

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, January 14, 2014
Sierra Vista Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mrs. Strain called the meeting to order at 6 p.m.

Board Members Present:

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

1.02 Pledge of Allegiance

1.03 Adoption of Agenda

Mr. Nelson stated that the AADGB report should be presented by Dr. Eaton and not by him, as shown on the agenda. With that exception, the agenda was adopted as published.

1.04 Governing Board Organization/Orientation for 2014

1.04.1 Election of Board Chair

Mrs. Strain opened the floor for nominations for Governing Board Chair. Mrs. Strain nominated Mr. David DiPeso to serve as the Board Chair. Mrs. Strain moved and Dr. Eaton seconded the motion to elect Mr. David DiPeso as Cochise County Community College District Governing Board Chair for 2014. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED. Mr. DiPeso abstained from voting.

1.04.2 Election of Board Secretary

Mr. DiPeso opened the floor for nominations for Governing Board Secretary. Mr. Nelson nominated Dr. John Eaton to serve as Board Secretary. Mr. Nelson moved and Ms. Strain seconded the motion to elect Dr. John Eaton as Cochise County Community College District Governing Board Secretary for 2014. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED. Dr. Eaton abstained from voting.

Mr. DiPeso acknowledged and thanked Mrs. Strain for the excellent job she did as Chair during 2013.

1.04.3 Appointment of Arizona Association of District Governing Boards (AADGB) Representative and Alternate Representative

Mr. DiPeso appointed Mr. Dennis Nelson as Representative and Mrs. Jane Strain as Alternate Representative to the Arizona Association of District Governing Boards for 2014.

1.04.4 Refresher Course on Open Meeting Law

Ms. Anne Carl, from the Law Office of Anne Carl, PLC, provided the Board with a refresher course on Open Meeting Law (OML), which included a PowerPoint presentation. Ms. Carl stated the Board could ask her questions, but she couldn't offer them specific legal advice on any specific issues as she is not representing them. She would recommend they contact the county attorney's office for specific advice.

In terms of open meeting law, the question before them would be, "What is the purpose of following the open meeting law?" The answer is openness (no backroom dealing), which allows public and full Board involvement so that informed decisions can be made. The open meeting law applies to any meeting of a quorum (simple majority – three members of the five-member Board) of the members of the public body. These members cannot speak to one another outside of the open meeting. This would include 'daisy chaining', where one person speaks with another person, and then that person speaks with another person. This would constitute a violation. You do not have to be in physical proximity to have a meeting; texting, emails, tweets, etc. could trigger OML. Outside a legal meeting, a quorum (or 'daisy-chained' quorum) may not: discuss, propose or take legal action or, in case that's not abundantly clear, deliberate with respect to any legal action. "Legal action" includes any matter that foreseeably could come before the Board. Ms. Carl stated that it doesn't matter what 'hat' you're wearing; the meeting may have just adjourned and the Chair may still be in meeting mode, with the same group of audience members present. The Chair cannot start chatting about items, even tabled items, from the meeting if the meeting has been adjourned – that would be a violation of the OML, even though the Chair would still be wearing the Board 'hat'. Board members may not direct staff to communicate with other members to get around the OML. This would result in an OML violation by both the Board member(s) and the staff member. "Polling" is not allowed – this would consist of a series of one-on-one discussions intended to lead to an agreement among a quorum (along the line of 'daisy-chaining'). However, an administrator can give Board members information, but cannot secure the quorum's approval for a proposed decision outside a public meeting.

Ms. Carl stated Board meetings must comply with OML requirements for location, notice, agenda, and minutes. Regarding location, regular meetings should be held at a public facility in the district that is accessible to the public, which includes disabled persons, and should allow the public to attend and listen. There are no geographic limitations for special meetings, and they can be held off district premises. However, the location should be a place where the public

can attend. Best practice would be for the Board to not take any legal action if they are not at a public facility in the district.

