

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, September 11, 2018
Sierra Vista Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

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

Board Members Present:

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

1.02 Pledge of Allegiance

Mr. Quinn led the Pledge of Allegiance and a moment of silence in observance of the victims and family members of 9/11.

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 Community College Trustees (AACCT)

Mrs. Strain reported the Arizona Association of Community College Trustees (AACCT) met on August 24, 2018. The AACCT is a state-level board where all fifty-two Arizona community college trustees are represented by ten trustee members. AACCT members will be attending the Annual Association of Community College Trustees (AACCT) National Leadership Congress being held in October 2018, where Arizona will host a breakfast for other community college trustees.

Dr. Rottweiler noted Mrs. Strain represented AACCT during a Pima Community College Board Study Session on August 27.

1.05.2 Senate

Dr. Wendy Davis, Vice President of Administration and Human Resources, provided a Senate Report noting the Senate met on August 24, 2018, and reviewed technology and completion policies; none were presented for Board action.

1.05.3 Student Government Association (SGA)

Joshua Novinger, SGA President, introduced Kathryn McCoy, SGA Vice President, Athena Reynolds, SGA Social Events Coordinator, Larry White, SGA Treasurer, and Connor Fletcher, SGA Secretary to the Board.

Mr. Novinger noted SGA had hosted nine events in the first three weeks of classes to include celebrating Hispanic heritage with a Talc-O "Taco" Tuesday event being held that evening.

Mr. Nelson stated he had received an email suggesting the college host a course on bullying, in which Mr. Nelson asked if SGA would consider hosting such an event. Dr. Rottweiler will forward the information onto the counseling office for coordination with SGA members to host an anti-bullying event.

1.05.4 College President

Dr. Rottweiler provided a legislative update noting the 2020 proposed budget submission, requesting full statutory funding of \$64.4M, was sent to the Governor's Office on September 1; a copy of the submission was provided to the Board.

Cochise College's requests include:

- M&O - \$4,660,900 (-\$16,400)
- STEM - \$1,006,400 (-\$4,400)
- Equalization - \$6,185,100 (+\$336,900)
- Total - \$11,852,400 (+\$316,100)

The Arizona Community College Coordinating Council (AC4) will meet on September 26 and 27 and will continue discussions regarding the Legislative Agenda.

Master Facilities:

- Master Facilities Planning - DLR Architects are in the first initial planning phase
- Security Camera/Surveillance Project - design work is completed for Sierra Vista Campus; waiting for final costs for labor and may use an in-house staff if needed
- Douglas Campus Art/Fab Building remodel/expansion (1900) possible completion in December or end of academic year.
 - Steel has been ordered
 - Seeking bids for:
 - electrical/lighting
 - interior studs and drywall
 - fire suppression and alarms
- Transportation Center - nothing to report at this time

New Initiatives:

- Police Academy - The September 4th Academy was postponed on Friday, August 31. Originally, the class was planned with five cadets: four from the Sheriff's Office and one from Fredonia. Recently one cadet injured a knee bringing the class size to four cadets. In consultation with the Sheriff, the academy was canceled. College staff is currently recruiting for the next class to be held in January with a capacity of twenty cadets. The college did offer a \$1,000 Scholarship to the cadet from Fredonia if the cadet can wait and attend the January Police Academy.
- Residential Construction Trades Program - 12 students enrolled in the program; Dr. Rottweiler thanked Mr. Quinn for attending the Ribbon Cutting event held on August 30. Photos and a video of the project house were shared with the Board.
- Guaranteed Scholarship Program
 - Gold Level Scholarships for 3.5 GPA or above – 91 awarded
 - Copper Level Scholarships for 3.0 GPA or above – 200 awarded
 - Turquoise Level Scholarships with no GPA minimum – 100 awarded
 - Total awarded scholarships – 391
 - Total amount awarded - \$193,250
 - Cochise County High School Graduates enrolled at Cochise College
 - Fall 2017 - 368 enrolled; Fall 2018 – 421 enrolled; 14% increase
 - Fall 2017 - 292 full-time students; Fall 2018 – 369 full-time students; 26% increase

Dr. Rottweiler informed the Board that in efforts to better comply with changes coming from Federal Financial Aid, as well as marketing, the administration plans to have the Tuition and Fees schedule brought before the Board for approval during the November Board meeting rather than the traditionally approved month of February. The administration will provide an information report to the Board during the October Board meeting prior to the action item being presented in November.

General Comments:

Cochise College In The News – Dr. Rottweiler distributed a copy of the Current Newsletter from Sulphur Springs Valley Electric Cooperative (SSVEC), in which articles from Dr. Alan Biel, Executive Dean of Academics; Jennifer Lakosil, Dean of Nursing and Allied Health; Barbara Richardson, Assistant Dean of Outreach; and Dan Guilmette, Instructor for Cyber Security were published by Eric Peterman.

