

## MINUTES

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

Tuesday, February 7, 2012  
Cochise College Willcox Center  
6:00 p.m.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

The meeting was called to order by Mrs. Strain at 6:03 p.m. (Mrs. Guy arrived shortly thereafter.)

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

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

##### **Board Member(s) Absent:**

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 the main topic of the meeting was guns on campus. A poll of personal opinions was taken after the meeting. There was no position taken as a Board, and they are waiting for each Board to make a comment. Dr. Rottweiler stated that ACCPC has taken a stance as the Presidents Council, but have not sought direction from their Boards. However, if the Boards were to seek that, the presidents would be happy to report accordingly. Mrs. Strain suggested the Board hold a work session and produce a letter, along with AADGB. Dr. Rottweiler will forward the Board a letter from Dr. Michael Kearns, president of ACCPC. He stated he will be providing the Board with a handout containing multiple bills concerning guns on campus during his report a bit later in the meeting.

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

Mrs. Strain reported that she, Mr. Hudgins, and Dr. Rottweiler will be traveling to Washington, DC to attend the ACCT National Legislative Summit, February 13 – 16, 2012. Mrs. Strain and Mr. Hudgins will attend their respective sub-committee meetings, and they, along with Dr. Rottweiler, will be making office calls to the Department of Homeland Security, the office of Congressman Jeff Flake, and Chad Heflin (Senator Jon Kyl's education policy staffer).

### **1.05.3 Senate**

There was no Senate report.

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

There was no Student Government Association report.

### **1.05.5 College President**

Dr. Rottweiler stated the governor has released her budget proposal. It was not what we had hoped for, but it was not unexpected. After a couple years of not funding the formula, on the FTSE side, the number is now low enough that they are going to fund that formula – the new rate is \$229.00 per FTSE. Cochise College will lose \$2.2M this year in funding. Related to state aid, in FY 9-10, the college received \$15.3M; in FY10-11 the college was held harmless and stayed the same - \$15.3M; in FY 11-12 it dropped to \$13.6M; and this year, under the governor's proposed budget, it will drop to \$11.3M – an approximate 25% reduction in state aid over the last three years. Dr. Rottweiler stated that, while this was expected, it is alarming. He added that the four equalization schools will take a substantial hit. Additionally, the governor allocated \$10M in resources to SMART scholarships for community college students that will pay \$2,000 per year, up to two years, for students who have to qualify by need or be veterans, in work related industries. Students must be enrolled in one of the top 20 community college programs that the Local Workforce Investment Board has determined best meet local workforce needs.

Dr. Rottweiler provided the Board with the bill tracking list that shows every bill that has been introduced related to community colleges. He brought a few to the attention of the Board, stating there are eight firearm bills listed. Some have come through committee, but the one getting the most scrutiny is Bill 1474 from Senator Gould from Mohave that would allow people holding a concealed weapons permit to bring them onto college campuses. The college can prevent them from be carried into the classrooms if a sign is posted on the doors and adequate, secured storage is provided in each building. Costs associated to this would be substantial, and the liability is of great concern to Dr. Rottweiler.

Bills that are being supported are 1) 2641 from Representative Kavanagh (Maricopa), which eliminates some of the requirements community colleges are placed under, and 2) 2333, a bill from Representative Jones (Yuma), relating to some changes around revenue bonds.

One bill that is causing concern and being followed closely relates to retirement. Dr. Rottweiler didn't have the finer details, but he stated that court action has been taken, and it appears there is a problem with what the state did last year in requiring the state to pay 47% of retirement and the employee to pay 53%. Now, those resources are being returned to the employee. He added that the college will need to take a close look at this because when this burden was placed upon our employees, the college gave an equal amount of increase in salary to hold our employees harmless. Now, if that is returned and it is expected that the college pay that 3%, we have already provided our employees 3% through salary increases last year.

Dr. Rottweiler stated there are a couple bills related to Santa Cruz County, and he has been in contact with Senator Griffin regarding those.

One bill that is a bit concerning that he wanted to make the Board aware of is HCR 2043 (Representative Stevens), proposing that any tax initiative that goes before the voters would require a two-thirds vote in order to pass. This would have some fairly detrimental consequences to community colleges, school districts, cities, and counties. This will be followed closely.

