

MINUTES

COCHISE COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD REGULAR MEETING

Tuesday, September 13, 2016
Douglas Campus
6:00 p.m.

1. GENERAL FUNCTIONS

1.01 Call to Order

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

Board Members Present:

Mr. Dennis Nelson
Mr. David DiPeso
Mrs. Jane Strain
Mr. Danny Ortega

Board Member Absent

Mr. Tim Quinn

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)

Mrs. Strain stated the AADGB met on September 8, 2016 at 3 p.m., just prior to moving into the GISS dinner. The next meeting of the AADGB is scheduled for February 2017, in conjunction with the All Arizona Scholarship luncheon in Mesa. Speaking only as the Chair of AADGB, Mrs. Strain added that, overall, they had a very productive meeting and moved some of the topics forward, so that the meeting had some real trustee level content to it. They recognized Doyle Burke from Maricopa, who is not running again, along with Scott Stewart from Pima, who is also not running again. By February 2017, with the elections and some trustee shifts, she expects somewhat of a different AADGB mix.

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

Mrs. Strain stated the ACCT Leadership Congress will be held October 4 – 8, 2016 in New Orleans. Speaking as the Pacific Region Chair, she added that there will be highly exciting internal governance for four to five days. There is a lot of movement on the Board itself, in that nine trustees are running at-large for three positions. If the Board received the Advisor magazine via email/hard copy, all the information can be found in there. The good news is that the Pacific region is starting to do much better in their reporting and submitting awards, etc.

1.05.3 Senate

A Senate report was not provided as the August meeting was cancelled.

1.05.4 Student Government Association (SGA)

President Luis Dominguez, incoming freshman, introduced himself; Vice President Daniela Echevarria, sophomore, introduced herself; Ms. Echevarria introduced Treasurer Caroline Curiel, Secretary Giovanna Gonzalez, and Social Events Coordinator, Ashley Aguilar. President Dominguez provided a PowerPoint presentation and began the report by reviewing events held during the first week of class. They held a welcome back luau, which featured pulled pork and Hawaiian pizza, with decorations created by students. Vice President Echevarria stated the second event held was a 50-foot banana split, along with a toppings bar; there was such a large turnout that they ran out of ice cream – which hasn't happened in SGA history! One of their favorite events, Magic with Derek Ostovani, was held in the Student Union, followed by an hour of Magic Hypnotism in the Little Theater. A slide showing volunteers on stage was provided. One participant on stage channeled her inner Taylor Swift, and she was one of the stars of the show (she has no idea that she is still being called Taylor Swift on campus). Another slide showed a photo of the SGA officers along with RA's.

During the second week of school, they held a 'Meet and Greet – SGA' where, on the first day, they provided donuts and coffee to the students, the second day they provided popcorn, and the third day was 'Sand Art' with snow cones. During the evenings of that week, the SGA teamed up with the RA's and they did one night of tie-dyes for the residents, and one night of late night pancakes, where they served blueberry, banana, and chocolate chip pancakes. On the following Sunday, they held a 'knocker-ball' tournament, and a slide was included showing the RA's with the winning team.

The following week the SGA held 'Suicide Awareness Week'. Since the students seemed to like the knocker-ball event so much, they held a daytime knocker-ball event. They held two days of friendship bracelets for all the students, and provided candy that included suicide statistics attached, along with positive messages. On Thursday, they held a glow-in-the-dark dance, held in central housing, with a DJ and refreshments. They will be celebrating Constitution Day tomorrow, where they will have a 10-question quiz for students to answer with a chance to win prizes. They provided a slide showing a sample question: Who was the first person to sign the Constitution - Ben Franklin, George Washington, James Madison, or Thomas Jefferson? They posed this question to those in attendance, and Chuck Hoyack,

Dean of Liberal Arts, provided the correct answer - George Washington, and was awarded a gift card. The SGA will also have pocket-sized constitutions to distribute, and will provide punch along with red, white, and blue cake.

Upcoming events in September and October will include Mexican Independence Day (the Nogales High School Mariachi Band will perform from 11:45 a.m. to 12:45 p.m.; this will be their third year participating); Alcohol Awareness week will be featured the week of September 19-22; on September 22, the SGA will be giving out 125 Cochise County Fair tickets; and Banned Books Week, celebrating the freedom to read, will be held the week of September 26-29 – students who correctly answer trivia questions will win a banned book. Think Pink Cancer Awareness week will be held October 10-13, and the SGA will be in the Student Union distributing pink items such as bracelets and ribbons. They also hold a two-day walk, where white boards will be set up along the trail providing facts about breast cancer. Each participant will receive a free water bottle and a free T-shirt. Then, to finish out the month, October 25-31, the SGA will hold Hallo-week, with trick or treating taking place around campus. Additional events will include a costume contest, pumpkin carving, and decorating your own haunted house.

