

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, May 6, 2014
Douglas Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. DiPeso called the meeting to order at 6:05 p.m.

Board Members Present:

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

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 stated the AADGB met on May 1, 2014 at the Maricopa Community Colleges District Offices in Tempe, AZ. They elected new officers; Lloyd Hammonds (Coconino) is now the Chair, Dale Fitzner (Yavapai) is the Vice Chair, and Doyle Burke is the Secretary. A number of topics were covered, one of which was to establish a group email list for all community college trustees in the state of Arizona. There was also an invitation from the national association for the trustees to attend the Governing Institute on Student Success. This is a three year program, requiring 20 trustees state-wide to attend, which carries a cost of \$5,000 for each college. There were numerous questions about this, and they will be exploring this further. Mr. Nelson will keep the Board informed as he learns more. Among the things they discuss at the AADGB meetings are the happenings at each of the community colleges. Northland Pioneer, in an effort to increase student success, has made tuition-free for the last 12 credits for students who would be graduating at the end of the semester. It's a bold experiment, and a way to encourage students to complete their AA or certification. They will be looking at what the costs are, and he will share with the

Board whatever success they may have. Coconino recently had an override election that failed, and they had to cut back on everything.

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

Mrs. Strain stated that in July she will be traveling to New York for the ACCT Board of Directors Retreat. This three-day retreat will be hosted by Chair Mitchel, who lives in West Hampton, New York, and ACCT will pick up the entire cost of this retreat. The next ACCT event will be the normal Congressional Leadership Summit, being held in Chicago in October. She invited all the Board members to attend. The tracks are centered generally around trustee leadership, with the national agenda of student success remaining in the forefront.

1.05.3 Senate

Wendy Davis, Vice President for Human Resources, stated the Senate met in April and passed several Board policies related to Leave, all of which are information items on the agenda this evening. In addition to the Leave policies, there were three administrative policies, one on social media, another on academic standards, and the last one on parking and traffic regulations.

1.05.4 Student Government Association (SGA)

Dr. Rottweiler stated that, considering the students are taking finals, the SGA will not be providing a report this evening.

1.05.5 College President

Dr. Rottweiler began his report by providing a brief legislative update, beginning with news out of Maricopa County. A couple years ago we had to make some decisions related to what to do about deferred action for children, typically referred to as the 'Dreamers'. President Obama issued an executive order regarding the program referred to as DACA. There is quite a bit of confusion related to state statute between Prop 300 and what the DACA did. Many have taken it through legal channels to get their opinions. As the Board is aware, the Attorney General has threatened a lawsuit against Maricopa, as well as Pima. This last week we received notification, out of the Supreme Court, that the Attorney General can sue Maricopa. Dr. Rottweiler stated he didn't know where this will be going, but he wanted to brief the Board to let them know that action is occurring. He contacted Brit Hanson, the county attorney, and reviewed this information with him. We will stay on top in this; there is nothing to be done, but he wanted the Board to be aware that he is tracking the situation very closely and making sure the things we need to do are appropriate and legal. We will follow the law as dictated to us, and there is some very strong language and other things that came out of Governor Brewer's office regarding making some statute changes, which they did not address in this most recent legislative session.

Based upon the Board's action tonight, our budget development will be complete, consistent with what we did in our study session, and will be bringing the budget to the next Board meeting in June, for approval.

Regarding masters facilities, Dr. Rottweiler stated we are going to continue to be very active on the Douglas campus. The upgrade of the air handler in the DiPeso Library has been completed, and significantly more air is being cycled through that building. The complete remodel of the restrooms in the front of that building will soon be completed, bringing them up to ADA standards, and doing a 'facelift' that has probably not been done since the building was built in 1963. Work still needs to be done around carpeting. Some landscaping will be done over the summer; we'll continue to reduce our grass and watering demand on the Douglas campus, and putting some pavers out. This is part of the preparation for the 50th anniversary. The 50th anniversary commencement will be held on the Douglas campus, and our intentions, at this time, are to move that away from the front of the library and into the quad. This will provide for more space and better access to restrooms, lighting, and power.

