

**PINAL COUNTY COMMUNITY COLLEGE DISTRICT**

BOARD OF GOVERNORS

Central Arizona College

Minutes of the Regular Meeting

Tuesday, November 20, 2018

Superstition Mountain Campus – F115

805 S. Idaho Rd.

Apache Junction, 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. Yarrington 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 – September 18, 2018 meeting**

**6. Personnel Report**

Hire:

Cortez Lopez, Scarleth, Facilities Assistant I, Signal Peak Campus  
Effective: November 5, 2018

Heward, Dara, Web Content Assistant, Signal Peak Campus  
Effective: December 3, 2018

Juarez, Eleanor, Secretary II – Advising, Signal Peak Campus  
Effective: November 5, 2018

Leeder, Nancy, Coordinator III, Superstition Mountain Campus  
Effective: October 22, 2018

Robinson, Edith, Coordinator III, Signal Peak Campus  
Effective: October 22, 2018

Ruiz, Antonia, Facilities Assistant I, Signal Peak Campus  
Effective: November 5, 2018

Promotion:

Cardenas, Jennifer, Vice President of Student Services, District  
Effective: October 22, 2018

Graham, Chelsea, Program Assistant – ABE/GED, Casa Grande Center  
Effective: November 19, 2018

Resignation:

Koehring, Lisa, Director II, Dietetic Education, District  
Effective: February 28, 2019

Abraham, Anup, Science Lab Coordinator, District  
Effective: October 11, 2018

Retirement:

Cubbage, Sonia, Facilities Assistant III, Aravaipa Campus  
Effective: January 2, 2019

Martin, Bruce, Professor of Chemistry, District  
Effective: January 23, 2019

Termination:

Anderson, Robert, Facilities Assistant I, Signal Peak Campus  
Effective: October 8, 2018

Atanasio, James, Facilities Assistant III, Superstition Mountain Campus  
Effective: October 15, 2018

7. Approve Curriculum Proposals – Fall 2019

New Courses		Effective Term/Year
CPD091BC	English 90/100 Boot Camp	Summer Session I 2019
MAT087	Foundations I	Fall 2019
TOTAL New Courses = 2		
New Degrees and Certificates		
TOTAL New Degrees and Certificates = 0		
Modified Courses		
AGB100	Introduction to Agriculture Business	Fall 2019
AGS196	Agriculture Internship	Fall 2019
ANS215	Anatomy and Physiology of Domestic Animals	Fall 2019
ANS220	Artificial Insemination	Fall 2019
ART103	Beginning Jewelry and Metalwork	Fall 2019
ART104	Advanced Jewelry and Metalwork	Fall 2019
ART106	Ceramics II	Fall 2019
CHM130	Fundamental Chemistry	Fall 2019

CHM151	General Chemistry I	Fall 2019
CIS232	Advanced Web Development	Fall 2019
EDU225	Relationships in the Classroom	Fall 2019
EDU228	Behavior Management	Fall 2019
EMS125	Emergency Medical Technician	Fall 2019
EMS191	Neonatal Resuscitation Program	Fall 2019
EMS272E	Advanced Emergency Medical Technology/Paramedic Practicum II	Fall 2019
ESL089	ESL Multi-level Studies	Fall 2019
HPM175C	Medical Assistant Degree Practicum	Fall 2019
HSE089	High School Equivalency Multi-level Studies	Fall 2019
TOTAL Modified Courses = 18		
Modified Degrees and Certificates		
Certificate	Advanced Industrial Technology Certificate	Fall 2019
Certificate	Fundamentals of Arc Welding Certificate	Fall 2019
Certificate	Industrial Technology Certificate	Fall 2019
AAS Degree	Medical Assistant AAS Degree	Fall 2019
AA Degree	Recreation and Tourism Management AA Degree	Fall 2019
Certificate	Recreation Management Certificate	Fall 2019
Certificate	Structural Welding and Fabrication Certificate	Fall 2019
AAS Degree	Welding Technology AAS Degree	Fall 2019
TOTAL Modified Degrees and Certificates = 8		
Deleted Courses		
AJS110	Fundamentals of Public Safety Telecommunications	Fall 2020
AJS130	Firearms	Fall 2019
AJS210	Constitutional Law	Fall 2019
AJS222	Criminalistics	Fall 2019
CUL121	Culinary Concepts Culinary Concepts	Fall 2019
ENG203	Advanced Composition	Fall 2019
MSC205	Portfolio Preparation Portfolio Preparation	Fall 2019
SKL101	Intro to Construction Trades & Facilities Maintenance	Fall 2019
SKL102	Construction Trades I	Fall 2019
SKL103	Construction Trades II	Fall 2019
SKL110	Life Math Skills	Fall 2019
SKL115	Employment Readiness Program Pt I	Fall 2019
SKL116	Employment Readiness Program Pt II	Fall 2019
SKL117	Employment Skills	Fall 2019
SKL120	Intro to Solar and Green Construction Concepts	Fall 2019
SKL121	Intro to Green Block Construction	Fall 2019
SKL122	Intro to Steel Framing	Fall 2019
SKL123	Intro to Weatherization	Fall 2019
SKL124	Intro to Rammed Earth and Straw Bale Construction	Fall 2019
SKL126	Building Analyst Energy Auditor	Fall 2019
SKL130	Intro to Weatherization, Solar & Green Construction	Fall 2019
TOTAL Deleted Courses = 21		
Deleted Degrees and Certificates		

