

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, June 10, 2014
Sierra Vista Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. DiPeso called the meeting to order at 6:02 p.m.

Board Members Present:

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

Board Member Absent:

Mr. Dennis Nelson

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)

An AADGB report was not provided.

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

Mrs. Strain stated the ACCT will hold its Leadership Congress '14 the week of October 20, 2014 (October 22-25) in Chicago. Prior to that, the ACCT Board, consisting of 26 members, will meet in West Harrison, NY for a four-day Board Retreat in July.

1.05.3 Senate

A Senate report was not provided as the Senate did not meet in May. The next meeting is scheduled for August and will be reported on at the September 9, 2014 Governing Board meeting.

1.05.4 Student Government Association (SGA)

A Student Government Association report was not provided.

1.05.5 College President

Regarding the legislative update, Dr. Rottweiler stated that all is quiet as we are in the election cycle. He will keep the Board updated on any issues. Arizona Community College Coordinating Council (AC4) has reached out to a number of gubernatorial candidates, and will be receiving briefings from them and sharing with them where the community colleges stand.

The AC4 will be holding its annual budget meeting on June 23rd at the Rio Salado Conference Center. Dr. Rottweiler stated he will not be in attendance, but he has laid all the groundwork relating to his duties as the treasurer; dues have been sent out, and the budget will be approved. The key thing for this Board to know is that an offer was extended for an interim executive director. The offer was accepted by Kristin Boilini, who will help with the day-to-day operations of keeping the organization moving forward. Ground work is already being done for next year's budget for the community colleges; this last year was one of the best in the last five years. They will try to take advantage of things they were able to do – the communication structure and work with legislators – clearly they expect to see a significant number of new faces in both the legislature and the new person in the governor's mansion. Another topic of discussion in AC4, and one in which a special sub-committee has been established, is provisional community college districts. Some updated happenings the Board needs to be aware of is Santa Cruz County Provisional Community College District (SCCPCD) attended the Higher Learning Commission and has also requested membership in ACCT. (Mrs. Strain has received information related to that.) It has been reported that Gila County Provisional Community College District has also sought candidacy with the Higher Learning Commission. There has also been some discussion about the establishment of a provisional community college district in Apache County. In relationship to the special sub-committee and discussions on provisional community college districts, Dr. Rottweiler has declared a conflict of interest as he represents both Cochise County Community College District and SCCPCD in the President's Council, AC4, ACCT, and the Higher Learning Commission, each doing business as Cochise College. Dr. Eaton inquired if Ms. Boilini will meet with AADGB. Dr. Rottweiler replied that she will meet with AADGB upon their request. She has met with them two or three times and provided a legislative update in her role as the lobbyist for AC4. He fully expects she will participate with AADGB.

Regarding master facilities, Dr. Rottweiler stated upgrades and remodels have been done in the library in anticipation of our data center and Banner move coming onto the Sierra Vista campus. Remodeling will be done in the Administration Building to create a larger ITV conference room, where we will have the ability to hold teleconferences across the district. This will also lay out the move of the business services to the Sierra Vista campus. He will keep the Board apprised of the

progress, and will try to schedule a tour, in the very near future, of the expansions being done at the Fort Huachuca Center. The intent is to move the Dean of Extended Learning, as well as the Virtual Campus, to that location. Currently in process is the moving of Culinary Arts out of Young Hall into the Cochise College Fort Huachuca Center.

In his general comments, Dr. Rottweiler stated August 2nd has been set for the Board Retreat, and will be held at the Amerind Foundation. He requested the Board provide him with specific items they would like placed on the agenda. He has already received a list from Dr. Eaton, and an email from Mrs. Strain, with items they would like to see on the agenda. He reminded the Board that, even though it is a retreat, it remains an open meeting, and no actions will be taken. This will be an opportunity to plan and strategize regarding the direction the Board would like to see the college take moving forward in the coming academic year.

Dr. Rottweiler was pleased to share that the college's baseball team qualified for the World Series. At last month's meeting there was discussion around the fact the team worked hard and qualified for the regionals, then for district, and then for the World Series. They represented us very well. He added that, while in Grand Junction, he and Dr. Bo Hall had a chance to visit with many of the leaders; one person in particular talked about the quality of our student athletes. They were polite, courteous, interacted with various groups, and participated in clinics for special needs individuals, as well as children. Dr. Rottweiler stated our student athletes are just amazing! They were a great representation of this college, adding that this is not something that can be said about every college, as he witnessed himself.

