

MEETING MINUTES
Arizona Western College
District Governing Board
August 21, 2017

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

Others Present:

Dr. Daniel P. Corr, President

Corrine Gray, Interim Executive Assistant to the President

Nicole Bethurum, Professor of Mathematics Head Softball Coach

Junior Castro, Classified Employee Association

Lorayne Chandler, Professor of Physical & Wellness Education/Head Women's Volleyball Coach

John Courtis – Executive Director Yuma Chamber of Commerce

Amy Crawford, Reporter for the Yuma Sun

Kenny Dale, AWC Men's Soccer Coach

Moses Diaz de Leon, Professor of Business/Business & CIS Division Chair

Bryan Doak, Vice President for Student Services

Linda Elliott-Nelson, Vice President for Learning Services

Kari Gardner, Chief Human Resources Officer

Mary Kay Harton, Dean of Campus Life

Shahrooz Roohparvar, Vice President for Finance and Administrative Services

Michelle Sims, Professor of Economics

Dr. Matthew Smith, Faculty Senate Liaison to the District Governing Board

Alexia Poon, Professor of Physical and Wellness Education/Head Women's Soccer Coach

Jerry Smith, Director of Athletics

Lori Stofft, Dean of Public Relations and Marketing

Ervey Valenzuela, Technology Support Technician

Chase Wiles, Student Government Association President

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

The Pledge of Allegiance: Led by Richard Lamb

Introductions: Chief Human Resources Officer Kari Gardner welcomed the board members and thanked Ervey Valenzuela for providing technical support throughout the meeting. She noted there were many guests that will be introduced throughout the meeting.

Approval of Minutes: Board Member Olivia Zepeda motioned to approve the minutes from the June 12, 2017 Board Meeting. Board Member Maria Chavoya seconded the motion; motion carried.

Adoption of Agenda: Dennis Booth made a motion to adopt the agenda. Dr. Corr noted that there will be an Executive Session added. Board Member Maria Chavoya motioned to adopt the agenda for the August 21, 2017 meeting with the addition of the executive session. 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 they have not met due to scheduling conflicts. Update on Governance Institute for Student Success (GISS). The dates for the Governance Leadership Institute are November 29, 30 and December 1st in Tempe at Rio Salado College Conference Center. These are updated dates from a previous announcement. Breakfast and lunch will be provided, dinner will be on your own. AGDB will be providing a breakfast at 7am in Las Vegas during the second day of the conference. The topic is on Diversity. More information will be provided as time gets close.

Dr. Corr said the 10 community college leaders would like to turn the two and a half day GISS event into a day and a half event. The board was receptive to what the majority chooses. Dr. Corr would also asked to involve the cabinet as has been

The draft minutes will be approved at the next regular meeting of the Board in September.
done in previous years. Board approved.

Faculty Report: Dr. Matthew Smith, stepping in for Dr. Joann Chang, due to her class schedule conflict, reported:

- Science Faculty – Past summer offered a Science Camp for 13-18 year olds. There were 23 participants. This is the second year that we have offered this camp through a grant. We are hoping to do it again next year through this same grant.
 - Monday – Scott Donnelly - studied maps, GPS
 - Tuesday, Reetika Dhawan - explored magnets, Physics
 - Wednesday – Robert Killin – Chemical identification
 - Thursday – Dr. Anita Smith and Dr. Matthew Smith – Entomology – hands on with microscopes.
 - Friday – Dr. Joann Chang – Epidemiology, diseases identification
- Career and Technical Education offered a summer Engineering Camp. There were 14 participants
 - Monday – Victor Cortez - 3-D Printer
 - Tuesday – Sam Colton - Welding
 - Wednesday – Angel Luna – Clay and clay modeling
 - Thursday – Jeff Eddington - Electrical wiring
 - Friday – Todd Gutierrez – Computer programing
- Additional Faculty Updates
 - Director of Child Development Learning Lab, Alma Barrandey, met with members of the Chicanos Por La Cause for community outreach and to discuss volunteer possibilities.
 - Fred Croxen and Catherine Hill collected specimens from La Brea to bring back to AWC campus
- Conference Travels
 - Monica Ketchum attended the World History Conference
 - Robert Killin attended the American Chemical Society Regional Meeting
 - Therese Dehne attended the Human Anatomy and Physiology Society Annual Conference
- Congratulations to Marc Lafond who completed his PHD with Financial Management

