

NOTICE

PUBLIC MEETING OF THE GOVERNING BOARD OF THE COCHISE COUNTY COMMUNITY COLLEGE DISTRICT

Pursuant to ARS §38-431.02, notice is hereby given to the members of the Governing Board of the Cochise County Community College District and to the general public that the Board will hold a regular meeting open to the public on **Tuesday, May 12, 2015, immediately following the Truth in Taxation Hearing and Public Hearing that begins at 6 p.m., in the Horace Steele Conference Room, Andrea Cracchiolo Library, 901 Colombo Avenue, Sierra Vista, AZ 85635.**

The Board may vote to hold an executive session for the purpose of obtaining legal advice, either in person or via telephonic conference call, from the Board's attorney on any matter listed on the agenda pursuant to A.R.S. § 38-431.03(A)(3).

COCHISE COLLEGE GOVERNING BOARD MEETINGS ARE HELD IN A NON-SMOKING ENVIRONMENT

AGENDA

1. GENERAL FUNCTIONS

1.01 Call to Order

1.02 Pledge of Allegiance

1.03 Adoption of Agenda

1.04 Citizen's Interim

This is an opportunity for public comment. Unless comment relates to agenda items, Board action is limited to directing staff to study and/or schedule the matter for future consideration. Members of the Board may also respond to criticism. In situations where a number of persons desire to present comments, the Governing Board Chair may impose reasonable time limits on each person's comments and an overall time limit on public comments in general.

1.05 Standing Reports

INFORMATION

1.05.1 Representative to the Arizona Association of District Governing Boards (AADGB)
Mr. Nelson will provide an AADGB report.

1.05.2 Representative to the Association of Community College Trustees (ACCT)
Mrs. Strain will provide a report on the Association of Community College Trustees (ACCT).

1.05.3 Senate
A member of the Senate will provide a report.

- 1.05.4 Student Government Association (SGA)
A Student Government Association report will be provided.
- 1.05.5 College President
The President will provide:
- *Legislative Update*
 - *Master Facilities Plan Update*
 - *General Comments*
- 1.05.6 Monthly Financial Report – April 2015
The Governing Board will review the Financial Report for April 2015.

2. INFORMATION ITEMS

INFORMATION

- 2.01 Communications
- *Mr. George Self, Dean of Extended Learning, received electronic correspondence from Ms. Susan Willig, Buena High School Lead counselor, thanking Mr. Ben Berry, Director, K-12 Outreach, for his presentation to the Buena High School senior class.*
- 2.02 Hispanic Association of Colleges and Universities (HACU) Trip Report
Reading Instructor, Denisse Canez, accompanied two students to the March 2015 HACU Capitol Forum held in Washington, DC. A report on their experiences at the forum will be provided.
- 2.02 Information Technology Update
Carlos Cartagena, Vice President for Information Technology, will provide an update on technology-related projects and initiatives.
- 2.04 Revised Governing Board Policy 606 – Nepotism
Governing Board Policy 606 – Nepotism, is presented as a first-read for review and consideration. The proposed amendments align all policies referencing “relatives”, as defined by state statute, changes “spouse” to “legally recognized spouse”, allows exceptions to this policy to be made at the discretion of the President, and includes a procedure for a “change in relationship”.
- 2.05 New Governing Board Policy 617 – Recruitment and Selection
Governing Board Policy 617 – Recruitment and Selection, is presented as a first-read for review and consideration. The proposed new policy reflects the migration from a paper based recruitment system to an online applicant tracking system. Current Policy 617 – Recruitment and Hiring Guidelines, attempts to cover a large volume of information resulting in a cumbersome policy making specifics difficult to locate. The proposed new policy aligns with practice and reduces the volume of information in one policy, moving information on Compensation – Salary Placement and Classifications and Categories into stand-alone policies.
- 2.06 New Governing Board Policy 619 – Compensation – Salary Placement
Governing Board Policy 619 – Compensation – Salary Placement, is presented as a first-read for review and consideration. The proposed new policy removes salary placement information from Policy 617 – Recruitment and Hiring Guidelines and corrects the current policy which places new hires at a higher wage for minimum qualification experience as opposed to receiving a higher rate of pay for exceeding minimum

qualifications. The proposed new policy will aid in reducing the salary compression which had resulted in a number of current employees making less than new employees.

