

MEETING MINUTES
Arizona Western College
District Governing Board
January 24, 2017

Board Members Present: Board President Dennis Booth, Olivia Zepeda, Richard Lamb, Maria Chavoya, Melissa Wright* *Melissa Wright and Maria Chavoya present by phone*

Others Present:

Dr. Daniel P. Corr, President
Lee Altman, Vice President of the Faculty Senate
Marlon Atondo, Student of the Month
Rachel Caldwell, Executive Assistant to the President
Lizet Camarena, Student Government Association President
Junior Castro, User Support Administrator
Amy Crawford, Reporter for the Yuma Sun
Kenny Dale, AWC Men's Soccer Coach
Bryan Doak, Vice President for Student Services
Dr. Linda Elliott-Nelson, Vice President for Learning Services
Kari Gardner, Chief Human Resources Officer
Mary Kay Harton, Dean of Campus Life
Silvia Kempton, Vice Chair of the Classified Employee Association
Renee Macaluso, Faculty Senate Liaison to the District Governing Board
Lori Stofft, Dean of Public Relations and Marketing

Call to Order: Board President Dennis Booth called the meeting to order at 3 pm.

Introductions: Chief Human Resources Officer Kari Gardner introduced Vice President of the Faculty Senate Lee Altman as a guest at the meeting. She thanked User Support Administrator Junior Castro for his assistance with the meeting.

Approval of Minutes: Board Member Richard Lamb motioned to approve the minutes from the December 15, 2016 Board Meeting and the January 11, 2017 Work Session. Board Member Olivia Zepeda seconded the motion; motion carried.

Adoption of Agenda: Board Member Richard Lamb motioned to adopt the agenda for the January 24, 2017 meeting as written. Board Member Olivia Zepeda seconded the motion; motion carried.

Call to the Audience: There was no response during the call to the audience.

Association of District Governing Boards: There was no report as Board Member Maria Chavoya had not yet joined the meeting.

Faculty Report: Renee Macaluso, Faculty Senate Representative to the Board, presented on behalf of the faculty, highlighting the AWC art students' recent trip to several Los Angeles art museums including Bergamot Station, the Getty Center and Villa and the LA County Museum of Arts.

Engineering students in Professor Reetika Dhawan's EGR 270 class recently toured the solar panel display with Arizona Public Service officials who explained how they generate electricity. Environmental geology students went on a field trip to view the Salton Sea mud volcanoes.

The Division of Social Sciences recognized their November student of the month, Hephziba Garcia, who was selected in part due to her positive attitude and overall commitment to learning, Ms. Macaluso said.

The Child Development Learning Lab hosted its annual Stone Soup Celebration during which the preschool students acted out the story.

Ms. Macaluso informed the Board that Dr. Corr meets monthly with Faculty Senate leadership to discuss issues that are important to faculty. One of the important issues is the one-to-one equated load for labs, she said. Board Member Olivia Zepeda asked what the "one-to-one" equated load means.

Ms. Macaluso said that currently labs are paid at 0.75 of a credit hour. She said many faculty members think labs should pay out at the full credit rate.

President Corr noted that the College is committed to working toward eliminating this disparity, which is a reflection of a bygone theory of lab versus classroom teaching.

Classified Employee Association (CEA) Report: Silvia Kempton, Vice Chair of the Classified Employee Association, informed the Board that Professional Development Day is fast approaching, and will be held on Feb. 16. Save-the-date postcards have been sent out.

The Association is also in the process of updating its CEA bylaws and will be reviewing the classified employee evaluation forms in an effort to make them more job specific. The group also continues to schedule bi-monthly, professional workshops.

Board Member Richard Lamb asked if the sessions scheduled for the morning and afternoon on Professional Development Day will be repeating sessions.

Ms. Kempton informed him that the only repeating session is the CPR certification class.

Student Government Association Report: President Lizet Camarena passed out a calendar of student events for January and February 2017.

The students created a new group, the Matador Maniacs, to support school spirit. In essence it is a cheer group, Ms. Camarena said.

