

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, October 8, 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 6:01 p.m. Mrs. Strain stated this meeting had been appropriately advertised, as required by state statute, and a quorum of the Trustees were present to conduct business.

Board Members Present:

Mrs. Jane Strain
Mr. David DiPeso
Dr. John Eaton
Mr. Dennis Nelson

Board Member Absent:

Mr. Don Hudgins

1.02 Pledge of Allegiance

1.03 Adoption of Agenda

The agenda was adopted as published.

1.04 Citizen's Interim

There were no requests to address the Board.

1.05 Standing Reports

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

Mrs. Strain stated she attended the AADGB meeting that was held on September 26, 2013, as Dr. Eaton was unable to attend. She reported that AADGB will combine with the Post-Secondary Commission's meeting on November 21 and 22, 2013 in Phoenix, and she provided the Board with a flyer. She stated it is her understanding that Chairman Doyle Burke will send the Board an email containing specific information on trustee activities during those two days. The next meeting date will be established on December 4th or 5th.

Mrs. Strain stated she presented details on the Arizona state meeting that was held during the ACCT Leadership Congress in Seattle (she will elaborate on this during her ACCT report). She added that Diane Bosak, the new Executive Director of ACCCC (AC4), was introduced, and that a lively discussion followed.

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

Mrs. Strain reported that several Board members attended the ACCT's Leadership Congress in Seattle, WA, and asked Mr. Nelson to provide a bit of information on his experience at the congress. Mr. Nelson stated this was a three-day conference with 'sectionals' on various topics. It was very helpful to him, particularly the Arizona contingent, where Dr. May from Louisiana spoke about how community colleges can get together and pass a certain matter of importance to all community colleges in a state, and to shepherd the process from the beginning through the legislative process. He stated it was a very worthwhile trip.

Mrs. Strain stated she began her time at the congress by attending the Governance and By-Laws Committee (a committee within ACCT). There was a long and very lively discussion at the ACCT national level regarding how to deal with trustees who do not participate once they are elected or appointed to a Board. On Thursday, she attended the Pacific Region Caucus, where she was elected to be a member of that Board of Directors for ACCT. On Thursday afternoon, she attended the Arizona State meeting where Dr. Joe May, the Chancellor from the system of Louisiana, provided an outstanding presentation on the trustee's role in advocacy. Mrs. Strain stated this generated a nice dialogue between the Arizona and Louisiana trustees in attendance. On Saturday morning, Mrs. Strain attended the ACCT Board of Directors orientation.

Dr. Rottweiler stated he also attended the ACCT Leadership Congress, and feels that the Board Chair does not give herself enough credit. He announced that it was reported today in a press release that Mrs. Jane Strain was elected by her peers as the Pacific Regional Director, making her one of 26 members of the Board of Directors for the Association of Community College Trustees. This leadership is significant in and of itself, and he wanted to make sure she is fully recognized. It is also important to recognize that this Board had three members in attendance. This professional development for our Board models up-to-date standards of governance, and sets a positive tone for our college. He complimented the Board members for taking time out of their schedules; as unpaid, volunteer Board members they took time to go and receive proper training, and they need to be recognized for that. He added that their leadership, both nationally and on a state level, is part of what sets Cochise College apart and makes us one of the premier institutions, not only in Arizona, but in the region. He thanked the Board for their efforts, and congratulated Mrs. Strain.

Mrs. Strain stated that in addition to her and Mr. Nelson, Mr. Hudgins also attended the congress, and that he attended the symposium on student success, which is a critical piece, if not the single most important piece, of the national agenda. He also attended the Governance Modeling pre-conference session. She concluded by stating they covered a lot of ground in a very short period of time.

1.05.3 Senate

Wendy Davis, Vice President for Human Resources, stated the Senate met in September and moved two administrative policies forward.

1.05.4 Student Government Association (SGA)

Student Government Association Vice President, Jasmin Hernandez, Treasurer Stephen Bazzanella, Secretary Devyn Rosario, and Social Events Coordinator Carlos De La Torre introduced themselves to the Board. President Jose Escalante was unable to attend.

