

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, October 11, 2016
Sierra Vista Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. Nelson called the meeting to order at 6 p.m.

Board Members Present:

Mr. Dennis Nelson
Mr. David DiPeso
Mrs. Jane Strain (attended telephonically for only a portion of the meeting)
Mr. Tim Quinn

Board Member Absent

Mr. Danny Ortega

1.02 Pledge of Allegiance

1.03 Adoption of Agenda

Mr. Nelson stated he was changing the order of the agenda so that, following the general functions and the standing reports, he will move directly to New Business. He added that there were two reasons behind his decision; 1) new employees will not have to sit through some of the reports and other matters, and 2) if there are persons in attendance wishing to address any items in New Business, the matter could be dealt with that at this time. *These agenda item order changes will become permanent changes beginning with the November 2016 Governing Board meeting agenda.* Dr. Rottweiler stated that, other than the changes requested by Mr. Nelson, the agenda will stand 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)

Mrs. Strain stated that she would prefer to provide a full AADGB report to the Board at the November Board meeting. She did share that AADGB will meet again in February 2017, in conjunction with the All Arizona Scholastic Luncheon in Mesa, AZ.

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

Mrs. Strain, again, stated she will provide a full ACCT report to the Board at the November Board meeting.

1.05.3 Senate

Jennifer Graeme, Director of Talent Management, as well as a member of the Senate, provided a brief report. She stated the Senate met last month and reviewed and approved a number of policies. These policies are on this evening's agenda, being presented to the Board as a first-read.

1.05.4 Student Government Association (SGA)

Lindsie Romo, the new Vice President of the Sierra Vista SGA, introduced herself, along with Angela Miller, Treasurer, Erika Andres, Secretary, and Seth Doyle, Social Events Coordinator. Ms. Romo stated they kicked off the year by being busy engaging on both the Sierra Vista and the new Downtown Center (DTC), where the student nurses association keeps the allied health students actively engaged in the Cochise College community. They will be participating in the Pit Fire on the Douglas Campus on Friday, October 14th from 5 – 9 p.m., volunteering with set-up, tear-down, and greeting guests. She encouraged everyone to attend.

Ms. Romo stated that, during the upcoming month, they will be hosting several exciting opportunities on campus, including the Haunted Union, an Election Watch party, Grocery Bingo, and Mental Illness Awareness Day, in conjunction with Phi Theta Kappa. She added that we all know that mental illness is an ever-growing issue and a hot topic with students. Therefore, the SGA is taking a vested interest in exploring ways to promote mental health, well-being, and continue to prioritize exploring measures of promoting student mental health welfare throughout the year.

In addition, Ms. Romo stated they have seen an explosion of co-curriculars this year, as they've already seen the formation of the Tai Kwon Do fitness group clubs, and they are currently in the process of helping the Ultimate Frisbee Club, Fire Science Club, and an Adult Education club.

Ms. Romo concluded her report by stating they look forward to seeing the Board in December.

Mr. Nelson inquired how the DTC is affecting their activities as a student government. Ms. Romo stated that it's a bit different, maybe a bit challenging, as they are accustomed to having everything on the Sierra Vista Campus. However, they have Lakaysha Barnes, who is their new president, on that campus, along with Seth Doyle, so they have students on both campuses. This provides the ability to know what's happening on both campuses at all times. Mr. Nelson stated he was glad to hear that!

1.05.5 College President

Dr. Rottweiler stated that, regarding the legislature, there is really nothing happening. Legislators are preparing for elections, which will occur the same night as the November Governing Board meeting (November 8th). The key areas he will be watching deals with leadership positions in both the House and the Senate; this will really be key on a state level. As we see the development of the leadership, we will then know who will be leading the key committees. Clearly, he's concerned about Senate higher education, as well as House education, which has a sub-committee on higher education, as well. He is hopeful that, if the elections go in certain ways, we'll see familiar faces that will help us move our initiatives forward.

Dr. Rottweiler informed the Board that, tomorrow (Wednesday) and Thursday, he will be in Phoenix for an Arizona Community College Coordinating Council (AC4) meeting. High on the agenda is a discussion related to a decision package. They have been looking for ways to submit a package to the governor's office that could potentially bring in additional resources to the community colleges. As he briefed the Board at the last meeting, the state has no interest in increasing funding on formulas, but the governor is willing to consider some decision packages. They have seen some work done around the Arizona Achieve 60, which is the governor's initiative, and they think there are ways they can do some things in Pathways for K-12, as well as encouraging people to finish credentials.

