

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, May 12, 2015
Sierra Vista Campus
6:06 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. DiPeso called the meeting to order at 6:06 p.m.

Board Members Present:

Mr. David DiPeso
Dr. John Eaton
Mr. Dennis Nelson
Mrs. Jane Strain

Board Members Absent:

Mr. Don Hudgins

1.02 Pledge of Allegiance

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 District Governing Boards (AADGB)

Mr. Nelson reported he attended the AADGB meeting on May 1, 2015; unfortunately, they did not have a quorum and were not able to conduct any official business. However, they did have an opportunity to talk about topics they would have discussed had there been a quorum. One topic, with the success of the GISS conference and so many districts indicating they wanted more programs such as that, was to perhaps have something at the October conference in San Diego, where they could set aside a room and hold an Arizona conference, and have Jack Lunsford talk about the upcoming legislative session or something of that nature. They were not able to take official action on that, but it was basically the sense of those in attendance. There was also a move to stay paying dues this year, as they have a surplus, but the majority thought that money would be spent, and that dues should be paid. The next meeting is scheduled for July 24, 2015, where they will most likely firm up some of the things discussed at this meeting.

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

Mrs. Strain stated the ACCT Leadership Congress will be held October 9 – 13, 2015 in San Diego. The organization will perform their internal governance work, re-electing nomination committees and the national-level board, and all four sub-committees will meet. She will also be attending the 5-day ACCT Board retreat being held in Washington, DC in July 2015.

Dr. Rottweiler stated that, at the request of the Board, he submitted a proposal for presentation at the ACCT meeting in October, based upon the work done by Karen Emmer, regarding financial aid and how to lower default rates. We have not heard back.

1.05.3 Senate

Wendy Davis, Vice President for Human Resources, stated the Senate met in April, and they will see the fruits of those labors on this evening's Board agenda, as there are a number of policies coming to the Board as a first-read.

1.05.4 Student Government Association (SGA)

Blake Suarez, SGA President, provided a brief report. He stated the SGA completed their alternative spring break, and it was a great success. They hosted the Red and White Ball, and hoped all that attended had an enjoyable evening. They have elected the officers for next year, two of which were in attendance – Jose Cardona and Veronica Hill. On behalf of the SGA, Mr. Suarez thanked the Board for allowing them to do what they do to bring events to the students. He added that all current SGA officers are outgoing, and he thanked them all for their service.

1.05.5 College President

Dr. Rottweiler stated he had a couple items he wanted to make the Board aware of and that he has requested a couple people make a presentation during his report. Regarding legislative updates, there is an Executive Limitations Study Committee that is doing some initial work; representatives from the colleges include Dr. Jeanne Swarthout, President of Northland Pioneer, and Dr. Lee Lambert, Chancellor of Pima Community College. It is a wide committee that is trying to look at the whole expenditure limitation issue and where we need to go. There are some colleges that are in fairly dire straits as it relates to expenditure limitations. Fortunately, Cochise College is not one of those, but we are watching this closely in the event there should be any desire to reset/recalculate; if reset, in light of the fact that we've lost some students, all the capacity that we've built over the years could be lost. He has made sure that both Dr. Swarthout and Dr. Lambert are aware of this and will address it accordingly.

Dr. Rottweiler stated he received a report today on an initial meeting/briefing related to the one percent property tax. There was new language put in that places Cochise County, Pinal County, and Pima County in some fairly difficult issues as it relates to charging back to the taxing districts what the state used to pick up. A fairly robust group went through some fairly significant discussions; they are looking at filing some paperwork in the courts, as they believe it is unconstitutional to have the state

mandate the Board's taxing authority and where those resources would go. This is being led by Pima County.

Dr. Rottweiler informed the Board he will be in Phoenix on Thursday for an AC4 meeting. They will wrap-up some things, and will be briefed on the two topics he just briefly shared with the Board.

Regarding master facilities planning, Dr. Rottweiler stated there are a number of items on the agenda this evening related to the Downtown Center and the remodel, as well as an action item for the donation agreement addendum, a contract for architectural services with DLR, and a construction manager@risk contract with Diversified Construction. He also made the Board aware that he has some initial floor plans available for Board review. These are initial drafts, but they can see a conceptual design and floor plan. He is very pleased at how things have come together. Discussions with the Legacy Foundation and the new hospital staff will continue to ensure a smooth transition. Dr. Rottweiler stated we were able to utilize all 92,000 square feet. The real plus here is that for roughly the same cost, we are getting double the space, and the opportunities to advance and move things forward in healthcare will be significant. We've also created space for the Center for Lifelong Learning. Tied to that, the Downtown Center services will include the Workforce Investment and Opportunity Act. Initial discussions have taken place with Vada Phelps to bring them in as a One-Stop shop. He thinks it's really a vision of where many things are going, and we're extremely excited. He will keep the Board informed as we move closer – the Legacy Foundation is desirous to potentially have a celebration at the 'hand-off' in June. This will be fairly short and simple, with the roll out and ribbon cutting to follow at a future date.

In his general comments, Dr. Rottweiler stated we received recognition from USA Funds, congratulating the Cochise College in providing the 2015 Excellence in Financial Education, being recognized for the number of students who participated in Life Skills Financial Education as part of our on-going desire to reduce default rates among student loans. We encourage/require all of our students to participate in financial planning through financial education and literacy so they are making good decisions and not finding themselves burdened with student loans greater than employment they may hold in the future.