Ms. Hernandez and Mr. Bazzanella provided a PowerPoint presentation and began with the Fall 2013 events. To welcome students back to school, the SGA held a Club Fair and a Welcome Back Luau party. Other events included a 20-foot banana split and a frozen T-shirt contest, a Get Involved Club Fair, and a Cochise Fun Day. The SGA hosted McVicar the Trickster, a magician/hypnotist, a 'Make Your Own Tie Dye Shirt' event, and a 'Volunteer with SGA' event where the SGA painted the Student Union game room. They are also planning a 'Trunk or Treat' for Halloween. A Mexican Independence Day event was held, which included a jalapeño eating contest (the winner received a \$50 gift card, but didn't show up until an hour later to retrieve the prize!). The SGA also celebrated Constitution Day. Notably, the SGA displays several posters to raise awareness in areas such as suicide prevention, domestic violence, breast cancer, Native American Heritage month, and Women's Equality Day. They also supported the Cochise County Fair, and gave away 125 Fair tickets to students. A pool party was held, which included food. Taking place this week is the Minute to Win It challenge. The 'Take the Pledge' event was held where students pledged not to text while driving, and 'Banned Book Week' was held last week; banned books included The Lorax, To Kill a Mockingbird, and The Great Gatsby, to name a few.

Upcoming events include students performing during halftime at basketball games, a ping pong tournament, Think Pink Cancer Awareness, the Pit Fire, a pumpkin carving contest, trick or treating and costume content, volunteer with SGA (trunk or treat), a Foosball tournament, stress and alcohol awareness, Native American Heritage Month, frozen turkey bowling, an air hockey tournament, movie night at Twin Box Cinema, card making for soldiers, an ugly Christmas sweater content, and finals frenzy week. Ms. Hernandez concluded the report by thanking the Board for their time.

Dr. Rottweiler stated that the Douglas Campus Student Government Association has really ratcheted things up this year, and he is very appreciative of them and their leadership. The organization has really changed and enhanced the feeling on the campus. He added it is exciting to see the interactions between the SGA on the Douglas campus and the SGA on the Sierra Vista campus. They are appropriately working together on initiatives, they are appropriately competitive on certain initiatives, and we also see where the campuses are fundamentally different; the Douglas campus was celebrating Mexican Independence Day, while the Sierra Vista campus was having 'Talk Like a Pirate Day'. He stated it's interesting to see the diversity of ideas, which is all healthy in an institution of higher education. Research is showing that the more students are involved and engaged, the more likely they are to succeed and complete. Dr. Rottweiler thanked Ms. Arenivas, Director of Residential and Student Life and the student

leaders for all their efforts, and for a nice report. Mrs. Strain also thanked the SGA. (During the last part of their report, the SGA handed out 'goody bags' to the Governing Board members and Dr. Rottweiler.)

1.05.5 College President

Dr. Rottweiler began his report by stating he was appreciative of the opportunity he had to spend time with the Board in Seattle. It was a great opportunity to reflect and see the great things we have going at Cochise College, to see the struggles of some of the other institutions, and more importantly, for us to recognize the things we can do better. Clearly, there are lots of things happening around the world of community colleges, and we can learn a lot by exploring and looking at those things. He once again congratulated Mrs. Strain, and stated all of the Board members represent the college well, and the administration is extremely proud of that.

Regarding legislative issues, Dr. Rottweiler stated things are starting to ratchet up related to the legislature. He provided the Board a report he prepared in order to walk them through what was submitted to the governor's office, and to also point out some potential challenges. He directed them to the FTSE Count Summary by Year, and wanted them to have an understanding of some of the impact we're starting to see related to military drawdown, economic turnaround, etc. In the net audit FTSE for the years 2011-12, there is an overall FTSE of 9,468, which includes Cochise County as well as Santa Cruz County. When you look at the 2012-13 pre-audit, we drop to 7,766. Two things happened here – one, because Santa Cruz is now a provisional, their 200+ FTSE were pulled out and provided to them; however, that's not what caused our significant decrease. Second, Dr. Rottweiler directed the Board's attention to a FTSE Summary graph that showed the traditional 16 week class enrollments remaining fairly constant, while summer, short-term, and all the unique programming we do is beginning to come down, with one of the large impacts of that being our unique military programming and our MOS programming. Dr. Rottweiler met with Mr. Jerry Proctor, Deputy to the Commanding General on Fort Huachuca, and will plan future meetings, because we are seeing, with military drawdown, fewer students coming through their program, which then has an effect on the college as well.

