

**PINAL COUNTY COMMUNITY COLLEGE DISTRICT**  
**BOARD OF GOVERNORS**  
Central Arizona College  
Minutes of the Regular Meeting  
Tuesday, April 18, 2018  
Aravaipa Campus – E102  
80440 E. Aravaipa Rd.  
Winkelman, 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**

Mr. Miller led the Board in the Pledge of Allegiance.

**3. Call to the Public**

Jose Gomez, Student Government President at the Aravaipa Campus introduced himself and fellow officers.

**4. Approval of Minutes**

Dr. Banks questioned Item 5. from the Strategic Plan on the March meeting minutes. Dr. Elliott provided clarification on the Community goal regarding maintaining community education enrollments at 1400 and increasing the number of community education courses. The goals on the Strategic Plan were selected to align with Achieve 60 Pinal County of increasing degree and certificate completion and with CAC Governing Board ENDS Goals. Objectives were identified from reviewing current Board Ends performance (results) for each Ends Monitoring Report measure. Objectives that were below or lagging desired Board Ends targets were selected as Strategic Plan objectives. Each objective selected is measured by results from the nationally normed surveys including the Great Colleges to Work For and the Community College Survey of Student Engagement and/or standardized reports such as IPEDS and the AZ Strategic Vision Report.

Upon motion of Mrs. Christensen, and seconded by Mr. Miller, the minutes of the March 20, 2018 were unanimously approved as written.

**5. Consideration of Consent Agenda**

**6. \* Personnel Report**

**Hire:**

Falenski, Heinz, Learning Support Specialist, Signal Peak Campus  
Effective: May 7, 2018

Kriehner, Herman, Warehouse Operations Technician, Signal Peak Campus

Effective: April 2, 2018

Ochoa Moreno, Rosario, Student Services Assistant, Signal Peak Campus

Effective: April 2, 2018

Ruiz, Leonard, Accounting Clerk II, Signal Peak Campus

Effective: April 2, 2018

Ryan, Amanda, Student Services Generalist-TRIO, Signal Peak Campus

Effective: May 7, 2018

Shanafelt, Steven, Interim Lieutenant, District

Effective: April 2, 2018

**Promotion:**

Ledingham, James, Technology Support Generalist, Signal Peak Campus

Effective: March 26, 2018

Winner, Stephanie, Student Services Generalist, Superstition Mountain Campus

Effective: April 2, 2018

**Resignation:**

Gomez, Henry, Facilities Assistant II, Signal Peak Campus

Effective: March 29, 2018

Torres, Rita, Facilities Assistant I, Signal Peak Campus

Effective: March 30, 2018

**Retirement:**

Pratt, Janice, Academic Dean, District

Effective: June 30, 2018

**7. \* Governing Board May 15, 2018**

Proposal to change the time of the May 15, 2018 meeting from 6:30 p.m. to 2:00 p.m.

**8. \* Curriculum Committee Approved Proposals**

New Courses		Effective Term/Year
TOTAL New Courses = 0		
New Degrees and Certificates		
TOTAL New Degrees and Certificates = 0		
Modified Courses		
PHT105LL	Pharmacy Techniques Lab	Fall 2019
RAD130A	RAD 130A Patient Care in Radiologic Science	Summer Session I 2018 No changes, only splitting to two courses to accommodate ERP transition
RAD130B	RAD 130B Patient Care in Radiologic Science	Summer Session I 2018 No changes, only splitting to two courses to accommodate ERP transition
RAD140A	RAD 140A Practicum I	Summer Session I 2018 No changes, only splitting to two courses to accommodate ERP transition
RAD140B	RAD 140B Practicum I	Summer Session I 2018 No changes, only splitting to