There will be another extensive discussion around Fair Labor Standards Act (FLSA), which the Board will take action on this evening. They have been working collectively, as a community college, to see how best to address many of the challenges. Under the direction of John Walsh, Director of the Library, they will also consider a library consortium in an effort to try to establish some bulk buying power, by having 21 college libraries come together to set up databases as well as other things. They will try to conclude how to best set up the consortium and help them to be recognized. For the three Board members who attended the ACCT Leadership Congress in New Orleans, at Dr. Rottweiler's request, the Department of Education will come and provide an update on educational standards and the goals we're trying see come out of the K-12 system as we try to maintain and enhance our educational standards to better prepare students for transition into higher education.

In the area of master facilities, the north parking lot of the DTC is scheduled for resurfacing beginning tomorrow. Last Thursday, the two buildings that were on both sides of the parking lot were demolished. Dr. Rottweiler stated he was there today, and it has a completely different look and feel; there is now a wide open area as you look across the street. He believes the college will be a nice addition to the community, and will provide the necessary parking.

Phase II of the domino effect is well underway. The Human Resources/Business Services and District Board room are nearing completion. We should see some movement for HR and Business Services in the next couple weeks. The District Board room should be ready for a December/January start date. We are currently working heavily in the 700 building, which is where the Small Business Development Center and the Center for Lifelong Learning were located; we are remodeling that area in anticipation of creating a Business building, as well as its co-function with the

Marketing/Creative Services department. These will co-mingle in order to utilize resources and expertise in both areas to help fulfill the college's vision.

In his general comments, Dr. Rottweiler stated he appreciated the Board members who were able to travel to the ACCT Leadership Congress in New Orleans. He is extremely proud of the Board and the leadership they provide. Every time he attends a national event, he is reminded of the quality Board we have, the leadership they provide, and the opportunities they provide the college to take – prudent risks and the benefits derived from them.

At the direction of Board Chair Nelson, January 21, 2017, the third Saturday in January, has been set for the Board retreat. It was requested that the Board hold that date; updated agenda items and information will be provided as the time draws nearer.

Dr. Rottweiler informed the Board that, following a discussion with Board Chair Nelson, he will be taking a couple weeks off in April 2017 for a family event. This will be the first Board meeting he has missed; he has discussed this with Provost Fick, who has agreed to lead that Board meeting.

Dr. Rottweiler shared some events that have taken place/will take place. He stated that on September 29th he had the opportunity to participate in the Willcox Cowboy Hall of Fame. The Foundation, under Executive Director Hoyos' leadership, sponsored a table; we were there primarily to support and represent the college in the induction of Don Kimball, former rodeo coach at Cochise College, into the Cowboy Hall of Fame. It was a wonderful event, and the college was recognized for being there, which always feels really nice.

On Monday, October 3rd, Dr. Rottweiler, along with Bonnie Austin, Superintendent of the Fort Huachuca Accommodation Schools, had the opportunity to visit with COL Wright, the Garrison Commander. They wanted to brief him on where we're going related to the Fort Huachuca Center, and the intent of the college and the accommodation schools to slowly move out of that facility over the course of the next year. The colonel was very understanding. They also shared with him the challenges they're facing, and the colonel stated he is faced with many of the same issues on his command.

Looking forward, the Benson Economic Outlook Luncheon is scheduled for this Thursday, October 13th. Dr. Rottweiler informed the Board that there are seats available, and if they haven't signed up yet, there is still time to do so. Vice President LaMont Schiers will represent administration, as Dr. Rottweiler will be in Phoenix at the AC4 meeting, and Dr. Fick will be attending the AAAA meeting.

Dr. Rottweiler wanted the Board to be aware that, beginning next week, an administrative computing assessment will be conducted at the college. The college has contracted with Michael Kurtz, who is an educational systems consultant. This is part of our ongoing emphasis on institutional effectiveness and how we can best position the college and fill in the gaps to best utilize our educational administrative computing technology.

On Thursday, October 20th, the college will be hosting the Arizona Town Hall Outreach Breakfast at 7:30 a.m., with the topic being “Arizona and Mexico”. Seats are still available should anyone wish to attend.

On Friday, October 21st, the Sierra Vista Economic Leadership Luncheon will be held at the Sierra Suites, and Dr. Rottweiler stated he has been invited to be the keynote speaker on the topic of higher education and economic development. Interest has been expressed in knowing where the college is headed and how we can assist in the ever pressing desires for economic development. He’ll be pleased to share the exciting things that have taken place at the DTC, as well as what’s happening in aviation.

In conclusion, Dr. Rottweiler shared that he is waiting to receive final details regarding a visit from Congresswoman Martha McSally. She is desirous of spending some time on the Douglas campus related to aviation and the initiatives taking place there. He will inform the Board as soon as the final details have been worked out.

1.05.6 Monthly Financial Report – September 2016

The Financial Report for September 2016 was presented and accepted as submitted.

Mr. Nelson stated that, as he noted at the beginning of the meeting, he will be changing the order of the agenda and will move to the New Business section of the agenda at this time, beginning with 3.01 Fair Labor Standards Labor Acts (FLSA) Changes – Implementation Plan.

