

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

Tuesday, September 11, 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 6:02 p.m.

Board Members Present:

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

Board Members Attending via Teleconference

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)

An AADGB report was not provided. The next meeting is scheduled for Thursday, September 13, 2012.

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

Mrs. Strain reported that ACCT will meet in Boston, October 10 – 13, 2012, for the Annual Leadership Congress. Mrs. Strain will arrive a day early to attend the Communications and Member Services Committee meeting. Dr. Eaton, a voting delegate, will also be attending the Leadership Congress.

1.05.3 Senate

Mary Fogleman, Senate Chair, provided the report. She stated that the Senate met on August 24th and approved three policies, Governing Board Policy 636 - Tuition Exemption and Reimbursement, which is on this evening's Board agenda, and Administrative Policy 3012 – Certificate Requirements, and Administrative Policy 4006 – Social Standards. The Senate was also introduced to the new travel manual, which has been totally revamped, and they ratified three administrative policies that were posted during the summer due to their timeliness; policies 1015 – Use of College Vehicles, 3013 – Degree Requirements, and 4016 – Food and Housing Services. Ms. Fogleman added that a senator mentioned that the Senate has a reputation for being uninvolved in the college community. The Senate would like to see that changed, and is taking steps to insure that people know who their representatives are and who they can contact. Information has been provided in a portal announcement as to who the senators are and who their constituency is. The Senate will also make an appearance at the President's Open Employee Forums in October to inform people of who they are and what they do.

1.05.4 Student Government Association (SGA)

A Student Government Association report was not provided.

1.05.5 College President

Dr. Rottweiler thanked the Board for coming in early to participate in the Special Work Session. He went on to say that he is very appreciative of the Senate; they have been actively engaged in working with administration, ratifying policies, and keeping employees informed.

Regarding the legislature, Dr. Rottweiler stated that not a lot has changed. We are now through the primaries and into general elections, so not a lot is happening. The community colleges did request from the governor's office, a one month extension to the budget submission, from September 1st to October 1st, over the signature of Rufus Glasper, Chair of the Arizona Community College President's Council this year.

Funding wise, it's been interesting. A lot of work has been done in performance-based funding, with a lot of discussion going back and forth. Mr. Butler has done an enormous amount of work with the CBOs, as well as the work on Getting Ahead. It's difficult to talk about where they want funding to go for community colleges when there hasn't been any funding for community colleges. Dr. Rottweiler stated there will be further discussions, and he will keep the Board informed as this moves forward.

Dr. Rottweiler had the unique opportunity to have lunch with Rep. Jeff Flake when he was in town. It allowed for discussion around concerns on the federal level. Dr. Rottweiler shared his concerns regarding financial aid and the bureaucratic nature that it is taking upon itself. In a conversation between Dr. Fick and Dr. Rottweiler, it was jokingly stated that 'if the trend continues the way it is, we'll need one financial aid counselor for every student we have on federal financial aid'. Some research has been done, and Dr. Fick may want to speak to this, but contributing, in part, to the enrollment decrease that we're currently

seeing is – we have some students that will be fully enrolling in October, in the second eight weeks, but they were unable to complete their registration in August because their federal financial aid was not complete. Now, that's not necessarily the college dropping the ball, the students are a little late; however, more than that, the new regulations related to required information takes an extended amount of time to get students prepared and enrolled. Dr. Rottweiler also shared with Rep. Flake, his concerns around student loans – student loan debt is significant. The college has the ability, with some data-driven decisions, to talk about, and make decisions, on whether it's in the student's best interest to take that loan or if they're a good candidate for a loan. The college either offers the student loans or it doesn't offer the student loans. We know there are some students that are not good candidates and will most likely default on their loans, but the college has no choice except to provide them those resources. When they default on the loan, it's the college that's held accountable. The only other option is not to offer federal student loans, which is damaging to the students who are using the loans appropriately and helping them through. Dr. Rottweiler is committed to the students, and to keep our voices heard on a federal level. He shared that Rep. Flake spoke about some interesting things occurring in Washington, D.C. Because a budget has not been approved in the past four years, the various agencies are allowed to basically do what they want to do, because the Congress doesn't have the ability to control its purse-strings. Therefore, we are seeing lots of bureaucratic changes occurring in many agencies, such as the Department of the Interior and the Environmental Protection Agency, and the Department of Education is probably one that needs to be included as well.

