Agenda Review and a Work Session of the Maricopa County Community College District Governing Board was scheduled to be held beginning at 4:30 p.m. at the District Support Services Center, 2411 West 14th Street, Tempe, Arizona, pursuant to A.R.S. Section 38-431.02, notice having been duly given.

GOVERNING BOARD
Tracy Livingston, President
Johanna Haver, Secretary
Doyle Burke, Member (Absent)
Alfredo Gutierrez, Member
John Heep, Member
Jean McGrath, Member
Dana Saar, Member

ADMINISTRATION (AGENDA REVIEW)
Rufus Glasper
Maria Harper-Marinick
Debra Thompson
LaCoya Shelton-Johnson
Ed Kelty
Mary O’Connor for Steven Helfgot

ADMINISTRATION (WORK SESSION)
Rufus Glasper
Maria Harper-Marinick
Debra Thompson

AGENDA REVIEW
Agenda Review began at 4:36 p.m. Board President Tracy Livingston then took the assembly through the proposed agenda for the March 24, 2015 Regular Board Meeting. Clarification was asked on a few items as they were presented; below are requests made by Board Members for additional information.

CONSENT AGENDA
• ITEM 12.2 APPROVAL OF SELLER’S DEFAULT IN REAL ESTATE SALE OF PROPERTY LOCATED AT 8705 EAST MCDOWELL ROAD, SCOTTSDALE, AZ
  o Board members asked if MCCCD has to follow the same rules as city governments anytime government property is sold (i.e., put up for bid). (Administration replied that MCCCD has always been able to sell property in this manner but will review to ensure its procedures meet all statutory limitations. The property was marketed and MCCCD received two offers.) Board members asked why the property was initially purchased. (The site was acquired for the SCC Fire Science Program for $2.4 million; selling for around $3.2 million, 30% less than comps.) Board members wanted clarification on the $175,000 cost. (This is typical in sales contracts which indemnifies if one party pulls out. MCCCD has placed funds into escrow; the cost will be incurred only if MCCCD backs out of the sale. Final price is contingent upon appraisal. If the appraisal comes in higher, the item will be pulled from the agenda; if lower, it will proceed with the sale. MCCCD will not sign an agreement without the appraisal.)

NON-CONSENT AGENDA
• ITEM 13.1 APPROVAL OF AUTHORIZATION TO SPONSOR A SINGLE CHARTER SCHOOL
  o Board members asked if there was a cost to the district for the sponsorship and what role MCCCD would play. (Board members will sit on the Board of Directors but there is no cost or financial interested in the school. MCCCD’s obligation will be to hold the Charter to its contract.) Board members asked how many students they were planning for. (The cap will be set at
800 to maintain a lower student/teacher ratio. Plan to use Kids at Hope to help attract and retain students.) Board members asked if the new location was approved by the surrounding community (in reference to the initial dismay at taking over a location that belonged to a community YMCA.) (Hope is looking at Orangewood in Glendale and will begin investigating stakeholders once the MCCCD Board has given its approval.)

**ITEM 14.3 APPROVAL OF DENTAL CLINIC & SIMULATION LAB EQUIPMENT PURCHASE FOR THE NEW PHOENIX COLLEGE CENTER FOR EXCELLENCE IN HEALTHCARE**

- Board members asked the source of funding. (From Prop 301 Funds and Carl Perkins.) Board members asked if MCCCD has ever considered increasing tuition for more expensive programs. (MCCCD has never had differential tuition but it can be looked at. Course fees tend to be large for more extensive programs—administration will provide the fees for this program to Board members. Specific course fees are established so only those students who use those services pay more and costs stay where the expenses take place.)