2. INFORMATION ITEMS

2.01 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 order. 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, provided a PowerPoint presentation on three areas in particular that pertain to the Arts department, on both campuses. First, he referred back to the FLSA and stated that one of the outcomes of that action was the loss of full-time employees, primarily the administrative support employees, from their list of available associate faculty. Of all the departments that were damaged by this proposed law, perhaps the most severely impacted were the Digital Media Arts (DMA) program and the Media Production Arts (MPA) Associate of Applied Science degree. They lost three full-time employees from being able to continue teaching in those areas. He provided a listing of all the DMA/MPA classes taught at the college; some of them are required in our MPA degree program, and some are recommended in our MPA degree program – four or five of them are not required, but tend to be rather popular.

Mr. Hoyack provided a slide showing some of the activities of DMA and MPA. He also showed a slide providing a summary of DMA/MPA classes and headcount, dating back to the Spring of 2013. In looking at the chart, he pointed out that there was sporadic, and not even strong, growth until between the Spring and Fall of 2015, where we shot up to 102. He added that we've leveled off again, but he believes there is a lot of growth potential with this program. DMA is a discipline that doesn't necessarily lead to a degree, and MPA is a degree that doesn't have any classes that are prefixed with MPA. While the total for Spring 2016 was 80, and 92 for Fall 2016, he believes the MPA program is very viable and has great potential for growth and for student success. The key is to have a full-time instructor, someone who has responsibility for recruiting students, for making sure that the curriculum is solid, for making sure there are transfer and job opportunities available for students upon their completion, and to promote this program. He believes that the hiring of a full-time DMA/MPA instructor, with responsibilities as previously described, could elevate this program to a much higher level than it currently is. Mr. Hoyack then shared that, three weeks ago, Dr. Rottweiler approved this new district-wide position. He then expressed his appreciation to Dr. Rottweiler and Dr. Fick, and added he is looking forward to interviewing four candidates at the end of next week. Dr. Rottweiler stated he is aware that some of the Board members received emails from students who were fearful that the program would cease to exist. Clearly, this was part of the review, and as this program was looked at, it was determined that we may not have the appropriate number of associate faculty – this has been taken care of. Our desire is to keep the program, and, actually, to grow the program, and he believes this position will do so.

Mr. Hoyack stated APS (the Arizona Public Service Company), one of our local energy providers, has two foundations; one is very supportive of STEM programs and another one that is more in his area – arts and culture, environment, human services, and civic and economic development. In a show of support for Cochise College and our arts and cultural offerings, APS has donated \$5,000 to the Friends of the Art Department, which falls under Ms. Hoyos as Director of the Cochise College Foundation. They have also donated \$1,000 to the 10th Annual Pit Fire Pottery Festival. Related to APS, Dr. Rottweiler stated he wanted to tie this to an action item the Board has previously taken. Approximately six months ago, we brought to this Board an easement in order to allow APS to bring their power lines across the front of the runway. They were extremely appreciative of how responsive

the Board was. They said if everyone else worked as smoothly in trying to help and accommodate them in getting power into Douglas, it would be amazing. They wanted to recognize some of the savings they were able to realize by the Board's willingness to work with them. Mr. Hoyack then thanked APS, and Mr. Ortega in particular.

Mr. Hoyack then spoke directly about the Pit Fire Pottery Festival, which will take place on Friday, October 14th, on the Douglas campus. Dr. Rottweiler stated the event will officially begin at 6:45 p.m. with the lighting of the fire scheduled to take place at 7 p.m.; however, there will be activities prior to the lighting of the fire, beginning at 5:30 p.m. Mr. Hoyack stated there will be many wonderful art displays by students as well as professional artists, entertainment from The Mariachi Plata, Bluegrass Souls, Cirque Roots and others, gourmet soups from the Culinary Arts department, vendors will be displaying their wares, many student clubs will have a table selling various merchandise, there will be fireworks (if it doesn't rain), and again, the fire lighting will take place promptly at 7 p.m. Mr. Hoyack went on to say the Pit Fire Festival is a celebration of the arts, and all proceeds support the Cochise College Art department, as well as various clubs who participate as vendors. The event is free to attend and open to the public, but festival goers can purchase one (or more) of one thousand handmade ceramic bowls, uniquely crafted by an art student, for \$10 to fill with gourmet soup. This year, the pit fire will be in the shape of a diamond.

Mr. Hoyack provided slides showing scenes from previous Pit Fire Festivals, and he invited the Board, as well as the entire community, to attend, participate, and enjoy the sights, sounds, tastes, visual and performing artists, and to discover this celebration of ceramics, fire, and fun!

