

## MINUTES

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

Tuesday, March 13, 2018  
Willcox Center  
6:00 p.m.

#### 1. GENERAL FUNCTIONS

##### 1.01 Call to Order

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

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

Mr. David DiPeso  
Mr. Danny Ortega  
Mrs. Jane Strain

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

Mr. Dennis Nelson  
Mr. Tim Quinn

##### 1.02 Pledge of Allegiance

Mr. Ortega led the Pledge of Allegiance.

##### 1.03 Adoption of Agenda

Consent Agenda item 2.01.2 Administrative Staff Appointment for Charles Williams was pulled from the agenda. No other changes were made and the agenda was adopted as corrected.

##### 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 next AADGB meeting will be held on Friday, April 27, 2018.

##### **1.05.2 Senate**

The Senate report was presented and accepted as submitted.

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

A Student Government Association report was not provided; students on spring break.

### **1.05.4 College President**

Dr. Rottweiler provided a legislative update noting the budget has not yet been signed. Maricopa and Pima Community Colleges still are not included in any funding. Coconino's initiative for resubmission of tax levy appropriation has died and never made it out of committee.

Senate and House Bill Updates:

- HB2172: Postsecondary Institutions; Possessions of Nonlethal Weapons; Passed the House. Community colleges and universities are in opposition of the bill for two reasons: colleges believe in local control, letting the governing boards make the decisions; and the bill has complicated factors including the definition of nonlethal weapons is vague and follows the NATO-defined nonlethal weapons such as explosives, flash bangs, and Tasers. Dr. Rottweiler's concern is less about students protecting themselves, and more about how to manage nonlethal weapons in dorms; and the liability if injuries are sustained during the use of the nonlethal weapon. Currently, it is not lawful to have lethal nor nonlethal weapons in dorms per college policy. Colleges believe the bill will move forward, so administration will work to obtain a more descriptive definition of what nonlethal weapons are allowed on campus. Dr. Rottweiler has placed a call to Senator Griffin's office with his opposition of the bill, but has yet to receive a returned call.
- HB2563: Postsecondary Institutions; Free Expression Policies; a bill being brought forward by Representative Boyer and has strong support from the Goldwater Institute. The community colleges and universities must allow any free speech protest to occur anywhere in public space on campus. Concerns are less about the bill and more about the regulatory effects; they want each of the colleges to create a 15-member committee that will review all free-speech incidents on campus and report the information to the attorney general, the legislature, and the Governor's Office on an annual basis. The bill is being driven by universities and Maricopa Community College. Cochise College is very supportive of free speech, just need to maintain college business and require protests to be held in areas where it can be safely administered. If the legislation passes and it is signed by the Governor, the college will need to review the current protest policies.

Master Facilities Update:  
No new updates reported.

In his general comments:

Dr. Rottweiler continues to meet with local service organizations as it relates to the critical numbers 42 – 49 – 15. He also presented a keynote at the Military Awards Committee (MAC) luncheon on March 7. To date, Dr. Rottweiler has given ten presentations, and has met with each of the school districts; all with positive responses.

On February 22, 2018, the City of Sierra Vista Town Council approved the property transfer to the College Foundation, for the Residential Construction Trades project house; the project will begin in August 2018.

Cochise College participated in the All Arizona Academics, which was held in Tempe on March 1, 2018. Dr. Rottweiler thanked Mrs. Strain for participating in the event. The college had four recipients: one on the first team, one on the second team, and two on the third team. Dr. Rottweiler announced that the college received notification that Mr. Cody Jenkins, who was selected as the college's first team, was selected as the 2018 Coca-Cola Academic Team Silver Scholar and he will receive a \$1,250 scholarship.

