

**MEETING MINUTES**  
**Arizona Western College**  
**District Governing Board**  
**May 15, 2017**

**Board Members Present:** Board President Dennis Booth, Maria Chavoya, Melissa Wright, Richard Lamb, Board Secretary Olivia Zepeda\**Present by phone for a portion of the meeting*

**Board Members Absent:** Board Secretary Olivia Zepeda

**Others Present:**

Dr. Daniel P. Corr, President  
Lee Altman, Professor of Air Conditioning  
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  
Angie Creel, Director of Library Services  
Dr. Joann Chang, Faculty Senate Liaison to the District Governing Board  
Diana Doucette, Interim Chief Financial Officer  
Bryan Doak, Vice President for Student Services  
Dr. Linda Elliott-Nelson, Vice President for Learning Services  
Karen Esparza, Student of the Month  
Kari Gardner, Chief Human Resources Officer  
Mary Kay Harton, Dean of Students  
Gabriela Herwig, Veteran Affairs Coordinator  
Alison Morgan, Media Relations Director  
William Mowczko, Community Member  
Dr. JoAnne Mowczko, Community Member  
David Nelson, Community Member  
Dr. Matthew Smith, Faculty Senate President  
Lori Stofft, Dean of Public Relations and Marketing  
Ervey Valenzuela, Technology Support Technician  
Chase Wiles, Student Government Association President Elect

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

**Public Hearing on 2017-2018 College Budgets:** Interim Chief Financial Officer Diana Doucette informed the Board that the budget before them is the same proposed budget that the Board approved in their meeting on April 17, which is configured on a two percent tax increase. There were some slight adjustments to state funding amounting to an increase of approximately \$4,400, she said.

Board President Dennis Booth invited members of the community to speak during the public hearing on the proposed budget.

Community Member Bill Mowczko, a former teacher, spoke in opposition to the two percent increase. He thanked the Board for the opportunity to speak. In view of the current economic climate, Mr. Mowczko said he believes the taxpayers should not be responsible for making up for declining enrollment. He said that while the budget information is difficult to understand, he can see that AWC as well as other community colleges in Arizona have declining enrollment. He said he does not see much evidence of the College belt-tightening whereas both the City of Yuma and Yuma County have. Secondly, Mr. Mowczko said he does not believe residents should be responsible for funding the tuition reduction for Early College Experience credit because he thinks taxpayers are, in fact, supporting students twice. He thinks the reduction in price also devalues the credential students receive. Mr. Mowczko also opposes monies being put aside for construction of new dormitories as he would like the focus to be placed on local students; not student athletes from out of state.

Community Member David Nelson said his opinion is that the tax at AWC is quite high. Though he said he is not that informed, he ran his tax numbers and said that just from the increase to the valuation of his home, the College would receive

five percent. He said that in comparison to all of the other entities, the College seems to be taking a larger bite.

Dr. JoAnne Mowczko prefaced her comments by noting that she is very pro-education and is a longtime educator. She said she too is very concerned by the tax rate proposed by AWC. She said when she looks at her Social Security and Arizona State Retirement System raises against her total tax bill, she feels the burden. She asked the college to take a look and be a little less aggressive during these challenging economic times. She thanked the Board for its time.

**Special Meeting for Adoption of 2017-2018 College Budgets:** President Corr said he appreciates the comments from community members as well as the difficult task before the Board. He said it is with great difficulty that he asks friends and neighbors for more of their tax dollars to support the College. It was something he said he had hoped to avoid this year and will look to avoid in coming years. With that, President Corr said it is imperative to address areas in which the College is in deficit. Seven budgetary priorities have been identified which President Corr briefly recapped. These are:

- 1) Technology – The College serves a large geographic region. Currently the needs of students and employees are not adequately being met. Not a dime of additional dollars will be spent until a technology plan is submitted to Cabinet and approved, he said.
- 2) Early College Experience Credit – Unequivocally, this is an investment in the communities we serve which facilitates a college-going culture, President Corr said. It is an investment in our youth, but there is a fiscal note associated with it at the outset.
- 3) Facilities Fund – This is for maintenance of facilities and immediate infrastructure needs which need to be addressed.
- 4) Strategic Staffing – The College needs to move critical positions off Proposition 301 dollars since the program will sunset in 2020. This will be done incrementally over a three-year period, President Corr said.
- 5) Attract and Retain Talent – The budget contains a 2 percent raise across the Board. The faculty and staff of the college continue to facilitate student success and lead in multiple areas across the state. This is due to the work of talented faculty and staff, he said.
- 6) Contingency Fund – Industry best practice is for the contingency fund to operate at 5 percent. Last fiscal year, the College dipped under 4 percent. This budget takes an interim step to move for 3.9 to 4.3 percent to build an adequate contingency, he said.
- 7) Strategic Planning Initiative Fund – The College’s robust strategic planning process will result in a plan presented in January or February 2018. President Corr wants to start implementing the College’s strategic priorities in the plan immediately.