Board of Governors

April 17, 2018

Page 2 of 6

		two courses to accommodate ERP transition
RAD160A	RAD 160A Radiographic Positioning II Lecture	Summer Session I 2018 No changes, only splitting to two courses to accommodate ERP transition
RAD160B	RAD 160B Radiographic Positioning II Lecture	Summer Session I 2018 No changes, only splitting to two courses to accommodate ERP transition
RAD160LBA	RAD 160LBA Radiographic Positioning II Lab	Summer Session I 2018 No changes, only splitting to two courses to accommodate ERP transition
RAD160LBB	RAD 160LBB Radiographic Positioning II Lab	Summer Session I 2018 No changes, only splitting to two courses to accommodate ERP transition
RAD210A	RAD 210A Radiation Physics II	Summer Session I 2018 No changes, only splitting to two courses to accommodate ERP transition
RAD210B	RAD 210B Radiation Physics II	Summer Session I 2018 No changes, only splitting to two courses to accommodate ERP transition
RAD230A	RAD 230A Radiobiology and Radiation Protection	Summer Session I 2018 No changes, only splitting to two courses to accommodate ERP transition
RAD230B	RAD 230B Radiobiology and Radiation Protection	Summer Session I 2018 No changes, only splitting to two courses to accommodate ERP transition
RAD240A	RAD 240A Practicum IV	Summer Session I 2018 No changes, only splitting to two courses to accommodate ERP transition
RAD240B	RAD 240B Practicum IV	Summer Session I 2018 No changes, only splitting to two courses to accommodate ERP transition
TOTAL Modified Courses = 15		
Modified Degrees and Certificates		
Certificate	Industrial Maintenance Certificate	Fall 2019
AAS Degree	Medical Laboratory Technician AAS	Fall 2019
TOTAL Modified Degrees and Certificates = 2		
Deleted Courses		
TOTAL Deleted Courses = 0		
Deleted Degrees and Certificates		
TOTAL Deleted Degrees and Certificates = 0		
TOTAL CURRICULUM CHANGES APPROVED BY CURRICULUM COMMITTEE = 17		

Dr. Banks motioned to vote on each Consent Agenda item individually. Motion did not carry due to a lack of a second.

Dr. Banks motioned to remove the Curriculum Proposals from the Consent Agenda. Motion did not carry due to a lack of a second.

Mrs. Christensen motioned to approve Consent Agenda Items #6-8. Mr. Yarrington seconded. Motion carried with 4 "Aye" votes, Dr. Banks abstained.

## 9. Approval to Publish the 2018-2019 Budget

Chris Wodka presented a multiple-page state budget for review. Key elements of the budget included a proposed decrease in expenditures by 37% in the General and Plant Fund. While there is a moderate increase in personnel compensation (.4%), this includes a cost of living increase for all employees. The increase represents approximately \$750,000 which was absorbed by evaluating and reducing the number of positions replaced. The increase/decrease of \$169,000 is attributed to increased healthcare and benefit costs. The budget also includes a property tax rate decrease by 7.1%.

Proposal: That the Board of Governor's approve the preliminary draft of the 2018-2019 budget for publication. After approval of the budget for publication, it can be decrease but not increased.

Upon motion of Mr. Yarrington, and seconded by Mrs. Christensen, the 2018-2019 budget was approved for publication as presented. Motion carried unanimously.

## 10. Report from College President

### A. Legislative Update

- The Governor has signed the Dual Enrollment/Homeschooled bill which permits homeschooled students to fully participate in dual enrollment through community college districts.
- The Public Meeting bill that expands the definition of a public meeting to include one-way communication by one member of a public body sent to a quorum of members resulting in an electronic exchange of communication as a violation of open meeting laws has passed both the House and the Senate.
- The Governor has signed changes to statutes relating to data security breaches such as requiring notification of individuals affected within 45 days and notification of the three largest nationwide consumer reporting agencies if more than 1,000 individuals are impacted. Failure to make these notifications can result in a fine of up to \$10,000 per individual impacted.
- The Governor has signed an eight-year extension (July 1, 2026) of the Western Interstate Commission for Higher Education.

### B. District Update

- Sue Tatterson, CAC Chair of Creative Arts and Professor of Digital Media, is the author of two photography books that will be published by Fonthill Media. The books are titled Abandoned Maryland, Ruin and Restoration and Abandoned Arizona, Ghost Town and Curiosities.
- The College has been awarded a \$224,000 grant from the National Science Foundation – Advanced Technological Education to develop curriculum for an advanced welding technician program and to test it in the classroom. The start date for the three-year grant is July 1.
- Last week, over 90 8<sup>th</sup> grade girls from the area attended the Vidas Brilliantes event. Vidas Brilliantes is a collaborative project that provides a high impact, interactive experience with college for Hispanic 8<sup>th</sup> grade girls from the Casa Grande area.
- The new Medical Lab Technology Program (MLT) already has 24 students applied, admitted and ready to start the first cohort in the fall of 2019. This is more than was initially anticipated.
- The College recently received the 2018 Health Innovations Award from Empowerment Systems, Inc. for the newly accredited Community Health Worker Certificate Program.

