

PINAL COUNTY COMMUNITY COLLEGE DISTRICT
BOARD OF GOVERNORS
Central Arizona College
Minutes of the Regular Meeting
Tuesday, May 15, 2018
Signal Peak Campus – M101
8470 N. Overfield Rd.
Coolidge, AZ

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

PUBLIC BUDGET HEARING ON THE BUDGET

1. Review of the 2018-2019 District Budget

Mr. Wodka presented the 2018-19 District Budget to the Board. A preliminary draft was presented at the April 17, 2018 Governing Board Meeting for review and approval for publication.

2. Call to the Public (Budget Only)

No requests to speak were received.

SPECIAL MEETING – Adoption of 2018-2019 District Budget

1. Adoption of the Budget Certificate and Tax Rate

Mrs. Christensen motioned and Mr. Yarrington seconded to approve the 2018-2019 District budget as presented. Motion passed unanimously.

Mr. Miller motioned and Mr. Yarrington seconded to approve the 2018–2019 tax rate as presented. Motion passed unanimously.

REGULAR MEETING

1. Call to Order

Board President Gibson called the meeting to order at 2:04 p.m.

2. Pledge of Allegiance

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

3. Call to the Public

Kristen Benedict, Professor of Agriculture/Division Chair thanked the Governing Board members and President Elliott for the opportunities received during the last 17 years of employment at CAC. Ms. Benedict wished all the best for CAC in the future as her last day is May 15, 2018.

CONSENT AGENDA

4. Approval of Minutes – April 17, 2018 Meeting

5. Personnel Report

Hire:

Uriarte, Francisco, Financial Aid Assistant I, Signal Peak Campus - Effective: April 30, 2018

Resignation:

Baker, Georgina, Research Specialist, Signal Peak Campus - Effective: May 3, 2018

Benedict, Kristen, Professor of Agriculture/Division Chair – Technology, Signal Peak Campus
Effective: May 15, 2018

Manjarres, Aimee, Coordinator II – ECE Outreach and Recruitment, Signal Peak Campus
Effective: May 17, 2018

Matheney, James, Chief of Police, District - Effective: June 7, 2018

Sauceda, Augustine, Student Services Generalist, Signal Peak Campus - Effective: May 15, 2018

Termination:

Stuhr, Devon, Academic Division Assistant, Supersition Mountain Campus- Effective: April 17,
2018

6. Curriculum Report

New Degrees and Certificates		
Certificate	Early Childhood Education Professional Development Certificate	Fall 2018
TOTAL New Degrees and Certificates = 1		
Modified Courses		
ENG200	Introduction to Creative Writing	Fall 2019
PEH101	Personal Health	Fall 2019
PEH111	Nutrition for Health, Fitness and Sport	Fall 2019
REC101	Recreation, Leisure and the Quality of Life	Fall 2019
REC108	Recreation Practicum	Fall 2019
REC250	Leadership in Recreation	Fall 2019
SPA202	Intermediate Spanish II	Fall 2019
TOTAL Modified Courses = 7		
Modified Degrees and Certificates		
Certificate	Public Safety Telecommunicator Certificate	Fall 2019
TOTAL Modified Degrees and Certificates = 1		
Deleted Courses		
CIS111	Introduction to the Internet	Fall 2019
LIT254B	Literature and Film Literature and Film	Fall 2019
REC102	Leisure and Society	Fall 2019
TOTAL Deleted Courses = 3		
Deleted Degrees and Certificates		
TOTAL Deleted Degrees and Certificates = 0		
TOTAL CURRICULUM CHANGES APPROVED BY CURRICULUM COMMITTEE = 12		

7. Approve Revision to Academic Calendar

It is proposed that the Academic Calendar be revised to indicate that the College is closed from 8am to 6 pm on Monday, August 13, 2018 to accommodate All College Day activities.

8. External Funded Budgets

FY 2017-2018		
155	U.S. D.O.E. NAU Gear Up Grant	\$225,000
FY2018-2019		
148519	National Science Foundation/Advanced Technical Education –Advanced Welding Grant	\$67,103

9. Approve Combined Resolutions Affecting County Treasurer's Transactions FY 2018-19

With approval of this resolution, District Governing Board requests the consent of the Pinal County Board of Supervisors to invest and reinvest all District monies as authorized by law for the fiscal year. Subject to the consent of the Pinal County Board of Supervisors, the Pinal County Treasurer is authorized to purchase, hold, and sell securities on behalf of the District using those funds on hand that are in excess of anticipated authorized requirements.

