

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, April 8, 2014
Sierra Vista Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

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

Board Members Present:

Mr. David DiPeso
Dr. John Eaton
Mrs. Jane Strain
Mr. Dennis Nelson
Mr. Don Hudgins (telephonically)

1.02 Pledge of Allegiance

1.03 Adoption of Agenda

The agenda was adopted 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)

Mr. Nelson stated there has been no meeting of the AADGB since our last Governing Board meeting. The next AADGB meeting is scheduled to take place on May 5, 2014.

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

Mrs. Strain stated the next ACCT meeting is scheduled to be held in Chicago in October. She will be traveling to West Harrison, NY, in July, for the ACCT Board of Director's Retreat and Meeting.

1.05.3 Senate

Wendy Davis, Vice President for Human Resources, stated the Senate met on March 28th, with the main business being policy and procedure review. Two

Board policies were approved, Annual Leave and Use of Tobacco in Designated Areas. Additionally, the College Senate reviewed administrative policies - Intellectually Property and Copyright, Grade Records, Evaluation of Transcripts and Academic Appeals. Changes to these policies were only for 'clean-up' purposes.

1.05.4 Student Government Association (SGA)

Lily McLaughlin, President of the Sierra Vista Student Government Association, provided the report. She began by sharing that on January 29th, they hosted Buena High School students on the college campuses. On the Sierra Vista campus, the SGA provided tours, a Q & A session, and a fun video performance which included some Cochise College students as well as some of the high school students (this was mentioned during their last Governing Board presentation). She then showed the video. She stated they were very excited for the opportunity to showcase Cochise College to Buena as this is a rare opportunity. Another visit will take place on Thursday with the freshmen, where William Hill will play Jeopardy with them, and the other SGA members will be assisting with tours.

By the end of the semester, the SGA will have planned 24 events, with an estimated 1,600 students attending. Upcoming events will include the Arts and Music Festival on April 15th, the Arizona Future Leaders Town Hall on April 16th, and Earth Day on April 22nd.

This past week, the SGA was certified as a verifying location for the President's Volunteer Service Award. Students who complete over 100 hours of service within one year will receive a letter from the President of the United States, along with a certificate. The more volunteer hours a student performs, the higher the award. Twelve students have registered on the website in one week, and the hope is that the number will increase significantly as students learn about the program. This will allow them to honor the students that complete significant hours of service in the community, as well as allow them to see how students are impacting the community.

Currently, there are 25 active clubs, many of which will be giving out awards at the Red and White Banquet planned for April 19th at 5 p.m. in the Student Union Community Room on the Sierra Vista campus. Ms. McLaughlin stated that, for those interested in attending, tickets are available in the SGA office in the Student Union. She invited everyone to visit the SGA website, www.cochise.edu/activities, for the calendar of the events.

Ms. McLaughlin concluded her report by sharing that three SGA officers will be transferring this year to the University of Arizona; two will be receiving degrees at commencement. She will be graduating with an Associates of Arts in Communications, and Malia Griffith will be graduating with an Associates of Arts in Anthropology and a degree in Administration of Justice. Officer applications for next year are currently available, and the decisions regarding the new Fall officers will be made by Commencement.

1.05.5 College President

Dr. Rottweiler thanked the Board for coming in for the work session. He added he would be brief legislatively, as there wasn't a lot to add that he didn't provide during the work session. We are just awaiting the signature of the governor to then be able to formalize our budget as we move forward. Based upon the information presented to the Board, we will plan to bring to the May Board meeting, the Truth in Taxation Hearing related to property taxes. Employee Open Forums are planned for April 15th on both the Sierra Vista and Douglas campuses, where he will present the work sheet he presented earlier at the work session around budgeting, as well as Human Resources-related issues.

Regarding facilities, as he had informed the Board last evening, the Douglas campus was closed due to a water main break, but he was pleased to announce it is now up and running. He added he was very impressed with the employees and the expertise they displayed, and he thanked Frank Dykstra, who was in Tucson this morning at 6 a.m., with parts arriving on the Douglas around 10 a.m. It's not the first time the water mains have been repaired - a few people took charge, and an expert, who came in as a consultant, commented that our guys were doing really good, that they know what they're doing, and they understand the process. They removed and replaced a 14 foot length of pipe. Dr. Rottweiler added that our housing students were very well taken care of. On a lighter note, he shared that the baseball coach commented that the day we cancelled a baseball game is the only day the wind hadn't blown in Douglas in the last three weeks! He once again thanked Mr. Dykstra and his staff.

