

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD SPECIAL STUDY SESSION

Tuesday, January 15, 2013
Cochise College Douglas Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

The special study session was called to order by Mrs. Strain at 4:34 p.m.

Board Members Present:

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

2. NEW BUSINESS

2.01 New Board Member Orientation

Dr. Rottweiler thanked the Board for taking some time and coming in early to review the orientation materials he had assembled. This is the first time he has transitioned a new Board member in, and this will be an opportunity for all involved to share information and ask questions.

Dr. Rottweiler provided each Board member with a New Board Member Orientation binder. He began the session by stating an understanding, and that is – there really is no entity as Cochise College. We are actually an entity of Cochise County Community College District (CCCCD), and we do business as Cochise College. This is important to know because, as the Board members work with some of their colleagues around the state, they'll find there's a huge organization called Maricopa County Community College District. It is actually made up of ten independent colleges that are independently accredited, but work under one district. Their organizational structure is that they have one chancellor with ten community college presidents, and they run ten independent colleges within that entire system. Pima, which is also a very large community college, is just one college with five campuses and are accredited as a district. Cochise County Community College District is one college, with two campuses, and four outreach centers – one accreditation. That is important to understand as the Board members - their authority is over the district, and there is only one college in that district. He added that one unique thing about the Cochise College district is that we have an agreement with the neighboring county of Santa Cruz, which has the Santa Cruz County Provisional Community College District. In the state of Arizona, you need to have so much population and so much assessed valuation in order to be eligible for a community college. Santa Cruz County doesn't have enough to be a true college. The legislature has

established for them the opportunity to be a provisional college, which means they have taxing authority, but they must contract with another community college to provide those educational services. There are currently two of those entities – Santa Cruz and Gila. Gila is associated with Eastern Arizona College in Graham County. Dr. Rottweiler stated that there are some problems, and he will share them in a report provided during the regular Board meeting later this evening. Dr. Eaton, the CCCCDD Governing Board's representative to the Arizona Association of District Governing Boards (AADGB) shared that AADGB has been petitioned by both Gila and Santa Cruz to speak at AADGB. Dr. Rottweiler stated he thinks this would be appropriate. (As a side note, Dr. Rottweiler stated he will assemble a "Dictionary of Acronyms" for the Board.)

Association of Community College Trustees (ACCT), is a national organization for community college trustees. They address legislative issues on a national level, as well as doing the best work in Board development. Dr. Rottweiler stated he feels it is a great value for Board members to receive development and participate at the level they feel comfortable. At a minimum, we need participation at monthly Board meetings and work sessions. At a maximum, Board members could be assigned to ACCT committees, become president of ACCT, hold other offices – whatever level of participation for which they feel comfortable. He added that research has shown that the best run community college districts are those that have Board members who are engaged and who go through professional development.

Dr. Rottweiler provided the Board with a map of the college district precincts, and reviewed the outlined boundaries of each district. He then reviewed with the Board the key statutory powers, duties, and election, terms and vacancies set by state statute, ARS Section 15-1441. Dr. Rottweiler pointed out that employees of a community college district or their spouses are not eligible to hold governing board membership in that district. He then covered Governing Board responsibilities and authorities, set by state statute, Section 15-1444.

Dr. Rottweiler then turned the floor over to the vice presidents for their presentations to the Board:

Dr. Verlyn Fick, Vice President for Instruction/Provost, provided an overview of his responsibilities and reviewed the organizational chart of areas for which he is responsible. They included Liberal Arts (Chuck Hoyack, Dean); Business & Technology (Bruce Richardson, Dean); and Mathematics, Science and Health (Bubba Hall, Dean); Extended Learning (Sheila DeVoe Heidman, Dean); and Student Services (Bo Hall, Dean). Dr. Fick then provided an overview of the departments that each dean oversees for their area.

Wendy Davis, Vice President for Human Resources, reviewed the organizational chart of areas for which she is responsible. They included Employment (Letty Nunez, HR Analyst), Benefits (Mary Alice Mossburger, Benefits Coordinator), Professional Development (Lupita Alvarado and Diana Davila, Professional Development Specialists), and Risk Management. Ms. Davis provided an overview of the Human Resources Department and the services that are provided.

Kevin Butler, Vice President for Administration, reviewed the organizational chart of areas for which he is responsible. They included Budget and Payroll Services (Sandy Bryan, Director), Controller (David Gage), Procurement Services (Lourdes Estrada), Institutional Research (Jerome Ward, Director), and Facilities (Frank Dykstra). Mr.

Butler provided an overview of his responsibilities and those of the departments that each director oversees.

Carlos Cartagena, Vice President for Information Technology, reviewed the organization chart of areas for which he is responsible. They included Administrative Computer Systems Division (Shelli Echave, Director), Network and Computer Support Services (Gilbert Parra, Director), Web Development and Administration (Maina Mentz, Administrator), Library and Instructional Media Services (Pat Hotchkiss, Director), and Switchboard Operations (Laura Marinus, Office Specialist, Senior). Mr. Cartagena provided an overview of his responsibilities and those of each department.

Dr. Rottweiler stated that each month, (with the exception of July), each vice president is provided the opportunity to present a report on their departments at a Governing Board meeting. This would include program highlights from center directors as well as deans. This also provides Board members the opportunity to not only be informed and updated on the programs, but to also ask questions.

Dr. Rottweiler pointed out that the Governing Board policies are also included in the orientation binder, and he reviewed a couple specific policies with the Board. (All of our policies can be found on-line.) He also directed the Board's attention to a section pertaining to open meeting law and conflict of interest. He would be happy to invite the county attorney to a Board meeting to provide an overview of the open meeting law.

3. ADJOURNMENT

Mrs. Strain adjourned the special study session at 5:55 p.m.

NO BOARD ACTIONS WERE TAKEN DURING THIS STUDY SESSION.

Respectfully Submitted:

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

Mr. David DiPeso, Secretary of the Governing Board