**FIRST READING ITEMS**

**ITEM 16.1 REVIEW OF PRELIMINARY PROPOSED FY15-16 BUDGET**

- Board members asked what the cost of wrapping a car, similar marketing ideas. They also wanted to know why MCCCD pays so much for a Prius when other vehicles cost so much less. (Administration will follow up regarding the cost of wrapping a car and how many cars have been wrapped. In terms of advertising, Cost analysis can be done to see if advertising is profitable. The chancellor has looked at cost analysis over the years and results showed that MCCCD is not doing enough marketing. Combined marketing (ONE Maricopa vs. individual college advertising) allows MCCCD to pool resources and target better. Several cost savings were looked at and will be shared with the Board.) Board members asked if the budget included reductions in spending. (This budget will set the upper threshold for next year. There are no inclusions for reductions or reallocations except for decreased enrollment and loss of tuition revenue. When the largest cuts in state funding occurred, MCCCD made significant budget cuts at that time. A breakdown of those cuts will be provided again to the Board. MCCCD is constantly looking at ways to cut spending. MCCCD is looking at regionalization, planning for ‘life without the bond’, and continues to monitor its budgets and balances. MCCCD has to sustain its programs. MCCCD is in position to break away and make itself more entrepreneurial and grow bigger. Advertising will help get those dollars that are out there. The cost to wrap a car is much less than wrapping a bus or advertising in the airport or on TV; the students getting hurt are those who could have come to MCCCD but aren’t aware of what MCCCD can offer. Advertising is an effective entrepreneurial practice and MCCCD needs to invest substantially more.)

**ADJOURNMENT**

Agenda Review was adjourned at 5:31 p.m.

**CALL TO ORDER AND DISCUSSION**

The Work Session was called to order a 5:45 p.m. to quickly review the option proposed by the Board President to move Board committee meetings to
Mondays at 5:00 p.m. Discussion ensued and it was decided that moving the time is acceptable to the Board, but the preference is to maintain the originally scheduled dates rather than add new ones. Committee meetings will begin at 5:00 p.m. and last only one hour. Then subsequent meetings will follow. For the nights of the Regular Board Meeting, Executive Session, if called, will follow rather than precede the Regular Board Meeting.

- Agenda Review and Work Session (Second Tuesday of the Month)
  - 5:00 Policy Committee Meeting
  - 6:00 Agenda Review
  - 7:00 Work Session

- Regular Board Meeting (Fourth Tuesday of the Month)
  - 5:00 Budget and Finance Committee Meeting
  - 6:30 Regular Board Meeting
  - 8:30 (end of RBM) Executive Session, if called

- The Charter School Committee Meetings will be called on a separate date and time as they only occur twice a year.

**Open and Vision**

President Livingston thanked participants for attending. She then turned the meeting over to the faculty presenters: Mr. Keith Heffner, Faculty Association President, Dr. Patty Finkenstadt, Faculty Association Immediate Past President, and Ms. Celine Bednarak, Faculty Association President-Elect.

**Faculty Presentation**

Mr. Heffner presented an overview of their presentation which would review and discuss MCCCD Faculty perspectives on key areas of their profession:

1. Faculty Association
2. Academic Freedom
3. Full Time to Part Time Faculty Ratio
4. Shared Governance

A copy of the presentation is included in the appendices.

**Charter School Presentation**

Charter School Principals Ms. Lisa Smith (GateWay Early College High School) and Mr. Keith Brown (Phoenix College Preparatory Academy) provided an overview of their schools to the Board. A copy of their presentation is included in the appendices.

**Adjournment**

The Work Session was adjourned at 7:57 p.m.

______________________________
Johanna Haver
Governing Board Secretary
Appendix

Conversation with the Governing Board

Charter School Overview
- GateWay Early College High School
- Phoenix College Preparatory Academy
Conversation with the Governing Board
3-10-2015

Agenda: 6-7pm

I- Review and discuss MCCCC Faculty perspectives on key areas of their profession:

1. Faculty Association
2. Academic Freedom
3. Full Time to Part Time Faculty Ratio
4. Shared Governance

II- Informal discussion/Q&A

III- Consideration for additional meetings, requests for information, other?