Past Events

- "Students Helping Students" mentoring event took place Jan. 17-18
- The "Matador Jacks" Student Lounge Grand Reopening took place Jan. 19

Future Events

- SGA is helping out the with "Arizona's Largest Yard Sale" at the First United Gila Mountain Methodist Church on Jan. 27-28 and Feb. 4
- The Yuma County Leadership Conference for students will take place March 24

The Salvation Army Soup Kitchen donation initiative is coming along. SGA raised \$300 in employee donations at the 2016 Employee Service Recognition and Holiday Luncheon which brings the semester fundraising total to \$500, Ms. Camarena said. The AWC Foundation will match funds in April 2017.

Board Member Richard Lamb noticed stalking awareness training listed on the calendar of events. He asked what the students are doing to promote stalking awareness.

Ms. Camarena said the students will be tabling as well as offering resources to help those who may need them.

Board Member Richard Lamb asked if this is a problem on campus.

Ms. Camarena said it is. Dean of Campus Life Mary Kay Harton added that much of the awareness training involves learning the ins and outs of what behavior is acceptable via social media and what is not. Vice President Bryan Doak noted that formally reported stalking incidents are not a problem at the College.

Ms. Camarena said part of the goal of the training is to make students feel comfortable enough to speak about this topic.

Student of the Month: Dr. Linda Elliott-Nelson invited Vice President for Student Services Bryan Doak to announce the students of the month. Vice President Doak introduced Marlon Atondo and Cesar Moreno, who were both named to the National Soccer Coaches Association of American Scholar All-American Second Team (the team is comprised of 22 students from across the nation). Coach Kenny Dale said he asks his student athletes to be outstanding representatives in three areas – on the field, in the community and in the classroom. He said both students do a great job in all of these areas.

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

Ms. Gardner presented both Tracey MacDonald and Alice Howe for grant-funded Professor of Nursing positions.

Board Member Olivia Zepeda motioned to approve the candidates for contractual positions with the College. Board Member Richard Lamb seconded the motion.

Board Member Olivia Zepeda asked which grant is funding the nursing positions.

Vice President Elliott-Nelson informed the Board that the Yuma Regional Medical Center grant is funding both positions.

Board Member Richard Lamb asked if this grant would assist with finding a nursing professor for the Parker Learning Center.

Dr. Elliott-Nelson said the Yuma Regional Medical Center is focused on Yuma County but that the discussions could certainly be had.

The motion on the floor carried.

Open Full-Time Professional Administrative Positions

- Associate Dean for South Yuma County Services – Public forums and interview stage
- Vice President for Finance and Administrative Services – Scheduling phone interviews
- Network Administrator II
- Advisor/Coordinator for Instinct2 Grant
- Director of Nursing and Allied Health
- Dean for Career and Technical Education
- Grants Accountant

Open Faculty Positions

- Professor of Computer Information Systems
- Professor of Chemistry
- Professor of Engineering
- Professor of Environmental Science

Action Item #2 – Consideration to Approve a Spring 2018 Sabbatical for Michelle Sims, Professor of Economics– Presented by Dr. Linda Elliott-Nelson

The faculty sabbatical process is one that allows professors time away from campus to further their scholarly pursuits or conduct community projects that are beneficial to the college. The sabbatical application process is open to all full-time faculty members who have spent six consecutive semesters at the college.

Professor Michelle Sims will be working on a project for her doctoral dissertation which involves examining local businesses that survived the Great Recession in hopes of pinpointing factors that helped them get through it. Her Spring 2018 classes will be covered by adjunct faculty and existing full-time faculty members, Dr. Elliott-Nelson said.

Board Member Zepeda asked if the sabbatical is for one semester. Dr. Elliott-Nelson confirmed that the sabbatical is one semester.

Board Member Richard Lamb motioned to approve the sabbatical for Professor Michelle Sims. Board Member Olivia Zepeda

seconded the motion.