Board Member Dennis Booth asked about possibly of students attending future summer camps using grant funds. Linda said the grant is ending, but we are finding student that they are willing to pay a nominal fee to offset costs that will allow us to continue with these camps. Board Member Dennis Booth asked how many students were on the waitlist? Dr. Smith believed there was possibly enough students to create a second camp, but we didn't have the manpower to offer the additional sessions. But, he noted, all of these faculty provide outreach throughout Yuma during the year. Board Member Richard Lamb asked where the students were from. Dr. Smith believed the majority were from the Yuma area including a home school student.

Classified Employee Association (CEA) Report: Mr. Junior Castro said the committee worked on their 2017-2018 Calendar. Their focus this year is professional growth, their theme is "Reaching for the Stars". They also updated their by-laws, which are available on the college website. He introduced three new members: Historian - Angelica Gonzalez; Publicist – Julissa Fitts; and Associate Representative - Seth Miner. Two new sub-committees have been formed, CEA Recognition sub-committee and Professional Development Day sub-committee. We have also provided a CEA calendar to the board members which is in the board packet.

Student Government Association Report: President Chase Wiles

- Activities completed:
 - Student Government Training – August 7-16th – various workshops were provided
 - Student Leader Training – August 16th – Chase enjoyed the workshop led by Dr. Corr
 - Chase thanked Dr. Corr for allowing him to speak at the All Campus Meeting
- Future Events:
 - Students Helping Students – August 21-24th – Students leaders will serve as guides for new students
 - Presidential Leadership Society Mixer – August 24th – Club presidents will meet to network
 - Student Government Association Freshman Interest Meeting – August 28th – To welcome new students and introduce them to student leadership
- Clubs and organizations
 - We currently have 28 chartered clubs

- Expecting 24 more clubs in the next couple of weeks

Board Member Richard Lamb asked how many students guides are helping students. Mary Kay said they are working in shifts, with approximately 20 to 30 students are involved.

Student of the Month: Dr. Linda Elliott-Nelson introduced John Courtis and Michelle Sims to introduce the students of the month. Michelle introduced two business students who interned at the Yuma County Chamber of Commerce this summer. Christina Macias and Anani Sanchez. John announced that both students went above and beyond to complete their tasks at the chamber.

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

New Hires for Contracted Positions:

- Kara Tucker-Morgan – Professor of Biology
- Noberto Alvarado Professor of Welding
- Michael Murphy – Professor of Automotive Technology
- Dr. Suman Parajuli – Professor of Chemistry
- Dr. Jordanis Moustakidis – Professor of Engineering
- Jacob Gibson – Professor of Environmental Science
- Salil Dhawan – professor of Computer Information Systems
- Samuel Chukwuemeka – Professor of Mathematics – South Yuma County
- Herman Carroll – Professor of Electrical and Solar Technology
- Stacey Gibson – Institutional Grants Coordinator
- German De la Pena – Academic/Career Advisor for Veteran Services
- Aybuke Keehn – Coordinator of International Students Program
- Catilin Voss – Assistant Softball Coach/Sports Coordinator
- Joseph McClain – Chief Information Officer
- Allison Griffin – Athletic Trainer

Notices from Employees:

- Maria De Jesus Gnagy, Grant Accountant
- Charles Beasley, Director of Fire Science
- Senecca Stromberg – Athletic Trainer

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

Action Item #2 – Consideration to Appoint Trustee to Yuma Area Benefits Consortium (YABC) – Presented by Shahrooz Roohparvar

Shahrooz stated that currently Kari Gardner has been appointed as one trustee for Arizona Western College on the YABC. Shahrooz put forth his name as the second trustee per Dr. Corr's recommendation.

