

## MINUTES

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

Tuesday, May 8, 2012  
Cochise College Douglas 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  
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's only comment was that AADGB has not yet held their election.

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

Mrs. Strain reported that ACCT will hold their next meeting in Boston, MA on October 10 – 13, 2012, and she will attend as a member of the Member Communications and Education Committee. She then requested Governing Board members to contact her if they are not receiving emails regarding the Pathway to Success, and she will forward the emails to them.

Dr. Rottweiler encouraged Board members who are interested in attending the ACCT meeting to contact his assistant, and she will begin the registration process.

### **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 April 27, 2012, and they approved two administrative policies, elected Mary Fogleman as the new Chairman for next year, Rick Whipple will serve as the Executive Secretary as well as the Chair of the Employee Relations Committee, and George Self will again serve as Co-Chair of Academic Standards; his Co-Chair has yet to be determined.

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

A Student Government Association report was not provided.

### **1.05.5 College President**

Dr. Rottweiler provided a legislative update, stating that the legislature passed the FY 13 budget on May 1<sup>st</sup>. Funding for state aid for both equalization and FTSE model were at statutory level, where it was predicted to be. He reminded the Board that over the last three years the statutory limit was depressed and is now so low the state has changed direction and is funding the formula at the statutory level. That said, he is appreciative of the fact that they are holding to those formulas as we move forward, and added we have planned for that and it is in our budget (\$2.6M decrease that was expected). The Smart Scholarships that was the governor's initiative for community colleges (\$10M), was not included in the budget, but hopefully it will provide some mechanisms in the future. There were also a couple of surprises. As part of the negotiations, the fee to community colleges and universities of \$6 per FTSE will be continued to fund the longitudinal data system. Also, the Department of Education received \$5M so the school districts didn't have to pay, but it was determined that community colleges and universities could continue to pay. Dr. Rottweiler stated he was not pleased by these surprises, and doesn't believe these things can continue to be funded on the backs of higher education; however, he agrees that the data system is important and is clearly part of the "Race to the Top" agenda. His concern is that there seems to be more interest in spending money to measure what is being done than spending money on doing what is supposed to be done that can be measured. While he is in favor of accountability, he stated that at some point we become so accountable that we don't do the things for which we are supposed to be accountable for – we just spend all of our time being accountable. He will keep the Board informed as this moves forward.

Dr. Rottweiler stated that some areas that are of grave concern deal with Adult Basic Education, as the \$4.6M that was in the governor's budget was excluded. This means that the state will be unable to draw down the \$12M in federal funds that funds Adult Basic Education. He provided the Board with a letter sent by John Huppenthal, Superintendent of Public Instruction, to the legislature. In part it states, "In addition, the belief that the community colleges could provide ADE the funding to draw down the federal monies is erroneous, ....." Apparently, there seems to be some perception that colleges have resources that the state can use to draw down. The superintendent understands that that is the case. Dr. Rottweiler stated that we funded Adult Basic Education this last year. The concern he has is this needs to be continued as some part of a critical mission of Cochise College. How we fund that and how we move forward without state and

federal funds will be a significant discussion; he is not ready to bring any recommendations to the Board at this time. There is an upcoming Joint Presidents Council/Arizona Community College Presidents Council meeting, and Superintendent Huppenthal will be present to address Adult Basic Education. Dr. Rottweiler is hopeful that insight and direction will be provided - otherwise, there will be a significant diminishing of that program. Dr. Rottweiler added that this is an important and critical part of what we do, and it is a wonderful program; however, it is not sustainable without state and federal funds. Therefore, we will have to provide a mechanism to assist students who are in need of a GED to receive that important preparation. The letter also states that, "one out of every five high school graduates each year come through our adult education program".

The community college bill for some changes in bonding authority, as well as relief in some of our reporting, was signed by the governor, for which Dr. Rottweiler is appreciative.

