



Meeting Minutes

April 22, 2015 – 2:30-4:30pm

Rio Salado College – Carver Conference Room (6th Floor)

I. Members/Attendees

Joel Hauff, University of Arizona, Chair	X
Hank Radda, Grand Canyon University, Vice-Chair	X
Lanna Dueck, Rio Salado College	X
Patricia Feldman, Arizona State University	X
Shari Miller, Northern Arizona University	X
James Moore, Central Arizona College	X
Jason Pistillo, University of Advancing Technology	X
Kate Schmidt, Pima Community College	X
Teri Stanfill, Arizona State Board for Private Postsecondary Education	X

II. Call to the Public

No individuals from the public were present at the meeting.

III. Old Business

- Update on Hiring Process – Executive Director (Lanna)

The Executive Director position is scheduled to post on April 27th. It is being posted in multiple locations, including typical resume/career websites, the MCCC website and with relevant compliance and authorization organizations. Those sites that require payment for listings will be paid for from the Arizona SARA Council budget. Review of applications will begin in two weeks. Joel and Lanna will do first reviews. When final candidates are selected, they will be brought in for interviews, to include time with the entire Council.

IV. New Business

- Review of Institutional Applications (Joel)

This is the Council's first official review of applications for membership in NC-SARA. In discussion surrounding the applications that have been submitted and the developing process by the Council for approval, the following recommendations are made:

1. Add additional verbiage to the Arizona SARA Council website to ensure institutions applying for membership understand the proper way to record FTE counts both overall (full time vs. part time, multiple locations, etc.) and in relation to the bonding requirement (for non-Arizona students in SARA states in online programs only)
2. Clarify what financial documents need to be included with an application and acknowledge that institutions that are not Title IV eligible do not need to provide an audit or a financial composite score
3. Require institutions to print a copy of their Statement of Affiliation Status (SAS) (if applicable) and include it with their application

The Council will adopt the following criteria in evaluating the financial stability of institutions that are required to provide financial documents with their application:

1. Most recent USDOE financial responsibility index score, if applicable. Institutions that have a composite score between 1.0 and 1.49 are subject to additional submissions as specified on Page 8 of the Arizona SARA application
2. Net income projections from the institution's consolidated statement of income and retained earnings
3. An institution's current ratio of operating income to operating expense
4. Relevant audit notes included with the institution's financial statements

- Arizona State University - Approved

Motion to approve: James Moore

Second: Kate Schmidt

Vote: 8-0-1 (Feldman)

- Cochise College – Forwarded to next meeting

Cochise College fees have not been received by this meeting date. Their application is forwarded to the next Council meeting on June 23, 2015. A clarifying question related to the difference in their FTE counts (application vs. SAS) will be asked.



- Grand Canyon University – Approved

Motion to approve: Shari Miller
Second: Lanna Dueck
Vote: 8-0-1 (Radda)

- Northern Arizona University - Approved

Motion to approve: Teri Stanfill
Second: Patricia Feldman
Vote: 8-0-1 (Miller)

- Prescott College - Approved

Motion to approve: Jason Pistillo
Second: James Moore
Vote: 9-0-0

- Rio Salado College - Approved

Motion to approve: Hank Radda
Second: Teri Stanfill
Vote: 8-0-1 (Dueck)

- Sessions College – Forwarded to next meeting

Sessions College fees have not been received by this meeting date.
Their application is forwarded to the next Council meeting on June 23,
2015.

- Sonoran Desert Institute – Approved

Motion to approve: Jason Pistillo
Second: Shari Miller
Vote: 9-0-0

- University of Arizona - Approved

Motion to approve: Hank Radda

Second: Kate Schmidt

Vote: 8-0-1 (Hauff)

- University of Phoenix - Approved

Motion to approve: Shari Miller

Second: Lanna Dueck

Vote: 9-0-0

- Western International University – Approved

Motion to approve: James Moore

Second: Shari Miller

Vote: 8-0-0

- Review of Website (Joel)

The Arizona SARA Council website launched on April 20, 2015. The website contains basic information about the Council, the application process, the complaint process and the ability to contact the Council for additional information. Future revisions of the site will include a tab for greater explanation of the relevant SARA fees and the bonding requirement in Arizona, a tab for documents such as agendas, minutes and other Council operating documents, photos for each of the institutions and the Council members and FAQs. If anyone has any edits, please pass them along to Joel Hauff until an Executive Director is hired.

- Future Meeting Schedules (Joel)

Joel Hauff will send out polls for availability for meetings in October and January.