He directed the Board to turn to the other side of the page where they would find the request that went to the governor's office. He pointed out that they would see the FY15 state aid request, maintenance and operations, equalization, and STEM support. Each of those are formula driven, which, if the state were to fund fully, would be about \$10.4M to Cochise College. STEM support is the old capital outlay, and it hasn't been funded in five years. A reduced amount was put in this year, but we did at least get some funding. In the maintenance and operations section, Dr. Rottweiler pointed out that the Board would see a decrease of 1,444 students in FY12-13, and with dual-credits included, overall we were down 1,406. What that means is, the state aid for FTSE, we will be short \$366,200, just based upon our decrease in enrollment. That assumes the formula is fully funded. If you look at equalization (which is the formula for the eight rural districts), they take the average of the assessed valuation, and then look to see those who are above or below. In looking at Cochise College, the Board will see the FY15 requests of \$3.8M, down from the \$4.7M (a decrease of \$845,600), assuming they fund the formula. That means, out of the box, we're already down \$1.2M – which is not a surprise. The enrollment is a bit of a surprise, but we've benefitted

greatly in years our MOS programs were high; we're now seeing some of those decrease, and we'll have to adjust accordingly. Regarding STEM support (old capital outlay formula), they funded \$2M out of the requested \$23M, gave that \$2M to be distributed amongst the eight rurals, and took Pima and Maricopa out. Dr. Rottweiler stated they will ask them once again to fund the full formula, which would bring in \$1.2M – plus or minus a 'handful of dollars' here and there; if the state fully funds, we'll come out about whole. If they don't fully fund, we will be in the sixth consecutive year of significant decreases in state funding to Cochise College. He pointed out the Board could see how this plays out for all the other districts, and would notice on the FTSE side all 12 districts are down, with the exception of Santa Cruz and Yavapai – one was up two FTSE and the other was up 14. Across the state, we are flat or decreasing in enrollment; some consequences related to the economic downturn and now beginning to come back, some change in demographics, but it may also be a direct reflection on program offerings at colleges that have had to slow down and do things differently because of decreases in funding over the years. This is the funding that went into the governor's request. We will also be doing a 'decision package', which will allow us to ask for some additional funding. There will be some discussion about this.

Dr. Rottweiler stated some other areas the Board has heard being discussed include performance-based funding. It was provided in the governor's letter that we have a performance model that we can present to them. However, we don't feel comfortable doing a performance model until we have some stable funding in the state so that we're not having to fund our performance out of scarce existing resources. It appears the governor's office is somewhat understanding of that. There are some complicating factors around performance-based funding, and one of those is provisional community colleges, because if there are significant resources that come into the system based upon performance-based funding, they will be eligible for nothing because they have no performance. Their performance would be based within, in the case of Santa Cruz, Cochise College, and in the case of Gila, Eastern Arizona College, because they are not independent colleges doing any type of performance. That will be a significant issue that will need to be addressed. He made the Board aware of this partly because he's been invited to attend the November 14th meeting of the Santa Cruz Provision Board, where he will walk them through these issues.

Dr. Rottweiler updated the Board related to a topic he initiated last month regarding the need for a lobbyist. We will be hiring a lobbyist, and he was pleased to report it will be Kristen Boilini. Ms. Boilini has decided not to represent all ten districts through the AC4, and will come back and work for Cochise College and Northland Pioneer.

Regarding master facilities, Dr. Rottweiler reported that he, Sandy Bryan, Interim Vice President for Administrative Affairs, Frank Dykstra, Director of Facilities Management and Planning, participated in the first round of mediation related to the potential litigation on the master facilities plan for the Douglas campus. He felt very positive in the outcome, as there was a recognition that there are some things that need to be addressed. Experts established things that need to be remedied to make our campus whole. He added it was nice to have all sides agree on what needs to be done – what they haven't agreed to yet is who is going to pay for it. Dr. Rottweiler thinks there is a strong recognition that it's not the college. What has been pushed to the back is the discussion on the boilers,

which is probably the highest cost issue. This was intentionally pushed to the back because there is nothing that needs to be done. The other areas are those that need to be fixed sooner rather than later. The next session will be October 23rd. Dr. Rottweiler stated we are moving through the process, and that he is pleased with where we are on this.

