

## MINUTES

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

Tuesday, November 14, 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 PM

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

Mr. Dennis Nelson  
Mr. David DiPeso  
Mrs. Jane Strain

##### **Board Members Absent:**

Mr. Danny Ortega  
Mr. Tim Quinn

##### 1.02 Pledge of Allegiance

Mrs. Strain led the Pledge of Allegiance.

##### 1.03 Adoption of Agenda

The agenda was adopted as published. A revised version Agenda Item 2.03 the Amendment to Intergovernmental Agreement between Santa Cruz County Provisional Community College District (SCCPCCD) and Cochise County Community College District for a Teach-out Arrangement was provided to the Board.

##### 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 will meet on November 29 during a working lunch in conjunction with Governance Institute for Student Success (GISS) and if not completed, they will meet again on November 30 with the Governance Leadership Institute (GLI).

### **1.05.2 Senate**

Dr. Wendy Davis, Vice President for Human Resources, provided a Senate Report noting the Senate Committee met in October and discussed updating a few policies, of which none are presented to the Board at this time.

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

No Student Government Association Report was given.

### **1.05.4 College President**

Dr. Rottweiler gave a legislative update reviewing the Fiscal Year 2019 budget funding request that was submitted to the Governor's Office in September. The request, should it be funded, is about \$63.8M, which is an increase of \$14M from the FY 2018 budget. The bulk of the increase is for Maricopa and Pima Community College Districts in the form of STEM funding.

At the state level, there is not much talk about budget and legislative matters, in light of the sexual harassment issue and new committees. Dr. Rottweiler noted there may be some issues to watch going into January, as early estimates from the Joint Legislative Budget Committee (JLBC) indicate the state is down about \$150M in projected revenue.

Other issues may be funding formula problems from the Department of Education related to overfunding some school districts and underfunding other districts; the state legislature may have to step in and provide additional funding to help off-set those difficulties.

There is a lot of discussion regarding the elected officials' retirement plan following pension plan changes a couple of years ago that resulted in a lawsuit by elected Arizona judges and found in favor of the judges, which now requires some ongoing resources from either the state, cities, or counties. There are also ongoing discussions regarding teacher salaries and Prop 301.

Arizona Governor Doug Ducey will be visiting Douglas on December 6, 2017 hosted at the Gadsden Hotel. The college has offered for the Governor to fly into the Douglas Campus and showcase some of the college programs. The primary purpose of the visit is to discuss Douglas, Cochise County, the port-of-entry, as well as education and other matters.

#### **Master Facilities Update:**

On November 12<sup>th</sup> there was a significant water main break at the Downtown Center with water leaking into the basement, which filled one of the electrical vaults. The water main provides makeup water into the cooling towers and the restrooms in the maintenance shops, which has been temporarily fixed. There was no loss of class time or services.

The college was notified that an OSHA complaint was filed by a college employee related to potential mold in the art building. Testing will be conducted on November 15, 2017 by Southwest Hazard.

The college is working closely with the University of Arizona South Foundation addressing property access concerns and possible cost-sharing options as the university develops the Master Gardeners Garden. College administration does not have the desire to help fund a road, but would be willing to pay for engineering if the university is willing to pave the road.

In his general comments: Dr. Rottweiler, along with foundation director Denise Hoyos, has been sharing with Rotary Clubs and other service organizations the college's desire to work around the critical numbers 42 – 53 – 15 representing the percentage of students that are transitioning into post-secondary; the percentage of Arizona residents who have degrees or certificates; and the opportunity youth. Reception has been very positive as it relates to improving educational opportunities. Also, meetings have been held, or scheduled to be held, with all county school districts. The reception has been very positive as districts recognize the challenges Cochise County is facing and they are willing to work closely with the college to impact the future of students in a positive way.