Mr. Quinn stated he understands the MPA offers a degree, the DMA does not. Do either of the programs offer certificates, a license, or something short of a degree? Mr. Hoyack stated that the DMA used to have a certificate program, but we did away with that program because so few students were completing it – and there's good reason for that. He believed it needed to become a degree program, and the degree that it became was called MPA rather than DMA. Basically, Media Production Arts is the rename of DMA. Probably, very soon, the DMA prefix will go away, and it will become an MPA prefix. Mr. Quinn then inquired if, in the professional world under Digital Media Arts, there are certificates in that we have said we don't wish to pursue, for whatever reasons, or there's simply not that many certificates in DMA? It would seem to him that the DMA would be a perfect one for graphic artists, etc., for some type of certification. Mr. Hoyack stated there are certificates and degrees out there; there are some certificates at some community colleges – it's not a widespread activity engaging in DMA certificates. Mr. Quinn asked if the professional community has jobs where there's an expectation that a person have, in addition to classes, some type of certificate that would be an incentive for a student to take these classes. What he understands is that DMA is taken because they are interesting classes and are enjoyable; MPA is taken for a degree. Mr. Hoyack stated that was correct.

2.03 Provost's Report

Dr. Verlyn Fick, Vice President for Instruction/Provost, presented a report on financial aid and transfer metrics. He provided the Board with three handouts pertaining to his presentation, with the first topic being on financial aid. He stated he pulled information on colleges and universities in Arizona from a federal webpage, for 2013, 2012, and 2011, which shows the numbers the feds are calculating to determine how well our students are doing in paying off their student loans. He stated that Cochise College is shown fifth from the top; he directed the Board's attention to the 2013 column where our default rate is at 5.2%. This means that we had 19 out of 362 students that were in default, on the cohorts that they measured. Dr. Fick then directed the Board's attention to the next page, pointing out colleges highlighted in yellow (16), which include all the other community colleges in Arizona that offer student loans, and their rates start at a 16.2% default and go up to a 30.2% default rate. Dr. Rottweiler stated that anything about 30% (for 3 years in a row) causes the college a risk of losing the ability to provide student loans. Mr. Quinn asked if this impacts on Pell grants, etc. Dr. Rottweiler stated not initially, but it can because it's all tied into the federal financial aid program, and so it typically signifies some fairly significant concerns. Dr. Rottweiler stated that four to five years ago, we were in the 20's; Karen Emmer, Director of Financial Aid, took this as a very important initiative, and we can see the results of her work. She gave a presentation in San Diego on this initiative, and we've taken our default rate from the 20's down to the 5.2%, and at the same time we've increased our student completion rates, which Dr. Fick also will address this evening. Mr. Nelson stated this is just overwhelming, he thought we were doing good at 9.6%, and now we're at 5.2% - the staff really needs to be commended on this – what a great job!

Dr. Fick referred the Board to the next handout, which was the Partnership Report. He stated AZTransfer is a group that involves all of the community colleges, tribal colleges, and the public universities in Arizona. Their goal is to try to help students to make successful transitions from community colleges and tribal colleges to the universities, and successfully complete their degrees. We are one of the institutions that participate with this. AZTransfer puts together an annual report, and he pointed out a couple pages from that report. He began with page 4, which addressed articulation task forces (ATF). Task forces are where they will take a discipline and they will have people come from all those institutions and for about a half a day, talk about various transfer issues, the systems approached, etc. Under the participation profile, it showed that 33 of those ATF meetings were attended by Cochise College; the next number showed 0 - absent, which means we had participants at all of the ATF's that we are eligible to participate in (there are about eight ATF's that we don't have programs in). He made special note that Mark Boggie has facilitated some of these meetings, and Beth Krueger chairs Biology; we have other people who help provide leadership in this effort, as well. ATF's are one of the biggest things that AZTransfer does that smooth out the transition from one institution to another.

Additionally, within the last two to three years, they've begun holding a summit, where we again look at sharing information on best practices as people look at transfer. Dr. Fick directed the Board's attention to page 10, AZTransfer Summit, where he pointed out that we had nine people attend the summit. In cooperation with the University of Arizona-South (U of A-S), Cochise College also had some presenters that spoke on how we get people transitioned from Cochise to U of A-S.

He pointed out a picture that showed some of the presidents who came in to participate on a panel, one of which was Dr. Rottweiler.

On page 11, Years of Service Recognition, one of the things they did this year, celebrating 20 years of services, was to try to honor faculty and others that had spent 15 years working with the ATF's and AZTransfer. There was a list of five people that have had 15+ years working with them – Tanya Biarni, Chuck Hoyack, Jeannie Neeley, Guillermo Retana, and Kim Rogalski were the honorees from Cochise College.

Dr. Fick had the Board look at page 12, Outreach & Communication, just to know that the AZTransfer staff spends a lot of time trying to support transfer all across the state. This page showed that in the Fall of 2015 and the Spring of 2016, some of the places they were involved in included various kinds of college fairs, etc., to try to promote students getting enrolled in higher education and the transfer paths that will help them.