Regarding the meeting notice requirements, Ms. Carl stated the notice needs to be posted at least 24 hours in advance of the meeting (the college posts the meeting notice on the college website and in two physical locations – switchboard and two entrance doors to the college library); the notice needs to be delivered to Board members at least 24 hours in advance, and the public needs to be informed in a manner that is ‘reasonable and practicable’, such as newsletters, offices, local newspapers, etc. In addition, the agenda gets posted with the notice, and must be specific – each item should contain ‘such information as is reasonably necessary to inform the public of the matters to be discussed or decided’. There should also be an order to the agenda.

Ms. Carl then reviewed the requirements for the minutes. The minutes need to be written or recorded, including executive sessions, and the contents should include: the date, time, and location; members present or absent; matters considered (general descriptions are fine, but the public has to know what happened at the meeting so they may participate if they so choose); legal action proposed, discussed or taken and should include the names of members who proposed the action; and the names of persons who make statements or present materials to the Board. Ms. Carl stated there are no requirements to approve the minutes, although it is certainly good practice to approve minutes from prior meetings to ensure accuracy. Minutes are open to public inspection – if minutes are unapproved, they should be indicated as such - unapproved, draft, etc., and they must be made available within three days of the meeting, either in writing or recording.

The Chair of the meeting should: formally call the meeting to order at the noticed time (no one should walk in at the published start time of the meeting to find they have missed a portion of the meeting); follow OML and Board policies; cover all items on the agenda – order can be changed unless time specific, and items can be tabled without discussion; cover only those items on the agenda; require speakers to identify themselves (request spelling of their names so minute-taker can adequately include it in the minutes); and formally adjourn the meeting with a motion and a second.

Ms. Carl went on to explain that the public has a right to attend and record (video and/or audio) public meetings (not executive sessions), but no right to participate in discussions unless public participation is allowed by policy or specific law. There may be a public comment period where people are allowed to speak about items on the agenda. The Chair may also recognize someone in the public who is considered an expert on an issue and allow them to speak. When the speaker is addressing the Board during the comment period, the Board should remain silent and wait until the end of the comment period. At the end of the period, the Board may then ask staff to review a matter and place it on a future agenda, or respond to criticism by those who addressed the Board.

Regarding the First Amendment, the Board may adopt and enforce reasonable time, place, and manner restrictions. Therefore, if there is a controversial issue and people are lining up to speak and the Chair thinks the meeting may last past midnight, he/she may limit speech to only two minutes. If someone is yelling or exhibits a threatening demeanor, that would be a manner restriction, and the

Chair is certainly allowed to request the person to lower their voice or to restrain themselves. What the Chair does not want to do is verbally disagree with the speaker's opinion, as they are allowed to have their opinion. He/She may disagree at the end of the call to the public, but they should let the speaker have their speech.

Ms. Carl stated that the administrator or Board member may provide current event-type announcements without listing them specifically on the agenda as long as the agenda provides for this and the Board does not discuss or take legal action on any matter that is not specifically identified.

Regarding Executive Sessions, Ms. Carl stated the Board may only go into an executive session if it falls within one of seven authorized reasons and all procedures are met. So, what is an executive session? It is 1) an OML exception, 2) a legal way to 'meet behind closed doors', and 3) a legal gathering of a quorum of members for which the public is excluded for one or more of seven reasons given in the OML. Before the executive session, it must be cited on the agenda, with the specific legal basis for doing so; the meeting must be called to order in open session before voting to go into executive session; and the Board must agree by a majority of those present. During the executive session, only those whose presence is deemed necessary may remain in the room, and they should be reminded that all discussions are confidential. There is no 'straw polling' or preliminary vote in the executive session prior to deciding the matter in open session unless the reason for entering the executive session specifically allows such a vote. Following the executive session, the final vote or decision will take place in the open session. The Board may instruct a third party on litigation or settlement discussion, negotiations with employee organizations, or negotiations for the purchase, sale or lease of real property. The Board must continue with the remainder of the meeting after the executive session concludes. The seven authorized reasons for executive sessions are: employee matters; legal advice; records exempt from public inspection and information made confidential by law (i.e. student records which are protected by FERPA); instructing attorney for contract negotiations, pending litigation or settlement discussions; discussions with representative for employee union negotiations; international/interstate negotiations; or a matter pertaining to the purchase, sale or lease of real property. Ms. Carl provided additional information in the area of employee matters, stating this would be for discussing the employee, not the position; written notice must be delivered to the employee at least 24 hours prior; the employee may require discussion be done in public session, but the employee does not have a right to require it be done in private; the employee has no right to attend the executive session unless the purpose is to conduct 'due process' hearing; and the employee does have a right to review the executive session minutes. For legal advice, the attorney must be present, either in person or telephonically, and the discussion must be confined to legal advice.