Board Member Zepeda asked what benefits the College provides to the employee on sabbatical. Dr. Elliott-Nelson said the member is provided with 100 percent of their salary and benefits. She noted there is also a requirement for faculty members to remain at the College for one year following their sabbatical. Otherwise, the member is responsible for paying the College back in full.

Board Member Zepeda asked what the benefit to the College is. Dr. Elliott-Nelson said that in this particular case, the research will provide real-life, local examples of economics at work in our community and provide research back to the community regarding the small business climate in Yuma.

Board President Booth asked if any students will be helping Professor Sims with her Research. Dr. Elliott-Nelson said students will not assist with research that is part of her dissertation.

The motion on the floor carried.

Action Item #3 – Consideration to Accept the Single Audit Reporting Package for Fiscal Year Ended June 30, 2016 – Presented by Diana Doucette

Current assets for the College increased by \$1.1 million. Capital assets increased by more than \$600,000. Liability remained approximately the same from year-to-year. The total Net Position for the District improved by \$4.4 million. The District's total revenues increased by \$4.6 million.

Ms. Doucette noted there were four IT findings in the audit that carried over from the prior year's audit. The findings stemmed from a lack of sufficient procedures to implement established policy. While the findings were diminished, the procedures were still lacking, according to the auditors. There was one additional finding this year relating to the College's disaster recovery plan that was pulled out from one of the findings from the prior year to be addressed on its own, Ms. Doucette said.

Board President Booth asked Dr. Corr if the College is prepared to eliminate these findings soon. He emphasized that the College has had these findings several years in a row.

President Corr said it is his intent that most if not all of these findings will be remediated next year. In an examination of the IT budget, the administration sees that the department has been underfunded and short-staffed in many instances. The College plans on enhancing the resources available to IT in order to get the job done.

Board President Booth, along with the Board, said he wants to invest the resources in the right people to get job done.

President Corr said it will take the right amount of money in the right places with the right people.

Board President Dennis Booth said the Board is very pleased with the financial aspect of the audit but that these issues are ones that have affected the College for a while.

Board Member Olivia Zepeda motioned to accept the single audit reporting package. Board Member Richard Lamb seconded the motion; motion carried.

Action Item #4 – Voucher Approval – Presented by Diana Doucette

College cash reserves continue to grow. Revenues are up by four percent compared to this time last year. Expenses are currently five percent below budget, Ms. Doucette said.

Board President Booth asked if the information could be presented in a graph which would allow the Board to view the numbers more easily.

Board Member Olivia Zepeda motioned to approve the voucher. Board Member Richard Lamb seconded the motion; motion carried.

President's Reports

Board Member Maria Chavoya joined the meeting at 4:03 pm.

Vice President for Learning Services Dr. Linda Elliott-Nelson: Dr. Karen Solomon, the College's assigned Higher Learning Commission Accreditation Liaison visited the campus Jan. 12 to conduct numerous informational workshops with various groups on campus. The Quality Initiative Project that Vice President Elliott-Nelson and Vice President Doak are working on will be submitted to the Higher Learning Commission in May 2017.

Dr. Elliott-Nelson presented on the welding program, which is certified by the American Welding Society. The program is led by Professor Sam Colton, who is internationally known due to his work with Welders without Borders. The welding area on campus was recently renovated extensively through the Pipeline Grant, she said.

Dr. Elliott-Nelson also presented on the culinary arts program led by Professor Sheranne Dampier. The culinary arts program, which is certified by the National Restaurant Association, is actively involved with the Yuma Visitors Bureau Field-to-Feast program. Students prepare lunches from the vegetables picked by tour participants. Students also frequently engage in competitions with their peers such as the Mystery Basket competition and the Cupcake Wars.

Dean of Public Relations and Marketing Lori Stofft: Recent web data analytics has shown that usage has greatly improved on the new public website, Ms. Stofft said. The amount of pages has decreased allowing users to get find the information they need faster. Session duration time has increased, the number of sessions has increased, and the bounce rate (user visits site and leaves it immediately indicating confusion or difficulty finding information) has improved, she said. Two portals, the ToroWeb portal for students and the employee portal, were created to separate the student and employee experience. Before the creation of the portals, information pertaining to both employees and students was mixed together on the old site.

