

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, June 14, 2016
Sierra Vista Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

Mr. DiPeso called the meeting to order at 6:08 p.m.

Board Members Present:

Mr. David DiPeso
Mr. Danny Ortega
Mr. Tim Quinn
Mrs. Jane Strain

Board Members Absent:

Mr. Dennis Nelson

1.02 Pledge of Allegiance

1.03 Adoption of Agenda

Dr. Rottweiler requested Consent Action item 3.01.7 – Faculty Appointment, be removed from the agenda. The agenda was otherwise 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)

An AADGB report was not provided as a meeting has not been held since the last report.

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

Mrs. Strain gave a brief ACCT report noting that she recently had a Pacific Region conference call that included 16 states and territories, some of which included California, Arizona, Alaska, Gaum, Northern Mariana Islands, and American Samoa, to discuss national issues.

1.05.3 Senate

A Senate Report was not provided.

1.05.4 Student Government Association (SGA)

A Student Government Association report was not provided; students are on summer break.

1.05.5 College President

Dr. Rottweiler updated the Board on a few legislative items. The legislature closed sine die on Saturday, May 7. He referenced an email sent to Board members at the end of May that included an annual end of session update from Arizona Community College Coordinating Council (AC4); noting they had a very successful year pertaining to expenditure limitation. Also included in the email sent to Board members, was an overview of the one percent cap legislation and the court case that came out of Pima County. This legislation seems to be moving in the right direction, which does not directly impact Cochise College this year, but it could as we continue to move forward. The one percent cap is constitutional in the State of Arizona. When all taxing authorities are brought together, no taxpayer should pay greater than one percent of their assessed valuation. In Cochise County, there are some school districts that are over the one percent on their own. There has always been a \$1M cap but what has happened is, when over the one percent the state has historically paid that difference to the school district. Two years ago, the legislature said anyone that went over the \$1M, the state would no longer pay; therefore, it had to be distributed equally across all taxing districts. The district contracted with Racy Associates to help the college with constitutional issues. In the future, we may see some policy related to the one percent cap. As it stands now, the legislature is in recess.

The AC4 is already beginning their legislative agenda, which will include talking about how to get restitution of resources and funds that need to come back into the community college system. The state is now taking care of K-12 and the universities, but the greatest hit was to the community colleges.

Master Facilities Update: Dr. Rottweiler provided an update on the Downtown Center and distributed photos showing the progress of the current construction on the Downtown Center. He recently toured the Downtown Center and noted the project is moving along very nicely and will be a facility the Board will be extremely proud of. According to Mr. Schiers, everything is on schedule, and he hopes to have a certificate of occupancy by the third week of July, which will allow the college to begin moving items into the building. Dr. Rottweiler invited Board members to take a tour of the facility, and asked them to let him know if they are interested.

Dr. Rottweiler reminded the Board of Convocation being held on August 15, with the current plan to hold it at the Downtown Center. The recognition will be "Moving Forward". The last two years have been about looking back, celebrating the college's 50th Anniversary, and this last year was the Higher Learning Commission Accreditation. The Downtown Center is symbolic of the college's desire to move things forward, and be

a transformative organization that is really trying to impact the community. Convocation will also include tours of the center.

The college is tentatively planning an Open House for Friday, August 19 from 3:00 – 6:00 p.m. The Board and community members are encouraged to attend. The facility will be open for tours and demonstrations from nursing and other programs being housed in the center.

In his general comments, Dr. Rottweiler updated the Board on the following: He shared an invitation he received from the Arizona Association of District Governing Boards (AADGB) to attend Governance Institute for Student Success (GISS), “The Journey to Completion”. The AADGB, Maricopa Community College, and Pima Community College generously agreed to fund the event again this year. The event begins on Thursday, September 8 with a dinner. The bulk of the activities will be held on Friday, September 9. Attendees are welcome to stay overnight and attend the “Scaling Up” bonus session on Saturday, September 10. Board members are welcome to attend; if interested they are encouraged to contact the President’s office so reservations can be made by the August 19 registration deadline.