Dr. Rottweiler briefed the Board that there is a negotiated lease for the college to move its automotive technician program into the old Ideal Motors building, owned by Lawley Motors. They have agreed to give us a two-year, rent free lease; however, we will need to invest some resources to bring the facility up to where we want it. There will also be some opportunities for continuing with a subsidized lease by Lawley Motors – they want to partner with us to see if we can make that program grow. Our intention is to use the STEM funding we received this year to do much of the remodeling and adding the equipment, as well as for what we have done in respiratory therapy, and the taxiway improvements at the runway. Dr. Rottweiler stated these are all STEM eligible.

In his general comments, Dr. Rottweiler stated we did have the respiratory therapy accreditation visit, and while we haven't received a formal report, the visit went extremely well. The site visitors were impressed with what we are doing, and Dr. Rottweiler thinks we'll be very pleased when those results come back. The Board will also see a new hire for respiratory therapy on this evening's agenda.

Dr. Rottweiler briefed the Board on some responses received from the Douglas Department of Corrections (DOC) facility. We are changing some of our programming there, cutting back in some of our offerings, and trying to consolidate some areas into face-to-face instruction rather than independent study. He added that there are some things we can do better, and we'll take this opportunity to improve our processes, as well as work with the DOC to make sure they have the type of program they are desirous of and one we can be proud of.

We are in early discussions around potentially starting a low power, student-based, FM radio station in our multi-media program. We are working through some deadlines and engineering, and depending on the outcome of these discussions, we may apply for a license. If this were to occur, Dr. Rottweiler stated he will bring it to the Board, either as an action or information item. We are doing this as an initial attempt to see if this can be the 'hook' in that program.

Dr. Rottweiler stated we continue to have discussions with the students, who have requested, through Dr. Bo Hall, the Dean of Students, that the college consider becoming a tobacco-free campus. They have also taken this issue to the Employee Senate. Dr. Rottweiler has been working the SGA leaders and primarily their advisors, in trying to determine what needs to occur. Out of their presentation to the Employee Senate, there has been some discussion on what we should do and how we should establish it by policy. Their direction has been provided to Dr. Hall, and we will now take that discussion to see if we can begin to put it into a policy that a) we can implement, and b) that is reasonable, recognizing the diversity that we have across our campuses. Dr. Rottweiler stated he is supportive of a tobacco-free campus, but he feels we also need to recognize that we have to provide some outlet for students who choose to utilize tobacco. The initial request was to be straight out tobacco free, which is a)

difficult to enforce, and b) unfair to some of our students, especially when you bring the Douglas campus into that situation since there are students who live in housing, so now it becomes their home and not just the place they attend. We are going to try to work through that; the students are recommending we move tobacco-free, and create one space on each campus where students could use tobacco products. A suggestion was made that they could use their personal vehicle, but that could become problematic for students who don't have vehicles. Dr. Rottweiler stated he appreciates the students bringing this forward, as he thinks it is the correct direction in which to go. We will work through the policy and bring it back to the Board for consideration and/or action. If the Board has concerns, one way or the other, senior administration would appreciate having a discussion so that they can try to integrate them into the policy for their review.

Dr. Rottweiler announced that Ed Roskowski attended the National Council for Marketing and Public Relations conference where the Marketing and Creative Services at Cochise College received three awards; a Gold Medallion of Excellence for a post card (the post card is sent to high school students encouraging them to visit our website) which received the following comments from the judges – “fun way to engage younger students”, “made me want to visit the website and see more”; a Silver Medallion for the work done on the Accolade publication, which received the following comments, “engaging use of black and white photos”, “very well-written stories by Ms. Manring”, and another Silver Medallion for the aviation program brochure, receiving the following comments, “love the duo-tones”, “clean, clear, and concise”, “dynamic, interesting copy”. Dr. Rottweiler stated that, clearly the work coming out of Marketing and Creative Services, under the direction of Denise Hoyos and Ed Roskowski, is very positive. We're seeing some exciting things, one of which is being recognized on a national level. He wanted them to know that their hard work is recognized and appreciated, and wanted to make the Board aware also. He added we have really elevated much of our marketing materials over the last three to four years, for which he is very appreciative. As we continue to strive around “Everything Speaks”, he believes this speaks highly of the college and is very important.

