The draft minutes will be approved at the next regular meeting of the Board in January.

MEETING MINUTES
Arizona Western College
District Governing Board
December 12, 2016

Board Members Present: Board President Dennis Booth, Olivia Zepeda, Maria Chavoya, Melissa Wright, Richard Lamb

Others Present:
Dr. Daniel P. Corr, President
Rachel Caldwell, Executive Assistant to the President
Carole Coleman, Vice President for Finance and Administrative Services
Robin Cooper, Center Assistant (La Paz County)
Sabrina De Leon, Clerk (La Paz County)
Bryan Doak, Vice President for Student Services
Adele Edwards, Director of Computer Information Services
Dr. Linda Elliott-Nelson, Vice President for Learning Services
Bylli Esquera, Center Assistant (La Paz County)
Josue Figueroa, Senior Technology Coordinator
Kari Gardner, Chief Human Resources Officer
Dave Gornik, Director of Business Development for Emc2 Architects
Mary Kay Harton, Dean of Campus Life
David Kern, Professor of English (La Paz County)
Jose Lizarraga, Student Services Specialist (La Paz County)
Peggy Locklear, Professor of Mathematics (La Paz County)
Victor Mata, Technology Coordinator (Satellite Campuses)
Fatima Megui, Classified Employee Association Liaison to the District Governing Board
Kathy Ocampo, Associate Dean for La Paz County Services
Paul Olson, Principal of Parker High School
Cindy Romero, User Support Administrator
Lori Stofft, Dean of Public Relations and Marketing
Richard Tozier, Parker community member
Melody Villaneda, ITN and TV Services Supervisor
Brenda Warnock, Director of Technology Support Services
Lannie Wills, Help Desk Operations Coordinator

Call to Order: Board President Dennis Booth called the meeting to order at 10:00 am.

Introductions: Chief Human Resources Officer Kari Gardner thanked Cindy Romero, user support administrator, for providing technical assistance. She thanked guests Lannie Wills, Brenda Warnock, Victor Mata, Dave Gornik, Gabriel Leandro, Melody Villaneda, Peggy Locklear, Dave Kern, and Paul Olson for being present.

Approval of Minutes: Board Member Maria Chavoya motioned to approve the minutes from the November 22, 2016 Board Meeting. Board Member Melissa Wright seconded the motion; motion carried.

Adoption of Agenda: Board Member Melissa Wright motioned to adopt the agenda as written. Board Member Maria Chavoya seconded the motion; motion carried.

Call to the Audience: Community member Rich Tozier said he wanted to let the Board know how proud the community is of Arizona Western College and the development occurring in La Paz County. He complimented the staff operating Arizona Western College services in La Paz County, and said that their work is reflective of a good Board.

Association of District Governing Boards: Board Member Maria Chavoya said the next meeting will take place February 19 at which time the Board will be discussing restructuring of the organization. The Board will take a look at its mission statement and bylaws.

Classified Employee Association (CEA) Report: Fatima Megui, District Governing Board Liaison for the Classified
Employee Association, gave a recap of what the CEA accomplished in Fall 2016. The Association offered six training sessions, and facilitated communication by creating a CEA email account and by adding 50 employees to a CEA email distribution list.

The Association will host its Professional Development Day on February 16, 2017. The event will include a special guest presenter Erin Brandt, Principal at Erin K. Brandt & Associates. Twenty sessions will be hosted throughout the day incorporating topics ranging from CPR certification to Microsoft One Note training.

**Student Government Association Report:** Dean of Campus Life Mary Kay Harton presented on behalf of Student Government Association President Lizet Camarena.

Ms. Harton shared photos from the 2016 Golf Cart Parade held in conjunction with the El Toro Bowl and the AWC Foundation Chili Cook-Off. The golf carts were decorated to highlight the decades, starting with the 40s, and 10 clubs participated. The Residence Hall Association, representing the 50s, won first place.

The Chili Cook-Off raised $12,000 for AWC Foundation scholarships. Six teams competed. The Chili Bytes team took home the first place trophy for best chili.

The El Toro Bowl Banquet took place Friday, Dec. 2. Players and staff from both the Matador and Garden City Broncbuster teams attended the banquet along with Student Government Association and college leadership.