Dr. Rottweiler requested the Board turn to the last page as he felt it was important that the Board recognize they talk about the steering committee and executive committee. They will see that Dr. Fick is not only on the executive committee, he is the co-chair of AZTransfer, and much of the changes and the movement forward they are seeing in AZTransfer, has come under Dr. Fick's leadership as he co-chairs this with someone from NAU. Dr. Fick has stepped up and led this organization, and we are seeing some amazing effects on transfers, and he needs to be recognized for his leadership. Between Dr. Fick, Mark Boggie, Travis Ambrose, and all the other faculty and staff, Cochise College is doing more than its share and pulling more than its load in making sure students can transfer smoothly between the regents universities and community colleges.

Dr. Fick stated that on the third handout, he just wanted to provide the Board with a bit of information we get from the AZTransfer organization, as a whole. They have a subcomponent called Assist, and Sandy Bryan and the Institutional Effectiveness department is part of that entire group. He wanted to point out the types of transfer rates that we have, transferring to the three public universities in Arizona. A chart on the first page showed, starting in 2006-2007 through 2012-2013, the number of students that have transferring from Cochise College to ASU, NAU, and the U of A. Overall, transfers have gone from 190 in 2006-2007 to 273 in 2012-2013. Again, we see continued growth in the number of students that are pursuing their transfer options and chasing those four-year degrees. Mr. Nelson recalled when Dr. Hesse, from ASU, addressed the Board a couple years ago on the seamless transfer from community colleges into their four-year program. Dr. Rottweiler stated that he and Dr. Fick spent the afternoon with Dr. Hesse today. They will be working in areas that will elevate our relationship with ASU even more. Dr. Fick shared that Dr. Hesse spent an hour and a half with deans this morning, providing a status update.

Dr. Fick stated that the second page pertained to the percentage of graduation rates of new Cochise College transfers to state universities in Arizona. Again, this takes the 2006-2007 cohort all the way through the 2012-2013 cohort, and then each column in the chart shows what percentage of the transfers have graduated, beginning with the first year, and in some cases, it goes up to nine years. There weren't many to graduate after the first year; after the second year there were

numbers in the teens and 20's, and as it goes up after nine years – we have 72.1% that have actually completed a Bachelor's degree. Dr. Fick stated he shaded cells green in the numbers where we are doing better than the state average across all the community colleges. He noted that, as we get close to roughly the 10-11 years, you can start to see where some of our numbers are beginning to look a little higher; he's not sure if we're starting to see an upward trend in terms of graduation rates as we're getting into some of our most recent cohorts, but we'll see in a couple years. He stated this is the only problem with keeping data in higher education – it takes years to see some of these things move.

Dr. Fick explained that the third chart showed the percentage of Cochise College minority students that have graduated. Again, we have as high as 73.4% in the ninth year of minority students that have completed their four year degree at state universities. There were a lot more green cells, which means our minority students, especially as we get into the last four years, are actually out-performing our Caucasian students in terms of their performance and graduation at the universities.

Mr. Quinn inquired what the biggest factor is, regarding the graduation rates of Cochise College students, or graduation rates of any community college students, in going to a four year university. Dr. Fick stated he thinks the biggest factor is, as he's looked at it, and in speaking with Dr. Hesse – about eight or ten years ago, a transfer student was like somebody wandering into a place where they know nothing, don't know anyone, it's just a 'cold turkey' kind of experience. Now, ASU has all sorts of experiences – four or five years ago they were doing orientation sessions, and they would have 15,000 transfer students coming in and only about 200 would go to their session. Now, it's a week-long event, they kind of modularized it, which includes a Friday night event, but didn't include alcohol, where they had over 1,000 students attend. Part of what they were doing was getting to meet other students in their programs, and they also had other modules of information that was useful to them as transfer students. A lot of work has been done to come up with a friendlier environment for them to enter into. Another thing they found is that the success rate for a student who has completed a degree at the community college or the AGEC, is much higher.

There was discussion around transfer credits counting towards the major a student is going into, and getting students to work with counselors at the community colleges and the universities, to understand that just because it says the credit transfers, it doesn't mean it will count unless you compare it to the list of your major.

Mr. Nelson stated that the next several items (2.04 – 2.18) on the agenda will address a number of Board policies. Dr. Rottweiler stated that each of the following revised/new Governing Board policies is coming to the Board as a first-read. At the bottom of each policy, it is noted where each of the policies have been reviewed, along with the review date. Each policy has been through the entire process to this point. As a first-read, each policy will show the changes; when it comes to the Board for approval, it will be brought forward as a clean copy. Mr. Nelson inquired if each policy had to be brought to the Board as a separate item. Dr. Rottweiler stated he could do whatever Mr. Nelson preferred, and proposed bringing these items forward next month in three action items – the first action item will pertain to policies 602, 605, and 609. The second action item will pertain to policies 619, 621, 625, 626, 627, 628,

642, 661, and 666, which contain just minor changes related to FLSA to bring us into compliance, and three new policies 667, 668, and 669, will each be a separate action. Mr. Nelson stated he would appreciate the items being presented in this manner. A summary of proposed changes is provided for each revised/new policy, as follows.

