

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, August 9, 2016
Benson Center
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

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

Board Members Present:

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

1.02 Pledge of Allegiance

1.03 Adoption of Agenda

Dr. Rottweiler clarified that Consent Agenda item 3.01.21, the appointment of Karly Scarbrough as librarian, should state the location as the Douglas Campus, not the Sierra Vista Campus, as shown. Also, she will be assuming an administrative staff position, not administration staff, as shown. Other than these changes, 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 stated that AADGB will be meeting on September 8, 2016, at 3 p.m., in the Maricopa Corporate College in Tempe. Since she is the Chair of AADGB, she has sent emails alerting trustees representing institutions in Arizona of the meeting. She has revamped the agenda, which has caused some interesting conversations within the AADGB representatives in Arizona. She said it will be an exciting year!

1.05.2 Representative to the Association of Community College Trustees (ACCT)

Mrs. Strain stated she hosted, for the second time as Pacific Region Chair, a ninety minute teleconference, comprised of representatives from 16 states, territories, and providences from Alaska, Guam, and the Marianna Islands.

In October, the Leadership Congress will be held in New Orleans, LA.

1.05.3 Senate

A Senate report was not provided as the Senate did not meet in July. The next report will be provided at the September 13, 2016 Governing Board meeting.

1.05.4 Student Government Association (SGA)

A Student Government Association report was not provided.

1.05.5 College President

Dr. Rottweiler stated the Senate report and the Student Governing report are standing reports that come before the Board at each meeting; however, they are not presented during the summer. These groups will begin meeting again in September, at which time the Board will be introduced to the new SGA leadership.

As related to the legislative update, Dr. Rottweiler stated he received notification from Michael Racy, who represents Cochise College and other organizations, in relationship to the one percent cap lawsuit. A finding came back that deemed it unlawful for the cap to be implemented. They then entered into settlement negotiations and have now reached fully all settlement negotiations, basically the negotiations around who was to pay attorney fees. What has now occurred is that the law established in 2015 has been completely invalidated, and there will no longer be discussions related to the one percent cap. This is great news for all the community colleges, school districts, counties, and cities. We will watch closely what will happen over the course of the next year. In discussion with some major players, it is believed there may not be an appetite for taking on the cities, counties, school districts, and community colleges on this issue based upon some core precedence, and also some of the major drivers of that legislation have decided to run for congress instead of at the state level. Dr. Rottweiler stated he will keep the Board apprised of any new information in this area.

Dr. Rottweiler made the Board aware that he will be traveling Wednesday evening to attend the ACCCC (AC4) meeting, retreat, and legislative reception being held on Thursday and Friday in Flagstaff. They will be establishing their legislative agenda for 2017, and this will also provide an opportunity for them to discuss ways to get resources to come into the community college system. There has been eight years without additional resources coming in, and they will begin to talk about what their legislative agenda is, recognizing there are two community college districts that receive nothing, and that there are eight rural community college districts that are struggling to stay afloat. They will try to find some balance as they work through those issues. Part of the reason for the retreat is to establish a legislative agenda to take before our representatives. They also need to find a way to integrate four new CEOs into the president's group; Colleen Smith is the new president at Coconino, who began in February; Maria Harper-Marinick has taken the reins at Maricopa effective July 1; Jacqueline Elliott is the new president at Central Arizona College; and Daniel Corr is the new CEO at Western Community College. They think they'll be fine – they've done some amazing things over the last couple years, and hope to now take the momentum and move it through getting new resources into the system.

Dr. Rottweiler shared that, at the conclusion of the retreat on Thursday, a brief legislative reception will be held. Three legislators will be recognized for their outstanding contributions to community colleges over the last year. They are Speaker David Gowan, who went to great lengths to protect the rural community college, as well as Senator Sylvia Allen and Representative Thorpe, both being chairs of the Higher Education committees who were very instrumental in the area of expenditure limitations.

Dr. Rottweiler then made the Board aware that we will have new legislators for Legislative District 14, and, at least as it relates to the House, none of them will be from Cochise County. This is a fundamental shift from being heavily represented in Cochise County. Dr. Rottweiler stated he has met with the vast majority of the candidates who are running and has tried to share the importance of community colleges; however, it will be different not having a representative specifically from Cochise County.

