

**PINAL COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF GOVERNORS**  
Central Arizona College  
Minutes of the Regular Meeting  
Tuesday, February 27, 2018  
San Tan Campus – A101  
3736 Rd.  
Coolidge, AZ

Members Present: Dr. Debra Banks, Gladys Christensen, Rick Gibson, Dan Miller, Jack Yarrington

**1. Call to Order**

Board President Gibson called the meeting to order at 2:00 p.m.

**2. Pledge of Allegiance**

Dr. Banks led the Board in the Pledge of Allegiance.

**3. Call to the Public**

No requests to speak were received.

**4. Approval of Minutes**

Upon motion of Mr. Miller, and seconded by Dr. Banks, the minutes of the January 16, 2018 meeting were unanimously approved as written.

**5. Revised Mission, Vision, Values**

During the fall of 2017 the Strategic Planning Committee sent out a Mission, Vision and Values assessment survey. The instrument asked if the current mission was an accurate description of CAC and if the mission set CAC apart from other institutions. The same questions were asked regarding the vision statement. The instrument asked if the values accurately described CAC and are commonly understood. 286 respondents replied to the survey. A majority of respondents believe that the current mission, vision and values were accurate descriptions of CAC. A majority of respondents did not believe the current values were commonly understood. Of the qualitative feedback, a significant number of respondents indicated that the statements should be simplified (shorter) and distinguishable. The Strategic Planning Committee reviewed the quantitative and qualitative results and agreed that the statements should be shorter, holistic, forward thinking, and distinguishable. A sub-committee of the Strategic Planning Committee took on the task of preparing revised mission, vision and values. Their revisions were presented to the Strategic Planning Committee in January 2018. The Strategic Planning Committee accepted the revised statements to be brought to the Board of Governors.

Proposal: The CAC Strategic Planning Committee proposes that the Board of Governors approve and adopt the following revised mission, vision, and values.

**VISION:** Central Arizona's premiere choice in education and career excellence.

**MISSION:** Central Arizona College serves as a **TRUE Learning** community by empowering our students and staff to succeed. **Teaching. Reaching. Understanding. Empowering. Learning.**

**VALUES:**

1. Accountability (internal & external stakeholders)
2. Communities (students, employees, public)
3. Trust

Upon motion of Mrs. Christensen and seconded by Mr. Yarrington, the proposed Revised Mission, Vision and Values were adopted as presented. Motion passed unanimously.

**6. Graduation Fee**

Over the past year, the College has made great strides in creating stackable credentials to enable students to complete a Technical Certificate (16-18 hours) and an Advanced Technical Certificate (30 hours) leading up to an Associate's Degree. Because each of these credentials are processed as graduating, many students are having to pay \$25 to graduate with each credential leaving some students with a \$100 graduation fee. Additionally, studies from the Community College Research Center reveals that one barrier to college completion is often linked to graduation fees. Over the past several years, more and more colleges and universities are eliminating graduation fees to increase completion and student success. Annually, CAC brings in approximately less than \$15,000 in graduation fees. Student completion is a Board ENDS Goal as is ensuring affordability for students.

Proposal: That the Board of Governors remove the Graduation fee of \$25 effective February 28, 2018.

Upon motion of Dr. Banks and seconded by Mrs. Christensen, the proposal to remove the graduation fee of \$25 effective February 28, 2018 was approved. Motion passed unanimously.

**7. Policy: Sabbatical – First Reading**

Brandi Clark presented for first reading revisions to the Sabbatical Policy. The revisions come at the request of Faculty. These changes would allow for a full-time employee to take a regular or working sabbatical leave to study, research, or participate in work experience to enhance competencies which will contribute to institutional growth.

Proposal: That the Board of Governor's review the Sabbatical Policy in order to consider adoption at the March 20, 2018 meeting.

**8. Tuition & Fees Schedule 2018-2019**

Chris Wodka presented for review a draft tuition and fee schedule. There is no increase to tuition for fiscal year 2018-2019.

Proposal: that the Board of Governor's review the tuition and fees schedule in order to consider adoption at the March 20, 2018 meeting.

