

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

Tuesday, February 2, 2016
Willcox Center
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Nelson called the meeting to order at 6 p.m.

Board Members Present:

Mr. David DiPeso
Mr. Dennis Nelson
Mr. Tim Quinn
Mrs. Jane Strain (telephonically)

Board Member(s) Absent:

Mr. Danny Ortega

1.02 Pledge of Allegiance

1.03 Adoption of Agenda

The agenda was adopted as presented.

**1.04 Appointment of Arizona Association of District Governing Boards (AADGB)
Alternate Representative**

Mr. Nelson appointed Mr. David DiPeso as the alternate representative to the Arizona Association of District Governing Boards.

1.05 Citizen's Interim

There were no requests to address the Board.

1.06 Standing Reports

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

An AADGB report was not provided as a meeting was not held in January 2016. The next meeting of the AADGB is scheduled to take place in March 2016.

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

Mrs. Strain stated she will travel to Washington, DC on Saturday. She will attend the Members and Communications Committee meeting to discuss how to get information to, from, and within the ACCT members. On Monday, she will attend the state coordinator's meeting where she will meet with all the Pacific Region states coordinators. A pre-academy will be held on Tuesday, which she will attend with the Latino-elected officials who are also community college trustees. The National Legislative Summit will begin Tuesday evening and continue through Thursday.

1.06.3 Senate

Dr. Rottweiler provided the report on behalf of Vice President Wendy Davis, who sits on the Senate, representing the administration. He stated the Senate met on January 22, 2016 to review draft changes on Administrative Policy 1001, Internal Governance and Committees. This policy will now be broken into two policies; Administrative Policy 1000, which is Policies, Procedures and Processes, and Administrative Policy 1001, which is the Internal Governance and Committees. They are trying to work through to set up better use of committees. These draft policies are now being presented to administration; they will begin the campus-wide review process, culminating in presentation to the Board as an information item. These policy changes are coming at the request of our Employee Senate. The Senate also elected a new Vice Chair – Christi Charters, Instructor of Biology. She will move into the Chair position in the 2016-2017 academic year.

1.06.4 Student Government Association (SGA)

A Student Government Association report was not provided.

1.06.5 College President

Regarding legislative updates, Dr. Rottweiler informed the Board about a couple items on the AC4 bill tracking document; Senate Bill 1322, a bill by Senator Allen, is a community colleges expenditure limitation. This is the bill the community colleges have been very active in working on. It's also the bill that comes out of the special study committee that was established over the summer in which he participated in. This bill is scheduled to be heard in the Senate Education Committee this Thursday at 9 a.m. Dr. Rottweiler stated he has been asked to provide testimony on behalf of the system. He is honored that his colleagues want him to do this, to talk about the amazing things that are happening at Cochise College. It's not by chance that he's being asked to present, because Cochise has some unique things that we're doing. They would like him to talk about the increased cost in providing career and technical education as compared to transfer education, and a recognition that that should be somewhat weighted when it comes to expenditure. There is no request for additional funds, just the ability to expend. He plans to share some data with them – it costs us just short of \$3,000 per FTSE per full time student equivalent to train them in college transfer. It's about \$6,000 - \$7,000 in a career and technical program, about \$10,000 in nursing, and about \$50,000 in aviation. The big issues are the weighting – we're requesting it be a 1.6; in order to get it heard in the Education Committee, the Senate President requested it be a 1.3, and he hopes they can settle at 1.4. This will be a topic on Thursday. Also, the entrepreneurial model - the idea that we ought

to be able to do things that are creative, public/private partnerships shouldn't count against us. As part of the discussion with Pima Community College, who is struggling the most in this, is a request for a short term, ten year look-back on their FTSE calculations so that they can receive the resources necessary to get some expenditure limit relief.