Ms. Carl stated that the executive session minutes are very similar to the regular minutes, but should be kept separately to ensure that the public does not get access to them. They should include: the date, time, location, persons present, and a general description of the matters considered, including an accurate description of all instructions given. Review of the executive session minutes is limited to Board members, the employee who is the subject of discussion, auditor general for audits, or county attorney or AG for OML investigation.

Ms. Carl then discussed the reason for an emergency session, and included the definition of an emergency as being a sudden, serious, and unexpected event that demands immediate action, and should be used very sparingly. The notice and agenda should be posted ASAP if not 24 hours in advance. The details of the emergency should be discussed at the meeting, the details should be put into the minutes, and the details of the emergency should be posted within 24 hours after the emergency meeting.

Legal action taken in violation of the OML is void, and additionally, penalties may need to be paid. The question then becomes what can be done when all of the legal actions are now null and void? Signed contract? Hiring new employees? Ms. Carl stated that invalid actions can be validated, but only if: you ratify within 30 days after violation occurs or should have been discovered; you post and detail what will be ratified in a ratification agenda 72 hours in advance; and your description has to include all deliberations and decisions made on the matter to-date. She added that penalties for OML violations are severe. The AG and County Attorney have considerable investigatory authority, civil enforcement action can be filed by the AG, County Attorney or private citizens, and there could be a public investigation of an OML violation by a Governing Board member(s), which could prompt a recall effort or make it very difficult to win re-election. There is a \$500 fine per violation, per person, in addition to attorney fees and costs, for knowingly aiding, agreeing to aid, or attempting to aid another person in an OML violation. Ms. Carl added that the bigger problem she sees is that a lot of people use an OML violation as a foot in the door to file a law suit against a person about other things, such as the decision to terminate an employee. If that employee has a way to show that you violated the OML, it unfortunately sets the person(s) up for a legal battle. Mr. Nelson inquired who would provide legal representation, and who would pay for it. Ms. Carl stated the person would decide on legal representation, and who would pay for it could become a real issue. If it was a well-intentioned violation, she stated she would assume the college would pay for it, but she could not provide a specific answer.

Dr. Rottweiler drew the Board's attention to the agenda, pointing out that we do provide 24-hour notice and publicly post the agenda in several physical locations, as well as on the college website. The agenda also includes the proper language/terminology regarding the executive session, dealing only with legal advice should that occur on an agenda item. The citizen's interim agenda item states that the Board may impose reasonable time limits, as well as to respond to criticism.

In conclusion, Ms. Carl stated that her general advice would be to just avoid the appearance of an OML violation. At the same time, she doesn't want people to walk around paranoid, but to just do the best they can.

1.05 Citizen's Interim

There were no requests to address the Board.

1.06 Standing Reports

1.06.1 Representative to the Arizona Association of District Governing Boards (AADGB)

Dr. Eaton stated he reported on the last meeting of the AADGB at this Board's meeting in January, other than the minutes that were published. There is one small discrepancy in the AADBG meeting minutes – he did not state we were going to have a new aviation program in the fall – he said we have been approached about one.