Events coming up in November and December will include frozen turkey bowling, a Christmas Luncheon, and picture with Santa (with President Dominguez playing Santa!). SGA will also donate toys and clothes to children in Agua Prieta, and they will volunteer with the House of Hope and hold a movie night with the children by showing the movie Polar Express.

Additionally, the SGA will be volunteering to help out at the Trunk or Treat with the City of Douglas, where they will dress up as different Disney characters; in the past they have all dressed up as characters from the movie 'Shrek'. They are partnering with TRiO to adopt a highway, and they will also help with the City of Douglas Clean-up. In November, they will travel to Tucson to participate in a lunch to benefit the Ronald McDonald House.

Mr. Nelson thanked the SGA for their presentation. He stated that this is one of the events he really enjoys, hearing about what the students have been doing. He added that, when he went to college, they didn't have these activities, and he thinks it's important for including everyone and bringing attention and awareness to areas such as breast cancer, constitution, voting rights, etc. All the things they do are just great!

1.05.5 College President

Dr. Rottweiler acknowledged the SGA, stating it's always wonderful to have the students with us as it reminds us of why we do what we do. It's fun to be with them.

Related to the legislative update, Dr. Rottweiler provided the Board with a letter that went to Governor Ducey's budget office that was due on September 1. It outlines all of the formulary requirements that are currently in statute. It was submitted under the signature of the Chair of the Arizona Community College Coordinating Council (AC4), President Swarthout, from Northland Pioneer. This year, the governor's office would not allow any late submissions, nor grant any extensions, and made very clear they would look at formula related funding, but they're not interested in funding any increases in formula. Dr. Rottweiler directed the Board to page three, on the initial

spreadsheet - by statutory formula, Cochise College will be eligible to receive, should it be funded in the governor's budget and then through the legislature, about \$10.7M. This is about the same, with a bit of a decrease in M&O, and a slight increase in equalization, based upon our assessed valuation. For the most part, it's a wash. This information was shared with employees at the Employee Open Forums. In FY '10 and FY '11, that amount was over \$15M; therefore, we've seen a decrease over the last six/seven years that has left the system. He pointed out that there are only eight districts included; Pima and Maricopa were completely removed out of the statutory formula, and therefore, are not included in this request. In the same FY '10 or '11, there was a time when resources were around \$168M; now it's down to just under \$50M. If the community college was an agency, the greatest percentage decrease of all agencies has come to the community colleges. Much of this is covered because they recognize we have access to local property taxes, but clearly, when you take those resources out you put a heavier burden on our local taxpayers. Dr. Rottweiler stated he wanted the Board to have this information so they understood what was required. He added that AC4 is in discussions on how to put together a decision package, as the governor's office is willing to look at some funding on decision packages.

Regarding master facilities planning, Dr. Rottweiler expressed his appreciation to the Board for participating in the Ribbon Cutting and Open House for the Downtown Center (DTC). He provided copies of several photos that were taken during that event, which included himself, Commanding General Scott Berrier, and speakers Joanna Michelich (Legacy Foundation), and Sierra Vista Mayor Rick Mueller. A few photos of the nursing lab were also included. He added that feedback has been very positive. The DTC continues to be a game-changer, and we have lots of people interested in things that are happening there.

Dr. Rottweiler stated there was one thing he wanted the Board to be aware of, and there can be a future discussion, is that the funding of the DTC included \$1M of the Bugen gift, which has been sitting in the Foundation. Would the college request that money to go into the Governing Board reserves or would they prefer it remain in the Foundation. There is really no reason to transfer it; it will stay there and be under the Board's control, but the Foundation has the ability to invest the money and do some other things that the Board may not have to do as a public entity. This \$1M is only part of the Bugen gift; the remainder will come in future years, and will be directed towards capital facilities and areas the Board determines to be of importance.

Beginning this week, Phase II of the domino effect began. Dr. Rottweiler informed the Board that the old nursing building on the Sierra Vista campus is completely vacant, along with half of the 700 building. We will begin minor remodeling in the vacant nursing building to accommodate Human Resources, Business Services, and in the future, the District Governing Board room, where the Board will hold their meetings and where we will have the ability to use Cochise Connect to reach all of our locations. Part of the reason this has been moved up is because we need to get HR out so that we can expand, as part of our student success initiative, the Student Development Center and create Student Services Dean suite. All those areas will be co-located in order to do a better job advising, counseling, etc. The Board will be kept apprised of the progress.

In his general comments, Dr. Rottweiler announced that Cochise College is a member in good standing with the Association of Community College Trustees

(ACCT), and they have recognized the Board for the amazing things they do and the leadership they provide. Also, the ACCT, in anticipation of the upcoming Leadership Congress, has requested the Board name a voting delegate so they can participate in leadership events. Mr. Nelson appointed Mrs. Strain as the voting delegate.

There was discussion around setting a date for a Board retreat. Dr. Rottweiler suggested Saturday, November 5 as a starting point. The retreat would be a half-day, with agenda items coming from both senior administration and individual Board members.