Mrs. Strain mentioned there is an AADGB meeting scheduled for Thursday, September 8 beginning at 3:00 p.m., and everyone is invited to attend. Dr. Rottweiler noted that the event held last year had value; it was an opportunity to sit and talk with Board members and learn what was important to them.

Dr. Rottweiler stated he has not had an opportunity to put together a Board Retreat. He suggested having the retreat during the “Journey to Completion” event. Finding some time during the event to address Board Chair Nelson’s interest in the branding and marketing of the college, as well as some suggested topics from Mrs. Strain.

He reminded the Board of the President’s Leadership Academy scheduled for July 25 – 27. Thirty-one individuals were invited and all thirty-one submitted RSVPs to attend. Board members were sent the Academy agenda and were invited to attend the lunch at noon on July 27, graduation day of the Academy. Pam Fisher will be leading the Academy and will spend half a day with senior administration working to address communication and skill sets on July 28.

Dr. Rottweiler announced that he has been appointed to the AACC President’s Academy Executive Council, and he will be traveling to Idaho on July 17 – 19 for the Summer President’s Institute. This is an opportunity to groom future presidents. Those that have attended ACCT meetings are aware that there is a daunting task ahead to address the loss of leadership at the community college level.

The July Governing Board meeting will be telephonic, as in past years, with the primary reason being to approve the consent agenda.

Dr. Rottweiler distributed a document from the Department of Labor “Overtime Final Rule and Higher Education” giving the Board a heads-up on some changes that are occurring. The Federal Government and the Department of Labor have made some very significant changes to the Fair Labor Standards Act, which will be effective December 1, 2016. Currently, all individuals making less than \$23,660 per year are required to be classified

or non-exempt, which means they need to complete a time sheet. After December 1, 2016, this amount will rise to \$47,476. This change is a fundamental shift occurring across the nation, and has some significant impacts on Cochise College. The college can no longer have exempt employees who make less than the new amount; they need to automatically become non-exempt, which means they must be paid overtime. Some exemptions are Bona fide teachers, coaches, graduate and undergraduate students and academic administrative personnel. This will have some changes at the college.

The college is working on an implementation plan to begin on September 1 with a communication plan with all employees, and will hold a President's Forum to walkthrough everything with employees. On October 1 the college will issue new contracts and allow for appeals. On November 1 the college will plan to fully implement, a month ahead of the effective date.

Dr. Rottweiler also referenced a list of several options located within the document, which include: raising salaries, evaluate and realign employee workloads, or pay overtime above a salary. The college has a number of employees that fall in the threshold, so all of the options will be used by the college.

Currently, the college has four pay schedules; executive, administrative support, classified, and faculty. The new requirement will require the college to create new schedules; para-professional will have a number of employees that were previously exempt that will become non-exempt, which means they will need to fill out a time sheet and will be eligible for overtime; classified; faculty; and will need to create a coaches schedule, as they are exempt from overtime. There is a belief that, as people move up the scale, they become exempt and no longer complete a time sheet and become salaried. These changes will have a number of positions that will now become non-exempt and they will need to fill out time sheets. This has been implemented by the Federal Government, and these are new rules that the college will be operating under effective December 1, 2016.

1.05.6 Monthly Financial Report – May 2016

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

2. INFORMATION ITEMS

2.01 Communications

The college received no communications for the June Board meeting.

2.02 Achieved Classified Excellence (ACE) Awards – 2016

Dawn Nuetzel, newly elected President of the Classified Association, introduced the recipients of the 2016 ACE Award, noting that recipients were elected by their peers for being team players, always willing to help students and staff; their participation on committees and special projects; they are leaders and mentors; and they demonstrate all the qualities of an exceptional employee. The 2016 recipients were:

Laura Lengel, Switchboard Operator
Edna Elias, Division Assistant for Maintenance and Liberal Arts
Martha Skinner, Administrative Assistant for Student Services
Janet Cramer, Division Assistant for Maintenance

Dr. Rottweiler expressed his appreciation of the Classified Association in taking the leadership to recognize their own. ACE Award recipients will be recognized during Convocation scheduled for August 15, where they will receive their award along with a stipend. He congratulated the recipients and acknowledged their hard work.