As the Board is aware, ATRA ran its own bill. That bill had the part that we have in it, but it excluded anything related to expenditure relief. Dr. Rottweiler stated he believes that bill is dead – it has been killed in the House Education Committee. He believes they were trying to divide the system and wanted to present before individual Boards. We have requested they do this as a system. Mr. Schiers is currently at Maricopa Community College representing Cochise College, as Maricopa held a work session and was requesting that a Board member and the president, or representation from each college be there, as they wanted to provide ATRA an opportunity to present. When ATRA became aware who all would be there, they chose not to present. Dr. Rottweiler is not sure where this will go, but he will know more on Thursday. Two weeks ago, ATRA presented to the Santa Cruz Provisional Community College District, and we were able to see what their arguments are. They are just trying to avoid any type of expenditure relief.

Dr. Rottweiler stated there are currently a number of (state) budget meetings taking place, both formal and informal. The governor would like to see the budget happen quickly, and the legislature would like to see it happen slowly. The governor would like to get it out of the way, but there were a number of new freshmen members last year that signed off on the budget early in the process, and they believe they lost their leverage as the governor vetoed their bills when they came through. Therefore, we will probably see a little bit of politics as this goes back and forth. The key part for us is we just need to know where we are around funding, although he feels pretty good with the governor's request – there does not seem to be any desire to reduce the resources coming to education as a whole, and community colleges in particular.

Dr. Rottweiler informed the Board there will be an AC4 meeting next week. They continue to have a weekly briefing by the lobbyist, trying to stay on top of things. They have the normal Guns on Campus bills, but nothing has moved to where we need to take any action at this point. Relating to AC4, he has once again agreed to serve as the treasurer of that organization – the reason being the turnover in presidents.

In the area of master facilities, the Downtown Center continues to be ahead of schedule. He provided photographs of the progress, both inside and outside the center. In discussion with Frank Dykstra and others, we're seeing quality work being done on that facility. It will be something we can be extremely proud of. He requested the Board prepare for the Open House in August. He reminded the Board to inform him or Frank Dykstra if they would like to take a tour of the facility, and if they would like to include guests.

Based upon the action the Board took at its January 2016 meeting, we've continued the work on the sale of bonds. They are scheduled to be sold tomorrow at 9 a.m. Based upon discussions, our timing is actually looking remarkable. Our target for the new funding (\$8M), we expect to come in right around 3%; and it looks like the refinancing will come in at about 2.75%. We believe collectively, we'll be below 3%. That estimated savings, if we can get it at the 2.75%, will be between \$1.1M and

\$1.5M. Dr. Rottweiler believes Board made a wise decision, and he will keep them posted.

In his general comments, Dr. Rottweiler made the Board aware, as it relates to his services as treasurer for AC4, there are four (out of 10) either brand new presidents or open president positions in the community college system in the state of Arizona. Maricopa Community College just announced that Maria Harper-Marinek will serve as the interim CEO of the Maricopa system; Pinal County (Central Arizona College) has just named James Moore as acting president, and their search is underway – they hope to receive applications by February 15th; Coconino Community College's new president, Colleen Smith, started February 1st; and Yuma/LaPaz (Arizona Western) just announced that Daniel Koor will be their new president starting January 1st – he is currently the vice president for academic services at Scottsdale Community College. We're seeing quite a bit of turnover, and it leaves six presidents with experience. While we're in the throes of the legislative session, Dr. Rottweiler stated he believes we're in a good position to move things forward.

Dr. Rottweiler stated he had a wonderful opportunity today, along with Denise Hoyos, Director of External Affairs, and Jennifer Lakosil, Dean of Nursing and Allied Health, to visit Copper Queen Community Hospital and recognize their very generous contribution to Cochise College – IV machines and beds for the Downtown Center. It's about a \$30,000 equipment investment in Cochise College. We are extremely proud and happy for the partnership we have with Copper Queen. He also had the opportunity to tour their Emergency Room today, and he was informed that 90% of the nurses working at Copper Queen Hospital are Cochise College graduates. That is a remarkable number! He has been touting the 80% across the county, but apparently Copper Queen is pulling more of its weight at 90%. This shows the significance of the relationship between a local community college providing the necessary workers in local health care. If those two entities don't work together, then rural Arizona, as well as rural America, will be in trouble.

Related to Nursing, Dr. Rottweiler shared with the Board that their accreditation visit is scheduled for February 9th – 11th.

