



Regular Meeting Minutes

October 20, 2015 – 10:30am-12:00pm

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

I.

Members

Joel Hauff, University of Arizona, Chair	X
Hank Radda, Grand Canyon University, Vice-Chair	X
Shannon McCarty, Rio Salado College (Interim)	-
Patricia Feldman, Arizona State University	X
Shari Miller, Northern Arizona University	X
James Moore, Central Arizona College	-
Jason Pistillo, University of Advancing Technology	X
Kate Schmidt, 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, AZ Assistant Attorney General	X

II. Call to the Public

Connie Dempsey, Chief Certification and Licensing Officer; Thomas Blesso Acting Chief Financial Officer; Jennifer Grogan, General Counsel and Stephanie Schroeder, College Registrar, introduced themselves as representing Penn Foster College.

Tim Gallimore, Associate Vice President for Academic Planning and State Authorization, introduced himself as representing the University of North Carolina system to learn more about SARA and how AZ SARA is operationalized. He thanked the Council for their time and allowing him to learn from the Council’s work.

III. Old Business

- Review and Approval of Minutes – June 23, 2015

Discussion: Ms. Eckberg requested the meeting title be changed from ‘Agenda’ to ‘Regular Meeting Minutes’. Mr. Hauff agreed to make the requested change.

Motion to Approve: Ms. Stanfill

Second: Ms. Feldman

Vote: 7-0-0

- Future Meeting Schedule

Mr. Hauff provided an overview of the Council meeting schedule moving forward. The Council will have four set meetings a year to coincide with NC SARA institutional renewal cycle. Ms. Dueck will send out a Doodle poll to Council members to ascertain availability and follow-up with calendar invites for the set meeting dates.

- Review of Institutional Applications
 - **Penn Foster College** (held over from June 23 Council Meeting)

Mr. Hauff introduced and provided background context on Penn Foster’s application. Mr. Hauff explained that Penn Foster was originally reviewed by the Council at the 6.23.15 meeting where its application was deferred to the 10.20.15 meeting. Penn Foster was asked to provide additional financial information and to attend the October Council meeting. Mr. Hauff then asked for an opening statement from the institution. Connie Dempsey, Chief Certification and Licensing Officer, thanked the Council for the invitation to attend and opportunity to present. She then introduced Penn Foster’s Chief Financial Officer, Thomas Blesso. Mr. Pistillo asked Mr. Blesso to provide a step-by-step overview of the additional requested information. Questions were raised in relation to Penn Foster’s current ratio and financial practices. Mr. Blesso explained the institution’s processes and tuition payment plans. After discussion, Mr. Pistillo motioned to approve Penn Foster noting that through SARA approval, students would be covered under the required bond thus providing consumer protection.

Motion to Approve: Mr. Pistillo

Second: Ms. Stanfill

Vote: 7-0-0

IV. New Business

- Review of Institutional Applications
 - **Central Arizona College**
Mr. Hauff introduced Central Arizona College’s application and opened for discussion. Council reviewed the application.

Motion to Approve: Ms. Miller
Second: Ms. Feldman
Vote: 7-0-0

○ **Le Cordon Bleu College of Culinary Arts**

Mr. Hauff introduced opened discussion regarding Le Cordon Bleu's application. Ms. Miller and Mr. Pistillo had questions regarding the application and current state of the institution. Specifically, questions were raised on the sale of the institution, lapsed accreditation, and Department of Education Title IV monitoring among other concerns. Mr. Pistillo expressed the desire to have representation from Le Cordon Bleu present to address questions and motioned to defer the application until the next Council meeting. Le Cordon Bleu will be invited to attend the next Council meeting and present on their behalf.