District authorization for Chris Wodka and Jacquelyn Elliott to provide warrant information including wires, voids, and/or stop payments to Pinal County Treasurer on a daily basis for District business.

Authorization of Chris Wodka, Jacquelyn Elliott and Luisa Ott to process wire transfer, book transfers, ACH and/or EFT payments on behalf of the District. Luisa Ott will be authorized to process wire transfers for financial aid only from the General Fund.

District authorization for Chris Wodka and Jacquelyn Elliott to sign warrants on behalf of the District.

Advise Pinal County Treasurer's Office of any outside bank accounts maintained by the District.

10. Approve General Statement of Assurances FY 2019

The General Statement of Assurance is an annual requirement of the Arizona Department of Education in order to participate in various grant programs. Additionally, this is the Governing Board's authorization for Jacquelyn Elliott and Chris Wodka to sign documents on behalf of the College District.

Dr. Banks requested Item #9 be removed from the Consent Agenda for discussion.

Mr. Miller motioned, Dr. Banks seconded to approve the Consent Agenda Items #4, 5, 6, 7, 8, and 10. Motion passed unanimously.

Consent Agenda Item 9. Mr. Wodka stated that this a standing item that is approved by the Governing Board each year and is required by Pinal County. The District periodically has funds that are in excess of any anticipated authorized requirements. The resolution authorizes the Pinal County Treasurer to invest and keep invested these funds in interest bearing securities as authorized by law and from time to time it will be in the best interest of the District, and thus necessary, to authorize the Pinal County Treasurer to sell these securities to provide available funds for current authorized District requirements. Arizona State law permits the Governing Board of the District to request the consent of the Pinal County Board of Supervisors to invest and reinvest all district monies as authorized by law for the fiscal year. Be it resolved by that subject to the consent of the Pinal County Board of Supervisors, the Pinal County Treasurer is authorized to purchase, hold, and sell such securities on behalf of this district.

Dr. Banks expressed concern of the resolution.

Mrs. Christensen motioned to approve Consent Agenda Item #9 – Combined Resolutions Affecting County Treasurer’s Transactions FY 2018-19. Mr. Miller seconded the motion. Motion passed with 4 “Aye” votes, 1 “Nay” vote by Dr. Banks.

NON-CONSENT

11. Policy on Transition Policy – For First Reading

Dr. Elliott presented Board Policy on Policy Transition for first reading. The College currently does not have a policy related to the transition from old policy to new policy. Since many of the College’s current policies are either outdated, embedded with procedure and/or non-existent, a complete overhaul of all the policies are underway. As a result, it is important to have a policy in place that outlines supersession.

Board Member Miller suggested adding verbiage for clarity regarding the course of action during the time frame that all updated policies are updated and synchronized.

REPORTS

12. AADGB Report

Dr. Banks presented on the April 27, 2018 meeting of the Arizona Association of District Governing Board. The name has been changed to the Arizona Association of Community College Trustees. Dr. Banks shared the Mission and Purpose along with the 2018-2019 goals. Dr. Banks also shared the Arizona Education Progress Meter report.

13. Report from College President

13.1 Legislative Update

- The Governor has signed 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 law has passed both the House and the Senate.
- The non-lethal weapon bill failed to pass the Senate.
- The Governor has signed the Free Expression bill that requires colleges and universities to develop and adopt a policy on free expression.
- The Governor has signed the budget and CAC will receive the same amount as last year, \$1.5 million with \$96,000 for STEM.

13.2 District Update

- The College received notification that we are eligible for the fund down of the Title V Grant. This grant will assist with implementation of Guided Pathways, proactive advising, developmental math redesign, and math boot camps. The grant is for 5 years totaling near \$2 million.
- Congressman O’Halloran visited the Signal Peak Campus in April to learn about how we are partnering with business and industry to meet Arizona’s workforce needs (Sundt Partnership).

13.3 Correspondence

- A correspondence from the Government Finance Officers Association for our certificate of achievement for excellence in finance reporting for 2017.
- A correspondence from National Association for the Education of Young Children recognizing the service, scholarly work, and national leadership of Vickie Young-Chiverton.

