

## **MEETING MINUTES**

**Arizona Western  
College District  
Governing Board  
February 23, 2018  
AS 113 Classroom**

**Board Members Present:** Board President Dennis Booth, Board Secretary Olivia Zepeda, and Richard Lamb

**Board Member Present by Phone:** Maria Chavoya, Melissa Wright

### **Others Present:**

Dr. Daniel P. Corr, President  
Eduardo Buelos, Student of the Month  
Isabel Buelos, Mother of Eduardo Buelos  
Ricardo Buelos, Father of Eduardo Buelos  
Artemisa Perez, Grandmother of Eduardo Buelos  
Dr. Joann Chang, Faculty Senate Liaison to the District Governing Board  
Amy Crawford, Reporter for the Yuma Sun  
Bryan Doak, Vice President for Student Services  
Patrick Brown, Senior Technology Coordinator  
Reetika Dhawan, Dean for Career and Technical Education  
Mary Kay Harton, Dean of Students  
Ashley Herrington, Executive Assistant to the President  
Kari Gardner, Chief Human Resources Officer  
Biridiana Martinez, Classified Employee Association  
Joseph McLain, Chief Information Officer  
David Riek, General Manager of KAWC Radio  
Shahrooz Roohparvar, Vice President for Finance and Administrative Services  
Lori Stofft, Vice President of Advancement  
Michelle Thomas, Director of TRIO Programs  
Kate Turpin, Massage Therapy Program Director  
Chase Wiles, President of Student Government Association

**Call to Order:** Board President Dennis Booth called the meeting to order at 9:08 am.

**The Pledge of Allegiance:** Led by Dennis Booth.

**Introductions:** Chief Human Resources Officer Kari Gardner welcomed the Board Members, Dr. Corr, and Ashley Herrington then introduced guests.

**Approval of Minutes:** Board Member Richard Lamb motioned to approve the minutes from the January 22, 2018 Board Meeting. Board Member Olivia Zepeda, seconded the motion; motion carried.

**Adoption of Agenda:** Board Member Richard Lamb made a motion to adopt the agenda for the February 23, 2018 meeting as written. Board Member Olivia Zepeda seconded the motion; motion carried.

**Call to the Audience:** No person responded to the call to the audience.

**Association of District Governing Boards:** Maria Chavoya had no update. She was on her way to attend the meetings in Tempe, Arizona. A report will be made at the Meeting in March.

### **Employee Reports**

**Faculty Report:** Faculty Senate Liaison Joann Cheng presented Faculty Highlights.

The Foundation awarded the Achievement Awards to Professor Kate Turpin, Director of Licensed Massage Therapy and Liz Renaud, Director of Teaching Effectiveness. The purpose of these awards is to recognize AWC faculty

members for their outstanding contribution to their profession, to AWC, to their students, and to their community. This is based upon evidence of excellence in supporting and motivating students, advancing AWC through their career, participation on committees, student activities, partnerships, and community outreach. Each recipient receives \$3,000.

**Classified Employee Association Report:** Chair of the Classified Employee Association Biridiana “Biri” Martinez

Ms. Martinez highlighted Professional Development Day held on February 15, 2018. CEA Appreciation Week will be March 19-23 with different departments honored. March 21<sup>st</sup> a Pancake Breakfast and campus wide potluck hosted on March 22, 2018. The appreciation events will be held at all campuses.

Mighty Matador Award has been created to celebrate one full-time classified employee and one part-time classified employee. Nominations will be accepted until March 15, 2018 with the award presented at Classified Employee Potluck on March 22<sup>nd</sup>.

Elections for the Classified Employee Association will be April 2<sup>nd</sup> through April 12<sup>th</sup>. A new Association Board will be elected and announced on May 1, 2018. Biri Martinez will serve in an ex-officio role as a past President to support the newly elected President.

**Student Government Report (SGA)** Mary- Kay Harton, Dean of Students and Chase Wiles, SGA President

Ms. Harton reported on the Innovation Fund update focusing on Student Charging and Seating. The Library “LR” Atrium will have a new seating and charging area that will be mobile so the space can continue to serve as a multi-purpose event area. The Innovation Fund team is working with Facilities to ensure the space and furniture meet the needs of students and function efficiently.

Student Government introduced the new 20-foot Andale Matador Float for use in Parades, Community Events and upcoming Commencement. This will support a great visual for AWC’s presence in the community.

Ms. Harton introduced Chase Wiles, President of the Student Governing Association.

He reported that Student Government met with Vice-President of Student Services Bryan Doak and Vice-President of Learning Services Dr. Linda Elliott-Nelson to discuss the Higher Learning Commission “HLC” visit in February of 2019 and how SGA can support and prepare for the visit.

Student Government President Chase Wiles shared recent activities.

- Helping Hands of Yuma On February 2 and 3<sup>rd</sup> expressed their appreciation to help with the garage sale
- Ping Pong Tournament on February 8<sup>th</sup>, with Jesus Landin as the champion of the Tournament
- Valentine Day dance on February 14<sup>th</sup> with over 180 in attendance; decoration committee received multiple compliments
- Ag Summit Copper Statue on February 22<sup>nd</sup> with over \$400 in donations being donated to the YMCA

Future events

- Black History Month will host Charles H.F. Davis on February 28
- Etiquette Luncheon on March 16
- March 17 5K fun walk/run
- March 22 Spring Dance

The Board shared their sentiments of appreciation for the support of the student body.