Dr. Rottweiler stated that, on the Sierra Vista campus, we are in the process of finishing some remodeling to the library, including the construction of two new offices, as well as a new open computer lab. The old open lab space will be prepared for our data center and Banner move that will happen right after school is out. He added that there will also be some remodeling in the Administration Building in preparation of Administrative Services moving to the Sierra Vista campus, as well as trying to improve conference room space. Part of this is being made available because of the remodeling currently taking place at the Fort Huachuca Center. It will be our intent, starting in July, to move the Dean of Extended Learning into the Fort Huachuca Center, as well as moving the Virtual Campus. Dr. Rottweiler, Frank Dykstra, Dr. Fick, and Dean Richardson have been working together related to moving Culinary Arts out of Young Hall. A couple years ago, the decision was made to move all of our services out of Young Hall and into the new Center; however, we held off on moving Culinary Arts. The decision has now been made to move Culinary Arts into the Fort Huachuca Center. We will be using some contingency funds from this year to get the process started, so they are in by the start of school in August.

Just completed are some architectural sketches/drawings related to the Nursing and Health Sciences building we've been discussing. Dr. Rottweiler stated he will bring them to the August 2nd Governing Board Retreat, where we'll spend significant time discussing future master facilities planning, as well as the Nursing and Health Sciences building.

As a reminder, Dr. Rottweiler stated the Board Retreat (as previously mentioned) has been scheduled for August 2nd. He appreciates the Board making time for the retreat, and he will try to be as efficient and effective as possible because he knows their time is valuable.

Dr. Rottweiler was pleased to share that the Cochise College baseball team has qualified for the district playoffs. If all goes well and the team is successful this weekend at South Mountain, it would make us the regional champions, which then would mean that the district playoffs would be played here in Douglas. It would make things kind of interesting because it would be taking place at the same time we're holding commencement.

In addition, our rodeo team has completed its most successful year in recent history, and Rick Smith was named Coach of the Year. Our women's team was second in the region. We will be sending four student athletes to the national

finals, and the Cochise County Fair Rodeo was named Rodeo of the Year by all the participants that have gone around the entire region. We are extremely proud of that, and pleased with the support we have there.

Dr. Rottweiler stated that this time of year is always exciting with commencement. He then ran through a number of ceremonies for which the Board should have received invitations. The Santa Cruz recognition ceremony, hosted by the Santa Cruz County Provisional Community College District, is scheduled for Tuesday, May 13th at 6 p.m., and the Board is welcome to participate. The Nurses Recognition and Pinning will be held on Thursday, May 15th at 7 p.m., with our regular commencement celebration being held on Friday, May 16th, beginning with the President's Reception from 5 – 6, and concluding with our 49th commencement beginning at 7 p.m. The Board should also have received, or will soon receive, an invitation to the Adult Education GED graduation, to be held on Thursday, May 22nd at 7 p.m. He made the Board aware that, for the first time, this year we will be recognizing, with a red, white and blue honor cord, all of our graduating students who are veterans. Dr. Rottweiler stated he is appreciative of our Financial Aid Office and Veteran's Affairs Office for recognizing these students. Therefore, the Board will see gold cords for graduating honor students, and red, white, and blue cords for our graduating veterans.

Dr. Rottweiler informed the Board that, at the conclusion of this meeting, there will be a brief investment committee meeting, updating the committee on the quarterly report.

Dr. Rottweiler then recognized Mrs. Jane Strain. He received notification that she has successfully completed all the requirements for ACCT's Community College Governance Recognition Program. She participated in a number of on-line training events, including The Role of the Chair of the Board, The Trustee's Role in Effective Advocacy: Local, State and Federal Level, The Trustee's Role in Fundraising: From Arm's-length to Knee-deep, What Boards Need to Know about Institutional Accreditation, What Trustees Need to Know about Financial Oversight, How the Board can Organize an Effective Meeting: Basic Board Procedures. She also attended the Pre-Congress and National Legislative Summit, and just recently attended the Governance Leadership Institute in Salt Lake City, giving her a total of 12 credits, which is what is required to receive this certification. She is one of the first trustees to successfully complete this program.