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

Action Item #3 – Consideration to Review and Approve the Investment Principles Used by RBC Global Asset Management, LLC – Presented by Shahrooz Roohparvar

This is a renewal of that agreement. Dr. Corr's recommendation is to continue to use the investment principals used by RBC for our investments.

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

Action Item #4 – Consideration to Renew the Intergovernmental Agreement (IGA) with the Parker Public Library for Library Support Services – Presented by Shahrooz Roohparvar

This is a way for Arizona Western College to contribute to the library staffing needs so they can stay open longer to support our student needs and support needs in the Parker community. This year the exception of this contract is for an increase, from \$6,000 to \$8,000. Dr. Corr's recommendation is to continue with this agreement.

Board Member Richard Lamb motioned to renew the IGA. Board Member Maria Chavoya seconded the motion; motion carried. Dr. Corr stated there was an increase due to extended hours of operation to benefit our students.

Action Item #5 – Consideration to Renew the Intergovernmental Agreement (IGA) with Southwest Technical Education District of Yuma (STEDY) for Educational Programs – Presented by Shahrooz Roohparvar

Dr. Corr's recommendation is to continue this agreement.

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

Action Item #6 – Voucher Approval – Presented by Shahrooz Roohparvar

Voucher reports the financial performance of the college for June and July. Revenues exceeded the expenditures.

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

Dr. Corr brought up the issue of board member signatures on vouchers. Practice has been to have all board members sign vouchers at the meeting, but if a board member is not present, trying to recapture the missing signature delays the process. Dr. Corr stated he checked with our auditors and found it is an appropriate practice that only the board president and board secretary sign vouchers, as long as it is noted in the minutes that a vote was called for and taken. Dr. Corr asked for board approval of this practice moving forward.

Board Members unanimously approved this practice.

President's Reports

Vice President for Student Services Bryan Doak: Vice President Doak excited to begin a new year. Focused report around our athletic programs, particularly on how we are doing off the court. Our goal is to have all nine athletic teams achieve a cumulative 3.0 GPA or higher. Last year two teams had met this goal, this year four teams have met this goal. Kenny Dale, Head Soccer Coach, achieved 2.996 GPA; Alexia Poon, Women's Soccer Coach, achieved 3.261 GPA; Nicole Bethurum, Head Softball Coach, achieved 3.339 GPA; and Lorraine Chandler, Women's Volleyball Coach, achieved 3.261 GPA.

To compare, the entire student body's GPA for fall 2016 was 2.62 and spring 2017 was 2.65. The athletics' GPA was 2.993 which we rounded to 3.0 GPA.

Of Note:

- Brenda Warnock has done a great job in handing out computers and wireless hot spots to our coaches
- Seventy-three student athletes made the Dean's List
- Seven of our students made the Academic All American which requires a minimum 3.6 cumulative GPA
- Two student athletes made the 2016-17 NJCAA 1st Team All-American Honorees which requires a minimum 4.0 GPA
- A total of 25 out of roughly 220 athletes were recognized on the 1st, 2nd or 3rd All-American Honorees list
- High success and transfer rates with our student athletes

Programs we play under:

- NJCAA – National Junior College Athletic Association
- ACCAC – Arizona Community College Athletic Conference
- WSFL – Western States Football League

Bryan provided statistics on our athletic teams on his PowerPoint

Recognitions

- Lorayne Chandler name District B Coach of the Year, ACCAC Co-Coach of the Year and named one of AVCA's Top 30 Under 30 coaches
- Tom Minnick named Coach of the Year, WSFL Coach of the Year, All-Region Coach of the Year

- Former coaches Jack Watson and Jim Amick named to the ACCAC Hall of Fame
- Student Award – Patrick Megan was named the 2017 David Rollins Male Student Athlete of the Year (across the nation)
- Jerry Smith, AWC Director of Athletics, won two awards: Recognized by the Oklahoma Officials Hall of Fame for officiating over 35 years of service, and the NJCAA recognized him for 15 years of service at the administrative level with the national office.