Dr. Rottweiler stated that last month he spoke about a recognition that had come in, and he wanted to make sure he had the opportunity to recognize Dr. James “Bo” Hall. Dr. Hall was recently recognized as a Hall of Fame member for the Arizona Community College Athletic Conference. He will be providing an athletic report this evening, but Dr. Rottweiler wanted to recognize him for his outstanding achievement. Dr. Rottweiler presented Dr. Hall with a plaque on behalf of Cochise College and the Governing Board, recognizing him for his years of service and his success as a player, coach, and athletic director. Dr. Hall thanked Dr. Rottweiler.

Referring to the budget, there was brief discussion around Santa Cruz and Gila being recognized as districts, and therefore eligible for M&O and STEM, which is a FTSE portion. Within statute, they are not eligible for equalization because they don’t meet the minimum threshold, as established by state law. There has been quite a bit of discussion over the years related to equalization and Prop 301. Currently, they are eligible for a portion of the enrollment on Prop 301, but not the initial base, and they are, by statute, not eligible for equalization. Mr. DiPeso asked if those funds go directly to Santa Cruz or do they come through Cochise. Dr. Rottweiler stated the funds go directly to Santa Cruz; however, they are required, as a provisional community college district, to contract with an accredited Arizona community college that allows them to both tax and receive their portion of state aid. It is through that contract that those educational services are provided.

1.05.6 Monthly Financial Report – August 2016

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

2. INFORMATION ITEMS

2.01 Communications

- Dr. Rottweiler received an email from Gordon Lewis, representing the Board of Southwest Wings Birding and Nature Festival, congratulating the Sierra Vista Campus staff for their efforts in celebrating their 25th festival event. They gave special thanks to Jennifer Wantz, for coordinating the use of the facility and attending to their needs; Brian O’Brian and his team for providing excellent setup and daily cleaning; Tad Patton and his team for technical support; Gil Herrera and his campus security staff for their courteous and timely access to vending exhibitors; and Chris Przulucki and his A`viands staff for excellent food service and support.
- Dr. Rottweiler received formal notification of action taken by the Accreditation Commission for Education in Nursing (ACEN). The Board of Commissioners granted continuing accreditation to the college’s associate nursing program until the year 2024.

2.02 Athletics Report

Dr. James 'Bo' Hall, Athletics Director and Dean of Student Services, thanked Dr. Rottweiler for his nomination to the Hall of Fame, he appreciates it very much. He provided the Cochise Athletics 2015-2016 End-of-Year Review, and began by stating that the athletics department, for a school our size in the state of Arizona, is outstanding. He loves athletics – he loved it when he played, when he coached, and as the director. He added that our coaches and our kids do an outstanding job. He provided a PowerPoint presentation, and stated that, as he moves through the slides the Board would see nothing but excellence, not only on the athletic field, but on the graduation side as well. He added that the baseball team would also have been part of the Academic All-American Team had not the athletic director missed the cut-off date to present their information to the NJCAA – four of our five teams were Academic All-American Teams. If you look at the number of kids we're graduating, it's a tribute to our coaches who spend large amounts of time at night doing study halls, making sure kids are going to classes, etc.

Dr. Hall pointed out that in Baseball – Tyler Fallwell was a 1st Team All ACCAC and 1st Team All Region 1 – he was also a 19th round draft pick by the Kansas City Royals and signed and played in the rookie league this summer. He stated our baseball team had a large number of kids, and he provided a slide showing the colleges they have moved on to. He added that it's one of the prides of our coaches to be able to ship kids on to play at the next level. He provided a slide of head coach Todd Inglehart and assistant coach Jesus Arzaga. Coach Inglehart is recognized as one of the best baseball coaches in Arizona and around the country. He does an excellent job.

In the area of basketball, Dr. Hall stated that, to him, Jerry Carrillo is the best basketball coach in Arizona – there's no question about it. Year in and year out his teams do nothing but exude excellence. He provided a slide showing the basketball team was ACCAC co-champions of the regular season last year, defeated Mesa Community College in the Region 1 semis, and were NJCAA Region I champions defeating Eastern Arizona College in the Region 1 Title game. They lost to Salt Lake City Community College in the district game, who went on to the national tournament. Dr. Hall provided a slide showing the names of students receiving individual honors. Another slide showed the team GPA for the academic year (3.1 overall), and the names of students transferring to 4-year colleges. As shown, a large number of students are playing at a higher level and pursuing their academic degrees. This was followed by a slide showing head coach Jerry Carrillo and assistant coach Derek Lane.

The women's basketball team is coached by Laura Hughes, and Dr. Hall stated she is one of the best hires he has ever made. She has done an outstanding job, and has been a great addition to the college. She has done an outstanding job with our girls with a 23-8 overall record, with the 3rd most wins in Cochise women's basketball history and a 17-5 conference record – they participated in Region 1 playoffs, but lost in the semi-finals game. The GPA for the entire basketball team was 3.4, which is 18th highest in the country for all JUCOS, and the highest in Arizona for women's basketball. She had all conference players, including kids from all over the country, as well as local kids. Coach Hughes asked a young lady from Sierra Vista – Buena High School to walk on, and then spent hours working with her. At the end of the year, the student signed up to play at Thomas University (GA). Dr. Hall provided a slide showing head coach Laura Hughes and assistant coach Day Weathersby.

