



Regular Meeting Minutes

May 24, 2016 – 10:30 A.M.-12:30 P.M.

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

Members

Joel Hauff, University of Arizona, Chair	X
Hank Radda, Grand Canyon University, Vice-Chair	Ⓢ
Janelle Elias, Rio Salado College	-
Patricia Feldman, Arizona State University	-
Shari Miller, Northern Arizona University	Ⓢ
Mary Gilliland, Central Arizona College	Ⓢ
Michael Amick, Pima Community College	X
Teri Stanfill, Arizona State Board for Private Postsecondary Education	X

Others Present

Lanna Dueck, AZ SARA Council Executive Director	X
Frankie Eckberg, Assistant Attorney General- Arizona Attorney General's Office	X

- I. **CALL TO ORDER:** Chairman Hauff called the meeting to order at 10:31 A.M.

- II. **CALL TO THE PUBLIC:** Public input is encouraged. *Presentations must be limited to five minutes. In order to complete the agenda, the Chair may limit the number of speakers at any given meeting. Please be aware, however, that the Council may not discuss, consider or take action at this meeting on any item not appearing on its Agenda.*
 Mr. Hauff opened the call to the Public. No individuals from the public were present at the meeting.

III. COUNCIL MEETING MINUTES

MARCH 22ND, 2016 MEETING MINUTES: Mr. Hauff introduced the minutes. Minutes approved with two small typo modifications from Ms. Elias and Ms. Miller.

Motion to Approve: Ms. Stanfill
 Second: Mr. Amick

Vote: 6-0-0

IV. INSTITUTIONAL RENEWALS

- a. **COCHISE COLLEGE:** Ms. Tasneem Ashraf, Director of Virtual Campus at Cochise College, represented the institution and provided a general overview of the college.

Motion to Approve: Ms. Stanfill

Second: Mr. Amick

Vote: 6-0-0

- B. **HARRISON MIDDLETON UNIVERSITY:** Ms. Lauren Guthrie, Director of Accreditation and Licensure, and Mr. David Curd, President, represented the institution. Ms. Miller asked how much of the postsecondary operations of the institution were subsidized by the secondary education operations. Mr. Curd responded that although Harrison owns the secondary institutions, HMU relies on its funding via student paid tuition. Mr. Hauff asked for Mr. Curd to provide an overview of the structure and relationship between the entities in question. Mr. Curd explained that HMU owns two secondary institutions, Human and Sciences Academy of the United States and International Commerce Secondary Schools. The secondary schools receive state funding while HMU does not.

Motion to Approve: Ms. Stanfill

Second: Mr. Amick

Vote: 6-0-0

- C. **NATIONAL PARALEGAL COLLEGE:** Mr. Matt Bycer represented the institution. Ms. Miller asked for more detail regarding the college's expansion into offering life sciences courses given its focus on paralegal programs. Mr. Bycer explained that with the approval to offer the Bachelor's Degree in Business Administration the college introduced the new life sciences courses as liberal arts offerings to round out the curriculum.

Motion to Approve: Mr. Amick

Second: Ms. Stanfill

Vote: 6-0-0

- D. **PIMA MEDICAL INSTITUTE:** Ms. Jen Spurlin represented the institution. Mr. Hauff relayed a question from Ms. Elias who was unable to attend but provided her comments and questions prior to the meeting. Ms. Elias wanted clarification on whether the institutions accreditor, Accrediting Bureau of Health Education Schools (ABHES), is a CHEA approved accreditor. Ms. Stanfill confirmed that it is. Ms. Spurlin requested that the Council consider an Assignment of Account in place of the Surety Bond for next year's renewal. Mr. Hauff indicated the Council will look into this option. Ms. Dueck

commented that she will work with the institution and NC SARA to research and gather information for Council review.

Motion to Approve: Mr. Radda

Second: Ms. Miller

Vote: 6-0-0

- E. SESSIONS COLLEGE:** Mr. Drummond represented the institution. Ms. Miller requested comment on the institution's drop in approximately one million dollars in tuition revenue. Mr. Drummond noted that the institution has been going through a stabilization period after experiencing enrollment decline in its vocation certificates. Mr. Hauff congratulated the institution for matching its revenue decline with a corresponding decline in expenses.

Motion to Approve: Mr. Amick

Second: Ms. Stanfill

Vote: 6-0-0

V. EXECUTIVE DIRECTOR'S REPORT

- A. BUDGET UPDATE:** The budget was presented to the Council in meeting materials. Ms. Dueck continues to meet with Rio Salado College's Business Services office to manage the Council budget. Current total fees deposited equal \$415,000 and total expenses incurred (minus salary and benefits) equal \$4,572 with a balance of \$410,428.
- B. AZ SARA COUNCIL TRAVEL & BUDGET USE DISCUSSION:** Ms. Dueck brought forward a discussion on the use of AZ SARA monies to fund AZ SARA Council member's expenses when incurred in relation to SARA activities, such as presenting at conferences when representing AZ SARA. All Council members agreed in the use of AZ SARA funds for this purpose. It was decided that in such instances, the Council member will make a funds request in writing to the Executive Director and Chair stating the purpose of the request, how it relates to AZ SARA and the approximate amount requested. The Executive Director and Chair will make a determination as to the funding percentage as appropriate with the request. Additionally, reimbursements for mileage will be reimbursed at the Maricopa Community Colleges District rate. The Executive Director will also report out at each Council meeting any funds used for these purposes and include in the budget report. Finally, it was decided that the above is AZ SARA practice and does not constitute policy. As such, this practice can be retracted or changed as needed.
- C. STUDENT COMPLAINTS:** Ms. Dueck provided the Council members with a summary of complaints received between March 22nd, 2016 and May 24th, 2016. No complaints constituted review by the Council per NC SARA policy.