Regarding the master facilities update, the last strip of asphalt was laid on the runway today, with some surveying tomorrow, and some temporary striping planned for Thursday and Friday. Hopefully, if all goes well, we'll be able to take off and land the Cochise College planes at the Cochise College airstrip. The facility is beautiful; with the rains that have occurred, we are a bit behind on the parking lot. However, Dr. Rottweiler is confident that we will be ready for a grand opening/ribbon cutting. He requested the Board put on their calendars October 19th, an open house/ribbon cutting; they will also be receiving a formal invitation from him. He will also be sending an invitation to the governor's office, the leadership of the Senate and the House, as well as the Higher Education Committee Chair, Representative Forese, and Senator Crandall from the Senate Education Committee, inviting them to talk about jobs and opportunities in unmanned aircraft systems. The day will run from 10 a.m. to 3:30 p.m., introductory flights will be offered for \$68, simulators can be flown, and demonstrations can be viewed. The official ribbon cutting will be held at 11 a.m., followed by a UAS demonstration by Northrop Grumman at 11:30. The college will have fly-in capabilities, and Dr. Rottweiler is hopeful that Governor Brewer will be able to fly in. Kristen Boilini will be bringing a number of legislators. This open house includes several items that should draw the attention of legislators and policy makers, one being the new facility, the second being the runway (which is funded in a matching grant with the Arizona Department of Transportation), and third, discussion around Cochise County and Arizona becoming a potential FAA test site for the integration of UAS into the national airspace.

Dr. Rottweiler informed the Board that he received the keys to the old Col. Smith Middle School (on Fort Huachuca). Senior Administration will be visiting the

school in the morning to discuss the next steps as we begin to plan for the transition into that facility. He stated he had briefed the Board, via email, regarding a fire in Young Hall, which was minimal, but caused some damage (this falls under the fort's responsibility). Classes are being held, and repairs are well underway. Senior Administration will tour that area as well.

Regarding the 50th Anniversary capital campaign, Dr. Rottweiler stated he appreciated the Board's willingness to hear campaign ideas, and he will send those ideas out for the feasibility study, as we talk about the nursing and allied health expansion, career and technical education complex, and student life improvements/enhancements on the Douglas campus. He believes we have a real opportunity with the 50th anniversary coming up, and some other exciting initiatives will be discussed as we prepare for 2014. On September 14, 2014 we will celebrate 50 years of educational services!

In his general comments, Dr. Rottweiler stated that on September 6th, the Innovation Campus celebration was held at the University of Arizona-South. The event was sponsored by Northrop Grumman, as they recognized 26 students that are on Northrop Grumman scholarships, as well as the amazing partnership we have with Northrop Grumman and our sister schools as a pathway of bringing people into the STEM initiatives. He left there to attend lunch with Jeff Flake, and that evening he attended the Foundation donor/recipient celebration. He felt it was a wonderful event, and the Foundation did a great job hosting our student recipients as well as donors. Feedback on the event has been very positive. He thanked the Board for taking the time to attend and spending time with the students; he knows it meant a lot to them.

Dr. Rottweiler went on to say he has a number of presentations, among other things, coming up in the community. He has spent some time working with the Douglas Economic Development group, providing an update on what is happening at the college. He later followed up with Victor Gonzalez and Copper Sky Development, as they begin discussions around another border crossing off of Kings Highway. This may provide us opportunities related to infrastructure that is so vitally needed for the Douglas campus.

Dr. Rottweiler will be the speaker on October 3rd, for the Military Appreciation Luncheon, sponsored by the Sierra Vista Chamber of Commerce. Cochise County has asked him to provide an in-service on October 25th on generational changes and how that works in the work place.