Along this same topic, Dr. Rottweiler turned the time over to Mark Boggie, Assistant Dean of Student Services, who, tonight, is representing the Arizona ACT State Council. Mr. Boggie stated that among his outside professional activities, he sits on the Arizona ACT Council, which he has for the past 11 years. Today, he has the opportunity to represent the Council in recognizing Cochise College for the first Arizona College and Career Readiness Campaign Community College Exemplar. Cochise College has demonstrated that it's one of Arizona's most influential community colleges, one that is successfully preparing its students for college and career readiness. The Arizona ACT Council launched this campaign with the aim of celebrating those who are working hard to advance college and career readiness, creating greater awareness for opportunities for students, and highlighting exemplars of college and career readiness. This campaign recognized four categories of college and career readiness exemplars. The first category was students who may not have met their benchmarks early in their educational career, but have persevered and overcome, and who can now demonstrate college and career readiness. The second category was high schools. That award went to Kofa High School in Yuma,

who has demonstrated college and career readiness is attainable through rigorous curriculum and student experiences. The third was an employer category, and Sundt Construction was the awardee. They have meaningful partnerships with local colleges and high schools, maintain diversity in their workforce, and invest in the future of their employees. The fourth category was community colleges, looking for diverse student bodies with high rates of retention, graduation, and four-year transfer rates, all with robust relationships with local employers. Cochise College was selected among several community college candidates in Arizona who met the standards. The application, the data, and the story that Cochise College demonstrated in their commitment to providing a strong support system for students and their local partners outweighed all the other candidates. Mr. Boggie presented the certificate to Mr. DiPeso, Governing Board Chair, and Dr. Fick, Vice President for Instruction/Provost. Mr. Boggie explained that this award will position Cochise College for a national award.

Dr. Rottweiler stated that, at the request of Mrs. Strain, he has asked Frank Dykstra, Executive Director of Facilities and Planning, and his team to talk about the rainwater harvesting program. Mr. Dykstra stated that Jim Barrows, Assistant Director of Maintenance and Operations will be providing a PowerPoint presentation. He added that they have done a significant amount of work at the college throughout the district which includes rolling hills, plants, and rock placement.

Mr. Barrows began his presentation by recognizing the grant funding provided by the Cochise Water Project, Watershed Management, and Water Rights Program, who provided the bulk of the funding for materials, assisted with the labor, and contributed to the training given to staff, as well as to the Department of Correction inmates, during the process. The mission for ground water sustainability is to establish and promote water conservation initiatives to create positive impacts on ground water use and sustainability in the area in which we live. There are two means to accomplish this: 1) stewardship – to maintain and improve existing water collection systems and landscaping, and 2) education – providing students, employees, and members of the community the knowledge and skills on conserving water.

Mr. Barrows explained there are two types of rainwater catchment systems we use to harvest water – active and passive. The active system consists of tanks, filters, pumps, and mechanical components we can tie into an existing irrigation system to provide rainwater supplies instead of city water to plants and shrubbery. The passive system doesn't use mechanical systems. Rather, they use rock and dirt, through landscape designs to slow water, prevent erosion, prevent downstream sediment build-up, and retain moisture on-site longer so it can soak into the ground so plants and shrubs can take advantage of the increased moisture. In the long run, it reduces water consumption of city-supplied water sources.

Mr. Barrows then spoke about the active harvesting projects we currently have and what has been installed since 2013. Our first active harvesting system was installed at the CTE building in the Spring of 2013. This was funded by the Upper San Pedro Partnership Program, contributing \$2,719. We helped provide labor, and they also helped us with the installation and provided training for our staff on water harvesting. He stated this is a gravity fed system – it doesn't use pumps or filters, rain comes off the roof and into a gutter that fills the tank (1200 gallon capacity), and then gravity feeds it to the CTE landscaping.

Mr. Barrows shared that the Cochise Water Project approached him and asked if we were interested in installing new types of active harvesting systems. Of course, we were interested! They funded two projects, each at \$25,000. These are pressurized systems – with pumps, filters, and control units. These are automated systems that require very little operation on our part, and that being the routine maintenance required to prevent clogging of filters. We have two tanks – one 9,300 gallon tank located at the Student Union, and one 9,800 gallon tank located at the Library. The prime contractor for both systems is with Water Harvesting International, who subcontracted the work with Southwest Desert Images, a local company. We also assisted with the labor to install the tanks and components associated with them. This project was completed in May 2015.

In the next few slides, Mr. Barrows reviewed the Passive Harvesting Projects, which is nothing more than landscape contouring on our grounds around the campus. He stated we use berms, rocks, and basins, thereby slowing water down as it enters an area, causing it to change direction. This maximizes ground absorption, prevents sediment carryover, and minimizes erosion. The whole point of passive water harvesting is that minimal upkeep is required, significant amounts of water is absorbed into existing landscaping, the plants help to uptake any pollutants that may come off rooftops and roadways, which means we have less harmful substances going into the watershed. This also mitigates the impact on the San Pedro River's flow, which is an important part of our riparian that we want to keep as pristine as possible.

Mr. Barrows then showed slides of before and after pictures of the passive harvesting project Rain Water Garden at the Student Union Building, the Retro-Landscape Project at the Science Building, and the Xeri-scape Project at the Sierra Vista campus entrance, where rainfall runoff was redirected and slowed to allow time for ground absorption. Dr. Rottweiler stated there are also educational signs located at most of these sites as part of our educational initiative for our students, and informational for others coming onto our campus. Mr. Barrows also provided slides of other locations around the Sierra Vista campus where landscaping has been done.