Dr. Hall then turned to Women's Rodeo. He stated we couldn't have asked for a better rodeo team last year. He provided slides showing stats which included they were the Grand Canyon Regional Champions; three regional champions – all around, barrel racing, and goat tying; three reserve regional champions – all around breakaway roping and goat tying; two of the top three regionally – breakaway roping and goat tying; 10-0 team record for regional rodeos; and most points of any women's team in the nation at the conclusion of the regular season. We had four women representing at CNFR, and finished 8th in the nation. We had four top 15 placings in the nation at the CNFR (two in goat tying, breakaway, and barrel racing). The women's team average GPA was 3.7.

Dr. Hall then provided slides showing the stats on the men's rodeo team, who were the regional champions; two regional champions - bareback and saddle bronc; four competed at College National Finals Rodeo, and we were 14th in the nation in saddle bronc riding. The men's team average GPA was 3.4. The team members consisted of six from Arizona, two from Idaho, two from Nevada, and two from Canada. He provided a slide of the team members, along with a slide showing head coach Rick Smith and assistant coach, Lynn Smith. Dr. Hall stated they both do an outstanding job with our rodeo teams.

In the area of soccer, Dr. Hall provided slides showing the names of women who played on the team last year and where they transferred to. They did not have a very good year. One of his goals is to get our soccer team up to a higher, more competitive level. He stated it's a different level of recruiting; soccer teams and soccer levels, especially getting young ladies to come to this campus to play soccer, is probably the most difficult sport to recruit to. Their team GPA was outstanding – 3.08. He provided a slide showing head coach Chas Frisco and assistant coach Matt Johnson, and stated they both do a good job. Dr. Hall added we've had a bit of bad luck with our soccer team – we've lost four young ladies, two with broken collar bones, one with an ACL, and one with an ankle injury. He shared that we lose more athletes to injury in soccer than in any other sport he's seen.

Dr. Hall stated he is very proud to represent Cochise College as an athletic director. Our teams are not only known for their excellence on the court and in the classroom, but they're also known state-wide for their quality when it comes to travel and how they act. We've never had any trouble on the road. He appreciates what our coaches have done.

Mr. Nelson inquired how the decision is made as to which sports are played. Dr. Hall stated that he played for Cochise College a long time ago, and at that time, we didn't have the women's athletics that we have today. So, we've added women's sports, and the only new sport that we've added is women's soccer and women's basketball. We had projected to add a men's soccer team and a women's softball team. However, we held a bond election, and it failed miserably.

Mr. Nelson stated that he's heard college rodeo athletes can win cash prizes – is that true? Dr. Hall stated that, because the kids actually have to pay entry fees, the National Intercollegiate Rodeo Association allows them to win money back.

Mr. Ortega congratulated Dr. Hall for the programs showcased for the county and the college. He then asked if Dr. Hall would like to do radio broadcasting again. Dr. Hall stated yes, he enjoyed it.

Dr. Rottweiler reiterated one statement that Dr. Hall made in that four out of our five programs were eligible to be Academic All-American Teams. That puts them in the top 20 in the country. Not only are they successful in the field of play, but in the classroom as well.

2.03 Provost's Report

Dr. Verlyn Fick, Vice President for Instruction/Provost, stated he will address enrollment at next month's Board meeting; this evening he will be focusing on some of the data that he received this past week. He distributed three handouts, a 'Chiclet' chart and two Strategic Vision Student Progress and Outcomes Report – 2016, one for Arizona Community Colleges and one specific to Cochise College. He began with the report for Arizona Community Colleges, and directed the Board's attention to Indicator 1 – Full-Time Student Equivalent (FTSE) Enrollment, where a chart indicated a peak of 145,470 in 2010-2011. Since then, there has been a steady decline. The last year covered was 2014-2015, where enrollment was down to 122,662. Obviously, access is very important to community colleges, yet we're seeing that the number of students involved in education at community colleges in Arizona is going down. That's not just Arizona phenomenon, there are other states affected as well. In the commentary accompanying the chart, it stated that the universities are seeing more students enrolling directly in the universities. When the economy gets better, the students tend to find employment. One thing that doesn't show up here that is really a factor for Cochise County, is when you're one of the top ranked counties in the country, in terms of percentages for losing population, it doesn't help us.