Board Member Richard Lamb expressed difficulty finding the information he needs on his mobile device.

Ms. Stofft said the page display on the mobile device is different and may not be totally intuitive in a user's first few visits. The website is a work in progress, she said. Continuous changes are being made to improve the user experience.

Board Member Maria Chavoya expressed that she was able to find the information she needed right away. She also asked if the College would consider streaming Board meetings in the future.

Ms. Stofft said this was something the administration could look into if the Board has an interest in streaming meetings.

She showed the Board where the Strategic Planning Initiative is located on the website.

Ms. Stofft presented Dr. Corr with a book containing welcome notes from community members and students that were completed on campus and at the Chamber of Commerce Business Expo held in the fall as well as a "bucket of fun" – a little container of Popsicle sticks with suggestions for things the Corr family can do around town.

Vice President for Student Services Bryan Doak: Vice President Bryan Doak introduced Dean of Campus Life Mary Kay Harton to present on her area which includes Diversity, Inclusion and AccessAbility; Housing and Student Life; the College Assistant Migrant Program (CAMP); district TRIO Programs (Student Support Services – KEYS, Talent Search and Upward Bound), and Student Conduct.

- Diversity Inclusion & AccessAbility includes Health & Wellness, the International Student Program, Veteran Services and Accessibility
 - Health and Wellness includes safe zone training for the LGBTQ community, veteran ally training, mental health first aid and healthy relationships training.
- Housing and Student Life includes clubs and organizations, student government and campus-wide activities
 - During the Fall 2016 semester, 108 campus events were held including 32 SGA events, 84 club events and 16 community service events.
- All grants for Student Services fall under Campus Life including the TRIO programs and the College Assistant Migrant Program

Board Member Zepeda asked if the College has ever had to expel a student.

Vice President Doak said they are few and far between but that he has had to expel a student in the past. That said, the

The draft minutes will be approved at the next regular meeting of the Board in February.
expulsions are still temporary. Expelled students can reapply for admission after a number of years.

Board President Dennis Booth asked if AWC can replicate a program with the level of success that TRIO and CAMP have experienced. He said he would be interested in a plan that would make this possible.

Chief Human Resources Officer Kari Gardner: The mission of HR is to “raise the level of service provided by the Human Resources team resulting in solution-driven, customer service and strategic partnership,” to elevate the AWC brand; and to recruit and retain top talent.

The office has been restructured to include the Chief Human Resources Office, two managers (a benefits manager and an employee relations and compensation manager) and two coordinators (talent acquisition and an HR generalist).

There was a federal injunction issued against the Department of Labor White Collar Exemption, so the rule has not been put in place. Dr. Corr has requested a pay equity review of each position identified as a result of the proposed exemption, Ms. Gardner said.

HR has undergone a second successful year of Affordable Care Act reporting, she said. The department, along with Campus Life and Physical and Wellness Education, is also in the planning stages of its Benefits, Health and Wellness Fair.

Almost all employees have completed Respectful Environment Training. This training will also become part of the College’s New Hire Orientation. Leadership Training is also currently underway.

HR is also expanding its recruiting function using services such as LinkedIn and Craigslist.

The Board recessed into a work session to schedule upcoming meeting dates.

Board Member Zepeda thanked Arizona Western College for its support of the annual Teacher of the Year Kick-Off Dinner which will be held on March 6.

Closing Items:

Next Meeting: The next scheduled regular meeting will be Friday, February 24, 2017 at the Yuma Campus at 9 am.

Adjourn: Board Member Olivia Zepeda motioned to adjourn the meeting. Board Member Richard Lamb seconded the motion; motion carried.

The meeting adjourned at 5:32 pm.

Respectfully submitted,



Rachel A. Caldwell, Recording Secretary