

## **PIMA COUNTY COMMUNITY COLLEGE DISTRICT**

A Study Session of the Pima County Community College District Governing Board was held on Monday, September 5, 2017 at 4:00 p.m. in the Community Board Room, C-105, at the District Office, 4905 E. Broadway Blvd., Tucson, AZ 85709-1005.

### **Persons in Attendance**

#### **Board Members:**

Mark Hanna, Chair  
Demion Clinco, Secretary/Vice Chair  
Luis Gonzales  
Meredith Hay  
Sylvia Lee

#### **General Counsel**

Jeffrey Silvyn

#### **Recording Secretary**

Andrea Gauna

#### **Administration**

Lee Lambert, Chancellor

1. Call to Order  
Mark Hanna called the meeting to order at 4:00 pm.

2. **Audit Review**  
An Executive Summary of the Audit Results can be found on the website.

Kurt Weirich, Acting Director for Internal Audit reported on his background and experience.

Mr. Weirich noted that he uses these audit reviews as a tool for improvement and feedback only, not as a “gotcha” moment and have found them to be good resources for the College. He likes to keep good communication with the areas to talk about the findings.

Mr. Weirich discussed the steps he follows for each audit review, the steps are as follows:

1. Risk assessment
2. Develop audit plan
3. Draft audit reports (management action plans)
4. Final report
5. Memo-accompanies report by Chancellor
6. Follow-ups (improvements since audit)

He noted that he will be discussing two audit reports in Executive Session, immediately following this study session.

### **Automotive Audit**

The aviation audit was originally requested by the Provost Office and focuses on the business processes. Mr. Weirich discussed the findings of the audits and noted his overall conclusion and recommendations.

There following three findings were discussed:

1. Automotive building physical security access controls
2. Complete and current automotive program inventory listings are not available
3. Student job placement rates and trending analysis not available

The audit review notes a timeframe to correct these issues as December 2017.

Greg Wilson, Academic Dean for Business, Occupational, and Professional Programs was available for questions from the Governing Board.

Mr. Wilson reported on what improvements have already been made including limited cross access to and from lab classes. Signage has been put on doors to direct students to enter into the lab they are taking classes in and not crossing between labs. The Department of Facilities is now involved to figure out the best strategy to move forward.

In regards to the inventory listing concern, Mr. Wilson reported that an inventory mechanism is in place for items that are greater than \$5,000 but not for smaller types of inventory items with a lower dollar amount. These items are associated with teaching and learning. Bill Ward, Vice Chancellor for Facilities noted that his department utilizes the FAMIS system for documenting equipment for the College and thinks this might be helpful for the automotive department. He also mentioned a system created by Grainger to help with inventory control. Mr. Wilson reported that the automotive department uses shadowboxes for tools and has cabled down certain equipment to help with keeping tools from getting lost.

In regards to the tracking of students that have completed the program, Mr. Wilson explained that the automotive department has a complete list of students but it is not a comprehensive division-wide tracking system. A working group has been created to develop an electronic tracking system to help with this.

Board Chair Hanna asked that Bill Ward take a look at the capital budget and work with the automotive department to get the building access issues fixed.

#### Intercollegiate Athletics Follow-Up Audit

The athletic audit was requested by Morgan Phillips, West and Desert Vista Campus President and Edgar Soto, Dean of Athletics, Fitness and Wellness.

The following areas are of concern and need improvement:

1. Donation process
2. NJCAA compliance
3. Cash handling controls
4. Archived student athlete records

Dr. Morgan Phillips, Desert Vista and West Campus President was available to answer Board questions.

Dr. Phillips noted that the donation process is now being handled through the Pima Community College Foundation or the business office on the campus using regular business office processes.