Dr. Rottweiler stated he received today, notification related to ASRS. He reminded the Board about discussions around the 47/53 split, which was one of the surprises in last year's budget bill (this was actually a footnote that no one knew about). This went to court and was deemed unconstitutional. The legislature has now appropriated the money to move everything back to 50/50, which then appropriated that money for those state agencies, and then kept the same language stating that community colleges, counties, and cities must do the same thing. Cochise College set up a budget last year that took resources, 2% plus \$500, taking that \$500 to keep our employees whole. Now, they are saying that step doesn't matter, and by June 30<sup>th</sup> we must have a plan on how we are going to refund that money to the employee by September 30, 2012. Dr. Rottweiler provided the Board with a letter from ASRS Employer Relations. He stated he, Vice President Davis, Sandy Bryan, and Sheri Gonzalez met and believe they have a scenario to accomplish this. He would like to take money out of this fiscal year's General Fund Contingency and plan that moving forward. The reasoning for this is two-fold; 1) next year's budget is really tight, and 2) if we can move this forward in this fiscal year, we can take care of employees and faculty who are transitioning off of our payroll, as we also need to provide a refund to employees who are no longer here. Under this mechanism, employees will see a little bonus. However, the amount going to the employees is not nearly the amount it will cost to run it operationally.

Regarding master facilities, Dr. Rottweiler informed the Board that work continues on the Aviation and CTE buildings on the Douglas campus, and that work on the runway is set to begin at the end of the month. He not only wanted to make the Board aware of the work that has been done on all of our facilities, but particularly the enormous amount of work that has been done on the Sierra Vista campus in anticipation and preparation for commencement on May 11<sup>th</sup>. He then acknowledged and extended sincere appreciation to Frank Dykstra and his staff for all their hard work.

In his general comments, Dr. Rottweiler began with enrollment, and pointed out there is a graph in the Financial Report that shows FTSE over the months; we are right in line with where we were last year. He stated that, while we have seen a significant decrease in actual enrollments, when we start seeing FTSE produced, we are staying right in line. We are seeing a better job of retaining

students; some of our policies set around financial aid may have discouraged some students who were coming to us only for financial reasons and not for educational reasons. In the end, Dr. Rottweiler believes this is nicely tied to the completion agenda.

Dr. Rottweiler reminded the Board that commencement will take place this Friday, May 11<sup>th</sup> on the Sierra Vista campus. Also, Santa Cruz will be holding their reception on Wednesday, May 9<sup>th</sup>; there will be administrative representation there, but Board members are also invited to attend. Dr. Rottweiler added that, at some point, it may be necessary to hold a Board session around Santa Cruz and that provisional Board to discuss some of the challenges being faced there and to get some clear direction for the future.

Dr. Rottweiler stated he had the opportunity to participate in the Teacher of the Year ceremony on April 13<sup>th</sup>; he was the keynote speaker for the Celebration of Learning at Douglas' celebration of 15 years of University of Arizona-South; he provided the keynote for the Douglas Unified School District's Honors ceremony – the Diamond Scholars Program, where 300-400 4<sup>th</sup> through 8<sup>th</sup> graders and approximately 300 high school students were recognized. He attended his daughter's graduation and moved his parents to Arizona; he thanked the Board for their understanding.

Discussion followed around the topic of adult education after Mrs. Strain inquired if there were any other agencies/non-profits stepping up, or if community colleges were the 'lone wolf'. Dr. Rottweiler stated there was a significant outcry, with a number of letters and arguments made. Mrs. Strain requested that Dr. Rottweiler keep her informed as this impacts First Things First. Dr. Rottweiler stated that many programs are tied to this, and there will be significant discussions as there are a number of employees that may need some level of notice; we just don't know exactly where this is headed. What we do know is that community colleges cannot fund this again. Dr. Rottweiler added that there was huge support for what the group was trying to do; however, House leadership was not willing to reopen any discussion.

#### **1.05.6 Monthly Financial Report – April, 2012**

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

## **2. APPROVAL OF MINUTES**

### **2.01 Acceptance of Minutes, Special Budget Study Session Meeting – April 10, 2012**

The minutes of the April 10, 2012 Special Budget Study Session of the Cochise County Community College District Governing Board were accepted and entered into record.

### **2.02 Acceptance of Minutes, Regular Meeting – April 10, 2012**

The minutes of the April 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 Ms. Sylvia T. Burnside, former president of the San Pedro River Arts Council, acknowledging receipt of the Forty-Seventh Annual Commencement of Cochise College and President's Reception invitation. She also informed Dr. Rottweiler that she ended her involvement with the San Pedro River Arts Council last year, as she and her husband have relocated to Colorado.*
- *Dr. Bo Hall, Dean, Student Services, received a card of appreciation from Ms. Whitney Cordero, on behalf of the Cordero family, thanking him for his assistance in researching and resolving their concerns regarding college staff and programs.*

#### **3.02 Library Information Literacy Programs**

Pat Hotchkiss, Director of the College Libraries, thanked the Board for allowing the library to provide the report and providing them the opportunity to brag a bit about the library programs. She then introduced Tetima Parnprome, Alex Felton, and John Walsh.