IV- Adjournment

Faculty Association Structure
Academic Freedom

- Academic Freedom:
  “the freedom to pursue the scholarly profession according to the standards of that profession”

  - Freedom of Research and Publication
  - Freedom in the Classroom
  - Freedom of Intramural Speech
  - Freedom of Extramural Speech

1. Finkin and Post, 2009

60:40 Ratio

Institutions must weigh the balance between budget savings and supporting the core mission of teaching/learning.

- Student Access to Instructors
- Increases Student Success Metrics (graduation, transfer)
- Commitment to the Institution
- Participation in Shared Governance
- Supports Innovation, Curriculum/Program Design, Professional Growth, & Institutional Stability
- Accreditation Guidelines
60:40 Ratio

Costs of Overreliance on Adjunct Faculty

• “Contingent, part-time employees allow employers the financial flexibility to accommodate fluctuation in demand for their products or services. However, the immediate budget savings realized by use of contingent labor is offset by various legal, ethical, and managerial “costs” being shifted to the system. The greater the reliance on adjunct faculty (contingent labor) at the colleges, the more likely the budget savings will in fact be a false economy for the system.”

2. A Faculty Perspective on the Judicious Employment of Adjunct Faculty, 2011

60:40 Ratio

Costs of Overreliance on Adjunct Faculty

• **Legal**: Affordable Care Act, lack of training/PG, “your services are no longer required.”

• **Ethical**: low pay, last minute hiring, little or no participation in academic decision making processes, inconsistent access to basic supplies/offices/support staff, inconsistent evaluation processes (or none at all).

• **Managerial**: last minute hiring decisions=settling for available personnel, compromised hiring practices.

2. A Faculty Perspective on the Judicious Employment of Adjunct Faculty, 2011
60:40 Ratio
Institutions must weigh the balance between budget savings and supporting the core mission of teaching/learning.

- Student Access to Instructors
- Increases Student Success Metrics (graduation, transfer)
- Commitment to the Institution
- Participation in Shared Governance
- Supports Innovation, Curriculum/Program Design, Professional Growth, & Institutional Stability
- Accreditation Guidelines

Shared Governance

- May be also be described as:
  - Collaborative leadership
  - Co-creation
  - Engagement in decision making
  - Shared understanding
Charter School Financial Reports Requiring Governing Board Action

- Proposed Budget – May meeting – first draft of the School’s annual budget
- Adopted Budget – June meeting – final draft of the School’s annual budget
- Annual Financial Report – September meeting – report of actual revenues and expenses
- Final Budget Revisions – February through April meetings – required if enrollment is below the level of the adopted budget
Phoenix College Prep Academy

Current & Revised Budget

History
- School started in 2003 under the name of Teacher Prep High School
- A Credit Recovery School with a D letter grade in 2011-12
- Name changed in 2012 to Phoenix College Preparatory Academy to attract more students with careers outside of teaching
- B letter grade the past two school years (4 points from an A in 2014)
- Have recruited all districts heavily with the message of "free college for qualifying students" and have filled two freshmen classes with 60
- We are no longer a Credit Recovery School, but rather a school where serious students go to get ahead and earn college credits while in high school
- We now have a waiting list of 7th graders
Current Service Level

- 100 students in grades 9-12 (started school year with 109)
- Became Title I School in 2013-14 (94% of students are on Free and Reduced Lunch)
- Started National School Lunch Program in 2014-15
- Academic Parent Teacher Team started in 2013-14
- 19 students took the ACT
- 6 Special Education Students
- 2 ELL students
- (50) 8th Graders tested in Reading and Math on 2/28/2015

Points of Pride

- 78 students taking 248 college classes (748 college credits) this year
- 17% earned college degree prior to graduating from high school
- 2015 State Championship Basketball Team
- Science Fair held on Phoenix College campus (33 entries, 10-1st places and go to state competition April 8th)
- Over 200 people and 50 families attended “Day of Thanks”
- Significant improvement in State Testing Scores (see graph below)
Budget/Funding

- 492k budget on 67 students in 2013-14
- 644k budget on 90 students in 2014-15 (started school year with 109 students)
- Request to the Charter Board for CAP increase to 400 made in February, 2015
- 1.02 Million budget on 140 students in 2015-16
- Expect enrollment to be 240 students by 2018-19 with 60 in each class
- No budget amendment needed for FY 2014-15

