

MEETING MINUTES
Arizona Western College
District Governing Board
June 12, 2017

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

Others Present:

Dr. Daniel P. Corr, President
Rachel Caldwell, Executive Assistant to the President
Junior Castro, User Support Administrator
Dr. Joann Chang, Faculty Senate Liaison to the District Governing Board
Bryan Doak, Vice President for Student Services
Kari Gardner, Chief Human Resources Officer
Carol Hartz, Assistant Controller
Jana Moore, Associate Dean for Academic & Instructional Support
Alison Morgan, Media Relations Director
Ervey Valenzuela, Technology Support Technician

Call to Order: Board President Dennis Booth called the meeting to order at 3:02 pm.

Introductions: Chief Human Resources Officer Kari Gardner thanked both Junior Castro and Ervey Valenzuela for providing technical support throughout the meeting. She welcomed Media Relations Director Alison Morgan to the meeting.

Approval of Minutes: Board Member Melissa Wright motioned to approve the minutes from the May 15, 2017 Board Meeting. Board Member Maria Chavoya seconded the motion; motion carried.

Adoption of Agenda: Board Member Maria Chavoya motioned to adopt the agenda for the June 12, 2017 meeting as written. Board Member Richard Lamb 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 reported that the group's meeting scheduled for June 9 was canceled. She said she would share proposed dates for the ACCT Governance Institute for Student Success (GISS) via email for planning purposes.

Faculty Report: Dr. Joann Chang reported that the faculty have remained busy through the end of the academic year and beyond.

- Professors Monica Ketchum, Reetika Dhawan and Joann Chang participated in the Journey to Success program at Imperial Valley College designed to expose at-risk female adolescents to multiple career paths.
- Professor of Mathematics Reetika Dhawan attended the State Skills USA competition as an advisor to student Pedro Obregon, who won first place in Engineering and Technology.
- Director for the Center of Teaching Effectiveness Liz Renaud presented on island life at the Yuma Main Library.
- Women's Soccer Coach Alexia Poon participated in the 2017 Boston Marathon.
- Professor of Mathematics Aman Ghebremicael presented on "How to Engage Students in Class" at the Spring 2017 ArizMATYC Conference.
- Professors Light Bryant and Dahwei Chang presented to 5th graders during "I'm Going to College."
- Professor Michelle Sims participated in Castle Dome Middle School Career Day and Professor Aryca Marron presented on social sciences to Gila Ridge High School students.
- Professor Melissa Behunin presented to the AWC campus on the "Power of Belief" and "Using Meditation in the Classroom."
- Professor of Agriculture Sarah Berner and Ag Science Manager Leigh Loughead hosted the Annual Ag Industry Forum to promote networking between students and local agriculture industry leaders.

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

New Hires for Contracted Positions:

- Shahrooz Roohparvar, Vice President for Finance and Administrative Services
- Joan Johnson, Accountant

Board Member Maria Chavoya motioned to approve the new hires for contracted positions. Board Member Melissa Wright seconded the motion; motion carried.

Notices from Employees:

- Kenneth Kuntzelman, Director of International Programs
- George Montopoli Jr., Professor of Environmental Science
- Lawrence L. Stanley, Professor of Automotive Technology
- Dawn Whinnery, Veteran Military Services Specialist

Action Item #2 – Consideration to Pre-Approve Purchases of Computer Equipment – Presented by Carol Hartz

These computer purchases will be made at the beginning of Fiscal Year 2018 to prepare for the start of fall 2017 classes. In the absence of a July board meeting, the administration requires pre-approval as the purchases will exceed \$50,000.

President Corr let the Board know that a detailed accounting of how the dollars were spent will be provided to the Board at its meeting in August.

Board Member Richard Lamb asked if these purchases will include hardware or software.

President Corr said the purchases will include both hardware and software.

Board Member Maria Chavoya motioned to pre-approve the purchase of computer equipment. Board Member Melissa Wright seconded the motion; motion carried.