It is important to note that the College has refinanced bonds three times saving the taxpayer \$3.67 million, President Corr said. The proposed 2 percent increase equates to \$1 for every \$100,000 valuation. A \$1 per \$100,000 is a solid investment in the community that will be paid many times over.

Board Member Maria Chavoya motioned to consider the budget as proposed by the College administration. Board Member Melissa Wright seconded the motion.

Board Member Richard Lamb said technology improvement is critical to the success of the College. He said there are areas the College serves that do not have Internet capability. He also mentioned that the expansion of security technology is also very important. The maintenance of facilities is also critical for students who live, work and study on campus. Mr. Lamb said he is torn between supporting the College and representing constituents. Board Member Melissa Wright concurred. She added that the economic situation in La Paz County is currently critical – people are losing their jobs and they are hurting. She said that personally she is very proud to financially support the College.

Board President Dennis Booth said he has received a lot of positive feedback regarding the Early College Experience Credit rates. He said this College exists to educate young people and produce lifelong careers that benefit local businesses. He said that if we do not educate young people locally, they leave and do not come back.

Board Member Richard Lamb asked what a 1 percent increase would do to the budget.

President Corr said the College’s priorities will be addressed – that they have to be addressed. He said that if this Board chose not to approve the 2 percent, he would rework the budget with his Cabinet to address the budget priorities. Technology will remain the number one budgetary priority. Early College credit is a close second, he said.

**Roll Call Vote to Adopt the 2017-2018 College Budgets:**

Board President Dennis Booth – Yes  
Board Secretary Olivia Zepeda – Yes  
Board Member Maria Chavoya – Yes  
Board Member Melissa Wright – No  
Board Member Richard Lamb – No

The motion to adopt the 2017-2018 college budgets as presented carried with a 3-2 vote.

Board Member Maria Chavoya motioned to close the special meeting. Board Member Melissa Wright seconded the motion; motion carried.

The special meeting adjourned at 3:32 pm. Board Secretary Olivia Zepeda exited the meeting at 3:32 pm.

Board President called the regular meeting to order at 3:33 pm.

**Introductions:** Chief Human Resources Officer Kari Gardner thanked both Junior Castro and Ervey Valenzuela for providing technical support throughout the meeting. She welcomed guests Alison Morgan, Lee Altman, Dr. Matt Smith, William Mowczko and Dr. JoAnne Mowczko, and Amy Crawford.

**Approval of Minutes:** Board Member Melissa Wright motioned to approve the minutes from the April 17, 2017 Board Meeting. Board Member Maria Chavoya seconded the motion; motion carried.

**Adoption of Agenda:** Board Member Richard Lamb motioned to adopt the agenda for the May 15, 2017 meeting as written. Board Member Maria Chavoya seconded the motion; motion carried.

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

**Association of District Governing Boards:** Board Member Maria Chavoya said the next meeting of the Board will take place on June 9 in Flagstaff, AZ. The meeting will include the Arizona Community College Coordinating Council, which is comprised of the community college presidents from across the state.

**Faculty Report:** Dr. Joann Chang introduced herself as the new Faculty Senate Liaison to the District Governing Board. Dr. Matthew Smith is the new President of Faculty Senate, and a new Vice President will soon be elected as Dr. Reetika Dahwan recently was hired as the new Dean of Career and Technical Education.

The College held its 10<sup>th</sup> Annual Sustainability Fair on April 13. Several community vendors participated in the fair including Arizona Public Service (handed out LED light bulbs), the City of Yuma (sustainable water practices), the Arizona Department of Environmental Quality (air quality flags display), the Cocopah Indian Tribe (artifacts), Sonoran Cycles and Yuma United Mixed Martial Arts. Campus organizations that participated included Wellness@Work (fitness demonstrations), the Science Club (composting with worms) and the Early Childhood Education Club (newspaper hats). The Western Voice and the Yuma Sun both featured the fair in their publications. More than 300 elementary school students participated in the fair in addition to members of the College community.

Dr. Chang also visited H.L. Suverkrup Elementary School to teach students about proper recycling techniques.