Dr. Rottweiler informed the Board he received notification that the Board of Supervisors took action and reappointed Mrs. Jane Strain to the Board, and Mr. Dennis Nelson, from Naco, was appointed to the Board. There will be no need for an election in November, since both candidates ran unopposed in their district. Dr. Rottweiler then took the opportunity to be the first to thank Mrs. Guy for her amazing service to the Board, and celebrations will be planned in the coming months to recognize her years of service.

Just as a reminder, Dr. Rottweiler stated the October Board meeting will be held on the third Tuesday, October 16th, instead of the second Tuesday, to accommodate Board member attendance at the ACCT Annual Leadership Congress being held in Boston, MA.

1.05.6 Monthly Financial Report – August 2012

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

2. APPROVAL OF MINUTES

2.01 Acceptance of Minutes, Regular Meeting – August 14, 2012

The minutes of the August 14, 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 Mr. Glenn Nichols, Benson City Manager, on behalf of the Benson City Council and City of Benson, thanking him for his dedication and contribution to the Benson Southeastern UAS Test Range (Benson/Safford) Request for Information.
- Dr. Rottweiler received a letter from Mr. Graham B. Fellows, commending the Pharm Camp held this summer. He stated his expectations were high, but as the week concluded, those expectations were far exceeded. He also acknowledged Tasneem Ashraf for her assistance.

3.02 First Reading of Revisions to Board Policy 636: Tuition Exceptions and Reimbursements

Dr. Rottweiler stated that Policy 636 relates to tuition reimbursement, and includes dependents. There has been a bit confusion based around some of the changes that have occurred in health care. The board's intent, as it relates to tuition, is really for dependent children. Therefore, this has been clarified in the policy, as well as additional revisions being made to reflect current practice.

3.03 Provost's Report

Dr. Verlyn Fick, Vice President for Instruction/Provost, provided the report, stating he will revisit some of the topics he spoke about during his last report. He began his report by providing the enrollment statistics for this Fall semester and provided the Board with a handout. He stated that FTSE is down 7.7%, and unduplicated head count is down 7.8%, from last Fall. That is not necessarily good news, but compared to certain points during registration periods, he was afraid of the numbers he would have to report – so, there was a recovery at the last minute. Dr. Fick stated he will be talking about a few things, as Dr. Rottweiler outlined earlier, about how last minute registrations don't always work out well for students. In looking at some subject areas, there has been decreased enrollment in agriculture more than the overall average, due in part to a staffing transition. He anticipates better enrollments next Fall. In some cases, our desire to schedule for completion has resulted in some areas where we have limited space where the class size limits, and our scheduling to get them through the program, has resulted in a reduction of some enrollments – instead of having five sections of Automotive 1 per semester, we're down to one section of Automotive 1 to take care of students.

There are a few areas where the outlook looks a bit brighter, such as JTED and the nursing assistant program, and med-term is now being offered online, all of which has generated some increases. However, Dr. Fick stated he has been seen a steady decline in the Business area, at least in the five years of data that he has been looking at, and we obviously need to figure out what is going on in that area. An area that was expected to go down was CIS because the Gen Ed requirements were changed, and students have the opportunity to take other courses to meet those requirements.

Location-wise, enrollments have dropped from 4.2% on the Douglas campus to as high as 13.4% online, so different locations have had different advantages and disadvantages. One of the things we've done that would impact the locations differently is that the Avionics program is now on the Douglas campus instead of the Sierra Vista campus. The Sierra Vista campus has also seen some decline in the EMT area, due in part to the very large paramedicine class last year, which saturated the market, and they weren't able to put together a cohort for paramedicine for this year. Dr. Fick added we do have the new accreditation, which is one of four programs in the state of Arizona that is accredited, so we're planning on next year's program to be larger, as we have the ability to offer an accredited program. Nogales has shifted their EMT offering from Fall to Spring, so that's another EMT drop we've seen. Even though the Virtual campus showed a bit of a decline, there were increases in health and reading (which were new offerings for them), as well as Spanish.