## **9. Consideration of Consent Agenda**

### **10. Personnel Report**

#### For Hire:

Blocker, Tracey, Case Management Specialist, District  
Effective: March 5, 2018

Blouir, Phillip, Lieutenant, District  
Effective: February 5, 2018

Gonzales-Peters, Amanda, Program Assistant-Education Division, Signal Peak Campus  
Effective: February 5, 2018

Halloran, Jean, Program Assistant – DEP, Signal Peak Campus  
Effective: February 5, 2018

Ramchandra, Sanjeev, Intrustional Specialist II – Mathematics, Signal Peak Campus  
Effective: January 16, 2018

Torres, Ricardo, Office Assistant II – Veterans Services & Disability Resource Services, Signal Peak Campus  
Effective: February 5, 2018

#### For Temporary Assignment:

Diwan, DeAnna, Professor of Agriculture, District  
Effective: January 16, 2018

#### For Resignation:

Blouir, Phillip, Lieutenant, District  
Effective: February 7, 2018

#### For Retirement:

Eddy, Sharon, Student Services Generalist, Supersition Mountain Campus  
Effective: February 15, 2018

Kullman, Dixie, Professor of Human Anatomy/Physiology/Microbiology , District  
Effective: May 14, 2018

Moore, Rickey, Professor of Instrumental Music/Band Director, District  
Effective: May 14, 2018

### **11. Curriculum Committee Proposals**

Proposed that the Board of Governor's approve the Curriculum proposals as presented.

### **12. Designated Reserve for Future Facilities**

Proposed that the Board of Governor's designate \$15,000,000 of unrestricted net assets (cash reserve) for future facilities.

### **13. Budget Revisions 2016-2017**

Recommendation: That the following action is necessary to prevent the College from penalizing itself on the required Annual Expenditure Limitations Report for 2016-2017.

- 1. Operating Fund**
- 2. External Funded Grants (Restricted)**
- 3. Auxiliary Funds**
- 4. Capital Outlay (Unexpended Plant Funds)**
- 5. Debt Service Funds**

Mrs. Christensen motioned, Mr. Miller seconded to approve the Consent Agenda Items #10-13. Motion carried unanimously.

### **14. AADGB Report**

Dr. Banks presented information about the measures and data sources for Pinal County and the state of Arizona related to attainment, post high school enrollment, opportunity youth, high school graduation, 8<sup>th</sup> grade math, 3<sup>rd</sup> grade reading and quality early learning as it relates to the Center for the Future of Arizona.

### **15. Report from Central Arizona College President**

#### **A. Legislative Update**

- House Bill 2172: a public post-secondary institution that receives state monies cannot prohibit the possession of a “nonlethal weapon” by any person on campus. This bill has passed in the House.
- House Bill 2482: requires post-secondary public institutions to provide a "tuition" waiver scholarship to an Arizona resident who was in foster care for a cumulative period of 6 months or more and who meets a list of other specified qualifications. This bill has passed the House.
- House Bill 2536: Allows for homeschooled student to fully participate in dual enrollment (concurrent) through community college districts. This bill has passed the House.
- House Bill 2563: Requires post-secondary institutions to adopt a policy on free expression and requires the Arizona Board of Regents and community college district boards to jointly establish a 15-member committee on free expression. This bill has passed the house.
- Senate Bill 1088: requires post-secondary institutions to provide a tuition waiver for any dependent of a member of the US Armed Forces with a disability rating of 30% or more.
- Senate Bill 1370: requires all public state agencies to purchase at least 10 percent of their energy from “green sources” by July 1, 2023.
- House Bill 2065: expands open meeting definition to include a one-way communication by one member of a public body that is sent to a quorum of members that proposes legal action and an exchange of electronic communications among a quorum that involves discussion, deliberation or the taking of legal action. The bill authorizes the Attorney General to commence a suit against the individual member who violates the open meeting law. This bill has passed the House.

#### **B. District Update**

- The Foundation held its first big event on February 9<sup>th</sup> and they exceeded their goals for sponsorships and revenue from the silent auction.
- CAC was featured nationally in the American Association of Community College's CC Daily publication and University Business about the Sundt and CAC partnership.
- The Foundation has started a new campaign to raise funds for the Promise for the Future Scholarship entitled "25 changes lives."
- The College recently received a donation of a fork lift from Daisy Brand for the Industrial Maintenance Program.
- The Strategic Planning Committee is finalizing the strategic goals and objectives from the 2018-2021 strategic plan to be presented to the Board in March.
- Earlier this month the College hosted almost 200 Future Farmers of America students on campus for their annual field day.