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

Mrs. Strain reported that she, Mr. Nelson, and Dr. Rottweiler will be attending the ACCT National Legislative Summit in Washington, DC in February. They will be visiting the Arizona congressional delegation and others, depending on where the political agenda is going and who they need to speak with. Specifically at the national level, community college trustee's political agenda is almost always the Pell grant and everything associated with the Pell grant. In recent years, student completion has become a national agenda, as well as the entire topic of returning war veterans and the GI support of their education. Mrs. Strain stated she will also attend a one-day ACCT Board retreat.

1.06.3 Senate

Wendy Davis, Vice President for Human Resources, reported that the Senate did not meet in December; however, there was an email agenda item on an administrative policy, which will not come to the Board.

1.06.4 Student Government Association (SGA)

Lily McLaughlin, the new SGA President, greeted the Board and stated that the SGA officers will be introducing themselves in a unique video they made just for this evening. In the video, Ms. McLaughlin introduced herself, and stated that, as a child she dreamt of being a Disney princess at Disney World because she wanted to live in a fairy tale. Now her goals are more realistic. As a communications student, her plans are to transfer to the University of Arizona next fall where she will focus on broadcasting and public relations. After college, we will either see her while watching the news or representing a large company. Next, Brandon Butterfield, Secretary, introduced himself. He stated that, when he was younger, he wanted to be a racecar driver like his dad was. He grew up around it and thought it was the coolest thing. Now, he is leaning towards law school, and will be transferring to Northern Arizona University next year. Malia Griffith, Treasurer, had aspirations of being a model so she could wear all the fancy clothes. Her current major is anthropology and the criminal justice system, setting her sights on becoming a forensic anthropologist. William Hill, the incoming Vice President, stated that when he was younger, he wanted to be a back-up dancer for Beyonce because she's flawless. Now that he is older his plans are to earn a degree in computer science, with hopes on securing a job in the technology field. Natalie Hayashi, the new Social Events Coordinator, wanted to be a paramedic when she grew up because she thought it would be cool to ride in an ambulance with the lights flashing and the sirens going off. Now, she is a business major who will be transferring to the University of Arizona in the fall. She stated she would like to enter the field of finance because she is really good with numbers, and business has always been interesting to her.

Ms. McLaughlin continued the report by stating this semester is off to a great start. Yesterday and today the SGA held a “Meet and Greet”, where they offered hot cocoa and treats to students while assisting them in finding their way to classes, and provided them with information about events and clubs. She stated the SGA has some great events planned for this semester which include community service projects such as the Fitness Train Clean-Up, and the annual Alternative Spring Break. This will include a week-long series of events where the SGA will go to Echoing Hope Ranch, the Forgasch House, a roadside clean-up, a local family farm, and more. Their civic engagement work will continue as they participate in the Future Leaders Town Hall on April 16, and in February, they will be coordinating a National Issues Forum on preventing mass shootings in our community.

On January 29th, the SGA will have Buena High School students visiting the campuses, and will be providing tours, a Q & A session, and a fun video performance which will be shown at their next Governing Board presentation. They are very excited for the rare opportunity of showcasing Cochise College to the Buena students.

The Student Government Association currently has 24 active clubs, including a new respiratory therapy club, and their clubs showcase is planned for January 22nd. During this event students can sign up for all the clubs that are available on the Sierra Vista campus, plus get free pizza! Ms. McLaughlin invited all to feel free to visit the SGA website, www.cochise.edu/activities which shows all events on the calendar.

Ms. McLaughlin thanked the Board for their continuing support for all the SGA clubs and activities on the Sierra Vista Campus. They know that student involvement is making a difference in the lives of the students and is creating an environment of community, as many students spend all of their free time here instead of at off-campus locations. Ms. McLaughlin concluded her report by sharing that, on behalf of all the officers, they are having the experience of a lifetime, and she again thanked the Board.