Mrs. Strain stated this is a new effort, which started about three years ago, in an attempt to raise the real educational content and knowledge for trustees, who come to this work from all different walks of life, different experiences, different perceptions, and of course, different politics. This is an effort to get all the trustees at a base-line. Dr. Rottweiler stated that it's important to recognize that one of the unique things about a community college is exactly what each of the Board members serve – as locally elected citizens who represent and become the trustee for the citizens of the county and the running of the community college. That's one of the things that make it unique – local control services local needs. From all of the conferences he has attended, our Board is top-notch, because each Board member has taken the time to seek training and professional development. You only have to spend some time with some Boards and institutions that haven't done that where you can see it's well worth the time.

He wanted the Board to know that their leadership and commitment to professional development transmits through the entire organization. He congratulated Mrs. Strain.

Mr. DiPeso stated the college and the Board is lucky to have Mrs. Strain.

1.05.6 Monthly Financial Report – April 2014

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

2. INFORMATION ITEMS

2.01 Communications

- Mark Schmitt, Director of the Small Business Development Center (SBDC), received a letter and a Certificate of Special Congressional Recognition from Congressman David Schweikert, recognizing Mr. Schmidt for the contributions he has made to Arizona's small business community through his work as a counselor with the Arizona SBDC Network.
- Susie Morss, Director of Adult Education, received a letter from Karen Liersch, Deputy Associate Superintendent, Adult Education Services, on behalf of the Arizona Department of Education, congratulating Ms. Morss and her staff for the outstanding FY2013 performance in moving the bar for adult learners in Arizona. Arizona Adult Education is now ranked 2nd in the nation and well above the country's average of a 44% educational gain state.
- Matthew Miles, Interim Director, Fort Huachuca Center, received a letter from Alex McNamara, SOCAD Project Director, announcing that Cochise College fully met the requirements and standards of SOCAD membership during the past year and remains in good standing within the DNS. Mr. McNamara also congratulated Mr. Miles on a job well done.
- Dr. Rottweiler received a letter from Mr. Carlos A. De La Torre, P.E., Douglas City Manager, thanking him for the invitation to the President's Reception in honor of the 49th Annual Commencement of Cochise College. Unfortunately, he and Mayor Ortega will not be able to attend due to the Douglas Days' event, scheduled for the same day.

2.02 Report from Hispanic Association of Colleges and Universities (HACU) National Capitol Forum Attendees

Ms. Becky Orozco, Instructor of History and Political Science, stated that one of her jobs at Cochise College, is head of the Hispanic Serving Institution Committee. This committee was formed partially to take advantage of some of the opportunities offered to Hispanic serving institutions. Cochise College was one of the first members of the Hispanic Association of Colleges and Universities, and HACU is the national organization of which we have participated over the years. About two years ago, when the committee was formed, they decided to concentrate on making sure the students had an opportunity to participate in HACU events. HACU has two national events each year, a Capitol Forum and a National meeting. Going to the Capitol Forum last year for Cochise College was Juan Escalante, who did us proud. It was discovered that congress people are much more interested in listening to students than to instructors. It was just learned today that Juan was named as a finalist for an internship in Washington, DC next year. This year, we have continued the HACU involvement. We

also learned today that Cochise College has been named as a Hispanic serving agricultural college.

This year, the HACU Capitol Forum was held April 7-8, and Mr. Aaron Cardona, a staff escort, traveled to Washington, DC with attendees Marilyn Grijalva (Cochise College, Douglas), Margarita Gonzalez (Cochise College Santa Cruz), and University of Arizona students Juan Andres Espinoza (Nogales) and Beatriz Susan Greeno (Douglas). He was impressed with the leaders from around the U.S. and the Hispanic institutions, and the power they have in advocating for Hispanic institutions. He was very proud, as they were the only representatives from Arizona in attendance. It was amazing for the students to see a little piece of the legislative process. He believes the student voice on every obstacle they've had to overcome to graduate is amazing. He feels it is amazing that we were one of the few institutions to send students to the forum to get their perspective, and to see them talking with representatives.

Ms. Marilyn Grijalva stated this experience was definitely an awakening and a shaping experience. She shared that she couldn't believe that she would have been chosen to represent Cochise College because she struggles a lot with her grades. However, as she went to Washington, she realized that she can do this. She stated she feels like this opportunity should be given to Cochise students, as it is an obligation to go because they need a better tomorrow, they need a future for themselves. Going to HACU turned a switch for her, as she no longer wants to pursue an education for herself, but to make a better future for everyone. It showed her that she has the power, that her voice is not just a grain in the sand, and that her experiences are unique. To go the national forum and meet student representatives, she felt treated as an equal. She realized how difficult it is to give them the opportunities and scholarships. The experience shaped her and she came back a different person. She hopes to become a leader for her community, for her family, and for her generation to make things better.