Dr. Rottweiler stated that he has been invited, in conjunction with Mayor Ortega, to meet and present to Congresswoman Martha McSally, along with several other members of Congress, on February 8th, to discuss border issues. His goal is to talk about the things the Cochise College Douglas campus can provide related to border security. He also would like to discuss the border being secure, while also making legal crossing as transparent as possible. We are one of the unique community colleges in America that can actually have international students live in their home and commute to campus.

On February 18th, Dr. Rottweiler will meet with Liz Collier and Dan Rehurek, the new leadership on the Santa Cruz County Provisional Community College Board, elected in January. He has had conversations with Ms. Collier, the new Chair, and he welcomes the opportunity to visit with them to improve some relationships and difficulties that we've had.

In conclusion, Dr. Rottweiler stated he and Dr. Fick have been invited to attend the USAFunds Symposium. Cochise College was selected for an all-expense paid

symposium in Atlanta, GA. They will fly out on Monday, February 22nd and return on Tuesday, February 23rd.

Mrs. Strain inquired who the sponsor was on the ATRA bill. Dr. Rottweiler replied that it was Representative Shope out of Pinal County; ATRA requested he drop that bill, and he did so before our lobbying team had a chance to visit with him. He let the bill die without opposition, and he signed on as co-signer onto the community college bill. She then inquired about the name of the House Education Committee, to which Dr. Rottweiler replied that the Higher Education Representative is Representative Thorpe. Representative Boyer is over Education. Mrs. Strain asked if everyone thought it was interesting that ATRA did not want to present to the group of community college presidents because of the system aspect or is it just her. Dr. Rottweiler stated he thought it was unusual, but politically, it was probably wise that they didn't. They wanted to be able to tell a slightly different story to each Board, depending on the situation that that Board was in, as it relates to expenditure limitation. They have chosen, as a system, to say they ought to set a statute that makes sense for the entire system.

1.06.6 Monthly Financial Report – January 2016

The Financial Report for January 2016 was presented and accepted as submitted.

2. INFORMATION ITEMS

2.01 Communications

There were no communications for this agenda.

2.02 Extended Learning Report

Barbara Richardson, Director of the Benson and Willcox Centers, welcomed the Board and those in attendance to the Willcox Center. She provided a PowerPoint presentation that included highlights from the past year, along with where they would like to go in the future. She began her report by providing information on the restructure of the Benson and Willcox centers, where both centers were placed under one center director. Each center has a center coordinator, an office assistant, and a maintenance/customer service person, which has provided for better cross-training and coverage. Ms. Richardson provided before and after pictures of the Willcox lobby. Previously, the lobby actually looked like a comfortable living space; however, in order to make it look more collegiate, they took out the furniture and replaced it with a computer lobby, not only for students, but also for faculty and staff. It has also allowed them to provide better testing services – previously they did not have a testing area.

Ms. Richardson reported on the center utilization. She stated that, previously, the Willcox Center did not have a lot of external activity beyond our enrollments with the high school. One thing she wanted to do was to bring the community feel back to the center. They have held activities with the Small Business Development Center and the Center for Lifelong Learning, the Legacy Foundation held a Grant Writing Workshop in November, and this past winter the center held a Winter Celebration, provided by Willcox Unified School District orchestra, where approximately 50 individuals participated. They have also marketed themselves for external facility usage. They hold seminar classes, they had a Child/Family Resources benefit that was scheduled this past Fall, they have had a K-12 Virtual Academy

contact them regarding the center hosting their testing, and the University of Arizona Cooperative is excited that the Willcox Center is now open for facility use. Typically the Willcox cohort comes to Benson to hold their events; now they will have the opportunity to do that in Willcox.

Ms. Richardson stated that, this past year they wanted to do some marketing, because they wanted to get the word out that they redesigned their center. She created a Willcox Facebook page last March, with zero likes; currently they are at 138, which is wonderful! They decorated a pickup truck in red, white, and black for Cochise College and participated in the Rex Allen Days Parade, where they handed out over 1,000 flyers with the "I Am Possible" theme. The premise behind that was a flyer that said, "Become Your Possible" and it included workshop dates. The purpose of the workshop is to get people into the center and help them complete an application for admission, financial aid application, and meet with an advisor. They didn't have a significant turnout for that event, but any step is a positive step. They also participated in the Willcox High School Scholarship Fair that took place in November at the Willcox High School. They held a student appreciation/registration party that included pizza, which was well attended.