Informational Items from Dr. Rottweiler:

- March 28 – Dr. Rottweiler will host Fort leadership on a tour of the Douglas Campus Aviation Program and discuss partnerships and shared training opportunities.
- On March 3 and 4, Cochise College hosted the very successful rodeo on Fort Huachuca, with the women winning and the men taking third place.
- Cochise College Men's Basketball team played during the regional championship in Yuma; unfortunately they were unsuccessful and completed the season as runner-up.
- Women's Basketball team won regionals and will be going to the national tournament March 19-24 in Lubbock, TX. Dean Hall and Dr. Rottweiler will be attending the games.
- ACCT Leadership Congress in New York October 24-27; interested Board members need to contact the president's office.
- Dr. Rottweiler will be on leave March 14 – 20; Dr. Fick will be acting president during his absence.

Mr. Ortega asked Dr. Rottweiler to keep the Board updated on the Bills.

### 1.05.5 Monthly Financial Report – February 2018

The Financial Report for February 2018 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 (*Joshua Groves, HVAC Senior Technician, Sierra Vista Campus*)
- 2.01.2 \* Administrative Staff; Appointment (*Charles Williams, Network Administrator, Sierra Vista Campus*) **ITEM PULLED FROM THE AGENDA**
- 2.01.3 \* Administrative Support; Transfer (*Sharrina Cook-General, Media and Communications Coordinator, Sierra Vista Campus*)
- 2.01.4 \* Classified Staff; Resignation (*Lawrence Bingham, Maintenance Supervisor Mechanical/HVAC, Sierra Vista Campus*)
- 2.01.5 \* Classified Staff; Resignation (*Stephen Clemmer, Facilities Services Technician III, Sierra Vista Campus*)

- 2.01.6 \* Classified Staff; Resignation (*Jose Sodari, Grounds/Building Maintenance Supervisor, Douglas Campus*)
- 2.01.7 \* Administrative Staff; Resignation (*Joe Scott Arledge, Director of Procurement Services, Sierra Vista Campus*)
- 2.01.8 \* Coach; Resignation (*Matteus Johnson, Assistant Women's Soccer Coach, Douglas Campus*)
- 2.01.9 \* Faculty; Resignation (*Catherine Laganosky, Instructor of Business Administration, Sierra Vista Campus*)
- 2.01.10 \* Classified Staff; Retirement (*Elma Mossor, Executive Administrative Assistant for Information Technology, Sierra Vista Campus*)
- 2.01.11 \* Administrative Staff; Retirement (*Debra Wright, Science Lab Manager, Douglas Campus*)
- 2.01.12 \* Coach; Termination (*Yvonte Neal, Assistant Coach Women's Basketball, Douglas Campus*)
- 2.01.13 \* Classified Staff; Reduction in Force (*Lydia DeYoung, Department Assistant VBOC, Downtown Center*)
- 2.01.14 \* Classified Staff; Reduction in Force (*Patty Leyva, Office Assistant I, Student Support Services, Douglas Campus*)
- 2.01.15 \* Administrative Staff; Reduction in Force (*Joanne Darbee, Cooperative Education and Career Coordinator, Sierra Vista Campus*)
- 2.01.16 \* Administrative Staff; Reduction in Force (*Margaret Evangelesta, Director of Veterans Business Outreach Center, District-wide based at the Downtown Center*)
- 2.01.17 \* Faculty; Reduction in Force (*Donald Wirthlin, Instructor Unmanned Aerial Systems, Douglas Campus*)
- 2.01.18 \* Faculty; Non-Renewal of Contract (*Shaun McGuire, Instructor of Biology, District-wide*)
- 2.01.19 \* Acceptance of Minutes for February 6, 2018 – Regular Meeting
- 2.01.20 \* Acceptance of Minutes for February 13, 2018 – Work Session Meeting

Mr. DiPeso moved and Mrs. Strain seconded a motion to approve the Consent Agenda removing item 2.01.2. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

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

Frank Dykstra, Executive Director of Facilities and Maintenance, introduced Joshua Groves, HVAC Senior Technician.

**2.02 Faculty Emeritus**

Dr. Rottweiler recommended Mr. Norman Bates and Mr. David Pettes for Faculty Emeritus status. Mr. Bates and Mr. Pettes were nominated by the faculty and have been through a selection committee set up by Executive Vice President/Provost, Dr. Fick. Following consultation and accepting their willingness to be considered to the Board for recognition, Dr. Rottweiler recommended the Board approve Mr. Norman Bates and Mr. David Pettes to be conferred the status of Faculty Emeritus at the upcoming Commencement.