Additional Information on PCPA

- 46% of students on Honor Roll (3.0 GPA) or Principal’s list (3.5 GPA) in fall semester
- Attendance Rate of 93% for 2014-15
- Galileo Benchmarks showing continued improvement with the Bottom 25% and all tested areas
- Adding an Academic Counselor in 2015-16
- Adding 1 more full time and two RPS teachers in 2015-16 (Math and Reading-Title I)
GateWay Early College

Current & Revised Budget

History
- Started in 1995 (one of the first five charters in AZ)
- A credit recovery school with an average of 600 students in 10th – 12th grade
- 2003 NCLB review brought to light the poor achievement levels
- Math 0%, Reading 29%, & Writing 39%
- 30% drop out rate, 65% attendance rate
- Redesigned in 2004 to an Early College
Current Service Level

Core Principle 1: Serve students underrepresented in higher education.

Core Principle 2: Created and sustained by a local education agency, a higher education institution, and the community

Core Principle 3: Develop an integrated academic program so all students earn one to two years of transferable college credit.

Core Principle 4: Implement comprehensive support systems that develop academic and social skills

- Students are eligible as early as the 2nd semester of 9th grade year to take college classes in cohorts (all high school students with a college professor)
- 247 students currently, 270 next year, 75 new freshman each year
- 97% eligible for free lunch program, 90% first generation college students

Points of Pride

- 2014 Profile
  ✓ Graduating 47 students
  ✓ 1,255 college credits completed
  ✓ Over $180,000 in college scholarships
  ✓ 14% earned college degree prior to graduating high school
  ✓ Graduation rate of 91%
    • Compared to 69% state average
  ✓ Dropout rate of 0%
    • Compared to 17% state average
Budget/Funding

Key Points:
- Funding from Arizona Department of Education is based on Average Daily Attendance (ADM)
- Charter schools are funded based on current year enrollment - if our attendance drops in October due to a large number of students out with the flu, the November payment is affected – when enrollment changes occur, the budget is modified in the current year

Budget/Funding

- Need to revise the FY15 budget due to lower actual attendance
  - Original budget of 265 ADM
  - Actual enrollment and attendance is 247 ADM
  - 18 fewer students causes a revenue shortfall of $99,582
    - 5 students enrolled in an online program
    - 4 transferred to another comprehensive program
    - 4 moved out of area
    - 5 unknown reasons
Budget/Funding

- The plan to fix the withdrawal rate:
  - ✓ Our highest rate of withdraw is in the summer between 9th & 10th grade and 1st semester of 11th grade
  - ✓ We have created a 3 day Summer Camp to help incoming 9th graders & current 10th graders with their summer reading project and to feel comfortable and supported going into the next grade level
  - ✓ Summer school will be required for 11th graders not fully on track

Budget/Funding

Fixing the withdrawal rate will address enrollment in future years

Rollover funds will be used to cover the revenue shortfall caused by enrollment declines in the current year
Budget/Funding

■ What are rollover funds?
  ✔ Essentially fund balance generated by the GateWay Early College in past years when revenue exceeded expenditures

■ How did they come to be for the school?
  ✔ When Lisa Smith became principal in 2010-11, there was $602,000 in rollover
  ✔ Between 2011 to 2014, $322,000 was generated primarily due to staff vacancies
    • Director of Federal Programs position was left vacant for 12 months ($98,420)
    • Attendance clerk and 3 teachers out on unpaid FMLA ($189,000)

■ Approximately $925,000 balance in rollover funds

Budget/Funding

■ Rollover funds in the future
  ✔ Additional rollover is not expected to generated annually due to:
    • GateWay Early College is now fully staffed
    • Funding no longer needs to be held for staff on extended leave
  ✔ Maintain 20% of the annual budget in the rollover account for financial stability
Budget/Funding