Regarding master facilities, Dr. Rottweiler was pleased to share that the Downtown Center is all but done! There are still a few areas being worked on, one of which is landscaping, which is difficult to do during the monsoon season. He provided the Board a time line of photos of the Downtown Center, beginning July 20th up to the present date. A Ribbon Cutting/Open House will be held on Friday, August 19th, from 3 – 6 p.m., and he is hoping all Board members will be able to attend. Mr. Nelson will provide a welcome and comments, followed by remarks from himself, Joanna Michelich, representing the Legacy Foundation, and Sierra Vista Mayor Rick Mueller. Dr. Rottweiler provided the Board with a copy of the plaque that will be placed upon the memory wall at the Downtown Center. He added that, twenty years from now people will look at that facility, and based upon the Board's decision, they will say, "Those people were visionaries, and the things they have done have changed the community for the better." Or, they may look at it twenty years from now and say, "What in the world were they thinking?!" He stated he believes it will be the first.

Dr. Rottweiler then shared comments that he is receiving about the decision made by this Board to take this risk, and the impact it has had on the future of Sierra Vista is significant. During the Sierra Vista Spotlight Breakfast, it was talked about by a number of people that their greatest fear was that the hospital would be left vacated, and what type of group could come in and turn it into something positive. They never dreamt of the things that have occurred. He stated that, as the Board has the opportunity to come and tour the facility and celebrate with the community, he would like them to know the community has recognized their visionary leadership and the risks they have taken. He feels they can be extremely proud of the facility. It is a landmark that will change the future of Sierra Vista and Cochise County significantly.

Dr. Rottweiler informed the Board that the work will not stop. About mid-September, we'll begin Phase II of the process – the domino effect – where we will move people into the vacated space on the Sierra Vista Campus, which will then lead into Phase III and Phase IV of the plan.

In his general remarks, Dr. Rottweiler stated he has been working with ACCT related to the Governance Institute on Student Success (GISS). He has participated in two conference calls and has had individual discussions with the leaders. They have tried to change the agenda, and in light of the discussion, and in consultation with

Chair Nelson and Jane Strain, he has informed them that Cochise College will not be participating as a Board; however, Mrs. Strain will attend as the Chair of AADGB and her ongoing desire to help other colleges. Frankly, we have moved beyond where they are taking this agenda, and he believes this has been recognized by ACCT, as well. While they have changed the agenda around significantly, many of the topics are in areas we have been talking about for a number of years.

If the Board is still desirous, we now have the ability to schedule a retreat. Dr. Rottweiler stated he would get with Chair Nelson to set a time and agenda for that.

During the last week of July, Dr. Rottweiler held a President's Leadership Academy for 25 aspiring leaders at Cochise College. He provided the Board with a handout he presented at the academy titled "Top 10 List for Aspiring Leaders". Attendees had the opportunity, over three days, to hear from a number of presidents, past and present: a president came from California; Dr. Rufus Glasper, Chancellor Emeritus of Maricopa Community Colleges and current CEO of the League of Innovation; Jeanne Swarthout, President of Northland Pioneer Community College; and Joanne McFarland, President Emeritus of Central Wyoming College. Dr. Rottweiler stated he believes it was well received, and it was very positive. He thanked Mr. Quinn and Mrs. Strain, who attended the luncheon and recognized our leaders, and who provided very powerful words that he continues to hear about from participants. He is already seeing benefits/results from the participants of the academy that will move the college forward. This is one of our strategic initiatives coming out of the Strategic Think Tank, and he is excited to see that occur.

Dr. Rottweiler stated we are a week away from what is affectionately referred to as 'hell week'. This is where our administrative team, president's counsel, the deans and many of our directors will participate in a number of functions that begin on Saturday. We will hold convocation on Monday; he provided the Board with an email sent by Dr. Fick, along with the schedule of events. He invited the Board to participate in any of the events – he welcomes them and wants to recognize them. However, this is not a 'must attend' event. The day will begin on the Sierra Vista Campus with breakfast being served by senior administration, followed by general sessions until 10:30 a.m., and will continue at the Downtown Center for tours. The remainder of our meetings will be held there, as well. Classes will begin the following Monday, August 22nd – and summer is then over.