1.06.5 College President

Dr. Rottweiler wished the Board a Happy New Year, and thanked them for their ongoing support and willingness to serve on the Cochise College Governing Board. He congratulated Mr. DiPeso and Dr. Eaton, and stated he looks forward to their leadership. The college is alive with activity! It was quiet for a week, and now it's great to have the students back on campus across the district. They remind us of why we're here and what we do.

Dr. Rottweiler stated that, as the Board is probably aware, the governor provided her State of the State address. We didn't get a lot of great insight and direction, but that will come on Friday when we get a glimpse of the governor's budget. He made the Board aware of a bit of exciting information – the governor's office released “The Four Cornerstones of Reform”, which talks about her initiatives. He pointed out one area mentioned in the document, as Cochise College led it. In previous years, community colleges have not been mentioned at all. He asked the Board to turn to page 6, where he highlighted a section on community colleges as it relates to funding. He reminded the Board that Cochise College and Northland Pioneer went out on a limb last year and tried to get capital outlay

reinstated as STEM funding. They were able to get that through the legislature and were able to get some limited funding. There is no discussion of other funding in the document; however, it states here:

“Last year, the community colleges’ capital outlay formula was amended to better meet local workforce needs by creating the Science, Technology, Engineering and Mathematics (STEM) and workforce formula. In the FY 2014 budget, the rural community colleges received \$2 million in STEM funding. The State should fund these rural community colleges at 100% of the STEM formula amount, to allow them to pay for the faculty, technology and equipment associated with these high-demand programs.”

Dr. Rottweiler stated we have now been recognized, and he believes we will not be surprised on Friday to see the governor recommend full funding of this formula. This, along with our M & O and equalization, will potentially move the college to being just about whole. As the Board is aware, we have been working on reducing the budget, because if that comes in it will make up for the shortfall. However, there are some areas of concern. When we proposed this formula, we wanted all ten districts to be recognized. The governor’s budget appears to show that they will fund the eight rural districts, but leave out Maricopa and Pima. We have been speaking with the governor’s office, and it appears they will try to create some funding mechanisms for the urban areas; less around STEM and workforce because they feel they are well-funded in these areas, and potentially more around remedial education. We will see how that moves forward. Dr. Rottweiler will know more about this tomorrow as he will be in Phoenix to attend an AC4 meeting. He has also been invited to participate in ABEC’s Luncheon on the Lawn. He is excited about the direction in which we are going; he is seeing some of their hard work potentially come to fruition. It’s difficult not to get overly excited, but just the fact that this is in the governor’s budget and being recognized, he thinks is real positive and speaks highly of community colleges around STEM.

He briefed the Board around performance-based funding, stating that, at this point, it is not a priority going into the governor’s last year in this term. There is some work being done on provisionals – it appears it is their desire to get base Prop 301 money and potentially equalization money. This is an area where there has been an ongoing battle over the previous years, and it appears they may give it one more run.

In the area of master facilities, Dr. Rottweiler was pleased to inform the Board that classes started on Monday in the new Ideal Motors building – what we are now calling the “autoplex” – that houses our automotive technology program. We will be holding an open house in the coming weeks/months, but he can make arrangements for the Board to tour the building prior to our next Board meeting in Sierra Vista, if the Board so desires. He added that this is a real game changer for the automotive program.

Dr. Rottweiler informed the Board that, later this month, some initial meetings with DLR will occur related to potential opportunities in Allied Health and the development of the Allied Health building. He visited with a donor who is interested in doing some things in that area.

The FY15 budget planning is well underway, and Dr. Rottweiler stated we are trying to establish what our revenue parameters are. Clearly, the word that comes out of the Four Cornerstones of Reform is a positive note of our revenue, and we'll be hopeful that that will play out as we go through the legislative process. We're also working heavily on tuition and fees, with discussions around differential tuition – should we do tuition programs that may enhance completion? We're seeing interesting things around the country and state; programs where tuitions are reduced the last semester or making tuition free the last semester to encourage students to complete. We're seeing programs where students pay for Fall and Spring, and they get the summer semester free to keep students on pace. We know if students stay on track, they are much more likely to graduate than if they take a leave of absence.

