

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, August 13, 2013
Benson Center
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. Dennis Nelson

Board Member Absent:

Mr. Don Hudgins

Mrs. Strain stated this meeting has been appropriately advertised, as required by state statute, and a quorum of the Board is present to conduct business.

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 distributed the proposed agenda for the Fall meeting of the AADGB, which has now been moved to November. He requested the Board review the proposed agenda and email him suggested alternate agenda items, which he will forward to the committee. Mrs. Strain added that it is her understanding that AADGB will present this information to the President's Council at their meeting on Thursday, August 15th. She asked the Board to review the agenda and text Dr. Rottweiler any suggestions they may have. Dr. Rottweiler requested some direction, and stated some concerns with taking the lead on this. He will know more information after the meeting. Mr. Nelson inquired if the Fall meeting is one

or two days; Mrs. Strain stated it is a two day meeting. Dr. Rottweiler inquired if Board members, knowing what is on the agenda, would be interested in attending the Fall meeting. Dr. Eaton would welcome any comments and/or suggestions.

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

Mrs. Strain reported that she, along with three other Board members and Dr. Rottweiler, will be attending the ACCT Leadership Congress in Seattle, WA the first week in October. She will also attend the Governance and Bylaws Committee meeting on October 1st, the Chair's Academy meeting all day on October 2nd, and the Pacific Region caucus elections on October 3rd. These will be followed by the Arizona State meeting where Dr. Eaton coordinated the presence of Dr. Joe May, the Director of the Louisiana community college system, to speak to the Arizona trustees on the topic of trustee responsibilities in advocacy work. Mrs. Strain stated that ACCT is requesting interested trustees apply to committees and distributed the forms necessary to apply. Mrs. Strain added that she has 'put her hat into the ring' for the position of Pacific Region Director.

1.05.3 Senate

A Senate report was not provided. The next Senate report will be provided in September.

1.05.4 Student Government Association (SGA)

A Student Government Association report was not provided. The next SGA report will be provided in September.

1.05.5 College President

Dr. Rottweiler stated that the new academic year is up and running; we kicked off on Saturday with associate faculty convocation on the Douglas campus, and with convocation on the Sierra Vista campus yesterday. This week, associate faculty convocations will be taking place across the district and into Santa Cruz County, welcoming back our associate faculty, as well as full-time faculty. New student orientation is scheduled for Friday and Saturday. Dr. Rottweiler thanked Chair Strain and Dr. Eaton for attending convocation, adding it meant a great deal to the staff to have them in attendance.

Regarding legislation, Dr. Rottweiler stated the budget has been signed and reported on, and he distributed the full report, as presented by JLBC, to Board members. He pointed out that they could see how each of the colleges fared. Overall, Cochise College received about \$5.7M in M&O (what is referred to as state aid), and another \$4.7M in equalization. Compared to actual in 2012 and estimated in 2013, we dropped a bit on the M&O side, and dropped about \$900,000 on the equalization side. This year, in an effort that came out of the President's Council, led by Northland Pioneer and Cochise College, we were able to get \$2M placed back in as Capital Outlay, which has now been changed over to STEM funding. Dr. Rottweiler stated they are really pleased, as this is the first 'new money' that has come into the system during his four years in

Arizona. He added that the system, as a whole, has taken significant hits. Three years ago we lost 48% of all state funding across the system. Unfortunately, the \$2M that was put back in was less than half of what the formula said should have been, and it excluded Maricopa and Pima; however, he feels that at least it is a foothold we can work on as we move forward.

Dr. Rottweiler informed the Board about the Arizona Community College Coordinating Council (ACCCC or AC4) meeting being held on Thursday, August 15th, and provided them with the posting and agenda for that meeting. It has been advertised as an 'open to the public' meeting. One of the agenda items he felt the Board should be aware of deals with performance based funding. Sandy Bryan and her colleagues across the state have been busy working through some formulas. This will be the first time it will be brought before all the presidents to discuss. Basically, the model requests, at a minimum, \$5M in new funding from the state to follow the metrics that have been established out of the Arizona Community College Strategic Visioning Statement, and then distributing those funds on a performance based model. Dr. Rottweiler thinks the timing may be good, as the governor's office and the legislature believe performance based funding is important. He is hopeful that all ten districts can get tied in together as it moves forward. There are two parts to the meeting; the first part is an organizing meeting, which will be an annual meeting, and the monthly meeting, which will replace the old Arizona Community College President's Council, as the president's now represent each of the districts as the Board of Directors of the ACCCC (AC4).