D. NC SARA UPDATES: Ms. Dueck provided the below summary:

Outstanding SARA States:

California, Connecticut, Delaware, District of Columbia, Florida, Hawaii, Kentucky, Massachusetts, New Jersey, New York, North Carolina, Pennsylvania, South Carolina, Utah & Wisconsin

Outstanding SARA Territories:

American Samoa, Guam, N. Marianas Islands, Puerto Rico & Virgin Islands

Hawaii Update: W-SARA approved Hawaii's application at their April meeting. Official NC SARA approval has not yet been dated.

Enrollment Data Reporting: Institutional reporting timeframe: May 9-20.

NC SARA does not have a publication timeframe set for this data as of yet, however, its publication is a priority and therefore not anticipated to be delayed at length.

NC SARA Board Meeting: Military Language Update: Discussed at May Board meeting. No update. Request into John Lopez. Dr. Bustamante was not able to attend. Next Board meeting: October 20th.

NC SARA Special Committee: Multi-institutional Consortia: Ms. Miller is chairing a special NC SARA committee on Multi-institution consortia. She explained that the intent is not to expand the application of SARA coverage to cross border activities. The committee submitted a proposal for discussion by the SARA steering committees that if a consortium agreement exists between two SARA institutions, no concern is raised. However, if the consortium is between a SARA and non-SARA institution, the non-SARA institution would have to abide by the applicable higher education laws. These institutions would not receive special treatment by joining a consortium with a SARA institution and therefore avoid applicable state regulations.

E. STATE AUTHORIZATION NETWORK (SAN) & AZ SARA COUNCIL: Ms. Dueck requested the Council consider joining the State Authorization Network (SAN) and provided supplemental material on the SAN Statement of Work, benefits of joining and membership rates. SAN is the leading professional associate of state authorization workers in the nation and Ms. Dueck emphasized the importance of the Executive Director's role in staying current in state authorization issues. Council members agreed with the importance of joining and the benefits it could provide to AZ SARA institutions by having access to the SAN Network and related information. There was discussion regarding the membership dues, with the possibility of splitting the \$3,500 annual fee with another AZ SARA institution, as SAN allows for 'partnership' members to join

together. However, it was determined that the Council would join SAN without sharing the cost with another institution. Ms. Dueck will coordinate membership with SAN leadership.

F. ARIZONA PRIVATE SCHOOL ASSOCIATION CONFERENCE- 5.20.16 PRESENTATION: Ms. Miller, Mr. Jason Pistillo and Ms. Dueck represented the AZ SARA Council at the Arizona Private School Association 2016 Conference. Together they provided a panel session on SARA and AZ SARA. The session was well received and several institutions demonstrated interest in joining.

G. AZ SARA COUNCIL STATE RENEWAL APPLICATION TO NC SARA: Mr. Hauff signed Arizona's State SARA renewal application. This application is biennial and is due to NC SARA in September.

H. H. INSTITUTION VISITS:

- I. UNIVERSITY OF ARIZONA- RESCHEDULED
- II. GRAND CANYON UNIVERSITY- 4.15.16
- III. ARIZONA STATE UNIVERSITY- 5.16.16
- IV. SONORAN DESERT INSTITUTE- 5.18.16

I. NEXT COUNCIL MEETING: 9.29.16 @ 10:30 AM. RENEWAL INSTITUTIONS TO BE REVIEWED

- I. CENTRAL ARIZONA COLLEGE
- II. PENN FOSTER COLLEGE
- III. PIMA COMMUNITY COLLEGE
- IV. UNIVERSITY OF ADVANCING TECHNOLOGY
- V. YAVAPAI COLLEGE

VI. EXECUTIVE SESSION:

A. LEGAL UPDATE: STATUS OF COUNCIL AS A PUBLIC BODY

Executive Session closed at 1:32 P.M. Regular Session resumed at 1:34 P.M.

VII. ADJOURNMENT: The Meeting of the Arizona SARA Council Adjourned at 12:20 PM.

Action Items

1. Conflict of Interest and Non-Disclosure/Confidentiality Statement

Update at 3.22.16 meeting: Mr. Hauff provided an update on the status. Ms. Miller agreed to review the IGA and provide clarifying language.

Update at 10.20.15 meeting: Action Item held until Council status as public body is determined.

Original Action Item from 6.23.15 Council meeting: The Council needs to establish a clear conflict of interest policy and a possible statement of non-disclosure/confidentiality. Shari Miller agreed to work on these items.

3. Visual Graphic Representation of NC SARA, AZ SARA, States, Institutions, Cycle & Responsibilities

As requested by Mr. Radda, Executive Director will develop mock-up and work with Graphic Designer to create visual graphic.