Dr. Rottweiler stated that, under the leadership of Dr. Fick, the college will be working on its first academic master plan so that we can begin to layout, in our budgeting process, the plans we are looking forward to – things that we're seeing with sunrise and sunset programs and areas that are developing, so that we can do a better job of projecting into the future those things we think we need as we move into new and exciting areas academically. One of the areas has already been addressed this evening – the Aviation expansion. Dr. Rottweiler informed the Board they should expect to have a contract come before them at the February Board meeting. Contract negotiations are being finalized, and he hopes to have some exciting news as we try to do some unique things in aviation and making a premier, world class program, with unique training opportunities, as well as technology to enhance that area. He fully expects to see the FAA make training opportunities available.

In his general comments, Dr. Rottweiler stated the Board will see a letter coming up in our communications from the Higher Learning Commission, recognizing the college for its work in the Pathways Program, and he has asked Dr. Fick to address the Board about this. We are going through the process of accreditation; it is a different process than we've been through in the past, which used to be referred to as the PEAQ process. We are now in the Open Pathways process. Because of Cochise College's stellar reputation, we were invited to participate in a Pathways project, which provided half of the accreditation. This letter acknowledges our completion of that project as we now get ready to go into our assurances. Dr. Fick stated he would just provide an overview of the Open Pathways process as it's been developed over the past several years. Under the PEAQ system, we were typically hoping to get ten-year accreditation approval. This new system has still been set up as a ten-year process; however, they have divided it up into sub-processes, both in terms of the type of activity as well as intermediate years that have certain requirements. One requirement, which everyone is most concerned about, is the Assurance part of the process. Over a ten year period there is a four year period where, at the end of that four years, they go through a system and say yes, we are continuing to do what needs to be done for assurance. Then, the next six years end in another assurance review. On that one, they actually send people out for visits. Their visits will still be done every ten years under this system, but it will be a shorter visit, with a smaller team. A lot of the work will be completed on-line. The current system is a computerized system, and instead of writing a large self-study, etc., we will be writing an assurance argument, limited to 35,000 words. An accreditation committee is already putting together an overall plan. The other piece, in addition to the assurance, is quality improvement, where we need to pick a major

improvement project. One additional area is federal compliance. There are numerous things that need to come together around different federal regulations that we have to work with. We need to put all the information in a computerized assurance system when we do assurance reports. Mrs. Strain inquired what the role of the trustees would be – would the roles remain the same, would they change, or is there something they should do to get ready? Dr. Fick stated that when we get close to a visit, the Board will need to be included so that they are informed and up to speed on the 35,000 words that are included in the various pieces, and to make sure they, as well as any college employee, can tell our story. The visits will be a day shorter than in the past; the visiting team is expected to do a lot more work in the month before they arrive. Dr. Rottweiler stated that the other important part to address Mrs. Strain's question – the Board is already doing a lot of those things; the review of policies, governance processes, etc., will become evidence that demonstrates we're fulfilling those things. In criteria 1, it talks about mission and the role of the Governing Board, among other key areas. We can use all the work the Board is doing as it relates to the process.

Dr. Rottweiler provided the latest report from Arizona Transfer, which is the ongoing partnership that works between the community colleges and the Arizona universities. We are seeing an increase in the number of students who transfer. Dr. Fick sits on the Board and advises on many of the topics.

Regarding community participation, Dr. Rottweiler provided the Board members with a copy of the Annual Report. He was pleased to learn that many individuals have read it; we know that because Denise Hoyos has received numerous compliments, and he has received lots of criticisms, which he has addressed with a couple of concerned citizens. He feels it was a great opportunity to share the story of the college. The criticisms were not huge, but it did cause questions to be asked, and anytime our community is involved in asking questions about the college, he views it as a good thing.

