

**MEETING MINUTES**  
**Arizona Western College**  
**District Governing Board**  
**April 17, 2017**

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

**Others Present:**

Dr. Daniel P. Corr, President

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

Bryan Doak, Vice President for Student Services

Adele Edwards, Director of Computer Information Services

Dr. Linda Elliott-Nelson, Vice President for Learning Services

Jaqueline Farley, Student of the Month

Kari Gardner, Chief Human Resources Officer

Mary Kay Harton, Dean of Students

Eric Lee, Professor of English

Renee Macaluso, Faculty Senate Liaison to the District Governing Board

Alison Morgan, Media Relations Director

Ervey Valenzuela, Technology Support Technician

**Call to Order:** Board President Dennis Booth called the meeting to order at 3:00 pm.

**Introductions:** Chief Human Resources Officer Kari Gardner introduced Technology Support Technician Ervey Valenzuela, Media Relations Director Alison Morgan and Amy Crawford of The Yuma Sun.

**Approval of Minutes:** Board Member Maria Chavoya motioned to approve the minutes from the March 23, 2017 Board Meeting and the April 10 Board Work Session. Board Member Richard Lamb motioned to accept the minutes as written. Board Member Maria Chavoya seconded the motion; motion carried.

**Adoption of Agenda:** Board Member Maria Chavoya motioned to adopt the agenda for the April 17, 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 Arizona District Governing Boards:** Board Member Maria Chavoya had no report for the Association as they have not met recently.

**Faculty Report:** Faculty Senate Liaison to the District Governing Board presented on behalf of faculty. Several professors including Brad Baird, Moses Diaz de Leon and David Parker recently met with University of Arizona – South to discuss needs for the Instinct2 grant remodel of a section of San Luis Middle School.

Professor Michelle Sims hosted the 4<sup>th</sup> Annual Etiquette Luncheon which included Campus Life, KEYS and Career Services. Thirty seven students and 15 campus/community leaders discussed business etiquette, effective communication and work ethics.

Professor Matthew Smith recently represented the Division of Sciences as part of a program outreach visit to Desert View Middle School and High School.

The Child Development Learning Lab successfully completed its annual licensing inspection and are licensed through the following year.

**Classified Employee Association (CEA) Report:** Mr. Junior Castro said the CEA is currently working with Human Resources on a new-and-improved classified employee evaluation form. Benefits open enrollment is beginning soon, so Benefits and Recruitment Specialist Patricia Jimenez will be presenting to the CEA in an upcoming meeting.

**Student Government Association Report:** President Lizet Camarena said SGA participated in a Sombreros carwash fundraiser which raised \$550 for a local teen injured in an automobile accident. On April 12, the group hosted a Dodge Cancer event, raising \$115 for Relay for Life. The group also helped out with the Sustainability Fair.

The First Annual Mr. Toro Pageant and Talent Show took place April 13. Ms. Camarena served as the emcee for the event.

Through volunteer work and fundraising, SGA has raised \$800 to go toward the purchase of a new industrial refrigerator for the Salvation Army Soup Kitchen. The group is \$200 away from meeting their goal, she said. On April 21, the group will host a Chili's takeover in an effort to raise the remaining funds for the refrigerator.

Ms. Camarena informed the Board that this is the last solo report that she will give the Board this academic year. In the May meeting, she will be joined by the incoming SGA president. She thanked the Board for the opportunity to present.

Board Member Maria Chavoya and Board President Dennis Booth thanked Ms. Camarena for her service highlighting the fact that her endeavors have improved the quality of life for AWC students.

**Student of the Month:** Dr. Linda Elliott-Nelson introduced Division Chair for Communications Dr. Eric Lee to introduce the student of the month, Miss Jacqueline Farley. Miss Farley has skyrocketed to the highest academic levels, he said. She serves as a writing center tutor and supplemental instruction leader, and is a member of the Phi Theta Kappa Honors Society. She is the President of Sigma Kappa Delta English Honors Society, and will graduate in May with a 3.9 GPA.

