

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, April 9, 2013
Douglas Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

The meeting was called to order by Mrs. Strain at 6 p.m.

Board Members Present:

Mrs. Jane Strain
Mr. David DiPeso
Dr. John Eaton
Mr. Donald Hudgins (via teleconference)
Mr. Dennis Nelson

1.02 Pledge of Allegiance

1.03 Adoption of Agenda

The agenda was adopted as published.

1.04 Citizen's Interim

There were six requests to address the Board; Angelika Johnson, Mary Adams, Alice Hamers, Mimi Ferrero, Gail Manahan, and Joel Carp. There was an overall concern expressed centering around the partnership between Cochise College and Northrup Grumman, the training of students in the Unmanned Aerial Systems courses, and what they felt and feared was teaching students to follow orders and essentially spy on and kill people long distance – to become remote control killers. Speakers also expressed concerns about academia, militarization, and big business coming together. Another speaker thanked Dr. Rottweiler for his diplomacy and assistance in facilitating a peaceful presentation on the Douglas campus.

Dr. Rottweiler stated that faculty and staff working in this area were in attendance, and they would be happy to spend some time with anyone who is interested, explaining what the college is doing in this area. Community colleges, consistent with colleges around the country, utilize advisory committees to help shape curriculum, among other things, whether it be hospitals or automotive shops - whatever the industry, as we prepare people for those jobs. We do not have a drone program as currently constituted within the name of a 'drone'. We do have an unmanned aircraft systems program, which is in partnership with our Aviation program. We have been training commercial pilots since the late 1960s, and we are now seeing some transition. We will not participate in the militarization of that, and we do not have any curriculum that talks about shooting things out of the sky or surveillance. What we do have is programming that talks about how to

operate these systems that will be integrated into the national airspace, adding that we are probably not far away from seeing cargo being shipped using this technology.

Dr. Rottweiler believes we are on the forefront; in 2012, the Federal Aviation Administration (FAA) was tasked to integrate into the national airspace, that type of aircraft. He added that if 'drone rangers', which he believes many in the group who addressed the Board this evening have titled themselves – was Googled, they would see that one of the main uses for the new 'drone ranger' is to actually stop the poaching of rhinos and to insure their protection.

We will see much more of this technology as we move into the future. Dr. Rottweiler stated the college is not tied to any one industry. We recognize the need and try to be on the forefront as we prepare people for meaningful careers. He added that he understands the concerns related to militarization, and it is a discussion that needs to be addressed in the coursework; however, there is civilian and non-military utilization for much of this technology, and we will see that continue to occur as it moves forward.

1.05 Standing Reports

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

Dr. Eaton deferred to Dr. Rottweiler to introduce Mr. and Mrs. Pintek, long supporters of Cochise College, and generous contributors to the new artifact display for which the reception was held preceding this Board meeting. Mr. Pintek was the first student body president. The college is appreciative of everything he and his wife have done to help the college and to help move it into the future. Dr. Rottweiler thanked Mr. and Mrs. Pintek for their ongoing support to the college.

Regarding AADGB, Dr. Eaton stated that one of their better meetings was held this past month. A complete review of the by-laws was performed. A special Board education training-type program is being planned for September 27th in Phoenix, and they would like as many Board members as possible to attend. The program will be held at one of the hotels in the general area of the Maricopa system's offices. Also discussed was the non-operating districts – a recent concern has come up for Northland Pioneer in Apache County, regarding wanting to do the same kind of thing. He stated that, in many ways, he thinks it's time for the legislature to revisit that law.

At the ACCT meeting in October, and thanks to Mrs. Strain's efforts, Arizona will have its own caucus. There will be a short program, and Dr. Eaton and Mrs. Strain have been working on getting a speaker. He would like the other colleges to attend because not too many of them were willing to commit to coming to Seattle.

Dr. Eaton inquired if the college has received the invoice from AADGB for membership dues. Dr. Rottweiler responded that yes, we have, and it has been paid.