Certificate	Administration of Justice Studies Certificate	Fall 2019
AAS Degree	Artist and Venue Management AAS Degree	Fall 2019
Certificate	Artist and Venue Management Certificate	Fall 2019
Certificate	CARLOTA Certificate	Fall 2019
Certificate	Heavy Equipment Mechanic's Apprenticeship Certificate	Spring 2019
Certificate	Operator's Apprenticeship Program Certificate	Spring 2019
TOTAL Deleted Degrees and Certificates = 6		
TOTAL CURRICULUM CHANGES APPROVED BY CURRICULUM COMMITTEE = 55		

#### 8. Approve External Funded Budgets

The College has several external entities that provide funding through grants which are awarded, often, at various times during the fiscal year. As these occur, the Board approves these external budgets. Additionally, some external budgets need revisions for various reasons such as changes to programming, staffing vacancies, or other expenses and savings that were not anticipated when the budgets were originally approved. There are two approvals necessary one for the AZ Advanced Technology Corridor Project and one for the Pinal County W.I.O.A. Youth Programs as noted below.

Calendar year 2018-2019 budget:

122	AZ ADVANCED TECHNOLOGY CORRIDOR PROJECT	\$	650,000
130	PINAL COUNTY W.I.O.A. YOUTH PROGRAMS		882,374

#### 9. Policies for Second Reading & Adoption

- 9.1 Conflict of Interest
- 9.2 Use of Facilities
- 9.3 Equal Employment Opportunity
- 9.4 Outside Employment or Professional Activity
- 9.5 Political Activity
- 9.6 Reduction in Force

Consent Agenda Item #7 was removed at the request of Dr. Banks for discussion.

Upon motion of Mr. Yarrington and seconded by Mr. Miller, Consent Agenda Items 5, 6, 8, and 9 were approved unanimously.

Dr. Mary Kay Gilliland addressed Dr. Banks' concerns regarding the deletion of AJS Courses from the Fall Curriculum.

Upon motion of Mrs. Christensen and seconded by Mr. Yarrington, Consent Agenda Item 7 was approved with 4 "Aye" votes. Dr. Banks abstained.

## **10. Policies for First Reading**

Brandi Clark presented the following policies for first reading:

- Volunteers
- Position Creation and Review
- Use of Tobacco

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

## **11. Arizona Association of Community College Trustees Report**

Dr. Banks reported that the November meeting was cancelled. The next meeting is scheduled for December 7<sup>th</sup>.