Motion to Defer to next scheduled Council meeting: Mr. Pistillo
Second: Ms. Miller
Vote: 7-0-0

○ **Pima Community College**

Mr. Hauff introduced and invited college representatives to provide opening remarks. Kate Schmidt, Acting Dean of Online Development at Pima Community College introduced Mr. Michael Amick, Vice President for Distance Education. Mr. Amick provided an overview of the college. Mr. Hauff opened for discussion. Ms. Miller asked Mr. Amick to address the institution's standing with the Higher Learning Commission (HLC), its Public Disclosure Notice and specifically the institution's management of complaints. Mr. Amick explained that the management of complaints was in relation to Human Resources and not student complaints. He further elaborated that the institution has put into place significant steps in response to HLC's review and that the institution was removed from probation due to these steps but remains on notice to allow for sufficient time to evaluate the effectiveness of the implemented changes. Pima will be visited and reevaluated by HLC in fall 2016. In accordance with NC SARA policy, a change in accreditation status will be reported to the Council. Ms. Miller also asked Mr. Amick to respond to the Department of Education's Program Review findings. Mr. Amick noted that Pima has received notification from the Department that the institution has responded to the findings and no further action is required. The program review is closed.

Motion to Approve: Mr. Pistillo
Second: Ms. Stanfill
Vote: 6-0-1 (Ms. Schmidt)

- **University of Advancing Technology**

Mr. Hauff introduced and invited college representatives to provide opening remarks. Mr. Pistillo provided the history and programmatic scope of the university. Mr. Hauff opened for discussion. Council reviewed application.

Motion to Approve: Mr. Radda

Second: Ms. Feldman

Vote: 6-0-1 (Mr. Pistillo)

- **Yavapai College**

Mr. Hauff introduced Yavapai College's application and opened for discussion. Council reviewed the application.

Motion to Approve: Mr. Radda

Second: Mr. Pistillo

Vote: 7-0-0

- **Budget Update**

- Ms. Dueck shared a copy of the budget with the Council. There are currently 14 Arizona participating institutions resulting in \$180,000 membership fees received. There have been no expenses. The Maricopa Community Colleges District (MCCCD), and therefore Rio Salado College (RCS), is in the process of a financial system management change. As a result, Ms. Dueck shared that she is not able to use the financial system interface for budget development and sharing. All budget processes must be worked through in conjunction with RSC's Business Office. Ms. Dueck met with Rio's Associate Dean of Business Services to review the SARA account and will receive trainings on the new system once the full migration is complete. MCCCD has not announced a timeline for completion. In the meantime, Ms. Dueck will maintain a budget document for SARA. Additionally, Ms. Dueck is working on the development of a Memorandum of Understanding (MOU) between the AZ SARA Council and RSC for fiduciary purposes. The MOU will be presented to Mr. Hauff and the Council for review and approval.

- **Executive Director – Startup and Housekeeping**

- Mr. Hauff reviewed with the Council the hire of the Executive Director, Ms. Dueck. He requested and received from the Council approval to work directly with Ms. Dueck on the day to day operations of Council business such as procurement of technology, office supplies, and moving general Council business forward such as web updates. Additionally, the Council set as first priority for Ms. Dueck to work on establishing institutional application review processes for the upcoming Council review cycle in 2016.
- Ms. Miller provided an update on Action Item 1 from the 6.23.15 Council meeting addressing the need for a conflict of interest policy and possible confidentiality and non-disclosure statement. During research, it became evident that the development of such a policy and statement is dependent on the outcome of the Council's status as a public

body. Further movement on this action item will hold until the Council's status is determined.

V. Executive Session

- Executive Director Salary (A.R.S. § 38-431.03(A)(1))

Discussion on salary. Council agreed on placement.

Motion to approve: Mr. Radda

Second: Mr. Pistillo

Vote: 6-0-1 (Ms. Miller)

- Legal Updates – Status of Council as a Public Body (A.R.S. § 38-431.03(A)(3))
Ms. Eckberg provided an update on Council sector legal review of public body status.
Review anticipated prior to next Council meeting.

VI. Action Items

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

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.

2. Secured Document Storage

Executive Director will research possibilities for next Council meeting.

3. Institutional Application Review

Executive Director will develop a review process for use and review at next Council meeting.

4. Future Meeting Schedule

Executive Director will establish a calendar and send out invitations.