Regarding master facilities planning, the commencement committee has been meeting for the last couple of months, and Dr. Rottweiler was pleased to announce he believes commencement will be held successfully on the Sierra Vista campus! He provided the Board with a plan that showed seating for approximately 3,000 people on the lawn, parking accommodations have been arranged, all necessary meeting spaces are in place, and handicapped/ADA requirements have been met. Everything is under control - except the weather. However, should the weather pose a problem, there are plans in place to hold commencement at the Performing Arts Center at Buena High School.

The college is moving forward on the aviation and art building initiatives on the Douglas campus, and administration is looking forward to some great opportunities. Dr. Rottweiler has met with individuals related to Aviation and UAS programs, and he believes there are some exciting things that will play out in the future.

Dr. Rottweiler, Kevin Butler, and Frank Dykstra toured the Douglas Regional Government Center (the old Phelps-Dodge Mercantile building) regarding potentially leasing space for Adult Basic Education and/or Center for Lifelong Learning. No decisions have been made.

Related to Fort Huachuca schools and our desire to move our operations into the old Col. Smith Middle School at the completion of their new middle school, Dr. Rottweiler has been working with Dr. Frueauff and their Board, as well as with garrison command. Dr. Frueauff has requested Dr. Rottweiler brief her Board at their March 12<sup>th</sup> meeting. As owners of the building, they would like to enter into an intergovernmental agreement with Cochise College to utilize that space, with the college picking up the cost of maintaining the building. This would help the college address some fairly significant ADA compliance issues in the current college location on Fort Huachuca. Dr. Rottweiler stated he will keep the Board informed as this moves forward and encouraged the Board to contact him with concerns they may have or direction they would like him to take.

In his general comments, Dr. Rottweiler stated he is extremely excited around the competitive advantage of unmanned aerial systems (UASs). Cochise County has been highlighted as the center of excellence in unmanned aerial vehicles (UAVs). He would like to leverage that to create a state of the art program, utilizing the soon-to-be reconstructed runway and our longstanding relationship with Northrop Grumman, who would like to partner with us to be the preferred training site. The Benson area, starting at the Benson airport and north of I-10, is the recommended area for the state of Arizona in a potential test range for the integration of UAVs into the national airspace. Dr. Rottweiler is working with Mr. Jerry Proctor at Fort Huachuca, leaders in Sierra Vista, to pull this together. Because there have been some amazing things happening in Border Patrol use of UASs, Dr. Rottweiler, Mrs. Strain, and Mr. Hudgins will be meeting with the Department of Homeland Security to showcase and provide them the opportunity to see the value of the Douglas campus as a training center, both the operational side as well as the technical and mechanic side of UAVs. Dr. Rottweiler believes this is a real opportunity for the college to move forward in an area where we have a true competitive advantage.

Moving on to the Cochise College Foundation, Dr. Rottweiler stated the Foundation is well underway in requesting an RFP for a Feasibility Study regarding a major gifts campaign centering around the college's 50<sup>th</sup> anniversary. There is an agenda item before the Board relating to a naming opportunity and a fairly significant gift coming to the Foundation.

Dr. Rottweiler stated administration is working on some staffing changes, and will continue to try to be employee friendly as they proceed through the changes. Some employees are being moved into open positions, while others are being requested to take on other assignments, as some positions are not being refilled. District-wide coverage is also being requested; in some areas, such as in Human Resources where positions will not be backfilled, some personnel will be asked to cover both campuses. While this will present a change in culture, it is believed to be an appropriate change in light of budgetary constraints.

Dr. Rottweiler shared travel plans and upcoming events that included his attendance at the Mountain States Community College Association meeting taking place in Phoenix (February 8-10), the ACCT Legislative Summit in Washington, DC (February 11-17), the All-Arizona Academic Team Luncheon (February 22) to which members of the Board were invited, the ACCPC meeting (February 22 & 23), and Faculty and Staff Development Day being held on the Sierra Vista campus (February 24), in which members of the Board were also invited.

#### **1.06.6 Monthly Financial Report – January, 2012**

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

## **2. APPROVAL OF MINUTES**

### **2.01 Acceptance of Minutes, Regular Meeting – January 10, 2012**

(Mrs. Guy noted a typographical error, and verbally corrected the date of January 10, **2011**, as it originally appeared on the agenda, to January 10, **2012**.)