## 16. Business Affairs Report

### A. Monthly Budget

Mr. Wodka presented the preliminary monthly budget reports for the months of November and December 2017, and January 2018. These are in preliminary status, the tuition revenue and scholarships awarded information from Nexus is not included.

November 2017 shows the District's general fund expenditures and committed funds are at 77.49% of total budget. This is an increase of 2.75% from November 2016 which was at 74.74.

December 2017 the District's general fund expenditures and committed funds are at 78.17% of total budget. This is an increase of 3.4% from December 2016 which was at 74.77%.

January 2018 the District's general fund expenditures and committed funds are at 79.06% of total budget. This is an increase of .37% from January 2017 which was at 78.69%. At the end of the seventh month of the fiscal year, the College is where we should be in terms of revenue and expenses.

### B. Review of College Bids

The listing below is provided to the Governing Board as information on the bids awarded by the College above a cost of \$20,000:

US Comm Contract # 4400003732	Ricoh Maintenance Agreements Ricoh USA, Pasadena, CA	District	Budget Amount	\$76,904.83 \$43,016.00
Single Source	DocuSign System Automated Premium DocuSign Inc., San Francisco, CA	District	Budget Amount	\$27,200.00 \$27,175.00
RFP #: 1718-001	Dell OptiPlex 3050 Micro Computers & Mounts CCB Technology, Racine, WI	District	Budget	\$215,488.33 \$203,903.70
RFP #: 1718-001	Parts for replacing switches and their UPSes Dimension Data, Charlotte, NC	District	Budget Amount	\$98,000.00 \$52,279.50
National IPA#: 130733	Adobe Acrobat Pro Licensing CDWG, Vernon Hills, IL	District	Budget Amount	\$369,273.39 \$23,897.60

AZ State Contract #: ADSO15-088468	Telephone Services CenturyLink, Phoenix, AZ	District	Budget Amount	\$64,758.12 \$23,000.00
BID #: 1718-005	Microsoft Licensing CCB Technology, Racine WI	District	Budget Amount	\$345,375.79 \$108,148.91
1GPA Contract #:	Renovate AS – T Building Advance Controls Corp, Tucson, AZ	SPC	Budget Amount	\$39,200.00 \$39,171.32

#### C. ERP Update

Mr. Wodka reported the following update on the progress of the ERP.

- CAC began Spring 2018 with remote support available from CampusManagement, demonstrating increased confidence and familiarity with the Student Nexus module
- Continued CRM module sessions with CAC staff, led by Luis Sanchez
  - Allows for bulk messaging, tracking, and communications to students/staff/faculty
- Continued Finance configurations and walk-through
- Held Finance training sessions with CAC staff
- Held HR and Payroll configuration sessions the week of 02/05/18
- Completed User Acceptance Testing for the public search-for-sections web and portal function customizations
  - Many thanks to staff and faculty for their contributions, suggestions, and testing efforts
- Deployed Student Payment Plans
- \$1.4-Million-dollar Financial Aid disbursement scheduled to be released to students on 02/19/18.
  - This is the first FA disbursement for Student Nexus
  - Over \$7 Million to be disbursed for Spring 2018
- CAC and CM are working on the integration between 25 Live (room scheduling and notification system) and Student Nexus, with delivery expected before Summer and Fall registrations

#### D. Audit Reports Fiscal Year 2017

Mr. Wodka reviewed the Annual Financial Report including:  
Report Highlights – Condensed Financial Information  
Audit of Financial Statements/Single Audit  
Comprehensive Annual Financial Report

The report includes four (4) audit findings relating to the Information Technology are. The College is addressing the audit findings in preparation of the next audit.

The opinion from the auditor general states:

*In our opinion, based on our audit and the report of the other auditors, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities and discreetly presented component unit of Pinal County Community College District as of June30, 2017, and the respective changes in financial position and, where applicable, cash flows, thereof for the year then ended in accordance with U.S. generally accepted accounting principles.*

#### 14. Monitoring Reports

Board Ends5 : Ensure a safe, sustainable environment that promotes learning, communication, diversity and satisfaction among students, faculty and staff.

Last year's trend and recent performance was outlined. Recent and planned improvements were shared.

#### 15. Next Board meeting – March 20, 2018 – Signal Peak Campus

Meeting adjourned at 2:57 p.m.