14. Business Affairs Reports

14.1 Monthly Budget Report

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

April 2018, which shows the District's general fund expenditures and committed funds are at 86.27% of total budget. This is an increase of 4.06% from April 2017 which was at 82.21%. At the end of the tenth month of the fiscal year, the College is where we should be in terms of revenue and expenses.

14.2 Awarded Bids

Purchasing Source	Product Description / Vendor	Campus		Amount
Mohave Contract #: 16B-LOGIC2-0723	Microwave Parts Logicalis, Inc. Tempe, AZ	District	Budget Amount	\$111,270.73 \$81,470.74
RFQ #: 1718-028	Automatic Sterilizers & Buttocks Models Medical Shipment, LLC, Elk Grove Village, IL	SMC	Budget Amount	\$25,400.00 \$25,373.20
RFQ #: 1718-030	Servers CDWG, Inc., Vernon Hills, IL	District	Budget Amount	\$37,200.00 \$37,155.42
Single Source	Consulting for IT Projects Avvid Consulting, Inc., Gilbert, AZ	District	Budget Amount	\$50,000.00 \$50,000.00
Single Source	License Renewal DubLabs, LLC, Vienna, VA	District	Budget Amount	\$25,000.00 \$25,000.00
E & I Contract #: CNR-01439	Various IT Parts CDWG, Inc., Vernon Hills, IL	District	Budget Amount	\$27,555.56 \$26,955.65

14.3 ERP Update

Mr. Wodka reported the following updates on the ERP:

- **Student Services**
 - CMC and CAC continue to refine, update, and correct issues since go-live in November
 - Student Applications
 - Registration
 - Degree Audit
 - Outstanding issues still being reviewed and corrected:
 - Student Accounts validation and verification
 - National Clearinghouse data errors
 - Integration bridge between CNS to legacy Banner Finance
 - CMC is working on the bridge between the CNS and the upcoming CNF database
 - Financial Aid
 - Automations for file creation and transference between CAC and Department of Education began in March.
 - Auto-awarding and packaging is on track to go live 2 weeks earlier than expected in June 2018.
- **Academics**
 - The ERP team is working closely with Academics to create a series of enrollment and faculty schedule reports
- **CRM (Customer Relationship Management System) database**

- This mass communication routing, tracking, and event management database will help CAC organize communications for potential students and recruitment that have been tracked manually in prior years.
- New student applications are being vigorously tested through this week.
- CRM is on track to go live in May 2018.
- **HR, Payroll, and Finance**
 - CAC and CMC have been in the iterative process of creating Banner files, sending to CMC, uploading into the environment, identifying issues/errors, and resubmitting.
 - The HR and Payroll departments have been working closely with CMC consultants.
 - *The expected go-live date is July 2018 if data and processes are validated and correct.*
 - Banner/historical payroll data must be 100% accurate
 - **Employee Trainings: June 2018**
 - Invites will be sent to employees for a series of trainings
 - Procurement
 - Travel
 - Budgeting
 - Payroll and Time Entry
 - Finance

15. 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, reported on Ends 6.

- 6.5 Institutional Grants Received
- Private Gifts and Grants Received
- 6.7 Actual to Budgeted Expenditures

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

Upon motion of Mr. Yarrington and seconded by Mrs. Christensen the Governing Board moved to adjourn the Regular meeting and go into Executive Session at 2:45 p.m.

EXECUTIVE SESSION PURSUANT TO ARS 38-431.03. A.1

16. Personnel Matters – President/CEO of Central Arizona College Evaluation and Contract Review

The Governing Board moved back to the Regular meeting at 3:54 p.m.

ACTION ITEM

17. Discussion with Possible Action on Administrative Contract

Mrs. Christensen motioned to extend the contract of Dr. Jackie Elliott by one year to 2021 and to increase her salary by 2% which is in line to the increases of the other administrative personnel. The current travel

allowance should be amended to meet actual and expected duties of the president. Mr. Miller seconded. Motion passed unanimously.

Meeting adjourned at 3:57 p.m.

APPROVED:

Rick Gibson, Board President

ATTEST:

Dan Miller, Secretary/Vice President