3. NEW BUSINESS *

ACTION

3.01 Consent Agenda *

The following items were approved:

- 3.01.1 * Classified; Appointment (*Stephen Clemmer, Facility Services Technician III, Sierra Vista Campus*)
- 3.01.2 * Classified; Appointment (*William Cornell, Facility Services Technician III, Sierra Vista Campus*)
- 3.01.3 * Classified; Appointment (*Raisa Glasgow, Budgeting Technician/Financial Analyst, Sierra Vista Campus*)
- 3.01.4 * Faculty; Appointment (*Terri Berg, Instructor of Math, Santa Cruz Campus*)
- 3.01.5 * Faculty; Appointment (*Pamela Enright, Instructor of Nursing, Sierra Vista Campus*)
- 3.01.6 * Faculty; Appointment (*Kyle Lewallen, Instructor of Professional Flight, Douglas Campus*)
- 3.01.7 * Faculty; Appointment (*Catherine Samuel-Ojo, Instructor of Nursing, Sierra Vista Campus*) **Removed from the agenda**
- 3.01.8 * Faculty; .49 FTE Re-Appointment (*Albert Kogel, Instructor of Art, Sierra Vista Campus*)
- 3.01.9 * Faculty; .49 FTE Re-Appointment (*Monte Surratt, Instructor of Art, Douglas Campus*)
- 3.01.10 * Administrative Support; Promotion (*Tammy Brewer, Director of Testing Services, Sierra Vista Campus*)
- 3.01.11 * Administrative Support; Transfer (*Belinda Burnett, Chief Flight Instructor, Douglas Campus*)
- 3.01.12 * Administrative Support; Transfer (*Brad Dale, Student Success Coach for Adult Education, Sierra Vista Campus*)
- 3.01.13 * Classified; Resignation (*Donovan Gibson, IT User Support Technician I, Sierra Vista Campus*)
- 3.01.14 * Classified; Resignation (*Deidra Hilton, Accounting Technician II, Sierra Vista Campus*)
- 3.01.15 * Administrative Support; Resignation (*Guy Meyer, Assistant Coach – Men’s Basketball, Douglas Campus*)
- 3.01.16 * Administrative Support; Resignation (*Kathy Soza, Clinical Coordinator, Respiratory Care, Sierra Vista Campus*)
- 3.01.17 * Administrative Support; Resignation (*Stephanie Williams, Instructional Designer, Virtual Campus*)

- 3.01.18 * Classified; Retirement (*Stella Martin, Division Administrative Assistant, Student Services, Sierra Vista and Douglas Campus*)
- 3.01.19 * Administrative Support; Retirement (*Cheryl Mead, Testing Service Specialist, Sierra Vista Campus*)
- 3.01.20 * Renewal of Programs of Study Consortium Intergovernmental Agreements (IGAs) with Cochise County Community College District and Cochise County School Districts
- 3.01.21 * Renewal of Intergovernmental Agreements (IGAs) with Cochise County Community College District and Cochise County School Districts for Dual Enrollment Courses
- 3.01.22 * Renewal of Intergovernmental Agreement (IGA) with Cochise County Community College District and City of Douglas to Continue to Operate Transit Services to the Douglas Campus
- 3.01.23 * Acceptance of Minutes for May 10, 2016 – Truth in Taxation Hearing and Public Hearing
- 3.01.24 * Acceptance of Minutes for May 10, 2016 – Regular Meeting

Mr. Quinn moved and Mr. Ortega seconded a motion to approve the Consent Agenda, with the exception of item 3.01.7. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Jennifer Greame, Director of Talent Management, introduced John Somers, Director of Fort Huachuca Center, and Polly Gosa, Director of Nursing, introduced Pamela Enright, Instructor of Nursing.