Dr. Rottweiler stated:

- He will be meeting with Nancy Martin, Economic Development Director for the City of Sierra Vista. He will provide her with a tour of the Sierra Vista campus and talk about the role the college can play in economic development.
- On Monday, there will be a meet-and-greet with the new Sierra Vista Regional Health Center CEO, Dr. Dean French.
- We've had some invitations to provide a bit of insight about the college to potential Sierra Vista Council candidates interested in knowing what the college is and what role the college can play.
- We received notification from the Legacy Foundation at the Sierra Vista Regional Health Center, that the college is in line to receive a fairly significant donation on January 22nd. He will keep the Board informed as to what it is. It will center around nursing scholarships.
- An item for the Board calendar – the All Arizona Luncheon is scheduled for February 19th in Phoenix, and invited the Board members to attend.
- He has been invited to be the Keynote Speaker at the Cochise Education Foundation's annual recognition for Teacher of the Year.

Dr. Rottweiler concluded his report by stating he had the opportunity to attend a luncheon today where the Greater Sierra Vista area recognized Mr. Bob Strain as the Veteran of the Year. He wanted the Board to recognize that Mr. Strain's influence on Cochise College is significant. Part of his recognition today was his membership on our Foundation Board, he has taught Economic classes, and that he has been a key player in the Center for Economic Research. Dr. Rottweiler added that anytime Mr. Strain gets recognition and is willing to share that with Cochise College, we're just proud to be on his resume! He, and members of the Board, congratulated Mr. Strain on his recognition.

1.06.6 Monthly Financial Report – December 2013

The Financial Report for December 2013 was presented and accepted as submitted.

2. INFORMATION ITEMS

2.01 Communications

- *Dr. Rottweiler received a letter from Ms. Sylvia Manning, President of the Higher Learning Commission, thanking the college for its participation in the development of the Open Pathway for reaffirmation of accreditation.*
- *Mr. Robert Carreira, Director of the Center for Economic Research, received a letter from Mayor Frederick W. Mueller, on behalf of the City Council and the residents of Sierra Vista, thanking him for his participation in the Economic Development Partners Alliance mini-summits on October 21 and 22, 2013.*
- *Dr. Rottweiler received a letter from Marianne Cracchiolo Mago, President of the Steele Foundation, informing him that the Steele Foundation has approved a grant to Cochise College in the amount of \$25,000 (2013 Grant Award – Andrea Cracchiolo Library Fund).*
- *Mr. Robert Carreira received a letter from Deanna La Velle, Executive Director of the Sierra Vista Area Chamber, thanking him for his participation in the 2013-2014 Leadership Sierra Vista Economic Development/Business Day program.*
- *Ms. Barbara Richardson, Director of the Cochise College Benson Center, received a card of thanks from Ms. Joy Reilly, President of the Benson Area Food Bank. The Benson Center raised \$136.85 by participating in a Holiday Door decorating event.*
- *Ms. Barbara Richardson received a letter from Mr. John Martins, 2nd grade teacher at Coronado Elementary School, along with numerous letters of gratitude from his and Ms. Valenzuela's 2nd grade students at Coronado Elementary School, thanking Ms. Richardson, Ms. Kramm, and Ms. Miller for their assistance, after the student's school bus broke down in front of the Benson Center campus.*

3. NEW BUSINESS *

3.01 Executive Session – Personnel Issue

Mrs. Strain moved and Mr. Nelson seconded a motion to move into Executive Session. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED. Mr. DiPeso adjourned the regular meeting, and the Board moved into Executive Session at 7:07 p.m.

