

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, April 9, 2019
Sierra Vista Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Quinn called the meeting to order at 6:12 p.m.

Board Members Present:

Mr. David DiPeso
Mr. Don Hudgins
Mr. Dennis Nelson
Mr. Tim Quinn

Board Members Absent:

Mrs. Jane Strain

1.02 Pledge of Allegiance

Mr. Quinn led the Pledge of Allegiance.

1.03 Adoption of Agenda

The agenda was adopted as presented.

Mr. Nelson moved, and Mr. Hudgins seconded a motion to approve the Agenda. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, and Tim Quinn all voting aye. MOTION CARRIED.

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)

Board members received a written report provided by Mrs. Strain, who was not present during the meeting. No discussion took place regarding the report.

1.05.2 Senate

The Senate report was presented and accepted as submitted.

1.05.3 Student Government Association (SGA)

Kathryn McCoy, President, Larry White, Vice President, Athena Reynolds, Social Events Coordinator, Angie Garner, Treasurer, and Connor Fletcher, Secretary, provided a Spring Semester Student Government Association report to the Board; presentation highlights included:

- Mission to engage more students in ways of bringing focus onto cultural celebration and academia
- Scholarship Days – encouraging students to complete scholarship applications
- Take Back the Night – Domestic/Relationship Violence Awareness Event – April 17
- Red & White Award Ceremony – the annual award ceremony for students, staff, and faculty – April 19 at 10:00 a.m. invitations were given to Board members

SGA Members Future Plans:

Ms. McCoy will be graduating Cochise College in May transferring to Seton Hall in the fall to continue pursuing a Bachelor's degree in Chemistry, then pursue a medical degree and join the Air Force.

Mr. White plans to complete his Associate's degree in fall 2019 then transfer to the University of Arizona pursuing a degree in aerial and material engineering.

Ms. Reynolds will continue taking classes toward completing her Associate's degree next academic year then pursue an Accounting degree. She will also work to be a PTK All Arizona Scholarship recipient.

Ms. Garner will continue taking classes toward completing her Associate's degree next academic year and will be accepting a spot at the New York Film Academy in 2021.

Mr. Fletcher is transferring to the University of Arizona pursuing a Bachelor's degree in Pre-Med, then plans to attend Stanford for medical school for Radiology.

Mr. Nelson expressed his appreciation for the awareness programs, such as the Take Back the Night event.

Mr. Quinn thanked the SGA officers for their presentation, participation in the Student Government Association, for giving back and helping fellow students.

1.05.4 College President

Dr. Rottweiler acknowledged the SGA officers and thanked them for their service to the college. Dr. Rottweiler also thanked the Board for attending the earlier special budget work session.

Legislative Update:

Dr. Rottweiler informed the Board that he is working on a proposal for the restoration of community college funding. He also shared a document showing the loss of state appropriations from \$9.5M in FY'08 down to the Governor's recommended appropriation of \$5.6M for FY'20.

The AC4 Legislative Session Bill Report No. 4 was provided to the Board; no activity as everything is waiting on budget negotiations.

New Initiatives:

- Police Academy
 - Arizona Peace Officer Standards and Training Board (AZPOST) Academy Inspection Report – provided to the Board; notes the College is in compliance on all findings. General comments: The Southeastern Arizona Law Enforcement Training Academy (SEALETA) staff has worked diligently with AZPOST staff to ensure compliance with AZPOST rules. They are well organized and prepared for the training of recruit officers.
 - Next class begins on July 28
 - Graduation on May 9
- Residential Construction Trades
 - Toured the Project House with the Foundation Board on April 6
 - House is on the market, listed at \$140,000

General Comments:

- March 13 - Presented before the House Technology Committee talking about UAS and Cybersecurity; well received.
- March 20 – Arizona Town Hall - Prison Reform; the college will take leadership under the direction of Dr. Fick and Mr. Self, with a new initiative to better equip prisoners with resources to be successful when released.
- March 26 - Hosted representatives from Customs and Border Protection on the Douglas Campus regarding border security.
- March 29-30 - President's Student Leadership Academy; thanked Mr. Quinn for his participation and presentation.
- March 31-April 4 – Attended a trip to D.C. with Huachuca50; a copy of the trips itinerary along with a document noting the college's MOS student data, was provided to the board. Cochise College is well recognized for the educational opportunities offered. Comments out of Senator Sinema's Office are they would like the Cochise model to become the college of the Air force. The college graduates approximately 25 MOS students per month with 1160 to date this year.
- April 5 – Sierra Vista Economic Outlook Luncheon; went very well.