Dr. Rottweiler concluded his report by sharing that Cochise College was once again recognized as a Military Friendly School. He acknowledged Jim Barrows and all the staff at the Fort Huachuca center, as well as those in registration, records, and advising, who work so diligently to make sure our military students, both active duty as well as returning veterans, have a positive experience at our school. This is a good recognition of Cochise College.

Dr. Rottweiler turned to the Board for any questions or comments. Mr. DiPeso inquired about our current smoking policy. Dr. Rottweiler stated the current policy states that there is to be no smoking in any building or within a twenty foot radius of the doors. Here's the problem – if you were in a building in Wyoming or Minnesota, you would have one door that leads into the building. In Arizona, you don't have hallways, so, twenty feet is in front of every door. This is the reality we are faced with. We have moved smoking areas around, but there are more and more complaints from non-smoking students saying that no matter where they are, they have to walk through smoke to get anywhere on campus. This is not a new trend; Arizona State University is completely tobacco free as of this year. Another issue the Board needs to be aware of has been the student use of e-cigarettes - in class, stating the policy is unclear because there is no smoke. Dr. Rottweiler again stated that a tobacco-free campus is the correct direction in

which to go, but it will come with some consequences. He stated, because he has been through this at other institutions, it will be an easy transition for the students; however, it will be a difficult transition for our employees. The reason being, students change every two-three years, but for employees who have been with the college for 25 years, and can remember when they could smoke in their office, and then outside their door, then twenty feet away from the door, and now they have to be in their car – that’s going to be a challenge, and Employee Senate has been made well aware of that. Dr. Rottweiler added that the biggest issue for him is enforcement; how can we establish a policy that is enforceable and that also recognizes the challenges that students go through. While he knows it’s in their best interest pertaining to health issues, etc., there will also be discussions related to freedom and other key areas. Students have been active looking into tobacco cessation programs and trying to encourage students to live a healthier lifestyle. We will continue this discussion, but the students requested that this be brought before the Board in a fairly short timeline. Dr. Rottweiler requested the Board’s response/feedback, if they have any. Dr. Eaton inquired about the use of artificial cigarettes. Dr. Rottweiler replied that the policy language would state “tobacco free”, which would include e-cigarettes, traditional cigarettes, chewing tobacco, synthetic tobacco, or any tobacco-based products. Mr. Nelson then inquired about a sanctions and/or violations policy. Dr. Rottweiler stated there is discussion around using our security to enforce the policy; however, he feels if we can get through the transition, with time it will work itself out. Clearly, we don’t want to be so fanatical that we throw off the very people we want on the campus just to improve their lives, but we have to find a way that’s a combination of education as well as enforcement, and reminders to encourage students that our campuses would be tobacco-free. Mrs. Strain inquired if the policy would pertain to visitors. Dr. Rottweiler stated that the questions raised by the Board are exactly why we don’t have a policy because we’re not sure where the balance is. The students have appropriately pushed it, it is being taken through Employee Senate, and he wanted to brief to Board and get their feedback. In the end, this will be a policy level position as to whether they want Cochise College to be a tobacco-free institution, and at what level. The Benson and Willcox centers would follow the same guidelines; the Fort Huachuca center is already tobacco-free as we are a guest on that installation – the only place tobacco use is allowed is in a private vehicle.

1.05.6 Monthly Financial Reports – September 2013

The Financial Report for September 2013 was presented and accepted as submitted. Mr. Nelson inquired about the number of checks being written for student refunds. Dr. Rottweiler stated that for students eligible for student aid, the college holds it until a census date - students have to attend so long to show they’re in the class(es) - and then the college reimburses them.

2. INFORMATION ITEMS

2.01 Communications

The college did not receive any correspondence for the October 2013 Governing Board meeting agenda.

