

**PINAL COUNTY COMMUNITY COLLEGE DISTRICT**

BOARD OF GOVERNORS

Central Arizona College

Minutes of the Regular Meeting

Tuesday, August 21, 2018

Signal Peak Campus – I400

8470 N. Overfield Rd.

Coolidge, AZ

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

**General**

**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. Consent Agenda**

**5. Approval of Minutes – June 19, 2018 Board Meeting and July 24, 2018 Board Retreat Minutes**

**6. Personnel Report**

For Hire:

Correa, Yvonne, Student Services Assistant, Maricopa Campus

Effective: July 2, 2018

Finken, Jodie, Student Services Assistant, Maricopa Campus

Effective: July 2, 2018

Greathouse, Heidi, Librarian, Signal Peak Campus/Superstition Mountain Campus

Effective: August 6, 2018

Hernandez, Hector, Technology Support Generalist, Signal Peak Campus

Effective: August 6, 2018

Newman, Anette, Facilities Assistant III, Signal Peak Campus/San Tan Campus

Effective: August 13, 2013

Nichols, Debra, Academic Division Assistant, Superstition Mountain Campus

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Board of Governors

August 21, 2018

Page 1 of 8

Effective: August 6, 2018

Roberts, Gregory, Chief of Police, District

Effective: August 27, 2018

Stevenson, Christine, Professor of Biological Sciences, District

Effective: August 6, 2018

For Temporary Employment:

Kim, Heonmi, Professor of Mathematics, District

Effective: August 13, 2018

Seaman, Stacey Professor of Music, District

Effective: August 13, 2018

For Promotion:

Fortier, Amanda, Student Services Generalist, Signal Peak Campus

Effective: July 23, 2018

Graham, Chelsea, Accounting Clerk II, Signal Peak Campus

Effective: August , 2018

For Resignation:

Bogner, Michael, Professor of CIS, District

Effective: August 9, 2018

Gonzales-Peters, Amanda, Program Assistant –ECE, Signal Peak Campus

Effective: August 7, 2018

Guzman, Michael, ABE/GED Assistant, Casa Grande Center

Effective: July 25, 2018

Licon, Sherrie, Director of Student Success Initiatives and International Studies, District

Effective: August 9, 2018

Osteen-Petreshock, Kimberly, Professor of Choral Studies, District

Effective: August 6, 2018

Stewart, Thomas, Professor of Computer Technology, District

Effective: July 27, 2018

For Termination - Probationary Status

Abad Gonzalez, Luis, Facilities Assistant II-Grounds, Signal Peak Campus

Effective: June 28, 2018

Ramchandra, Sanjeev, Instructional Specialist II-Mathematics, Signal Peak Campus

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Board of Governors

August 21, 2018

Page 2 of 8

Effective: July 31, 2018

## **7. Deletion of Accounts Receivable**

Mr. Miller requested Consent Agenda Item 7. *Deletion of Accounts Receivable* be removed for discussion.

**Upon motion by Mr. Yarrington, and seconded by Mrs. Christensen Consent Agenda Items 5 and 6 were approved unanimously.**

Mr. Miller asked for clarification on the tuition amounts that are listed both under the General Fund and Auxiliary Fund. The amounts are the same amount and questioned if it was a double entry. Mr. Miller asked what measures we have in place to minimize the amount of write offs as well as what the costs are in seeking collection of the write offs.

Mr. Wodka reported that there are tuition dollars that come out of the General Fund and tuition dollars that come out of the Auxiliary Fund and that it is not a double entry. The deletion of Accounts Receivable is an annual item that comes to the Board for approval. The College is required to keep only five (5) years of accounts receivable on the record per generally accepted accounting principles and auditor recommendation. The accounts receivable for today's approval is for fiscal year 2012-2013. The College has collection procedure in place and attempt to make all collection as possible.

**Upon motion by Mr. Yarrington, and seconded by Mrs. Christensen Consent Agenda Item 7 was approved unanimously.**

## **8. Policies for First Reading**

Brandi Clark presented for first reading the following policies:

- College Travel Expenses
- Nepotism
- Budget
- Student Code of Conduct
- Records Management, Retention, and Disposition -
- Admissions and Registration
- Financial Aid-Satisfactory/Progress Statement

Policies will be brought back to the Governing Board at the September meeting for second reading/adoption.

## **9. Policies for Second Reading/Adoption**

Brandi Clark presented the following policies for second reading/adoption:

- Audit
- Cash Reserves

- Financial Controls
- Gifts
- Risk Management

President Elliott reported that at the July 24, 2018 Board of Governor’s Retreat, the Board reviewed all of the Board Governance policies. As a result, of that review, the Board considered the extensive reading, revising, and editing process sufficient to serve as the first reading. As a result, the following Governance Policies are brought forth for second reading and adoption.