Mr. Barrows concluded his presentation by informing the Board about project completion and new projects, which include Xeri-scaping and passive harvesting (Phase II) at the Science Building, Xeri-scaping and passive harvesting on Campus Drive (Adult Ed to Solar Field), lawn moisture sensors, and passive harvesting at the Douglas campus mall area. As usual, it all comes down to additional grant requests.

Mr. Nelson inquired if there are any plans to do this at any of the centers. Mr. Barrows stated there are no current plans for any of the centers, as the focus is mainly on the campuses at this time. There has been some discussion about the Downtown Center; however, there isn't much landscaping at that location.

Dr. Rottweiler stated he sits on the Cochise Water Project, and it's been exciting to see some things happening. He thinks they're having a significant impact on these types of things in the San Pedro basin. There are some interesting things related to what you can do with rainwater – what part of it is yours and what part is not yours. Anything that comes off our buildings that's on our campuses, we can retain. Water that comes flowing down through the wash we can't. Cochise College is out in front on this project, and we've tried to make it educational. Our dean of math and

sciences and the college, in cooperation with the Cochise Water Project, will be installing nine weather stations around the county. Those weather stations will then have that data uploaded, which anyone in the county may access and utilize, that will help them determine whether they should water – if it's going to rain, don't water. This will also be tied in with golf courses, among other things. Dr. Rottweiler added that the college has taken an active role in being a good citizen, and also in trying to prepare for what he believes will be some upcoming career opportunities in the area of landscape design and installation, as well as passive and active rainwater harvesting.

Mrs. Strain inquired if any other community college campuses in Arizona are moving in this direction. Dr. Rottweiler replied no, not to his knowledge. He stated that in the next 25 years there will be a fight over water. He believes that not only do we need to be good stewards, but that we're also preparing students to be good stewards as well and to look for careers in this area. Dr. Eaton stated we're being responsible in two ways – doing the harvesting and educating people on how to do it.

Dr. Rottweiler stated it is his intent to have Frank Dykstra and Jim Barrows provide this presentation to the Cochise Water Project so they can see the things we're doing, and to use this presentation in their report. Most of the funding is coming from the Walton Family Foundation, as well as some unique funding opportunities coming out of Fort Huachuca and their protection of sites. We're doing lots of unique partnering to create some unique things across the San Pedro water district.

Dr. Rottweiler then thanked the Board for participating in the 50th anniversary program, the Hall of Fame Induction. He thought it was one of the most memorable experiences – it was amazing. He recognized Denise Hoyos, Director of External Affairs, who has put together and coordinated all of our 50th anniversary events. As a reminder, they will wrap things up for the 50th anniversary with commencement on Friday, May 15th. He invited the Board to attend – it will be real exciting! The paver project has been completed, they've created an amphitheater-type area, and a fireworks display will be held, weather permitting. Dr. Rottweiler then stated he would be pleased to address any questions from the Board.

Mr. Nelson inquired if AC4 has been discussing the high school equivalency problems we've been having, and what state agencies can do? Dr. Rottweiler stated they have not addressed this directly, but the topic has reached them and he has shared some concerns with them. He has received the data of almost all the other community colleges of what happened to their GEDs. Unfortunately, most of them are saying, "Here it is, good luck, go forth and do what you can!" He thinks they will have this discussion. Dr. Rottweiler stated that, clearly, Mr. Nelson's work with the governing boards has reached the CEO's office, but it has not been a set agenda item; however, he will try to make it become one. Mr. Nelson then asked what AC4 can do. Dr. Rottweiler replied they can do basically what AADGB can do. The best opportunity they have with making changes in this area rests with the State Board of Education. He is pushing on this one. They had a presentation last month related to this, it is an agenda item, and they put out a request for information to see what other options there are in testing to come up with high school equivalency. He feels they are moving the needle; however, the problem is, this is like turning the Titanic – it's going to take a while. Dr. Rottweiler stated this is the most at-risk population in Arizona, it's the population that has the least voice, and it takes individuals like Mr. Nelson and others who are willing to speak on their behalf. He will continue to try to

do so. It's unacceptable – the nation is recognizing that, and he believes we're a little out in front and will do our very best. Dr. Eaton inquired if the change in format has caused these problems. Dr. Rottweiler stated yes, the change in format has created the bulk of this, the upgrade of the new test, the fact that it was made all computer based, the fact that it costs \$160, which is a dramatic increase, and that it raised the bar dramatically to follow Common Core, specifically in Math. There are many factors that have made an impact. He agrees that we need to raise the bar so that people are prepared when we say they have a high school equivalency, but we can't drop from 160 graduates to 10 graduates in Cochise County. That is unacceptable, and it leaves a population behind. We will continue to look at this, and discussions are ongoing.

1.05.6 Monthly Financial Report – April 2015

The Financial Report for April 2015 was presented and accepted as submitted.

2. INFORMATION ITEMS

2.01 Communications

- Mr. George Self, Dean of Extended Learning, received electronic correspondence from Ms. Susan Willig, Buena High School Lead Counselor, thanking Mr. Ben Berry, Director, K-12 Outreach, for his presentation to the Buena High School senior class.

2.02 Hispanic Association of Colleges and Universities (HACU) Trip Report

Ms. Orozco stated it's always a pleasure to inform the Board about some of the great things that are happening. As a Hispanic serving institution (HSI), twice a year we send delegates to the Hispanic Association of Colleges and Universities (HACU) meeting, the most recent was the Washington, DC forum, which is basically a lobbying trip for Hispanic serving institutions. This year, we sent two students, Elizabeth Flores and Brittany Arevalo; Brittany couldn't attend this evening as she began her job as an RA at ASU on Monday. Two people from U of A South also attended. Denisse Canez, Cochise College Instructor of Reading and English, led the trip, and Ms. Orozco turned the time over to her.