2.02 Liberal Arts Report

Chuck Hoyack, Dean of Liberal Arts, provided a PowerPoint presentation on 'who they are' and 'what they do' in the Liberal Arts department. He stated there are 32 full-time and 101 associate faculty on the Douglas and Sierra Vista campuses, and 84 associate faculty at our centers and in our Virtual campus (he did not include associate faculty at the prison). That's a total of 217 teachers this semester. Liberal Arts serves approximately 5,000 students (duplicated headcount), which they believe provides the foundation for well-rounded citizenship and responsibility once the students leave the college, and prepares students for the workplace and for creative innovation. Liberal Arts includes 26 academic disciplines. (He included one that isn't really one of their disciplines, Honors, but they wish it was.) They constantly try to improve their programs, and they want their students to complete their academic goals – to graduate, to obtain gainful employment, or to move on to the university of their choice. He stated they would also like students who can't read, write, or count very well to come to them – as they want them to succeed as well. This past Spring they hosted a Developmental Education Summit, which was very well attended by instructors and staff members. All academic departments are working closely with the Student Success Committee to develop and pilot new strategies to help remedial students.

Mr. Hoyack stated Liberal Arts supports special events and activities, one of which is the Pit Fire. The 7th Annual Pit Fire will be taking place on October 24th, and is being touted as the biggest and the best ever! It will feature artistic performances of art, music, dance, and cuisine; however, parking may pose a challenge. This event is free and open to the public, and he extended a personal invitation to the Board to attend. He added that ceramic work crafted by students on the Sierra Vista and Douglas campuses will be fired in the pit. Mr. Hoyack then showed pictures, both aerial and ground views, from last year's Pit Fire event, as well as some samples of student's work that came out of the pit.

Mr. Hoyack shared that Ms. Becky Orozco, a full-time history and anthropology instructor, was selected to participate in the Fulbright-Hays Seminars Abroad program for the summer of 2013, along with 16 other scholars from around the country, to go to China for a month. Her final project, which she finished about a month ago, discusses the cultural and historic preservation in China as China rapidly institutes a program of radical change. Ms. Orozco had shared with him that this was an eye opening experience. Two summers ago, Liberal Arts sent a ceramics/art class to China, and they returned with the same response. One of the conflicts that Ms. Orozco was focused on was how do you preserve this rich, historic, and archeologically wealthy nation with the need to develop the economy to provide what is needed for the 1.4 billion people. Mr. Hoyack stated Ms. Orozco brought back thousands of photographs, and she has put together a 55 slide PowerPoint presentation that she is using to provide presentations in communities in Cochise County and to classes. He shared a few of the slides, one of a McDonalds, one of Ms. Orozco at the Great Wall of China (one of the Seven Wonders of the World and the only man-made structure that can be seen from outer space), the Terra Cotta Warriors (2,000 year old stone soldiers), and a group picture.

Mr. Hoyack thanked the Board for their time and for providing him the opportunity to present, and stated he would be happy to take any questions. Mr. Nelson stated he recognized 25 of the 26 academic disciplines, but was unfamiliar with Service Learning. Mr. Hoyack explained that Service Learning is a discipline that put students to work in the community. They usually have 20-25 students a year that sign up for these courses. They might study the Holocaust and then go out to middle schools and provide

presentations. Faculty (full and associate), supervise and lead these efforts. They have spring break projects where students will clean up Carr Canyon, or help an elderly lady with home repairs, and just do good in the community, as well as learn and research. They then make presentations at the end of that experience. Mr. Nelson inquired if a degree or certification is given for this. Mr. Hoyack stated there is no degree or certificate, but some will transfer to our state universities as an elective credit only, but does not lead to a degree. Dr. Eaton inquired how well prepared our Liberal Arts students who transfer to universities are compared to the native students. Mr. Hoyack replied that our students are as prepared or even better prepared than native students; however, there are exceptions. He added that we have some degrees that need to go away; we have AA degrees under the Liberal Arts umbrella that require only two or three classes in the core. The universities will take them, but they are really not getting done what the universities want them to get done while they are with us. We are in the process of improving our program, and Mr. Hoyack envisions bringing to the Curriculum Committee and then to the Board, a number of new degrees.

