

## MINUTES

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

Tuesday, May 14, 2013  
Sierra Vista Campus  
6:00 p.m.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

The meeting was called to order by Mrs. Strain at 6:05 p.m.

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

Mrs. Jane Strain  
Mr. David DiPeso  
Dr. John Eaton  
Mr. Donald Hudgins (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 no requests to address the Board.

##### 1.05 Standing Reports

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

Dr. Eaton reported that the AADGB will be meeting next Thursday, May 23<sup>rd</sup>, at the Maricopa Community College offices. They will be electing officers and finalizing plans for the workshop to be held next Fall.

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

Mrs. Strain reported that the ACCT Leadership Congress will be held October 2 – 5, 2013, in Seattle, WA. The theme for this congress is “Society Demands, Community Colleges Deliver – Moving the Needle”. She added she will be attending the all-day pre-conference seminar for Chairs; however, all trustees are invited to attend, and she extended the invitation for all Board members.

### **1.05.3 Senate**

Ms. Sandy Bryan, Vice President for Administration and a member of the Senate, provided the report. She stated the Senate met on Friday, April 26<sup>th</sup>, the last meeting for this semester for this fiscal year. The Senate approved four policies, and three were returned to Employee Relations for clarification and/or formatting.

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

Justin Galaviz, the outgoing President of the Sierra Vista Campus Student Government Association, provided the report, along with a Prezi presentation. He began by introducing the new officers for next year; Brendan Berry, President; Brandon Butterfield, Vice-President; Malia Griffith, Treasurer; Kasey Busik, Secretary (for at least one more semester); and Will Hill, Social Events Coordinator.

Mr. Galaviz stated that he and Casey Carrillo are sad to leave but are excited for their future. Mr. Galaviz has one more semester at Cochise and will then be transferring to Arizona State University, and Ms. Carrillo will be leaving for the University of Arizona to study Communication and Journalism.

The 2012-2013 academic year has been extremely successful, with 4,949 students attending 68 events. Events included teaching students how to fly kites, decorating shopping carts, performances by Native American dancers, life stories from Holocaust survivors and a Tuskegee airman, and celebrating club successes at the Red and White Banquet. All events have been completed, and students will be attending commencement of Friday. SGA had 317 students complete 999 hours of community service with numerous organizations, including Forgasch House, Cochise County HIV/AIDS Coalition, Blessings in a Backpack through the Kiwanis Club, Kindred Hacienda Rehabilitation, Warm Up America, Habitat for Humanity, City of Sierra Vista, and Relay for Life. SGA clubs raised a significant amount of money for their initiatives, amounting to \$22,833.69, which SGA will be matching \$6,552.29. Mr. Galaviz turned the floor over to Mr. Will Hill.

Will Hill, the Social Events Coordinator, stated he attended the Arizona Town Hall in Tucson, the topic of which was Higher Education in the state of Arizona. Significant progress was made, and the recommendations are available on the Arizona Town Hall website. One recommendation the SGA is hoping will come to fruition in Cochise County is assisting high school students through the obstacles in higher education, navigating them through financial aid, scholarship applications, and more. They have reached out to the superintendents in Cochise County to discuss how they can help in their schools. They have presented at Douglas High School, and have their first 10 students who will be working with college students. While the hope is that many of these students will attend Cochise College, they are also working with their transfer student friends, connecting high school students to current U of A and NAU students who graduated from Cochise.

Mr. Hill stated the SGA is very committed to the Arizona Youth Town Hall and will be participating in the Fall with a goal of 100 students participating from around the county. The topic is Early Education (defined as ages 1-8), and they are

hosting events next year which will focus of this topic in order to get students thinking about how to improve the education in Arizona in this age group. Mr. Hill thanked the Board for their time, and stated he is looking forward to next year. He then turned the floor over to Mr. Galaviz.