Our rodeo team qualified for the national finals, which will take place later this month. We had four student athletes qualify, and Dr. Rottweiler will keep the Board briefed on this.

Dr. Rottweiler stated he has arranged, in conjunction with the county attorney, for Mr. Mark Battaglia to provide the college legal representation, pro bono, in a probate matter in which the college was named. Mr. Battaglia has agreed to look out for the college's best interest, as it was named as the recipient of some resources that have come out of probate.

Dr. Rottweiler stated he continues to be active in the community. He was the keynote speaker for Leadership Sierra Vista, which was a wonderful opportunity to talk to the future leaders in Sierra Vista. The college always sends individuals; this year we had two participants, Mark Boggie and Ed Roskowski.

The Sierra Vista Economic Outlook Luncheon was held last week, and Dr. Rottweiler stated he was extremely pleased that it was so well attended. He added that there seems to be a general interest in the economic outlook for the future, and Dr. Carreira does a wonderful job.

Dr. Rottweiler made the Board aware that he will be taking some vacation over the summer, specifically at the end of June and during much of July. He will be sure to name an acting president.

Dr. Rottweiler stated a telephonic Board meeting has been tentatively scheduled for July 8th at 6 p.m. Consistent with past years, our goal will be to cancel the regular

meeting and hold the telephonic meeting for the purpose of approving the Consent Agenda, allowing for new hires to be eligible for employee benefits.

Mrs. Strain commented that our baseball team going to the world series is a big deal, and jokingly stated we should have a ticker-tape parade. Dr. Rottweiler stated yes, it is a big deal. There are only ten teams in the nation that get to play late into the season, and ours was one of those ten teams. This is the second time the team has made the world series. He added that we may not have the resources for a ticker-tape parade, but he will try to get the team to a Board meeting so the Board can recognize them for their accomplishments.

Mr. DiPeso inquired which events the student athletes qualified for in rodeo. Dr. Rottweiler stated that we have one male student athlete who is in saddle bronc, returning to the national finals; he also competed last year, finishing 7th. We have three female student athletes, one in break away and goat tying, one in barrels and goat tying, and a third just in goat tying. Our women's team was 2nd in the region and performed very well, and is setting the stage for what could be some significant movement on a national level this year and the coming year.

1.05.6 Monthly Financial Report – May 2014

The Financial Report for May 2014 was presented and accepted as submitted.

2. INFORMATION ITEMS

2.01 Communications

- *Dr. Rottweiler received a letter from Mr. Peter Huisking, Outreach Coordinator, Office of Congressman Barber, Sierra Vista office, thanking him for taking the time to meet and discuss Cochise College, it's programs, and it's future in our community.*
- *Dr. Rottweiler received a letter from Walter G. Bumphus, Ph.D., President and CEO of the American Association of Community Colleges (AACC), thanking him for his service as a member of the Commission on Research, Technology, and Emerging Trends, and informing him that his commission appointment ends on June 30, 2014.*
- *Jennifer Lakosil, Director of Nursing and Allied Health, received a letter from Cynthia Conroy, President, Bisbee Vogue, Inc., thanking Ms. Lakosil, her student nurses/health science majors, and Margaret Reilly for their help with Jeremy's Tower Run, and complimenting them for their great attitude, staying on the job, and for their enthusiasm in cheering on the finishers.*
- *The Willcox Center received a letter of thanks from Polly Fabrizio, Willcox Art League, for their generosity and contribution in helping to make their Spring Show a success.*
- *Dr. Rottweiler and the college received a thank you note from Mr. Jerry Proctor, Fort Huachuca, for the invitation to the President's Reception and Commencement, adding that it was a wonderful event.*
- *Dr. Rottweiler received a letter from Lana Tompkins-Stutzman, President and Nilda Townsend, Coordinator, of the Committee for the Prevention of Child Abuse of Sierra Vista, expressing their deep appreciation and gratitude for supporting the 19th Annual Child Abuse Prevention Conference with the in-kind donation by way of use of the Student Union Community Room.*
- *Dr. Rottweiler received a letter from Melany Edwards-Barton, Vice President/Chief Operating Officer, Cochise County Association for the Handicapped, extending a*

sincere thank you to Cochise College and the Center for Lifelong Learning for the use of Room 702.