Informational Items from Dr. Rottweiler:

- Provided a key note presentation during the STEM Conference held at the college on November 3
- Hosted Employee Open Forums during the month of October
- Hosted the Frank E Peterson Memorial Reception outlining his scholarship and the generous donation he provided to the college
- Hosted a meeting with University of Arizona President, Dr. Robbins discussing working together to better impact Southern Arizona.
- Participated in the Canyon Vista Medical Community Discussion
- "Pizza with the Prez" to be held with Douglas Student Government Association leaders on November 17
- Governance Institute for Student Success (GISS) and the Governance Leadership Institute (GLI) on November 29 and 30, 2017 hosted at Rio Salado College
- ACCT Legislative Summit is scheduled for Washington D.C. February 11 – 14, 2018. Board members interested in attending should notify the president's office
- Investment Committee to follow the Board meeting

Dr. Rottweiler addressed questions from the Board:

Meetings with school district superintendents include discussions about a Grant initiative that would place a college employee in high school counseling offices one day per week to act as an intervention specialist/college mentor to help students moving into post-secondary.

Addressing concerns regarding Arizona's' decrease of \$150M in revenue, Dr. Rottweiler noted the decrease is a result of significant tax cuts over the course of the recession, even with continuous economic growth.

Dr. Rottweiler ensured the Board that Prop 301 is the highest legislative agenda item, and will be watched very closely. Any additional percentages that may come into Prop 301 will be distributed to K-12, which the community colleges will be very supportive.

Dr. Rottweiler informed the Board the college does require annual sexual harassment training for employees, and those trainings are offered monthly. The college also offers other counseling services through the employee assistance program.

### 1.05.5 Monthly Financial Report – October 2017

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

## 2. NEW BUSINESS\*

**ACTION**

### 2.01 Consent Agenda \*

The following items were approved:

- 2.01.1 \* Classified Staff; Appointment (*Michael Grady, HVAC Senior Technician, District-wide based on the Sierra Vista Campus*)
- 2.01.2 \* Classified Staff; Appointment (*DeVon Hannah, Office Assistant I – Benson Center*)
- 2.01.3 \* Classified Staff; Appointment (*Serena Westbrook, Executive Administrative Assistant EVP/Provost, Sierra Vista Campus*)
- 2.01.4 \* Administrative Support; Appointment (*Morgan McClincy, Academic Career Advisor, Sierra Vista Campus*)
- 2.01.5 \* Administrative Staff; Appointment (*Alan Biel, Executive Dean of Academics, District-wide based on the Sierra Vista Campus*)
- 2.01.6 \* Administrative Staff; Appointment (*Margaret Evangelesta, Director of Veterans Business Outreach Center, State-wide based at the Downtown Center*)
- 2.01.7 \* Faculty; Appointment (*Elizabeth Mondeaux, Clinical Coordinator Respiratory Therapy, State-wide based on the Sierra Vista Campus*)
- 2.01.8 \* Faculty; Appointment (*Douglas Schlarbaum, Instructor Building/Constructions Trades Residential, Sierra Vista Campus*)
- 2.01.9 \* Classified Staff; Transfer (*Andrew Parra, Department Assistant Residential Life, Douglas Campus*)
- 2.01.10 \* Faculty; Transfer (*James Squire, Instructor Professional Flight, Douglas Campus*)
- 2.01.11 \* Classified Staff; Separation (*Bifford July, Maintenance Technician Lead Mechanical, Douglas Campus*)
- 2.01.12 \* Faculty; Separation (*Harrison Cole Conti Boulanger, Instructor Aviation Pathways, Douglas Campus*)
- 2.01.13 \* Classified Staff; Termination (*Eric Schiro, Maintenance Technician I HVAC/Mechanical, Sierra Vista Campus*)
- 2.01.14 \* Curriculum Changes
- 2.01.15 \* Acceptance of Minutes for October 10, 2017 – Regular Meeting

Mr. DiPeso moved and Mrs. Strain 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 Support – Student Recruiter, Sierra Vista Campus