Regarding master facilities, Dr. Rottweiler stated it has been a very busy summer with lots of rain. The campuses are incredibly green, but the Douglas campus has standing water, and a flood ran through the Aviation building. The Douglas campus hasn't seen this much rain in a long time! However, the campuses are luscious and ready to welcome students. Dr. Rottweiler acknowledged Frank Dykstra and his staff for staying on top of everything. Related to that, the finishing touches on the gymnasium upgrade have been completed and is ready for students returning on Monday. Work has also been done on the baseball field related to dugouts and fencing. New parking lots have been completed in Douglas, Sierra Vista, and Fort Huachuca. Restroom renovations on the Sierra Vista campus have been completed, bringing it into ADA compliance. In 2011, we were selected for a Civil Rights audit; under Sheila DeVoe Heidman's leadership and Frank Dykstra's assistance, we have completed all of the requirements that needed to be done. We are also in the process of revamping space on the Sierra Vista campus for the respiratory therapy program. Also, as you entered the Benson Center, you became aware that the entrance is under construction. We have done an enormous amount of work on the infrastructure in Douglas – after briefing the Board on a number of occasions on bandwidth, Dr. Rottweiler was pleased to announce that the new microwave system is up between the campus and D hill. On August 23rd, we are set to connect in with Cox Communications. Hopefully, we can expand the bandwidth onto the Douglas campus for use by students, primarily in student housing, and instruction. He will keep the Board briefed on that as it moves forward.

Dr. Rottweiler informed the Board that on Monday, initial discussions will begin around the Bugen Family Career and Technical Education Building, Phase 2. He has invited the DLR Group, which were the architects who did all of the architectural work on the Sierra Vista campus, for an initial discussion. This will

just be some planning work that we can take to Mr. Bugen, along with future donors, on what we are planning or hope to do. Under Policy 301, Delegation to the President, Dr. Rottweiler is authorized to enter into architectural services under \$50,000. He believes this will be well below that amount as we do some initial sketches, planning, and visioning. As we get ready to move forward, it will be brought back to the Board for final selection and then construction.

As a follow-up to the Board Retreat, the Board had requested Dr. Rottweiler do some policy work. He provided the Board, for consideration and direction, draft policies on President Succession, the President's Evaluation (including the president evaluation tool), and Policy 204, Code of Ethics, pertaining to how to handle a potential situation of Board members not following the best practices. It was recommended by the Board's trustee association to lay out policy in advance of having to face that situation. The last policy Dr. Rottweiler was requested to do which pertained to Board Self-Assessment, for which he requested some additional direction from the Board. In discussion with the Board Chair, there is a desire to hold another work session in December to work on some overall self-assessments.

Dr. Rottweiler was pleased to provide an update on year-to-date enrollments across the district. As of today, we are 3% above where we were this time last year, and he provided exciting information pertaining to enrollment initiatives. The aviation department reported they have record enrollments in their freshman aviation class, with 10 of the 23 students coming to us from out of state. This is the first time we have had out of state aviation students in a number of years, and they have chosen to come on the Cochise Combo Plus program. It has been a real boost to the aviation program, as well as helping out in housing. Regarding housing, as of today we have 147 students scheduled to be in housing; this time last year we were at 120 students. This is very positive, and housing is working hard to see if they can get that number over 150.

Regarding the Sonoran initiative, Dr. Rottweiler shared that, as of today, we have had 56 students apply to the college on F-1 visas – last year we had 11. This is a significant increase, and we will know a little more as we move forward as to where this goes. Dr. Rottweiler added that this summer we had 13 students in our English as a Second Language program – last year we had six - we are seeing a positive response to our efforts in these areas.