Upcoming Events:

- April 12-16 - AACC Annual Convention - finishing term on the President's Academy Executive Committee
- April 17 - The College will host the Port of Entry Summit on the Douglas Campus with leaders from Cochise County, Douglas, and Mexican Consul to summit with Congresswoman Kirkpatrick; Summit agenda provided.
- April 26 – Sierra Vista Chamber of Commerce Gala – the college was voted one of three finalists for the Large Business of the Year award
- Event invitations provided to the Board:

- o Douglas Campus Award Ceremony, April 24th
- o Police Academy Graduation, May 9th
- o Honor's Reception, May 10th
- o Commencement and President's Reception, May 17th
- o Adult Education Graduation, May 22nd

1.05.5 Monthly Financial Report – March 2019

The Financial Report for March 2019 was presented and accepted as submitted.

2. NEW BUSINESS *

2.01 Consent Agenda *

The following items were approved:

- 2.01.1 * Administrative Support; Appointment (*Faye Luna, Dual Enrollment Coordinator, District-wide, based on the Sierra Vista Campus*)
- 2.01.2 * Classified Staff; Separation (*Robert Henderson, Maintenance Technician Lead Mechanic, Douglas Campus*)
- 2.01.3 * Administrative Staff; Resignation (*Scott Clark, Chief Technology Officer, District-wide, based on the Sierra Vista Campus*)
- 2.01.4 * Faculty; Resignation (*Beth Suby, Instructor of Reading, Sierra Vista Campus*)
- 2.01.5 * Curriculum Changes
- 2.01.6 * Acceptance of Minutes for March 12, 2019 – Regular Meeting

Mr. DiPeso moved, and Mr. Nelson 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, Don Hudgins, Dennis Nelson, and Tim Quinn all voting aye. MOTION CARRIED.

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

Tad Patten, Director of Technology Support Services, introduced Jesus Arrieta, Technology Help Desk Technician.

2.02 Fiscal Year 2019 – 2020 Personnel Listing

The administration requested the Board adopt a motion to approve the personnel listing containing the names of employees to be issued employment contracts for the ensuing fiscal year, as presented.

Mr. Hudgins moved, and Mr. Nelson seconded a motion approving the Fiscal Year 2019 – 2020 Personnel listing as presented. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, and Tim Quinn all voting aye. MOTION CARRIED.

2.03 Revised Governing Board Policy 201 – Board Responsibility

The administration requested the Board adopt a motion to approve revised Governing Board Policy 201 – Board Responsibility.

Mr. DiPeso moved, and Mr. Nelson seconded a motion approving revised Governing Board Policy 201 – Board Responsibility. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, and Tim Quinn all voting aye. MOTION CARRIED.

2.04 Revised Governing Board Policy 202 – Board Chairperson’s Responsibility

The administration requested the Board adopt a motion to approve revised Governing Board Policy 202 – Board Chairperson’s Responsibility.

Mr. Hudgins moved, and Mr. DiPeso seconded a motion approving revised Governing Board Policy 202 – Board Chairperson’s Responsibility. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, and Tim Quinn all voting aye. MOTION CARRIED.

2.05 Revised Governing Board Policy 203 – Board Secretary’s Responsibility

The administration requested the Board adopt a motion to approve revised Governing Board Policy 203 – Board Secretary’s Responsibility.

Mr. DiPeso moved, and Mr. Nelson seconded a motion approving revised Governing Board Policy 203 – Board Secretary’s Responsibility. There was no further discussion by the Board. The Board unanimously approved with Board members, David DiPeso, Don Hudgins, Dennis Nelson, and Tim Quinn all voting aye. MOTION CARRIED.

3. INFORMATION ITEMS

INFORMATION

3.01 Communications

- Mr. Mark Schmitt, Director of Small Business Development Center, received an email from Robert Blaney, District Director, Arizona Small Business Administration, congratulating him on being selected as the 2019, Arizona Small Business Development Center of Excellence and Innovation award winner. Mr. Schmitt will be honored at the Arizona Small Business Association’s Enterprise Business Awards Luncheon being held in Scottsdale on Thursday, May 2.
- Expect More Arizona, highlighted Cochise College Navigators and Scholarships in an article posted on their website, “College Navigators and Scholarships Help Boost Postsecondary Learning at Cochise College” submitted by Sharrina Cook-General, College Media and Communications Coordinator.
- Ms. Barbara Richardson, Assistant Dean of Outreach, received an email from Brenda Farbo, Willcox Center Coordinator, expressing her privilege of working with Breanna Watkins for the Willcox High School Jr. Class Accuplacer testing. The email also reported that Mr. Jeff Thompson, WHS Principal, was very appreciative that Dr. Rottweiler has authorized this partnership service to his high school students.
- Student Success Newsletter, Issue 09, March 2019.