Dr. Phillips reported that the department is making sure everyone is aware of compliance updates for NJCAA. The new people in the department are given a NJCAA quiz and there is continued professional development available. The department developed a publication called “What’s Changed Since Last Year” to keep everyone up to date on changes. Dr. Phillips also noted that an online database has been developed to handle student issues. Coaches can access the database to get the status of an athlete’s eligibility, transcript review, applied credits, and game day eligibility.

A new cash handling process is happening through the business office now using regular business office processes.

Student records are now handled through the registrar’s office at District Office.

Dr. Phillips noted that he is working with the Edgar Soto, Dean of Athletics, Fitness and Wellness to move the student athlete records and disposition them according to the state retention schedule.

Chancellor Lambert reported that he is having conversations with the Academic Dean on a regular basis to get these issues resolved quickly. He noted that the athletic department has created a video to reinforce the message for everyone that there needs to be an important cultural shift in the way we handle things.

Board Chair Hanna asked that this condition remain on the list of auditor’s reviews as a follow-up.

### Clery Act Compliance

The following conditions have been identified:

1. CSAs have not completed the CSA training
2. Only 40% of the designated CSAs have responded to the 2016 CSA Crime Survey initiated by the Clery Compliance Officer

Michelle Nieuwenhuis, Police Commander and Steven Hogan, Clery Compliance Officer were available to answer Board questions.

Steven Hogan, Clery Compliance Officer is should be receiving a list of CSAs by the end of the month. Once the complete list is received, an invitation will go out for CSA training and the department expects 100% compliance. Chancellor Lambert will be meeting with individuals who do not complete the training.

Board member Hay suggested holding employee paychecks until their training is complete. It was suggested to make this training mandatory and tie it to employee contracts. Jeff Silvyn, General Counsel noted that the College has a corrective action and discipline process to handle this.

The Board expects the department to put in place mandatory training for the areas of compliance that are required and the Board will support that action.

The emergency contact list was discussed and noted that the department has an emergency contact list but it wasn't listed in the emergency procedures. This has been corrected.

In regards to the CSA Crime Survey reporting, the Clery Compliance Officer will continue to implement a plan to ensure that all CSAs respond to the CSA survey in 2017.

#### Center for International Education and Global Engagement Follow-Up Audit

Mr. Weirich noted that 9 of the 11 conditions have already been addressed. The following condition is still a concern:

1. Signature authority needing legal guidance

Dr. Ricardo Castro-Salazar, Vice President of International Development and Lisa Nutt, Associate Director was available for questions from the Board.

The Board is concerned that agreements are being signed without legal review. Board member Hay has suggested that all agreements be reviewed by legal counsel before signing.

Mr. Silvyn noted that legal counsel has set up a pre-approved format for agreements and the Center for International Education is now informed of the process.

Board member Hay noted the importance of a relationship between the administration and legal counsel in these types of situations.

Mr. Silvyn also noted that finance is working to put a better process in place to allow delegation of signature authority.

#### Aviation Controls Follow-Up Audit

The following conditions were noted as a concern:

2. Cash handling controls
3. Building physical access security concerns

Greg Wilson, Dean of Applied Technology and Jason Bowersock, Academic Director were available for questions from the Board.

Mr. Weirich noted that Mr. Wilson and Mr. Bowersock are new to their positions and were not here for the original audit.

Mr. Weirich noted that he meets with the department regularly and is on-site coordinating individuals.

Mr. Wilson noted that the cash handling issue will be corrected by Friday. The test fees Designated Mechanics Examiners (DME) charge to the students has been resolved and a process of documenting the cash exchange from student to DME is being documented.

Mr. Bowersock noted that an agreement is in the works, he is working with Seth Shippee, Deputy Legal Counsel a terms of the contract.

A solution to the physical access and security issues are still in progress. The department is dealing with budgetary issues but this issue is expected to be resolved by the end of the year.

Mr. Weirich noted that two reports will be discussed in Executive Session.

Demion Clinco motioned to go into Executive Session to discuss two audit reviews, Sylvia Lee seconded at 5:36 p.m.

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Secretary

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Date