

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, December 12, 2017
Sierra Vista Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Nelson called the meeting to order at 6:00 p.m.

Board Members Present:

Mr. Dennis Nelson
Mr. David DiPeso
Mr. Danny Ortega
Mr. Tim Quinn
Mrs. Jane Strain

1.02 Pledge of Allegiance

Mr. DiPeso led the 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 reported the AADGB met on November 29 and 30, 2017 in conjunction with the Governance Institute for Student Success (GISS) and the Governance Leadership Institute (GLI). The meeting resulted in great discussions that will lead to further action after the new year.

1.05.2 Senate

No Senate Report was given.

1.05.3 Student Government Association (SGA)

Gabe Wachtel, Student Government Association Vice President, provided a Fall Semester Student Government Association (SGA) Report. Report highlights include:

- The Charge – Student Government Learning Outcome
 - After a year of involvement in the SGA, students will have acquired real-life leadership experience through student body representation, interaction with campus administration and volunteer service both on campus and in the surrounding communities.
- Goals
 - Recruit more involvement, both clubs and SGA
 - Help students establish more clubs
 - Focus on event quality, not quantity
- Event Statistics
 - Events – 38
 - Average attendance at large events – 211
 - Average attendance at small events – 47
 - Hurricane Relief funds raised - \$1,095.82
 - Events held in support of local charitable organizations – 12
- Club Statistics
 - Active Clubs (SVC) – 25
 - New Clubs established – 2
 - Clubs in Development Process – 4
 - Students involved in Clubs – 607 district-wide
 - Club events this semester (SVC) – 43
- Additional Goals Going Forward
 - Enhance student involvement in the community
 - Increase student awareness of the SGA

Mr. Nelson thanked Mr. Wachtel for his presentation and the SGA for their involvement.

1.05.4 College President

Dr. Rottweiler informed the Board some students, along with advisors, were traveling to Houston, Texas to aid in Hurricane disaster recovery initiatives, when the college van they were traveling in broke down. Vice President LaMont Schiers and facilities director Frank Dykstra will be working through the evening to ensure accommodations and vehicle arrangements are taken care of.

Dr. Rottweiler provided a legislative update noting the State is in a waiting game, waiting to see what is happening with Senator McCain and Senator Flake's positions. According to Kristen Boilini and the college's lobbyist Michael Racey, this year's session could be the craziest in the history of Arizona politics. Representative McSally has not announced her candidacy for the Senate and many believe she is waiting to see what will happen with Senator McCain's position.

Dr. Rottweiler had an opportunity to participate in Arizona Governor Doug Ducey's visit to Douglas. He was one of ten members invited to participate in a private meeting, in which Dr. Rottweiler provided literature on the college's recent recognitions and initiatives to

impact the Achieve 60 Arizona Initiatives. The information was well received and a couple of the Governor's staff members approached Dr. Rottweiler noting they wanted to continue the discussion. Dr. Rottweiler sent a follow up email to the Governor's staff noting the amazing things the college is doing with Fort Huachuca and shared the number of student soldiers taking courses. At the request of Mr. Matt Walsh, he and Mr. Jeffrey Jennings were also included in the email communication.

Dr. Rottweiler briefly discussed the Attorney General's Opinion on Arizona Board of Regents (ABOR) and the Legislative's authority to set tuition. The college's lobbyist does not believe the community colleges are at any risk, as they are not considered a state agency.

Master Facilities Update:

The college was notified that an OSHA complaint was filed by a college employee related to potential mold in the art building. Testing was conducted in the building and all results came back negative with no findings; the matter was considered closed by OSHA within Arizona. Following a meeting with vice president Schiers and the employee, there may be potential for a refile of the complaint. College administration contacted OSHA and confirmed the matter is closed. All other matters as it relates to this situation will be referred to the college attorney.

The college continues to work on upgrading security on the Douglas Campus, which includes updating lighting and moving emergency phones to a cellular phone system.

College administration continues to work with University of Arizona South Foundation representatives as it relates to the property line and public access into their demonstration gardens.