So, where are they now in enrollments? For FY 2014-2015, Fall enrollment was 290 and Spring was 243. In FY 2015-2016, Fall enrollment was 47 (at the Willcox Center) and 72 is where they currently are this Spring. However, 72 shows a significant growth from 47 in a short amount of time. She feels their marketing efforts are getting out there, and she celebrates any progress they are making. Regarding dual and reverse credit at Willcox High School, in Fall 2014 they had 58 enrollments, and 40 enrollments in Spring 2015. There were 109 in Fall 2015 and 60 in Spring 2016. Ms. Richardson stated they have lost some enrollments at the high school. They also lost an Art instructor and a Photography instructor, both of which were very popular classes that were full, and accounted for a large number of enrollments that were lost. Regarding San Simone and Bowie High School – we picked up one student this year.

In the area of GED enrollments, Ms. Richardson stated that Susie Morss, Director of Adult Education, is scheduled to present to the Board in April. However, from the standpoint of the Willcox Center, in Fall 2015 they had 18 students, and were averaging 56 instruction hours per student. This FY, Ms. Morss approached Ms. Richardson asking for an additional night, and she is doing that – they have GED classes three nights a week as opposed to two nights a week previously. Instructional hours have increased to an average of 74 hours per student, and they had 18 students at mid-year.

In the area of technology, Ms. Richardson stated they embraced it at the centers – it's their lifeline to the main campuses. This year, at the Willcox Center specifically, they upgraded the WiFi, which gives IT management personnel the ability to remote in and monitor what's going on at the center. They opened the computer lab in Willcox, and also implemented a conference room that can be utilized for a Cochise Connect student – they have one student who needs an anthropology class, and if they can get the instructor to be agreeable, they can put the student in the class with Cochise Connect, and they can register for that course. IMS has also installed two additional Cochise Connect classrooms, which are essentially ITV classrooms. Now, they have three ITV classrooms in the building, as well as equipment to temporarily set up additional ITV rooms. They also have a conference room. Out of eight available rooms, they can make seven of them Cochise Connect or ITV classrooms.

This coming year she is hoping to host the Spring Jamboree in March in the amphitheater. They will also begin doing financial aid scholarship workshops in the Spring so that students can get in line to complete.

In conclusion, on behalf of the Willcox Center, Ms. Richardson expressed appreciation to IT, maintenance, instructional deans, and to all the departments that make it possible for them to do what they do. She provided a slide showing Brenda Farbo, Coordinator, Paul Teza, maintenance/customer service, and Jen Wilson, office assistant. She thanked the Board for coming to the Willcox Center.

On behalf of Marisela Nunez, Director of Correctional Education, Mr. George Self, Dean of Extended Learning, provided the report on the Correctional Education program. He shared that they currently have just two programs, building construction and automotive technology, in the prison. Combined, they enroll 40-45 students in those two programs at any given time. The population there is fairly fluid; some inmates may be able to take classes this semester, but not next semester. Mr. Self conveyed that Ms. Nunez is very excited because they have the opportunity to reintroduce HVAC training; the state actually asked them about that last November. They are currently waiting on the state to update their contract so they can move forward with this, and he anticipates they will do that for the next fiscal year in July 2016. If that is done, next year they will be offering HVAC in addition to building construction and automotive technology. Mr. Self informed the Board that there will be a completion ceremony held in May. The inmates don't actually have a graduation per se, but they do hold completion ceremonies a couple times a year. Everyone is invited to participate in the ceremony, and as soon as he has a solid date and time, he will inform Dr. Rottweiler so he can share it with the Board.

Mr. Nelson inquired if GED is still being taught at the prison. Mr. Self stated the prison does have a GED program; however, it is administered by the state of Arizona through the prison education system, not the college.