Ms. Canez began by thanking the HSI committee for letting her go on the trip and for doing an amazing job selecting the two students who represented Cochise College; they were wonderful. She also thanked Denise Hoyos and the Foundation for making it possible to send two students. They attended back-to-back sessions, with two very intense days of training in preparation for speaking to congressmen and women. When they covered topics relating to STEM and to the National Science Foundation, it was perfect for Ms. Arevalo, because she is a Science major. When they went to financial aid sessions and areas relating to the Pell grant, it was perfect for Ms. Flores because she works as a student aid for Financial Aid. They were a great balance when they went to speak to the congresswoman. Ms. Canez stated it was a beautiful experience, and she feels very lucky and very thankful that she was able to attend. She then turned the time over to Ms. Flores to present a PowerPoint presentation on the trip.

Ms. Flores began by expressing her appreciation for being able to attend the HACU meeting; it was a rewarding trip. She stated it was the 20th Annual Conference in Washington, DC, and the first slide covered Monday's agenda, the first day of HACU. They attended a couple different sessions, mainly the US Department of Agriculture, the

importance of traveling abroad and students learning things culturally. They also learned the importance STEM students and that specific major. There were a couple of speakers during the lunch session, which showed the impact that HACU has on minorities, and touched upon the impact they would have as they went to Congress and Capitol Hill the following day. At the end of the day, they did a student advocacy (training 101) to go and meet with congress. It made the students feel more confident. Ms. Flores showed a slide of all the students who were in the class, and they all received awards. She also showed a slide of the students going to the Capitol on Day 2; they first met with Matt Salmon's staff member, who took notes on what the students had to say. They then met with Raul Grijalva's staff member; he supports higher education, so it was nice to have someone to relate to. The most exciting event was meeting with Martha McSally, in person. It was great having her take the time out of her day to meet with and hear from students.

In conclusion, Ms. Flores stated the trip was very rewarding, and it was nice that the representatives were able to listen to the students directly, to be able to relate how the budget cuts, Pell grants, etc., impact them directly; how not having them makes it very difficult for them to go to school. Ms. Flores added it was not only a great opportunity to speak with them, but to also be able to say they had a hand in helping the Hispanic community. The students also visited the Capitol, the White House, the Washington Monument, and the Lincoln Memorial, as well as the Arlington Cemetery and museums.

Ms. Flores thanked everyone for the opportunity provided to them, and that she hopes these opportunities will continue. Dr. Eaton thanked the students for going, and Mr. DiPeso thanked the students for representing the college well. Dr. Rottweiler stated we've rearranged some resources to send students to HACU, believing that's the more appropriate representation. This is also consistent with our mission, which is about constructive citizenship, and as they have seen here this evening, we've created a constructive citizen who is willing to get engaged in the process. He wanted the Board to be aware of those things as they allocate resources in their budget.

2.03 Information Technology Update

Carlos Cartagena, Vice President for Information Technology, provided the Board with a handout and began his presentation by stating that the college relies very heavily on its information technology infrastructure, products and services in order to accomplish its mission. Within the past couple years or so, another statement has been added – "Although not regulated as a utility, it is expected that it will perform and behave like one". Technology is now like a utility – whether in a classroom, a lab, an open lab, a parking lot, etc., you expect to be connected, and that you want to have whatever services you may want to have available at any given time. In order for that to happen, you have to follow a strategy that can support that. In our case, we have built that on a very strong and reliable infrastructure. At the same time you build that infrastructure, you want to do it in such a way that you're not going to break the bank; therefore, we've tried to restructure the costs accordingly. In addition, whenever we can, we would like to continue to move forward with gradually transitioning, where it makes sense, into the 'cloud'. We have begun doing that, and in terms of performance and cost, it has worked tremendously for the college.

Currently, on the two college campuses, our internal infrastructure is good – we have fiber between the buildings. At the centers, we have the wiring, cabling, and equipment that allows it to have a good and solid internal infrastructure. The one we have to work with is the external infrastructure, specifically the connectivity we have available in our service area. During the past year and a half, as part of a stakeholders group, he met with

consultants, hired as a result of a grant that was sponsored by the Arizona Strategic Enterprise Technology. The mission was to survey counties, look for gaps in terms of their bandwidth infrastructure, and report that to the state. Mr. Cartagena reported that he was told that Cochise County was the one that exercised the most work. He was happy to share that every physical site (campus and center), around the district is in good shape as far as connectivity is concerned. In September 2013, we established a microwave network (for students) on the Douglas campus, going from 9M to 45M overnight, with a cost savings of \$2332 per month (48%). We then started working on the next phase, the employee segment, on the Douglas campus, connecting them with the Sierra Vista campus and having them both on the same network. Through a partnership with the county we were able to set up a solid microwave network between Douglas and Sierra Vista. The bandwidth upgrade capacity went from 12M to a capacity of 250M, with a cost savings of \$3900 per month (61%). Mr. Cartagena then pointed out a drawing representing the microwave network between D Hill in Douglas and the Douglas campus.