2.02 Revised Governing Board Policy 621 – Hours of Work/Overtime Compensation

Dr. Rottweiler stated this policy is being brought to the Board as a first-read. This policy change is to reflect the changes in the Fair Labor Standards Act. The major change will be, unless an employee makes a specific request, the college will be paying out overtime instead of compensatory time. He will be recommending this policy for approval at the next Governing Board meeting. Jennifer Graeme provided an overview of the current policy regarding overtime and compensatory time. Dr. Rottweiler added that, for budgetary purposes, this will be an improvement as budget managers will be able to see the overtime that is coming out of the account, rather than building up all the comp time, and then paying that comp time out twice a year.

3. NEW BUSINESS

3.01 Consent Agenda *

The following items were approved:

- 3.01.1 * Classified; Appointment (*Leanne Bennett, Human Resources Data Technician, Sierra Vista Campus*)
- 3.01.2 * Classified; Appointment (*Melissa Cepero, Registration Technician II, Sierra Vista Campus*)
- 3.01.3 * Classified; Appointment (*Dawn Nuetzel, Division Assistant for Math, Science, and Health Sciences, Sierra Vista Campus*)
- 3.01.4 * Administrative Support; Appointment (*Carla Boyd, Director of Disability Support Services, District-wide*)
- 3.01.5 * Administrative Support: Appointment (*Alicia Chaouchi, Adult Education Technology Instructor, Sierra Vista Campus*)
- 3.01.6 * Administrative Support; Appointment (*Shaun Cowman, Dean of Institutional Effectiveness, District-wide*)
- 3.01.7 * Administrative Support; Appointment (*Bryan Homrighausen, Academic/ Career Counselor, Douglas Campus*)
- 3.01.8 * Administrative Support; Appointment (*Tabitha Hopper, Academic/Career Counselor, Sierra Vista Campus*)
- 3.01.9 * Administrative Support; Appointment (*Beth Krueger, Dean of Math, Science, and Health Sciences, District-wide*)
- 3.01.10 * Administrative Support; Appointment (*Marisela Nunez, Director of Correctional Education, Department of Corrections*)
- 3.01.11 * Faculty; Appointment (*Rowshan Begum, Instructor of Chemistry, Sierra Vista Campus*)
- 3.01.12 * Faculty; Appointment (*Patricia Bigwood, Instructor of Sociology, Douglas Campus*)
- 3.01.13 * Faculty; Appointment (*Catherine Laganosky, Instructor of Business/ Accounting, Sierra Vista Campus*)
- 3.01.14 * Classified Staff; Transfer Appointment (*David Garcia, Grounds Technician II, Douglas Campus*)
- 3.01.15 * Administrative Support; Transfer Appointment (*George Self, Dean of Extended Learning, District-wide*)
- 3.01.16 * Faculty; Transfer (*Kelly Juvera, CNA Instructor, Sierra Vista Campus*)
- 3.01.17 * Faculty; Resignation (*Shirley Bayham-Hicks, Nursing Instructor, District-wide*)

- 3.01.18 * Faculty; Resignation (Andrea Daniels, Women's Soccer Coach, District-wide)
- 3.01.19 * Acceptance of Minutes for May 6, 2014 – Truth in Taxation Hearing and Public Hearing

- 3.01.20 * Acceptance of Minutes for May 6, 2014 – Regular Meeting

Mr. Hudgins 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.

Dr. Fick introduced Beth Krueger and George Self. Jennifer Graeme introduced Tabitha Hopper, Marisela Nunez, and Catherine Laganosky. Beth Krueger introduced Dawn Nuetzel.

3.02 Adjusted FY 2013-2014 Budget to Reflect Actual Expenditures

Mrs. Strain moved and Dr. Eaton seconded a motion to approve the Adjusted FY 2013-2014 Budget to Reflect Actual Expenditures. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.03 Revised Governing Board Policy 628 – Sick Leave

Mrs. Strain moved and Dr. Eaton seconded a motion to approve Revised Governing Board Policy 628 – Sick Leave, effective July 1, 2014. There was no further discussion by the Board. The Board approved with a majority vote; with Dr. Eaton voting nay. MOTION CARRIED.