Her leadership was instrumental in securing donations for the first Writers' Harvest, which helps feed neighbors in need. Dr. Lee said he is most proud of her dedication to her creative writing, which is evidenced by the fact that she has won numerous prestigious awards for her poetry and short stories.

Board Member Olivia Zepeda asked if the Board could read some of Miss Farley's work.

Miss Farley said it is slated to be published in the National English Honor Society Journal in the coming year. Professor Lee said he will make sure the Board receives copies.

Board President Dennis Booth said Miss Farley embodies the work they do by taking the opportunities available to her and succeeding.

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

Ms. Gardner presented Learning Articulation Coordinator for the Instinct2 Grant Julie Stickles, Advisor/Coordinator for the Instinct2 Grant Joselyn Medina, and Advising and Student Services Coordinator for South Yuma County Omar Heredia Romero for Board approval.

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

Open forums for the position of Vice President for Finance and Administrative Services will take place April 18-19.

Open Full-Time Professional Administrative Positions

- Vice President for Finance and Administrative Services
- Director of Nursing and Allied Health
- Dean for Career and Technical Education
- Continuing Education Manager
- Accountant (Full-Time Temporary)
- Accountant

#### Open Faculty Positions

- Professor of Computer Information Systems
- Professor of Engineering
- Professor of Environmental Science
- Professor of Biology
- Professor of Informatics
- Professor of Welding and Coordinator of Construction and Applied Technology Department
- Professor of Automotive

#### **Action Item #2** – Consideration to Approve the Purchase of Wi-Fi and Network Security Equipment– Presented by Diana Doucette

As part of the capital improvement projects for 2016-2017, Cabinet agreed last year to upgrade and replace antiquated Wi-Fi and firewall equipment to improve Wi-Fi access and protect the college network from security vulnerabilities. As the estimated cost of the purchase is \$140,000, Board approval is required, Ms. Doucette said.

Board President Booth asked if this equipment will address firewall concerns noted in the audit.

Director of Computer Information Services Adele Edwards said this firewall equipment purchase will address one small component of the audit findings. This purchase helps protect the college from ransomware and will allow quick detection of rogue devices on the network.

Board Member Olivia Zepeda asked how this purchase fits with the future technology plan that will come about as part of the strategic planning process.

President Daniel Corr said this purchase is a small part of the solution that will be incorporated in the future technology plan. This project was approved as part of the capital improvement projects submitted last fiscal year and is already part of this year's budget.

Board Member Olivia Zepeda asked if this purchase improves service across the district.

Ms. Doucette confirmed that both components will improve service throughout the district.

Board Member Richard Lamb asked how the approximately \$1 million the Board has spent in the past few years has impacted information technology at the college.

President Corr said the college has plenty to show in terms of hardware and equipment but that much has gone toward the behind-the-scenes infrastructure.

Director of Computer Information Services Adele Edwards said the college has more than 3,000 desktops and laptops - \$1 million is actually a modest number to support the college systems and infrastructure, she said. Ms. Edwards said currently the college is playing catch-up in terms of where it needs to be from a technology perspective.

Board Member Olivia Zepeda motioned to approve the purchase. Board Member Maria Chavoya seconded the motion; motion carried.

#### **Action Item #3** – Consideration to Approve the 2017-18 Preliminary Budget – Presented by Diana Doucette

President Corr said he appreciated the Board's attention at their work session on April 10 as he presented the philosophy behind the fiscal year 2018 budget. He noted that this week the presentation will focus on the hard numbers associated with the budget in the preliminary budget book. President Corr included in the packet options as they pertain to approving a 2% or a 1% budget increase. He hosted two budget town halls on April 12 during attended by sizable groups from the campus community.

Interim Chief Financial Officer Diana Doucette walked the board through several slides from the 2017-2018 Preliminary

Budget booklet. She presented the “General ‘0’ Fund Revenue Estimate” slide (pg. 7). Ms. Doucette explained that the FTSE number the budget is built upon this year is lower, which will yield a more realistic outcome as it impacts the budget since the FTSE number the budget was built on in previous years was not obtainable.