Mrs. Strain moved and Mr. DiPeso seconded a motion to approve the conference of Faculty Emeritus status upon Mr. Norman Bates and Mr. David Pettes. Following a

question from Mrs. Strain, Dr. Rottweiler clarified that Mr. David Pettes is not currently faculty emeritus status; he had retired, but came back to the college for a time, and is now within the five years retirement policy requirement. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

### **2.03 RFP #10-17-0009 Food Services Management**

Administration requested the Board adopt a motion authorizing the President to execute a contract with A'viands, Inc. to continue providing food service management for the district. Dr. Rottweiler noted that consistent with college policy, the President is authorized to expend resources not to exceed \$250K; this RFP has the potential of being well over \$250K, so it was recommended to the Board for a motion authorizing the President to execute a contract with A'viands.

Mr. DiPeso moved and Mrs. Strain seconded a motion to authorize the President to execute a contract with A'viands, Inc. to continue providing food service management for the district. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

### **2.04 2018-2019 Student Tuition and Fee Schedule**

Dr. Verlyn Fick, Executive Vice President/Provost provided a briefing to the Board highlighting the proposed tuition and fee schedule.

Administration's tuition and fee schedule proposed highlights include:

- In-state tuition increase of \$3 per credit hour; Cochise College is currently ranked the third lowest overall annual tuition fee among the ten Arizona community colleges.
- Online tuition change - separate the in-state and out-of-state tuition rates. The proposal is a five-year plan to reduce the in-state rate \$5 per credit each year during the five-year plan; and offset the possible \$600K – \$700K loss in revenue from decreasing the in-state rate, by increasing the out-of-state rate \$10 per credit each year during the five-year plan. The Board would only approve one year's tuition adjustment, each year over the next five years.
- Differential Tuition – more specific purpose to help cover extra stipends to get individuals hired in hard to fill positions, such as nursing, Respiratory Therapy, Aviation, etc.
- Aviation Fees – five percent increase to bring in new software used for tracking student activities and outcomes. The cost for software is approx. \$25 per student per month. The 4-term total increase would be \$3,750; \$1K per term.
- Food Cost – three percent increase for cost of food; no increase to housing, only meal plans.
- Rental Fees – administration requests approval to set and approve rental fees; rental of planes, chairs, tables, translation equipment, etc. rather than bringing the rental fees to the Board for approval.

Dr. Rottweiler noted that Cochise College was one of the early pioneers in online education. The college made a decision many years ago to not make a distinction between out-of-state and in-state rates when it came to online education. Over the last

25 years, the cost of online education has gone down and has become a critical part of ongoing education.

Mr. DiPeso asked about the high cost of online class rates. Dr. Fick noted currently the college does not distinguish between in-state and out-of-state rates for online classes. However, other colleges have separated out the rates. Dr. Rottweiler said ideally, the online in-state and the regular in-state rate will be the same.

Mrs. Strain asked if the issue is significant enough that the college has lost students. Dr. Fick noted there is no quantitative data. He also stated that military students used to account for the majority of the online students, now students in dorms are taking a high number of online classes.

Mr. Ortega asked for clarification on rental fees; Dr. Rottweiler replied the request is for the Board to allow administration to set and approve rental fee rates accordingly, without going to the Board for approve each year.

Administration requested the Board adopt a motion to approve the tuition and fee schedule for FY2019, as presented.

Mr. DiPeso moved and Mrs. Strain seconded a motion to approve the tuition and fee schedule for FY2019, as presented. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

### **3. INFORMATION ITEMS**

#### **3.01 Communications**

The college received the following communications:

- Dr. Rottweiler received an email from Mindy Sherman, Benson High School Counselor, commending Barbara Richardson, Celia Jenkins, Rita Miller, and Tonya Randolph noting these college employees are top notch professionals who go above and beyond to help the school bring opportunities to students. Ms. Sherman, along with Principal Ben Rodriguez, expressed their appreciation for making the Accuplacer testing available to them.
- Dr. Rottweiler received a letter from National College Testing Association (NCTA) congratulating the college testing center for being awarded the NCTA Test Center Certification for both, the Sierra Vista Campus and the Douglas Campus testing centers following a committee site visit. The certification is valid for five years. The college testing center will also receive a plaque to display the official NCTA Certification.