**Classified Employee Association (CEA) Report:** Mr. Junior Castro said the CEA has been adjusting its calendar for the new academic year – bi-weekly workshops will occur in the afternoons instead of the mornings to accommodate employees. In the most recent workshop, Human Resources presented to the CEA on new benefits. CEA will also be working with Human Resources and the Center for Teaching Effectiveness to restructure Professional Development Day to include all employee groups in a collaborative event.

**Student Government Association Report:** President Lizet Camarena thanked the Board for the opportunity to present during the past year. As a recap – SGA participated, planned or collaborated on more than 200 activities during the academic year. They also participated in more than 160 volunteer activities. The group also raised approximately \$1,090 to donate to the Salvation Army Mobile Soup Kitchen.

President Lizet Camarena introduced President Elect Chase Wiles. Mr. Wiles, a chemistry major, said he is very excited to work with the Board and learn how to become a better leader for the student body.

**Student of the Month:** Dr. Linda Elliott-Nelson introduced Director of Library Services Angie Creel to present the student of the month, Karen Esparza. Ms. Esparza, a library technical assistant, is one of the go-to people for the circulation department, Ms. Creel said. She plans to become a nurse and has exhibited perseverance in the face of adversity after she was not able to progress following her first semester in nursing school. Ms. Esparza was recently readmitted to the program and looks forward to accomplishing her goals.

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

There were no candidates for contractual positions with the College.

Board President Dennis Booth asked about how our recruiting efforts compare to the outside world. Chief Human Resources Officer Kari Gardner said AWC consistently evaluates its entry-level wages to see how it compares to other employers. She said the benefits packages are a great draw for prospective employees and that great benefits supplement wage rates.

**Action Item #2** – Consideration to Adopt Resolutions to Extend the Intergovernmental Agreements with the Parker Public Library and Quartzsite Public Library for Library Support Services – Presented by Diana Doucette

These intergovernmental agreements allow for the libraries to increase their hours to accommodate both public citizens and College students, she said. The agreements also provide for increased space for College materials and records services.

Dr. Corr noted that the intergovernmental agreement may be renegotiated in the future in response to a request from the Parker Public Library to increase the amount of money the library receives. If and when the revised agreement is finalized, it will come before the Board, he said. This resolution is a three-year extension to the existing agreement.

Board Member Melissa Wright motioned to adopt the resolution. Board Member Maria Chavoya seconded the motion; motion carried.

**Action Item #3** – Consideration to Adopt Resolutions to Extend the Intergovernmental Agreements with the Yuma County Library District (Somerton Branch, San Luis Branch and Wellton Branch) for Library Support Services – Presented by Diana Doucette

Ms. Doucette said this agreement mimics the intergovernmental agreements with Parker.

Board Member Maria Chavoya motioned to adopt the resolution. Board Member Richard Lamb seconded the motion; motion carried.

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

Expenses exceeded revenues for the month ended April 30, 2017. Anticipated revenues are lower than they were at this time last year due to a slower property tax collection rate, Ms. Doucette said. While the impact to the College will not be significant, she did say that this will affect the fiscal operations of the College.

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

## President's Reports

**Vice President for Learning Services Dr. Linda Elliott-Nelson:** Dr. Elliott-Nelson presented on the Academic Library which is managed by Director of Library Services Angie Creel. In addition to AWC students, students from Northern Arizona University, the University of Yuma and Arizona State University also use the library. The library maintains and provides access to a bevy of materials including federal depository publications. All four of the AWC librarians hold a master's degree and average 16 years of experience per librarian, she said.

During the 2015-2016 year, the library welcomed 107,000 visitors. Out of this number, the library delivered 193 instructional sessions to more than 3,000 students. Study rooms were used by 7,800 students.

The library provides a wide range of services including learning activities ranging from origami folding to avoiding plagiarism, and training on finding and evaluating materials as well as digital literacy.

Board Member Richard Lamb asked if community members can use the facilities. Dr. Elliott-Nelson said that community members can use the library.

**Vice President for Student Services Bryan Doak:** Vice President Doak introduced Veterans Services Coordinator Gabby Herwig. He thanked the Board for supporting Ms. Herwig's work through its approval of grants that benefit her area as well as for identifying space to designate to student veterans. Vice President Doak said he is extremely proud of Veterans Services for achieving 100 percent compliance as a result of its last two audits. He reported that the auditors stated that the department is a "model for the state."