Dr. Fick stated that, as we're trying to do more extensive background and research into enrollment and track it different ways, one of the things that the Office of Institutional Research has done is to look at student types. He provided a handout showing student types divided into five categories: first time college student; continuing student; readmits; transfer students; and concurrent high school students. It also showed the percentage makeup of the terms being measured in the Fall, of those students over a five year period. The percentages are relatively steady, although it appears the continuing student portion of the calculation is going up. Another document showed the same five student types broken down by campus/center locations. Dr. Fick stated that, in looking at the data, what he noticed first was the shifting of enrollments from a lot of our locations to online in the past five years; the difference in the makeup is probably around a 35% increase in online enrollments. He will continue to track this.

Regarding the Financial Aid situation, Dr. Fick received data from Karen Bennett, Director of Financial Aid, which included the number of individuals who submitted their FASFA to the college (for a ten year period), and the number of awards that were offered in that year. He was able to do some comparisons (this year is only a partial year so he didn't have a date-to-date comparison). In any given year, other than the last 3-4 years, between 3,000 – 4,000 FASFA's have been submitted to Cochise College. During those years, we've typically had in the mid to upper 60's, in terms of the percent, those who actually received an award from the college for financial aid. In the last three years, we've gone from between 3,000 – 4,000, to an annual number of 5,548 submissions last year. There has been a spike in the number of FAFSA applications over the last two-three years. Last year, 63.7% of the people who submitted a FAFSA were offered a reward. This year so far, 4,100 applications have been submitted, and of these numbers, only 32.9% have been offered an award. We have gone from a typical two-thirds to this point in the year, to one-third of students seeking financial aid that have received an award. In speaking with Ms. Bennett, there are a couple of factors that are making things more difficult for awards to go out, one of which is putting more restrictions on who can actually qualify.

This year, for the first time, students need to submit a formal tax document that comes from the IRS to qualify; getting the form may take from 2-3 days up to 3-4 weeks, depending on how accurately/timely the online information is entered. So, the question there could be: Is financial aid process causing the people not to register and the decline in enrollment? Dr. Fick anticipates the second 8-week classes to be a lot fuller because of the people having to wait for their financial aid, and the Spring classes will be better because some of them may be ready by then. There have been discussions about the need to look at financial aid issues to see if there are things we can do, process wise, to keep students informed about the lag, and to assist with removing some of the limitations from the system.

There was some discussion comparing the online vs. face-to-face success rate, of which Dr. Fick did not have sufficient information to report. He suggested providing another report when additional information is available.

Regarding the completion agenda, Fr. Fick stated that changes have been made to the catalog. This past year, three degrees have been added, 13 degrees have been eliminated, and 19 certificates have been eliminated. The focus is on areas students want to pursue and will complete. Also in the online catalog, students will find links to 'degree maps'. Dr. Fick pointed out three specific areas: 1) locations where courses are offered, 2) learning outcomes, and, 3) semester sequences for all programs. The final versions will be posted next week. In addition to catalog changes, schedule changes are also web-based, making it possible to update course offerings on a daily basis, if necessary, making the scheduling process more reliable.

Related to the degree maps is another technology based item called "My Degree Plan". This is an online tool to assist students in knowing the courses they need to take to be able to plan their schedules, as well as to check on alternatives that may be available in order to switch programs. This will offer 'to the minute' guidance to the students trying to make decisions. This will also add to the efficiency and effectiveness of the counseling/advising staff. Dr. Fick added that he would also like to use this kind of technology to know when the student has achieved all of the credits needed for a degree, and then inform the student. Unless the student informs the college otherwise, the college will move forward with granting them their degree.

The last item under completion would be the 'Student Success Committee'. Dr. Fick has reassigned a staff person to be a student success coordinator. This person will be tasked with trying to figure out pilots that can be run for different types of programs that will help improve our orientation, our advising, CPD type courses, etc., and to work with the success committee as an action research group. His hope is that this will help in coming up with and testing ideas to see which ones will work at Cochise College.

Dr. Fick informed the Board that, last year he reported that 50 students didn't graduate because they didn't pay their graduation fee; this year the number was 40. Since the Board eliminated the graduation fee beginning this year, the hope is that this will also improve the completion rate.