The minutes of the January 10, 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 received the following communications:

- Dr. Rottweiler received a letter from Amanda Baillie, Executive Director of the Sierra Vista Area Chamber, thanking him for his participation in the 2011-12 Leadership Sierra Vista Program and for his dedication to this program.

#### **3.02 Willcox Center Update**

Debbie Ellis, Director of the Cochise College Willcox Center, provided the Board with a packet of information highlighting the events and activities that take place at the Willcox Center. She stated the normal activities carried out consisted of marketing the college's programs, recruiting, determining schedules, admitting, registering, advising and testing students, offering financial aid application assistance, processing ID cards, handling simple student discipline, assisting instructors, engaging in personnel functions, conducting individual orientations, and basically taking care of the center and its students. Ms. Ellis provided the enrollment numbers for Spring for the Willcox Center; regular enrollments were 273 compared to 297 last year (while this was an 8% drop, it is not near the drop other locations are experiencing); and there were 116 dual credit enrollments compared to 110 enrollments last year (a 5% increase). Total enrollments were 389 compared to 407 last year (4% total drop). She added that they will be working hard on getting that 4% back.

Ms. Ellis then reported on some of the special things they do at the Willcox Center. Realizing that the enrollment process can be confusing, especially for first time students, she was pleased to report that the center offers an individualized one hour orientation for those students who are interested. During this orientation, they are provided with a card showing specific information the students will need; ID number, email address, user name for MyCochise, user ID for their CC account, user name for WebStudy, FAFSA information including login, password, student PIN/parent Pin, USA Funds, and login/password for the CochiseOne Card. The students are then shown how to do all the things they need to do - how they get their books, financial aid, etc. A one-on-one connection is made so that when the students come through the doors, the students know them and they know the students. It takes a lot of time initially, but Ms. Ellis stated when you give students the tools they need up-front, they are not calling every week with questions like how do they get their email, or that they haven't heard from financial aid. She added that, while this program may not work on the large campuses, it has worked great at the Willcox Center.

Ms. Ellis then highlighted the events sponsored/hosted by the Willcox Center, which include:

- Fine Art & Photography Show
- Allies (a teen group committed to preventing bullying)
- Youth Court (a nationally awarded teen group who hold peer court hearings that are binding on defendants sent to this court by the Justice of the Peace)
- Tag Magazine (a nationally awarded teen group who provide a creative outlet to teens).
- The Willcox Center will be assisting people applying for financial aid on College Goal Saturday (only the Willcox and Nogales Centers participate in this nation-wide event).
- GED preparation classes and testing

Special cultural presentations include:

- Celebration of Arizona's Centennial and a Carl Hayden portrayal
- Heart health presentation
- Theatrical presentation on Edgar Allen Poe

With arrangements made through the Center for Lifelong Learning, students and community members have gone on field trips. In November they went to Santa Fe, NM to see the illuminated St. John's Bible at the New Mexico Museum of History, and a trip to the San Diego Zoo, as well as several museums, is planned for March. Ms. Ellis added that many in the community have not had the experience of seeing a world class museum - and many have never been out of the state. Some local organizations have been willing to contribute to the cost of these trips, and the center received \$1,000 last semester, with commitments made for an equal amount for the San Diego Trips.

- Once a week, advanced sign language classes are held to teach sign language to children in the elementary school.
- The Small Business Development Center, the Center for Lifelong Learning, and academic advisors also bring their services to the Willcox Center.
- Co-sponsors and donations are solicited, and Coke machine funds are used for these activities to keep college costs at a bare minimum.

Ms. Ellis provided information on how dual enrollment is paid for at the Willcox Center (student pays half and the high school pays half, except for vocational classes and tech prep program where they pay half and the student pays half) after Dr. Eaton stated he was not familiar with the process. Mrs. Strain inquired if the Willcox hospital would be involved in the heart health presentation. Ms. Ellis stated that yes, they will help but are not taking the lead in this. People who have actually experienced heart problems such as congenital heart disease or open heart surgery will be the guest speakers.

