

PINAL COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF GOVERNORS
Central Arizona College
Minutes of the Regular Meeting
Tuesday, March 20, 2018
Signal Peak Campus – M101
8470 N. Overfield 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 2:03 p.m.

2. Pledge of Allegiance

Mr. Yarrington 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 Dr. Banks, and seconded by Mr. Miller, the minutes of the February 27, 2018 were unanimously approved as written.

5. Strategic Plan 2018 - 2021

Dr. Elliott reported that during the fall of 2017 the Strategic Planning Committee began the process for updating the CAC 2018-2021 Strategic Plan. As part of the process, the Committee evaluated CAC's strengths, weaknesses, opportunities, and threats (SWOT). Additionally, the Committee gathered feedback from stakeholders about their expectations using forum feedback and information from the Great College's to Work for and Community College Survey of Student Engagement surveys. The Strategic Planning Committee considered the results of the SWOT analysis, stakeholder feedback, and Charting CAC's future to guide goals and objectives. Goals were selected to align with Achieve 60 Pinal County of increasing degree and certificate completion and with CAC Governing Board ENDS Goals.

Dr. Elliott asked those in attendance that served on the Strategic Planning Committee to stand and be recognized.

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 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.

The following Goals and subsequent objectives were selected by the Strategic Planning Committee:

Student Success

Ensure student success through retention, persistence, completion, and transfer

1. Increase student retention rates
2. Increase student completion of certificates and degrees
3. Decrease the number of credits earned at certificate and degree completion
4. Increase the number of students who transfer to a four- year university

Access

Ensure all Pinal County residents and others have access to high quality innovative post-secondary opportunities

1. Increase the number of in-district students enrolling
2. Increase enrollments of students who are still in high school
3. Maintain affordable tuition and fees
4. Increase the number of underserved students

Workforce

Ensure students acquire the skills necessary for job placement and that meet employer needs in Pinal County and Region

1. Increase the number of students enrolled in apprenticeships
2. Establish a method to track and measure employer satisfaction with graduates
3. Increase the number of graduates who obtain an industry recognized credential degree or certificate
4. Increase FTSE in occupational programs
5. Establish a method to track non-credit workforce training

Community

Ensure Pinal County residents have access to lifelong learning and cultural enrichment

1. Maintain Community Education enrollments at 1400
2. Increase the number of Community Education courses
3. Increase the number of performance and cultural enrichment activities
4. Increase community partner perception and satisfaction with CAC

Environment

Ensure a safe, sustainable environment that promotes learning, communication, diversity and satisfaction among students and employees

1. Increase employee satisfaction with communication
2. Increase employee overall satisfaction
3. Increase student satisfaction
4. Increase the diversity of employees to be representative of Pinal County

Stewardship

Ensure optimization of fiscal resources through a balanced budget to support the needs and expectations of students and the community

1. Decrease expenditures per FTSE
2. Increase contributions from private and public sources
3. Ensure budget to actual expenditures at 98% or below

Infrastructure

Ensure a physical and technological infrastructure that support changes in learning and working environment

1. Maintain state of the art technology and facilities
 2. Establish a deferred maintenance budget to support campus infrastructure and growth
 3. Increase efforts to ensure campus safety
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Proposal: The CAC Strategic Planning Committee proposes that the Board of Governors approve and adopt the 2018-2021 Strategic Plan Goals and Objectives.

Upon motion of Mrs. Christensen, and seconded by Dr. Banks, the Strategic Plan 2018-2021 was approved as presented. Motion carried unanimously.

6. Sabbatical Policy – 2nd Reading and Adoption

Brandi Clark, Vice President, Talent Development/Legal Affairs presented Policy – Sabbatical for second reading and adoption. The revisions come at the request of Faculty. The 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. This Policy was presented for first reading at the February 27, 2018 Governing Board meeting.

Upon motion of Mrs. Christensen, and seconded by Mr. Miller, the Sabbatical Policy was approved as presented. Motion carried unanimously.

7. Tuition and Fees Schedule - Adoption

Chris Wodka, Vice President Business Affairs presented the 2018-2019 Tuition and Fees Schedule for adoption. In order to meet the Governing Board's goal to be at or below the rural Arizona community college average, it was determined that a tuition increase would not be requested for the 2018-2019 year.

Proposal: It is proposed that the Board of Governor's approve the attached student tuition and fee schedule for Academic Year 2018-2019 as presented in draft form at the February 27, 2018 Governing Board meeting.

Upon motion of Mrs. Christensen, and seconded by Mr. Yarrington, the 2018-2019 Tuition and Fees Schedule was approved as presented. Motion carried unanimously.

8. Consideration of Consent Agenda

9. * Personnel Report

For Hire:

Abad Gonzalez, Luis, Facilites Assistant II-Grounds, Signal Peak Campus
Effective: April 2, 2018

Lowe, Daniel, Performing Arts Technical Specialist, Signal Peak Campus
Effective: April 2, 2018

Madrigal, Isaia, Facilities Assistant II, Signal Peak Campus
Effective: April 2, 2018

For Resignation:

Corralejo, Jessica, Facilities Assistant I, Signal Peak Campus
Effective: March 16, 2018

Gonzalez, Lehisly, Facilities Assistant I, Supersition Mountain Campus
Effective: March 15, 2018

For Termination: Probationary Status

Willey, Kenneth, Facilities Technician I, Signal Peak Campus
Effective: March 7, 2018

For Retirement:

Mikkelsen, Joanne, Web Content Assistant, Signal Peak Campus
Effective: March 27, 2018

10. * Budget Revisions 2017–2018

It is proposed that the Board of Governor’s approve a budget transfer in the amount of \$900,000 from the General Operating Fund budgeted expenditures to the Unexpended Plant Fund budgeted expenditures.