General Comments:

Dr. Rottweiler continues to meet with local service organizations and school districts as it relates to the critical numbers 42 – 49 – 15; the reception has been very positive. He also had an opportunity to present to the Noon Rotary Club on November 20th resulting in positive community willingness to get involved and impact the future. The Senior Scholarship Guarantee response has also been very positive. So much so, that should the college receive greater interest in the scholarship than the Foundation has the ability to fund, administration has been asked to create a Board budget line dedicated to potentially waive some of the equivalent amounts so students can be accepted into the college.

Another initiative the college has, includes working with local school districts to place college mentors/intervention specialists into the high schools. The college has reached out to granting agencies to help fund this initiative. Following the Bisbee Economic Outlook Luncheon held in December, staff from the Arizona Community Foundation stated they are very interested in helping fund at least one position.

Informational Items from Dr. Rottweiler:

- Thanked Board members for being great representatives of Cochise College during the GISS meeting held on November 29th, noting his amazement of their leadership.

- Following questions during the GLI meeting held on November 30, a report on Open Educational Resources (OER), a textbook piloting program, will be presented during the January Governing Board meeting
- January 31st - President's Council members will have an eight-hour tour of Fort Huachuca including a briefing of the missions held on the Fort led by Mr. Jennings and Mr. Walsh
- February 2nd & 3rd - A President's Student Leadership Academy will be held; over thirty students were nominated by faculty to participate in the two-day leadership academy; Board members may be asked to present
- November 18th - Hall of Fame was held on the Douglas Campus and was well attended with very positive responses
- On "Giving Tuesday" following Thanksgiving, Dr. Rottweiler and Denise Hoyos recognized employees who have made donations to the college
- December 8th - the college provided Salvation Army bell ringing volunteers; two volunteers per hour for 8 hours at Fry's
- December 14th - Dr. Rottweiler invited to a dinner with Major General John Baker, as part of a community outreach

Mrs. Strain led a brief discussion regarding concerns to the Attorney General's Opinion on ABOR's authority to set tuition.

1.05.5 Monthly Financial Report – October 2017

The Financial Report for November 2017 was presented and accepted as submitted.

2. NEW BUSINESS* ACTION

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Administrative Staff; Appointment (*Scott Clark, Chief Technology Officer, District-wide, based on the Sierra Vista Campus*)
- 2.01.2 * Faculty; Appointment (*Paul Sebesta, Instructor Agriculture, District-wide, based on the Douglas Campus*)
- 2.01.3 * Classified Staff; Transfer (*Kimberly Petty, Accounts Receivable Analyst, Sierra Vista Campus*)
- 2.01.4 * Administrative Staff; Transfer (*Eric Brooks, Dean of Liberal Arts, District-wide, based on the Sierra Vista Campus*)
- 2.01.5 * Faculty; Resignation (*Mark Vernon, Instructor HVAC, Sierra Vista Campus*)
- 2.01.6 * Administrative Support; Retirement (*Diane Nadeau, Curriculum Coordinator, Sierra Vista Campus*)
- 2.01.7 * Acceptance of Minutes for November 14, 2017 – Regular Meeting

Mr. Ortega 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.

2.02 Placeholder – Administrative Staff – Chief Flight Instructor – Douglas Campus

Administration brought forward a recommendation to hire John “Mike” Kehoe, Chief Flight Instructor, Douglas Campus. Mr. DiPeso moved and Mr. Ortega seconded a motion to approve the appointment. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

2.03 Placeholder – Faculty – Instructor Professional Flight – Douglas Campus

Administration brought forward a recommendation to hire Michael McGrath, Instructor Professional Flight, Douglas Campus pending background screening. Mr. Quinn moved and Mr. Ortega seconded a motion to approve the appointment pending background screening. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

***** Introduction of New Employees *****

Dr. Verlyn Fick, Executive Vice President/Provost, introduced Scott Clark, Chief Technology Officer, and Dr. Eric Brooks, Dean of Liberal Arts.