Ms. Beatriz Greeno stated she is a senior at U of A South in Douglas. Like Marilyn, she was chosen to go to HACU. She had doubts about going because she felt she wasn't 'at the top' – her grades weren't bad, but she comes from a poor family in Agua Prieta and felt that she wasn't at the same level as everyone else. She overcame her fears and attended the forum, and the experience totally changed her. The fact that a great person like Representative Grijalva talks to you and listens to you is amazing. She stated she spoke to him about her going for a master's degree in social work. He said he would speak to people at ASU so they can provide everything for her. They also spoke about financial aid. She found out about things she knew nothing about, such as internships, scholarships, and different opportunities that Washington, congressmen, and senators provide for students. In speaking with Rep. Grijalva, he told them about internships available with him in both Tucson and in Washington. She has already applied and hopes she is accepted. When she came back, she felt stronger. She encouraged the college to continue sending students. It's not just going on a trip and seeing an amazing city and knowing really important people – it's the fact those student are going to be changed. They are the future for this community – if they change, in five years or in ten years, they can become leaders. She knows they can do better. Dreaming is not a bad thing. She has more goals and more dreams, and she is sure she will accomplish her goals. If we continue to send students, we are going to change their lives for sure.

Dr. Rottweiler stated he wanted the Board to hear from the students. We're excited to participate, and much of the credit goes to Vice President Fick and Professor Orozco, who lead the Hispanic Serving Institution Committee - it really was their brainchild. We

have seen some very positive outcomes, and we will continue to send students because we think they are the right voice. As the Board heard, it is really life-changing for them. What they didn't tell the Board is that they had quite an experience. For some of them, it was the first time they had ever flown. They were re-routed and bypassed, and moved to other places, and left without tickets. So, their educational experience was far beyond the nation's capital. He added that the students represented us very well.

2.03 Information Technology Update – Library Services

Dr. John Walsh, Director of Library Services, provided an enthusiastic update, along with a PowerPoint presentation, on library related projects and initiatives. He began by introducing Alex Felton and Tetima Parnprome. His first goal was for everyone to re-conceptualize the way they think of the library. Growing up, when you heard the word library you would think – books. However, the library is so much more than books now. They have a great media selection, DVD's, audio books, a digital collection, they check out laptops, they have study rooms, you can print, and they have a copier. One thing that hardly anyone thinks of when they hear the word library is the most valuable resource in the library – the librarian. He provided some information on the 'new librarian'. They've struggled with the identity as academic librarians since the introduction of electronic resources, and most of their constituents have no idea what they do in the library. He stated that, "We are not your mom's library, I can tell you that." The new librarian is in front of a classroom, they are now information professionals. They are instructors; first and foremost, they are faculty members. He stated that Ms. Felton and Ms. Parnprome teach approximately 200 classes a semester. About 65% of their time is instruction, and they have all the skills of the regular faculty members. Their skills include administrative, assessment and evaluation, communication, curriculum development, information literacy integration, instructional design, leadership, planning, teaching and technology. The other 35% they supervise employees, interns, and student aides; they manage circulation – the day-to-day operations of the library; manage the laptop checkout program; policy development/enforcement; collection development; general reference; website/portal/electronic resource management; manage integrated library system; social media; digital collection development; train staff continuously; committee service; market the library; catalog/metadata creation; stack and library maintenance/inventory; other duties as assigned. They do all of this with 2.5 librarians – median is 2.8/1000 FTE.

Although they are doing all these things, they are still influencing student learning outcomes. New research has proven that orientations/instruction are effective at increasing people's use of the library and increasing their Information Literacy (IL) skills. It has also proven that increased librarian contact positively correlates with more IL competency. One weakness identified was that instructional methods don't comprehensively apply the IL learning paradigm. This means that our orientations, learning library methods, and some of the lab instruction they deliver, by themselves, only develop one or two of the IL skills that are in the learning paradigm. (There are five skills in the learning paradigm.) Determining that weakness helped them find out that if they combined all those methods they could comprehensively cover the learning program. They are going to work on instruction delivery, where they can combine all the methods.