Dr. Fick reported that we are now in year two of our accreditation process. This Fall we are emphasizing a number of assessment projects, testing the outcomes that are part of the degree qualifications profile. This will be written up in the Spring as part of our report to get through the first two years of the improvement project. We will then go through the typical data assurance piece. Hopefully, in a little over two and a half years, we will have

completed our accreditation process, at which time it will become more of an annual process for the most part.

The faculty credentials process has been substantially completed. Currently, there are 2,060 different faculty discipline qualifications in the system; 150 people were not approved. Dr. Fick thinks the system has a 'better set of teeth' to it, and is something that can stand up under the watchful eye of the accreditors and others.

Dr. Fick stated he has spent the last two days with external evaluators and with the principal investigator from the Science Foundation Arizona. There have been discussions about our professional learning council, addressing math and engineering with high school and university partners. They have also had internship discussions. A STEM website has been put together for all of the STEM efforts at Cochise College, and it has been very well received. He will be travelling to Las Vegas next week to report on our STEM progress, and he will provide a report at the annual NSF meeting being held in Washington, D.C. in October.

Regarding assessment, Dr. Fick stated all the program level outcomes have been completed, and they are now more easily submitted to assessment processes. He added the computerized assessment process called CLIP is approximately 30% complete. Software is being written, and people are being trained on how to use it, as they move forward in various steps of the process.

Lastly, Dr. Fick provided the Board another set of data, similar to last year's set of data, on metrics. For many of the areas, from last year to this year, there has been some progress, seeing a number of the percentages go up. In other areas, we have a long way to go. He stated that the graduation rate going from 17% to 26% is a good thing, and added that the Fall-to-Fall retention rate going from 53% to 69% is also good.

Dr. Rottweiler stated that we are data driven and that the completion agenda is being taken seriously.

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 * Classified; Appointment (*Shannon Gahn, Administrative Assistant – Athletics, Douglas Campus*)
- 4.01.2 * Administrative Support; Appointment (*Sharon Burks, Military Training Programs Manager, Ft. Huachuca Center*)
- 4.01.3 * Administrative Support; Appointment (*Maureen Florez, Academic/Career Advisor, Sierra Vista Campus*)
- 4.01.4 * Classified; Resignation (*Patricia Gregan, Student Services Technician, Sierra Vista Campus*)
- 4.01.5 * Classified; Resignation (*Angelita Vega, Administrative Assistant, Nogales Center*)

- 4.01.6 * Classified; Retirement (*Judy Farris, Fiscal Support Technician, Sierra Vista Campus*)
- 4.01.7 * Classified; Retirement (*Sandra Flakowski, Administrative Assistant – Principal, Sierra Vista Campus*)
- 4.01.8 * Administrative Support; Retirement (*Judith Doerr, Director of Curriculum, Learning and Assessment, Sierra Vista Campus*)
- 4.01.9 * Curriculum Changes

Bruce Richardson, Dean, Business and Technology, introduced Sharon Burks.

4.02 Tuition Reciprocity with New Mexico State Higher Education Department (NMSHED)

Dr. Eaton moved and Mr. Hudgins seconded a motion to allow the president to enter into an agreement with the New Mexico State Higher Education Department to continue in-state tuition reciprocity for former Cochise College students attending select New Mexico universities and New Mexico students attending Cochise College. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4.03 Intergovernmental Agreement (IGA) with the City of Douglas to Operate Transit Services to the Douglas Campus

Mr. Hudgins moved and Mrs. Strain seconded a motion authorizing the president to execute an extension of the current Intergovernmental Agreement with the City of Douglas to provide transit services to the Douglas Campus. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Prior to adjournment, Mrs. Guy opened the floor for comments from the Board. Dr. Eaton stated he would not be in attendance at the October 16th Governing Board meeting.

5. ADJOURNMENT

Mrs. Guy adjourned the meeting at 7:00 p.m.

Respectfully Submitted:

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

Mrs. Jane Strain, Secretary of the Governing Board