

# 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, January 15, 2019, beginning at 6 p.m., in the Governing Board Room 301, Human Resources Building – 300, 901 Colombo Avenue, Sierra Vista, AZ 85635.**

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 Governing Board Organization/Orientation for 2019

1.04.1 The Oath of Office

**INFORMATION**

*The Oath of Office will be administered to recently re-elected Governing Board members, Jane Strain and Dennis Nelson.*

1.04.2 Election of Board Chair

**ACTION**

1.04.3 Election of Board Secretary

**ACTION**

1.04.4 Appointment of Governing Board Representatives and Alternate Representatives to Board Committees and Associations.

**INFORMATION**

1.04.5 Refresher on Open Meeting Law

**INFORMATION**

1.05 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.*

1.06 Standing Reports

**INFORMATION**

- 1.06.1 Representative to the Arizona Association of Community College Trustees (AACCT)  
*Mrs. Jane Strain, representative to the AACCT, will provide a brief report.*
- 1.06.2 Senate  
*A Senate report will not be provided as the Senate did not meet in December 2018.*
- 1.06.3 Student Government Association (SGA)  
*A Student Government Association report will not be provided.*
- 1.06.4 College President  
*The President will provide:*
- *Legislative Update*
  - *CAFR/Audit*
  - *New Initiative Updates*
  - *General Comments*
- 1.06.5 Monthly Financial Report – December 2018  
*The Governing Board will review the Financial Report for December 2018.*

**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 (*Jeffrey “Shane” Andrews, Financial Aid Technician II, Sierra Vista Campus*)
- 2.01.2 \* Classified Staff; Appointment (*Wendy Koop, Department Assistant Finance/HR, Sierra Vista Campus*)
- 2.01.3 \* Classified Staff; Appointment (*Harim Manzanares, Accounting Technician II, Sierra Vista Campus*)
- 2.01.4 \* Administrative Staff; Appointment (*Nannette Roy, Systems Analyst, telecommuting employment*)
- 2.01.5 \* Coach; Appointment (*Robert Peters, Head Coach Women’s Soccer, Douglas Campus*)
- 2.01.6 \* Faculty; Appointment (*Angelica Moore, Clinical Coordinator/Instructor for Respiratory Therapy, Downtown Center*)
- 2.01.7 \* Faculty; Temp Transfer (*Tori Child, Program Director Respiratory Therapy, Downtown Center*)
- 2.01.8 \* Faculty; Temp Transfer (*Linda Vincent, Instructor for Nursing/Clinical Coordinator, District-wide, based at the Downtown Center*)
- 2.01.9 \* Administrative Staff; Reclassification (*Debbie Craig, Director of Finance/Controller, District-wide, based on the Sierra Vista Campus*)
- 2.01.10 \* Administrative Staff; Resignation (*Beth Ann Krueger, Dean of Math and Science, District-wide based on the Sierra Vista Campus*)

- 2.01.11 \* Faculty; Resignation (*Ian Wilson, Instructor for Aviation Pathways, Douglas Campus*)
- 2.01.12 \* Acceptance of Minutes for December 11, 2018 – Regular Meeting

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

- 2.02 Adjust FY2017-18 Budget to Reflect Actual Expenditures  
Administration is recommending approval of the adjustments to the Fiscal Year 2017-18 adopted budget.

**3. INFORMATION ITEMS**

**INFORMATION**

- 3.01 Communications  
*The college received the following communications:*
  - *Dr. Rottweiler received a letter from Lynn Tincher-Ladner, President and CEO for Phi Theta Kappa Honor Society, recognizing Jennifer Wantz for successfully completing all five levels of the Five Star Advisor Plan. The Five Star Advisor Plan, is a free self-guided online curriculum developed to better support the Phi Theta Kappa group. Jennifer will receive a certificate and pin in honor of this achievement and will also be recognized during their annual convention, PTK Catalyst, April 4-6, 2019, in Orlando Florida.*
  - *Cochise College Student Success Newsletter, Issue 07, January 2019.*
- 3.02 Master Facilities Site Planning - Preliminary Report  
*DLR Group Representatives Linsey Gaff, Planner/Project Manager, Jaime Garrido, Client Leader, and Krisan Osterby, Campus Planning Leader, will update the Governing Board on the Master Facilities Site Planning project that began in November 2018.*
- 3.03 Administrative Services Report  
*Dr. Wendy Davis, Vice President for Administration and Human Resources, and Jennifer Wantz, Facilities and Events Manager, will present on the district's facility usage trends and a new program recognizing college faculty, staff, and student volunteer service.*

**4. COMMENTS FROM GOVERNING BOARD MEMBERS**

*The Board Chair will turn the time over to Board members to provide comments/share information.*

**5. 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.

For Disability Accommodations, 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, Crystal Wheeler, certify that this notice of public meeting, prepared pursuant to A.R.S. §38-431.02, was posted on the 11th day of January, 2019, by 5 p.m. o'clock.

*Crystal Wheeler*

Crystal Wheeler, Executive Assistant  
Office of the President