3.04 Revised Governing Board Policy 629 – Personal Leave

Mr. Hudgins moved and Dr. Eaton seconded a motion to approve Revised Governing Board Policy 629 – Personal Leave, effective July 1, 2014. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.05 New Governing Board Policy 654 – Bereavement Leave

Dr. Eaton moved and Mrs. Strain seconded a motion to approve New Governing Board Policy 654 – Bereavement Leave, effective July 1, 2014. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.06 New Governing Board Policy 655 – Jury Duty and Court Procedures

Mr. Hudgins moved and Dr. Eaton seconded a motion to approve New Governing Board Policy 655 – Jury Duty and Court Procedures, effective July 1, 2014. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.07 New Governing Board Policy 656 – Leave Donation

Mrs. Strain moved and Dr. Eaton seconded a motion to approve New Governing Board Policy 656 – Leave Donation, effective July 1, 2014. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.08 New Governing Board Policy 657 – Military Leave

Mr. Hudgins moved and Mrs. Strain seconded a motion to approve New Governing Board Policy 657 – Military Leave, effective July 1, 2014. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.09 New Governing Board Policy 658 – Religious Observations

Mrs. Strain moved and Dr. Eaton seconded a motion to approve New Governing Board Policy 658 – Religious Observations, effective July 1, 2014. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.10 New Governing Board Policy 659 – Voting Leave

Mr. Hudgins moved and Mrs. Strain seconded a motion to approve New Governing Board Policy 659 – Voting Leave, effective July 1, 2014. There was no further discussion by the Board. The Board approved with a majority vote; with Dr. Eaton voting nay. MOTION CARRIED.

Dr. Rottweiler stated that each of these policies are coming back as a second read; a full discussion was previously held, and each policy has gone through Employee Relations and Employee Senate, consistent with all of our policies around shared governance. While they all look like new policies, most of them were pulled from one large leave policy and are consistent with the Fair Labor Standards Act, as well as all the other policies and regulations governing employees.

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

Dr. Rottweiler stated this is the standard IGA, and is being brought to the Board so they are aware of it. It is a requirement for Santa Cruz County to continue to operate, and is consistent with the past agreement; it has the same overhead costs related to providing services. He is recommending the IGA to the Board for approval. Dr. Rottweiler added that, at Dr. Eaton's request, provisionals will be discussed at the upcoming Board Retreat in August. He confirmed that this agreement is for one year; they have requested a longer period of time, but he prefers to do a year-to-year agreement so the Board is aware of all the things associated with this unique situation that exists nowhere else in education other than in two specific counties in Arizona. Dr. Rottweiler added that, while we have maintained a good working relationship with Santa Cruz and students are being educated, it's a unique situation where Cochise College provides all the educational services, the Board assumes all the risks, and Santa Cruz gets all the rewards. While it's important that we continue to provide educational services, the Board needs to be aware of where the risks exist and the things we need to be prepared to do. Mrs. Strain moved and Dr. Eaton seconded a motion to approve the Intergovernmental Agreement Between Santa Cruz County Provisional Community College District (SCCPCCD) and Cochise County Community College District for an Education Program. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.12 Revision to College Calendar 2014-2015

Dr. Fick stated that one of the things we are trying to do is customize training opportunities for faculty and staff. In order to get away from 'one size fits all', we are moving away from an entire day with a few options, to a modular system. Employees will be able to choose topic areas that are more specific to their employment and to the needs they have for

professional development instead of relying on just a 'buffet' of what is 'served up' on Faculty and Staff Development Day. His hope is that more people will pursue opportunities for development that are tailored more to what they need. Therefore, he is requesting Faculty and Staff Development Day be removed from the college calendar. Mr. Hudgins moved and Mrs. Strain seconded a motion to approve the revision to the College Calendar 2014-2015. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

- Mrs. Strain recognized Ms. Sheila DeVoe Heidman, as this is her last official attendance at a Governing Board meeting, for her excellent and professional service, and for her passion and dedication to Cochise College.
- Dr. Eaton requested the Board give recognition to Brad Gallant who furnished the music at commencement. Dr. Eaton is a member of the Sierra Vista Community Band; Mr. Gallant is also a part of that band, and directs the Cochise Band as well. There were six Cochise Band members and 18 Community Band members in the commencement band. Dr. Eaton expressed his appreciation to Mr. Gallant and the Community Band members who participated.
- Mr. DiPeso stated he would certainly miss Ms. DeVoe Heidman. She has been a great inspiration to a lot of kids. He added that he hopes she enjoys her retirement.
- Dr. Rottweiler stated that scheduled Board presentations will resume in August, where Dr. Fick will present updates on default rates on student loans. The college has done some very innovative things in this area. The default rate has dropped extremely low, which we are very proud of. He asked the Board to let him know of any particular topic(s) they would like prepared for presentation.
- Dr. Rottweiler acknowledged the Financial Aid staff for their hard work.

5. ADJOURNMENT

Mr. DiPeso adjourned the meeting at 6:43 p.m.

Respectfully Submitted:

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

Dr. John Eaton, Secretary of the Governing Board