Mr. Cartagena stated we have done several upgrades on the Sierra Vista campus as well. In 2011-2012, we went from T1's to a DS3 fiber, 45M. As Century Link moved forward and upgraded their facilities, they provided more capacity to their facilities in Sierra Vista. In October 2013, we were able to lease a system referred to Ethernet over Fiber, which gives us local area network speeds, but on a wide area network. We upgraded from 45M to 100M, with a cost savings of \$1000 per month (35%). In May 2014, the opportunity presented once again to do another upgrade, from 100M to 200M, at a cost savings of \$500 per month (17%), using DS3 as a baseline. During the summer of 2015, we have the opportunity to do another upgrade. We will use the same technology, Ethernet over Fiber, bringing it up to 300M. Using DS3 as a baseline, we will be paying an additional \$100. This is remarkable since the difference between the DS3 and the 300M is an increase in bandwidth by a factor of almost seven.

Mr. Cartagena reported we currently have four providers servicing our service area between our campuses and centers. Century Link supports the Sierra Vista campus and the employee segment on the Douglas campus; Cox Communications supports the student network in Douglas, all of our operations on Fort Huachuca, the Automotive Center, and the Benson Center; and Valley Telecom supports the Willcox Center. The Nogales Center is currently undergoing a change in internet service providers.

The cost restructure, as we have been doing these upgrades, is remarkable. Two years ago (FY 2013), we were spending \$22,000 per month for horrific internet traffic. As we incorporated new technologies, pricing came down to \$18,000 per month in 2014, and in 2015 we are at \$10,000 per month. Therefore, this has worked very well for us.

Mr. Cartagena stated the reason we have been doing a lot of these upgrades, in addition to the infrastructure upgrade, is because of our other strategic projects – ITV and Google Apps. For years, the ITV system at the college has always been a hardware-based component – very restrictive, very proprietary, not a lot of flexibility, expensive to maintain, and required dedicated classrooms. We are going to move from a hardware-based system to a software/Cloud-based system. When you do the transition, you provide a degree of flexibility to instructional managers that they were previously not able to have. We are incorporating a platform that is being used in close to 2,300 schools, some of them universities, that will allow us the capability to not only continue to use these ITV courses from the current classrooms, but will also allow the instructor to teach a class via an ITV modality from any of our regular classrooms. It allows a student, assuming the student has the instructor's permission and they have decent bandwidth, to be able to take a class from

any device connected to the internet. This will be a process, integrated a bit at a time, but it is the model we are moving forward to. Mr. Cartagena stated that, with this model, his expectation and goals are that, out of the five teaching modalities the college currently uses, we can support ITV, streaming, online, and blended-offered courses. The cost will be much less than what we have paid in the past and provides flexibility that is very hard to find with the current model.

Mr. Cartagena then briefed the Board on Google Apps for Education, which is a Cloud-based productivity suite. He provided information on the number of email accounts we were providing to students at the time of admission. Because of the number of accounts being issued at the time, our hardware and systems requirements were increasing dramatically, and it was getting to the point where it was a bit unmanageable with the on-premises equipment we had. At that time, it was proposed that it was the perfect time to move to a cloud-based platform, and the leader of the pack was Google. They had created this package of applications – Google Apps for Education. Four years ago, when we started the project with the students, they got Gmail, calendar, contacts, Google drive, and some other core apps, with a limit of a 30GB storage capacity. They had six months to move their emails from the legacy server to the Google Apps platform, if they so desired. Employees were not moved at that time because of storage limitations.

Fast forward three and a half years – in early September of last year, Google made an announcement that they were going to provide to schools with the entire Google Apps for Education platform not only for free, but with unlimited storage as well. Mr. Cartagena confirmed this with Google, because in his line of work ‘free’ and ‘unlimited’ in the same sentence just doesn’t jive, and doesn’t happen very often. He proposed this at an Administrative Cabinet meeting, Dr. Rottweiler gave the go ahead, and the planning began. The project was announced at an employee open forum, and Mr. Cartagena stated that at the end of the presentation, a number of people approached him to ask if they could be moved to the application that day. He started the planning process, created the accounts, and created training outlines and packages different from the students. With the employees, the decision was made to move their email, calendar entries, and personal contacts. This has been taking place during the Spring term; as of today, some people are still on the Outlook exchange platform. However, effective May 21, programming changes will be made. All email will be routed completely through the Google platform by May 26, and all email will be accessed through the Gmail system. Mr. Cartagena then pointed out all the applications and benefits associated with Google Apps for Education.

2.04 Revised Governing Board Policy 606 - Nepotism

Dr. Rottweiler stated there will be a series of policies being brought to the Board this evening as a first-read. These are in the area of Personnel, which requires the Board to take action. He and Vice President Davis will be happy to walk the Board through the revisions; some have fairly minor changes, others are policies that have been broken away from a long policy into three/four smaller policies. The Nepotism policy is one that has been reviewed, and is much more descriptive of what nepotism means, of who is eligible to work at the college. Suffice it to say we will not allow direct hires – a direct supervisor to be within that line on any position that is Board approved. This is a permanent benefitted position. However, a relative would be eligible to work in a part-time or student role within that direct line. This provides much more clarity and gives us a better understanding. The policy also provides an exception that the President can make in some of those incidences. The other addition is, should we have nepotism that results from a change in relationship, we then have a policy that allows us to make some changes.

2.05 New Governing Board Policy 617 – Recruitment and Selection

Ms. Davis stated that Policy 617 and Policy 619 is language that currently resides in Policy 617. What they've done is take the recruitment process and the salary compensation placement process and divided them into two separate policies. Most notable in Policy 617 (change-wise) is that they're using an online application process vs. a paper-based process, so they've brought the policy in line with the practices they're using in technology.