Dr. Rottweiler recognized Kristi Ritter, Cochise College Math Instructor, who was recently featured in an article published in the Sierra Vista Herald; Teaching Through Technology: Educators preparing students for the future. Dr. Ritter has been instrumental in the college receiving a National Science Foundation Grant (NSF) in collaboration with the University of Arizona South as they participate in the Noyce Border Scholars Program. Dr. Rottweiler thanked Dr. Ritter for her leadership and for going above and beyond the expectations of a community college faculty member.

Dr. Rottweiler noted that as part of an initiative to increase math scores, Dr. Ritter along with Math Department Chair Angela Garcia have been holding boot camps for elementary and middle school teachers teaching them how to utilize technology in their classrooms.

Upcoming Events:

- September 19-20 - Nonprofit's Impact on Cochise hosted by the Center for Life Long Learning; Dr. Rottweiler will be the keynote lunch speaker on the 20th
- September 24 - Present to San Pedro Kiwanis regarding student success and the Guaranteed Scholarship Program
- September 28-29 - College Rodeo
- October 4 - Benson Economic Outlook Luncheon
- October 5 - Pit Fire on Douglas Campus
- October 6-7 - Aviation 50th Celebration
- October 24-27 - ACCT Leadership Congress

Questions/Comments:

Mrs. Strain inquired about tracking where the 369 full-time students were coming from; responding, Dr. Rottweiler stated a full enrollment report will be presented during the October Board meeting, and the college would be able to show where students are coming from.

Mr. Quinn commended the Residential Construction Trades Program noting it is a tremendous opportunity for meaningful careers, and it has made a big difference for one of the students in the program as well as his family.

1.05.5 Monthly Financial Report – August 2018

The Financial Report for August 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 (*Christopher Regert, Facility Services Technician III, Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Appointment (*Angel Rojo, Office Assistant Counseling and Advising, Douglas Campus*)
- 2.01.3 * Classified Staff; Appointment (*Cheryl Shull, Department Assistant Finance/Human Resources, Sierra Vista Campus*)
- 2.01.4 * Administrative Support; Appointment (*Amy Schroeder, Military Success Navigator, Fort Huachuca Center*)
- 2.01.5 * Administrative Staff; Appointment (*Jennifer Tagaban, Director of Residential Life/Student Government Advisor, Douglas Campus*)
- 2.01.6 * Faculty; Appointment (*Mary Balderston, Instructor of Nursing, Downtown Center*)
- 2.01.7 * Classified Staff; Transfer (*Emily Moxley, Library Circulation Coordinator, Sierra Vista Campus*)
- 2.01.8 * Professional Staff; Resignation (*Kimberly Petty, Accounts Receivable Specialist, Sierra Vista Campus*)
- 2.01.9 * Administrative Support; Resignation (*Allison Ocanas, Military Success Navigator, Fort Huachuca Education Center*)

- 2.01.10 * Administrative Staff; Resignation (*Diane Carpenter, Systems Analyst, Sierra Vista Campus*)
- 2.01.11 * Administrative Staff; Retirement (*Anita Franklin, Bursar, Sierra Vista Campus*)
- 2.01.12 * Acceptance of Minutes for August 14, 2018 – 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 with Board members, David DiPeso, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

2.02 Placeholder – Classified Staff Appointment – Department Assistant Library Services

The administration brought forward a recommendation to hire Kristen Davis, as the Department Assistant for Library Services, on the Sierra Vista Campus.

Mr. Nelson moved, and Mr. DiPeso seconded a motion to approve the appointment. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

2.03 Placeholder – Administrative Support Appointment – English Tutor

The administration brought forward a recommendation to hire Rebecca Gualtierre as an English Tutor on the Sierra Vista Campus.

Mr. Nelson moved, and Mrs. Strain seconded a motion to approve the appointment. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED.

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

Mark Boggie, Dean of Student Success, introduced Jake Sherwood; Brian O'Brien, Facilities Services Supervisor, introduced Christopher Regert; Wendy Davis, Vice President for Administration and Human Resources, introduced Amy Schroeder; and Jennifer Lakosil, Dean of Nursing and Allied Health, introduced Mary Balderston.

2.04 Cochise College Housing Combo

The administration requested the Board adopt a motion to approve the changes and expansion of the Cochise College Combo Tuition and Housing Program to include changing the qualifying credits from 16 or more to 15 or more, in conjunction to the "15 to Finish" campaign. The expansion is to include an option for international students that would provide a combination housing and tuition rate for students taking 15 credits or more, living in housing and buys a meal ticket would be eligible for 150% of in-state tuition.

Mrs. Strain moved, and Mr. Nelson seconded a motion to approve the changes and expansion of the Cochise College Combo Tuition and Housing Program. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Dennis Nelson, Tim Quinn, and Jane Strain all voting aye. MOTION CARRIED

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

The college received the following communications:

- The College received a letter from the Government Finance Officers Association notifying the college that the comprehensive annual financial report (CAFR) for the fiscal year ended 2017, qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting, which is the highest form of recognition in governmental accounting and financial reporting.
- Cochise College Student Success Newsletter, Issue 03, September 2018.