Dr. Rottweiler stated that, in the course of sending out our recruiter and advisor into some of the Sonoran areas, we are seeing some interesting things that we didn't think of, but we are now catching onto to be better prepared. We have laid out a plan to track Mexican nationals who choose to come to us on our Sonoran agreement. What we didn't anticipate was the number of U.S. citizens living in Sonora and how they should come in on a Sonoran agreement. Right now, as U.S. citizens, they are coming in as out-of-state students, because they are out-of-state. We need to continue to work through that, as we didn't anticipate there would be those numbers. However, he is really pleased with the results of this endeavor. Dr. Eaton inquired if any of these students are dorm students. Dr. Rottweiler replied that currently there is one dorm student, who is a Sonoran baseball player, and the baseball team requests that they stay in housing. We do have a bus service that comes out of Douglas that will pick up students right at the border, transport them to campus, and then return them. Some discussion followed around students coming from Agua Prieta, Cananea, and

other small towns in Mexico and the possibility of them staying in campus housing. Dr. Rottweiler stated that some came up for the summer and some have family connections in Douglas with whom they are staying. He added that we will know more this time next week.

Mrs. Strain inquired if Dr. Rottweiler is still monitoring the Maricopa lawsuit. Dr. Rottweiler replied yes, but this is in no way related to that lawsuit. These students are coming in on F-1 international student visas.

In his general comments, Dr. Rottweiler distributed the most recent catalog from the Center for Lifelong Learning, which offers personal development and non-credit classes.

He stated he continues to work closely with the Foundation, and there has been exciting news in recent days with potential donors.

Dr. Rottweiler stated he provided the keynote address for the Cochise County Adult Probation staff at their annual meeting, speaking about generational differences.

The college hosted Ann Weaver Hart, the new president of the University of Arizona. Dr. Hart spent an hour with us, and was provided a tour of the Sierra Vista campus. There may be some exciting new opportunities emerging in the partnership between Cochise College, University of Arizona-Sierra Vista, and the University of Arizona. Dr. Rottweiler has a conference call scheduled with Dr. Hart tomorrow.

Dr. Rottweiler stated that on August 1st, he spent some time on the Douglas campus with leadership from Northrup Grumman. They toured the recently remodeled aviation building, and spent time with them discussing areas they might partner in. There are some real possibilities of potentially renovating Chirachaua Hall and using that as contract housing for some specialized training for members of the military, or other interested parties, in UAV technology. There may be some opportunities there. We are still waiting for FAA direction; however, Dr. Rottweiler feels positive about what we have accomplished in that area.

Arizona State University (ASU) was on our campus last week, and Dr. Rottweiler provided the Board with their report of the increase in students that are attending ASU. They have seen significant increases in students attending their institution. They have been very aggressive in working with community colleges to get transfer students. They hired Dr. Maria Hesse, the former president of Chandler-Gilbert, and she acts as the assistant provost responsible for community college transfers. She has moved that organization forward.

Dr. Rottweiler stated he had the opportunity this morning of representing the college by attending the Sierra Vista Spotlight Breakfast, along with Board Chair Strain. There was discussion about Cochise College, as we are a key part of their strategic leadership vision. They believe education and the role the college plays in that will go a long way in economic development, tourism, and in providing an educated workforce.

Dr. Rottweiler announced that the work on the Governing Board member life insurance benefits has finally been completed, and he provided the Board with an information sheet to review. He invited them to work with Vice President of Human Resources, Wendy Davis, if they were interested in purchasing insurance coverage, either for health insurance, life insurance, or both. Ms. Davis clarified that the certificate of insurability has an amendment that needs to be signed prior to enrollment.

Mr. Nelson inquired about the cost of the microwave service on the Douglas campus. Mr. Cartagena, Vice President for Technology, stated the cost for the installation is \$20,000, and Mr. Cartagena stated that the college will be saving money for much more bandwidth availability.

Mr. Nelson also inquired if there is a limit on the number of F-1 visas that can be issued for the students coming in from Mexico. Dr. Rottweiler responded that he doesn't believe so. He will ask Dr. Fick to provide additional information in his September provost report to the Board.

Dr. Eaton asked if the rain water on the Douglas campus affected the runway. Dr. Rottweiler stated it did not, as the runway sits high and dry. He took this opportunity to share with the Board that it appears we have been funded for the next phase to do the taxiway – with ADOT funding 90% and the college matching 10%. As this gets finalized, it will be brought to the Board.

1.05.6 Monthly Financial Reports – June 2013 and July 2013

The Financial Reports for June 2013 and July 2013 were presented and accepted as submitted.