- Planned uses of rollover funds
  - Cover the current year shortfall
  - Help upgrade common areas of the College that the high school uses (bathrooms, student life, and college computer labs)
  - Fund high school classroom remodeling, air conditioning repairs, and technology updates in the high school areas of the College

Overview of Rollover Funds

<table>
<thead>
<tr>
<th>Use of Rollover</th>
<th>Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2015 Rollover Balance</td>
<td></td>
<td>925,215</td>
</tr>
<tr>
<td>FY2015 Revenue Shortfall</td>
<td></td>
<td>95,582</td>
</tr>
<tr>
<td><strong>Facility Changes for High School:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classroom &amp; Office Space Remodeling</td>
<td>Replace carpet in several rooms. Create office space for social worker, parent center, office space in the school's front office (all from existing space)</td>
<td>48,000</td>
</tr>
<tr>
<td>Drinking fountains</td>
<td>New fountains that have filtered water and can handle the capacity of the high school population</td>
<td>3,500</td>
</tr>
<tr>
<td>Painting high school walls</td>
<td></td>
<td>5,000</td>
</tr>
<tr>
<td>Air conditioning repairs</td>
<td>5 rooms need new HVAC systems installed (old cold water plumbing system needs to be replaced)</td>
<td>30,000</td>
</tr>
<tr>
<td>Technology updates</td>
<td>New computers for all staff and teachers (current computers are 8 years old)</td>
<td>33,000</td>
</tr>
<tr>
<td><strong>Facility Changes for Shared Spaces (Benefts High School and College):</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology updates</td>
<td>25 computers in shared high school. Cisco computer lab are 8 years old and need to be replaced</td>
<td>31,000</td>
</tr>
<tr>
<td>Remodel student life area for high school students</td>
<td>Scase in the student life center will benefit the high school by giving us a shared space to hold our fall lunch program and for students to gather</td>
<td>200,000</td>
</tr>
<tr>
<td>Remodel high school bathrooms</td>
<td>Women's bathroom closest to the high school area in very poor shape and need new toilet, fixtures, stalls, tile, mirror, and paint</td>
<td>300,000</td>
</tr>
<tr>
<td><strong>Total Facility Changes</strong></td>
<td></td>
<td>446,100</td>
</tr>
<tr>
<td><strong>Subtotal Rollover Funds Remaining</strong></td>
<td></td>
<td>379,133</td>
</tr>
<tr>
<td><strong>Reserved for Financial Stability (20% of annual budget)</strong></td>
<td></td>
<td>349,529</td>
</tr>
<tr>
<td><strong>Rollover Funds Remaining</strong></td>
<td></td>
<td>29,604</td>
</tr>
</tbody>
</table>
Budget/Funding

Reporting the Use of Rollover in the Annual Budget

The forms provided by the Arizona Department of Education do not allow for specified uses of rollover funds in the revenue section. Per guidance from the Auditor General’s Office, we will include the planned uses in the expense budget and total budgeted expenses will exceed total budgeted revenues for the current year. We will report the planned use of rollover funds in the Governing Board Action Item.