The next meeting of the AADGB is scheduled to be held on May 23rd.

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

Mrs. Strain stated the next meeting of the ACCT, the Annual Leadership Congress, will be held in Seattle, WA the first week in October, and will be comprised of speakers, break-out sessions, and internal governance work.

1.05.3 Senate

There was no Senate report provided as the Senate did not meet in March.

1.05.4 Student Government Association (SGA)

Juan Escalante, President of the Douglas campus Student Government Association, provided the report. He stated that, in February, the SGA observed National Chocolate Mint Day, in which 55 students were served ice cream with mint toppings; they held a faculty and staff appreciation luncheon; held a Valentine's Day raffle; helped out this semester with the half-time show with the basketball team and gave away I love Cochise T-shirts and mini basketballs. Upcoming events include Spring Fest, as well as the Student Awards Ceremony, in which the Board was invited to attend. A Casino Night is planned for April 25th, where professional dealers from Casino del Sol will participate; there will be no charge for students, but they will play poker or craps and win tickets for entry into a drawing for an iPad, laptop, or a 22-inchTV.

1.05.5 College President

Dr. Rottweiler thanked the Board for coming in early for the Study Session, and for their participation in the artifacts reception. In a recap of the study session, Dr. Rottweiler stated we are not going to know a lot about funding until things are settled on the Medicare expansion debate happening across the state. No discretionary funding will be discussed until they get through that system. In the meantime, our STEM bill (capital outlay) has received overwhelming support, and it appears that the funding is in place to come back to Maricopa and Pima, moving that system-wide from \$3.3M to just over \$11M. Dr. Rottweiler added that he believes we have the support to get funding for Adult Basic Education back in the budget bill, at least at some level, which will help maintain the maintenance of effort that the federal government requires. Dr. Rottweiler stated he forwarded the Board, via email, the legislative tracking bills, and would be happy to answer any questions the Board may have.

On the federal level, the government did put tuition assistance for armed services back into place. We are in a 30-day waiting period, waiting for the new rules to come out. It appears it should be re-implemented the first part of April, but what the requirements and qualifications will be are yet to be known. Early indicators are that instead of it being 100% tuition, it may be 75% paid by tuition assistance, with the student having to bear 25%, and there may be limits on the number of credits taken. Dr. Rottweiler stated that we are able to handle any of those things, as long as the opportunity is there for the students to complete the education they have started. He will keep the Board updated as this moves forward.

Regarding facilities, Dr. Rottweiler stated Mr. Dykstra took the Board members on a tour of the gym prior to this meeting, and they observed the progress that

has been made there. Work is set to begin on the Douglas campus parking lots the day after commencement, and we are working on xeriscaping, trying to ramp up water conservation as we look around and prepare for commencement that is taking place next month. On the Sierra Vista campus, curbs are being put in in anticipation of the work to begin on the parking lots there. Work is well on the way in making the bathrooms in the 700 building ADA compliant.

In his general comments, Dr. Rottweiler shared that he has scheduled an all-day Board retreat for June 1, 2013, which will be facilitated by Dr. Pam Fisher from ACCT. The Board will be receiving an email in the next few weeks regarding a Board assessment, as the Board chair has requested the Board do an assessment of where they think they are.

Dr. Rottweiler traveled to Chicago for the Higher Learning Commission (HLC) meeting, in preparation for the October 2015 visit. Our new liaison with the HLC is Stephanie Rizuzi; Dr. Rottweiler and Dr. Ward had the opportunity to meet and spend some time with her.

Dr. Rottweiler informed the Board that, with the pending departure of Mr. Kevin Butler, he has named Sandy Bryan as Interim Vice President for Administration. Her staff has huge support for her, and senior staff is very comfortable with the decision; they look forward to her joining the team and to working with her as they move forward.