Dr. Rottweiler noted his appreciation to Dr. Brooks for covering as the interim dean over the last several months. He also expressed his excitement for the new leadership recruitments.

2.04 Sabbatical Proposal – Dr. Roman Briggs

Administration brought forward a recommendation to approve a sabbatical leave proposal for from Dr. Roman Briggs for FY 2018-2019. Mrs. Strain moved and Mr. Quinn seconded a motion to approve the sabbatical leave request of Dr. Roman Briggs for the 2018-2019 academic year. Mrs. Strain asked and Dr. Rottweiler confirmed that Dr. Briggs would present a report following his sabbatical. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

2.05 Revised Governing Board Policy 303 – President Succession

Revised Governing Board Policy 303 – President Succession, was presented and recommended for approval. The revised policy removed Vice President for Information Technology from the list of delegated college administrators and changed the title of Vice President for Instruction/Provost to Executive Vice President/Provost. Mr. Quinn moved and Mrs. Strain seconded a motion to approve Revised Governing Board Policy 303 – President Succession. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

2.06 Revised Governing Board Policy 408 – District Investments

Revised Governing Board Policy 408 – District Investments, was presented and recommended for approval. The revised policy increased the maturity date of District Investment of Securities up to five (5) years from three (3) years. Mr. DiPeso moved and Mr. Ortega seconded a motion to approve Revised Governing Board Policy 408 – District Investments. Mr. Nelson noted that he and Mr. DiPeso are members of the Investment Committee and they recommended that a portion of the investments be dedicated to a longer

term investment period in light of the economy improving and interest rates going up. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

2.07 Revised Governing Board Policy 409 – Service of Process

Revised Governing Board Policy 409 – Service of Process, was presented and recommended for approval. The revised policy changed the title of Payroll Manger to Payroll Supervisor. Mr. Ortega moved and Mr. Quinn seconded a motion to approve Revised Governing Board Policy 409 – Service of Process. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

The college received the following communications:

- Dr. Rottweiler received an email from Roy Bartels, Deputy Executive Director for Instructional Technology Council, informing the college that the outstanding use of technology nomination from Cochise College, **innovative use of activities and resource options available in Moodle**, created by Dr. Joan Jorgensen, Instructional Designer for Virtual Campus, has been selected to receive the 2018 Award for Innovative eLearning Technology from the Instructional Technology Council. Dr. Rottweiler publically recognized Dr. Jorgensen.
- Dr. Rottweiler received an email from Narcisa Polonio with ACCT, thanking him for presenting at the GISS-Governance Institute for Student Success, which was held on November 29, 2017. Mr. Nelson noted his appreciation to Dr. Rottweiler for presenting on student success.

3.02 Advancement/External Affairs Report

Denise Hoyos, Director of External Affairs/Executive Director of the Cochise College Foundation, provided an overview of recent efforts and future plans in Advancement/External Affairs; highlights included:

- College-wide fundraising priority
- External Affairs to Advancement
 - Advancement - strategic method of managing relationships with constituents; alumni, donors, philanthropic entities, government, or the media
- Workforce statistics
 - Increase the post-secondary enrollment rate from 49%; states goal is 70%
 - Increase the post-secondary degree or certificate attainment rate from 42%; states goal is 60%
 - Decrease the opportunity youth (16-24) neither in school nor working rate from 15%; states goal is 7%
- Graduating Senior Scholarship Guarantee
 - A graduate from Cochise County high school; enroll full time at Cochise College; and pick a major
 - Level of Scholarship is dependent on high school GPA and maintaining a college GPA