Mr. Galaviz stated another initiative the SGA is working on is providing Sierra Vista students with what they will call an activity transcript, which is a supplement to their resume. There are many benefits to getting involved in college, and they want to assist students on our campus with keeping track of their activities. Students will identify community service events and club activities they are involved with while attending Cochise. Some benefits of involvement include development of leadership skills, gaining professional experience, development of lifelong friends, networking with colleagues, achievement of higher academic grades, letters of recommendation, boosting of resume, and just enjoying the college experience more. The SGA will verify and print a listing of activities that students can submit to colleges and for employment. The hope is to bring this small pilot project to all students next year, once they have worked out the glitches.

In closing, Mr. Galaviz stated the SGA is proud of the work they have accomplished this year and hope to continue with more activities and service projects for the students. They are extremely excited for next year, and the calendar (which was distributed to the Board) has already been completed, and includes not only great traditions, but new initiatives with the help of their clubs. He thanked and invited the Board, and all in attendance, to visit the SGA website, which includes all of the events on their calendar – [www.cochise.edu/activities](http://www.cochise.edu/activities).

(Note - the Prezi presentation may be viewed at:  
<http://prezi.com/9i6ttkekemiv/what-will-you-find-at-cochise-college-sga/>)

### **1.05.5 College President**

Dr. Rottweiler stated he is extremely proud of the SGAs for everything they have done, adding that the impact they are having on the county is significant. He stated that, as the budget has not yet been finalized, the President's office would consider funding a type of initiative/ambassador's program to reach out to young students. He feels this is important, and it would go a long way in mentoring students into higher education.

Regarding the legislative update, he briefed the Board on a couple of legislative issues. HB 2225, the STEM bill, passed the Senate 28-0 (a clean sweep in both the House and the Senate), and is now ready to go to the governor's office. However, it will not be transmitted to the governor office, because the governor has said she is not looking at any bills until they do some things on the budget. HB 2125, which is the Coconino bill, has been revived, and passed the Senate on the third reading with a vote of 20-8. It needs to be returned to the House as some amendments have been placed on it, but there is a real possibility of some things happening for Coconino. The question remaining is – can we get it through the governor's office?

Dr. Rottweiler stated he appeared before the Veteran's Caucus last Thursday, along with a veteran's coordinator from Coconino Community College and a

veteran's coordinator from the Maricopa system. They spoke about the programs we have for veterans, as well as active duty military men and women, and it was well received. He believes they are going to try to do some things to help us in the future related to our veteran population. He added it was amazing when he spoke about the number of students and number of veterans we serve at this college, which is a remarkable number, and in some ways, is the envy of many around the state.

In the area of facilities, Dr. Rottweiler stated the gym appears to be on schedule. The parking lots have come in over budget, so we are re-evaluating the scope of that project. It is the intent to take some of the savings on other Board approved projects and shift those resources over to go as far as we can on the parking lots. This is an initiative that we need to do before they deteriorate much more and we lose the base. Also, we really don't have the option of waiting – they need to be done in the summer when there are fewer cars in the parking lots, and before the monsoons.

An experts meeting has been scheduled for early June, which was requested by the attorneys, in anticipation of our mediation regarding the Douglas master facilities situation. The process is moving forward, and Dr. Rottweiler will keep the Board updated.

In his general comments, Dr. Rottweiler directed the Board's attention to the ACCT Advisor, where Mrs. Strain is shown as one of the candidates to be on the Board of Directors for the Pacific Region. This is a great honor, and her efforts are greatly appreciated.

Commencement will be this Friday, kicking off with the President's Reception at 5 p.m. We will be awarding 1,464 degrees. Nurses' pinning will be held Thursday evening. Dr. Rottweiler invited everyone to attend.

The Governing Board Retreat will be held on Saturday, June 1<sup>st</sup>. The Board should have received information regarding a questionnaire, and Dr. Rottweiler stated he sent each Board member a draft agenda. They will be receiving a formal invitation in the near future. He is excited to have the opportunity to work with Dr. Pamela Fisher from ACCT. This will provide the Board an opportunity to work though some Board development issues, as well as initiatives they would like to move forward in the coming years.