(Per Governing Board Policy 207 – Board Policy Creation and Review, policy changes related to wages, benefits, or working conditions require two readings. The following policies were presented as a first-read for review and consideration and as noted in the policy footers, they have gone through the necessary channels prior to coming to the Board for a first-read.)

#### **3.03 Revised Governing Board Policy 628 – Sick Leave – Benefited Employees**

Revised Governing Board Policy 628 – Sick Leave – Benefited Employees, was presented as a first-read for review and consideration. The proposed revised policy

aligns with recent changes to state statute expanding the definition of “family” to include “any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship”.

### **3.04 Revised Governing Board Policy 633 – Sick Leave – Benefited Employees**

Revised Governing Board Policy 633 – Sick Leave – Benefited Employees was presented as a first-read for review and consideration. The proposed revised policy aligns with recent changes to state statute expanding the definition of “family” to include “any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship”.

### **3.05 Revised Governing Board Policy 654 – Bereavement Leave**

Revised Governing Board Policy 654 – Bereavement Leave was presented as a first-read for review and consideration. The proposed revised policy aligns with recent changes to state statute expanding the definition of “family” to include “any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship”.

All revised Governing Board Policies have been through the Senate.

### **3.06 Willcox Center Report**

Barbara Richardson, Assistant Dean of Outreach, provided a brief welcome and Willcox Center updates; highlights included:

#### Increased Community Engagement

- Coffee and Free Lecture with Ann Huston, Cochise County National Parks
- Center for Lifelong Learning (CLL) classes
  - Basic Computing Workshop -18 registered
  - QuickBooks for non-profit
- Working with Small Business Development for Social Media classes
- Credit classes - EMT class has 8 students
- CPR being offered on weekends
- Willcox has been live streaming Math 123 to the Douglas Campus
- Accuplacer testing initiative has been well received
- Hosted a Career Fair with Willcox Against Substance Abuse (WASA)
- Distributed college and career readiness brochures, provided from the Department of Education geared for 6 - 8<sup>th</sup> graders, were distributed to 8<sup>th</sup> graders during their visit to the high school.

Ms. Richardson also shared her Cochise College marketing t-shirt; accessible + affordable + achievable = Cochise College.

### **3.07 Liberal Arts Report**

Dr. Eric Brooks, Dean of Liberal Arts, provided a Liberal Arts Report; presentation highlights included:

The college recently received a donation from the Cowan family. In the 1980s, the college had an Archaeology program that excavated their land. Ruth Cowan gave the materials from their ranch near Cloverdale, New Mexico to the college's Archaeology Collection. The ceramics are all related to the Casas Grandes culture from Northern Chihuahua and date to about 1200-1450 A.D. Dr. Brooks' presentation also included some photos of the donated pieces.

Dr. Rottweiler stated Becky Orozco, History/Anthropology Instructor, along with members of the University of Arizona Archeology Department, helped evaluate and identify the pieces; noting they are some of the finest pieces they have ever seen.

Mr. DiPeso asked about the display of the pieces; Dr. Rottweiler noted the items, once cataloged, will be placed in displays on the Sierra Vista and Douglas Campuses.

Dr. Brooks shared an Arizona Highways magazine article, "A Totally Different Ballgame" highlighting the archaeological digs at Bisbee's historic Warren Ballpark, which was led by Bisbee High School and Cochise College students. He also shared a video: Digging up History at Warren Ballpark, which highlighted the archeology dig at the ballpark.

