice; we created a collections policy and hired a collections agency. Since then, 858 accounts have been sent to the agency, totaling about \$480,000, which would have been written off under the old practices. Instead, the college recovered \$113,000, and we've only written off \$49,000 of bad debt. Mr. Butler stated we are moving in the right direction.

This last Fall, we distributed financial aid refunds to approximately 3,000 students, totaling \$2.6M, which is the net after all the cost of education has been covered by their financial aid. About 96% of those distributions were done electronically, with the remainder done by check.

Our financial audit is closed. The field work on our federal audit was finished last week, and we don't know what any of the findings will be. This is the first year in about ten years that the Auditor General's office has come down and audited the college, and they leave no stone unturned. Mr. Butler stated it was a good, thorough audit, and he is looking forward to finding out what recommendations they might have as a result.

Our fiscal office is currently renegotiating with the federal government for our overhead and fringe benefit rates – the amounts we are able to charge to federal grants and contracts. Current rates are 37% for on-campus activity and 24% for off-campus activity. Mr. Butler stated he believes the rates will increase a bit because we will be bringing a

lot of new facilities on line and will be able to use the depreciation on those facilities to charge back to the federal government.

Our current fringe benefit rates are 30.4% for full-time employees and 11.1% for part-time employees. Mr. Butler feels these will also increase a bit, largely due to some things happening with ASRS with the additional contribution rate, as well as some increases in the healthcare premiums.

Regarding budget and payroll, the 2014 budget process is currently underway, identifying key positions that need to be recruited as early as January. We should have a draft budget by February, and then we'll hopefully have a retreat prior to the March Board meeting to discuss the budget. We will bring the tuition and fee schedule to the March meeting for adoption, and then adopt our budget at the June meeting.

Our budget and payroll services section has a new office on the Sierra Vista campus, and payroll questions can now be answered face-to-face on both campuses. The college employs between 470 and 840 people, depending on the time of year, with 88% receiving their pay through direct deposit.

Our procurement services are doing a terrific job! They issued 1,100 purchase orders last year, totaling \$9.9M. They oversaw an additional 2,200 P-card transactions, totaling about \$2.2M. Our P-card services are now in collaboration with the Arizona Board of Regents under a consortium, which not only allows us to have additional service opportunities, but more importantly it puts us on a higher rebate schedule. Therefore, we are transferring as much as we possibly can from traditional methods over to P-cards, even paying for utilities.

Lou Estrada, Director, Procurement Services, brought an idea with her when she came to the college in 2010 for on line auctions. We held one auction that year bringing in \$500. Last year we auctioned 116 lots, bringing in \$85,700. So far this year we have auctioned 74 lots, bringing in \$22,500.

Mr. Butler praised the collaboration between Purchasing and Accounts Payable. Purchasing receives all requests for proposals, and as a result we have some very important partners that help us perform our daily activities at the college; Barnes & Noble (bookstore operator), Sodexo (food services), G4S Security (armed security), RBC Capital Asset Management (investment advisory), and J.P. Morgan Chase (banking services).

Jerome Ward, Director of Office Institutional Research (OIR), is charged with performing research and reporting to support the college's mission. In doing that, OIR assists the departments in their programming reviews. Dr. Ward does environmental scanning to see what potential job markets look like for our graduates, and helps us determine what the program needs might be. Additionally, they are responsible for completing and submitting, in a timely manner, all legislative and federal required reports for the college. Last year, OIR logged 280 requests for additional data, up 200 from the previous year. Most requests were for data to be used for internal decision making. Dr. Ward has also been extremely involved in helping to define the metrics that came out of the Arizona Community College Vision 2020 statement. It is believed that those performance indicators are going to morph into some sort of performance-based funding, and we need to understand what constitutes these measures and how we can improve them. OIR also oversees the grant process. We submitted eight proposals last year, and received a HRSA scholarship grant for \$160,000 for four years, and we have two STEM



initiative related NSF grant proposals totaling \$1.2M in healthcare, which we should know about very soon.