### **3.03 Small Business Development Center Update**

Mark Schmitt, Director of the Cochise College Small Business Development Center (SBDC) provided the report. He stated there are 11 centers in Arizona, with most located on community college campuses except for the Tucson office, and 27 satellite offices throughout the state. He shared with the Board some of the Partnerships/Resources the SBDC has, including but not limited to Cochise College, SVEDF, BBB, SEAGO, Cochise County Workforce, American Red Cross, and USDA. Corporate partners include Quick Books, The Herald, FedEx, and Bank of America, just to name a few.

Mr. Schmitt then shared the College Purposes: “To serve as a community resource to provide contract-training services to both the public and private sectors”, and “Assist in the economic, social, and cultural development of Cochise County and the State of Arizona.” He stated that at the Arizona SBDC they do the same thing – their mission statement is, “To provide high impact, quality counseling services and training to help small business owners achieve their goals, thereby strengthening the Arizona economy. We greatly value our stakeholders, supporters and small business community resource partners and work with them to improve our communities by facilitating small business entrepreneurial initiative and success.” Mr. Schmitt was proud to share that the SBDC is federally accredited, and that each counselor is certified. He added that any and all existing small business or aspiring entrepreneur in Cochise County may receive free counseling assistance from a member of the Cochise College SBDC.

Training and events in FY 2011 – The SBDC offered 29 events in which there were 1,100 attendees. Mr. Schmitt then provided the Board with a handout showing the Arizona Small Business Development Center Network, which showed comparisons of Actual vs. Goal between Cochise College and other Arizona colleges. He then provided information regarding goal accomplishments of the Cochise College Small Business Development Center. In the area of Extended Engagement (new clients) the goal was 64 clients counseled 5 hours or more – actual was 165 clients: goal attained was 257.8%; Business Start-ups (new businesses) the goal was 17 new businesses formed – actual was 38: goal attained was 223.5%; Capital Formation (loans-owners equity) the goal was \$3.4 million – actual was \$4.1 million: goal attained was 121.3%; Extended Engagements (servicing past clients) the goal was 57 prior clients, 5 hours or more counseling - actual was 91: goal attained was 159.8%; Jobs Created and Retained (employment) the goal was 100 jobs created or saved – actual was 134: goal attained was 134%; Increased Sales (increased tax revenues) the goal was \$3.4 million sales increase – actual was \$7.1 million: goal attained was 207.6%. Mr. Schmitt was pleased to announce that Cochise College was the only center in the network to not only reach their goals, but had far exceeded them.

Regarding the future, Mr. Schmitt stated the center has received \$11,732 in funding from a non-matching federal grant and purchased iPads and video conferencing equipment to enable face-to-face contact with counselors in the field to our office, as well as 11 other centers and a recently hired specialist in government procurement. In addition, the SBDC will be engaging in global marketing, and is in the process of hiring a part-time business analyst in international trade. Mr. Schmitt stated that the goal is to position Cochise College as the international trade center in the state of Arizona.

There was a brief discussion on why some businesses go out of business, with the reasons being that some businesses just need to close, the need for people to be flexible/change but who aren't flexible enough, undercapitalization, and the need to partner with other people.

### **3.04 Provost's Report**

Dr. Verlyn Fick, Vice President for Instruction/Provost, provided reports in several areas. He began with the Enrollment Report for the spring semester, and stated the college was down in enrollments; headcounts and FTSE were down by double digits. Overall unduplicated headcount was down 11.2%, and FTSE was down 10.3% from the previous spring. He added that this is happening across the campus in all locations. While in the fall we had headcount reductions across the board, FTSE remained fairly

stable in Online and on Ft. Huachuca. He stated the VPI Council will be looking at these numbers at the retreat on February 21<sup>st</sup>.

Dr. Fick then updated the Board on the accreditation process and our involvement in the Pioneer Cohort 3, the third set of institutions testing the new accreditation approach called Pathways. On Faculty and Staff Development Day, the instructional portion of the campus will be looking at the degree qualifications profile, which is a set of student outcomes; students with an AA degree should meet a particular set of outcomes, students with a Bachelor's degree should meet a set of outcomes, and students with a Master's degree should meet a set of outcomes. Small groups will discuss the degree qualifications profile, looking at the pros and cons, how this might be used, and where changes might be made. The Lumina Foundation, the group that prepared this profile, would like to receive feedback from users across the country, and is using the Higher Learning Commission as one of the venues to obtain it.