2. INFORMATION ITEMS

2.01 Communications

- The Cochise County Community College District Governing Board of Trustees received a letter and a Member in Good Standing certificate from the Association of Community College Trustees (ACCT).
- Cochise College and the University of Arizona received a card from Abigail Quinones, thanking them for the wonderful week she had at Pharm camp.
- Dr. Rottweiler received correspondence from Congressman Ron Barber, thanking him for a very informative briefing and tour of Cochise College during his recent visit to the Sierra Vista campus.
- Dr. Rottweiler received a letter of thanks from Trudy Berry, Cochise County School Superintendent, for contributing the use of the Sierra Vista campus for their Cochise County Summer Conference.

2.02 Achieved Classified Excellence (ACE) Awards - 2013

Mary Fogleman, President of the Classified Association, introduced Ronald Hyde and Karly Scarbrough – two recipients of the Achieved Classified Excellence (ACE) Awards for 2013. Ms. Fogleman also announced the names of the two additional recipients of the award, Patricia Leyva and Catalina Ortiz, who were unable to be in attendance. She stated it was a privilege to honor her coworkers. Mrs. Strain thanked Mr. Hyde and Ms.

Scarborough for their service to the college, and asked Ms. Fogleman to share her thoughts with Ms. Leyva and Ms. Ortiz.

2.03 Benson Report

Barbara Richardson, Director of the Cochise College Benson Center, welcomed the Board to the Benson Center. She stated it is always a pleasure to share the center's accomplishments from the previous year with the Board, as well as things they are looking forward to in the upcoming year. As Dr. Rottweiler previously mentioned, road construction is well underway, with the expected completion date in October. They are experiencing some minor growing pains in the name of progress, but when construction is completed they will have a safer parking lot for the students, and the community will have much easier access into Benson without coming into the center's parking lot. She was pleased to see 'Building Communities' was the theme for convocation, as she feels it really fits in with the Benson Center and what they do there. They work together as a team, district-wide, and without the support from all departments they wouldn't be able to provide the services they do.

- On the instructional side, Ms. Richardson reported that, again this year, they are working with an estimated 200 students a semester, and processed over 1,000 district-wide enrollments. Enrollments at the Benson Center have been up three semesters in a row, and as of today, it appears they may be up another semester. At the request of Ms. Richardson, the Office of Institutional Research prepared a report, breaking down degrees and certificates. If we pulled the MOS program and the Prison program, 21% of our degree/certificate completers this past year completed at least one class at the Benson Center. She is very proud of the center's contributions, district-wide, to the success of their students.
- Ms. Richardson stated they are very involved with the high schools; Benson High School has an amazing dual credit program, which will be expanding in the future. This past year they offered eight classes with 64 enrollments, and St. David had six classes with 31 enrollments. Additionally, some of those students are taking online classes, as well as career technical classes in Sierra Vista.
- The Benson Center is a unique facility that meets the needs of a diverse population. Ms. Richardson stated that last year they provided facilities for 188 events, drawing in approximately 4,000 attendees. An additional 2,500 people signed in at the front desk to utilize the computer learning center in the lobby.
- Ms. Richardson stated the Benson Center hosted two junior/senior proms this past year, adding it was wonderful having the young people in the building and watching them transform the already beautiful facility into a 'Night in Paris' and a 'Mysterious Masquerade Ball'.
- This past year they assisted 30 GED students in preparation for GED requirements, and Ms. Richardson was pleased to announce they had 17 completers. Some of those completers have gone on to take CNA classes, as well as some of the Gen Ed classes. One student will be attending Ft. Huachuca this Fall as a full time culinary student, whose dream is to return to Benson, upon completion of the program, and open a catering business. Ms. Richardson stated she is proud of these small successes, and glad they are part of the whole process of helping students reach their dreams.

- Ms. Richardson wanted to recognize the importance of fostering relationships in the local community, and provided the following examples:
 - The Benson Back to School Fair is something they participate in every year.
 - She announced that the Benson Unified School District was recognized as the number one school district in the state of Arizona.
 - The Benson Center is a proud supporter of the Butterfield Rodeo. Many Cochise College students not only volunteer at the rodeo, but are participants as well.
 - They are active members in the Benson Chamber of Commerce.
 - The Benson Center shares a partnership with the San Pedro River Arts Council. They host 'Celebrate the Arts' at the center every March, and they provide the center with beautiful rotating art displays. They will be adding a photography event during the month of October, and in November there will be a Strictly Western art show. Ms. Richardson invited the Board and those in attendance to stop in for these events if they are in the area.