**C. Correspondence**

- A correspondence from Tramaine Rausaw announcing the Faculty of the Year from each Campus including:  
 Aravaipa - Samuli Rauhalammi – Professor of Biological Sciences  
 Maricopa – James Cadena – Professor of Business  
 San Tan - Derrick Span – Professor of Sociology  
 SMC- Sunjung Park – Professor of Biology/Chemistry  
 SPC – Liz Baroi – Professor of Psychology  
 Virtual Campus – Margaret Tate – Instructor of Nutrition/Dietetics

**11. Business Affairs Reports**

**A. Monthly Budget Report**

Mr. Wodka reviewed the preliminary monthly budget report for the month of March 2018. It is in preliminary status. The tuition revenue and scholarships awarded information from Nexus is not included.

March 2018, which shows the District’s general fund expenditures and committed funds are at 84.96% of total budget. This is an increase of 3.34% from March 2017 which was at 81.62%. At the end of the ninth month of the fiscal year, the College is where we should be in terms of revenue and expenses.

**B. Awarded Bids**

Purchasing Source	Product Description / Vendor	Campus		Amount
RFQ #: 1718-025	Analyzer Trainers Moore Medical Corp., Farmington, CT	SMC	Budget Amount	\$35,598.00 \$25,797.00
Sole Source	Saas Migration Fees Black Board Inc., Washington DC	District	Budget Amount	\$212,309.93 \$36,312.06
Single Source	Community Events Performance Series Mike Petite Presentation, Inc., Anaheim, CA	District	Budget Amount	\$29,034.32 \$25,000.00
1GPA Contract #: 16-11PV-05	Data Closet Network Upgrades Dimension Data, Charlotte NC	SPC	Budget Amount	\$173,000.00 \$172,169.61
E & I Contract #: CNR-01451	Seating for Study and TV Rooms in Bldg A Sauder Education, Archbold, OH	SPC	Budget Amount	\$127,986.26 \$110,926.36
Inter-Governmental Agreement	Fire Science for San Tan Campus Rural Metro Fire Dept, Pasadena, CA	STC	Budget Amount	\$25,104.90 \$23,308.43
NJPA Contract #: 031715-SCC	10 Impression Command Centers Staples Business Advantage, Phoenix, AZ	SPC	Budget Amount	\$797,711.87 \$32,610.84
RFP #: 1718-001	Computer and Computer Equipment CCB Technology, Racine, WI	CGC	Budget Amount	\$111,333.00 \$26,293.01
Mohave Contract #: 151-TROX-1002	Projector Classroom Upgrades Troxell Communications, Inc., Phoenix, AZ	CGC	Budget Amount	\$111,333.00 \$24,488.66

**C. ERP Update**

Mr. Wodka reported the following updates on the ERP:

- The Financial Aid department completed User Acceptance Testing prior to Spring Break, and Financial Aid Automation (FAA) went live at 7:00am on March 28<sup>th</sup>.

- This process automates file creation and transference between CAC and the Department of Education.
- SFAAA (Financial Aid Automatic Awarding) business requirements were held the week of 04/09.
  - Configuration and Training are scheduled for the week of 04/23.
  - SFAAA is scheduled to go live the first part of May.
- Luis Sanchez and his team are on track to go live in May with CRM, piloting with our recruits and college prospects.
  - The CRM database is a mass communication routing, tracking, and event management system.
- Cameron Sanders and the ERP team have working with CampusManagement on the HR, Payroll, and Finance integration files from Banner to CNF.
- HR, Payroll, and Finance is tracking to go live in July 2018.
- Over twenty CAC employees from cross-functional areas will be attending Campus Insight the week of 04/16
  - This is an annual CampusManagement conference with trainings and workshops.
- CampusManagement and CAC have a few remaining issues from Student Nexus post go-live.
  - Student Accounts validation and verification
  - Clearinghouse file errors
  - Undocumented SSN on the student application form
  - Integration bridge from new CNS to legacy Banner Finance

## **12. Monitoring Reports**

The Board Ends 6 : Stewardship: Ensure optimization of fiscal resources through a balanced budget to support the needs and expectations of students and the community.

Chris Wodka, Mary Kay Gilliland and Jenni Cardenas reported on Ends 6. Last year's trend and recent performance was outlined. Recent and planned improvements were shared.

18. Next Board meeting – May 15, 2018 – Signal Peak Campus

Meeting adjourned at 3:25 p.m.