Dr. Fick then turned the Board's attention to the 'chiclet' chart. He stated the chart looks a bit different because he has started adding a second set of numbers. He explained the last two columns were on the first version of the chart he provided approximately a year ago, and these will serve as a history. The next two columns, moving left, are new, and a lot of the new numbers shown have come from the other two documents provided this evening. The colors in the columns will either be green, red, or yellow – green meaning the numbers have moved in a good direction from last time, red means they probably haven't, and yellow means there has been no change. Dr. Fick stated that one of the things he appreciates, and he thinks the administrative team appreciates, is that we can tell the Board how things stand, no matter how good, bad, or ugly, we're willing to show as many red squares as there needs to be or as many green, etc. He stated there are about eight categories on the chart that relate to Access, four that relate to College Preparation, 17 that relate to Completion, and nine that relate to Retention. He reviewed the areas that were better or worse than other areas. While the area of Access has eight different categories, when looking at the ones that are green or red – two of the four areas are green and two areas are red, so we're steady when it comes to Access. In the four areas of College Preparation, one is green and two are red. Again, it's not showing any major direction. Completion, with 17 categories, three are green and nine are red, so a lot of them have gone in the wrong direction. In a lot of cases it hasn't gone very far in the wrong direction, but they still haven't gone in the direction we'd like. There are nine categories in the area of Retention, and of those, five are green and two are red, so Retention is probably our bright spot. Completion is probably the area that is showing the most challenge. He pointed out on the first page of the chart, in the first column, the tier is the Board tier. These are the ones he'd like the Board to pay special attention to. The next three pages have the tier described as Administration. He added that as the chart gets updated, the Board will be seeing this multiple times during the year. Hopefully, it will have more data to review in order to be able to get a better sense of the story behind the numbers. Dr. Fick reviewed the reason we use a six year span to arrive at these results.

The last document Dr. Fick reviewed was the Strategic Vision Student Progress and Outcomes Report 2016 for Cochise College. He directed the Board's attention to page 2, Indicator 1 – Full-time Student Equivalent (FTSE) Enrollment, which looks a lot like the state

FTSE enrollment data, where it peaked in 2010-2011 and then went into an ongoing decline. It showed that we've mirrored what the state is doing as a whole.

On page 3, Indicators 3-4, Community College-Going Rate and Overall College-Going Rate, showed the percentage of the county high school graduates that end up going to the community college – we have made it up to 33%. At the same time, the Arizona community college-going rate, state-wide, actually dropped from between 45-50 down to 33%. Dr. Fick stated he doesn't know what the latest numbers are, but he's always been amazed because he doesn't think he's ever heard of a high school that's had a higher percentage of college-going graduates than Douglas High School has.

Dr. Fick pointed out that, again on page 3, Indicators 6-7, Success after Remediation, is another positive piece in our data. Looking at success after remediation, after six years, our number went up to 53% (previous number was in the upper 40's), so we saw a fairly good jump in the number of our students that have gone through the developmental education process and are now in our regular college level English courses. Indicator 8, Cost of Attendance as a Percentage of Arizona Median Household Income, showed that, in Cochise County, our cost of attendance is 13% of the median household income; for community colleges across Arizona it is 16%. Some of the kudos we receive is for us providing an inexpensive education to students, and it's true in the state of Arizona.

Dr. Fick stated there are numerous ways to track student progress, and on page 5, Indicator 12, Percent of Full-Time Learners Completing 42 Credits and Percent of Part-time Learners Completing 24 Credits within Two Years, they look at (at the end of the second year), how many part-time students have completed 24 credits and how many full-time students have completed 42 credits. We are doing well in getting those numbers – the number of part-time students that have hit that mark of 24 credits after two years is 52%, and our full-time students are at 54% for having hit the mark of 42 credits. We seem to be making some positive gains in that particular area of retention.

Another key retention number was included in Indicators 13-14 (on page 5), where he's looking at retention rates. Usually, you have either how many students continue on if they haven't graduated or transferred, how many continue on from Fall to Spring, or from Fall to the following Fall. For us, from Fall to Spring, we had 91% that stuck with us into the next term, which is a pretty high number. For the following Fall a year later, 68%. We are doing very well compared to a lot of the other comparatives shown.

On page 8, Indicator 23, Percent of Full-Time Transfers to Arizona Public Universities who Earn a Bachelor's Degree within Four Years, looks at the percentage of students who are transferring to Arizona universities, attending on a full-time basis, and earning a Bachelor's degree, or completing it, within four years. Seventy-one percent of students from Cochise College are earning that within the four years. Again, it's good to see our students making that kind of progress.

Dr. Fick stated we are getting more types of data from the AZTransfer organization that works on trying to help students go from community colleges to the three state universities. It is his hope that, at some point, he will be able to provide the Board with some disaggregated data for this, as well.

On page 9, Indicator 27, Percent of Adults with Some College or an Associate Degree, and Indicator 28, Percent of Adults with a Bachelor's or Higher Degree – if you look at Indicator 27, 40% of adults age 25 or older in Cochise County have some level of college or

Associate degree. This compares to the entire state of Arizona at 34%, and the entire United States at 29%. Therefore, we are pretty well situated when it comes to having some amount of college. The challenge is, as shown in Indicator 28, the percentage of adults with a Bachelor's or higher degree in Cochise County is at 23%, and we're behind the state of Arizona and the US by 4% and 6%, respectively.