Board President Dennis Booth asked what the FTSE number is for this year’s budget.

Ms. Doucette said the FTSE number for this budget is 5,310. Vice President for Student Services Bryan Doak said FTSE last year ended at 5,313.

President Corr said that the budget is built on a 2% enrollment increase from anticipated enrollment this year as opposed to a benchmark from years past.

Board Member Olivia Zepeda asked what the “other” category in sources represents.

Ms. Doucette said “other” represents many miscellaneous sources of income including rebates and coins from the copiers on campus.

She presented the “General ‘0’ Fund Expense Comparison” slide (pg. 14).

Board Member Richard Lamb asked if the College did not spend as much as it anticipated on communications and utilities.

Ms. Doucette said the College has been cutting back where it can. There has also been a trend of savings in travel as supervisors have been only sending necessary personnel, and employees have been increasingly attending conferences by webinar, she said.

The “General ‘0’ Fund Priority Resource Requests” on page 16 were reviewed. There was no discussion on this slide.

The “Plant ‘6’ Fund Priority Resource Requests” on page 19 were reviewed. Board Member Richard Lamb asked what the district levy is.

Ms. Doucette said the district levy includes both Yuma and La Paz County. The primary levy consists of taxpayer dollars funding operational expenses. The secondary levy pays back the College’s bond issuances. This budget is concerned with the operation budget.

Ms. Doucette also reviewed the Plant ‘6’ Fund Revenue, Expense and Priority Resource Request slides on pages 17, 18 and 19, respectively.

She then reviewed the Auxiliary ‘2’ Fund Revenue/Expense and Priority Resource Request slides on pages 20-21.

Board Member Olivia Zepeda asked if the College is coming out even when it comes to provision of food services.

Ms. Doucette said the College is funding food services slightly.

Board Member Richard Lamb asks if the College works with the Barnes & Noble bookstore the same way.

Ms. Doucette said the relationship is slightly different – the College is “maintaining” with Barnes & Noble whereas it is in the red when it comes to food services in The Eatery.

The “other” category on the “Auxiliary ‘2’ Fund Revenue/Expense” slide (pg. 20) represents institutional scholarships, Ms. Doucette said. Funding for the Early College Experience credit is also in this category.

Board President Dennis Booth asked what the dollar figure attached to the Early College Experience scholarship is.

Ms. Doucette told him it is approximately \$300,000.

She presented a final slide on “Expenditures Subject to State Limitation” (page 23). The College is approximately \$15 million under its state expenditure limitation.

Board Member Richard Lamb said he informally polled 12 people in the Parker area as to whether the Board should vote to increase property taxes. He received one maybe response from the group and 11 no responses. He said that based on his discussions with these constituents, no one in La Paz County wants their taxes increased.

President Corr said he understands that people do not want to pay more taxes. He said, however, that it is important for our communities to understand that the 2% increase amounts to \$1 annually on a \$100,000 home. He said he will also stand by the value this institution provides to the communities it serves.

He said the College is a good steward of the public dollar. Through three bond refinances, the College will return \$3.6 million to the community, dwarfing the 2% increase many times over.

Board Member Melissa Wright said that, much like Mr. Lamb, she has also been asking constituents their opinion on a 2% property tax increase. So far, the results have not been too positive. It is a balance between doing what is best for the College and representing the constituents who voted the Board Members into office, she said.

Board President Dennis Booth said he understands the taxpayers concerns, while noting that the Board just spent what amounts to 1% of the proposed increase with the vote to approve the reduced price for the Early College Education Credit, knowing that the local communities will flourish when more students complete higher education and return that investment back to the community. He said sometimes being custodians of the public trust means making decisions that are not political popular but will benefit the community.

Board Member Richard Lamb said that La Paz County is a depressed economic area.

Board Member Olivia Zepeda motioned to approve the preliminary budget as presented. Board Member Maria Chavoya seconded the motion; motion carried.

Ms. Doucette thanked the Board for approving the preliminary budget.