The #2 AWC Matadors took on the #1 Garden City Community College Broncbusters in the National Junior College Athletic Association National Championship game on Saturday, Dec. 3. The Broncbusters defeated the Matadors 25-22.

College Assistance Migrant Program (CAMP) grant students participated in the Dia Del Campesino event on Dec. 3. More than 5,000 migrant farm workers and their family members attended the event which provides free breakfast, medical examinations, clothing and blankets, and raffle prizes to attendees.

In Spring 2017, SGA will be participating in Relay For Life, the National Collegiate Leadership Conference, Military Appreciation Day, and the Sustainability Fair, in addition to many other events.

**Student of the Month:** Dr. Linda Elliott-Nelson introduced Associate Dean Kathy Ocampo to announce the student of the month. Kathy Ocampo solicited nominations from faculty and staff for students who best represent La Paz County as a whole. Gabriel Leandro, a first-year AWC student, was selected as the student of the month. Mr. Leandro is an agricultural student looking to transfer to the Yuma campus. One of his professors described him as being engaged, conscientious, helpful and respected by his peers. Professor David Kern said that “in addition to being a strong performer in the classroom, he has a smile for everyone in the building.”

**Action Item #1** – Human Resources Candidates for Contractual Positions and Review of Unfilled Positions – Presented by Kari Gardner

Chief Human Resources Officer Kari Gardner presented the following new hires for contracted positions:

- Aaron Koopman, Professor of Mathematics (South Yuma County)
- Steven Upham, Athletic Trainer
- Tiffany Tipton Pavey, Early College/Dual Credit Program Manager (Grant Funded)
- Arnold Buchtel, System Administrator I
- Debra Vega, Registration Operations Coordinator
- Crystal A. Renteria, Child Development Learning Laboratory Classroom Teacher

Board Member Olivia Zepeda motioned to approve the candidates for contractual positions. Board Member Maria Chavoya seconded the motion; motion carried.

**Open Full-Time Professional Administrative Positions**

- Associate Dean for South Yuma County
- Vice President for Finance and Administrative Services
- Director of Instinct2 Grant
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Open Faculty Positions
- Professor of Computer Information Systems
- Professor of Nursing
- Professor of Engineering
- Professor of Chemistry
- Professor of Environmental Science

Open Classified Positions
- User Support Administrator (Parker and Quartzsite Campuses)

Action Item #2 – Consideration to Approve the 2017-18 Budget Assumptions – Presented by Carole Coleman

Vice President Coleman presented the 11 budget assumptions to the District Governing Board for review:

1. The State of Arizona Budget for FY 2017-2018 is expected to continue to be fiscally constrained; State assistance may be more difficult in the future.
2. The College does not currently have the Estimated State aid appropriated for FY 2017-18. State aid appropriated for FY 2016-2017 is $2,702,500, a decrease of $51,900 from the FY 2015-2016 level of support. The District is receiving an appropriation of $867,300 for STEM capital aid for FY 2016-2017, a decrease of $15,300 from the FY 2015-2016 level of support.
3. The District will work with the Legislature, the Governor’s office, the Arizona Community College Coordinating Council and the other College Districts in requesting funding for the community colleges.
4. The District’s staffing plan will be reviewed and revised to address the staffing needs of the District and implemented based upon available funds.
5. The AWC District Governing Board will levy taxes as needed to address maintenance, continuance of programs and services and capital for the District.
6. Full Time Student Equivalent (FTSE) target for revenue implications will be based on a 2% growth projection over actual Full Time Student Equivalent enrollment in fiscal year 2016-2017.
7. Tuition, room and board, and/or other fees will be increased to partially offset loss of state aid, inflation and operational needs of the District while maintaining accessibility.
8. The final budget will be limited by available revenues especially in light of current state and national financial projections.
9. The District will continue to seek external sources of funds from foundations and federal and state grants to enhance District objectives.
10. The College President will carry forward a recommendation for salary and benefits for all employee groups, taking into consideration the new minimum wage and the possible reinstatement of the “White Collar” rule.
11. In order to maintain financial stability the District will continue to protect adequate cash reserves.

