

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 6, 2014, immediately following the Truth in Taxation Hearing and Public Hearing, scheduled to begin at 6 p.m., in the Governing Board Room on the Cochise College Douglas Campus, 4190 W. Highway 80, Douglas, AZ 85607.**

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 a report on the Arizona Association of District Governing Boards (AADGB).

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)
The Student Government Association will provide a report.
- 1.05.5 College President
The President will provide:
 - *Legislative Update*
 - *Master Facilities Plan Update*
 - *General Comments*
- 1.05.6 Monthly Financial Report – April 2014
The Governing Board will review the Financial Report for April 2014.

2. INFORMATION ITEMS

INFORMATION

- 2.01 Communications
 - *Mark Schmidt, 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
Attendees of the HACU National Capitol Forum will provide a brief presentation on their trip and their experiences.
- 2.03 Information Technology Update – Library Services
Dr. John Walsh, Director of Library Services, will provide an update on library related projects and initiatives.
- 2.04 Revised Governing Board Policy 628 – Sick Leave
This revised policy is presented as a first-read for review and consideration. The proposed amendments reflect a change in the Sick Leave Payout procedure for employees hired on or after July 1, 2014. In addition, there are changes in formatting,

and language has been added to clarify accrual of sick leave will cease once the maximum accrual of 876 hours has been reached.

- 2.05 Revised Governing Board Policy 629 – Personal Leave
This revised policy is presented as a first-read for review and consideration. The proposed policy increases Personal Leave for Faculty to sixteen (16) hours per fiscal year. Non-faculty will continue to receive eight (8) hours per fiscal year; however, the ability to convert 16 hours of Sick Leave to Personal Leave is removed. The proposed policy brings Personal Leave back to the original intent, which is to provide a leave benefit to Faculty.
- 2.06 New Governing Board Policy 654 – Bereavement Leave
This new policy is presented as a first-read for review and consideration. The proposed policy is one of a number of leaves currently in Policy 633 – Special Leaves, being presented as a separate, stand-alone policy. This definition of family has been expanded beyond immediate family and proposes family be defined as a relative by the second degree, by blood or marriage, an established human resources industry best practice. As proposed, there is no longer the ability to use bereavement leave to attend services of a deceased colleague or the colleague’s family member.
- 2.07 New Governing Board Policy 655 – Jury Duty and Court Procedures
This new policy is presented as a first-read for review and consideration. The proposed policy is one of a number of leaves currently in Policy 633 – Special Leaves, being presented as a separate, stand-alone policy. This policy provides specific information on the expectations of an employee called to jury duty or if required to appear in court to testify in connection with a work related incident or private litigation, and is representative of Arizona State Statute requirements.
- 2.08 New Governing Board Policy 656 – Leave Donation
This new policy is presented as a first-read for review and consideration. The proposed policy is one of a number of leaves currently in Policy 633 – Special Leaves, being presented as a separate, stand-alone policy. Language has been added to clarify all phases of this process. The maximum number of hours an employee can request be donated will be based on the same time frame associated with the Family and Medical Leave policy, a rolling 12 month period. An employee’s eligibility to donate sick leave is proposed to be based on the number of hours they have accrued as opposed to being eligible for a “sick leave payout”.
- 2.09 New Governing Board Policy 657 – Military Leave
This new policy is presented as a first-read for review and consideration. The proposed policy is one of a number of leaves currently in Policy 633 – Special Leaves, being presented as a separate, stand-alone policy. This policy is consistent with State and Federal law, clarifies the years are “consecutive”, specifies “benefited” employees will continue to be paid, and a copy of military orders is preferred, but not required.
- 2.10 New Governing Board Policy 658 – Religious Observances
This new policy is presented as a first-read for review and consideration. The proposed policy is one of a number of leaves currently in Policy 633 – Special Leaves, being presented as a separate, stand-alone policy. Amendments are primarily to formatting and to designate this as an individual policy.

- 2.11 New Governing Board Policy 659 – Voting Leave
This new policy is presented as a first-read for review and consideration. The proposed policy is one of a number of leaves currently in Policy 633 – Special Leaves, being presented as a separate, stand-alone policy. This policy aligns with Arizona State Statute and includes the requirement to request voting leave in advance.

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 (*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 Kruckenberg, 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
- 3.02 Revised Governing Board Policy 626 – Annual Leave
The administration is requesting the Board adopt a motion to approve the revised Governing Board Policy 626 – Annual Leave.
- 3.03 Revised Governing Board Policy 649 – Use of Tobacco
The administration is requesting the Board adopt a motion to approve the revised Governing Board Policy 649 – Use of Tobacco.
- 3.04 ACCT Faculty Member Award
The administration is requesting the Board adopt a motion to approve the nomination of Mr. Dan Guilmette for the 2014 ACCT William H. Meardy Faculty Member Award.

4. **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 Administrative 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 Administrative Assistant to the President at least 24 hours prior to the scheduled Governing Board Meeting. Telephone numbers are 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 1st day of May, 2014, at 4:30 p.m. o'clock.

Loretta Mountjoy

Loretta Mountjoy, Executive Administrative Assistant
Office of the President