

# 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, October 11, 2016 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)

*An AADGB report will not be provided as Mrs. Strain is out of town.*

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

*An ACCT report will not be provided as Mrs. Strain is out of town.*

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 – September 2016  
*The Governing Board will review the Financial Report for September 2016.*

## 2. INFORMATION ITEMS

## INFORMATION

### 2.01 Communications

*The college received the following communications:*

- *LaMont Schiers, Vice President for Administrative Affairs, received a letter from Mr. Alan Humphrey, commending Ms. Jenn Wantz, Facilities/Events Coordinator, for the helpfulness, patience, and professionalism she exhibited in assisting him with the Arizona Assembly the weekend of August 12, 2016, which took place on the Sierra Vista campus.*
- *LaMont Schiers received a letter from Darlene Teller, Property Tax Oversight Commission Staff, informing him that, upon review of the levy limit for our governing body, the Commission found it to be in proper. The Commission also determined our jurisdiction was in compliance with the Truth in Taxation notice and hearing requirements.*
- *Dr. Rottweiler received a letter from Narcisa A. Polonio, Ed.D., ACCT, GISS, expressing appreciation to Mrs. Jane Strain, Governing Board member, for her recent participation in the Governance Institute for Student Success (GISS) Arizona 2.0, which was held September 8-10, 2016.*
- *Dr. Rottweiler received email correspondence from Mr. Wayne Shilson, acknowledging the warm reception he received from students and staff, and particularly Tate Rich and Tolley Rippon for their exceptional leadership provided, at the opening of his painting and drawing exhibition at the Douglas Gallery on September 20, 2016.*

### 2.02 Liberal Arts Report

*Chuck Hoyack, Dean of Liberal Arts, will report on several new initiatives from the Arts department.*

### 2.03 Provost's Report

*Verlyn Fick, Vice President for Instruction/Provost, will report on financial aid and transfer metrics.*

### 2.04 Revised Governing Board Policy 602 – Personnel Records

*Governing Board Policy 602 – Personnel Records is presented as a first-read for review and consideration. The proposed amendments include information outlining the practice of supervisor personnel file access, the removal of "Associate" from Vice President for Human Resources, and general cleanup of language and formatting.*

- 2.05 Revised Governing Board Policy 605 – Ethical/Professional Standards  
*Governing Board Policy 605 – Ethical/Professional Standards is presented as a first-read for review and consideration. The proposed amendments include general cleanup of language and formatting.*
- 2.06 Revised Governing Board Policy 609 – Return of Property  
*Governing Board Policy 609 – Return of Property is presented as a first-read for review and consideration. The proposed amendments include the removal of withholding of funds for college property, and general cleanup of language and formatting.*
- 2.07 Revised Governing Board Policy 619 – Salary/Wage Placement  
*Governing Board Policy 619 Compensation – Salary/Wage Placement is presented as a first-read for review and consideration. The proposed amendments include the addition of “coach” and “professional staff” salary models, general cleanup of language and formatting.*
- 2.08 Revised Governing Board Policy 621 – Hours of Work and Overtime Compensation  
*Governing Board Policy 621 Hours of Work and Overtime Compensation is presented as a first-read for review and consideration. The proposed amendments include clarifying the definitions of exempt and non-exempt employee classifications using guidelines established by the Fair Labor Standards Act, and general language and formatting cleanup.*
- 2.09 Revised Governing Board Policy 625 – Absence from Duty  
*Governing Board Policy 625 – Absence from Duty is presented as a first-read for review and consideration. The proposed amendments include the addition of new employee classifications and establish the timeframe required to report an absence “one hour prior to start of employee’s scheduled workday”, with the exception of emergency situations. The supervisor’s responsibility to ensure all absences are reported has been added and general cleanup of language and formatting performed.*
- 2.10 Revised Governing Board Policy 626 – Annual Leave  
*Governing Board Policy 626 – Annual Leave is presented as a first-read for review and consideration. The proposed amendments include the addition of “coach” and “professional staff” employee classifications, general cleanup of language and formatting.*
- 2.11 Revised Governing Board Policy 627 – Holidays  
*Governing Board Policy 627 – Holidays is presented as a first-read for review and consideration. The proposed amendments include replacement of the term “classified” with “non-exempt”, and general cleanup of language and formatting.*
- 2.12 Revised Governing Board Policy 628 – Sick Leave  
*Governing Board Policy 628 – Sick Leave is presented as a first-read for review and consideration. The proposed amendments include new employee classifications of “coach” and “professional staff”, and establish the timeframe required to report an absence due to illness “a minimum of one hour before the start of the normal work shift”, with the exception of emergency situations. In addition, a general cleanup of language and formatting was performed.*