2.04 Revised Governing Board Policy 602 – Personnel Records

Governing Board Policy 602 – Personnel Records was presented as a first-read for review and consideration. The proposed amendments included 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 was presented as a first-read for review and consideration. The proposed amendments included general cleanup of language and formatting.

2.06 Revised Governing Board Policy 609 – Return of Property

Governing Board Policy 609 – Return of Property was presented as a first-read for review and consideration. The proposed amendments included 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 was presented as a first-read for review and consideration. The proposed amendments included 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 was presented as a first-read for review and consideration. The proposed amendments included 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 was presented as a first-read for review and consideration. The proposed amendments included the addition of new employee classifications and established 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 was added and general cleanup of language and formatting performed.

2.10 Revised Governing Board Policy 626 – Annual Leave

Governing Board Policy 626 – Annual Leave was presented as a first-read for review and consideration. The proposed amendments included 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 was presented as a first-read for review and consideration. The proposed amendments included 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 was presented as a first-read for review and consideration. The proposed amendments included new employee classifications of “coach” and “professional staff”, and established 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 included 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 was presented as a first-read for review and consideration. The proposed amendments included 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 was presented as a first-read for review and consideration. The proposed amendments included 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 was 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 was presented as a first-read for review and consideration. The proposed policy formalized the manner in which non-exempt employees are compensated for “on call” and “call in” and included 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 was presented as a first-read for review and consideration. The proposed policy provided clear guidance to non-exempt employees traveling on college business on 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 was presented as a first-read for review and consideration. The proposed policy provided clear direction on when non-exempt remote access is permitted.

There was a brief discussion around associate faculty. Mr. Nelson then directed the Board to Item 4. Comments from Governing Board Members.

3. NEW BUSINESS

3.01 Fair Labor Standards Act (FLSA) Changes – Implementation Plan

Dr. Rottweiler provided a PowerPoint presentation, walking the Board through the Fair Labor Standards Act (FLSA) Implementation Plan. The FLSA has changes that have been signed in in March, and the college has been working to implement those changes. The FLSA was first brought in in 1938, and was a federal law establishing minimum wage, overtime eligibility, record keeping, and child labor standards. In 1938, the FLSA was designed to put a ceiling over hours and a floor under wages, and establish the maximum 40-hour work week, with a minimum wage of 40 cents an hour by 1945. Most importantly, it prohibited all child labor issues. It has been adjusted many times, but not in recent years. It really determines who is protected under FLSA, and when you talk about who is determined, you run into some exemptions. These have historically been referred to as White Collar Exemptions. When we say exemptions, there are positions that are deemed to not be held under the fair labor standard, therefore, they are not protected in overtime, which is the key part. It's really referred to as the White Collar Test. There are three areas which have not changed. There is a salary basis test, which means in order to be a white collar exemption you had to be paid a salary rather than an hourly rate. There is the standard salary level test – which is the big change. The threshold is changing from \$455/week (or \$23,660/year) to \$913/week (\$47,476/year). That change is what has caught the most of the colleges, universities, and small business. Then, there is a standard duties test. Dr. Rottweiler provided a chart showing the basic requirements for claiming a white collar exemption under the standard duties test for executive, administrative, and professional categories, with each requiring the new minimum standard. There are some special exemptions for academic administrative personnel – those that are counselors and deal with academic administration can be exempted from the fair labor standard if they make the same amount as an entry-level faculty member. Under the professional level, the salary level test does not apply to teachers, lawyers, or doctors. Therefore, the teacher's exemption moves all of our faculty and staff out from underneath the \$47,476 threshold.

Dr. Rottweiler then reviewed the Cochise College implementation strategies. The first thing they had to do was review all of our policies related to compensation and employment categories. All policies that required review and adjustment, as related to FLSA standards, are on this evening's agenda as a first-read. The second was a review of salary structure. By Board Policy 407, the president may not provide for, or change, the compensation of benefits of other employees, except in accordance with salary schedules and plans adopted by the Board. This evening, the Board will be requested to adopt some new schedules and make some adjustments in order for the college to be in compliance with the FLSA beginning December 1st. Dr. Rottweiler then reviewed FLSA's current threshold, and the new FLSA threshold, effective December 1, 2016. He walked the Board through implementation strategies; moving employees below AS12 were automatically deemed non-exempt, therefore, they have become hourly employees, eligible for overtime. Employees AS13 and above remain exempt. In addition, new salary structures were established for coaches/assistant coaches, adult education instructors, administrative staff (current administrative support Grades 13 and above, and professional staff (current administrative support, Grades 12 and below). Dr. Rottweiler also reviewed draft/proposed salary schedules; there are no adjustments other than creating one for the coaches (based off the old faculty schedule where they were), the adult education instructors (formerly administrative support) who follow a guideline that is off of the faculty at 90%, the new administrative staff, which is GS13 and above, and the new professional staff, which is AS12 and below, which now has an hourly rate as well as a salary rate.