Mr. Nelson stated that this is an amazing amount of information.

2.04 Fair Labor Standards Act (FLSA) Update

Dr. Wendy Davis, Vice President for Human Resources, provided a PowerPoint presentation and stated she was just going to hit some high points that were provided to employees during the Employee Open Forums held yesterday, September 12th. The Fair Labor Standards Act (FLSA) changes were announced in May, and we need to be in compliance no later than December 1, 2016. She stated that FLSA is also known as the overtime rule. The salary threshold currently sits at \$23,660/year, and it hasn't been changed for many, many years. Talk has been going on for about a year or more to increase the threshold and has finally been settled on \$47,476/year (\$913/week), as shown in the first slide. Employees making less than that should be considered non-exempt and should be subject to overtime unless they meet other exception rules that are outlined in the FLSA, which includes a teaching exemption, a special exemption for coaches that are teaching a sport, and a few other ones that we've looked at.

Moving to the second slide, Dr. Davis stated the college went through several processes to identify and review positions at the college that would be impacted by these new rules, including reviewing our policies, compensation structures, etc. At the October meeting, the Board will be seeing several items related to changes that we will be requesting consideration of, and approval moving forward, including a number of policy changes, new salary structures, and similar items. Also reviewed were all of the positions that fell into place on the current salary structures below the threshold of \$47,476, which equates to our Administrative Support, grades 12 and below. From that, they created some additional salary structures; because there is an identified exemption for coaches, they created a brand new salary structure specifically for coaches and assistant coaches. Also created were two wage compensation structures from our existing administrative support classification – one called administrative staff, which will continue to be exempt, and one called professional staff, which will be non-exempt. For the benefit of the Board and those in attendance, Dr. Davis explained the difference between exempt and non-exempt, and stated that the \$47,476 salary doesn't necessarily make an employee exempt; we currently have non-exempt employees who make \$40,000, \$50,000, or \$60,000 a year. It is position based; there are a number of duties, salary tests, etc., that are considered when looking at exemption status.

Dr. Rottweiler stated that, prior to this law coming into effect, we had 73 employees who were working as exempt, and now that the salary moved from \$23K to \$47K, all of a sudden everything changes for them related to their classification. They are now paid hourly instead of salary. They now need to keep a time sheet, which gets approved, and if they work more than 40 hours, with supervisor approval, they are eligible for overtime. That is a significant psychological and sociological change. Economically, their base salary will remain basically the same, but some fundamental things change in your thoughts related to that, and then some other opportunities related to your ability to teach and do other things outside of your base contract. As this was presented yesterday to all of our employees in Open Forums, there were a number who were not happy. We've had individuals not come in to work, as

they believe they were demoted by the college. We've also had others spending the last couple of days looking at laws to see if they could find a way that they are classified differently. This is a game changer for the college. We've followed the law, it was not brought up by the college; as a matter of fact, this is detrimental to the college, and it will cost us significantly more resources. The part that's really interesting is, if our employees that are now moving into non-exempt could think of it slightly different, they'd realize they now have access to actually make additional resources by being eligible, but it doesn't feel that way psychologically or sociologically.

Dr. Davis stated we did have 73 employees that were identified when positions were reviewed at AS12 and below (slide 3). All of those positions were reviewed by the administrative team, and by the President's Council a few weeks ago. Fifty-three of those employees were identified to move from exempt to non-exempt; they will lose the status of being an exempt employee, be required to complete a time sheet, and be eligible for overtime pay. It will also impact their supervisors because the supervisors have to manage their time. Twenty positions were identified for reclassification, and librarians were reclassified from faculty contract to administrative staff.

The next slide showed the additional impact of the changes, which Dr. Davis stated is probably the one that is most challenging, particularly for nine individuals in the group of 53 who are being reclassified from exempt to non-exempt. These are individuals who, during the last fiscal year, were teaching as associate faculty or in some other fee-based or exempt role. Based on discussions with senior administration, the college has decided not to allow our non-exempt employees to teach. The reasoning behind this decision is that they have to report every hour worked for the institution, based on their status as a non-exempt employee. They can't serve in both a non-exempt role and an exempt role for the same employer. These individuals could teach for the U of A – South or University of Phoenix, or some other college or university, but they will not be able to teach for Cochise College. She stated that, as she has been meeting with employees, that's probably been the most challenging thing to deal with.