Action Item #3-6 – Consideration to Renew the Intergovernmental Agreements (IGAs) for Dual Credit Courses with Antelope Union High School District #50, Bicentennial Union High School District, Parker Unified School District #27 and Yuma Union High School District #70 – Presented by Carol Hartz

These IGAs are standard, annual renewals governing the provision of dual credit courses to area high schools.

Board Member Maria Chavoya motion to renew the IGAs for Dual Credit Courses with Antelope Union High School District #50, Bicentennial Union High School District, Parker Unified School District #27 and Yuma Union High School District #70. Board Member Melissa Wright seconded the motion.

Board Member Olivia Zepeda asked if the College has data on how many students take dual credit courses. She wanted to know if AWC can provide the data by high school.

President Corr said he will have a report available for the Board in the next two weeks.

Board Member Olivia Zepeda said she thinks it is important for the public to know that there is a cost share between the college and high school for dual enrollment courses.

The motion carried.

Action Item #7 – Consideration to Renew the Memorandum of Understanding (MOU) with the Yuma Catholic High School for Dual Credit Courses – Presented by Carol Hartz

As with the IGAs, the Memorandum of Understanding is a standard, annual renewal for the provision of dual enrollment courses.

Board Member Richard Lamb motioned to renew the MOU. Board Member Maria Chavoya seconded the motion; motion carried.

Action Item #8 – Voucher Approval – Presented by Carol Hartz

Revenues received exceeded expenses for the month of May 2017. The cash balance remains higher than it was at this time in May 2016. Tax levy revenues received by the district are lower than normal for this time of year, Ms. Hartz said. At the close of this fiscal year, any tax revenue not collected will be listed as an outstanding receivable, she said.

Board Member Richard Lamb motioned to approve the voucher. Board Member Maria Chavoya seconded the motion; motion carried.

Action Item #9 – Consideration to Approve New Certificate – Presented by Jana Moore

Associate Dean for Academic and Instructional Support Jana Moore presented a new certificate:

- Certificate – Basic Public Safety Dispatcher

This certificate was a recommendation from the Law Enforcement Advisory Committee that will accommodate a community need. It will provide training for local public safety dispatchers and provide the opportunity for the college to recruit a new population of students.

Board Member Maria Chavoya motioned to approve the certificate. Board Member Melissa Wright seconded the motion; motion carried.

Board President Dennis Booth asked if there are many job opportunities in this area for the public safety dispatcher and what our anticipated enrollment will be.

Ms. Moore said that there are numerous job opportunities and that the administration will report back in the fall with enrollment numbers.

President's Reports

Vice President for Student Services Bryan Doak: Vice President Doak presented a brief update on financial aid. In fall 2016, the financial aid office underwent a Department of Education audit that returned several findings in spring 2016. Last week, the financial aid office received word that all audit findings were resolved.

Board President Dennis Booth asked that Vice President Doak pass on the word that the Board is very pleased with the resolution of all the audit findings.

Vice President Doak shared a video from this year's orientation program "Experience AWC" which took place at the Yuma Campus. One hundred and twelve students and 67 guests (primarily parents) attended the orientation. Student services registered approximately 820 credit hours. Similar orientations are scheduled for across the district.

Board Member Richard Lamb asked what Vice President Doak thinks his best guess is regarding FTSE. Vice President Doak said that he projects FTSE will be down approximately 1% for the year. He noted that the "Early College" credit the Board approved will likely assist with FTSE numbers in the upcoming academic year.

Board President Dennis Booth thanked the college for a very good year.

Recess to Executive Session: The Board recessed into executive session at 3:42 pm.

Resume Regular Meeting: Board Member Maria Chavoya motioned to return to the regular session. Board Member Melissa Wright seconded the motion; motion carried.

Action Following Executive Session: Board Member Maria Chavoya motioned to extend the contract for the President of Arizona Western College for the term of July 1, 2017 – June 30, 2020. Board Member Melissa Wright seconded the motion;

motion carried.

Closing Items: President Corr thanked the Board for the conversation regarding his first year at the college.

Next Meeting: The next scheduled regular meeting will be Monday, August 21, 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 6:03 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Rachel Caldwell".

Rachel A. Caldwell, Recording Secretary