## **12. Report from College President**

### **District Update**

- Dr. Elliott reported that as part of the project from the Alliance for Innovation and Transformation in Higher Education Summer Institute the team will be interviewing current, past and potential students about their experience with CAC to determine key opportunities to “transform” the student experience.
- To date Dr. Elliott has met with over 200 employees individually and key themes include appreciation for:
  - Visiting with the VPs
  - Trust Edge Initiatives
  - Guided Pathways work
  - New online employee trainings
  - New facilities
  - Improved opportunities for upward mobility
- Areas that continue to need attention include:
  - Slow and laborious processes
  - Updating computer hardware and connectivity
  - Customer service
  - Communication
- The Cross Country Team won the NJCAA National Championship
- Jaren Hemphill, a Graphic Design student was recently notified that the poster he designed and submitted for the Amazon Prime Original Series Jack Ryan was selected as the winning entry.

- The Math department recently hosted the are Middle School Math Contest at the Corporate Center
- More than 150 students, representing 14 high schools throughout the FFA South Central District recently attended the mid-winter Career Development Event (CDE) day at Central Arizona College
- The Annual President’s Holiday Reception will be held on December 4, 2018 from 2:00 to 5:00 p.m. in the President’s Office

**13. Business Affairs Report**

Chris Wodka gave the gave the following report on the Budget:

The preliminary financial information was included in the October 2018 Board packet. Please note that while we are getting closer to a solution, the student revenue and scholarship expense data from the new Campus Nexus Student system is not included in these financial numbers. A disclaimer about which data is missing is included on the bottom of all the relevant pages of the finance packet.

October 2018, shows the District’s general fund expenditures and committed funds are at 76.71% of total budget. This is an increase of .73% from October 2017 which was at 75.98%. Four month into the fiscal year the College is where we should be at this time.

13.1 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	Budget	Amount
RFP#: 1314-002	Admin Services Campus Works, Inc., Bradenton FL	District	Budget Amount	\$138,000.00 \$137,665.00
AZ State Contract #: ADSP017-169125	Cabling Communication System Services IES Commercial, Inc., Tempe AZ	District	Budget Amount	\$130,400.00 \$ 40,000.00
Agreement	Assistance to move towards Guided Pathways AACC, Baltimore MD	District	Budget Amount	\$45,000.00 \$45,000.00
Single Source	Skills Equipment for Amatrol NIMS IMT Program Klein Educational Systems LLC, Davis CA	SPC	Budget Amount	\$650,000.00 \$639,505.31

13.2 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 October's meeting.

- HR, Payroll, and Finance for CNF (CampusNexus Finance)
  - CAC and CampusManagement are progressing towards the January 7th go-live date
    - The first scheduled payroll for 2019 will be processed the week of 01/14
  - CAC functional teams and CampusManagement have successfully completed parallel payroll scenarios (comparing legacy to CNF data)
  - CAC and CampusManagement have made progress on closing out outstanding items
    - They review and update tasks and resolutions multiple times each week
  - CAC has begun delivering data delta files for updates/changes to CMC
  - Employee trainings are scheduled for the end of November and first part of December
- Student Services for CNS (CampusNexus Student)
  - CAC successfully imported Spring 2019 from CNS into 25Live, including ITV rooms
    - This integration automates many functions that had been done manually in Banner and 25Live
  - CAC and CampusManagement continue their work on the Blackboard integration
  - CAC and CMC tested scripts to update student billing data and have run this process in Production environment
  - CAC and CampusManagement meet regularly to prioritize, discuss, and resolve issues
    - Susan Nelson from CMC facilitates these "Checkpoint" meetings
- CRM (Customer Relationship Management System)
  - CAC and CMC are scheduled to close out Residency form issues and updates before Thanksgiving

Mr. Wodka added that training sessions on the new system have begun this week for all employees.

#### **14. Monitoring Reports**

Board Outcome 3: Workforce: Ensure students acquire the skills necessary for job placement and that meet employer needs in Pinal County and Region.

Dr. Jenni Cardenas and Dr. Mary Kay Gilliland gave an update to the Board on the following. Power point included in Board packet. Recent and planned improvements were reported.

3.1 Percent Graduates Employed

3.2 Percent of Occupational Program Graduates Earning and Industry Recognized Credential

3.3 Employer Satisfaction

3.4 FTSE in Occupational Courses

3.5 Workforce Training (non-credit) Hours

Meeting adjourned at 2:51 p.m.

APPROVED:

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**Rick Gibson, Board President**

ATTEST:

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**Dan Miller, Secretary/Vice President**