Dr. Rottweiler announced that, at the September 13th Board meeting in Douglas, from 5 – 6 p.m., a photographer will be present to take photos of Board members, senior administration, and deans, for the new college website, which will roll out in December. We will also update the photos currently on display across the district.

Mr. Quinn inquired if the organizations sharing the Downtown Center will be moved in on August 22nd, or will they move in in September. Dr. Rottweiler stated they will begin moving in next week, and their offices will officially open on the 19th.

Mrs. Strain requested the ribbon cutting/open house invitation be sent to her electronically. Dr. Rottweiler stated he will send each Board member the invitation.

There was discussion around a legislative breakfast being held in January.

1.05.6 Monthly Financial Reports – June 2016 and July 2016

The Financial Reports for June 2016 and July 2016 were presented and accepted as submitted.

Mr. Nelson stated, for the benefit of those in the audience, the Board gets to review all the checks that were issued over \$5,000, just to make sure they know where the money is going. He stated that his understanding is that P-cards are used by college employees for college purposes. He inquired how these are monitored. Mr. Schiers explained that each budget manager has to go in, electronically, on a regular basis, and approve each individual purchase. Mr. Nelson inquired if they are approved prior to or after use. Mr. Schiers replied, after. Dr. Rottweiler stated the Board is seeing the total amount; each P-card has a maximum of \$500 - \$1500 - \$5,000, depending upon who holds the P-card, such as deans, senior administration, etc. Many times when the Board travels, they are issued a travel card, which is also a P-card. In an attempt to reduce fees, over the last couple of years we have been using a P-card to pay utility bills.

2. INFORMATION ITEMS

2.01 Communications

- Tanya Biemi, Department Chair, Fine Arts and Humanities, received a letter of appreciation from Rita Hartung Cheng, President of Northern Arizona University and Arizona Women in Higher Education Presidential Sponsor, thanking Ms. Biemi for serving on the Executive Board for Arizona Women in Higher Education (AWHE).
- James 'Bo' Hall received a letter from Ed Yeager, President of the Arizona Community College Athletic Conference (ACCAC), informing him of his selection as a member of the 2016 class of the ACCAC Hall of Fame.

2.02 Aviation Update

Dr. Verlyn Fick, Vice President for Instruction/Provost, stated that one of the things they've really tried to do is make aviation one of the significant branding elements at Cochise College. They've put forth all sorts of initiatives – buildings, runways, planes, programs, and relationships with airlines, which the Board has been kept abreast of over time. Last Fall, he, Bruce Richardson (now retired), and Belinda Burnett, would discuss the fact they keep piling on new initiatives, as well as other things they'd like to do, and Belinda graciously accepted all of those. At some point, there wasn't enough Belinda to go around because she also has a lot of FAA-related chief flight instructor duties to do, and there wasn't enough to keep us going. When he saw that Bruce was going to be retiring, Dr. Fick knew something had to be done to enable things to keep moving forward. Therefore, they did some shuffling in the department and made Kevin Austin the interim director. Tonight, Mr. Austin will update the Board on things they are now able to accomplish as a result of resourcing the department a bit better.

Kevin Austin, who has been the interim director of Aviation since May 23, 2016, stated he was grateful for the opportunity to come and speak about the Fly Cochise programs at Cochise College. He introduced Belinda Burnett, Chief Flight Instructor, Gene Schmall, Flight Instructor/Dispatcher, Kyle Lewallen, one of their new instructors, and three new pathway flight instructors, Tyler Barton, Camber Minor, and J.C. Cruze. Prior to beginning his report, he thanked the chain of command for this opportunity, and Belinda Burnett for the smooth transition.

Mr. Austin provided the Board with a copy of his PowerPoint presentation and began his report with the Mission Statement for the Aviation Programs, which states: "Cochise Community College's Professional Aviation Programs include: Professional Flight Training, Aircraft Dispatch, and Unmanned Aerial Systems (drones) dedicated to being the premier primary flight training provider within the aviation community, a Center of Excellence." This was followed by their Vision Statement: "We strive to accomplish the Center of Excellence goal by: providing safe, high quality and excellent value training for students; continuously improving our course curriculum and training products; achieving customer satisfaction by exceeding expectations; and operating in an efficient and effective manner, in order to maximize student progress." Mr. Austin added that, they are extremely proud of their safety record and their ability to keep costs down for their students. In order to assess their fees, they are currently breaking out sections of their business plan, which will be provided as it is finalized.