In his general comments, Dr. Rottweiler stated he will continue to work through the budget and hold the open forums. He continues to be active in the community; he was the keynote speaker for the Education Foundation's Annual Teacher of the Year Awards, and he will travel to Phoenix for a President's Council meeting. He informed the Board he was reconfirmed for the State Board of Education for another four years.

1.05.6 Monthly Financial Report – March 2014

The Financial Report for March 2014 was presented and accepted as submitted.

2. INFORMATION ITEMS

2.01 Communications

- Dr. Rottweiler received a letter from Congressman Ron Barber, expressing his appreciation to Dr. Rottweiler for taking the time to speak him and his legislative assistants Jeremy Wilson-Simerman and Grant Kerr while attending the ACCT's Legislative Summit in Washington, DC. in February. (Mrs. Strain and Mr. Nelson also received a letter from Congressman Barber.)

2.02 NISOD (National Institute for Staff and Organization Development) Award – 2014

Dr. Verlyn Fick, Vice President for Instruction/Provost, announced Christi Charters, Biological/Physical Sciences instructor, as the recipient of the 2014 NISOD Award. Ms. Charters joined Dr. Fick at the front of the room as he read the nomination letter.

2.03 Human Resources Report

Wendy Davis, Vice President for Human Resources, provided the report and began by providing the Board with handouts, one of which was her PowerPoint presentation. She stated that the college continues to be in the top ten of the county employers, with 511 full-time equivalency employees. Comparing the 2013 numbers to the 2012 numbers, there are significant declines in several of the employers in our area, as we would anticipate with the sequestration and other things impacting our economy.

Regarding total gross wages, she stated she included this slide to demonstrate what the college impact is on our local economy in Cochise County. Our total gross wages come in at just under \$22M – wages that are going out to our employees that are hopefully being spent within our district. On average, we have about 705 employees on our payroll.

In the area of demographics, she brought the Board's attention to a couple areas she has been focused on since coming to the college three years ago. One is the race/ethnicity and diversity of our college employees – we have a significant Caucasian/white population. She drew the Board's attention to the Hispanic population. This population has been sitting at around 19% for the last couple of years. We have increased this by 3%, which she was pleased to see is similar to that of the applicant pool. Compared to our student ethnicity for 2012-13, the Hispanic student population is at 40%, which has been fairly consistent over the past couple of years. Employee-wise, we're not at the same level as our students are, but we are where our applicant pool is, which is a good thing.

Ms. Davis went on to the Compensation Salary Analysis, focusing first on the faculty salary because it's an easy, consistent, across the board national measure for where we are comparatively. The slides compared the 2013-2014 to the 2012-2013 Faculty Salary Structure by faculty base, midpoint and max, as well as minimum (Master's no experience), Midpoint (Master's + 30 Mid) and Maximum (Ph.D., Max) on a Regional Average, State Average, and Cochise College.

The next slide showed the Faculty Salary Base Trend; over the past five years the college was higher than the region, and much higher than the state. However, the state is continuing to grow, almost to the point of reaching where we are at the college, primarily because the state is producing, on average over the past five years, about a 2% adjustment in base salary, whereas the college has not increased our faculty salary structure over the last two years. Her concern, and the reason she is recommending the 1% structure adjustment, is that we are now at a point where we're going to be coming in below the average, which is a concern for recruitment and retention. We're already faced with some struggles based on the challenging demographic we have in the southern part of the state; we're not the easiest place to get to, and not a lot of people want to live on the southern border. She stated the 1% is a minimal adjustment but thinks it will help us in the long run.

The final slide was employee average 2013-14 salaries vs. comparators, showing faculty salaries, administrative support salaries, and classified staff compared to the state, regional, and national averages. Ms. Davis stated the college is sitting in the plus or minus 10% of average. From a compensation standpoint, that is considered, from a consultant's words, noise. We are holding our own with our average salaries. The numbers fluctuate as we bring new hires into the institution and we have long term

employees retiring. She added that there is only state and regional data available for classified staff.