- 2.07 Revised Governing Board Policy 620 – Salary Adjustments
Governing Board Policy 620 – Salary Adjustments, is presented as a first-read for review and consideration. The proposed revised policy aligns college salary and wage structure with current college practice. In addition, salary survey data sources have been updated.
- 2.08 Revised Governing Board Policy 636 – Tuition Exemption
Governing Board Policy 636 – Tuition Exemption, is presented as a first-read for review and consideration. The proposed revised policy includes an exemption for online courses and removes information regarding Tuition Reimbursement, proposed to be in a stand-alone policy. In addition, part-time employee tuition exemption eligibility is limited to Associate Faculty having taught nine or more equated units and “regular” part-time employees working for a minimum of 15 hours per week for six or more months.
- 2.09 New Governing Board Policy 660 – Background Screening
Governing Board Policy 660 – Background Screening, is presented as a first-read for review and consideration. The proposed policy aligns with Equal Employment Opportunity Commission best practices and has been reviewed by the County Attorney.
- 2.10 New Governing Board Policy 661 – Position Classifications and Categories
Governing Board Policy 661 – Position Classifications and Categories, is presented as a first-read for review and consideration. The proposed new policy facilitates locating this information and defines classifications and categories previously included in Policy 617 – Recruitment and Hiring Guidelines.
- 2.11 New Governing Board Policy 665 – Tuition Reimbursement
Governing Board Policy 665 – Tuition Reimbursement, is presented as a first-read for review and consideration. The proposed policy contains the majority of language previously included in Policy 636 – Tuition Exemption and Reimbursement, but is a stand-alone policy and therefore presented as “new”. The key amendment proposed requires an employee to complete one year of benefited employment prior to being eligible. General cleanup has also been performed.
- 2.12 New Governing Board Policy 666 – Associate Faculty Load
Governing Board Policy 666 – Associate Faculty Load, is presented as a first-read for review and consideration. The proposed policy limits Associate Faculty to teaching fewer than 10 equated units per semester ensuring these faculty members will not qualify for health insurance under the Affordable Care Act.

3. NEW BUSINESS *

ACTION

All items with an asterisk are consent matters unless they are removed from the consent agenda at this time. Any item may be removed from the consent agenda by any Governing Board member. Consent Agenda items will be approved by one motion and there will be no specific discussion of these items.

3.01 Consent Agenda *

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

3.02 Addendum to Legacy Foundation Donation Agreement

Administration is requesting the Board adopt a motion to authorize the President to accept the addendum to extend the feasibility period for the donation agreement between the Legacy Foundation and Cochise County Community College District.

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

The administration is requesting the Board adopt a motion to authorize the President to enter into a contract with DLR Group, Inc., for architectural consultant services.

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

Administration is requesting the Board adopt a motion to authorize the President to sign the contract with Diversified Design to provide Construction Manager @ Risk services for Cochise College Sierra Vista Downtown Center.

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

The administration is requesting the Board adopt a motion to authorize the President to enter into a contract with Armstrong Consultants, Inc., for our Aviation Department engineering services.

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

The administration is requesting the Board adopt a motion to approve the Commercial Real Estate Purchase Contract relating to the purchase of Cochise County Assessor's Parcels #107-16-016D and # 107-16-016G and authorize the College President, J.D. Rottweiler, Ph.D. to be and hereby take all further action necessary to process and complete this purchase of the property referenced by the Commercial Real Estate Purchase Contract and certifies compliance with A.R.S. §15-1444.11.

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

The administration is requesting the Board adopt a motion to authorize the President to enter into an IGA with Santa Cruz county Provisional Community College District to

provide educational programs to students in Santa Cruz County for the 2015-16 fiscal year.

- 3.08 Revised Board Policy 632 – Family and Medical Leave
Administration is requesting the Board approve the revised Governing Board Policy 632 – Family and Medical Leave.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mr. DiPeso will turn the time over to Board members to provide comments/share information.

5. ADJOURNMENT

The public is invited to check for addenda, which may be posted up to 24 hours prior to the meeting. This information may also be obtained through the office of the Executive Assistant to the President, Cochise College, 901 Colombo Avenue, Sierra Vista, Arizona, 85635, (520) 515-5401.

If any disabled person needs an accommodation, please notify the Executive Assistant to the President at least 24 hours prior to the scheduled Governing Board Meeting. Telephone number is listed above.

GOVERNING BOARD OF COCHISE COLLEGE

I, Loretta Mountjoy, certify that this notice of public meeting, prepared pursuant to A.R.S. §38-431.02, was posted on the 8th day of May, 2015, at 4:30 p.m. o'clock.

Loretta Mountjoy
Loretta Mountjoy, Executive Assistant
Office of the President