2.03 Provost's Report

Verlyn Fick, Vice President for Instruction/Provost, began by reporting on the Spring 2016 enrollment, dealing specifically with headcount and FTSE. He stated that we track our enrollments as we proceed through the registration process (what he likes to refer to as the 'tush tally'), the number of classes that people have signed up for. He pointed out the Cochise County District totals, where, in headcount, we are down 3.6% from the Spring semester last year; FTSE is down 8.1%. Interestingly, however, unduplicated headcount is actually up 2.9%. The reality is we have more people that are taking less credits per student. Our full-time, unduplicated headcount went down 22%, and our part-time, unduplicated headcount went up by 78%. We took a big chunk of students out of full-time and now they're going part-time. That's why the numbers are showing both up and down. The virtual campus, even though it shows negative numbers for headcount and FTSE, actually has an increase in the third measure – the tush tally.

Dr. Fick stated one of the things he tends to do as he looks at enrollments is to look at Biology, English, and Math enrollments to get a core feeling as to whether things are moving up or down. As he looks across our campuses and centers, for the most part, looking at that set of student enrollments, they tend to be up/down 2% – 4% in this semester. So, there isn't a lot of bouncing around in the main campuses. The virtual campus is up 12%.

Dr. Fick then reviewed the FTSE breakdown, by sub-categories, for Academic Years 2008-2015. He added that FTSE is important because it is also the basis for state funding. We are currently at our lowest point for FTSE in the past eight years, with our highest year being academic year 2011, when it was a little over 9,500 FTSE. Currently, we are a third below that figure; down 33%. Much of this was attributed to the military being built up at the fort, and the number of students that could go through MOS programs was very large at that time. We were also seeing students that were being impacted by the economy. Looking at eight years ago, we're about 12% below the FTSE at that point. Overall, the eight year average is 7,877 FTSE. Dr. Fick stated that the thing he thought was interesting is how our FTSE is broken down. One of the things that's both a blessing and a curse is, if you look at the largest component in our FTSE, it is the MOS program, which was an average of 58.7% over the last eight years. For the past year, it was 61.2%. The MOS is significant for the college.

Our second largest component is the Sierra Vista campus, which over the past eight years has averaged 13.8% of our FTSE; the past year FTSE was 15.2%. For the Douglas campus, the past eight years FTSE was at 8.3%; most recently it was 8.9%. Online average was 6.8% over the past eight years; this last year was 8.3%. The prison had an average FTSE of 6.5% over the past eight years; currently it is at .5%. All of our other centers are currently at 1.5%, give or take.

Dr. Fick stated that one of the things he's hoping to use this break-up for is to try to work at some specific projects to try and turn some of this around. One of which is working with Denise Hoyos and the marketing group to try some pilot programs in the Spring. They will take some of the marketing budget and instead of doing general college-wide marketing, they will try focusing on four programs and do some specific local program marketing as a pilot and see how that works. They are hoping to work with respiratory therapy, administration of justice, electronics, and engineering.

They will also look at the MOS enrollment funnel. This is a large chunk of people, and some of those people feed not only to the MOS program, but they also become students that are now taking credit courses on the fort, Sierra Vista campus, and online, as well as other places. They will be looking at that funnel to see if they can increase the percentage of the students that come to the fort, and how many of those become students of the college that come from the MOS program. They did obtain data from someone at the fort who was able to provide a bit of projection. In FY 11, we had a total of 19,843 MOS students taking classes as the fort, and of that, Cochise College had enrolled 8,403 of those in the MOS program, receiving credits from the college. In FY 14 -15, we had just under 8,000 total students to draw from, with about 6,150 as the number of students who actually signed up for specific programs at Cochise College. Again, this year, we've projected about 8,000 students coming in, converting about 6,000 of those. For 2017, our information source says they expect only about 7,000 students coming into the fort; in 2018 it will bump up to about 7,900; and in 2019 it will be about 8,000. We seem to be hitting a point where a number of students coming will be stabilizing.