As everyone is aware, commencement is next month, which means that between now and then, there will be a lot of activities taking place, from the Douglas Awards ceremony on April 24th, to honors recognitions, to nurses' pinnings, to the President's reception, to commencement. The Board will be kept informed and up-to-date; Dr. Rottweiler invited them to attend any/all of the events they wish to participate in. Dr. Rottweiler strongly encouraged the Board to attend the President's reception and commencement.

1.05.6 Monthly Financial Report – March 2013

The Financial Report for March 2013 was presented and accepted as submitted.

2. APPROVAL OF MINUTES

2.01 Acceptance of Minutes, Regular Meeting – March 19, 2013

The minutes of the March 19, 2013 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 a letter from the Commission on Accreditation for Respiratory Care (CoARC), authorizing the Approval of Intent to establish an AAS Degree Respiratory Care Program at Cochise College, effective March 28, 2013.

3.02 Human Resources Report

Wendy Davis, Vice President for Human Resources, provided the report, showing a PowerPoint presentation and distributing a copy of the report to the Board. She began by saying that the college and its employees/staffing are in great shape, and faculty and staff are very committed to the college mission of student learning and success. Cochise College is the 9th largest employer in Cochise County (dropping from 7th place last year), with 560 full-time employees. Regarding our gross wages, we're sitting around the \$22M mark for gross salaries (all funds). This past (2012) calendar year, we averaged around 719 employees on our payroll and distributed 1,234 W-2's last year.

Ms. Davis then provided some demographic information, stating that approximately 41% of employees are full-time. In the race and ethnicity distribution, relative to our student population, our Hispanic/Latino student population is approximately 40%, whereas our employee base is right at 19% - which is similar to what it was last year. For those that report, 23% of applicants are Hispanic.

Regarding years of service, Ms. Davis stated we have a tremendous amount of longevity, with 12 employees having worked at the college for over 25 years. The majority of employees have been with the college in the 0 - 5 year range; however, a significant number of employees have been with the college over 20 years. The average age of our employee demographic is sitting with our management at right around 55 years of age, our faculty is sitting at 51 years of age, and our all employee base is just under 50 years of age. She also shared that 45% of management, 37.3% of faculty, and 35.5% of all employees are over the age of 55.

The next part of the presentation focused on salary structure. Ms. Davis reviewed the trend line of where the college's faculty salaries are compared to regional and state averages, among the Minimum salary (Master's, No Experience), Midpoint (Masters+30), and Maximum (Ph.D., Max). Cochise College is in line with national regional averages, and actually a bit above the line for the top of our salary structure. Ms. Davis then reviewed the actual average faculty salaries for the region, state, and Cochise College for 2011-12 and 2012-13, which showed a slight decline in the regional average, but a slight increase in the state average. The regional information comes from the Mountain States Association of Community Colleges, which is a corridor of states in the Rocky Mountains region that participate in the salary study, and it depends year-to-year, who participates, and what data is presented.

Ms. Davis then reviewed Administrative Support and Classified Staff salaries related to some comparators. She referred to a spreadsheet previously distributed, and pointed out that, for Administrative Support, the National Average compares 44 positions, Regional Average compares 17 positions, and State Average compares 23 positions. The Cochise College number compares 52 positions, and about half a dozen positions are low on the salary comparator, but there are a number of positions that are well over the mid-point or average. For the Classified salary study, the Regional Average compares 8 different positions; she had no data on the State study as the CBO only does a comparison on salary structure, not actual salaries.

Ms. Davis then highlighted some training and development initiatives for employees which included supervisor workshops, district-wide harassment sensitivity seminars, FERPA training, soft skills such as conflict resolution, time management, everything speaks customer service, ethics in the workplace, and how to be a good team player. We also provide a number of services for students, including student employment, workshops and help sessions related to resume writing, interview skills, writing cover

letters, preparing job applications, and dress for success. The Human Resources department also works with other departments on career and job fairs.

There was some discussion around the changes in Financial Aid and some of the problems caused as a result of these changes.