Ms. Davis provided the Board with an information sheet on insurance and highlighted a few areas. She stated we are members of the Cochise Combined Trust, which is a consortium between the College and the County, to maintain our health, life, and dental insurance benefits. The Trust is very attentive to healthcare reform and making sure we are in compliance with the Affordable Care Act. She reviewed the changes to the medical benefits, which will be effective for the upcoming plan year beginning July 1, 2014. The changes include the elimination of pre-existing condition exclusions, coverage of routine costs associated with certain clinical trials, and cost-sharing wherein the deductible and medical co-pays apply to the annual maximum out-of-pocket cost. This forced the Trust to make some changes with our maximum out-of-pockets, how we apply deductibles and co-pays, etc. In addition, a TelaDoc service has been added, which Ms. Davis feels will be very beneficial for rural Arizona. It allows employees and dependents to call a phone service during a weekend when their child has an ear infection or another ailment and they don't want to take them to the emergency room. Additionally, prescriptions can be written on a weekend or at a time when the physician's office is not open. This service should provide for a significant out-of-pocket savings to our employees who use it.

There was also a summary of the prescription drug, dental insurance, and group life insurance changes. Dr. Rottweiler stated that one important change on the prescription drugs is the smoking cessation products; this will be important regarding the policy coming to the Board for a first read this evening. Coverage has been added for smoking cessation products; a max of two quit attempts a year, 180 day max.

2.04 Revised Board Policy 626 – Annual Leave

Dr. Rottweiler stated this policy is before the Board as a first read, which will be an action item next month. Some administrative adjustments only have been made. Currently, employees are paid every two weeks, equaling 26 pays during the fiscal year. These pays will now be moved to twice monthly, equaling 24 pays during the fiscal year. As a result, accrual rates on annual leave needed to be changed.

2.05 Revised Board Policy 649 – Use of Tobacco Products

Dr. Rottweiler stated we have been discussing this policy for quite a while. It has been through a number of committees, and it is related to a complete re-do of all tobacco related policies. After much discussion, we will be recommending to the Board, a policy of designated smoking areas, which will not make the campuses totally tobacco free. With housing on the Douglas campus, as well as some of the areas we live in related to potential fires, we believe we're better off to have designated smoking areas rather than to have people sneaking around and throwing cigarette butts into areas that could potentially start a fire. This is also one that we can potentially enforce. There were a number of comments that came in that strongly supported the policy; most people believe that to have a designated smoking area is important. Attached to the policy were diagrams of the Sierra Vista and Douglas campuses showing the designated smoking areas. There is also a designated space at the Benson Center. There were no designated spaces on Fort Huachuca as they fall under Fort Huachuca Accommodation School's policy which states there can be no tobacco on K-12 institution grounds, as well as the Willcox Center, which is on the school district's grounds. We chose to leave the Nogales Center up to their Governing Board to make the decision as to what they would

like to do related to a tobacco free campus. Of note, this also includes chewing tobacco and e-cigarettes. Mr. Nelson inquired about people smoking in their cars, to which Dr. Rottweiler replied that this is acceptable. Mr. Nelson then inquired if the dormitories are non-smoking; Dr. Rottweiler replied yes, they are non-smoking; however, we will create a designated smoking area close by the housing units that students can utilize.

3. NEW BUSINESS *

3.01 Consent Agenda *

Mrs. Strain requested that two items be pulled from the agenda for further discussion, 3.01.9 and 3.01.13.

The following items were approved, with the exception of the two items listed above:

- 3.01.1 * Classified; Appointment (*Joseph Charles Sproule, Grounds Technician I/ Inmate Supervisor, Douglas Campus*)
- 3.01.2 * Classified; Transfer (*Janet Cramer, Division Administrative Assistant for Facilities, Sierra Vista Campus*)
- 3.01.3 * Classified; Transfer (*Jennifer Figueroa, Property Control Technician, Douglas Campus*)
- 3.01.4 * Classified; Transfer (*Amanda Kelly, Executive Administrative Assistant for Human Resources, Sierra Vista Campus*)
- 3.01.5 * Classified; Transfer (*Kimberly Petty, Registration Technician II, Sierra Vista Campus*)
- 3.01.6 * Classified; Resignation (*Leticia Antillon, Registration Technician II, Sierra Vista Campus*)
- 3.01.7 * Classified; Resignation (*Brand Fuller, Maintenance Technician III, Sierra Vista Campus*)
- 3.01.8 * Classified, Resignation (*Leslie Mundell-Crucet, Division Administrative Assistant, Extended Learning, Sierra Vista Campus*)
- 3.01.9 * **Administrative Support; Resignation (*Richard Hall, Dean of Math, Sciences, and Health Sciences, Sierra Vista Campus*) – Pulled**
- 3.01.10 * Administrative Support; Resignation (*Jenyl Heckman, Academic/Career Counselor, Sierra Vista Campus*)
- 3.01.11 * Administrative Support; Resignation (*Kenneth Laux, Director of Disability Services, Sierra Vista Campus*)
- 3.01.12 * Administrative Support; Resignation (*Grace Mah, Assistant Director, Virtual Campus, Sierra Vista Campus*)
- 3.01.13 * **Faculty; Resignation (*David M. Pettes, Instructor of Social Science, Douglas Campus*) – Pulled**
- 3.01.14 * Acceptance of Minutes for March 11, 2014 – Regular Meeting

Mr. Hudgins moved and Dr. Eaton seconded a motion to approve the Consent Agenda, **with the exception of items 3.01.9 and 3.01.13**. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Wendy Davis introduced Kristen Welch, whose appointment was on the March agenda. Frank Dykstra introduced Joseph Charles Sproule and Janet Cramer.

- 3.01.9 Administrative Support; Resignation (*Richard Hall, Dean of Math, Sciences, and Health Sciences, Sierra Vista Campus*)

Mrs. Strain stated she just wanted to take a moment to recognize the incredible work that Dr. Hall has done with the entire redesign of the math curriculum, as well as the work he continues to do to make sure folks get through the math courses, is just outstanding. Mr. DiPeso stated Dr. Hall has done a great job and that we're going to miss him; however, this is a great opportunity for him and he wished him all the best. Dr. Rottweiler stated it's the logical move for Dr. Hall, he'll be moving from a Dean to the position of Vice President for Academic Services at Northern Wyoming Community College District doing business primarily as Sheridan College and Gillette College. Mrs. Strain moved and Dr. Eaton seconded a motion to approve the resignation of Dr. Richard Hall. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.01.13 Faculty; Resignation (David M. Pettes, Instructor of Social Science, Douglas Campus)

Dr. Rottweiler stated this resignation is effective the end of December. Mr. Pettes began his employment with the college in the Fall of 1969. He has been a dedicated employee, serving in faculty roles, as vice president, dean, and provost. He has written self-studies, and has contributed greatly to the college. He will be greatly missed. Mrs. Strain added that Mr. Pettes is an amazing man, who will really be missed. Mr. DiPeso agreed that Mr. Pettes will be missed. Mr. Hudgins moved and Mr. Nelson approved the resignation of David M. Pettes. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.02 Fiscal Year 2014 – 2015 Personnel Listing

Dr. Rottweiler stated that this is consistent with policy, and recommended the personnel listing for approval to the Board for the continuation of employment contracts. A contract will be offered for the next year based upon the upcoming budget, and the language will be appropriate, contingent upon Board approval of the budget in June. We do this early so the faculty will have a contract before they leave in May. Mrs. Strain moved and Mr. Hudgins seconded a motion to approve the names of employees to be issued employment contract for the ensuing fiscal year. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.03 Non-renewal of Contract

Dr. Rottweiler stated this is a non-renewal of contract for Mr. Rodolfo G. Sierra. It is without criticism or specification of cause. Mrs. Strain moved and Dr. Eaton seconded a motion to approve the non-renewal of contract for Mr. Sierra, resulting in separation of employment effective June 30, 2014. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.04 Revised Board Policy 632 – Family and Medical Leave