Ms. Parnprome provided a PowerPoint presentation and update on the Information Literacy Classes and the total classes taught each fiscal year, beginning in 2006 – 2007 where approximately 150 were taught, to 2011-2012 with over 200 classes being taught. She stated that they have made outreach efforts to both students and faculty by making themselves available, both in person and via videoconferencing, to connect with some students. Between August 2011 and March 2012, they have addressed over 400,000 reference inquiries from students; helping them with homework and answering questions. They have collaborated and worked with faculty to provide specialized sessions in order to meet student needs, and they are currently working with Celeste Atkins, Sociology Instructor, in areas she would like her students to learn; how to identify an academic article, how to read a academic article, and how to identify and avoid plagiarism. In reaching out to the students, it helps make them comfortable with the library and to be able to come to the librarians for assistance.

Ms. Felton provided a PowerPoint presentation and information on Outreach and Marketing. She stated that she wants students to feel comfortable because if students don't know who the librarians are, what they do, and what they can offer, then they can't ask for assistance. She added that students often feel 'library anxiety', not knowing where to start their library research or even how to do research, and then end up not asking for help or not knowing who to ask for help. In order to 'get their faces out there', the library has done a lot of outreach this year by participating in a number of Cochise College events, including New Student Orientation, the Mardi Gras Cart Decorating Contest on the Sierra Vista campus (which they won!), they presented a talk on E-books and book readers on the Passions Lecture Series, and most recently hosted a Book Spine Poetry booth at Art Fest on the Sierra Vista campus, where 35 poems were written using just the titles of the books written on the spines. Ms. Felton stated they also had the opportunity to speak to attendees about the library, and using her iPad, she was able to answer an attendee's specific question regarding folklore. She feels this was a nice experience which provided an opportunity to show who they are, and that they are here to help.

They have also held a number of in-library events - they have revolving, special themed displays; a cookbook display around Thanksgiving, a display for the Arizona Centennial, a Black History and Women's History Month, National Nutrition Month, Earth Day, Holocaust Remembrance and Genocidal Awareness and Prevention Month, and National Poetry Month. They have also hosted open houses, both in Douglas and Sierra Vista, and they hope to continue these next year to increase their outreach to students, faculty, and staff, as they are here for the entire Cochise community.

Mr. Walsh provided a PowerPoint presentation and Information Literacy (IL) Update on Assessment. The question he posed was, "How do we feel we're doing with information literacy at Cochise College? For traditional assessment, they have maintained a longitudinal collaboration with the English Department, and at the end of each academic year they review a collection of randomly chosen student papers and analyze the citations/in-text citations for minimum requirements that were set by the English Department. They have expanded their program, through active learning, learning communities, and learning librarian sessions, where students schedule themselves to come in and receive instruction in the writing process of how to use information in their writing assignments. Since moving to these expanded methods, they have started collecting qualitative observations from faculty and students to assess effectiveness. Mr. Walsh then provided data on quantitative assessment thus far, stating the criteria they use with the English Department is 85% of the randomly-selected English 101 and English 102 papers selected for review at the end of each year will cite an appropriate quantity and quality of authoritative resources. Over the last three years, the 85% criteria has not been met, but there is a defined, chronological pattern of improvement. It is believed that with continued collaboration throughout the disciplines, 85% will not only be reached, but exceeded. He then provided quantitative data on individual sessions, which showed the individual Spring sessions continued to increase from 128 sessions in February, to 130 in March, to 164 in April, and shows the student needs are being fulfilled.