She then explained why the college has taken this position: We pay \$685 per equated unit for an associate faculty member, which is considered to be two hours, roughly, of class – a 2:1 ratio. If you're in the classroom, say one credit, you're in the classroom 15 hours a week, and we consider that to be a 30-hour term (two times fifteen). They may or may not be actually working two hours – we don't track hourly work for associate faculty. Every time they're working on curriculum, or grading papers, or emailing students – all of those hours/minutes have to be recorded and compensated, in addition to their regular work hours, at an overtime rate. Mr. Nelson inquired if they could be hired as contractors. Dr. Davis stated they don't qualify under IRS regulations as independent contractors. Mr. Nelson then asked if they will be required to complete a time sheet. Dr. Davis stated that non-exempt employees will, but associate faculty will not. Dr. Rottweiler stated that the other difficulty is, if we chose to have them document all their hours, and if they're a fairly highly paid employee, at time-and-a-half and calculated all their hours, they actually may be making significantly more than another associate faculty member who is doing the same job as an exempt employee, and it opens the college up for all types of issues related to fair pay practices.

Dr. Davis stated the next couple of slides provide the timeline, beginning May 18th, when the new guidelines were released by the Department of Labor. The summer was spent reviewing policies, procedures, job descriptions, etc., and now we're down to implementation meetings and activities; yesterday Employee Open Forums were held, this

evening's Board presentation, and she will be meeting with staff and supervisors that are impacted by these changes, one on one or in small groups, either this week or next week, depending on schedules and availability. There will also be trainings on how to do web time entry. A number of policies will be presented to the Board, as a first read, in October, which will then be brought back to the November Board meeting for a final read and approval. Our goal is to implement these changes on November 1, 2016. Slides showing a list of the amended Board policies, as well as a short list of new Board policies that will be brought to the Board in November, was provided.

Mr. Nelson inquired if employee grievances are expected, if there is an appeal process, or if this is just the way it is. Dr. Davis stated she is working with employees, working through and answering their questions. There have been some questions during Employee Open Forums, and some individuals are interested in how to get their position reclassified to a higher grade. We go through those processes every year during the budget development process. We're continuing to look at positions in the gray areas that are really close to the FLSA salary threshold. Dr. Rottweiler stated that an employee may have a salary that is about \$47,476, so they believe they should be exempt. However, the grade and position they are in, consistent with the salary schedules set up, actually begins at a rate lower than that. Each have been judged based upon their position and grade, not on the individual. The reason for this is, if you have two people in the same position, you could have one above and make them exempt, and one below non-exempt, now we have issues because they're doing the same job. This has been a challenge. Mr. Nelson inquired if we have any employee work force organizations such as a union. Dr. Davis answered no.

Dr. Rottweiler stated that the amended policies reflect a recognition of the new salary schedule, there's no adjustments in benefits. There will be three new policies relating to when people are called in to work and to employees with remote access. If an employee is now non-exempt and they check their college email over the weekend, by law we are required to compensate them. Therefore, now we will need policies that outline what the requirements are related to that. Also, if a non-exempt employee works from home, they need to be compensated accordingly. We also need to have a policy related to travel. When an exempt employee leaves on a Sunday night for a Monday morning meeting, they just leave and their day begins on Monday morning. Now, as a non-exempt employee, they have to be paid for the time they are traveling. This policy will outline what is considered travel, free time, while they travel, while in meetings, etc., and be compensated accordingly. It is a fundamental change for the way colleges and universities have operated for years. Dr. Rottweiler shared an article published in the most recent issue of the Chronicle of Higher Education titled, "Colleges Brace for Impact of Overtime Rules". He added that some colleges may have to close as a result of this issue, and there are some that are having to reduce contracts to nine to ten months, looking at closing completely in the summer. There are others that have actually lowered base salaries to take into consideration overtime. We chose not to play those games; we just said this is your salary, and if you work more than that we need to compensate you accordingly.

Dr. Rottweiler stated that some of the colleges that are struggling the most are those that are in very rural areas with an incredibly low cost of living because now all of a sudden employees they utilized for lots of things are not there. Mr. Ortega had mentioned a utility company that's struggling with the same thing. For many of our sister entities, for example K-12, it's not that big of an issue for them because they had historically divided their labor by certified staff, which are salaried, and non-certified staff, which have always been hourly. Some in county government, police/fire, have always been hourly, so that's not an issue. It's what he calls mid-level professionals who used to be exempt who are now non-exempt,

that are caught in this bureaucratic wash. Mr. Ortega inquired if the college pays a shift differential for Saturdays or Sundays. Dr. Davis stated no, not currently.

Dr. Rottweiler stated that this is being brought on to the college, and he feels some of our employees believe this is some great conspiracy by administration. There is no benefit to the college in this, it will actually cost the college more resources than it was before. If you watch some editorials and read some papers, it actually may be harming the very employees it was trying to help in entities outside of education.

Dr. Davis stated the last couple of slides pertain to training; one of the most significant changes for this group of employees is they'll be used to having an equal paycheck, from paycheck to paycheck. As a non-exempt employee, it will be based upon the hours in the pay period, which fluctuates from as low as 72-hours (in the second pay period in February), to as high as 100-hours in the summer because of the 10-hour days. Dr. Rottweiler stated that our current classified staff has been operating under this system, so this new group of employees will be moving to what our classified staff has been doing for a number of years - it just feels fundamentally different.