In the area of personnel, Mr. Austin stated team aviation personnel are their most valuable asset, and he provided a slide showing the team. He then reviewed a list of personnel actions they have been working on. Actions included a phone roster (contact information); cross training (identified primary and alternates for each duty and identified gaps); office locations (based upon work assignments - he provided a slide showing office locations, and explained how he rearranged their work site); performance evaluations (personnel counseled on expectations, and Mr. Austin added they are getting ready to hire a recruiter); Cochise College 600 Series policy letters; leave schedule (developed in order to monitor leave balances); and work hours (conducive to flight operations). Mr. Nelson inquired about the job description of the recruiter and what they will be doing. Mr. Austin stated the recruiter will be the total link in getting new students in and keeping the program full.

Regarding security, Mr. Austin reviewed a security list. He stated that all aviation faculty completed the TSA online training when they arrived. In May, they had a TSA inspection, and did well. After updating all their offices, they had to redo their key control rosters. All aviation personnel (faculty and staff) are required to be in uniform (blue shirts) so they are easily recognizable – students wear red and white, and safety personnel wear white. Several of the aircraft did not have functional or auxiliary locks, and this has been remedied. They performed a risk assessment, and now they are working on correcting deficiencies.

Mr. Austin reviewed the security to-do list and stated they are continuing to work on this. They have about 50% of the TSA SOP completed. They are working on visitor badges for visitors as they come in. Other areas included the development of a checklist for security patrols, identification such as wearing college I.D. and airman I.D., weekly safety briefings, and posting of additional TSA signs around the area.

Operations consist of 15 aircraft, as of August 8, 2016; six Model C-172's Redhawk (refurbished aircraft with new engine), four Pipers PA28-161, one Piper PA 28-181, three Cessna R182's, and one Baron 55. Mr. Austin reviewed their utilization plan, and pointed out the first 11 planes listed are used for the private instrument training. They fly seven days a week, Monday – Thursday is for scheduled training, and Fridays and weekends they fly their cross country flights and extra/make-up activities. In the Fall of 2015, they flew 369 hours, and Spring 2016 they flew 130 hours over those weekends. He added they even fly between college terms for the purpose of examinations. The Spring term ended on June 9, 2016 – on June 14, 2016, a flight instructor and student flew for examination test in Nogales; on June 15, a flight instructor and student flew for examination test in Tucson; and on June 14 and 15, a student completed the final stage check with CFI. Mr. Austin stated they have three simulators and a cross wind trainer. He added that simulators bring the entire

aviation program together in a virtual world, replicates dispatch, flight, and air traffic control all at once. They can put in various scenarios from all over the world. The bottom line is it provides a low-cost flight instruction method. It saves money, and it saves their planes. Slides showing pictures of the simulator were provided.

Mr. Austin stated that all courses, with the exception of aircraft systems (Spring) and weather (Fall) are offered every semester. Students must meet all the prerequisites prior to enrolling in all courses.

Regarding the Pathway Program (Flight Instructor Program), Mr. Austin provided a slide showing photos of the three instructors. James Cruze, one of the new pathway program instructors, introduced Camber Minor and Tyler Barton, both of whom are also new pathway program instructors. Mr. Cruze stated that students will be eligible to apply to the program as soon as they obtain their private pilot certificate. After they obtain it, they can apply at an airline of their choice, and after they apply, an interview will be scheduled with that airline. Following the interview, if they are accepted, they will receive mentorship and promotional activities. They will not be required to have another HR interview; however, they will have to do a technical interview once they obtain their instrument rating. Ms. Minor stated the college has signed with 14 carriers, and is in talks with four more. She stated that she, James, and Tyler have signed with PSA, a regional carrier, and have committed to work with them for one year. The company will pay for the flight instructors to receive their A/C type rating and CTP/Airline Transport Pilot (ATP) training, which carries an approximate value of \$15-20K. They also pay lodging and travel bonuses. Mr. Barton stated that some of the regional carriers they are currently partnering with include PSA, Envoy, Piedmont, Go Jets, and Express; cargo companies include Ameriflight and Key Lime; and corporate companies Flight Safety (Part 142) and Aero Star (Part 142). Dr. Rottweiler stated these are the relationships that the college has formed with those regional providers. Action items this evening will include the hiring of these Pathway Program Instructors. Students who have entered into a pathway will then instruct students while they are building hours with a guaranteed employment with the partner they have chosen to pathway with. Mr. Quinn inquired if a student graduates from the courses and decides not to do the pathway, but decides to apply on his own, is that another route as well. The answer was yes. He then inquired if we compare the placement stats that say the pathway has given us a certain percentage of placements vs. other graduates so that we can demonstrate this is the route they want to take. Mr. Austin stated he can start tracking those numbers, as these are the first three people who have signed. Mr. Quinn then requested confirmation that our commitment is that we pay salary while they are going through the pathway program with guaranteed employment at the end. Dr. Rottweiler stated that the guaranteed employment is with the airline they partnered with. We are paying them as instructors.