2.06 New Governing Board Policy 619 – Compensation – Salary Placement

Ms. Davis stated Policy 619 is the second portion of the current Policy 617, related to placement and new hires, and it represents some change in policy and practice. We have a policy of placing individuals based on years of experience for non-faculty, regardless of what the requirements of the position are. For instance, if a position requires a Bachelor's degree and three years of experience, and the individual has a Bachelor's degree and four years of experience, under current policy they are placed at 90 percent of mid-point. Whereas, a Bachelor's degree and four year of experience, in reality, just qualifies them to meet the minimum requirements of the position. What was happening was, our new hires, as we transitioned into the new compensation model two years ago, ended up coming in higher than our existing employees that were transitioned in under the new policy, and this created a lot of compression issues. Dr. Rottweiler stated this policy fixes that, as a policy, and the compensation adjustments that will be presented in the budget will fix this problem moving forward. This policy has been through Employee Relations and the Senate, and they are supportive of this policy.

2.07 Revised Governing Board Policy 620 – Salary Adjustments

Ms. Davis stated that revisions to Policy 620 are mainly clarifications and updates of information. Administrative Cabinet reviewed the policy as far as movement within the structure. For the past several years, when the college has awarded a salary increase of one or two percent, we have not recognized red-lined employees, so language related to red-lined employees has been eliminated. We do have a maximum on our salary structure that creates the range for positions; if an employee has been with the college long enough to reach that end point on the salary range, we're still awarding the minimal raises being provided to employees.

2.08 Revised Governing Board Policy 636 – Tuition Exemption

Ms. Davis stated she incorporated changes from a couple different standpoints in Policy 636, one of which is defining employees – we currently have a policy (661) that defines employee categories. Current Policy 636 talks about tuition exemptions related to non-benefited employees (part-time/hourly employees), and if they work 15 hours a week they are eligible for a tuition exemption. We found that we needed to add conditions into that section. We've added in part-time contingent (which are people on an as-needed basis vs. part-time regular). Mrs. Strain inquired how many of the tuition exemption, part-time employees do we have. Ms. Davis stated there is not a substantive number of people taking advantage of this, but there have been some practices of moving students into a part-time position to become eligible for the waiver.

2.09 New Governing Board Policy 660 – Background Screening

Ms. Davis stated this is a new policy that has been reviewed by all the internal groups - Employee Relations, Senate, and Administrative Cabinet, as well as legal counsel. We performed a review of other colleges in the state related to background screenings and discovered we were one of two institutions who didn't have a formal policy on background screening. We believe it would be prudent for the institution to recognize the necessity of knowing who we have on our campus working with our students.

2.10 New Governing Board Policy 661 – Position Classifications and Categories

Ms. Davis stated this policy is a new policy as well, recognizing the need to create a definition for policy of employee categories. This incorporates language for that.

2.11 New Governing Board Policy 665 – Tuition Reimbursement

Ms. Davis stated tuition reimbursement currently resides in Policy 636, which is a two-part policy. This is one we felt the need to break into two sections, because they are two different policy focuses. There are minimal language changes in this policy. Dr. Rottweiler stated this policy is actually a professional development option for full-time employees who are eligible to take 300- and 400-level and graduate level courses at university for career advancement, among other things, within the organization. It is a much more defined and regulated policy.

2.12 New Governing Board Policy 666 – Associate Faculty Load

Ms. Davis stated this is also a new policy that she and Dr. Fick worked on as healthcare reform and those components related to insurance came forward, recognizing the need to have some of those parameters defined in policy. Mr. Nelson asked what an 'equated unit' is. Dr. Fick explained that we might have an instructor teaching a biology course and for each credit of lectures they'll get one credit unit, and then for an hour of lab they'll get .7 of an equated unit. Therefore, it's a way of dealing with different types of instructional activity, having different values as they put their load together. Dr. Eaton inquired if this works in a similar way for a team-taught course. Dr. Fick stated there is a different policy for learning communities. Dr. Rottweiler stated the important part of this policy is recognizing how much an associate or part-time faculty member can teach. Under the Affordable Care Act, one of the huge concerns for higher education is if an associate faculty member is teaching too many loads, they are instantly eligible for healthcare benefits. So, we needed to establish what our limit is so that we then know when people are above or below. Mrs. Strain commented that, since this is brand new, we don't know what impact this will have in terms of hiring. Ms. Davis stated that since healthcare reform became effective for the employer mandate in January 2015, we have been running reports to see where we are - we don't have any issues. She and Dr. Fick have been very aware of this for the past year, and have been monitoring it. Dr. Rottweiler added we have been watching it, there just hasn't been an established policy.

3. NEW BUSINESS

3.01 Consent Agenda *

The following items were approved:

- 3.01.1 * Faculty; Appointment (*Danielle Cardella, Instructor, Culinary Arts, Fort Huachuca Center*)
- 3.01.2 * Administrative Support; Resignation (*Colton Bjerke, Academic Career Advisor, Sierra Vista Campus*)
- 3.01.3 * Administrative Support; Resignation (*Adela Sanchez, Clinical Coordinator – Respiratory Therapy, Sierra Vista Campus*)
- 3.01.4 * Administrative Support; Retirement (*Robert Carreira, Director of Center for Economic Research (Sierra Vista Campus)*)
- 3.01.5 * Administrative Support; Retirement (*David Gage, Director of Finance, Douglas Campus*)
- 3.01.6 * Administrative Support; Retirement (*Hazel Sue Neilsen, Director of Santa Cruz Center, Santa Cruz*)
- 3.01.7 * Acceptance of Minutes for April 14, 2015 – Special Work Session
- 3.01.8 * Acceptance of Minutes for April 14, 2015 – Regular Meeting

Prior to approval of the consent agenda, Mrs. Strain stated she wished to recognize, without pulling them off of the consent agenda, the fact that Mr. Carreira, as well as Ms. Neilsen, are retiring. Dr. Rottweiler stated that three employees are retiring, each of whom play very significant roles at the college; Robert Carreira as Director of the Center for Economic Research, David Gage, who has been with the college for 28 years as the Controller, and Sue Neilsen, as the Director of the Santa Cruz Center. Suffice it to say, these are dedicated employees.

