MEETING NOTES
AZTransfer Steering Committee
December 1, 2016 // 10:00am-12:00pm
Virtual Meeting

Meeting Attendees

Steering Committee:
Jeanne Bryce (EAC), Gail Burd (UA), Fred Corey (ASU), Samuel Dosumu (Maricopa), Susan Johnstad (NAU), Verlyn Fick (Cochise), Dudley Gardner (Coconino), Mary Kay Gilliland (CAC), Ron Liss (Yavapai), Shelley McGrath (ABOR), Paula Norby (Mohave), Lisa Eutsey (Dine), Julian Easter (Pima), Mark Vest (NPC)

AZTransfer Staff:
Kelly Robles, Rebecca McKay, Tracy Salter, Erin Woodell, Lisa Rodrigues

Agenda Items

1. Welcome

2. Review and approval of minutes

Notes were approved as written with one abstention.

3. Course Progress Reports

a. Rebecca shared an update on the Course Progression report which was reviewed in September. She showed a study done by the Languages ATF Chair which included all foreign language courses taken at Maricopa, and how those students progressed at the universities in the same language discipline after transferring. The results were overwhelmingly successful.
b. Rebecca also shared that Yavapai has requested a flat-file format of the course progression data, in order to do a more in-depth study.
c. Rebecca and Tracy will be meeting next week with faculty members of SCC and ASU to explore ways the Course Progression report and ASSIST in general may aid their work on STEM course research.

4. ATF Attendance Report

a. This is a preliminary document pending review and approval from each institution’s facilitator at the upcoming December 6th meeting. Also, two disciplines (Nutrition and Dance) have spring meetings which have not yet occurred.
b. This year we have added documentation to track virtual attendance and note it separately from in person attendance.
c. Institutional representation has stayed fairly consistent this year as compared to last year.
d. We have received reports from ATF groups requesting additional representatives from
colleges and universities attend where an institution may have multiple different programs in the same discipline (ie. UA Online, UA South, UA Tucson) and would like to have information regarding all differences in those programs.

5. FY2018 Budget Proposal

a. This initial budget review for FY2018 replicates the budget amount previously approved for FY2017. Kelly believes that AZTransfer’s fiscal stewardship can work within the current budget without any increases in operations.

b. The Executive Committee has been discussed and proposed a possible contingency line for “spendable savings” within the operating budget and that may be included in the February draft.

c. Questions and comments from several SC members regarding the following:
   i. How are expenditures for the current year – Kelly will share that information at the February in person meeting.
   ii. What is the recommended percentage for carryover balance – 20% is recommended.
   iii. Our current budget exceeds our contributions by about $100K each year. Kelly has been discussing this in depth with the Executive Committee regarding several different possible solutions including: seeking external funding support, asking the state for increased appropriations, nominal increases to institutional contributions, etc.
   iv. Kelly explained that AZTransfer is a much different organization in size, structure, and scale than it was in 2008 or even 5 years ago. Our impact and influence is much greater than it has been in the past.
   v. It was suggested that any changes to the current funding structure be accompanied by meeting objectives/outcomes/goals/measurable accountability.
   vi. Another suggestion was to maintain enough funding in the reserves to cover the state’s contribution should there ever come a time where they do not allocate our expected amount.
   vii. Kelly will prepare additional information to facilitate a continued discussion at the February 16, 2017 meeting.

d. Kelly shared that all but 3 institutions have made their financial contributions for the current fiscal year. The deadline was December 1st. She has reached out individually to the three remaining institutions for payment.

6. Marketing and Communications Wrap Up

a. Erin reported that this year’s marketing and communications efforts statewide have been successful. We have covered more communities and provided more outreach to community colleges and high schools than ever before.

b. The upcoming year’s focus will be on engaging different audiences within our partner institutions with particular attention on student affairs/services folks. Recent communications
have gone out to these populations with invitations to the Summit and responses have been very positive.
c. Another focus will be on business to business connections throughout Arizona with like-minded organizations serving adult populations that have some college credit but no degree. AZTransfer has already started initial plans for outreach to incarcerated populations, workforce connections, social service entities, etc.

7. FYI Awareness Items

a. JLBC report was approved by both ABOR’s Academic & Student Affairs Committee and the Arizona Community College Coordinating Council. The AZTransfer reports have been printed and will be shared with the JLBC and our stakeholders.
b. Two additional proposals to establish new ATFs may come up in the spring semester for Film and Sustainability. Kelly will share as appropriate.
c. Kelly’s maternity leave is quickly approaching. She plans to return to the office part time the first week of February and will return full time later in the spring semester. In her absence, please work with Helena to have any needs or issues addressed.

8. Next Meeting

Thursday, February 16, 2017 10:00am to 2:00pm in Tempe at the Maricopa Community College District – Emerald Point Building