

# 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, November 8, 2016 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)  
*Mrs. Strain will provide a report on the Arizona Association of District Governing Boards.*

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.*

- 1.05.3 Senate  
*A member of the Senate will provide a report.*
- 1.05.4 Student Government Association (SGA)  
*A Student Government Association report will not be provided.*
- 1.05.5 College President  
*The President will provide:*
  - *Legislative Update*
  - *Master Facilities Plan Update*
  - *General Comments*
- 1.05.6 Monthly Financial Report – October 2016  
*The Governing Board will review the Financial Report for October 2016.*

## 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 \* Classified Staff; Appointment (*Marie Castillo, Financial Aid Assistant, Douglas Campus*)
- 2.01.2 \* Classified Staff; Transfer (*Crystal Hernandez, Buyer, Douglas Campus*)
- 2.01.3 \* Professional Staff; Transfer (*Sandra Rosales, Aviation Programs Recruiter/Advisor*)
- 2.01.4 \* Classified Staff; Resignation (*Leitha Jimenez-Longo, Department Assistant, Academic Advising and Counseling, Sierra Vista Campus*)
- 2.01.5 \* Administrative Support; Resignation (*Charles Carter, MOS Credentialing Coordinator, Fort Huachuca Center*)
- 2.01.6 \* Faculty; Resignation (*Joseph Meditz, Instructor of Engineering, Sierra Vista Campus*)
- 2.01.7 \* Faculty; Retirement (*Belinda Burnett, Chief Flight Instructor, Douglas Campus*)
- 2.01.8 \* Classified Staff; Termination (*Derek Morehand, Maintenance Technician I, Mechanical/Electrical, Sierra Vista Campus*)
- 2.01.9 \* Acceptance of Minutes for October 11, 2016 – Regular Meeting

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

- 2.02 Placeholder – Classified Staff Appointment – Facility Services Technician III – Sierra Vista Campus  
*Administration is requesting the Board adopt a motion to approve the hiring of the administration's recommended candidate for Facility Services Technician III.*
- 2.03 Placeholder – Faculty Appointment – Instructor of Computer Information Systems/Cybersecurity

*Administration is requesting the Board adopt a motion to approve the hiring of the administration's recommended candidate for Instructor of Computer Information Systems/Cybersecurity..*

- 2.04 Placeholder – Faculty Appointment – Instructor of Digital Media Arts – Sierra Vista Campus  
*Administration is requesting the Board adopt a motion to approve the hiring of the administration's recommended candidate for Instructor of Digital Media Arts.*
- 2.05 Faculty - .49 Appointment  
*Administration is requesting the Board adopt a motion to approve the .49 full-time equivalency (FTE) position for Belinda Burnett, Chief Flight Instructor.*
- 2.06 Policy Changes as Part of Routine Clean Up and Review  
*Administration is requesting the Board adopt a motion to approve revised Governing Board Policy 602 – Personnel Records, Governing Board Policy 605 – Ethical/Professional Standards, and Governing Board Policy 609 – Return of Property.*
- 2.07 Policy Changes Related to FLSA  
*Administration is requesting the Board adopt a motion to approve revised Governing Board Policies 619 – Salary/Wage Placement, 621 – Hours of Work and Overtime Compensation, 625 – Absence From Duty, 626 – Annual Leave, 627 – Holidays, 628 – Sick Leave, 642 – Probationary Employees, 661 – Position Classifications and Categories, and 666 – Associate Faculty.*
- 2.08 New Governing Board Policy 667 – Non-exempt On Call and Call In  
*Administration is requesting the Board adopt a motion to approve revised Governing Board Policy 667 – Non-Exempt On Call and Call In.*
- 2.09 New Governing Board Policy 668 – Non-exempt Employee Travel and Overnight Stay  
*Administration is requesting the Board adopt a motion to approve revised Governing Board Policy 668 – Non-exempt Employee Travel and Overnight Stay.*
- 2.10 New Governing Board Policy 669 – Non-exempt Remote Access  
*Administration is requesting the Board adopt a motion to approve revised Governing Board Policy 669 – Non-exempt Remote Access.*

### **3. INFORMATION ITEMS**

### **INFORMATION**

#### **3.01 Communications**

*The college received the following communications:*

- *Dr. Rottweiler received a letter from Jorge Ernesto Espejel Montes, Mexican Consul, expressing his appreciation and gratitude for the college's contribution to the implementation of the second edition of Dreams Across Borders 2016, and particularly for the accommodation of the participants in the Cochise College Douglas Campus facilities.*
- *Carla Boyd, Director of Disability Support Services, received a card of thanks from Kristopher Rangel, Chair of the Commission on Disability Issues (CoDI) for participating in the Sierra Vista Ability Day on Saturday, October 22, 2016.*
- *Dr. Rottweiler received email correspondence from Maudie Bailey, Show Coordinator for the Huachuca Mineral and Gem Club, thanking the employees at*

*Cochise College (maintenance, security, snack bar, facility rental) for helping make the annual gem show such a success.*

3.02 HACU

Four students, accompanied by Susan Greeno (Joint Academic Advisor), attended the HACU National Conference in San Antonio, TX on October 8 – 10, 2016, and they will share their experiences.

3.03 Science Department Report

Edmund Priddis, Science Chair, and Matt Lorenz, Associate Faculty, will discuss a research project in which Cochise College students and faculty are assisting with mosquito mapping.

**4. COMMENTS FROM GOVERNING BOARD MEMBERS**

*Mr. Nelson will turn the time over to Board members to provide comments/share information.*

**5. EXECUTIVE SESSION – LEGAL ADVICE**

**ACTION**

- A. The Governing Board may choose to enter into executive session pursuant to A.R.S. §38-431-.03 (A) (3) - Discussion or consultation for legal advice with the attorney or attorneys of the public body.
- B. The Governing Board may choose to enter into executive session pursuant to A.R.S. §38-431.03 (A) (4) – Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body’s position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.

**NO ACTIONS WILL BE TAKEN DURING THE EXECUTIVE SESSION.**

**6. ADJOURNMENT**

The public is invited to check for addenda, which may be posted up to 24 hours prior to the meeting. This information may also be obtained through the office of the Executive Assistant to the President, Cochise College, 901 N. Colombo Avenue, Sierra Vista, Arizona, 85635, (520) 515-5401.

If any disabled person needs an accommodation, please notify the Executive Assistant to the President at least 24 hours prior to the scheduled Governing Board Meeting. Telephone number is listed above.

GOVERNING BOARD OF COCHISE COLLEGE

I, Loretta Mountjoy, certify that this notice of public meeting, prepared pursuant to A.R.S. §38-431.02, was posted on the 4<sup>th</sup> day of November, 2016, at 4:30 p.m. o'clock.

*Loretta Mountjoy*  
Loretta Mountjoy, Executive Assistant  
Office of the President