4. NEW BUSINESS *

4.01 Consent Agenda *

The following items were approved:

- 4.01.1 * Classified; Resignation (*Jesus Romero, Bus Driver/Mechanic, Douglas Campus*)
- 4.01.2 * Faculty; Resignation (*Lisa Benson, Nursing Instructor, Sierra Vista Campus*)
- 4.01.3 * Administrator; Resignation (*Kevin Butler, Vice President for Administration, District-wide*)
- 4.01.4 * Additional FY 2013 – 2014 Student Tuition and Fee Schedule
- 4.01.5 * Renewal of Programs of Study Consortium IGAs
- 4.01.6 * Curriculum Changes

Mr. Hudgins 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. There were no introductions to be made.

4.02 Personnel Listing

Mr. DiPeso moved and Mr. Nelson seconded a motion to approve the Personnel Listing containing the names of employees to be issued employment contracts for the ensuing fiscal year. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4.03 RFP #32-03 Food Services

Mr. Nelson moved and Mr. DiPeso seconded a motion to authorize the President to cancel the current contract with Sodexo and negotiate and execute a contract with A'viands to begin providing food services to the district at the earliest possible date. Mrs. Strain inquired if the college was anticipating any undue disruption to service during the transition from Sodexo to A'viands. Dr. Rottweiler replied that no disruptions were expected. Mr. Nelson inquired about, and Mr. Butler clarified, the timeframe involved in canceling Sodexo's contract - the transition should be complete before the new semester begins. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4.04 New Governing Board Policy 212 – Governing Board Member Insurance Benefits

Dr. Eaton moved and Mr. DiPeso seconded a motion to approve the new Governing Board Policy 212 – Governing Board Member Insurance Benefits, on this second and final reading. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

5. ADJOURNMENT

Prior to adjournment, Mrs. Strain opened the floor for comments. Mrs. Strain stated she wanted to take a minute to say goodbye to Mr. Butler, and to thank him for his years of service to the college. Mr. Butler stated it has been a privilege to come back to Cochise College and to serve in this administrative capacity, adding that we've done some tremendous things over the last six years. Mr. Hudgins thanked Mr. Butler for all his help to the college over the years, and for everything he's done on a volunteer basis to help the Bisbee community. Dr. Eaton and Mr. DiPeso also thanked Mr. Butler and wished him good luck in his new venture. Mr. Nelson stated that Mr. Butler has been an exceptional leader and we are losing a valued employee. Mr. Butler stated he is looking forward to the challenges at Nevada State College. He added that he is leaving the college in the capable hands of Sandy Bryan, who has been a long-time employee of the college, who is very skilled, and that he has full confidence in her. Mrs. Strain stated that, as we say goodbye to Mr. Butler, we welcome Ms. Bryan, and thank her for stepping into this role.

Dr. Eaton followed up on a comment made by Mr. Pintek regarding a previous art exhibit which was held in the 1960's showing the American flag in a toilet.

Mr. DiPeso stated the art exhibit reception was very nice, that he thought the work session was very productive, it was a good meeting tonight, and he commended Dr. Rottweiler on his response to the anti- 'drones' speakers.

Mr. Nelson echoed Mr. DiPeso's comment regarding the anti- 'drones' speakers and the college's concerns around that situation. He feels that Dr. Rottweiler's involvement with those involved helped to diffuse tensions. Dr. Rottweiler stated that the speakers have legitimate concerns which need to be discussed, and they are welcome on campus as long as they abide by our guidelines, as anyone else would.

Mr. Hudgins stated it was a very productive evening.

Mrs. Strain stated the Arizona Youth Town Hall will be held tomorrow, and that she will attend the Honors reception on Thursday, April 18th. She also thanked Dr. Rottweiler for his 'peacemaking' abilities.

Mrs. Strain adjourned the meeting at 7:11 p.m.

Respectfully Submitted:

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

Mr. David DiPeso, Secretary of the Governing Board