Mr. Gene Schmall then provided information on the Dispatcher Program. He stated that an aircraft dispatcher is an individual who is the foundation for flight operations. Every airline that leaves the ground is signed off on by the dispatcher. The captain in charge and a licensed dispatcher must sign off prior to the aircraft starting engines and leaving. What their program does is prepare these ladies and gentlemen for their career at the airline. They will be exposed to Part 21 operations; they will know what is happening at the company as far as preparing the flight to depart. It gives them a 'leg up' in the interview and hiring cycle, along with having the flight experience. It also allows a person to become a licensed FAA dispatcher and to work on the ground, four days a week, 10 hours a day. That is the maximum length of work per week. They are responsible for preparing all the documents and data for up to 10-15 flights at one time, monitoring each flight until it reaches its destination, and then closing out that flight. They are in contact with the flight prior to the

flight, during the flight, and after the flight. When you are at an airport and you get a gate change, it means a dispatcher has found an issue with the aircraft. The dispatcher has located an aircraft that is fully operational, which happens to be down the corridor, and he has not only changed the gate, but the fuel assignment, baggage, passengers, flight crew, uploading the flight plan to the aircraft, as well. This is all done behind the scenes by a licensed dispatcher. To become a licensed dispatcher requires 200 hours of contact time in a classroom. A student can qualify for 100 of those hours by completing the ground school for the private pilot license, the instrument course, and the meteorology course. An individual at the age of 21 can sit for the FAA written exam. They cannot get their certificate and operate with the privileges of a certified dispatcher until they are 25. The 1:1 oral examination lasts a minimum of four hours and a maximum of six hours. The college has two licensed dispatchers on staff; the ADX course is based upon practical dispatch and operation of a Boeing 737-300 and airline (Part 121) operational specifications. Mr. Quinn inquired if pathway students are encouraged to do dispatcher or is that an option to them. Mr. Schmall stated it's an option; however, he encourages everyone to do dispatch.

In the area of Unmanned Aerial Systems (UAS), Mr. Austin stated the program was established in January 2013. It is a two-year program, and they teach three primary classes focused on civil UAS application only; Introduction to UAS, Introduction to Remote Sensing and Imagery, and Simulations and Flight Operations. They have one fixed wing aircraft (Maveric) and one multi-rotor aircraft (DJI Inspire), and simulators that go with those, as well. Mr. Nelson inquired if the students are military or civilian. Mr. Austin stated it's a little of both. Mr. Quinn asked if this is just aircraft or also payload, and again, the answer was both.

Mr. Austin then provided information on their safety program. He stated that all flights require a completed Flight Risk Assessment Tool (FRAT). Mr. Denney, the safety officer, approved the limited hangar use; now there is restricted access to the aviation hangar for safety and work productivity reasons. He also stated that the mechanics needed to take an online course, which they did, along with Mr. Austin who also signed up for the course. While most of the pilots were on vacation, the FAA stopped by and Mr. Austin had a conversation with Pete, the representative. He also met with the maintenance personnel who were working on the aircraft to get them up to speed. He looked at the fuel trucks and stated they needed to get some decals on them that shows the type of fuel they contain, along with emergency shut-off procedures. In addition, he recommended that, for liability reasons, they get a fuel tester, which has been ordered.