They identified a challenge with that weakness. Last semester Dr. Walsh was running two studies all year - participants in institutional research (103) and participants in his doctoral research (92), which totaled 195 students. He bunched them all together to see where their information literacy skills were as a whole. The findings were that our

students are academically unprepared in IL skills. Only 147 of those 195 participants tested into the below college level IL skills, and 54% tested into the pre-emergent IL skill level – which is a nice way of saying they lacked IL skills. That is a challenge to figure out how to bring these levels up and determine why they're coming to our college unprepared in IL skills. Knowing that challenge opened up a great opportunity. We can now build on the knowledge we have and develop an instructional program and model what's most effective at increasing IL skills.

Dr. Walsh moved from new research to new plans/new construction, and provided several slides showing new offices/space, student lab transition, and other construction in the library.

Dr. Walsh stated they just finished writing a Developmental Hispanic Service Institution Title V, Part A – STILTS and RIMS project (Success Through Information Literacy Training for Students, Research and Instructional Media Services). It has one overarching activity – to improve the academic success of Hispanic and low income students through the inculcation of IL throughout the academic infrastructure of this school, data-driven decision making, and innovative uses of technology. Regarding information literacy, they're going to implement numerous initiatives. They're going to hire 1.5 new librarians, expand their instructional program and change their instruction of delivery, and develop some outreach to the high schools and try to identify why those students are coming to us so academically unprepared in information literacy. Part of the grant creates a position of a Director of Action Research. This position will develop an action research program and projects that investigate enrollment, success, retention, and completion of Hispanic and low income students. Regarding the development of new distance learning technologies, Mr. Walsh explained the replacement of the ITV technology currently being used with equipment that has the capability of connecting a classroom in Nogales to a classroom in Benson, to a classroom in Sierra Vista, and to a classroom in Douglas. All of these classrooms could be taught by one instructor – no matter which room they are in. Students will also have the capability of logging into any class, in any classroom, at any time – wherever they have WiFi.

New programs will include modifying and expanding the instructional program, going from an orientation to a workshop instructional format; expanding learning communities to include Developmental Education, developing professional opportunities for faculty, and a digital photo gallery for the 50th anniversary.

Mr. Walsh stated two conferences will be held – the ALA National Conference will be held in Las Vegas, NV in June 2014, and the HACU National Conference will be held in Denver, CO in October 2014.

Mr. Walsh stated he has been interviewing students over the last 18 months, asking them questions such as what brings them into the library, why are they there for help, how is the library helping them, and what/how can they do better. He then showed a portion of an interview.

Concluding his update, Mr. Walsh stated the library is influencing student learning!

Mr. Nelson inquired if a student attending a class with one teacher in one of several remote classrooms could review the class again. Mr. Walsh answered that this system has the capability of recording and archiving every single class in every single classroom. Mr. Nelson then asked how many employees are working under library services, to which Mr. Walsh replied approximately 26, including IMS.

2.04 Revised Governing Board Policy 628 – Sick Leave

Dr. Rottweiler stated this policy is coming to the Board for a first read. There is a fairly significant change related to sick leave payout. Nothing is changing related to accrual of sick leave, but a recommendation is being made to place some caps on payouts of sick leave. Currently, we have substantial unfunded liability on sick leave payout. We are recommending we reduce our liability on that for new incoming employees, but keep current employees operating under the old policy. We will have two programs for a while, as we think it's fair for those who have earned the leave under the old policy. This will allow us to greatly reduce the institution's liability on sick leave payout. We agree that sick leave should be paid out, but we can't continue doing it at the current rate. We ran some liability numbers that were well over a half-million dollars on sick leave payout for employees as they leave the institution. In addition, sick leave payout was only of value to individuals who were retiring, who had been at the college for a number of years, and were over a certain age. If it's of value, it should be of value to anyone. The new policy allows for it to have some level of value to all employees, should they choose to leave the institution.