#### **Action Item #4** – Voucher Report – Presented by Diana Doucette

Expenses exceeded revenues for the month ended March 31, 2017. Revenues and expenses were 1% down relative to March 2016.

Board Member Maria Chavoya motioned to accept the voucher as written. Board Member Richard Lamb seconded the motion; motion carried.

The Board recessed for five minutes at 4:19 pm. The meeting reconvened at 4:24 pm.

#### **President’s Reports**

**Vice President for Student Services Bryan Doak:** Mr. Doak’s presentation centered on student services success measures. The cohort default rate for the College has decreased from 29.1% in 2009 to 17.4% for 2014 (three-year reporting lag). His goal work with his financial aid team to continue to reduce the rate to under 15% in coming years.

For her work in increasing transfer numbers and student success, Director of Transfer Services Martha Cordova was awarded the first Transfer Advocate Award from AZ Transfer. In the past five years, the College has increased its number of transfers to state universities by almost 31% (the state has increased by 11%). The percentage of those students who completed their baccalaureate degree increased by almost 32% in the past five years (the state average is 16%).

AWC leads the state in retention from fall to spring with a retention rate of 95%. AWC is second in the state for fall to fall retention with a 78.3% rate (0.3% behind Maricopa). The College is third in the state for completion of degrees and certificates for the 2014-15 calendar year, and third in the state when it comes to graduation rates. AWC takes the lead in the percent of 2014-15 transfers with an AGECEC (Arizona General Education Core Curriculum) and/or a degree at time of

transfer.

**Vice President for Learning Services Dr. Linda Elliott-Nelson:** Recently, Associate Dean for La Paz County Services Kathy Ocampo, Interim Dean of Career and Technical Education Maria Aguirre and Early College Dual Credit Program Manager Tiffany Tipton-Pavey met with Parker High School Principal Paul Olson to discuss potential expansion of dual and concurrent offerings at the high school.

Increasing student success is reflected in the amount of students on the Dean's List, Dr. Elliott-Nelson said. In Fall 2016, 818 letters were mailed to students.

Dr. Elliott-Nelson introduced Dr. Eric Lee, the Communications Division Chair and Professor of English, to discuss The Creative Writing School. Since 2015, Dr. Lee and his colleagues have overhauled the curriculum to include three new classes that transfer to Arizona state universities. The number of students enrolled in classes within The Creative Writing School has quadrupled, he said. The mission of the school also changed along with the curriculum. The new mission statement is that "every student deserves a P.E.N." P.E.N. stands for philanthropy, educational opportunities and national recognition, he said.

The Creative Writing School hosted its first Writer's Harvest which featured visiting distinguished writer, State Poet Laureate Alberto Rios. The poetry reading and silent auction raised \$300 to feed 3,300 neighbors.

The School produces *The Colorado Crossing* annually. *The Crossing* contains a selection of student work. This year, Dr. Lee is working with Professor Brad Pease to incorporate student art in the publication. The School also hosts open mic sessions and Poetry in the Grass. During the past four years, the program has hosted two Pulitzer Prize winners as well as two national book award finalists as distinguished visiting writers.

**Interim Chief Financial Officer Diana Doucette:** Ms. Doucette presented the State Auditor's Expenditure Limitation Report for the Year Ending June 30, 2016. The report reaffirms actual expenditures for the College are well below the state's authorized amount to the tune of just under \$13 million, she said.

**Closing Items:** President Corr said he knows the College has a lot of work to do prior to the adoption of the budget in May 2017. He requested the Board consider the budget before them as an investment in the community, and assured the Board that AWC will remain a strong fiscal steward of the public dollar.

Board President Dennis Booth said it is good to keep in mind the influence the Board has on the community it serves.

**Next Meeting:** The next scheduled regular meeting will be Monday, May 15, 2017 in the Frances Morris Board Room at the Yuma Campus at 3:00 pm.

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

The meeting adjourned at 4:58 pm.

Respectfully submitted,



Rachel A. Caldwell, Recording Secretary