2.04 Withdrawal of Employment Acceptance

Dr. Rottweiler stated he just wanted the Board to be aware that, at the last Board meeting, they approved the hiring of Brittany Ortiz as an Office Assistant II in the VBOC, who was in attendance and was introduced. Following that, she declined the offer that she had already accepted. The Board doesn't need to take any action on this. Another person has been hired for this position and is on the Consent Agenda for approval this evening.

3. NEW BUSINESS

3.01 Consent Agenda *

The following items were approved:

- 3.01.1 * Classified; Appointment (*Vanessa Ayala, Library Circulation Coordinator, Sierra Vista/Douglas Campuses*)
- 3.01.2 * Classified; Appointment (*Aleisdy Palazuelos, Department Assistant, Santa Cruz Center*)
- 3.01.3 * Classified; Appointment (*Brian Scarbrough, Instructional Media Services II, Sierra Vista Campus*)
- 3.01.4 * Professional Staff; Appointment (*Kenneth Anderson, Business Analyst-Veterans Business Outreach Center*)
- 3.01.5 * Professional Staff; Appointment (*Dawn Rinehart, Dual Enrollment Program Specialist, Sierra Vista Campus*)
- 3.01.6 * Administrative Support; Appointment (*Joan Jorgensen, Instructional Designer, Downtown Center*)
- 3.01.7 * Classified; Transfer (*Lydia DeYoung, Office Assistant II, Veterans Business Outreach Center, Downtown Center*)
- 3.01.8 * Administrative Support; Transfer (*Lisa Hauser, Academic Advisor Military Programs, Fort Huachuca Center*)
- 3.01.9 * Classified; Retirement (*Diana Dominguez, Division Assistant Liberal Arts, Douglas Campus*)
- 3.01.10 * Acceptance of Revised Minutes for July 12, 2016 - Special Telephonic Meeting
- 3.01.11 * Acceptance of Minutes for August 8, 2016 – Regular Meeting

Mrs. Strain moved and Mr. DiPeso seconded a motion to approve the Consent Agenda. There was no further discussion by the Board. The Board unanimously approved. MOTION CARRIED.

Mr. Nelson requested clarification on the position of Instructional Designer. Dr. Rottweiler explained that this person works with the Virtual Campus and helps establish how the curriculum is designed and implemented in an online format. It also helps our faculty shape their curriculum from what was historically done face-to-face into an online format. It's part teacher, part teacher education, and part technology.

Jennifer Graeme, Director of Talent Management, introduced Dawn Rinehart.

4. COMMENTS FROM GOVERNING BOARD MEMBERS

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

- Mrs. Strain provided feedback from the GISS (Governance Institute for Student Success) that she attended September 8-10, 2016 in Phoenix. The full Board of Trustees attending were from Yuma and Coconino, and most of Pima and Maricopa trustees were in attendance. The trustees who were not there were not there because they were either not going to run again or they were running a contested election and were out campaigning. She and the trustee from Mohave were the 'singles'. Mrs. Strain said they went through a drill, answering four questions – What have they done in the last two years? What have they not gotten done? What paved the way? What were the barriers? Everyone had to present, and when it was her turn, she presented Dr. Fick's "Chiclet" document with the overlay of the pathways. She got lots of absolutely stunned looks because the document Dr. Fick created, especially the document showing just the Board pieces, most of the trustees couldn't grasp it enough to ask a question. Even Maricopa was quite taken with it. (Their two topics are economic development driven by developmental education, and equity issues tied up with cultural sensitivities.) When it was her turn to speak the second day, she began with our four areas: student access (approved through debt ratio changes), education quality (proven with HLC accreditation successes), student success, and everything speaks. A question and answer period followed. The biggest discussion was around how to keep the momentum going. At the very end of the meeting, what was decided upon, individually among the full schools, was that our real charter is to make sure our institute is ready as opposed to worrying about if the students are ready. So, our biggest job is to make sure Cochise College is ready to receive students - which obviously we are. Our second part of the job as Board members is to insure we create a climate that is courageous enough to allow real educated leaders to take courageous steps. She distributed a document to the Board entitled "6 Key Questions for Arizona Trustees to Advance Progress on Student Success".
- Mr. Nelson stated the opening of the Downtown Center was great, the staff did a wonderful job, and it was a great turnout. The facility is marvelous! The disabled veterans are unbelievably happy with their new quarters – they couldn't wait to show him every office and introduce him to the people involved. It felt good to be able to do good for the community.
- Mr. Nelson shared that Cochise College was recently in the news again where we are in the top tier of community colleges in the nation – rated by not one institution, but two! Congratulations to the staff and the administration. It's really wonderful.

- Mr. Nelson congratulated Mr. Ortega and Mr. Quinn on their appointments to the Board. He's looking forward to working with both of them again.

5. ADJOURNMENT

Mr. Nelson adjourned the meeting at 7:39 p.m.

Respectfully Submitted:

Loretta Mountjoy, Executive Assistant to the President

Mr. David DiPeso, Secretary of the Governing Board