Dr. Eaton moved and Mr. Nelson seconded a motion to approve the Consent Agenda. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Frank Dykstra, Executive Director of Facilities and Planning, introduced two new employees – Adam Gonzalez (March 2015 agenda) and Nicolas Beach-Moschetti (April 2015 agenda).

3.02 Addendum to Legacy Foundation Donation Agreement

Dr. Rottweiler stated this is a request to extend the inspection period from May 1, 2015 to May 15, 2015. Part of this came about as we were unable to enter the old hospital prior to May 1st to perform our due diligence inspections. In discussions with the Legacy Foundation, they have agreed to extend the inspection period to May 15th. Mr. Nelson moved and Dr. Eaton seconded a motion to approve the Addendum to the Legacy Foundation Donation Agreement. Mr. Nelson stated he thought this was already done. Dr. Rottweiler explained that inspections were previously performed while the hospital was in use. This is the first time an in-depth inspection has been performed on the vacant property by architects and structural, electrical, and mechanical engineers. Dr. Rottweiler stated that, by the donation agreement, we had until May 1st, now May 15th, to do all of our due diligence inspections. If there was something that didn't meet our standards, the Legacy Foundation has the option of a) either bringing it to the standard we would need it to be, or b) clearly we would no longer be held to the donation agreement. Mr. Dykstra added we didn't find any 'smoking guns'. Dr. Eaton inquired about the two buildings across the street from the Downtown Center. Dr. Rottweiler stated the current plan is to move DAV and VICAP into them, temporarily. The goal, as construction is finished, will be to move DAV and VICAP, and then tear down those buildings and build a parking lot. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.03 DLR Group, Inc., Project No. 30-15112-00, to Provide Architectural Services for the Renovation of the Downtown Center (SVRHC)

Dr. Rottweiler stated if the Board wishes to move forward with the hospital, we need to sign a contract for architectural services. We have begun negotiations with DLR, based upon an existing One Government Procurement Alliance (1GPA), which is state-bidder so we can contract with them. The contract has a contracted rate between 7.2% and 7.8% of project costs, plus some additional services. It is what we would have received had we gone out to a full bid. This saved us time, energy, and resources. He recommended the Board approve the contract with DLR and to authorize him to enter into the contract. Mrs. Strain moved and Mr. Nelson seconded a motion to authorize the president to enter into a contract with the DLR Group, Inc. Mr. Nelson inquired why their fee is variable from 7.2% to 7.8%. Mr. Schiers explained that the typical architectural fee for construction is around ten percent. This is basically a small sliding scale, depending on what services they are providing, and is limited only to the architectural design and construction. If we need any other services, there would be additional fees. We will probably be paying them closer to nine or ten percent when it's all said and done. Mr. Nelson then asked if we will have their services available during construction. Mr. Schiers stated this contract is for the life of the project, beginning now until we get a certificate of occupancy and we finish our punch list items, which is calculated to be approximately 18 months. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.04 RFQ #34-07 Cochise College Sierra Vista Downtown Center Diversified Design & Construction, Inc., Contract

Dr. Rottweiler stated that last month the Board authorized the president, after having issued a request for qualifications, to enter into negotiations. He is bringing a contract to the Board this evening that is proposing a fee of \$40,000, plus reimbursable expenses, for all pre-construction, and then a rate of five percent of the total cost of the project, to Diversified Design & Construction, Inc., to provide construction manager @ risk services. Dr. Eaton moved and Mr. Nelson seconded a motion to authorize the president to enter into the contract with Diversified Design & Construction, Inc., to provide construction manager @ risk services for the Cochise College Sierra Vista Downtown Center. Upon Mr. Nelson's request, Mr. Schiers clarified that we are hiring Diversified to demo and rebuild a building, as construction manager @ risk, and the five percent is basically their profit. He asked if we had agreed upon a basic cost yet. Mr. Schiers stated we are currently working on the gross maximum price, estimated to be at \$14.1M – it could be lower, it could be higher. Dr. Rottweiler is confident the cost will be lower. At this point, the Board will only be agreeing to five percent of what the cost of the project will be. In the end, we will establish what the gross maximum price is. Mr. Nelson added that Diversified did the remodel on the Copper Queen Hospital, and they are very pleased with the work they did – it went very smoothly. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.05 RFQ #34-03 On Call Engineering Services Aviation Department

Dr. Rottweiler stated this is an ongoing process related to the airport master plan. We put out a request for qualifications and received one from Armstrong Consultants, Inc., who has been working with us for years. All of this is typically funded through ADOT funding, with the exception of the ten percent match the college provides. There are no additional costs until a project is actually funded through ADOT. Mrs. Strain moved and Mr. Nelson seconded a motion to authorize the president to enter into a contract with Armstrong Consultants, Inc.,

for our Aviation Department engineering services. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.06 Acquisition of Two Land Parcels Located at Charleston Road and Giulio Cesare Avenue