Mr. Austin then reviewed the area of maintenance. He stated they have a great three-person staff who work diligently to keep all their aircraft available. Overtime is routinely authorized during college terms while the planes are 'flying like crazy'. They have two mechanics that can perform 100 hour inspections and one that can do the annual inspections. He added that these new aircraft have been a learning curve, but they are getting them down. The engine comes from Germany, so it takes longer to receive parts. In the meantime, they are trying to assess what they need to have on hand and available in order to keep the aircraft operational. Their current operation readiness rate (O/R) is 67%, and they will never compromise safety! Mr. Quinn asked what their goal is for an O/R rate. Mr. Austin replied that his objective is 90% or above.

Mr. Austin reviewed a slide showing a chart he receives on a daily basis in order to assess where exactly they stand on everything and allows him to keep a pulse on exactly where they are going. Another slide showed a chart providing information on aircraft operational readiness from May 25 to-date. When he took over around May 23rd, they were

approximately at 33%. This was at the end of a term. They went up to 85%, and today they are at 67%, which includes new aircraft, as well. He provided another slide that was developed by flight ops which shows their prediction of when aircraft are going to come up for the 100 hour inspection. This inspection usually takes two to three days, depending on what is found. The next slide provided information on fueling status. Half of their aircraft take Avgas, which they have on campus. They have two fuel trucks on campus. Their new aircraft takes Jet A fuel, which is kerosene based, and which they currently do not have on campus. They are currently working to rectify this situation – they are trying to get an individual commercial license with hazmat training, and will purge one fuel truck for that type of fuel, and they are currently seeking a tank.

Mr. Austin provided his final thoughts. As always, they are student centered. He provided information on their *professional flight instructors* – they have one full-time flight instructor, and the equivalent of 10 full-time instructors (one instructor can handle approximately five students a day), which means they can handle about 50 students. However, their instructors also teach courses such as dispatch, ground courses, and other duties as assigned. Realistically, they are in the 45-50 range. In the area of *simulators*, he stated this is a low cost way for students to gain flight experience at a lower cost, and at the same time it saves usage on aircraft. They have 11 *aircraft* (minus routine and other maintenance issues) that are utilized for private pilot certificate students. *Maintenance personnel* try to make sure they're doing everything possible to keep aircraft up and running at all times.

Dr. Fick asked how many students they have currently enrolled. Mr. Austin stated they have approximately 45 students, with six coming in in October. Next term they have about 20 additional people interested in the program. Based upon what they graduate and what they get in, he hopes to maintain a full load in the future. Mr. Nelson inquired if there are plans to expand the program in order to accommodate students. Mr. Austin stated that would be a budget decision. Mr. Quinn asked what the UAS load is. Mr. Austin stated it is currently three. Mr. Quinn then asked if they track O/R rates for the UAS aircraft as well. Mr. Austin stated they do, and it's pretty easy to keep up. There are no issues at the current time. Mr. Quinn then inquired if there are any issues with the O/R rates for the simulators. Mr. Austin stated they are all green at this time, and they are looking at all their simulators and all the details. They have simulators for the UAS. Mrs. Strain inquired if the college is working to expand our partnerships with airlines. Mr. Austin replied they are always looking to expand in order to give their students as much opportunity to go with whomever they want to go with. They are currently in negotiations with a major carrier.

Mr. Nelson noted that Kevin Austin and Belinda Burnett spoke at his rotary club last week. The program wasn't as detailed at this presentation was, but it was very well received. If anyone in the audience is looking for speakers, they are excellent!

2.03 Extended Learning Report

George Self, Dean of Extended Learning, stated he asked his directors to send him what they felt were the highlights of the past year, and he shared those with the Board. He stated his office is trying to go as paper-less as possible. He likes to believe they are leading the college in a lot of new directions, for example, all of the instructor contracts he issued and signed were all done via e-signature. The IGA's he has signed this year for dual credit in Cochise and Santa Cruz Counties have all been signed by e-signatures. They also rely very heavily on the Cochise Connect web conferencing system in order to deliver classes over this county and Santa Cruz County. They are very technologically connected.

The Center for Lifelong Learning (CLL) has begun using a brand new system to administer all of their courses, so everything they're now doing is online. A potential student can go online, search for a course, sign up and pay for it, and they will receive reminders, etc., electronically. They no longer have to come in to sign up for classes.