- Board Outcomes
- Governance Style
- Board Job Description
- Board Ethics and Code of Conduct
- Election of Officers and Duty
- Board Committees
- Board Operations
- Policy Transition
- President’s Job Description
- Delegation to the President
- Monitoring Presidential Performance
- General Executive Constraints
- Human Relations
- Compensation and Benefits
- Executive Succession
- Institutional Planning
- Financial Planning and Budgeting
- Financial Condition
- Asset Protection
- Communication and Support to the Board

Mr. Miller asked for further discussion on Policy Transition policy. President Elliott suggested tabling the policy at this time.

With no further discussion Mr. Miller motioned, and Mr. Yarrington seconded to approve the policies presented with the exception of Policy Transition. Motion carried unanimously.

## **10. Report from College President**

### 10.1 District Update

- During All College Day, 100 CAC supervisors rolled out the Trust Edge – a multi-year program and approach to building a culture and climate of Trust at CAC in support of CAC’s newly adopted value of “Trust”.

- Also at All College Day, the new strategic plan was introduced.
- I have developed a President’s Innovation Fund for faculty, staff, and students to support innovations that will help advance the strategic plan.
- 22 Student Support Services (TRIO) program students started the summer bridge component last week. TRIO Summer Bridge is an intense, 5-day residential orientation to college which prepares students to face the academic and social rigors of college. The program, including lodging, meals, and all supplies, is **free** to all eligible students.
- In July, 22 area high school students participated in Project Puento – the CAC based USDA grant funded program designed to help create a bridge from education to careers in agriculture.

10.2 Correspondence

No report.

**11. Business Affairs Report**

11.1 Monthly Budget Report

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

June 2018, the District’s general fund expenditures and committed funds are at 88.87% of total budget. This is an increase of 2.6% from June 2017 which was at 85.91%. As we are still in the fiscal year closeout process, there will be some additional accruals as we complete this process reported Mr. Wodka.

11.2 Review of Awarded Bids

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

Purchasing Source	Product Description / Vendor	Campus		Amount
Single Source	Construct wall / fence around track field Gallo Construction, Casa Grande AZ	SPC	Budget Amount	\$231,331.00 \$ 89,470.00
IG Agreement	CART Services City of Coolidge, Coolidge AZ	District	Budget Amount	\$83,408.12 \$23,558.00
National IPA #: 141003-MRO	Maintenance Supplies for 2018-2019 Grainger, Phoenix AZ	District	Budget Amount	\$146,070.20 \$ 25,000.00
AZ State Contract #: ADSPO17-189395	Oil and Fuel for 2018-2019 Senergy Petroleum, Phoenix AZ	District	Budget Amount	\$28,500.00 \$20,000.00
SAVE Contract #: 151148	Janitorial Supplies for 2018-2019 Waxie Sanitary Supply, Mesa AZ	District	Budget Amount	\$117,585.13 \$ 25,000.00
Single Source	Temporary Employees Adecco, Casa Grande AZ	District	Budget Amount	\$111,984.00 \$ 25,000.00
Single Source	Facilities Management Sodexo, Pittsburgh PA	District	Budget Amount	\$187,600.00 \$179,086.40
AZ State Contract #: ADSPO13-044187	Interpreting Services for 2018-2019 AZ Freelance Interpreting Svcs, Gilbert AZ	District	Budget Amount	\$49,437.96 \$35,657.50