- Interested students need to complete an interest form located on the college's financial aid webpage to receive communications, and need to meet deadlines; register for classes by June 1, 2018 and submit final high school transcript for appropriate scholarship based their GPA by June 21, 2018
- Scholarship Guarantee Cost Estimates – based on five years of data
 - FY2018 - \$180,000 - \$190,000 / class
 - FY2019+ - \$360,000 - \$380,000 / year
 - 226 have currently signed up
- Fund Sources as of December 6, 2017
 - \$31K; Evening at the Races; specific contributions; donations for “where needed most”
 - \$54K – income from a donor's assets
 - \$204K – restricted funds
 - If funds are needed from the college;
 - President - \$50K
 - Study Grant - \$68K
- Success Coach
 - A recruiter embedded in the high school who works with school personnel to connect all students with meaningful opportunities
 - Early cost estimate - \$45K - \$50K; need three to serve the county - \$150K
 - Applying for grants – spring 2018
 - Implementation in high schools in FY 19
 - Sheriff's Bike Run raised \$13K
- 2016-2017 College Foundation Scholarships
 - 440 students awarded scholarships
 - Scholarship funds awarded - \$445K
 - \$125K provided to various college programs
- 2017-2018 College Foundation
 - All-Stakeholder communications improvements
 - An Evening at the Races – April 21, 2018
 - Foundation Board Engagement - \$500 ongoing
 - Improvement tracking – number of donations numbers, donation totals, value of donations, etc.
- New Alumni Engagement – Dr. Mark Von Destinon
- Other Foundation Projects
 - Project Graduation - \$1K for three requesting schools
 - TRiO trip to Houston
 - Employee Giving Recognition
 - Hall of Fame – nomination deadline June 30, 2018
- Recognized the Wolslager Foundation and the Fry Foundation for their annual scholarship donations continued over multiple years

Responding to Mr. Quinn's questions, Dr. Rottweiler confirmed that students can be eligible for multiple scholarships, and the college can track the scholarships for possible success stories.

Mr. Quinn stated Cochise College should participate in high school's Scholarship Night and state the scholarships they are awarding.

Dr. Rottweiler also confirmed that awarded scholarships can be eligible for one, up to four semesters, and declaring a major includes those participating in a certificate program.

Dr. Rottweiler addressed the reorganization of the External Affairs Department with the Marketing Department now reporting to the Executive Vice President/Provost, it provided an opportunity for Denise's department to include the Foundation, Public Information, and the advancement initiative, which includes reviewing the College and community activities with the goal of how to advance the mission of the college.

3.03 Title IX Report

Dr. Wendy Davis, Vice President for Human Resources, provided an overview of Title IX and initiatives the college has in place to assist our students and employees in understanding their rights and responsibilities. Dr. Davis provided Board members with a Cochise College Title IX Policies, Reporting, and Resources pamphlet, which includes contact information, information on the incident reporting process, student code of conduct reporting changes, and reporting options with contact information for legal aid, domestic violence, and on-campus resources.

During her report, Dr. Davis noted Title IX is described as prohibiting sexual misconduct including sexual violence, sex discrimination or gender bias, sexual harassment, and retaliation. Dr. Davis noted a number of additional Acts have been added, including the Clery Act of 1990, which requires post-secondary institutions receiving federal financial aid to disclose crime statistics and security information. The college prepares an annual Clery Report, which is posted to the college website and distributed to all students and employees at the beginning of each academic year.

In 1994, the Violence Against Women's Act was established; definitions include domestic violence, dating violence, sexual harassment and stalking.

In 2001, the Office of Civil Rights, under the Department of Education, provided guidance requiring schools to train employees on sexual harassment, including where to report complaints and what actions employees were to take upon receipt of a complaint.

In 2011, the Office of Civil Rights, under the Department of Education, issued the first Dear Colleague Letter reminding colleges that Title IX exists and covers more than just equal access to athletics. This letter ensured higher education institutions understood that students are guaranteed to have access to education free of harassment and violence. It also recommended that institutions implement training activities.

In 2013, the Campus Save Act was implemented and amended the Clery Act, which mandated extensive primary prevention and awareness programs, and training for faculty and staff related to sexual misconduct and related offenses.

In 2017, the Office of Civil Rights, under the Department of Education, issued a new Dear Colleague Letter, under President's Trump's Department of Education Secretary, withdrawing the 2011 letter, so the college is in a flux right now on guidance. Right now, the college is following the policies and laws that were in place before the October 2017 Dear Colleague Letter when into effect.