The Benson and Willcox Centers have a very good partnership with the JTED (Joint Technology District). This year, in Willcox, they will be offering for the first time, a law enforcement program for high school students. They are very enthusiastic that this may lead to some good career opportunities for those students. The parking lots at both the Benson and Willcox Centers will be getting a new chip seal and lighting, which will begin soon.

The Fort Huachuca Center has had a significant change in leadership over the past year, including a new director, an assistant, an MOS coordinator, an advisor, and they are currently looking for another advisor. Mr. Self added it is becoming quite a challenge just to keep things running there.

The Santa Cruz Center is up to five full-time instructors; it's the most they have ever had. Their student head-count has gone up about 75% over the past three years.

Regarding the prison program, the college stopped offering networking at the prison this year. They are currently in negotiations with the state to try to start an HVAC program there. Hopefully, that will come through.

Virtual Campus reported they increased enrollments by about 12% this year. They have also launched a brand new faculty training system.

The highlight of the Small Business Development Center (SBDC) is that they are administering a brand new grant, VBOC (Veterans Business Opportunity Center), where they are reaching out to veterans and bringing them into a business entrepreneurial situation where they can get out of the army and open a business.

Adult Education has successfully completed three pilot projects. The Bridge Project, where Adult Ed graduates can start their college career, was so successful that they have hired a Bridge instructor who will specialize in that type of transition for our students.

Mr. Self stated that, over the next few months, there will be a couple of challenges that he is eagerly anticipating. First, several of his departments are moving into the Downtown Center. He has been working out of that building for the past two days, and it is a marvelous facility. He thanked the Board for their vision in making it possible. The Center for Lifelong Learning and the Small Business Development Center will both be there, and Arizona At Work has been invited to join them in the building, along with a couple of veterans organizations. His vision is that someone will come in to see Mark Schmitt at the SBDC wanting to increase their business by adding a new line or the like. Now, they need new employees, and will go down the hall about ten steps to Arizona at Work, find some new employees for their business. If they need training, they go around the corner to CLL and set up some training classes for those people. He feels there will be a real symbiosis in those three departments, which he is very much looking forward to.

The last thing Mr. Self wished to mention was one of his personal goals for the upcoming year is to try to get his centers more unified. For many years, he has had ten centers that

were like silos – they did really good work by themselves, but he wants to find a way to cross over and help them to help each other.

3. NEW BUSINESS

3.01 Consent Agenda *

The following items were approved:

- 3.01.1 * Classified; Appointment (*Jason Campbell, IT User Support Technician I, Sierra Vista Campus*)
- 3.01.2 * Classified; Appointment (*Elizabeth Ferro, Testing Services Specialist, Sierra Vista Campus*)
- 3.01.3 * Classified; Appointment (*Daniel Gordon, Financial Aid Assistant, Sierra Vista Campus*)
- 3.01.4 * Classified; Appointment (*Leitha Jimenez-Longo, Department Assistant, Counseling/Advising, Sierra Vista Campus*)
- 3.01.5 * Classified; Appointment (*Emily Moxley, Testing Services Specialist, Sierra Vista Campus*)
- 3.01.6 * Classified; Appointment (*Brittany Ortiz, Office Assistant II, VBOC, Downtown Center*)
- 3.01.7 * Classified; Appointment (*Andrew Parra, Office Assistant I, SDC/Cashier, Douglas Campus*)
- 3.01.8 * Classified; Appointment (*Eric Schiro, Property Control Technician, Sierra Vista Campus*)
- 3.01.9 * Classified; Appointment (*Rebecca Westby, Testing Services Specialist, Douglas Campus*)
- 3.01.10 * Classified; Appointment (*Ronda Yost, Office Assistant I, K-12 Outreach, Sierra Vista Campus*)
- 3.01.11 * Administrative Support; Appointment (*Travis Ambrose, Institutional Research Analyst, Sierra Vista Campus*)
- 3.01.12 * Administrative Support; Appointment (*Edward Molina, Director of Veteran Business Outreach Center, Downtown Center*)
- 3.01.13 * Faculty; Appointment (*Tyler Barton, Instructor, Aviation Pathways, Douglas Campus*)
- 3.01.14 * Faculty; Appointment (*Noelle Coats, Clinical Coordinator, Respiratory Therapy, Downtown Center*)
- 3.01.15 * Faculty; Appointment (*James Cruze, Instructor, Aviation Pathways, Douglas Campus*)
- 3.01.16 * Faculty; Appointment (*Camber Minor, Instructor, Aviation Pathways, Douglas Campus*)
- 3.01.17 * Classified; Transfer (*Erin Nevarez, Department Assistant, Fort Huachuca Center, Fort Huachuca*)
- 3.01.18 * Classified; Transfer (*Kimberly Petty, Accounting Technician II, Sierra Vista Campus*)
- 3.01.19 * Classified; Transfer (*Iris Routhieaux, Division Assistant, Institutional Effectiveness, Sierra Vista Campus*)
- 3.01.20 * Administrative Support; Transfer (*Oscar Ramirez, Systems Analyst, Sierra Vista Campus*)
- 3.01.21 * Administrative Staff; Transfer (*Karly Scarbrough, Librarian, Sierra Vista Campus*)
- 3.01.22 * Faculty; Transfer (*Amy Baker, Adult Education Instructor, Bridge Program,*