The second part included reviewing all positions AS12 and below to see if they needed to be adjusted, moved, or transitioned in any way. There were 74 positions at Cochise College in the administrative support category that were AS12 and below. Thirty-nine of those positions are recommended to move from exempt administrative support to non-exempt professional staff – no change in salary, but they will be paid on an hourly basis rather than a salary basis. Thirty-five of those 74 positions are recommended for reclassification, with some job description changes, including additional duties and additional minimum requirements. They will then be moved to a different schedule. In the case of some, the assistant coaches were moved from administrative support to the coaches schedule, which is a great example – to pay an assistant coach hourly would mean we would have to close our program. They start at 5 a.m., spend all day working with individual students, and then they get on a bus to go to Phoenix to a game at 3 p.m., returning at 2 a.m., which doesn't make sense for them to be hourly. Our ABE/GED instructors also moved from administrative support to the new adult education instructors. Out of the 35 positions, there are seven employees who are recommended for reclassification to a higher grade, and we will be moving their salary to the minimum of the new grade. The librarians were reclassified from faculty to administrative staff, with no change in salary. Head coaches were also moved from the faculty schedule to the coaches schedule.

Dr. Rottweiler stated that the area where we have experienced the biggest impact, and we have had to try to work through and mitigate, by the FLSA, is a person cannot be an exempt and non-exempt employee within the same employee number. This means that if an employee is now classified as non-exempt, they are not eligible to work in areas classified as exempt, which would primarily include adjunct or

associate faculty. There is no way to pay them on an hourly basis; we could divide it up hourly, but to control and govern those things would become very difficult. Administration has met with six individuals currently teaching as associate faculty, and we will continue to work through these issues. Dr. Rottweiler stated he believes they have found some solutions for club advisors; he believes they can set up a pay structure to pay our current advisors who will become non-exempt – we can pay them hourly and control hours. Our summer camp for youth and some of our CLL classes, likewise, he believes they have a solution for. The one they do not have a solution for is our associate faculty. In this case, they are going to have say, for at least the Spring semester, if they are a non-exempt employee they are not eligible to teach as an associate faculty. Dr. Rottweiler added that we will continue to work with our sister schools, as well as some potential legislative actions, to see if we can remedy the situation. It is not our desire to have this be an ongoing issue, but it's what we have to do to be in compliance.

Dr. Rottweiler then reviewed the timeline: the new guidelines came out in May 2016, it was presented to the Board in September as an information item to keep them apprised of where we were, he briefed the employees at an open forum last week to inform them of where we were, providing the exact presentation he is presenting this evening to show them what the Board will be asked to do. Tonight, recommendations are being presented for action on salary models, reclassifications, and grade adjustments, as well as policies being presented as a first-read. Administration will continue to work through all necessary training, with implementation by December 1st.

In summary, Dr. Rottweiler provided the recommendations the Board will see in the plan, as outlined, and been incorporated into one action item. He will be asking the Board to establish some new pay structures, to ratify the movement of head coaches and assistant coaches onto the new model (no change in salary), four adult education instructors will move from administrative support to the new adult education faculty model, two librarians will move from faculty contracts to administrative models (no change in salary), 24 employees in positions recommended for reclassification to a higher grade and move to the administrative staff model, 39 employees will be recommended to go on the professional staff non-exempt model, and 52 employees will remain unchanged but will move on to the new administrative staff model. Also recommended is the moving of non-exempt employees to 26 pays a year (every two weeks) beginning December 1, 2016 for benefited employees, and January 1, 2017 for non-benefited employees – this will eliminate the fluctuating hours in each pay period. In addition, the Board will see a number of first-read Board policies, recognizing the FSLA changes, along with three new Board policies pertaining to the new non-exempt employees.

There was discussion around our policies following federal guidelines and bills to halt the implementation. Dr. Rottweiler stated that a lawsuit was filed in east Texas to try to stop the entire implementation; however, he feels it's a little too late. He believes our best action is to move forward and see where it goes. He added that many of the things we're implementing are probably good policies anyway as it relates to pay and some of our classifications. However, should there be a stay, we could easily go back and make many of those positions once again exempt. Dr. Rottweiler shared that he has met with most of the groups affected by this; we've tried to take the stance that the law was set up to protect our employees to make sure we didn't ask

them to do work for which they weren't compensated for. There are many within that group, that it's probably appropriate that we pay them for the hours they put in. Additional discussions pertained to enough money being in the budget (yes, which is estimated to be around a quarter million dollars), resources to accommodate the implementation, penalties involved if changes are not implemented, and employees vs. positions.