Regarding the qualitative assessment, Mr. Walsh stated he believes the expanded instruction actually goes beyond marketing, and improves student learning, adding that they are making a difference individually. Some comments he shared from students included: "I am graduating in May and I owe so much to the library, I would have failed 101 and 102, you showed me how to learn."; "Thank you, the library orientation on use of the databases made all the difference in the world to the quality of my paper, students need more of this."; and "I was about to drop my classes because I was so lost, but the support I got from the library was phenomenal, I passed and even got an "A" on my English paper. Thanks and I will see you next semester." Mr. Walsh stated they are also making a difference academically, and included comments from instructors; "The papers from this class were the best papers I ever graded and easiest to grade, it was the most pleasing experience I have had grading papers."; "My students sing your praises for the assistance you provide them with their research projects. It is very clear to me when a student has worked with the library prior to submitting their final projects. The APA formatting is correct, their paragraph structure and flow of the paper are clear, and references are perfect. Thank you so much for what you do."; "As I grade the papers, I can easily pick out the ones of students who have had the library instructional help, the quality of work is transformational." Mr. Walsh concluded his presentation by stating that we are doing very well with information literacy at Cochise College and are going to do better!

#### **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 \* Administrative Support; Appointment (*Curtis Vincent, STEM Industry Outreach Coordinator, Sierra Vista Campus*)
- 4.01.2 \* Faculty; Appointment (*Rick Smith, Head Rodeo Coach, District-Wide*)
- 4.01.3 \* Classified; Resignation (*Debbie Catten, Administrative Assistant, Douglas Campus*)
- 4.01.4 \* Classified; Resignation (*Nilda Cruz, Administrative Assistant, Sierra Vista Campus*)
- 4.01.5 \* Administrative Support; Resignation (*Jeffrey Walker, Director of Fort Huachuca Center*)
- 4.01.6 \* Administrative Support; Retirement (*Dr. Jessica Dilworth, Adult Education Program Director, Sierra Vista Campus*)

##### **4.02 Reduction in Force and Reassignment**

Mrs. Strain moved and Mr. Hudgins seconded a motion to approve the reduction in force of the position of Instructor, Computer Science, and the appointment of Ms. Grace Mah to the position of Assistant Director of Online Campus. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

##### **4.03 Reduction in Force**

Mr. Hudgins moved and Mr. DiPeso seconded a motion to approve the reduction in force of the position of Office Specialist – Disabilities Services. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

##### **4.04 Reduction in Force**

Dr. Eaton moved and Mr. DiPeso seconded a motion to approve the reduction in force of the position of Offset Press Operator. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

##### **4.05 Oracle Software License Additions**

Mr. Hudgins moved and Mr. DiPeso seconded a motion to authorize the Vice President for Administration to transfer funds from the Governing Board reserves and execute necessary purchasing documents to procure the additional software licenses and their related maintenance that Oracle is requiring the college to provide. Dr. Rottweiler stated he is not very pleased with this development. Oracle recently informed him that the college did not hold enough licenses. We provided information under the guidelines they provided, that did not include students in the MOS Program or the Prison Program, as they do not access any of our electronic databases. Now, they need to be included. Vice Presidents Cartagena and Butler have had extensive negotiations with Oracle, and we are not in a good 'bargaining spot', as they are a sole-source provider and in some

ways Oracle has control of the market, basically saying we will either do it or we will no longer use it, rendering us almost incapable of doing our business. Through the negotiating process, we will receive a discount; however, we will need to spend approximately \$348,000 that was not planned nor budgeted for in the normal budgeting process. The request is being made to approve the use of Governing Board reserves to pay for this, with the ongoing maintenance to be taken care of in the normal budgeting process going forward. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **4.06 Security Services**

Mr. DiPeso moved and Mrs. Strain seconded a motion to authorize the Vice President for Administration to execute the contract amendment with G4S to continue providing security services to Cochise College for FY2013, with a rate increase of 2.26%. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **4.07 Discussion of Contract for the College President**

Dr. Eaton moved and Mrs. Strain seconded a motion to enter into executive session to discuss the employment of the College President. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Mrs. Guy called for a brief recess of the Regular Meeting at 6:45 p.m., after which she moved the Board into Executive Session at 6:55 p.m.

Mrs. Guy re-called the Regular Session to order at 7:16 p.m.

#### **4.08 Contract for the College President**

Mrs. Strain moved and Dr. Eaton seconded a motion to roll over the President's contract for one year, with a total salary increase of 5%; 3% base salary and 2% into the 403(b) annuity of the President's choice. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

### **5. ADJOURNMENT**

Mrs. Guy adjourned the meeting at 7:17 p.m.

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