Administration brought forward a recommendation to hire Jennifer Scherr, Student Recruiter, Sierra Vista Campus. Mrs. Strain moved and Mr. DiPeso seconded a motion to approve the appointment. 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 Serena Westbrook Executive Administrative Assistant, and Dr. Alan Biel, Executive Dean of Academics; Dr. Wendy Davis, Vice President for Human Resources, introduced Margaret Evangelesta, Director of Veterans Business Outreach Center; Frank Dykstra, Director of Facilities, introduced Michael Grady, HVAC Senior Technician; Clyne Namuo, Dean of Business and Technology, introduced Douglas Schlarbaum, Instructor Building/Constructions Trades Residential; Noelle Coats, Clinical Coordinator for Respiratory Therapy, introduced Elizabeth Mondeaux, Clinical Coordinator Respiratory Therapy; Jennifer Graeme, Director of Talent Management, introduced Morgan McClincy, Academic Career Advisor; Robyn Martin, Assistant Dean for Enrollment Management and Marketing, introduced Jennifer Scherr, Student Recruiter; and Barb Richardson, Assistant Dean for Outreach, introduced DeVon Hannah, Office Assistant I.

Mr. Nelson welcomed the new employees, and noted his appreciation for the qualified employees the college is hiring.

**2.03 Amendment to Intergovernmental Agreement between Santa Cruz County Provisional Community College District (SCCPCCD) and Cochise County Community College District for a Teach-out Arrangement.**

Following a recommendation from the Auditor General's Office, administration brought forward a recommendation requesting the Board adopt a motion to approve an amended Intergovernmental Agreement (IGA) with Santa Cruz County Provisional Community College District (SCCPCCD) reflecting the Full-Time Student Equivalents (FTSE) rate of \$486 per 1 FTSE. Santa Cruz will reimburse Cochise College, at the end of each semester until the District's obligation is fulfilled, for Nogales students attending the teach-out program. Mr. DiPeso moved and Mrs. Strain seconded a motion to approve the amended IGA with Santa Cruz County Provisional Community College District. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

**2.04 Revised Governing Board Policy 652 – Faculty Credentials**

Revised Governing Board Policy 652 – Faculty Credentials, was presented as a second-read, and was recommended for approval. The revised policy has removed procedure 652.2 Special Exceptions due to a change in Higher Learning Commission guidelines. Mrs. Strain moved and Mr. DiPeso seconded a motion to approve Revised Governing Board Policy 652 – Faculty Credentials. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

**2.05 Revised Governing Board Policy 666 – Associate Faculty**

Revised Governing Board Policy 666 – Associate Faculty, was presented as a second-read, and was recommended for approval. The revised policy establishes a standard procedure for associate faculty to be paid for serving as a substitute as well as how absences not related to sick leave are handled. Mr. DiPeso moved and Mrs. Strain seconded a motion to approve Revised Governing Board Policy 666 – Associate Faculty. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

## **2.06 Revised Governing Board Policy 670 – Career Ladder**

Revised Governing Board Policy 670 – Career Ladder, was presented as a second-read, and was recommended for approval. The revised policy clarifies the intention of the policy as well as how increases in compensation are handled and establishes a priority system based on budget availability. Mrs. Strain moved and Mr. DiPeso seconded a motion to approve Revised Governing Board Policy 670 – Career Ladder. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Dr. Rottweiler replied to Mr. Nelson’s question regarding a requirement for the Board to review policies annually, noting the Board is required to review the policies as they are revised or updated, not annually.

### **3. INFORMATION ITEMS**

### **INFORMATION**

#### **3.01 Communications**

The college received the following communications:

- Dr. Rottweiler received a Community Town Hall Report on “Funding preK-12 Education” along with a thank you letter from Tara Jackson, President of Arizona Town Hall thanking the college for donating the space to host the Sierra Vista Community Town Hall on Funding PreK-12 Education meeting, which convened on Saturday, September 23, 2017.
- Dr. Rottweiler, via an email to the college foundation director, Denise Hoyos, received a note of appreciation to the college for hosting the Frank E Peterson Memorial Scholarship Reception and Celebration, which was held on Tuesday, October 31, 2017.
- The College received a press release from the University of Arizona South (UAS) welcoming Kristy Ritter, Ed.D, Cochise College Mathematics Instructor, as Co-PI to the Leadership Team for the Noyce Border Scholars Program.
- Dr. Rottweiler received an email from Teresa Acevedo, Executive Director of Tucson Children’s Project and Head Start Child-Parent Center, expressing her appreciation to the college for hosting the early childhood documentation exhibits on display in the Sierra Vista Campus Library Commons. Ms. Acevedo also thanked Albert Kogel, Art Professor, Eric Brooks, Interim Dean of Liberal Arts, and Tanya Biami, Department Chair for Fine Arts for their collaboration in making the exhibits possible.