Mr. DiPeso adjourned the Executive Session at 7:21 p.m. and called the regular meeting of the Cochise County Community College District Governing Board to order at 7:22 p.m. **NO ACTIONS WERE TAKEN DURING THE EXECUTIVE SESSION.**

3.02 Consent Agenda *

The following items were approved:

- 3.02.1 * Classified; Appointment (*Julianna Jennings, Office Assistant I, Human Resources, Sierra Vista Campus*)
- 3.02.2 * Faculty; Appointment (*Timothy Timmons, Instructor of Flight, Douglas Campus*)
- 3.02.3 * Classified; Transfer (*David Garcia, Grounds Technician II, Douglas Campus*)
- 3.02.4 * Administrative Support; Transfer (*James Barrows, Assistant Director of Maintenance and Operations, Sierra Vista Campus*)
- 3.02.5 * Administrative Support; Transfer (*Colin Shannon, Recruiter/Academic Advisor, Sierra Vista Campus*)
- 3.02.6 * Administrative Support; Resignation (*Daniel Butorovich, Research Analyst, Science Foundation Arizona, Sierra Vista Campus*)
- 3.02.7 * Administrative Support; Resignation (*Jerome Ward, Director of Institutional Research, Sierra Vista Campus*)
- 3.02.8 * Faculty; Resignation (*J. Sid Downey, Instructor of Business, Sierra Vista Campus*)
- 3.02.9 * Administrative Support; Termination (*Dave Raber, Director of Prison Education, Douglas Prison Complex*)
- 3.02.10 * Curriculum Changes
- 3.02.11 * Acceptance of Minutes for December 10, 2013 – Regular Meeting

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

Wendy Davis introduced Juliana Jennings and Collin Shannon; Frank Dykstra introduced Jim Barrows.

3.03 New Governing Board Policy 409 – Service of Process

Dr. Rottweiler stated this new policy is coming to the Board as a second read; it went before the Board at the December 10, 2013 meeting as an information item. This policy ties into some changes in state statute, which states the college, in policy, needs to outline who can be served. By this policy, all student-related records subpoenas should be served to the dean of students, subpoenas related to wage garnishment should be served to the payroll manager, and all other subpoenas need to be served to the president. Dr. Rottweiler recommended the new policy to the Board for approval. Dr. Eaton moved and Mr. Nelson seconded a motion to approve the new Governing Board Policy 409 – Service of Process. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.04 Revised Board Policy 627- Holidays

Dr. Rottweiler stated this revised policy is also coming to the Board as a second read; it went before the Board at the December 10, 2013 meeting as an information item. There are no fundamental changes in this policy other than the recognition of administrative

support employees who are required to work on a holiday will be given an equal number of hours to be used as paid time off or as generally agreed to by the employee's supervisor. The former policy only addressed classified or hourly employees. This will allow our exempt employees to participate in that should they be called in during a holiday. He recommended the revised policy to the Board for approval. Mrs. Strain moved and Dr. Eaton seconded a motion to approve the new Governing Board Policy 627 – Holidays. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mr. DiPeso turned the time over to the Board for comments.

- Dr. Eaton commented on the Accolade publication, stating it was very well done, and that he appreciates the thoroughness of its contents. He added that he hopes all who received it will read it well.
- Mrs. Strain inquired about the date of the next Board meeting. Dr. Rottweiler confirmed the next meeting will be held on February 4th, in Willcox, one week earlier, to accommodate Board attendance at the ACCT National Legislative Summit in Washington, DC.
- Mr. Nelson welcomed Mr. DiPeso as the new Governing Board Chair. He then complimented Mrs. Strain on the great job she has done in moving the Board forward in a very positive manner and for showing great leadership. He also thanked Liz Manring for the article she wrote on him that appeared in the Accolade. He stated he has received numerous positive comments as a result. The article was very flattering, and he appreciates it very much.
- Mr. DiPeso also complimented Mrs. Strain on the great job she did as Board Chair, adding that he hopes he can do as well.
- Dr. Eaton also acknowledged Mrs. Strain's great leadership.

5. ADJOURNMENT

Mr. DiPeso adjourned the meeting at 7:30 p.m.

Respectfully Submitted:

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

Dr. John Eaton, Secretary of the Governing Board