3.02 Placeholder – Classified Appointment – Maintenance Technician Lead Mechanical HVAC

The administration brought forward a recommendation to hire Kent Rader as Maintenance Technician Lead Mechanical HVAC, Sierra Vista Campus. Mr. Ortega moved and Mr. Quinn seconded a motion to approve the appointment. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.03 Placeholder – Administrative Support Appointment – Director of Fort Huachuca Center

The administration brought forward a recommendation to hire John Somers as Director of Fort Huachuca Center, Fort Huachuca. Mrs. Strain moved and Mr. Quinn seconded a motion to approve the appointment. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.04 Adjusted FY 2015-2016 Budget to Reflect Actual Expenditures

Dr. Rottweiler stated that this item is brought to the Board each year and is part of the expenditure limitation process. It adjusts the budget to reflect actual expenditures. He recommended it to the Board for approval. Mr. Quinn moved and Mr. Ortega seconded a motion authorizing the adjustment of fiscal year 2015-2016 budgeted expenditures to reflect the same amounts as actually expended per the fiscal year 2015-2016 audited financial statements. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

3.05 Intergovernmental Agreement (IGA) Between Santa Cruz County Provisional Community College (SCCPCCD) and Cochise County Community College District for an Educational Program.

Dr. Rottweiler stated this is an annual Intergovernmental Agreement (IGA) that comes before the Board for approval. The agreement is, for the most part, consistent with the previous year with the exception of some language related to their desire to hire a CEO over their district. Language was added in the agreement that states their CEO becomes the liaison with the college for negotiation of all contractual items. The college retains all responsibilities related to employees outside of the CEO. All employees are college employees and all students are Cochise College students; therefore, they fall under the college policies and procedures. This IGA also codifies the 26.5 percent overhead cost which is the cost for providing services to SCCPCCD, which is the same rate used for the last three or four years. SCCPCCD continues to strive and work toward their accreditation. The college is pleased to serve their students, and considers them a key part of the college. It is a unique situation to provide services to a provisional community college district; there is a Board who oversees, but they have no authority over the college, other than the renting of the college. Dr. Rottweiler recommended the IGA to the Board for approval noting if approved, it would go before the SCCPCCD Board for approval on June 16. Then contracts will be issued to those employees attached to the Santa Cruz Center.

Mrs. Strain asked if the CEO would be paid by Santa Cruz County; Dr. Rottweiler confirmed that the CEO would be paid by SCCPCCD. He also confirmed that as of January 2016, Liz Collier is the Chair of the Board and Daniel Rehurek is the Vice Chair.

Mr. Ortega asked if the college has any input into the selection of the CEO; Dr. Rottweiler replied that the college does not, the responsibility is totally with their Board. With this IGA, SCCPCCD has the ability to provide annual response related to the college Director, and the ability to have someone sit on the selection committee for the Director of the Santa Cruz Center. All hiring of faculty rests with only Cochise College employees - this is consistent with the Higher Learning Commission (HLC).

Mr. Ortega moved and Mr. Quinn seconded a motion authorizing the College President to enter into an Intergovernmental Agreement (IGA) with Santa Cruz County Provisional Community College (SCCPCCD) to provide educational programs to students in Santa Cruz County for the 2016-2017 fiscal year. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mrs. Strain:
 - Looking forward to seeing fellow Board members at the event in September being held at Maricopa Corporate College.
- Mr. DiPeso:
 - He had the opportunity to play in the Sulpher Springs Valley Golf Tournament, played with LaMont Schiers and Frank Dykstra.

5. ADJOURNMENT

Mr. DiPeso adjourned the meeting at 6:40 p.m.

Respectfully Submitted:

Crystal Wheeler, Executive Administrative Assistant to the Vice President for Administrative Affairs

Mr. David DiPeso, Secretary of the Governing Board