Upon receipt of a complaint, the college has several individuals who serve in deputy coordinator and investigator roles. Dr. Bo Hall serves as the primary investigator for the students, and Human Resources oversees complaints related to employees.

Strategies the college has initiated to ensure compliance include, adopting Policy 5009 – Title IX Compliance in 2014; identified the Title IX team, with Dr. Davis as the coordinator, four deputy coordinators and investigators, and two new investigators currently being trained; implemented faculty and staff training adding the Title IX component of mandatory training to the Harassment Sensitivity training required each year; and the college implemented a mandatory on-line student training for **new** students only in the summer of 2017.

The majority of the employees (99%) have completed the training; a few new employees have not yet completed the training.

Dr. Davis confirmed the college Safety and Security office maintains criminal statistic reports monthly through the office of Dean of Students, and an annual report is compiled and published in September of each year. The report is posted to the college website and emailed to students and employees.

3.04 Administrative Computing Report

Dr. Verlyn Fick, Executive Vice President/Provost, provided a report on the Auditor General's Preliminary Information Technology Findings with Potential Financial Statement Impacts. The college received five (5) findings; finding category and actions needed include:

1. Risk Assessment
 - a. Conduct annual risk assessment
 - b. Identify and protect sensitive information
 - c. Evaluate the impact of disasters or other system interruptions on IT resources
2. Access Controls Over IT Resources
 - a. Planning to create an admin computing staff position to provide support for:
 - i. Configuration management
 - ii. User access, password management and remote connectivity
 - iii. Banner security
 - iv. Application upgrade management
 - v. Documentation
 - b. Implementing a best practice Banner production management process by limiting access and giving control to the college database administrator
3. Configuration Management
 - a. Initiating a new configuration management project:
 - i. Establish system to document, review, test and roll back changes
 - ii. Configure and manage hardware and software settings
4. Security
 - a. Initiating a complete revision of Banner security
 - b. Prepare incident response plans
 - c. Perform vulnerability scans
 - d. Train employees on IT security risks

5. Contingency Planning

- a. Initiating a disaster recovery project that will provide documentation and a means to secure both data and server configurations including OS and applications
- b. Test and train contingency plans

Currently the college fails to have policies, processes, and practices in place, so many policies and processes will need to be created to correct the findings.

Responding to questions from the Board, Dr. Fick noted college administration will prioritize the creation of the necessary policies in conjunction with writing the related processes, which may take quite some time to finalize all that are needed. The policies that will require Board approval, will be forwarded to the Board as action items as they are finalized. All other policies that do not require Board approval will be shared with the Board for their information as they are finalized.

Mr. Nelson stated that an IT audit should be conducted on a regular basis. Dr. Rottweiler noted the IT audit was a component of the financial audit that looks for technology issues that may impact the auditor's ability to evaluate the college's financial statements only. He also noted the college should use the audit findings to help create its own internal audit and risk management, led by the Chief Technology Officer.

Mr. Nelson asked for a summary of accomplishments made over the last year; what is working or not working. Dr. Rottweiler responded that administration would be providing this update to the Board during its January meeting.

Mr. Quinn asked if administration would review and adopt best practices from other institutions rather creating from scratch. Dr. Rottweiler noted that under the direction of the new CTO, an RFP will be created to contract various services for things such as intrusion scans, review of best practices, among other services.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mr. Quinn
 - Made recognition to the articulation agreement signed by the college with Major General Walters that now documents the relationship between the college and the Intel Center of Excellence and is now recognized by Army University. He also noted his appreciation to Dr. Davis's Title IX presentation noting it is critical information, along with the importance that students can report anonymously.
- Mrs. Strain
 - Commended Dr. Rottweiler on his presentation to the Noon Rotary Club, and noted his excellence with community presence.
 - The ACCT National Legislative Summit is being held February 11-14 in Washington.
- Mr. Nelson
 - Told an inspirational story regarding the important role a college class has played in enriching an individual's life.

5. ADJOURNMENT

Mr. Nelson adjourned the meeting at 7:40 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. Danny Ortega, Secretary of the Governing Board