Dr. Rottweiler stated this policy came before the Board last month as a first read. This policy reflects adjustments made to bring our policy into compliance with all federal laws related to family and medical leave, and he recommended it to the Board for approval. Mr. Nelson moved and Dr. Eaton seconded a motion to approve the revised Governing Board Policy 632 – Family and Medical Leave. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.05 Resolution – Deed of Dedication to the City of Benson

Dr. Rottweiler stated this has been a long-time coming, and a lot of work has been done related to the entrance into the Benson Center. In 2001, when the facility was built, the college agreed to keep the right of way and work with the city to make sure it met all city codes. The city then came to us for a partnership between the college, the city, and Dr. Mark Kartchner, who owns some adjoining property. We changed the entryway, and it is consistent with what has been presented to the Board. This is the formal action to approve the resolution authorizing the college to transfer the deed of dedication to the City of Benson, who will then assume responsibilities for the entire right of way. He recommended this to the Board for approval. Dr. Eaton moved and Mrs. Strain seconded a motion to approve the resolution authorizing the Cochise County Community College District to convey the Deed of Dedication to the City of Benson, and authorizing the College President to represent the college as agreement signatory. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

Mr. DiPeso turned the time over to the Board for comments.

- Mr. Nelson stated he didn't have any comments, but appreciates the opportunity to make comments if he had any. Dr. Rottweiler stated he owes Mr. Nelson a report that Vice President Cartagena put together containing the recommendations related to the IT assessment on the portal. Mr. Cartagena dutifully prepared it, presented it to the President, and it is sitting on the President's desk. He will request Mr. Cartagena to email the report to each Board member tomorrow.
- Mrs. Strain stated she forgot to report on the trip to Salt Lake City to attend the ACCT Governance Leadership Institute. She, Mr. DiPeso, Dr. Rottweiler, and Ms. Mountjoy attended the three-day institute on trustee education on leadership, along with 50 other trustees from all over the nation. It was a fairly tight agenda, working through at least one lunch, with a lot of open discussion and frank and heart-wrenching stories – the good, the bad, and the ugly - of being a trustee. It was a great time, she learned a lot, and she appreciates the opportunity to do that with professional colleagues.
- Mrs. Strain brought a newspaper article from March 16th that Dr. Rottweiler had written, talking about Dr. John Eaton, which was excellent.
- Mrs. Strain stated Dr. Rottweiler spoke last Friday night at TMAC, to an audience of approximately 150 classroom teachers, administrators, principals, and superintendents from across the county. The event was very well done, and it was exciting to see these professional teachers recognized. Dr. Rottweiler's speech was excellent; it was hard-hitting, engaging, and more importantly, it got across some points she thinks not only needed to be said, but maybe even having Dr. Fick do some facilitation to start working on some solutions. It was a very proud moment for her to sit there and absorb Dr. Rottweiler's talk and watch the audience. She learned a lot about k-12.
- Mrs. Strain then shared pictures of her new grandson, who was born on March 28th!
- Mr. DiPeso commented on the trip to Salt Lake City. He stated it was his first Governance Board training. He was happy to learn that our community, our Board, and our president, faculty, and staff are probably miles ahead of a lot of colleges as far as working together, accomplishing goals, and being ahead of what is coming down the pike for the direction we're supposed to be heading with student success, and private/public relationships (Lawley). Coming out of the Institute, he was very

impressed with what we're doing, adding that there are some Boards out there that are not conducive to any kind of success. After listening to some of their stories, he realized we are lights year ahead. Dr. Rottweiler is a main part of that, with Dr. Fick doing the work on student success; out of ten points, we were a nine. Mr. DiPeso stated he is very proud of what we're doing. It was a good meeting.

- Dr. Eaton stated he was happy to learn that one of his successors at Michigan was a part of that meeting.
- Dr. Eaton stated that after such a healthy discussion on the budget, he thinks it would be nice to repeat what we did last May and have a retreat where we can have more open discussion of that same nature – ideas, thoughts, etc. Dr. Rottweiler stated he would welcome the opportunity to have open and candid discussions, and if May would work (after Commencement), we'd be happy to pull this together.

5. ADJOURNMENT

Mr. DiPeso adjourned the meeting at 6:45 p.m.

Respectfully Submitted:

Ms. Loretta Mountjoy, Executive Assistant, Office of the President

Dr. John Eaton, Secretary of the Governing Board