RFP #: 1314-002	Admin Info Sys Project Mgmt Services Campus Works, Inc., Bradenton FL	District	Budget Amount	\$540,350.00 \$ 90,999.00
RFP #: 1718-002	Security Personnel G4 Secure Solutions, Jupiter FL	District	Budget Amount	\$530,858.81 \$464,800.00
<b>Purchasing Source</b>	<b>Product Description / Vendor</b>	<b>Campus</b>		<b>Amount</b>
RFP #: 1415-004	External Evaluation for TAACCCT Grant MN Associates, Fairfax VA	District	Budget Amount	\$51,000.00 \$50,680.48
Mohave Contract #: 15M-AOT-0128	Maintenance Xerox C70 Copier AZ Office Technologies, Phoenix AZ	District	Budget Amount	\$20,000.00 \$20,000.00
US Communities #: 4400003732	Ricoh Maintenance Agreement Ricoh USA, Pasadena CA	District	Budget Amount	\$39,000.00 \$38,176.00
US Communities #: 4400003732	Ricoh Equipment Lease Ricoh USA, Pasadena CA	District	Budget Amount	\$41,000.00 \$40,824.00
Sole Source	Blackboard Blackboard Inc., Washington DC	District	Budget Amount	\$855,906.69 \$135,026.57
Single Source	Phone, cabling services for 2018-2019 Herbert Fitzpatrick, Casa Grande AZ	District	Budget Amount	\$93,180.00 \$25,000.00
RFP #: 1718-004	Criminal Law / Procedures and Policies Edwards & Amato PC, Sedona AZ	District	Budget Amount	\$66,058.81 \$20,000.00
Single Source	Networking and system services for 2018-2019 Avvid Consulting, Gilbert AZ	District	Budget Amount	\$68,180.00 \$25,000.00
NASPO Contract #: RFP 3407	Quarterly Preventive Maint for Security Systems Stanley Convergent Sec Solutions, Naperville IL	District	Budget Amount	\$46,058.81 \$36,000.00
Sole Source	Accuplacer Units College Board, Staten Island NY	District	Budget Amount	\$28,400.00 \$28,399.80
AZ State Contract #: ADEQ18-191125	Removal of Underground Storage Tanks Adams and Wendt, Mesa AZ	District	Budget Amount	\$49,700.00 \$49,700.00

### 11.3 ERP Update

Central Arizona has been live with CNS since November 2017, with Financial Aid automation since May 2018, and with the CRM database and new student applications since June 2018. The original planned go-live date for CNF was July 2018, and this is officially delayed until January 1, 2019. Note that the current version of Banner is not supported after January 2019 and it is not physically possible to upgrade to the newest version. Faculty, staff, management, students, and the Central Arizona community should be clear that CAC has implemented CNS and CRM, and will implement the CNF CampusNexus solutions.

Below is a summary of the ERP-related project status for the Board since June's meeting:

- HR, Payroll, and Finance for CNF (CampusNexus Finance)
  - CampusManagement has proposed a new go-live date for January 1st and have claimed full responsibility for the delay. The revised project plan:
    - eliminates mid-year payroll imports, corrections, and reconciliation,
    - allows year-end and W2's to be processed from within Banner for 2018 data,
    - allows greater flexibility for CAC personnel during the remainder of this academic year,
    - allows CMC and CAC to resolve open configuration and data items,

- allows training for CAC personnel in October,
    - allows completion of the Gold environment in November/December,
    - and allows for increased integrations and solutions between CNS and CNF for student accounts, GL updates, and reconciliations.
  - CampusManagement has committed at least 15 consultants and personnel to ensure CAC's success.
- Student Services for CNS (CampusNexus Student)
  - CampusManagement delivered
    - the Purge/Pre-purge process into Production,
    - the Barnes and Noble bookstore integration for student accounts.
  - CampusManagement and CAC are testing
    - the Pearson Labs integration,
    - the 25Live integration, with expected sign-off in September.
  - CAC: Admissions, Counseling, Curriculum, and IT made further improvements to catalog years, program versions, and student records for degree audit and student planning.
  - CAC and CampusManagement meet regularly to prioritize and discuss issues since go-live since November 2017.
  - CampusManagement has offered an early adopter program to CAC: Occupational Insight. This tool links programs with occupational skills to increase student's career knowledge and awareness. CAC is currently evaluating the proposal.
- CRM (Customer Relationship Management System)
  - This mass communication routing, tracking, and event management database went live in June 2018. For Recruitment, over 30 Promise families were processed within the first 24 hours.
  - CAC is now live with all student applications going through CRM as of June 2018.
- CampusWorks
  - Don Penrose delivered the CampusWorks' contract deliverables and ongoing recommendations to CAC in July 2018.
  - This document summarizes the implementation project and summary of efforts from January 2017 through the end of the original contract period in June **2018**.

Governing Board President, Mr. Gibson expressed concern regarding negative impact to the College due to this delay.

President Elliott added that she and the Vice-Presidents met with top leadership from Campus Management last month and expressed the challenges and concerns the College has faced with the implementation. In that conversation a viable plan was developed by Campus Management in moving forward.

## **12. Monitoring Reports**

Board Outcomes 1: Student Success: Ensure student success through retention, persistence, completion, and transfer.

Dr. Jenni Cardenas reported on the Fall to Fall Retention rate and Graduation rates and recent and planned improvements were reported.

Dr. Mary Kay Gilliland reported on the Developmental Education Course Completion rates and the College Level Course Completion rates and recent and planned improvements were reported.

Meeting adjourned at 2:51 p.m.

APPROVED:

ATTEST:

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**Rick Gibson, Board President**

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**Dan Miller, Secretary/Vice President**