Vice President Coleman recommended the Board approve the budget assumptions as presented.

Board Member Richard Lamb asked for an explanation of the White Collar Rule.

Vice President Coleman explained that the White Collar Rule stipulates how much employees need to make in order to be in an exempt or non-exempt category, making the employee eligible or ineligible for overtime pay. She explained that a federal judge recently issued an injunction against implementation of the rule. Implementation of the White Collar Rule is also currently on hold at AWC in keeping with the federal injunction.

Board President Dennis Booth asked if the 2% enrollment growth projection is realistic.

Vice President Coleman said the goal is realistic based on plans to increase in enrollment and compared to previous goals.

Board Member Maria Chavoya motioned to adopt the budget assumptions. Board Member Olivia Zepeda seconded the motion; motion carried.

Action Item #3 – Consideration to Award a Consulting Contract for Facilitation of Arizona Western College’s Strategic Plan Initiative – Presented by Carole Coleman
Vice President Carole Coleman shared that the selection committee for the strategic planning consultant is made up of the three Strategic Planning Committee Tri-Chairs – Dean of Public Relations and Marketing Lori Stofft, Professor of English Ellen Rick and Administrative Assistant to the Vice President for Learning Services Biridiana Martinez.

The team put together a scope of work alongside Director of Purchasing Peggy Hayes and went out for bids from multiple consulting firms.

The total contract will not exceed $90,000 and will awarded at the direction of the committee.

The one-time, contract dollars are not being funded by the taxpayers or through tuition, Vice President Coleman emphasized. The money will come from a signing bonus with Barnes & Noble.

Vice President Coleman recommended the Board approve the contract.

Board Member Olivia Zepeda motioned to approve the award of a consulting contract for facilitation of AWC’s Strategic Plan initiative. Board Member Melissa Wright seconded the motion.

Board Member Maria Chavoya asked how involved the Board will be in the strategic planning process.

President Corr noted that the Board will play an integral role – the Board will be involved at the kick-off of the initiative (as early as January 2017) and throughout the process via members’ individual involvement in constituent groups. The Board will then be re-approached toward the end of the process, he said. The final document will be brought back to the Board for consideration, discussion and approval. This step is technically not required, but the plan is of such importance that the administration would like to bring it back to the Board as a courtesy, he said.

Board Member Maria Chavoya asked how fluid the plan will be once it has been created.

President Corr said the administration will always have the opportunity to react to changes. The key is that the College wants metrics built into the plan in order to be able to measure success.

Board Member Olivia Zepeda asked if Strategic Plan working sessions will be arranged for the Board.

President Corr said the committee would like to host the first work session with the Board as early as January 2017.

Board Member Olivia Zepeda asked if the plan will be inclusive of all sites.

President Corr said the plan will not only be inclusive of all sites, but that it will include all stakeholders from among the community.

Board Member Richard Lamb asked if the consultant will be on board with the college during implementation of the plan and if the consultant will be someone on staff at the College.

President Corr said the consultant will be hired on contract. The scope of the contract will be determined through the RFP (request for purchase) process and the tri-chairs. He added that there is genuine excitement across campus with the initiation of this strategic planning process.

Motion carried.

Action Item #4 – Voucher Report – Presented by Carole Coleman

The College is currently 4.5% below budget for the expenditure budget in the general fund compared to this time last year, Vice President Coleman said. She requested approval of the voucher report.

Board Member Maria Chavoya motioned to approve the voucher. Board Member Melissa Wright seconded the motion; motion carried.
President’s Reports

Vice President for Student Services Bryan Doak: Vice President Doak thanked Associate Dean Kathy Ocampo for facilitating a great partnership between Student Services and La Paz County Services.

In Spring 2017, Financial Aid will host College Goal Friday. The aim of the event is to help Parker High School and college students submit their FAFSA early, which will determine federal financial aid eligibility, he said. Workshops will take place in the high school to walk students through the financial aid process.

The Transfer Fair for La Paz County took place Oct. 28. More than 50 students participated. Students had the opportunity to interact with representatives from six universities and colleges.

The Student Government Association visited the Parker Learning Center Campus on November 4. SGA has created a seat on the Association for La Paz County representation.