- Ms. Richardson stated she has been working on ways to increase student involvement at the Benson Center, which include:
 - Last October they hosted an open house/information fair for the community as well as students.
 - This past November/December they had a Christmas Door Decorating Contest, where you could vote for your favorite door with pennies. The pennies went to the Benson Food Bank.
 - They transported a few students to the 'Meet Your Major' event in Sierra Vista.
 - They were a participant in the College Goal, a national financial aid event to help students complete that process to get the application in early in February.

Ms. Richardson stated that one of the most exciting events this year was the approval of the new full time faculty position (Biology Instructor) at the Benson Center that will support not only Benson, but the Willcox Center as well. That position was filled by Mr. Shaun McGuire, who began working for Cochise College in August 2010 as an associate faculty member. He became a full time faculty member in August 2012 working on the Douglas campus, and decided he would like to transition to the Benson Center. Ms. Richardson stated she is thrilled to have him. She introduced Mr. McGuire to the Board, and had him provide a few words about his visions and expectations.

Mr. McGuire shared Ms. Richardson's enthusiasm, and stated he is pleased and thrilled for this opportunity. The Benson and Willcox Centers will be running all the prerequisites for Allied Health, with the help of George Self and the Virtual Campus, through a new webinar program called Collaborate. In addition, they have a full house for the first semester of Anatomy, which is great because they will then have a full house for the second semester of Anatomy! He is also looking to bring microbiology to the Benson Center, which will enable all Allied Health science core curriculums to be obtained at this location. His goals for the future include a cadaver lab for the Benson Center, and an honors program instituted for the science courses for all Allied Health courses. He again stated how pleased he is to be with Ms. Richardson at the Benson Center.

Dr. Rottweiler thanked Ms. Richardson for hosting the Board meeting this evening. He also acknowledged Dr. Fick and Sheila DeVoe Heidman for their hard work in

recognizing the college's outreach centers, and Mr. McGuire for his coming to the Benson Center.

Dr. Eaton commented on the U.S. flag and the Constitution being displayed in the classroom. Dr. Rottweiler stated that by state statute, they must be displayed in every classroom across the district.

2.04 Virtual Campus Update

George Self, Director of the Cochise College Virtual Campus, provided an update. He provided the Board with a packet of information containing two postcards, one that is provided to the students through student advising centers as a way of reminding students how to log into Moodle. The other one is mailed to online students as a reminder to get started in the online class on time, during the first week of class, to complete some activity or risk being dropped from the class. Mr. Self was pleased to add that his media specialist, Adam Woodrow, developed the concept for both cards, and the cards were printed in the Cochise College print shop, resulting in minimal cost. Mr. Self then provided a short video, also created by Adam Woodrow, which will be posted on the college's closed circuit TV, drawing student attention to online classes. He is also working on a number of video projects. They are putting the entire American Sign Language (ASL) program online beginning in the Spring of 2014. For approximately the past six months, Mr. Woodrow has been working very closely with Liz Lockwood, ASL Lead Teacher, filming her signing and creating the captions. He also travelled with her and a group of deaf students to Biosphere, filming them talking to each other as they walked through Biosphere - footage to become part of the ASL program. He is also working with Shaun McGuire filming what will become part of the Biology programs.

Virtual Campus has contracted with a new online tutoring service so that students have access to tutoring 24/7, in all subjects that are taught online. Some of the subjects, specifically Mathematics, can even be tutored in Spanish. Posters with tear-off tabs, as well as business cards have been provided. Mr. Self stated they are not in competition with the face-to-face tutoring center, but are actually working with them.

They are also doing some things for quality assurance/quality improvement. They have contracted with a company to provide online test proctoring, which is provided free of charge to the students (the college pays approximately \$1,000 a year).

Mr. Self stated that, to improve quality, he has published an instructional standard for our faculty. As part of his professional development for faculty members, the instructional standard was mailed to each faculty member over the summer, along with other information.