2.05 Revised Board Policy 629 – Personal Leave

Dr. Rottweiler stated this policy is also coming to the Board for a first read. It contains some minor changes; our current policy states that every employee is eligible for one day of personal leave, and they are eligible to convert two sick leave days into personal leave. This is difficult to run because we're never sure if they've taken their sick leave, or how the days are transferred across. Our recommendation moving forward is that, for faculty, they will receive two personal leave days, as they have no annual leave days. For our non-faculty employees we're recommending they stay at one personal leave day, but they have the ability to utilize whatever other type of leave that they should need. All non-faculty employees get 8 hours (one day) personal leave, and all faculty will get 16 hours (two days) personal leave. Our non-faculty employees have both sick leave as well as annual leave; faculty only have sick leave, and this is where the disparity is between the two.

2.06 New Governing Board Policy 654 – Bereavement Leave

Dr. Rottweiler stated we currently have a rather large leave policy, and what we're proposing to do is to break them into different types of leave so that they are much clearer. This is the first one, and it speaks to who is eligible for what type of relationships. Wendy Davis stated this is a change in current policy. The remaining leave items on this agenda are part of the policy currently called Special Leaves. If someone is looking for Bereavement Leave, Voting Leave, or Leave Donation, they can't find it because it's in a policy. Part of the plan was to pull these out and make them independent policies. We also reviewed and cleaned up language to make sure it was consistent with state statute. In several instances, with Bereavement in particular, we revised the policy to be in practice with Human Resources best practices as far as covering not only immediate family, which is what our current policy does, but also to second degree family members, such as sister-in-law or father-in-law. Dr. Rottweiler pointed out that, on all the first read policies, the Board would notice in the footer, when the policy was drafted, when it went to Administrative Cabinet, and when it went through Employee Relations, which is the body that reviews all personnel policies. It has been posted on the Portal for public comment, has been through President's Council, and finally to the Senate before it comes to the Board. It does follow the process that's

established in policy for the development of new policies. All personnel related policies, at the request of the Board, are brought forward for two readings.

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

Ms. Davis stated this policy is coming in line with state statute. It is a recognized requirement of all public employers to observe the statute.

2.08 New Governing Board Policy 656 – Leave Donation

Ms. Davis stated this policy has been updated. Our current donation policy requires that in order to donate sick leave to another employee who is in need, you must be a certain age and have a certain number of years of service to qualify for donating sick leave. This policy changes that to a minimum number of hours required before an employee can donate leave. It also specifies the leave time period for receiving donations. Currently, it's just a flat number of hours. We don't know if that was intended to be interpreted as a year, in a lifetime, during employment, etc. Therefore, it has been defined as a 12-month period.

2.09 New Governing Board Policy 657 – Military Leave

Ms. Davis stated that, similar to jury duty, this policy comes in line with state statute.

2.10 New Governing Board Policy 658 – Religious Observances

Ms. Davis stated there were very minor changes to this policy, and comes in line with state statute.

2.11 New Governing Board Policy 659 – Voting Leave

Ms. Davis stated this policy was changed to recognize the state statute requirements.

Dr. Rottweiler stated these policies came to the Board as a first read, and he would be happy to discuss any issues they have related to them. They will come to the Board next month for formal action. The review of all the policies is consistent with a request the Board placed to him during the last retreat, when the Board requested a review of all personnel related policies. We have been actively reviewing the policies. An enormous amount of credit goes to Vice President Davis and Jennifer Graeme, as well as our employee relations committee and a number of other individuals. He feels the changes being made are appropriate. There are some policies that will have some direct effect on employees, and we've tried our very best to make all individuals aware of that.

Dr. Eaton commented that you can vote by mail. Ms. Davis replied that this is a state statute, and it's not unique to Arizona. It is representative of several other states. There are some individuals, who, on a work day, may be required to work during a shift that doesn't allow for them to actually get to the polls. By state statute they are required to have leave available to them to vote.