Mr. Nelson stated that Dr. Fick had mentioned marketing in four specific areas; however, aviation wasn't one of them. He added he knows the college has put a lot of money into new planes, and inquired if there is any intention to market the aviation program. Dr. Fick explained that aviation has the advantage in that they have their own marketing position. In looking at the 'tush tally' for last Spring, the aviation program had 40 enrollments; this Spring there are 80 enrollments.

Mrs. Strain inquired how Cochise College is stacking up in terms of overall decreases in enrollment and the movement from more part-time from full-time, in the whole state. Dr. Fick stated he hasn't had the opportunity to review the recent data across institutions. He knows that, in the formula for this next year, if they follow the governor's recommendation, we will be losing \$150,000, based on the formula. Again, a lot of colleges across the state are still suffering some of the same declines.

There was brief discussion around MOS/Cochise College enrollments at various military installations around the U.S.

Dr. Fick reviewed transfers to public universities in Arizona. He provided the Board with two documents, stating that these reports came from a subset of AZTransfer. The first document dealt with brand new transfers from Cochise College to the universities, as well as data for all the Arizona community colleges. In 2014-2015, community college transfers from Cochise College was 255, statewide was 10,696. Dr. Fick added that, when it comes to new transfers going into the Arizona universities, we do see some moderate growth. Our average over the last six years is 244 students going from Cochise College to one of the three universities. The percentages over those six years include: about 27% of our transfers going to Arizona State; 14.7% going to Northern Arizona University; and 58.3% going to the University of Arizona. The report also includes some demographic data. Dr. Fick also reviewed movement of some disciplines – top disciplines that appear to be moving up significantly are the Science Technologies, Engineering, and Biological Sciences, and going down, which is no surprise, is Education and Undeclared (significantly). Another area of the report included the number of students who have transferred with an AGECE – with a transfer degree and a non-transfer degree, and transfers that don't have anything. One reason they're tracking this is because AZTransfer knows that if you have a student who transfers with a full degree, they will be more successful than a student who doesn't have a full degree. Therefore, the emphasis is really on trying to get students to complete a degree before they transfer so they can improve their chances of success. Transfers with the AGECE and full degrees seem to be going up. Dr. Fick also reviewed information on students completing a Baccalaureate degree and the areas of study.

3. NEW BUSINESS

3.01 Consent Agenda *

The following items were approved:

- 3.01.1 * Classified; Appointment (*Brenda Eastman, Aviation Mechanic II, Douglas Campus*)
- 3.01.2 * Classified; Termination (*Sarah Nikkari, Facilities Services Technician III, Sierra Vista Campus*)
- 3.01.3 * Curriculum Changes
- 3.01.4 * Acceptance of Minutes for January 13, 2015 – Regular Meeting

Mr. DiPeso moved and Mr. Quinn seconded a motion to approve the Consent Agenda. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.02 Executive Session – President’s Annual Evaluation and Contract

Mr. DiPeso moved and Mr. Quinn seconded a motion to move into Executive Session. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Mr. Nelson adjourned the regular meeting and the Board moved into Executive Session at 7:08 p.m.

Mr. Nelson adjourned the Executive Session and reconvened the regular meeting at 7:32 p.m.

3.03 Contract for the College President

Mr. Nelson entertained a motion to award Dr. Rottweiler a contract beginning July 1, 2016 and extend through June 30, 2019, that he be granted a one percent increase in his deferred compensation, and that he be granted a cost of living increase consistent with that awarded all employees in the future. Mr. Quinn moved and Mr. DiPeso seconded a motion to extend the employment contract with the college president, that he be granted a one percent increase in his deferred compensation, and that he be granted a cost of living increase consistent with that awarded all employees in the future. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mr. Nelson turned the floor over to Governing Board members for comments.

- Mr. Nelson thanked Barbara Richardson and the Willcox Center for hosting the Governing Board meeting. It’s always interesting and exciting to come up and see what’s being done at the center.

5. ADJOURNMENT

Mr. Nelson adjourned the meeting at 7:36 p.m.

Respectfully Submitted:

Loretta Mountjoy, Executive Assistant to the President

Mr. David DiPeso, Secretary of the Governing Board