Mr. Self stated he is working on some master classes and has a small team currently working on English 101 and Spanish 101. His goal is to develop a master class that is a well-designed and well done class, and to have instructors use that class to teach students. We would then have some assurance that the quality built into that class would be available to the students.

In conclusion, Mr. Self stated that, this Fall, he is on track for approximately 1,850 students to be enrolled for the 16-week and first 8-week session, which is about what we had last year, but a small increase.

Ms. Strain inquired about the monitoring of the tutoring. Mr. Self stated every tutoring session is recorded and kept for several years.

Dr. Rottweiler stated that we have seen phenomenal growth in the Virtual Campus. We made some decisions a couple of years ago to remove some constraints to allow the Virtual Campus to grow and move throughout the district and the world. The Douglas Campus alone has about 2,200 enrollments. Dr. Rottweiler stated he read in a report that about 60% of Cochise College graduates have taken at least one online class. Mrs. Strain added that it fits in with the national agenda of student success/completion very nicely.

2.05 Update on Corrective Actions and Ongoing Tasks Related to the Fiscal Year 2012 Audit by the State Auditor General's Office

Sandy Bryan, Interim Vice President for Administration, reported that three findings were reported during the course of the fiscal year 2012 audit. In addition, three issues were raised, for which it was recommended we take corrective action. The first finding was controls over IT access, specifically related to comprehensive written policies and procedures, review of all system users, and monitoring of system logs for unusual or suspicious activity. The IT department is currently in discussions related to policies and procedures surrounding the college's computer information systems. They are undergoing a comprehensive review of positions and security related to those positions. We are looking specifically at each position, as opposed to the person in the position, and what the position needs access to in order to complete the job functions. A script is under development that will flag unusual or suspicious activity, and log files are currently being manually scanned, as needed.

The second finding was controls over capital assets, specifically written policies and procedures and tagging, tracking, and inventory of capital assets. The college has a significantly large inventory of capital assets, and we have not done a good job of inventorying those assets, district-wide, on a regular basis. We contracted with American Appraisals (AA) to conduct a district-wide inventory, with the intent of locating and tagging all identified district inventory having a value of \$5,000 or greater and all grant-purchased items. AA inventoried all assets with an estimated value of \$5,000 or greater, all grant inventory, and all computer components. Unfortunately, the company did not use the college's inventory listing, inventoried things differently than the college did, and it now falls to Fiscal Control to crosswalk the two listings - a tedious, manual process. The auditors indicated in their FY2013 audit entrance interview that they would be focusing on grant items purchased in FY2013. Emphasis has been placed on identifying and cross-walking all grant items, with a goal of cross walking the entire inventory list. The crosswalk between the two inventory listings is on-going, but because it is such a tedious process, it is expected to take the fiscal year to complete. College Administrative policies related to Capital Assets - Policies 1007, 2005, and 2009 - will be reviewed for accuracy and updated, as needed. Additionally, a systematic schedule will be developed whereby the district's assets will be inventoried every two years with the Douglas Campus, Benson Center, and Willcox Center being inventoried in odd years; the Sierra Vista Campus, Fort Huachuca, and Nogales Center inventoried in even years. This will provide for a comprehensive inventory of the district over a period of two years, as recommended by the auditors.

The third finding was written policies and procedures for transaction processing and financial statement preparation, specifically related to written policies and procedures for payroll and journal entries, including review and instructions for closing the general

ledger, year-end adjustments, and financial statement preparation, including final review. Fiscal control personnel undertook the task of writing step-by-step procedures for all transaction processing and are currently writing procedures related to year-end close and financial statements while processing and preparing the financial statements for FY2013. The payroll office is writing updated step-by-step processing procedures, incorporating suggestions made by the auditors.

Regarding the three issues identified, the first was some journal voucher (JV) entries were bypassing the automated approval process. Corrective action was implemented immediately upon notification by the auditors last year. Any/all JVs that bypass the automated approval process must be checked/initialed by a second approving party within the fiscal control department. The second issue raised was the accounts payable supervisor had the ability to initiate and approve her own P-card purchases related to utility payments. The approval process was immediately changed so that all utility charge payments are sent through the approval process, allowing for the Director, Facilities and Planning to approve these charge payments. The third issue was employees outside the finance department had access to the journal entry processing module. The review of positions and related security process being undertaken by the information technology department should correct this issue.