3. NEW BUSINESS

3.01 Consent Agenda *

The following items were approved:

- 3.01.1 * Faculty; Appointment (*Darren Allen, Instructor of Mathematics, Santa Cruz Center*)
- 3.01.2 * Faculty; Appointment (*Richard Bell, Instructor of Prof Flight Tech, Douglas Campus*)
- 3.01.3 * Classified; Transfer (*Libbie Greene, Department Assistant, Adult Education, Sierra Vista Campus*)
- 3.01.4 * Administrative Support; Transfer (*Matthew Miles, Director of Fort Huachuca, Fort Huachuca*)
- 3.01.5 * Administrative Support; Resignation (*Meganne Gourley, Athletic Trainer, Douglas Campus*)
- 3.01.6 * Administrative Support; Resignation (*Meredith Kasenow, Academic Advisor, Military Program, Fort Huachuca*)
- 3.01.7 * Administrative Support; Resignation (*Denise Kruckenber, Clinical Coordinator, Respiratory Therapy, Sierra Vista Campus*)
- 3.01.8 * Administrative Support; Resignation (*Mary Alice Mossburger, Benefits Coordinator, District-wide*)
- 3.01.9 * Administrative Support; Resignation (*Daniel O'Meara, Director of Student Support Services, District-wide*)
- 3.01.10 * Classified; Termination (*Margery Starr Buckler, Financial Aid Tech I, District-wide*)
- 3.01.11 * Department Reorganization – Financial Aid
- 3.01.12 * Acceptance of Minutes, Special Work Session – April 8, 2014
- 3.01.13 * Acceptance of Minutes, Regular Meeting – April 8, 2014

Mr. Hudgins 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.

3.02 Revised Governing Board Policy 626 – Annual Leave

Dr. Rottweiler stated this policy was brought to the Board last month as a first read. No changes were requested or made, and it is now being brought before the Board for approval. Mr. Nelson moved and Mrs. Strain seconded a motion to approve Revised Governing Board Policy 626 – Annual Leave. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.03 Revised Governing Board Policy 649 – Use of Tobacco

Dr. Rottweiler stated we've been talking about this policy for at least the last year, which began with a request from the students to make our campuses tobacco free. After much discussion, portal listings, and public comment, we are bringing this policy to the Board for action. It is the same policy presented to the Board last month. It will designate areas on each campus for smoking and provide for the ability for individuals to smoke in a private vehicle. Dr. Rottweiler recommended the policy for approval. Mr. Nelson moved and Mrs. Strain seconded a motion to approve Revised Governing Board Policy 649 – Use of Tobacco. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.04 ACCT Faculty Member Award

Dr. Rottweiler stated that, as the Board is aware, when they attend the annual ACCT meeting, each year they recognize individual CEO's and Board members, as well as a faculty award. In consultation with the Board, it was recommended that we nominate a

faculty member for an award. Senior administration is recommending the Board nominate Mr. Dan Guilmette for the 2014 ACCT William H. Meardy Faculty Member Award. Dr. Rottweiler acknowledged Ms. Denise Hoyos, Director of External Affairs, for pulling the material together. He believes Mr. Guilmette will be a wonderful candidate, based upon his years of service in the U.S. Army, as well as his active involvement in the community, from Cyber Patriots to the Computer Challenge, as well as his very innovative and exciting programming that he provides to the college. Dr. Eaton moved and Mr. Nelson seconded a motion to approve the nomination of Mr. Dan Guilmette for the ACCT William H. Meardy Faculty Member Award. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4. ADJOURNMENT

Prior to adjournment, Mr. DiPeso opened the floor for Board comments.

- Dr. Eaton stated he was sorry he had to miss the first portion of the meeting.
- Mr. Hudgins congratulated Mrs. Strain on her achievements in ACCT.
- Mr. Nelson stated he forgot to mention in his report on the AADGB, that he has a copy of the minutes for the March 6, 2014 meeting, which he distributed to the Board. It basically not only covers what happened, but each of the members who attend report the activities in their district. As they read through the minutes, they will see what each of the colleges are doing, except for Cochise College – for some reason Mr. Nelson’s comments weren’t included. He assured the Board he was there and that he made a glowing report. Hopefully, he will continue to bring this information to the Board.
- Mrs. Strain stated she looks forward to the Board Retreat on August 2nd.
- Mr. DiPeso stated Dr. Rottweiler has requested he look into holding the retreat at the Amerind Foundation. Dr. Rottweiler stated if that doesn’t work, we’re happy to assume the responsibility of securing an appropriate location. An agenda will be provided prior to the retreat.

Mr. DiPeso adjourned the meeting at 7:22 p.m.

Respectfully Submitted:

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

Dr. John Eaton, Secretary of the Governing Board