Dr. Rottweiler stated he has been invited to provide a presentation to the Air Force Association on Monday, on the history, the present, and the future of Cochise College, which is an easy topic for him to speak on and one which he is pleased to do so.

Dr. Rottweiler shared that he continues to be busy in the communities:

- He participated in the Cochise administrators/Casa superintendents meeting; issues were discussed around things they could do together with the K-12 partners and the college.
- He was pleased to visit the prison with members of the Board; it was a great opportunity to see the things that are happening there. He thanked the Board members for taking time out of their schedules to participate in this activity.

- He did the Friday Report with Judy Gignac and Jim Shockey, discussing the state of higher education in Arizona.
- He and Dr. Fick attended the University of Arizona-South graduation ceremony last week at Buena High School.

Dr. Rottweiler stated he has been asked to continue to serve on the Arizona State Board of Education, and will be up for reconfirmation next week. He was also appointed by the governor to sit on the Workforce Arizona Council; the initial meeting will be held May 30th. He will be representing the rural community colleges in all workforce initiatives, and it is part of the Workforce Investment Act. He considers this appointment an honor.

On Friday, May 3<sup>rd</sup>, Dr. Rottweiler hosted Congressman Ron Barber on the Sierra Vista campus. It was a request from his staff to spend an hour and a half on our campus to discuss some initiatives; the meeting was incredibly positive and he was also provided a tour of the campus. He had an amazing experience in our welding lab, and just meeting with students and the excitement they had in sharing their ideas and talking about things ranging from UAV initiatives on the Douglas campus to the water campus in Sierra Vista. It just so happened that Dr. Fick was hosting his Developmental Education Summit with 60 people in attendance, talking about the state of developmental education at Cochise College. Rep. Barber was incredibly interested in this, and has requested briefings on it. He has also requested a couple of position papers, which Dr. Rottweiler will provide to him in the coming weeks.

Dr. Rottweiler congratulated the Cochise College baseball team, the Region I champions, who are currently on a bus headed to Sterling, CO. If all goes well for them, which we are hopeful of, they will not return home for two weeks, because at the completion of that they will need to be in Grand Junction, CO for the world series. We are working with the local radio stations to broadcast the games.

Dr. Eaton inquired about the progress of the search for the Executive Director of ACCCC. Dr. Rottweiler stated he is on the executive committee for that, and a first review has been done. There is a President's Council meeting on Thursday to consider candidates, and they anticipate bringing two or three candidates into the state for formal interviews in the early part of June.

#### **1.05.6 Monthly Financial Report – March 2013**

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

## **2. APPROVAL OF MINUTES**

### **2.01 Acceptance of Minutes, Special Study Session – March 19, 2013**

The minutes of the March 19, 2013 Special Study Session of the Cochise County Community College District Governing Board were accepted and entered into record.

### **2.02 Acceptance of Minutes, Special Study Session – April 9, 2013**

The minutes of the April 9, 2013 Special Study Session of the Cochise County Community College District Governing Board were accepted and entered into record.

### **2.03 Acceptance of Minutes, Regular Meeting – April 9, 2013**

The minutes of the April 9, 2013 Regular Meeting of the Cochise County Community College District Governing Board were accepted and entered into record.

## **3. INFORMATION ITEMS**

### **3.01 Communications**

- *Dr. Rottweiler received a card from Ioanna T. Morfessis, Ph.D., thanking him for meeting with her.*
- *Jim Barrows, Director of the Fort Huachuca Center, received a letter from Judith Loomer, SOCAD Project Director, and Darcey Cuffman, SOCAD Army Career Degree Program Manager, announcing that Cochise College fully met the requirements and standards of SOCAD membership during the past year and remains in good standing within the Servicemembers Opportunity Colleges (SOC) Degree Network System (DNS).*
- *Mark Schmitt, Director of the Small Business Development Center, received a letter from Robert J. Blaney, District Director, U.S. Small Business Administration, advising him that the college was named the 2013 Small Business Development Center of the Year for the state of Arizona.*
- *Dr. Rottweiler received from Mr. Philip D. Hart, a letter and the March/April 2013 issue of Serb World, U.S.A., which contains an article on Mr. George Bugen, his family, and his donation to Cochise College.*

### **3.02 Information Technology Update**

Mr. Carlos Cartagena, Vice President for Information Technology, provided the report, along with handouts and a PowerPoint presentation. Mr. Cartagena began by stating that the college relies heavily on its information technology infrastructure, products, and services in order to accomplish its mission. He reviewed the organization of the IT department; Administrative Computer Systems Division (Banner staff), Network and Computer Support Services, Web Development and Administration, Library and Instructional Media Services, and Switchboard Operations.