Mr. Nelson inquired if we have inventory control for items less the \$5,000. Ms. Bryan stated that we track those items, but they are not considered a capital asset. They are tagged and in the tracking system, but they don't depreciate. Dr. Eaton inquired if the contract with American Appraisals is an ongoing contract, to which Ms. Bryan stated no, and that we will not contract with them again.

Dr. Rottweiler added that it's not as if there was no inventory taking place. What occurred was the auditors chose the Perkins grant, which has some different requirements on capital. They selected ten items, of which we could not locate two, which they then extrapolated that across all of our systems. We have since found most of those items, which were basic health care items out of the Nursing department, which meant they could be in Douglas, Sierra Vista, or Nogales. In this case, they were in Nogales. We have now set processes to know where items are located. As a reminder, Dr. Rottweiler stated that the audit was an unqualified audit, so everything was fine there. We had two findings that we responded to, and he feels the issues were important to recognize. He added that we are trying, institutionally, to take audits as an opportunity to improve rather than an opportunity for us to feel bad. The items related to written policy are not new items to those who have been on the Board. In the Higher Learning Commission's report it stated that one of the greatest strengths of Cochise College is its people – they know what they're doing and they've done it real well for a long time; however, the biggest weakness is those really good people have not written down how they do it, and if they leave, nobody has any idea how to do it. We have written the policies.

3. NEW BUSINESS *

3.01 Consent Agenda *

The following items were approved:

- 3.01.1 * Classified; Appointment (*Duane Dugie, Maintenance Technician Lead - Electrician, Douglas Campus*)

- 3.01.2 * Classified; Appointment (*Juan Zozaya, Warehouse/Mailroom Technician, Sierra Vista Campus*)
- 3.01.3 * Administrative Support; Appointment (*Jesus Arzaga, Assistant Coach – Baseball, Douglas Campus*)
- 3.01.4 * Administrative Support; Appointment (*Jennifer Graeme, Director of Talent Management, District-wide*)
- 3.01.5 * Administrative Support; Appointment (*Kelly Juvera, Nursing lab Assistant/CNA Instructor, District-wide*)
- 3.01.6 * Administrative Support; Appointment (*Gary Schasteen, Math Tutor/Instructor, Douglas Campus*)
- 3.01.7 * Faculty; Appointment (*Kari Durham, Instructor of Biology, Nogales Center*)
- 3.01.8 * Faculty; Appointment (*Lora Hendy, Instructor of Culinary Arts, Fort Huachuca Center*)
- 3.01.9 * Faculty; Appointment (*Matthew Melito, Instructor of Mathematics, Nogales Center*)
- 3.01.10 * Faculty; Appointment (*Jana Rivers Norton, Instructor of English, Nogales Center*)
- 3.01.11 * Classified; Resignation (*Cynthia Sodari, Administrative Assistant, TRiO Student Support Services, Douglas Campus*)
- 3.01.12 * Administrative Support; Resignation (*Sharon Burks, Military Training Programs Coordinator, Fort Huachuca*)
- 3.01.13 * Administrative Support; Resignation (*Tamara Melton, Student Recruiter, Douglas Campus*)
- 3.01.14 * Administrative Support; Resignation (*Jane Jarboe, Institutional Research Data Analyst, Sierra Vista Campus*)
- 3.01.15 * Faculty; Resignation (*Keith Coombs, Flight Instructor, Douglas Campus*)
- 3.01.16 * Faculty; Resignation (*Mark Gibson, Instructor – Mathematics, Sierra Vista Campus*)
- 3.01.17 * Faculty; Resignation (*Kenneth Loesch, Culinary Arts Instructor, Fort Huachuca*)
- 3.01.18 * Classified; Transfer (*Patricia Leyva, Office Assistant I, TRiO Student Support Services, Douglas Campus*)
- 3.01.19 * Approval of Minutes – Governing Board Retreat – June 1, 2013
- 3.01.20 * Approval of Minutes – Special Meeting – June 11, 2013
- 3.01.21 * Approval of Minutes – Regular Meeting – June 11, 2013
- 3.01.22 * Approval of Minutes – Special Telephonic Meeting – July 9, 2013

Mr. Nelson 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.