Upcoming Liberal Arts Events:

April - Creative Writing Celebration

    Mozart Requiem Event

    Nuevo Mundo Concert

May - Concert without Borders

### **3.08 Administrative Computing Report**

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

- Wrapping up CampusWorks contract by the end of March
  - Minor contract modifications to include removing the director position, and adding more hours of data base administration for IT service projects
    - Graduation application
    - Dashboard collaboration
    - Communication workflow automation
  - Data base administrator – Banner 9
    - Software to get into banner areas with a single sign-on
    - Banner 8 and Banner 9 ability to run at the same time
    - Hyperconverge equipment – one set of nodes each with its own function as a server
    - Implement Banner 9 modules
- Request for Proposal (RFP) conducted – requesting as-needed assistance to be part-time, and based on hours needed
  - David Kent Consulting was awarded the bid; experience with Oracle databases and Banner software



Dr. Fick noted that future Administrative Computing Reports would be presented at the Boards request, and would be provided by Scott Clark, Chief Technology Officer.

Mrs. Strain inquired about the move from Banner 8 to 9. Dr. Fick noted there will be a period of time when both Banner 8 & 9 will be in use, but the complete switch is due by the end of December 2018; Banner 8 will no longer supported.

### **3.09 Development of the FY19 Preliminary Budget Update**

Dr. Rottweiler updated the Governing Board on the FY19 preliminary budget development, following the Budget Retreat held on Friday, March 9 with President's Council; discussion highlights included:

Potential New Revenue - \$1.4M

- Increased Tuition – Board approved \$3 increase
- Primary Tax Levy (new construction & max levy of 2%) - if Board approves during its May Board Truth and Taxation meeting
- State Aid (M&O, Equalization, and STEM) – awaiting Governor's approval of proposed budget

Potential Savings – \$1.7M

- Reorganizations
- Reduction in Force
- Vacant positions

Total Availability for Reallocation - \$2.5M

Received \$1.4M in requests

- All requests were screened by President's Council and senior administration; they were deemed to be of utmost essential need; and were based on strategic priorities and Board initiatives.
  - Salaries – to remain competitive, retain employees, and recruit new employees, proposing a 3.75 percent increase for all staff
  - Associate Faculty – increase from \$700 to \$725 per credit hour
  - Medical Insurance changes – split out the college's contribution; recommendation is an employer contribution of \$600 per month allowing employees to make choices between four different plans; EPO, EPO buy up, high deductible, and high deductible buy-up; with the potential savings, employees could put into a Health Savings or Dependent Medical plan.
  - ASRS Increase – from 11.34 percent to 11.64 percent
  - Board Initiatives – Sierra Vista Campus and Airport surveillance camera system; Facilities Master Plan; and Market Research
  - IT – technology plan; and contracted services to support Banner 9
  - Transportation Program - Autoplex Lease increase of \$75K for next year; the college is recommending funds for architectural services for a possible future college transportation (automotive) building
  - Student Success & Institutional Effectiveness
  - One-time initiatives - \$190K to be paid from FY18 budget
  - Four remaining unfunded positions will continue to be reviewed for consideration by senior administration

Dr. Rottweiler informed the Board that administration would be bringing forward a recommendation to approve a max tax levy of 2 percent; an increase of \$4.71 for

every \$100,000 assessed value. He also noted administration will present a refined preliminary budget proposal during the Board's April meeting.

Dr. Rottweiler expressed his pleasure with the budget development process, noting the discussions were at the highest level, the team worked together, and decisions were made based on the best interest of the entire college.

Mr. Ortega thanked Dr. Rottweiler and staff for the time and thought that went into the budget plan.

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

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

- Mr. DiPeso welcomed Mr. Ortega back from Puerto Rico.
- Mrs. Strain noted her appreciation for the opportunity to attend the All Arizona Academic Team Award Ceremony on March 1.
- Mr. Ortega thanked Ms. Richardson for hosting the Board meeting at the Willcox Center.

#### **5. ADJOURNMENT**

Mr. Ortega adjourned the meeting at 7:26 p.m.

Respectfully Submitted:

---

Crystal Wheeler, Executive Assistant, Office of the President

---

Mr. David DiPeso, Secretary of the Governing Board