Dr. Rottweiler stated that, consistent with discussions during an executive session where direction was given to pursue the acquisition of some adjacent properties that were listed on the MLS at \$550K, senior administration did enter into negotiations and has a contract for \$525K, contingent upon Board approval. He recommended the contract to the Board for approval. Dr. Eaton moved and Mr. Nelson seconded a motion to approve the Commercial Real Estate Purchase Contract relating to the purchase of Cochise County Assessor's Parcels #107-16-016D and #107-16-016G, and authorize the College President, J.D. Rottweiler, Ph.D., to be and hereby take all further action necessary to process and complete the purchase of the property referenced by the Commercial Real Estate Purchase Contract and certifies compliance with A.R.S. §15-1444.11. A brief discussion followed around possible uses for the property. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.07 Intergovernmental Agreement (IGA) Between Santa Cruz County Provisional Community College (SCCPCCD) and Cochise County Community College District for an Education Program

Dr. Rottweiler stated this is the annual IGA that comes before the Board. The contract is consistent with the previous year; there have been no adjustments. He recommended the contract to the Board for approval. He stated that clearly, we're pleased with the services we provide to Santa Cruz County and we think it's an important part of our overall mission. Mrs. Strain moved and Mr. Nelson seconded a motion to authorize the president to enter into an IGA with Santa Cruz County Provisional Community College District to provide educational programs to students in Santa Cruz County for the 2015-16 fiscal year. Mrs. Strain stated she is curious how HLC works with the arrangement with Santa Cruz. She inquired if any other colleges in the nation have this type of arrangement that HLC has seen. Dr. Rottweiler stated there is one other college that has a similar situation, and that is Eastern – nowhere else in the country is there something called a provisional community college district; it is unique to Arizona. This is an area the Board needs to be aware of – it has nothing to do with the educating of students. It is a relationship that is set up bureaucratically through poorly written statutes. That said, a student in Santa Cruz County is as important to be educated as a student in Cochise County – that is why we are committed to providing the services. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.08 Revised Board Policy 632 – Family and Medical Leave

Dr. Rottweiler stated this policy was brought to the Board last month as a first-read. The only change made was the recognition of a legally recognized spouse; he recommended the policy for approval. Dr. Eaton moved and Mr. Nelson seconded a motion to approve the revised Governing Board Policy 632 – Family and Medical Leave. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

- Dr. Eaton expressed concerns over ‘everything speaks’ relating to the food service at the Hall of Fame event held the previous Saturday evening. There was no water at some of the tables and had to be requested, meals were cold and had a very poor presentation, and the desserts were ‘someplace’. He thought the Foundation should ask for their money back, and that a statement should be made to food services that nothing like this should happen again. It was embarrassing to have someone like Mrs. Cracchiolo in attendance and to serve a meal like that – it is inexcusable. He didn’t feel it was a reflection on Denise Hoyos; it was on food services – and, they didn’t seem to care. He did.
- Mrs. Strain stated she will never take this Board meeting via a phone call again!
- Mrs. Strain stated she is looking forward to the Board Retreat this summer. As we work toward the logistics of putting this together, she has a couple of agenda items to add to the agenda.
- Mr. Nelson stated the Hall of Fame Dinner was a great experience for him. He added he hasn’t had that much experience with the college, so it was a great opportunity to learn a lot of the history and a lot of the people who have been associated with it. He was particularly pleased to see that the Hall of Fame included a number of Classified employees, because they are just as important as academic and administrative staff. It was really nice.
- Mr. Nelson stated he appreciated the presentation this evening on the water retention program. It seems to him it didn’t seem to be that expensive – why don’t we do it on our other campus and at our centers, or at least consider it as part of the budget. It’s not only good conservation, but it’s an educational program that’s visible; people come and see this type of thing, and for the money we put into it, it seems to him the return would be great. He’d like to see us headed in that direction, if not this year, then in forth coming years – sooner rather than later.
- Dr. Eaton stated that our rainwater harvesting program should be publicized. Dr. Rottweiler stated it was in the newspaper. He added that there is some significant work being done on landscaping on the Douglas campus; rainwater harvesting will be a little difficult there based upon how those buildings were designed. Dr. Eaton stated that both campuses look very good.
- Dr. Eaton added that, aside from his food services criticism, the evening of the Hall of Fame Dinner was a beautiful one.
- Dr. Rottweiler thanked Dr. Eaton, and stated that we will take some of those comments back and work with food services. Some decisions were made by the college and the Foundation, and they will take responsibility for those decisions. However, he understands the concerns Dr. Eaton voiced. He added that our food services is not set up to do ‘plated’ events; we don’t have enough staff. They did this somewhat at our request because we weren’t sure how we were going to get all those people through a buffet line, which is how we typically do it, in order to begin the program and not be there until 10 p.m. Some of it is logistics that clearly the college and the Foundation (he and Denise), can take some responsibility for. With that said, there are some things that could have been done better. As to future plans for the Hall of Fame, it is his intention, and will request Board feedback, to hold these dinners once or twice a year, and rather than have a big celebration, he’d like to incorporate it into the President’s Reception prior to graduation. Also, we will probably pull back on doing employee retiree recognitions, instead having a dinner on campus right after they retire. Some of our retirees leave in January, and then they return in May to be recognized. In addition to that, some retirees are simply afraid of being recognized in front of that many people.

- Mr. DiPeso stated he thought the Hall of Fame Dinner was a good event. While the food service wasn't great, the remainder of the evening was very nice. He enjoyed the stories told by the inductees.

5. ADJOURNMENT

Mr. DiPeso adjourned the meeting at 8:21 p.m.

Respectfully Submitted:

Ms. Loretta Mountjoy, Executive Assistant, Office of the President

Dr. John Eaton, Secretary of the Governing Board