The Wall of Expression initiative at the Yuma campus has been so successful that the wall will be recreated at the Parker Learning Center in Spring 2017.

Two Parker High School Alumni, Makaylla Reveles and Emily Beulke, are representing La Paz County by serving as AWC Ambassadors at the Yuma campus.

The Office of Diversity, Inclusion and Accessibility works closely with Kathy Ocampo and her team to provide trainings on safe zones, mental health and first aid. On-site trainings will be held at the Parker Learning Center campus this spring 2017. Testing Services also works with La Paz County Services to provide GED testing. This year, 44 individuals have taken the GED test at the Parker Learning Center, Vice President Doak said.

The Testing Center was recently named one of the top 100 colleges in the US to offer CLEP services in 2016-17 by the College Board, Vice President Doak said.

Vice President Doak thanked Vice President Carole Coleman for her leadership and friendship over her 10+ years with Arizona Western College. He wished her well in retirement.

Vice President for Finance and Administrative Services Carole Coleman: Vice President Carole Coleman said typically she would have photos of the Parker Community Center to present but that the Board and visitors will be treated to a tour of the facility at the ribbon cutting following the meeting. The project was completed on budget and on time, she said.

Vice President Coleman notified the Board that Print Services is looking to go completely electronic and do away with all paper processes.

The College just completed its audit as of Dec. 9. The audit will be presented to the Board at the January 2017 meeting.

Vice President Coleman thanked the Board and AWC for the privilege to work for such a great organization, one that she said is truly making a difference in Yuma and La Paz Counties.

Vice President for Learning Services Linda Elliott-Nelson: Dr. Elliott-Nelson introduced Associate Dean for La Paz County Services Kathy Ocampo. Mrs. Ocampo acknowledged her team in La Paz County for all the work they do in support of students.

La Paz County Services takes a robust approach to communication. The team maintains a La Paz County Happenings newsletter, a localized scholarship booklet, a Bouse newsletter, and a Facebook page. The team engages via local television, radio and newspaper. The team also participates in outreach by providing AWC applications, FAFSA applications and general information on AWC.

The La Paz Student Activities Committee (SAC) encourages student engagement by hosting various activities including Minute to Win It games and an annual trip to Northern Arizona University. The Parker Learning Center hosts the SGA contingency from Yuma annually and keeps monthly student activities calendars to advertise what the Center has to offer its
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students in the way of extracurricular activities.

Mrs. Ocampo introduced Professor of Math Peggy Locklear to present the mathematics department student of the month, Stephen Lamb. Mr. Lamb is a college algebra student who Professor Locklear described as “diligent and conscientious.”

Center Assistant Robin Cooper has coordinated the College and Career Exploration program for La Paz County Services. The College and Career Exploration program at Salome High School introduces students to higher education and works to provide information and answers to student questions, Mrs. Ocampo said. Currently, there are 24 senior students participating in the program at Salome.

Mrs. Ocampo introduced Principal of Parker High School Paul Olson to discuss dual enrollment with AWC. The program begin at Parker High School in 2013 with an English 101 offering. Offerings in English 102, Math 151 and 152, two criminal justice offerings and two political science courses followed. Since 2013, 107 students have earned college credit through dual enrollment, Mr. Olson said. Students are only charged $25 a credit, and the WAVE JTED program covers the cost of tuition for the criminal justice classes, he said. He said he was recently informed that concurrent courses will soon be offered at $25 a credit also, which he said will facilitate student participation. Parker High School has also been working to co-op interactive television network (ITN) with Antelope Union High School in order to maximize participation in dual enrollment. Mr. Olson introduced several students participating in dual enrollment to share their experiences – Natalie Nelson, Cameron Hansen and Maria Hernandez. All of the ladies emphasized that though difficult, their Math 151 class has taught them valuable time management skills and a peek at what college courses are like. The ladies also expressed that they are appreciative that the course is offered to them at a reduced price.

Board Member Olivia Zepeda said one of the best skills for success is time management and that she is happy dual enrollment courses are teaching students this valuable skill.