Mr. Butler then spoke about facilities. As part of the Master Facilities Plan, we did \$52M worth of construction in three years, but we also did about \$4M worth of construction in the years following. Some of the projects recently completed are the Art Building and the General Classroom Building on the Sierra Vista campus; the Aviation Building and runway on the Douglas campus, and in the Student Union of the Douglas campus they saw-cut the floor and replaced 50-year old plumbing. Some of the projects currently in process are the CTE Building on the Douglas campus, with plans of adding 2000 square feet to the north end of the building for the Art department to use (bids received last week were not consistent with where it was believed they would be, so some determinations need to be made on how to deal with that). On the Douglas campus, some new offices are planned for the coaches in the gymnasium, as well as refurbishment of the locker rooms to make them presentable and sufficient to accommodate athletes. The final phase of lighting on the Douglas campus is underway to make the campus both brighter and safer. Significant parking lot resurfacing will be done on both the Sierra Vista and Douglas campuses. At the middle school on Fort Huachuca, eight classrooms and some office space have gotten a 'facelift' to make them look presentable for the Spring semester. Also, a bit of landscaping has been done overall to continue to provide a fresh look for the public who visit our campuses.

Mr. Butler then provided an update on the Benson Center entryway. The Board had approved Dr. Kartchner to construct enhancements to that entryway, and once those improvements have been done, we would deed that property over to the City of Benson for maintenance. However, Dr. Kartchner had a series of other projects he wanted to envelope in with this project, so that delayed the bid. He has gotten back to Mr. Butler, letting him know he is ready to go out to bid any time now, and the college will be fully integrated into that process.

Regarding the Douglas construction litigation, the contractors have just completed some requested testing, and we're compiling our final list of damages. We should start settlement negotiations in January.

In conclusion, Mr. Butler presented a video showcasing some of the work that the Facilities department has done over the last five years. Dr. Rottweiler acknowledged Frank Dykstra and Facilities Management for all their hard work, adding that there isn't a campus or center across the district that we can't be proud of as an educational facility.

#### **4. NEW BUSINESS \***

##### **4.01 Consent Agenda \***

Mr. DiPeso 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 (*Darla Parker, Accounting Technician-Senior, Sierra Vista Campus*)
- 4.01.2 \* Classified; Appointment (*Cynthia Sodari, Administrative Assistant, Douglas Campus*)

- 4.01.3 \* Faculty; Appointment (*Danny Hurd, Computer Information Systems Instructor, Prison*)
- 4.01.4 \* Administrative Support; Resignation (*Cesar Martinez, Assistant Coach Women's Soccer, Douglas Campus*)
- 4.01.5 \* Curriculum Changes

Wendy Davis introduced Cynthia Sodari and Danny Hurd. On behalf of the Governing Board, Mrs. Guy welcomed them to the college.

#### **4.02 Revised Governing Board Policy 623 – Faculty Workload**

Mrs. Strain moved and Mr. DiPeso seconded a motion approve the revised Governing Board Policy 623 – Faculty Workload. 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 Board members.

Mrs. Strain wanted Mrs. Guy to know that her visionary leadership, knowledge, and expertise in the community college system, and specifically Cochise College, and her tenacity in advocacy, is the legacy she leaves the Board. The Board will continue with Mrs. Guy as their role model, and expand her legacy.

Mr. DiPeso thanked Mrs. Guy and commended her for her years of service.

Dr. Eaton stated he greatly appreciates Mrs. Guy's leadership over the years.

At 7:25 p.m., Mrs. Guy concluded her final meeting as Chair and member of the Cochise County Community College District Governing Board by stating, "Splendid, splendid, 18 years. Meeting is adjourned."

Respectfully Submitted:

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

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Mrs. Jane Strain, Secretary of the Governing Board