3. NEW BUSINESS *

3.01 Consent Agenda *

The following items were approved:

- 3.01.1 * Classified; Appointment (*Bifford July, Maintenance Technician, Lead – HVAC/Mechanical, Douglas Campus*)
- 3.01.2 * Administrative Support; Appointment (*Celia Jenkins, STEM Pathway Coordinator, Sierra Vista Campus*)
- 3.01.3 * Administrative Support; Appointment (*Denise Kruckenber, Clinical Coordinator – Respiratory Therapy, District-wide*)
- 3.01.4 * Administrative Support; Appointment (*Thomas Lehr, Student Success Coach, Sierra Vista Campus*)
- 3.01.5 * Administrative Support; Appointment (*Joshua Meeker, Emergency Medical Services Program Coordinator, Sierra Vista Campus*)
- 3.01.6 * Classified; Resignation (*Mark Dominguez, Ground Technician I, Douglas Campus*)
- 3.01.7 * Administrative Support; Resignation (*Tina Zazueta, Student Recruiter, Sierra Vista Campus*)
- 3.01.8 * Faculty; Resignation (*Danny Hurd, Instructor, CIS Prison Education, DOC*)
- 3.01.9 * Administrative Support; Retirement (*Patricia Hotchkiss, Director, Library Services, District-wide*)
- 3.01.10 * Curriculum Changes
- 3.01.11 * Approval of Minutes – Regular Meeting – September 10, 2013

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.

Prior to introductions, Dr. Rottweiler brought the Board's attention to item 3.01.9, the retirement of Patricia Hotchkiss, Director of Library Services. At the most recent convocation, Ms. Hotchkiss received a 35 years of service recognition, and Dr. Rottweiler stated he would be remiss if he didn't recognize her for her years of service and dedication to this college.

Sandy Bryan, Interim Vice President for Administrative Affairs, introduced Jael Calia, who came on board in July. Mrs. Strain welcomed Ms. Calia to the college.

3.02 Proposed Governing Board Meeting Schedule for 2014

Dr. Eaton moved and Mr. DiPeso seconded a motion to approve the regular Governing Board meeting schedule for calendar year 2014. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.03 I.T. Assessment RFP

Dr. Rottweiler brought forward the recommendation to award the I.T. Assessment RFP to the Strata Information Group (SIG). He stated that SIG was one of four RFPs that were submitted. He outlined the areas that would be addressed, the costs involved, and FY budgets where the funds to cover the costs would be taken from. Mr. Nelson inquired if this assessment would encompass areas such as purchasing, student services, administration, finance, and any area that has a computer is connected to it. Dr. Rottweiler replied yes, and it will also include staffing, library services, and instructional technology. He added the assessment will most likely start with the management information systems (Banner, directory services, the Portal, and learning content management system). Mr. Cartagena then provided information on the assessment process, and Dr. Rottweiler stated he will provide monitoring reports to the Board. Mr. DiPeso moved and Mr. Nelson seconded a motion to approve Strata Information Group to perform the information technology assessment, and to recognize that the Board will commit to pay \$75,000 out of the Board's contingency fund. 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.

- Mr. Nelson stated he appreciated the comments regarding the 'no smoking' policy, and the difficulties associated with it. He thinks the I.T. study is important and will be money well-spent.
- Dr. Eaton inquired if the Sonoran students have assimilated. J.D. stated he will check with the Student Success Center. Chuck Hoyack commented that there haven't been any problems. He added they will be taking some field trips. Dr. Rottweiler added that the college has been invited to a college/university fair in Sonora, and representatives will be sent from the college.
- Dr. Eaton inquired about Running Start enrollment and completions. While Dr. Fick didn't have specific information, he stated over 60 students applied. Also, a STEM Pathways coordinator has been hired and will start in two weeks.
- Mr. DiPeso inquired about the insurance follow-up. Dr. Rottweiler stated he and Sandy Bryan have the insurance contract, and it appears to have a premium that is easily manageable; we can then place a minimal cost to people coming onto our campus or we can waive the cost (as we choose), and provide the service.
- Mrs. Strain stated she attended the Douglas Economic Outlook Luncheon with Mr. Nelson, and it was fabulous. She is looking forward to the Board Retreat on Monday, November 25th, which will take place from 3 – 6 p.m. in the President's conference room on the Sierra Vista campus. Mrs. Strain also distributed information on the ACCT Governance Leadership Institute being held in Salt Lake

City, UT, three days in March 2014. She has been invited to Phoenix at the end of October to provide a presentation on the BUILD Initiative (building communities for young families with children). The first week in November she will at the Grand Canyon attending a Town Hall on early childhood.

- Dr. Rottweiler reminded the Board there will be a Town Hall Community Outreach Breakfast on October 15th and invited them all to attend.

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