- 2.13 Revised Governing Board Policy 642 – Probationary Employees  
*Governing Board Policy 642 – Probationary Employees is presented as a first-read for review and consideration. The proposed amendments include the addition of new employee classifications of “coach” and “professional staff”, and general cleanup of language and formatting.*
- 2.14 Revised 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 amendments include the addition of new employee classifications of “coach” and “professional staff”, a telecommuting procedure, and general cleanup of language and formatting.*
- 2.15 Revised Governing Board Policy 666 – Associate Faculty  
*Governing Board Policy 666 – Associate Faculty Load is presented as a first-read for review and consideration. The proposed amendments include a change in title to “Associate Faculty”, the addition of procedures for benefits eligibility, multiple assignments and full-time exceptions. General cleanup of language and formatting has been performed.*
- 2.16 New Governing Board Policy 667 – Non-exempt On Call and Call In  
*New Governing Board Policy 667 – Non-exempt On Call and Call In is presented as a first-read for review and consideration. The proposed policy formalizes the manner in which non-exempt employees are compensated for “on call” and “call in” and includes how a “remote call in” is compensated.*
- 2.17 New Governing Board Policy 668 – Non-exempt Employee Travel and Overnight Stay  
*New Governing Board Policy 668 – Non-exempt Employee Travel and Overnight Stay is presented as a first-read for review and consideration. The proposed policy provides clear guidance to non-exempt employees traveling on college business how to document hours worked.*
- 2.18 New Governing Board Policy 669 – Non-exempt Remote Access  
*New Governing Board Policy 669 – Non-exempt Remote Access is presented as a first-read for review and consideration. The proposed policy provides clear direction on when non-exempt remote access is permitted.*

**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 Fair Labor Standards Act (FLSA) Changes – Implementation Plan (FLSA)  
*The administration is requesting the Board approve the FLSA Implementation Plan, as detailed in Dr. Rottweiler’s presentation this evening.*
- 3.02 Consent Agenda \*
  - 3.02.1 \* Classified Staff; Appointment (*Sharrina Cook-General, Registration Technician II, Military Programs, Fort Huachuca Center*)
  - 3.02.2 \* Classified Staff; Appointment (*Derek Morehand, Maintenance Technician I, Mechanical/Electrical, Sierra Vista Campus*)

- 3.02.3 \* Professional Staff; Appointment (*Clarissa Maldonado, Academic/Career Advisor, Sierra Vista Campus*)
- 3.02.4 \* Professional Staff; Appointment (*Jon Scott, Data Analyst, Student Services, Sierra Vista Campus*)
- 3.02.5 \* Classified Staff; Resignation (*William Cornell, Facility Services Technician III, Sierra Vista Campus*)
- 3.02.6 \* Amended Renewal of Intergovernmental Agreement Between Cochise College and the City of Sierra Vista to Provide Classrooms for Cochise College Emergency Medical Technician and Fire Science Programs
- 3.02.7 \* Fair Labor Standards Act (FLSA) Changes – Salary Adjustments
- 3.02.8 \* Acceptance of Minutes for September 13, 2016 – Regular Meeting

**\*\*\* Introduction of New Employees \*\*\***

- 3.03 Academic Calendar  
*The administration is requesting the Board adopt a motion to approve the proposed 2018-19 academic calendar.*
- 3.04 2017 Governing Board Schedule  
*The administration is requesting the Board adopt a motion to approve to proposed 2017 Governing Board Schedule.*

**4. COMMENTS FROM GOVERNING BOARD MEMBERS**

Mr. Nelson 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 N. 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 7<sup>th</sup> day of October, 2016, at 4:30 p.m. o'clock.

Loretta Mountjoy  
Loretta Mountjoy, Executive Assistant  
Office of the President