3.02 Fulbright-Hays GPA Participant's Report

Instructors Becky Orozco, History, and Virginia Thompson, Ceramics, provided a report on their June 2018 participation in a Fulbright-Hays GPA Curriculum Development Program in Kazakhstan and Uzbekistan.

Ms. Orozco reported the Fulbright-Hays program called the Group Project Abroad was sponsored by New Mexico Highlands University and the University of Arizona specifically for border educators. There were twelve individuals chosen to travel to Kazakhstan and Uzbekistan. The trip included two weeks spent at the Nazarbayev University in Astana, the Capital of Kazakhstan. The University built in 2012, is a new state of the art facility built for 20,000 students. Program participants studied the Russian language, Russian culture, and learned from guest speakers. Ms. Orozco's curriculum project will be looking at the cultural change from Soviet enforced Russian to the new Kazakhstan system including learning the language.

Ms. Thompson reported on the programs travel into Uzbekistan highlighting their visits to important cultural and historical sites including a Sixteenth Century Tomb near Tashkent, the capital of Uzbekistan. As Uzbekistan was a stop along the Silk Road, Embroidery and textiles are a long tradition in Uzbekistan. Program participants explored handy crafts of woven silk fabrics, woodworking, ceramics, and visited a papermaking factory. Ms. Thompson participated in a meeting with professors, university medical students, and high school students from a scholar program in Khumhara discussing international ties in education. Ms. Thompson's curriculum project is to have her ceramics students recreate the Silk Road in the 1600s, having students draw eight major cities out of a hat and work in pairs to create replicas of ceramic artifacts then give presentations in the order of the Silk Road travels beginning in China and ending in Turkey. With the use of the college's new Virtual Reality (VR) equipment, students will be able to visit the city stops along the way in 3D VR.

Dr. Rottweiler noted the Fulbright Program is a way to exchange ideas and provide some western thoughts into many other countries. Ms. Orozco and Ms. Thompson's wiliness to participate is another high point at Cochise College and their wiliness to go above and beyond their role as a faculty member. Dr. Rottweiler noted he had received a letter last year from the Fulbright Program recognizing Cochise College as one of the highest producers among two-year colleges of Fulbright Scholars; who include Lori Keyne, Becky Orozco on two occasions, and Virginia Thompson.

Mr. Quinn expressed his interest in seeing the Silk Road project when completed.

3.03 Student Success Report

Mark Boggie, Dean of Student Success, provided a report on four areas of Student Success and the metrics Cochise College is gathering to indicate progress. The areas include Proactive Advising, Student Success Strategies (CPD 150), Math Pathways and Placement, and 15 to Finish...or just one more.

Presentation highlights included:

Metrics Report

- Proactive Advising – Complete College America Initiative Game Changer
 - Community College Survey of Student Engagement (CCSSE) is given to random students every three years; the last survey was conducted in 2017.
 - 200 survey questions; 150 questions are part of a “Pathways Toolkit” that concentrates on getting students on a path, helping keep them there, and then having them learn while there.
 - Addressing some of the survey results, the college will:
 - Increase discussions on career plans – proactive advising
 - Implement Career Counseling
 - Increase number of academic plans implemented by the end of the first term
 - Consider changing CPD150 Course title to Student Success Strategies
 - Implement Advisory Early Alert System
- Student Success Strategies Survey
 - CPD 150 – Survey of students in Spring 2018 before they took the course and again after they took the course; surveys indicate improved results after taking the course
- Placement of Entering Students – Multiple Measures
 - High School Junior Testing – began offering to test juniors last year
- Math Pathways and 15 to Finish
 - Complete College America – 2018 Submission in August 2018
 - IPEDS Data Submitted
 - Award Attainment – data for 2011 - 2015
 - Fall-to-Fall Retention – data for Fall 2016
 - Math Pathways Report - based on 2017 fall enrollment for first-time students
 - Average Credits Taken for Fall 2017 – 13.8
 - Average Credits Taken for Fall 2018 – 14.0

Addressing concerns regarding the low survey results of students seeking or receiving academic advising, Dr. Rottweiler noted once the college began opening registration online, the need for students to meet with an advisor decreased. The college is trying to find a balance between registering online and still encouraging students to meet with an advisor.

Referring to the Student Engagement Survey, Mr. Quinn asked if there is a priority area for making a difference in student success. Mr. Boggie responded noting proactive advising and guided pathways were the most impactful.

Mr. Nelson asked why students are surveyed only every three years. Dr. Fick noted conducting surveys every three years reduces the cost and inundation of multiple surveys every year. Mr. Nelson noted that having a survey every two years would get new cohort each year.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mrs. Strain:
 - Shared a picture from a newspaper article regarding the project house.
- Mr. Quinn:
 - Noted the construction trades program is a great opportunity and is making a difference in the life of a student.
 - Thanked Student Government Association members for presenting and for all they do for students; Virginia Thompson and Becky Orozco for presenting on their Fulbright trip; and thanked Mark Boggie for his presentation on Student Success.

5. ADJOURNMENT

Mr. Quinn adjourned the meeting at 7:14 PM.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. David DiPeso, Secretary of the Governing Board