#### **3.02 Cyber Security Program Report**

Dean Clyne Namuo introduced Daniel Guilmette, Instructor for CIS, noting his many recognitions for his work with the Cybersecurity Program. Mr. Guilmette provided a report on the Cybersecurity Program, highlights included:

- Created the Information Security AAS degree in 2004
- Modified to become the Cybersecurity AAS degree in 2013
- Utilizes curriculum that aligns with industry certifications
  - Security+, A+, Network+, Linux+
  - Some students taking certification tests and passing are getting jobs prior to finishing their degree, and becoming six year students taking much longer to complete their degree
- 196 declared cybersecurity majors this year

- K-12 connections
  - CyberPatriot (AFA national youth cyber education program/competition)
    - 30 of the 83 (36%) registered teams in Arizona are trained here at Cochise College
  - Computer Challenge
    - Annual event of 200-300 middle school and high school students competing in broad range of tech events; March 2018 will be the 35<sup>th</sup> year
- Upgraded cybersecurity classrooms with Prop 301 funds
- Grant funded cybersecurity lab
- University and Industry Connections
  - UA South
  - Industry pathways – internships
- Model statewide
  - Arizona Western College
  - Central Arizona College
- Seeking NSA Center of Academic Excellence in Cyber Defense
- Administration Support
  - New Cybersecurity faculty position started in Spring 2017
- Next Expansion Areas
  - Fully online program
  - Cyber Lab Tutors
  - Expand Faculty – needed to fully implement an online program

Dr. Rottweiler responded to Mrs. Strain's question regarding the University of Arizona partnership, noting the UA South Bachelors of Applied Science degree is built with Cochise College's associates' degree program.

### **3.03 Administrative Computing Report**

Dr. Verlyn Fick, Executive Vice President/Provost, provided a progress report on Administrative Computing, highlights included:

- Sierra Vista server room upgrades almost finished – finalized installation of new lighting, finalizing installation of ceiling tiles; both HVAC systems are running; alarm notifications received when temp in the room gets too warm (ideal temps upper 60s); fire suppressant gas container installed (used in cases of fire)
- Infrastructure – awaiting arrival of an electrical switch for UPS system
- Working with company called Scale for hyper converge systems – combining multiple servers to smaller nodes
- Banner 9 foundation set up
- Degree Works – Banner Action Teams (BAT) working on National Student Loan Data System (NSLDS) reporting issues – ongoing challenge trying to get the data to the national clearinghouse then to the NSLDS correctly. Looking for new ways to setup the data in the system, especially with MOS students.
- Re-working Degree Works system so it will allow a student to have multiple programs in the system at the same time
- Data Governance – a team is creating data governance policies, a data dictionary, and policies for consistency with reporting data

Mr. Nelson asked for a summary of accomplishments made over the last year; what is working or not working. Dr. Rottweiler noted administration would also update the Board on the initial IT findings from the Auditor General's audit. There were five significant findings most based around policies and procedures.

#### **4. COMMENTS FROM GOVERNING BOARD MEMBERS**

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

- Mrs. Strain
  - Representative Becky Nutt spoke with Mrs. Strain and praised Dr. Rottweiler and the college for the innovative forward thinking and for working with K-12 students following the STEM Conference she attended, which was held at Cochise College in November.
  
- Mr. Nelson
  - Gave notice that he would be stepping down as the Board Chair in January.

#### **5. ADJOURNMENT**

Mr. Nelson adjourned the meeting at 7:15 p.m.

Respectfully Submitted:

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Crystal Wheeler, Executive Assistant, Office of the President

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Mr. Dennis Nelson, Chair of the Governing Board