Ms. Herwig shared some of the results of the 2017 Veterans Affairs audit. The Veterans Services department received a 100 percent compliance rating and was designated as a "Best Practice Institution." The auditors were especially impressed by the College's records keeping and for its peer support, tutoring services, and administrative support.

In addition to providing a one-stop shop for veterans, each veteran has the option to participate in an orientation course designed especially for them.

Over the course of the past year, Veterans Services hosted its annual Freedom Run 5K raising more than \$1,000 for the Patriots Gold Heart Scholarship Fund. The department hosted the United States Marine Corps Color Guard Ceremony and participated in the Back to School Fall Education Event as well as the SEE 4 Vets Golf Tournament in Phoenix, AZ. SEE 4 Vets was generous enough to donate \$15,000 as part of an endowed scholarship. The department also worked with the community to participate in Yuma Veterans Stand Down, the Yuma Veterans Taskforce and the VET NET Ally seminar.

**Dean of Public Relations and Marketing Lori Stofft:** Dean Lori Stofft highlighted the strategic planning Horizon Symposium which took place April 28-29 at multiple AWC campuses. Four months were spent engaging in the strategic planning process prior to the Symposium. Approximately, 270 college employees and community members were on-site at the Yuma event. In San Luis, AZ., 83 individuals participated in the viewing of the presentations in Yuma as well as a dinner. Seventy people in Parker, AZ. participated in the viewing of the presentations in Yuma as well as a brunch.

The Horizon Symposium speakers were:

- Journalist Ray Suarez – Shifting Demographics – What that means for higher education and the vitality of our community
- Dr. Jen Chotiner – Design Thinking
- Randy Kimmens – Aligning Economic Development with Education
- Dr. Anita Bhappu – Consumer Trends, Millennials and Futurism

She shared photos and social media posts from the event. She also shared some data – 65 percent of participants surveyed said the focus groups they participated in at the Horizon Symposium were very valuable. The Symposium met the expectations of 68 percent of the respondents surveyed. Seventy eight percent of respondents said they would engage with the College in strategic planning again.

Next steps for strategic planning –

- June – July 2017 – Understand Horizon data
- August 2017 – Scan team training, college-wide update, mission and vision
- September 2017 – Scan team work continues
- October 2017 – Impact statement work, draft strategy work
- November 2017 – Community and campus feedback on work to date
- December 2017 – January 2018 – Draft strategic plan
- February 2018 – Draft implementation plan

Ms. Stofft also shared an inspirational “hang in there” video created for the students.

Board Member Maria Chavoya said she was impressed by the event and that it exceeded her expectations. She said she received a lot of positive feedback on the inclusion of the community in the strategic planning process.

**Interim Chief Financial Officer Diana Doucette:** In keeping with technology being the primary budget priority for fiscal year 2018, Ms. Doucette provided some background on technology expenses at the college spanning fiscal year 2012-2017.

She shared a graph presenting the technology charges over the past six years, noting that the charges listed for April of fiscal year 2017 are partial as the year is still underway. She said that over the course of the past six years, annual expenses to run the technology at the college have steadily increased from approximately \$4 million to almost \$5 million. She presented the expenses in nine categories including salaries and benefits, supplies, fixed charges, IT contractual services, capital and non-capital technology, communication/utilities, professional services, software, and travel.

In fiscal year 2014, the college embarked on the Colleague optimization plan, hence a significant increase in spending on IT contractual services, she said. Contractual services remained high in fiscal year 2016 due to hosting costs incurred, she added.

Software expenses also continue to increase. Ms. Doucette said it is industry practice for software costs to increase by a certain percentage each year.

Board Member Richard Lamb asked what percentage of our students are taking classes online.

Dr. Linda Elliott-Nelson said approximately 37 percent of the College’s sections are offered online. She added that the Board should be aware that every class offered at the College, however, has a Blackboard shell so that students can view their progress in the class and access class materials.

**Closing Items:** Dr. Corr said the stellar performance of the College’s athletic teams continues. Baseball will be hosting the district championship at the college on Thursday, May 18. Commencement will take place Friday, May 19. Next month’s board meeting will include information on the new Vice President for Finance and Administrative Services, Dr. Corr said. He also requested the Board consider an executive session for the June 2017 meeting to conduct his annual evaluation.

**Next Meeting:** The next scheduled regular meeting will be Monday, June 12, 2017 in the Frances Morris Board Room at the Yuma Campus at 3:00 pm.

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

The meeting adjourned at 4:55 pm.

Respectfully submitted,



Rachel A. Caldwell, Recording Secretary