3.02 NISOD Award

Dr. Fick, Executive Vice President/Provost, noted the NISOD award is an opportunity for the college to recognize employees that serve in four different areas: service to students, service to their department, service to the college, and service to the community. Dr. Fick recognized Mr. Gabriel Galindo, Director of the Center for Life Long Learning, read the nominating letter received on his behalf and presented him with a Certificate of Excellence. Mr. Galindo accepted the award and addressed the Board with a speech reflecting on his time with the college expressing his appreciation for the experiences offered to him.

Dr. Fick also recognized Mr. Dan Guilmette, Instructor of Cyber Security, read the nominating letter received on his behalf and presented him with a Certificate of Excellence. Mr. Guilmette expressed he is humbled and honored to be recognized, and noted he does the extra things because he cares about the students and the community. The winners have the opportunity to attend the NISOD International Conference in May.

3.03 Douglas Campus Infrastructure Analysis

Dr. Wendy Davis, Vice President for Administration and Human Resources, along with Frank Dykstra, Executive Director of Facilities and Maintenance, provided a written report in the Board packet regarding the differences between a central plant system and mini-split systems used on the Douglas Campus following a request made during the March Board meeting.

Mr. Nelson expressed his appreciation for the report noting it was helpful in showing, not only which system is better, but knowing if the building is fit for the system.

3.04 Master Facilities Site Planning - Final Report.

DLR Group Representatives Jaime Garrido, Client Leader; Linsey Gaff, Planner/Project Manager; Claire Hinchman, Architectural Designer; and Krisan Osterby, Campus Planning Leader, provided a presentation on the Master Facilities Site Planning final draft. A copy of the presentation was included in the Board packet, highlights included:

Planning Focus:

- Benson Center – Growth strategies; capacity studies
- Douglas Campus – Confirm appropriate future uses
- Downtown Center – Opportunities for unused space
- Sierra Vista Campus – Site location for Motorplex Building

Benson Center:

- 25.87 total acres - 12.98 owned by the college and 12.89 owned by the Foundation
- Add secondary access to the campus
- Maintain view from the lobby
- Place academic and student services buildings
- Entry Improvements – directional signage, landscape, and circulation
- Road relocation study
- Wash recommendation of 50' setbacks for North-South wash; 100' for East-West wash
- Capacity Study
 - At 80 assignable square foot per student (FTE):
 - Basic Academic Offerings

- Research (small-scale)
- CTE (small-scale)
- Residential (<30%)
- At 100 assignable square foot per student (FTE):
 - Expanded Academic Offerings
 - Research
 - CTE (larger-scale)
 - Some Athletics
 - Residential (>30%)

Douglas Campus:

- Expand the Program – Growth strategy for the campus
 - Maintaining all existing buildings
 - Adding new or expanded parking 115,000 gross square feet
 - Expanding parking – 1,400 additional spaces
 - New athletic zone roadway
 - Expand existing gymnasium
 - New softball field
 - Relocate practice field
- Right-size the Campus – Maintain only critical facilities
 - Renovate as necessary – focusing on accessibility issues
 - Renovate existing classrooms and labs – focusing on accessibility

Downtown Center:

- Shell Space Use
 - Expanded Health and Science Programs
 - Flexible expansion – administration or faculty offices
 - Add classrooms and labs
 - Possible relocation of Electronics Program and Faculty Resource Center moving to Sierra Vista Campus (SVC) to free up space for classrooms or administrative offices
- Neighborhood Development
 - Grouping like programs
 - Community Partners/leased space

Sierra Vista Campus:

- Preferred Concept: Create a Street Front
 - Continue to maintain existing buildings
 - Future possible expansions include:
 - New Performing Arts Center – 500 seats
 - Gymnasium
 - Student housing
 - Expanded campus roadway loop
 - Motorplex Building
 - New campus entryway – by CTE and Motorplex Building
 - Expanded parking lots
 - Reconfigure existing drop-off area

Mr. Quinn expressed his appreciation for the presentation and the multiple plan options presented.