Another area in which work continues is assessment, and trying to change people's perspectives on what assessment is all about. In the current process, data is gathered and goals are set (which are felt to be somewhat artificial). Dr. Fick would like to be much more deliberate in the process. He provided the Board with a handout on the Cochise Learning Improvement Project (CLIP), outlining Stage One-Investigation (which is occurring, but questioned if it is being used for improvement), Stage Two-Experimentation (which needs to be a more deliberate function), and Stage Three-Integration. This is being put together in-house, and is a way to collect data electronically and to communicate between all participants (deans/assessment review group). Testing is scheduled for Faculty and Staff Development Day to see if the process works. Another session will include an overview of the assessment process.

Dr. Fick stated that completion is another area in which work continues. One of the things people are doing is putting together their semester sequences within programs (first semester courses, second semester courses, etc.). Also, the manner in which the catalog is put together will be tweaked, with additional links that will take them from the typical catalog page to the semester sequencing pages. He added that another way to assist in completion is to remove the "deadwood" from the curriculum system; 29 programs have been either eliminated or proposed to be eliminated thus far this year. There are 169 courses that have not been taught since 2004, which tends to make the system larger and a bit more complicated.

Dr. Fick then provided an update in the Science, Technology, Engineering, and Mathematics (STEM) area. The college has received a grant from the National Science Foundation through the Science Foundation Arizona. We are doing three main functions within that grant; 1) working more closely with industry, 2) development of a professional learning council, and 3) various types of internships. Dr. Hall and Dr. Fick will be attending the American Association of College and Universities Action Lab II in Seattle, WA, where the emphasis will be placed on STEM transfer. Arizona State, Maricopa, and Cochise are part of this effort to meet and work together to help students transfer from community colleges to the university. Dr. Fick acknowledged Dr. Maria Hesse for her assistance in helping us connect to ASU.

There was a question and brief discussion on STEAM, followed by a question and brief discussion on course enrollments (linked directly to the military). Dr. Rottweiler directed the Board's attention to the Financial Report, where it shows we are on track with where we were last year.



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

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

Mr. DiPeso moved and Mrs. Strain 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 \* Administrative Support; Resignation (*Michael Lopriore, Assistant Athletic Trainer, Douglas Campus*)
- 4.01.2 \* Faculty; Resignation (*James Blackhall, Flight Instructor, Douglas Campus*)
- 4.01.3 \* Faculty; Resignation (*William Glazerman, Reading Instructor, Douglas Campus*)
- 4.01.4 \* Administrative Support; Retirement (*Ronald Yuncevich, Manager, Maintenance and Operations, Douglas Campus*)
- 4.01.5 \* Curriculum Changes

##### **4.02 The Path to Higher Education**

Dr. Eaton moved and Mr. DiPeso seconded a motion authorizing the college president to execute the easement for this project to continue. Dr. Rottweiler stated this is a partnership with the City of Sierra Vista, for a multi-use pathway. The city has received the grant and now need Cochise College to provide the easement so they can begin testing and construction of that pathway. The pathway (walking) will begin at Buena High School, go through the University of Arizona-South, along the wash out to Colombo Ave., and then out to Charleston Rd. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

##### **4.03 Building Naming Agreement**

Mrs. Strain moved and Dr. Eaton seconded a motion to authorize the college president to negotiate and execute a Building Naming Agreement with potential donor. Dr. Rottweiler stated he and Denise Merkel have been in discussions with a very generous donor, a gentleman from Bisbee, who has decided to leave his estate to Cochise College. In consideration of that gift, and when the Foundation receives those resources, the Career and Technical Education Building on the Sierra Vista campus will then be named the Bugen Family Career and Technical Education Building. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

##### **4.04 Executive Session – Personnel Issues and President’s Annual Evaluation**

Mr. DiPeso moved and Dr. Eaton seconded a motion to enter into Executive Session. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **5. ADJOURNMENT**

Mrs. Guy adjourned the regular meeting at 7:30 p.m.

Cochise College Regular Governing Board meeting  
Tuesday, February 7, 2012

The Board entered into, and Mrs. Guy called to order, the Executive Session at 7:40 p.m.

Mrs. Guy adjourned the Executive Session at 8:30 p.m.

**NO ACTIONS WERE TAKEN DURING THIS EXECUTIVE SESSION.**

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