Wendy Davis, Vice President for Human Resources, introduced Lora Hendy.

3.02 Ratification of Contract with G4S Secure Solutions for Security Services

Dr. Rottweiler stated the Board is being requested to ratify this contract, as the amount requires Board action. It was felt that administrative action needed to be taken in light of the contract not being returned to us in time for the June Governing Board meeting. In July it was decided to just do a Consent Agenda at the telephonic meeting. There is no change to this contract, which is one the Board has seen before, the rates remain the same; it is brought to the Board for ratification. Mr. Nelson inquired as to the amount of

the contract. Ms. Bryan stated the amount is for \$650,000. Dr. Rottweiler stated this covers the Douglas and Sierra Vista campuses; local law enforcement is used in Benson and Willcox. He added that signing the contract alleviated the impact of having no security coverage over a period of time. Mr. Nelson moved and Mr. DiPeso seconded a motion to ratify the agreement with G4S Secure Solutions to continue to provide armed security through June 30, 2014. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.03 Ratification of Contract with the Trust for Liability and Property Insurance Coverage

Dr. Rottweiler stated that there were some significant changes, including the addition of the Fort Huachuca Center, that needed to be worked through. The college, on behalf of the Board, contracts with Mr. John Stathis, to provide consultation related to insurance. Through his work and our ongoing efforts, we have seen a significant reduction of approximately \$33,000 in our ongoing liability. We didn't want to have a lapse in coverage; therefore, when the contract came in, administration made the decision to sign it, and then seek ratification by the Board at the upcoming Board meeting. Dr. Rottweiler stated this would normally have been done in June, but it was late getting to us and it was decided not to bring this to the July meeting based upon the Consent Agenda. The contract was signed, and Dr. Rottweiler recommends that the Board ratify the contract. Mr. Nelson inquired what the gap is in liability. Ms. Bryan replied that it is \$1M per occurrence, per person. Dr. Rottweiler stated an update on our various insurance coverages will be provided at an upcoming Board meeting. Dr. Rottweiler added that insurance was added for students travelling overseas and to Mexico. He will invite Mr. Stathis to address the Board at an upcoming meeting, to walk them through the insurance contract. Mr. DiPeso moved and Mr. Nelson seconded a motion to ratify the agreement with The Trust to continue to provide liability and property insurance coverage through June 30, 2014. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mrs. Strain turned the time over to Board members to provide comments/share information.

- Dr. Eaton stated that after reading some accounts on the difficulties of the Pima Board, he has re-read our policies and didn't find anything specific related to complaints, which was one of the areas Pima was cited for – not responding to complaints.
- Mr. DiPeso would like to revisit the need for liability insurance necessary for the community to rent a room in one of the college facilities. He requested the topic be put on the next Board agenda for further discussion.
- Mr. Nelson thanked Ms. Richardson for providing him a tour of the Benson Center. He hadn't seen it all before and stated it was very impressive. He also thanked Human Resources for putting together a liability insurance package for him. Although the Board does not get paid, there is a state statute that says they can participate in the benefits program that the employees do, if they pay for it. Regarding the ethics policy draft, Mr. Nelson commented that he doesn't think there will be an occasion to use the policy, but he is thankful that it will be in place in the event it may be needed.
- Ms. Strain stated she brought a copy of the Cochise College Foundation magazine, and it includes excellent material. She then requested that the

Board review Board Policies 201-211, as well as the three new policies, and to look at their calendars to decide on a date to meet to finish up from the retreat, suggesting November 25th or 26th as a starting point. Mrs. Strain stated she attended convocation with Dr. Eaton, and it was an amazing experience. She added that Building Communities was the topic, which is exactly the business we are in. She is appreciative of all the hard work that goes into putting this together. She and Dr. Rottweiler attended the Spotlight Breakfast, learning about the challenges that face Cochise County and how education communities fit into that work. She mentioned that, during convocation, Dr. Rottweiler referenced, "Reclaiming the American Dream" (AACC), and that she would like to get copies to share with the Board. Ms. Strain then stated that one of the four trustees attending the ACCT leadership conference will need to serve as the voting delegate.

5. ADJOURNMENT

Mrs. Strain adjourned the meeting at 7:50 p.m.

Respectfully Submitted:

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

Mr. David DiPeso, Secretary of the Governing Board