For the past few years, his strategy has worked around four topics:

- 1) Solid and reliable infrastructure and 2) Connectivity as a utility, which is critical and needs to be in place. Mr. Cartagena provided pictures showing such infrastructure, beginning with the main data distribution switch located on the Douglas campus (a similar set-up is also on the Sierra Vista campus), pointing out bundles of cables representing a physical connection between the core switch on a campus and a building. That connection is based upon fiber connection, which is considered top of the line connectivity. Within each campus, we have fiber connectivity between the main core switch and each building. He showed a picture of cars traveling easily down a highway as a representation of data moving through fiber technology – ‘no traffic jams’.

Mr. Cartagena contrasted solid and reliable infrastructure to examples of not so solid and semi-reliable infrastructure, and stated that, unfortunately, the college still has technology that looks like that. This infrastructure, which is based on copper technology and is slow and expensive, supports some our locations, but mostly

affects the Douglas campus. He then shared that there is no fiber technology near the Douglas campus (closest is Highways 191 and 80 – 7 miles east of the campus), and that for the last eight years he has requested Qwest and/or Cox to bring fiber to Douglas. However, the expense would be quite high; \$25,000 per mile using poles, \$50,000 to be run underground, with a total of \$160,000 (low end) - \$300,000 (high end), which the provider would need to pay. In order to bring adequate service to the Douglas campus, we have leased numerous T-1 (copper) lines and bundled them – one bundle is dedicated to the employee network and another bundle is dedicated to the student network. Mr. Cartagena stated he is looking into microwave technology. The demand for bandwidth on the Douglas campus, especially on the student side of the house, is astronomical, and there are times when it peaks to a point that it slows down considerably. He then showed a picture of cars traveling on a highway at what appeared to be rush hour; the highway was congested, but still moving along at a very slow pace, representing the T-1 copper technology. He added that he wished he could bring better news to the Board, but this is all we have right now.

Mr. Cartagena then provided information on bandwidth improvements at the centers. The Willcox Center has contracted services with Valley Telecom, and the Benson Center, Fort Huachuca Education Center, and Fort Huachuca Old Smith Middle School have contracted with Cox Communications. Each of these locations are going directly to the internet, enjoying a much better bandwidth capacity.

- 3) Gradual transition to cloud-based systems

Mr. Cartagena stated the last time he addressed the Board he briefed them on plans to transition to the cloud; being able to use programs, applications, and services by contracting out for services directly from the internet. At that time, he mentioned that Google apps was in the works to be deployed throughout the district. Benefits include maintenance, and updates and backups are all done by the hosting company being contracted with. They also provide a certain level of flexibility around storage and bandwidth. For collaboration, it is absolutely amazing what students can do using Google apps tools. There are also risks associated with the cloud, one of which is security – Mr. Cartagena stated he would not even think about posting the Banner system in the cloud. There would also be a legal compliance issue with HIPPA and FERPA. In addition, we want to do business with a company with financial health. Most importantly, cloud computing is network/internet dependent. If you do not have an internet connection to the cloud services, you will not be able to use it.

- 4) Project initiatives shifted to functional areas

Systems that have been transitioned to the cloud include MyCochise (Portal), being hosted out of a data center in Cleveland; Google Apps (Office Suite) was deployed in August of last year and students were transitioned to the gmail system; a couple of years ago we moved the college catalog from a printed system to a hosted system; and earlier this year we deployed WEPA - cloud printing, throughout the district; one of the first efforts, in order to adapt a system being served from the cloud, was the Virtual Campus Learning Management System (Webstudy has since moved to Moodlerooms); and most recently Human Resources brought in Hiretouch, an HR applicant tracking system.