Mr. DiPeso moved and Mr. Quinn seconded a motion to approve the Fair Labor Standards Act (FLSA) Changes – Implementation Plan. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Mr. Nelson excused Mrs. Strain from the meeting seeing as she was in travel status and it was quite late where she was calling from.

3.02 Consent Agenda *

The following items were approved:

- 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

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

Frank Dykstra, Executive Director of Facilities and Maintenance, introduced Derek Morehand, and Jennifer Graeme, Director of Talent Management, introduced Sharrina Cook-General and Jon Scott.

3.03 Academic Calendar

Mr. Quinn moved and Mr. DiPeso seconded a motion to approve the Academic Calendar for 2018-2019. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.04 2017 Governing Board Schedule

Dr. Rottweiler stated the draft schedule for Board meetings is being brought forward for

approval. We have scheduled the meetings in keeping with the second Tuesday of each month. The big change is that, in anticipation of the new District Governing Board Room being completed on the Sierra Vista campus, we will have the ability to utilize Cochise Connect to connect to all of our outreach sites. We are proposing to have all of the Board meetings in Sierra Vista, except for once each year the Board will travel to the Willcox Center, the Benson Center, and the Douglas campus. He recommended the 2017 Governing Board schedule to the Board for approval. Mr. Nelson stated he liked the idea of being able to broadcast to the outlying areas. He inquired if someone in Douglas could address the Board while the Board is in Sierra Vista. Dr. Rottweiler stated yes, they could, but it needs to be determined if the Board would like the connection to be 2-way, only 1-way, or just 1-way for Call to the Public. He suggested that, at a minimum, to allow it to be 2-way for Call to the Public during Truth in Taxation and approval of the budget, which requires a special hearing. However, the Board could open it up to any Call to the Public in which anyone from Douglas, Willcox, or Benson could address the Board. They could fill out the request form, and a staff member at the campus/center could fax it in to the Board prior to the start of the meeting. The only places where we could possibly have issues would be in Willcox and Benson if the classrooms are being utilized for classes. Mr. Nelson asked if we would need a policy for this. Dr. Rottweiler stated he would have one prepared if Mr. Nelson so desired. However, more than likely, we would agendaize and duly note that during the Call to the Public, people would be able to comment from any of the outreach sites. Or, the Board could choose to require anyone wishing to address the Board to attend the meeting in person. Mr. Nelson stated they would need to discuss this in more detail at a later time. Mr. DiPeso moved and Mr. Quinn seconded a motion to approve the 2017 Governing Board Schedule. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

At this time, Mr. Nelson directed the Board's attention back to Agenda Item 2.01.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mr. Nelson turned the floor over to Governing Board members for comments.

- Mr. DiPeso stated he attended quite a few meetings at the ACCT Leadership Congress in New Orleans, and came out thinking, "That would be something maybe the college could do". In later discussion with Dr. Rottweiler, he was informed that the college is already doing those things! Mr. DiPeso is very appreciative of staff and senior administration for the work they do. We are way ahead of the curve, and he is proud of that. Of particular interest in the area of K-12, he attended a meeting where a superintendent put together a strategic plan with parents, law-makers, community colleges, and universities where an emphasis was placed to raise the bar for K-12 education. They had to go to the legislature to get special permission to do this, but they did do it and got it done.
- Mr. Nelson stated he, too, attended the meeting in New Orleans, and attended a couple seminars, one of which pertained to reviewing contracts for the presidents – basically, how to keep your president happy and things to include in the contract (not only to protect the president, but to protect the college), which was really worthwhile. He also attended a summit on crisis planning; with the rash of campus shootings, etc., it was very eye-opening because there are so many different types of crises that could happen on a campus – aside from shootings, there are natural disasters, flooding, earthquakes, lightning strikes, all type of things. He shared that it was mind-boggling to learn of the

expertise and communications and coordination that is needed by an administration in dealing with a crisis on a campus. He will be meeting with Dr. Rottweiler to review some of the areas discussed. He added that, frankly, it was quite scary. You want to be as prepared as possible, but the overarching theme of this was that you'll never be prepared for everything. He thought it was very worthwhile for him to attend this seminar, and he appreciated the college being able to send him to the leadership congress.

5. ADJOURNMENT

Mr. Nelson adjourned the meeting at 7:40 p.m.

Respectfully Submitted:

Loretta Mountjoy, Executive Assistant to the President

Mr. David DiPeso, Secretary of the Governing Board