Dr. Rottweiler noted that nothing in the plans presented are in a budget with the exception of the Motorplex. The plans are just future framework should opportunities come forth.

3.05 Human Resources Annual Report

Dr. Wendy Davis, Vice President for Administration and Human Resources, along with Wick Lewis, Executive Director for Human Resources, presented the annual Human Resources report and salary study; highlights included:

Faculty and Staff Profile:

- Student Enrollment versus All Employee Headcount – flat at 705
- Average Age of all Full-time employees – 49 yrs.
- Age Distribution of faculty – 55-60 yrs.
- Turnover Trends
 - Faculty – 22% (Aviation Pathways)
 - Overall – 18.4% (average is 10%)

Talent Management:

- Applications for Employment
 - Full-time positions – 1226
 - Part-time positions – 447
 - Student positions – 353
 - Total – 2026 (higher due to higher turnover)
- Applicant Ethnicity
 - White – 50%
 - Hispanic or Latino – 30% (an increase from 20% in 2017)
- Professional Development and Training
 - Compliance Training (FERPA and Title IX) – 77%
 - Supervisor training – 7%
 - Soft Skills – 4%
- Student Career Development Workshops – 303 students participated
 - Resume writing
 - Interviewing

Salary Study Annual Compensation Study

- Mountain States is Regional comparator - includes 19 states
- State Salary Survey – completed by Chief Business Officers
- Cochise College is at or above average across the survey
- FY20 Proposed compensation plan
 - Increase – 2%
 - Remove CS04 pay structure – meet minimum wage changes
 - Remove AS05-AS07 – meet anticipated Fair Labor Standards Act changes

3.06 FY2018 Audit Review

Dr. Wendy Davis, Vice President for Administration and Human Resources, and Debbie Craig, Controller, provided a review of the FY 2018 Audit conducted by the Arizona Auditor General's Office; highlights included:

Two types of audit findings:

- Significant Deficiency – deficiency internal controls over financial reporting that is less severe than a material weakness, yet important enough to merit attention.
- Material Weaknesses – deficiency such that there is a reasonable possibility that a material misstatement of a company's financial statement will not be prevented or detected on a timely basis.

Financial Management – No Findings

Internal Controls and Compliance – Two Findings

- Managing Risk - Condition and context – the District's process for managing its risks did not include an overall risk-assessment process that included identifying, analyzing, and responding to the district-wide information technology (IT risks). A significant deficiency finding.
- Information Technology (IT) controls – access, configuration and change management, security, and contingency planning. A material weakness finding.

Corrective Action Plan

- Implementation of required policies and procedures; currently in process.

Single Audit - Opinion on each major federal program – “Cochise County Community College District complied, in all material respects with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ending June 30, 2018.”

Single Audit – Two Findings

- Student Financial Assistance Cluster – TRiO Student Support Services
 - Did not have adequate policies and procedures in place to ensure that its reimbursement requirements were adequately reviewed, reconciled, and approved prior to submitting them to the federal grantor.
- National Student Loan Data System (NSLDS)
 - Did not have adequate policies and procedures to ensure that all student enrollment status changes were reported to the NSLDS within the required period by its third-party servicer (National Student Clearinghouse).
 - Same finding each year, and most institutions have the same finding.

Corrective Action Plan

- Update policies and procedures to ensure compliance - reporting student enrollment to the National Student Clearinghouse and directly to NSLDS.

Mr. Quinn and Dr. Rottweiler thanked Ms. Craig for working with the auditors and for her presentation of the findings.

3.07 Revised Governing Board Policy 204 – Code of Ethics, Revised Governing Board Policy 205 – Board Committees, and Revised Governing Board Policy 206 – Board Planning and Agenda

Revised Governing Board Policy 204 – Code of Ethics, Governing Board Policy 205 – Board Committees, and Governing Board Policy 206 – Board Planning and Agenda were provided as a first-read for review and consideration. Members of the board expressed no changes to the presented policies; policies will be brought back in May for approval.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mr. Quinn turned the time over to Board members to provide comments/share information.

- Mr. Nelson
 - Expressed his appreciation for the Dual Enrollment presentation given during the March Board meeting.
- Mr. Quinn
 - Congratulated Mr. Galindo and Mr. Guilmette.
 - Would like more information related to the prison reform initiative

5. ADJOURNMENT

Mr. Quinn adjourned the meeting at 8:00 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Assistant, Office of the President

Mr. David DiPeso, on behalf of Mrs. Jane Strain, Secretary of the Governing Board