

# 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, April 9, 2019 at 6 p.m., in the Governing Board Room 301, Human Resources Building – 300, 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 Community College Trustees (AACCT)

*The Governing Board will review an AACCT report provided within the packet.*

1.05.2 Senate

*The Governing Board will review the Senate report provided within the packet.*

1.05.3 Student Government Association (SGA)

*A member of the Student Government Association will provide a report.*

- 1.05.4 College President  
*The President will provide:*
- *Legislative Update*
  - *Master Facilities*
  - *New Initiative Updates*
  - *General Comments*
- 1.05.5 Monthly Financial Report – March 2019  
*The Governing Board will review the Financial Report for March 2019.*

**2. 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.*

2.01 Consent Agenda \*

- 2.01.1 \* Administrative Support; Appointment (*Faye Luna, Dual Enrollment Coordinator, District-wide, based on the Sierra Vista Campus*)
- 2.01.2 \* Classified Staff; Separation (*Robert Henderson, Maintenance Technician Lead Mechanical, Douglas Campus*)
- 2.01.3 \* Administrative Staff; Resignation (*Scott Clark, Chief Technology Officer, District-wide, based on the Sierra Vista Campus*)
- 2.01.4 \* Faculty; Resignation (*Beth Suby, Instructor of Reading, Sierra Vista Campus*)
- 2.01.5 \* Curriculum Changes
- 2.01.6 \* Acceptance of Minutes for March 12, 2019 – Regular Meeting

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

- 2.02 Fiscal Year 2019 – 2020 Personnel Listing  
*Administration is requesting the Board adopt a motion to approve the personnel listing containing the names of employees to be issued employment contracts for the ensuing fiscal year, as presented.*
- 2.03 Revised Governing Board Policy 201 – Board Responsibility  
*Administration is requesting the Board adopt a motion to approve revised Governing Board Policy 201 – Board Responsibility.*
- 2.04 Revised Governing Board Policy 202 – Board Chairperson's Responsibility  
*Administration is requesting the Board adopt a motion to approve revised Governing Board Policy 202 – Board Chairperson's Responsibility.*
- 2.05 Revised Governing Board Policy 203 – Board Secretary's Responsibility  
*Administration is requesting the Board adopt a motion to approve Revised Governing Board Policy 203 – Board Secretary's Responsibility.*

### 3. INFORMATION ITEMS

### INFORMATION

#### 3.01 Communications

- *Mr. Mark Schmitt, Director of Small Business Development Center, received an email from Robert Blaney, District Director, Arizona Small Business Administration, congratulating him on being selected as the 2019, Arizona Small Business Development Center of Excellence and Innovation award winner. Mr. Schmitt will be honored at the Arizona Small Business Association's Enterprise Business Awards Luncheon being held in Scottsdale on Thursday, May 2.*
- *Expect More Arizona, highlighted Cochise College Navigators and Scholarships in an article posted on their website, "College Navigators and Scholarships Help Boost Postsecondary Learning at Cochise College" submitted by Sharrina Cook-General, College Media and Communications Coordinator.*
- *Ms. Barbara Richardson, Assistant Dean of Outreach, received an email from Brenda Farbo, Willcox Center Coordinator, expressing her privilege of working with Bre Watkins with the Willcox High School Jr. Class Accuplacer testing. The email also reported that Mr. Jeff Thompson, WHS Principal, was very appreciative that Dr. Rottweiler has authorized this partnership service to his high school.*
- *Student Success Newsletter, Issue 09, March 2019.*

#### 3.02 NISOD Award

*Dr. Fick, Executive Vice President/Provost, will announce the recipients of the National Institute for Staff and Organization Development (NISOD) Award.*

#### 3.03 Douglas Campus Infrastructure Analysis

*Dr. Wendy Davis, Vice President for Administration and Human Resources, along with Frank Dykstra, Executive Director of Facilities, and James Barrows, Director of Maintenance and Operations, will provide report regarding the differences between the central plant system and mini-split systems used on the Douglas Campus.*

#### 3.04 Master Facilities Site Planning - Final Report.

*Representatives from DLR Group include Linsey Gaff, Project Manager/Campus Planner/Associate, Jaime Garrido, Higher Education Leader/Senior Associate, Claire Hinchman, Architectural Designer, and Krisan Osterby, Campus Planning Leader, will present the Master Facilities site plan.*

#### 3.05 Human Resources Annual Report

*Dr. Wendy Davis, Vice President for Administration and Human Resources, along with Wick Lewis, Executive Director for Human Resources, will present the annual HR report and salary study.*

#### 3.06 FY2018 Audit Review

*Dr. Wendy Davis, Vice President for Administration and Human Resources, will provide a review of the FY 2018 Audit.*

#### 3.07 Revised Governing Board Policy 204 – Code of Ethics

Revised Governing Board Policy 205 – Board Committees

Revised Governing Board Policy 206 – Board Planning and Agenda

*Provided as a first-read for review and consideration are Revised Governing Board Policy 204 – Code of Ethics, Governing Board Policy 205 – Board Committees, and Governing Board Policy 206 – Board Planning and Agenda.*

**4. COMMENTS FROM GOVERNING BOARD MEMBERS**

*Mr. Quinn 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.

For Disability Accommodations, 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, Crystal Wheeler, certify that this notice of public meeting, prepared pursuant to A.R.S. §38-431.02, was posted on the 5th day of April, 2019, by 5 p.m. o'clock.

*Crystal Wheeler*

Crystal Wheeler, Executive Assistant  
Office of the President