Board Member Dennis Booth thanked Jerry for his accomplishments.

Vice President for Finance and Administrative Services Shahrooz Roohparvar: Vice President Roohparvar presented a brief update. He informed the board that he is working closely with Joe McClain, the new Chief Information Officer. Mr. McClain comes from UC Santa Barbara with 12 years' experience.

Vice President for Learning Services Dr. Linda Elliott-Nelson: Dr. Elliott-Nelson stated we are accredited by Higher Learning Commission (HLC). Our last study in 2009 resulted in a 10 year accreditation. Our next visit will be in February 2019. We are looking at a lot of work with a lot of people and aim to keep a high momentum.

Here are some HLC highlights:

- Summary has been submitted for the Quality Initiative Project. This is our current pathway. We are waiting for results.
- Reviewed draft of the Assurance Argument. This is currently in progress. Jana Moore is our sole writer.
- Linda and Bryan have had meetings with Criterion Co-Chairs and Steering Committee.

Linda shared some information regarding the list of internships that are happening for students in our Agriculture programs. She plans to provide more information on other fields that are offering internships for our students in the future.

Linda shared that there were a total of 664 students who made the Dean's List for the spring 2017 semester. This time the information has been broken out by location.

Richard Lamb asked about internship possibilities in La Paz area. Linda will talk to Kathy to find internship potentials.

Dean of Public Relations and Marketing Lori Stofft: Lori Stofft reported she and her staff had great time working with the Parker Chamber of Commerce event on Thursday and making connections with La Paz County.

Lori talked about her de-centralized Social Media Task Force that has been working hard this week putting together some exciting start-up strategies: this year we are using #AWCwelcome, we have a Selfie Contest, and we also created a welcome video.

We had an important visitor on campus last week, Kevin Crockett, Strategic Enrollment Planning Specialist, who spent two full days meeting with a variety of groups to look at our practices and strategies, to identify strategic changes to help us improve our enrollment. We are working on what the college will look like in five years. Lori should have an update for next month's meeting.

Lastly Lori wanted to thank the District Governing Board's contribution in working with Liz in the strategic planning mission's workshop. Liz will compile and distribute results. The next big opportunity for the community to participate is December 1st. We are calling it a Strategic Update and Call for Community Feedback. The college and the community will be able to see a draft of our strategic plan and give specific feedback. Until then we are doing a values workshop on five topics that came out of the Horizon event.

Board Member Maria Chavoya complemented the Strategic Team on the awesome job that they are doing. The board has high expectations.

Board Member Dennis Booth excited to see five year plan.

Recess to Executive Session – The Board recessed into executive session at 4:20 pm

Resumed Regular Meeting 4:52pm

Closing Items: President Dr. Corr

Dr. Corr reviewed the draft of the Arizona Western College 2017-2018 Goals with the District Governing Board. Each of the ten items were discussed.

Dr. Corr will make some modifications and remove the word draft and will send the Arizona Western College 2017-2018 Goals out to the Board in the coming weeks.

Next Scheduled Regular Meeting: The next scheduled regular meeting will be Monday, September 18, 2017 in the Frances Morris Board Room on the Yuma Campus at 9:00 am.

Board Member Olivia Zepeda stated that we need to select a delegate to ACCT Conference. Board Member Maria Chavoya elected Board Member Richard Lamb, Board Member Olivia Zepeda seconded, motioned carried. Board Member Olivia Zepeda elected to be the alternate. Board Member Richard Lamb motioned, Board Member Maria Chavoya seconded, motion carried.

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

The meeting adjourned at 5:36 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Corrine Gray".

Corrine Gray, Recording Secretary