Associate Dean Kathy Ocampo said she is looking forward to offering Early College Experience credit at a reduced rate of $25 per credit hour in 2017. She said that in the near future the College will be pinpointing signature programs for La Paz County, expanding its services to the junior high school and collaborating with university partners to a greater extent (expanded ITN offerings through NAU are in the works).

The Parker Community Center Ribbon Cutting will take place following the Board meeting at 1 pm.

Dean of Public Relations and Marketing Lori Stofft: Dean Lori Stofft informed that Board that the tri-chairs have been meeting over the course of past five weeks to identify possible consultants to guide the college through the strategic planning process. The tri-chairs vetted 6-8 firms and worked with Director of Purchasing Peggy Hayes to create a scope of work for consultants interested in submitting a package.

The tri-chairs want this process to be a collaborative, transparent process, she said.

The President’s Council will be charged to guide the strategic planning process alongside a task force that is comprised of one third professional administrative employees, one third classified employees and one third faculty members.

As part of the initiative to take a more strategic look at enrollment management, an executive team made up of membership from the Strategic Enrollment Management Committee attended a Ruffalo Noel Levitz conference in Boston which covered topics such as preparing for strategic enrollment planning, measuring success against key performance indicators, and marketing to adult and online population segments.

Matador Mentors will be a spring 2017 pilot program during which employees are assigned mentees to assist in answering student questions and guiding them through their first year experience. Mentors should meet with their mentees twice a semester. The goal is to recruit up to 100 employees to serve as mentors to AWC students.

Board Member Melissa Wright asked how many students each mentor is assignment.

Ms. Stofft said mentors have been asked to take on 10 mentees each, but mentors have the opportunity to opt for fewer students.
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**Director of Computer Information Services Adele Edwards:** Mrs. Edwards shared that the mission of Computer Information Services (CIS) is to provide quality information technology-based network infrastructure and enterprise application services to AWC’s faculty, staff, and students. Collaboration is key to the success of this mission, she said.

CIS is comprised of two components – application services and network services. Application services is responsible for the student information system, financial system and human resources system, to name a few. Network services is responsible for the internet, WiFi, electronic storage and telephony on all AWC campus sites.

Application services projects are overseen by the Colleague Steering Committee. These projects pertain to ongoing maintenance and updating of Ellucian systems. Some of the projects include the migration to Amazon Web Services, the implementation of Mobile Go and increased access to training.

Network services advanced 21 capital improvement projects worth approximately $600,000 that were approved by the District Governing Board. Four of the projects were completed – wireless was upgraded in the residence halls, select servers were replaced, maintenance agreements were obtained for Uninterrupted Power Supplies in several buildings, and crisis communication software was updated. Staffing has delayed completion on some of the projects. Two new staff members were just hired, she said.

Board Member Olivia Zepeda asked if issues with wireless in both San Luis and Somerton have been resolved.

Mrs. Edwards said one of the wireless devices is scheduled to be replaced in San Luis in the near future and that she will look into any issues in Somerton.

**Closing Items:** President Corr said the El Toro Bowl event reflected wonderfully on both the College and Yuma. He once again thanked the Board for their willingness to approve differential tuition for the Early College Experience. A publicity push will occur in spring when they are able to enroll and take advantage of the offering, he said.

President Corr said the 2% growth in enrollment outlined in the Budget Assumptions for 2017-2018 is a stretch but that it is a doable stretch.

He shared that the Full-Time Employee Service Recognition and Holiday Luncheon is scheduled to be held December 13 and that a first-time, Part-Time Employee Service Breakfast will be held December 14.

The All-Campus Meeting for Spring 2017 is scheduled to be held January 10.

President Corr thanked Associate Dean Kathy Ocampo for all the hard work she and her team do in La Paz County.

He especially thanked Vice President for Finance and Administrative Services Carole Coleman for her dedication to Arizona Western College and the community, and he wished her well in retirement.

**Next Meeting:** The next scheduled regular meeting will be January 24, 2017 at 3 pm in the Frances Morris Board Room at the Yuma Campus.

**Adjourn:** Board Member Maria Chavoya motioned to adjourn the meeting. Board Member Melissa Wright seconded the motion; motion carried.

The meeting adjourned at 11:58 am.

Respectfully submitted,

Rachel Caldwell

Rachel A. Caldwell, Recording Secretary