- Sierra Vista Campus)*
- 3.01.23 * Classified; Resignation (*Adam Gonzalez, Electrical Mechanical Maintenance Technician I, District-wide*)
 - 3.01.24 * Administrative Support; Resignation (*Ana Arvizu, Testing Services Specialist, Douglas Campus*)
 - 3.01.25 * Administrative Support; Resignation (*Maria (Lupita) Morales, Procurement Services Manager, Douglas Campus*)
 - 3.01.26 * Classified; Termination of Employment (*Maria Mabante, Department Assistant, SCC, Santa Cruz Center*)
 - 3.01.27 * Classified; Termination of Employment (*Kathy Waters, Instructional Media Technician II, Sierra Vista Campus*)
 - 3.01.28 * Renewal of Intergovernmental Agreement (IGA) with the Cochise Technology District to Provide College Level Credit Classes
 - 3.01.29 * Renewal of Intergovernmental Agreement (IGA) Between Cochise College and the City of Sierra Vista to Provide Classrooms for Cochise College Emergency Medical Technician and Fire Science Programs
 - 3.01.30 * Renewal of Intergovernmental Agreement (IGA) with the New Mexico State Higher Education Department (NMHED) for Tuition Reciprocity
 - 3.01.31 * Acceptance of Minutes for June 14, 2016 – Public Hearing
 - 3.01.32 * Acceptance of Minutes for June 14, 2016 – Special Meeting
 - 3.01.33 * Acceptance of Minutes for June 14, 2016 – Regular Meeting
 - 3.01.34 * Acceptance of Minutes for July 12, 2016 – Special Telephonic Meeting

Mr. DiPeso 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.

John Walsh, Director of Library Services, introduced Karly Scarbrough; Sandy Bryan, Dean of Institutional Effectiveness, introduced Travis Ambrose and Iris Routhieaux; George Self, Dean of Extended Learning, introduced Ed Molina; Ed Molina, Director of Veteran Business Outreach Center, introduced Brittany Ortiz; Wendy Davis, Vice President for Human Resources, introduced Emily Moxley; Belinda Burnett, Chief Flight Instructor, introduced James Cruze, Tyler Barton, and Camber Minor; and Wendy Davis introduced Elizabeth Ferro.

3.02 Placeholder – Classified Appointment – Warehouse/Mailroom Technician – Sierra Vista Campus

The administration brought forward a recommendation to hire Lloyd (Ray) Howard as Warehouse/Mailroom Technician – Sierra Vista Campus. Mr. Ortega 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.

3.03 Placeholder – Administrative Support Appointment – Academic/Career Counselor – Douglas Campus

The administration brought forward a recommendation to hire Brenden Pitt as Academic/Career Counselor – Douglas Campus. Mr. Quinn 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.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mrs. Strain stated that she and Mr. Quinn attended the President's Leadership Academy, and it was excellent.
- Mr. Nelson thanked Barbara Richardson, Director of the Benson and Willcox Centers, for hosting the Board meeting.

5. ADJOURNMENT

Mr. Nelson adjourned the meeting at 7:21 p.m.

Respectfully Submitted:

Loretta Mountjoy, Executive Assistant to the President

Mr. David DiPeso, Secretary of the Governing Board