Mr. Cartagena then showed a map representing the Google Cloud, with each dot representing a Google datacenter. He stated that his presentation may appear as just another PowerPoint presentation that is loaded on his iPad; however, the presentation is actually a cloud-based presentation that is stored in one of the data

centers pinpointed on the map, either as close as Oklahoma or Oregon or as far away as Chile, Hong Kong, or Taiwan.

Within the last couple of years, other systems deployment and/or upgrades include: a complete revamp of the college website, which was a team project between IT and Marketing, in December 2012; MyCochise underwent a complete upgrade the first week in January 2013; the class schedule, which is a fully searchable PDF document; Banner, which undergoes a number of upgrades on an annual basis; Smart Classroom Technology at 100%; and videoconferencing (three additional videoconferencing facilities have been added on the Sierra Vista campus and two on the Douglas campus).

Moving forward, Mr. Cartagena stated:

- there needs to be a solution to the Douglas campus bandwidth issue, and he will keep the Board informed, through the president, on what happens with this project,
- he will continue to evaluate the cloud-based systems,
- he will carefully monitor software licensing models (a very critical area), and
- he will continue to deploy new technologies that will support our mission and strategic priorities.

Mr. Cartagena concluded his report by providing a demonstration of one of the new technologies. He explained that when you purchase a computer, it comes with a hard drive containing movable parts (he showed the Board a hard drive). After three or four years of usage, the computer becomes sluggish and you begin thinking about replacing the PC. About a year ago, he started testing a different type of hard drive (he showed the Board the different hard drive), which uses the same technology used in iPads and iPhones, has no movable parts, and is primarily comprised of memory chips. What he found was, in the case of laptops, if the original hard drive is replaced with the solid state drive, the laptop will experience an improvement that is almost equal to purchasing a brand new laptop. He started testing this about a year ago, and has recently begun to deploy it in certain areas throughout the college. He provided a slide showing benchmarks between a 4-year old laptop booting up and shutting down using the hard drive that came with the laptop and then again after replacing the drive with the solid state drive. The improvements were phenomenal. He is currently deploying this technology at the Willcox Center and at the Benson Center. When buying in bulk, there are considerable savings involved when you purchase the solid state drive compared to purchasing all new PCs/laptops.

There was brief discussion around the possibility of whether or not the Border Patrol in Douglas would be interested in fiber optics. Dr. Rottweiler stated that they have access to technology to which we do not. He added we will continue to try to find solutions for internet connectivity on the Douglas campus. Mr. Nelson commended Mr. Cartagena on the presentation, and inquired about storage of financial and student information on the cloud. Mr. Cartagena clarified that this information is controlled at the college, as he would be very uncomfortable putting this information on the cloud. Mr. Nelson also inquired if the college is considering 3-D printing, to which Dr. Fick replied that we do not have any areas at the college that are heavy into that area.



#### 4. NEW BUSINESS \*

##### 4.01 Consent Agenda \*

The following items were approved:

- 4.01.1 \* Classified; Appointment (*Amanda Kelly, Office Assistant, Human Resources, Sierra Vista Campus*)
- 4.01.2 \* Classified; Appointment (*Kimberly Petty, Registration Technician II, Military Programs, Fort Huachuca Center*)
- 4.01.3 \* Faculty; Appointment (*Melesa Ashline, Instructor, Nursing, Sierra Vista Campus*)
- 4.01.4 \* Faculty; Appointment (*Eric Lodge, Instructor, Chemistry, Douglas Campus*)
- 4.01.5 \* Faculty; Appointment (*Cindy Ziegler, Instructor, Nursing, Sierra Vista Campus*)
- 4.01.6 \* Classified; Transfer (*Karolyn Garcia, Division Assistant, Allied Health Programs, Sierra Vista Campus*)
- 4.01.7 \* Administrative Support; Transfer (*Nanette Romo, Director of Counseling and Advising, Sierra Vista Campus*)
- 4.01.8 \* Classified; Resignation (*Bailey Cook, Facilities Service Worker, Sierra Vista Campus*)
- 4.01.9 \* Classified; Resignation (*Noelle Robles, Administrative Assistant, Principal, Vice President, Administration, Douglas Campus*)
- 4.01.10 \* Classified; Resignation (*Azlin Villa, Financial Aid Technician, Douglas Campus*)
- 4.01.11 \* Administrative Support; Resignation (*Eric Brown, Assistant Coach, Men's Baseball, Douglas Campus*)
- 4.01.12 \* Administrative Support; Resignation (*Lavinia Fanaika, Assistant Coach, Women's Basketball, Douglas Campus*)
- 4.01.13 \* Faculty; Resignation (*Susan Knowles, Instructor, Nursing, Sierra Vista Campus*)
- 4.01.14 \* Faculty; Revised Resignation (*Lisa Benson, Instructor, Nursing, Sierra Vista Campus*)
- 4.01.15 \* Curriculum Changes

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. There were no introductions to be made.

Wendy Davis introduced Amanda Kelly, and Jennifer Lakosil introduced Melesa Ashline and Karolyn Garcia.

##### 4.02 Intergovernmental Agreement (IGA) Between Cochise College and Santa Cruz County Provisional Community College District (SCCPCCD)

Mr. Nelson moved and Mr. DiPeso seconded a motion to approve the President to enter into an IGA with Santa Cruz County Provisional Community College District to provide educational programs to students in Santa Cruz County for the 2013-2014 fiscal year. Dr. Rottweiler stated there are no significant adjustments to the IGA from previous years, other than the request for inclusion of the approved budget. SCCPCCD acted upon their truth in taxation last month, approving an increase from 6.9 cents to 42 cents, which allows them to provide this budget; this is significantly higher than it has been in the past. He recommended Board approval, and added he will monitor this closely as he

sees what happens related to discussions around provisional community colleges and funding. Clearly, he would like to continue to provide services to the students in Santa Cruz County, and would like to make sure we continue to operate within all the regulations placed in there to protect Cochise College and its investment in higher education. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

#### **4.03 RFP #32-06 Charter Bus Services**

Dr. Eaton moved and Mr. Nelson seconded a motion authorizing the President to enter into a contract with Gray Lines tours to provide charter bus services for Cochise College. Dr. Rottweiler stated this is primarily for athletic trips, but will also include trips to the Holocaust Museum, and any other large activities where we could utilize this service, including transportation of the Cochise College Apaches to the world series. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

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

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

Mrs. Strain adjourned the Regular Meeting and entered into Executive Session at 7:33 p.m.

Mrs. Strain adjourned the Executive Session and reconvened the Regular Meeting at 7:53 p.m.

#### **4.05. Contract for the College President**

Mr. Nelson moved to amend Dr. Rottweiler's existing contract to roll over for an additional year, for a total of three years, and that his salary be increased, consistent with employee baseline at 1.5%, and that .5% be contributed for his deferred compensation plan. Dr. Eaton seconded a motion. 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 from Governing Board members.

- Mr. Nelson thanked Ms. Sheila DeVoe Heidman and Mr. Dave Raber for the tour of the prison, which was very educational and a real eye-opener. He is very proud of what the college is able to do for these incarcerated people, to hopefully provide them the tools to earn a legitimate living when they are released. It was a very worthwhile tour. Dr. Rottweiler stated he will convey the message to Ms. DeVoe Heidman and Mr. Raber.
- Dr. Eaton stated he was sorry he missed out on the prison tour; Mrs. Strain said there's always another time.
- Mrs. Strain asked that she be informed of the date for the Arizona Youth Town Hall.

Cochise College Regular Governing Board meeting  
Tuesday, May 14, 2013

Mrs. Strain adjourned the meeting at 7:57 p.m.

Respectfully Submitted:

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

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Mr. David DiPeso, Secretary of the Governing Board