11. * External Funded Budgets

2017-2018	A.D.O.E. – Adult Basic Education Professional Learning	\$75,712
	Arizona State Prison Program	\$928,418
Calendar year 2018 Budget		
	Small Business Development Center Grant	\$131,689

12. * Governing Board Meeting Schedule

Governing Board meeting schedule for 2018-2019 presented for approval.

13. * Curriculum Committee Approved Proposals

Five Curriculum changes approved by Curriculum Committee presented for approval for Fall 2019.

Mr. Miller motioned, Mrs. Christensen seconded to approve the Consent Agenda Items #9-13. Motion carried with 4 “Aye” votes, one abstained by Dr. Banks.

14. AADGB Representative Report

Dr. Banks reported that the AADGB has not met therefore no report at this time.

15. Report from College President

A. Legislative Update

- Most of the bills that have passed the House that impact community colleges are currently in Senate committees for review.
- B. District Update
- Five CAC students were recently selected to the Phi Theta Kappa All Arizona Academic Team. The student selected were Holly Langan, Sofya Pangburn, Berenice Pelayo, and Matthew Fode.
 - On March 9th, nearly 100 supervisors participated in an all day workshop based upon the book “The Trust Edge.”
 - CAC’s English Department recently published two books and the royalties from those books will be used for student scholarships, speakers, and special programs at CAC and potentially an English boot camp. This effort was a collaborative effort of all CAC English Faculty and spearheaded by Kolette Draegan, Tatiana Keeling, and Shelley Decker.
- C. Correspondence
- A note from Shelley Gillespie thanking CAC for contributions and support for the Copa Shorts film festival.
 - A note from Patagonia FFA for CAC’s role in hosting the South Central District FFA competition.

16. Business Affairs Reports

A. Monthly Budget Report

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

February 2018, which shows the District’s general fund expenditures and committed funds are at 82.24% of total budget. This is an increase of 2.2% from February 2017 which was at 80.04%. At the end of the eighth 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
NASPO Contract #: RFP 3047	Video System for STC Stanley Convergent Sec Solutions, Palatine IL	STC	Budget Amount	\$180,000.00 \$83,320.80
SAVE Contract #: 151148	Janitorial Supplies Feb – June 2018 Waxie Sanitary Supply, Mesa AZ	District	Budget Amount	\$74,312.00 \$25,000.00
RFQ #: 1718-022	VMware Licensing CDWG, Inc., Vernon Hills IL	District	Budget Amount	\$32,000.00 \$24,991.79
1GPA Contract #: 16-11PV-05	Lightweight Access Points Dimension Data, Charlotte NC	District	Budget Amount	\$88,000.00 \$87,267.65
Mohave Contract #: 15I-TROX-1002	AV Classroom Upgrades Troxell Comm, Inc., Phoenix AZ	District	Budget Amount	\$60,000.00 \$59,091.67
RFQ #: 1718-023	Ent Storage Replacement CCB Technology, Inc., Racine WI	SPC	Budget Amount	\$140,000.00 \$49,595.23
Single Source	Network Cabling Configuration Herbert Fitzpatrick, Casa Grande AZ	District	Budget Amount	\$76,927.46 \$20,000.00

C. ERP Update

Mr. Wodka reported the following updates on the ERP:

- CAC initiated weekly Financial Aid disbursements of over \$7 million from Student Nexus for Spring 2018
- CM and CAC held training, mapping, and configuration sessions throughout the month
 - Web Client Reports Training for the CAC ERP and functional teams
 - HR and Payroll configuration sessions
 - Financial Aid Automation (FAA) User Acceptance Testing sessions
 - Finance Training sessions
 - FFA COD Conversion Tool Training for the Financial Aid functional team
 - CRM Configuration sessions
 - Finance, Human Resources, and Payroll Data Mapping sessions
- Don, HR, Payroll, Finance, and Academic leadership have met almost monthly since last May 2017 regarding best practices for assignment contracts and load management. The main goals, regardless of the availability of function within CM's Dynamics, is to:
 - utilize technology for load management best practices for the Academic VP and Deans,
 - to increase accuracy of compensation management,
 - and to increase transparency for faculty and CAC personnel
- CM and CAC held weekly Student Nexus post go-live sessions. Over 50 issues have been opened since November go-live, and there are now only 7 issues remaining:
 - Priority issues include
 - Student accounts,
 - the Payment Plan form,
 - Clearinghouse file errors,
 - Undocumented SSN on the student application form
 - Integration Bridge from Campus Nexus Student to Banner Finance

4. Construction Update

Austin King with DPR Construction and Daniel Childers with Architekton showed a power point with an update on the construction status of the Union site and the Science site including progress to date, remaining schedule overview and key project metrics. A video and photographs of the construction were shown.

17. Monitoring Reports

The Board Ends 5 : Ensure a safe, sustainable environment that promotes learning, communication, diversity and satisfaction among students, faculty, and staff.

Brandi Clark reported Ends 5.6. Last year's trend and recent performance was outlined. Recent and planned improvements were shared.

18. Next Board meeting – April 17, 2018 – Aravaipa Campus

Meeting adjourned at 3:25 p.m.