Closing Comments
<table>
<thead>
<tr>
<th>Report Due to ADE</th>
<th>Due Date</th>
<th>Academic or Financial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal &amp; State Maintenance and Operations Declaration Form</td>
<td>July 5th</td>
<td>Academic</td>
</tr>
<tr>
<td>Proposed Budget (approved &amp; uploaded)</td>
<td>July 5th</td>
<td>Financial</td>
</tr>
<tr>
<td>Adopted Budget (Board approval)</td>
<td>July 15th</td>
<td>Financial</td>
</tr>
<tr>
<td>Fiscal Year 2014 LEA Calendar</td>
<td>July 7th</td>
<td>Academic</td>
</tr>
<tr>
<td>Adopted Budget (uploaded)</td>
<td>July 18th</td>
<td>Financial</td>
</tr>
<tr>
<td>July Estimated Student Count Enrollment List</td>
<td>July 16th</td>
<td>Academic</td>
</tr>
<tr>
<td>Start of School</td>
<td>July/August</td>
<td>Academic</td>
</tr>
<tr>
<td>August Estimated Student Count Enrollment List</td>
<td>August 14th</td>
<td>Academic</td>
</tr>
<tr>
<td>September Final Estimated Student Count Enrollment List</td>
<td>September 15th</td>
<td>Academic</td>
</tr>
<tr>
<td>40th Day SAIS Student Detail and ADMS Reports</td>
<td>September 30th</td>
<td>Academic</td>
</tr>
<tr>
<td>Annual Financial Report (Board approved and uploaded)</td>
<td>October 15th</td>
<td>Financial</td>
</tr>
<tr>
<td>Final Report – IDEA</td>
<td>October 15th</td>
<td>Both</td>
</tr>
<tr>
<td>Application Due – IDEA</td>
<td>October 30th</td>
<td>Academic</td>
</tr>
<tr>
<td>All evidence of prior year Title I &amp; Title II activities due in ALEAT*</td>
<td>November 1st</td>
<td>Academic</td>
</tr>
<tr>
<td>Final Report – Title I &amp; II</td>
<td>November 15th</td>
<td>Both</td>
</tr>
<tr>
<td>Fiscal Year Annual Audit (contact sponsor)</td>
<td>November 15th</td>
<td>Academic</td>
</tr>
<tr>
<td>Department of Health Immunization Report</td>
<td>November 30th</td>
<td>Academic</td>
</tr>
<tr>
<td>Monitoring Cycles 1, 2, 3, 5 &amp; 6 are due in ALEAT (Cycle 4 on-site audit)</td>
<td>December 1st</td>
<td>Academic</td>
</tr>
<tr>
<td>October 1st Enrollment Data in SAIS</td>
<td>December 14th</td>
<td>Academic</td>
</tr>
<tr>
<td>Exceptional Student Services (Special Education) Census Verification</td>
<td>December 19th</td>
<td>Academic</td>
</tr>
<tr>
<td>100th Day SAIS Student Detail and ADMS Reports</td>
<td>January 20th</td>
<td>Academic</td>
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<tr>
<td>Application Due – Title I &amp; II</td>
<td>February 1st</td>
<td>Academic</td>
</tr>
<tr>
<td>Final Special Education Reporting in SAIS and Census</td>
<td>March 2nd</td>
<td>Academic</td>
</tr>
<tr>
<td>Tax Credit Report to the Arizona Internal Revenue Service</td>
<td>March 15th</td>
<td>Academic</td>
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<tr>
<td>Audit reports are due nine months after the entity’s fiscal year end</td>
<td>March 31st</td>
<td>Academic</td>
</tr>
<tr>
<td>All program (Title I services to students) data entered in SAIS</td>
<td>April 1st</td>
<td>Academic</td>
</tr>
<tr>
<td>Final Budget Revision (Board approval)</td>
<td>May 15th</td>
<td>Financial</td>
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<tr>
<td>Final Budget Revision (uploaded)</td>
<td>May 18th</td>
<td>Financial</td>
</tr>
<tr>
<td>General Statement of Assurance</td>
<td>May 31st</td>
<td>Both</td>
</tr>
<tr>
<td>Student Level Data (SAIS submissions)</td>
<td>Every 20 school days</td>
<td>Academic</td>
</tr>
<tr>
<td>Lunch Count Submitted</td>
<td>Monthly by the 10th</td>
<td>Academic</td>
</tr>
<tr>
<td>Equalization Payments (12)</td>
<td>August through June</td>
<td>Financial</td>
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<tr>
<td>Classroom Site Fund Payments (12)</td>
<td>August through June</td>
<td>Financial</td>
</tr>
<tr>
<td>National School Lunch Program Payments (10)</td>
<td>September through May</td>
<td>Financial</td>
</tr>
<tr>
<td>Request for Reimbursement – Grants</td>
<td>Quarterly</td>
<td>Financial</td>
</tr>
</tbody>
</table>

*ALEAT: Audit of English Language, Gifted, Parent, Other Programs