**Student of the Month Report:** Rheetika Dhawan, Dean for Career and Technical Education

Ms. Dhawan introduced Student of the Month, Eduardo Banuelos. “Eddie” was named one of the best student-athletes in the nation in 2017. He also earned the NJCAA second team all-academic honor after his freshman season. He is a current engineering student with a 3.9 G.P.A. and the best student-athlete in the department. Ms. Dhawan invited Eddie to the podium and he expressed his thanks and appreciation of the support of the college and from his family.

**Action Item #1** – Human Resources Candidates for Exempt Positions and Review of Unfilled Positions – Presented

by Kari Gardner.

No Candidates were presented

Board President Dennis Booth asked if the College would be prepared for the Fall Semester. Kari Gardner shared there is recruiting being done using a variety of networks for comprehensive efforts to recruit for all vacancies. She expanded the vacant Payroll and Compensation Coordinator first round interviews begin the week of February 26, 2018. Shahrooz Roohparvar shared the hiring efforts for this position started with the intention of with extra time allotted for recruitment, interviews and then hiring with cross-training time with current Controller, Diana Doucette.

**Action Item #2** – Consideration to Contract with Softdocs for Software License for Document Imaging– Presented by Shahrooz Roohparvar

Mr. Roohparvar introduced the contract with Softdocs to replace the ImageNow software currently used to improve the Technology efforts and collaboration with the current system, Colleague.

Board Member Richard Lamb asked about the length of the contract. Mr. Roohparvar noted the contract length reflects the long-term technology improvements of the campus, which includes an annual maintenance agreement after the purchase of the license.

Board Member Olivia Zepeda motioned. Board Member Richard Lamb seconded the motion; motion carried unanimously.

**Action #3** - Voucher Approval – Presented by Shahrooz Roohparvar

The Board with presented the Summary of Revenue and Expenditures for the Month End of January 31, 2018. The result of fiscal operations for the month ended January 31, 2018 indicated that revenues exceeded expectations. The District received 65% of its anticipated revenues and expended 51% of its budgeted expenditures, compared to 68% and 51% respectively last year. This year, 11579 credit hours were 17 and under students, billed at \$25.00 per credit hour instead of \$82.00 per credit hour, reducing General Fund revenues 1% of anticipated revenues.

Board Member Richard Lamb motioned to approve the Voucher as proposed. Board Member Olivia Zepeda seconded the motion; motion carried unanimously.

## **President's Reports**

### **Finance and Administrative Services- Shahrooz Roohparvar**

Mr. Roohparvar presented highlighted the financials as of December 31, 2017.

General Fund expenses noted a slight increase by Institutional by 2% accounted towards the increased expenses towards the Technology improvements

No questions about the Financial Report from the Board.

Mr. Roohparvar presented the KAWC Audit, which reported a clean audit and strong fiscal responsibility.

Board Member Richard Lamb asked if there was any particular area to be focused on through the long report. Mr. Roohparvar responded that the report reflects responsible spending within the stations' operations; including, it reports expenses are properly reported and logged. David Riek, KAWC General Manager, offered the information that the purpose of the third-party auditor maintains eligibility for the Public Radio Grant.

Mr. Rooparvar welcomed Joe McLain, Chief Information Officer, to give IT Updates. Mr. McLain welcomed the Board and guests. Joe shared that his efforts for Technology improvements include collaboration with students. The first focus is the Audit Remediation efforts. The key piece of the remediation is making progress towards the long-term solutions for full correction. Immediate Correction steps include removing unused user accounts; applying patches to all devices and updating the procedure to match the process; and lastly, improved password procedures.

Partial Remediations include:

- Data Consolidation

- Monitor activity of Users and Systems
- Improve Change Management Process
- Cyber Security awareness- Highlighted as part of Professional Development Day for training with attendants
- Business Continuity- Provides capability to backup and recover information
- Logging

Mr. McLain introduced the impact of the adoption of the use of the ‘cloud’ to host and secure information. Within the Cloud Adoption, the integration of Microsoft Office allows data and servers to provide additional services and greater security for staff, faculty and student data. O365 allows for stronger central sourcing for information, especially through e-mail and effective communication to students. Microsoft Office will also be available to all faculty, staff, and students at no cost to support simple and efficient sharing and submission of information.

Additional long-term steps in motion for technology improvements include:

- ImageNow to Softdocs migration will support improvements for Electronic Document management to support technology improvements, functionality and security
- Cascading Desktop Replacements project will purchase 240 desktops to affect workstations used by faculty, staff and students to improve 700 workstations and then retire 230 desktops.
- Policies, Procedures and Agreements are under review of all existing IT Policies and Procedures. This includes a Network and Computing Acceptable Use Policy and Data Security & Privacy Agreement.

In the past months, Mr. McLain pointed out the successes made thus far through the hard work of the IT team.

- Deleted 20,000 unused accounts
- Saved \$150,000 due to collaborating with students and in partnership with campus groups
- High Speed Wireless improvement for all campus outdoor areas.
- Passphrases for passwords
  - 17 characters or more
  - Parker Learning Center and Downtown Center early adopters
  - Password manager shows the strength of passwords and the security of passwords. This will help improve data security and network access
- Zoom Conference tool
  - Used across campus and in the professional markets which can allow for digital signage around campus including social campus spaces, conference rooms, webinar, instruction and Schoening Conference Center
  - Parker Learning Center and South Yuma County embracing the technology to support efficient meetings and secure connections for students in Mexico.

Board member Richard Lamb asked about cloud subscription service costs and Joe McLain answered that is involved with the Data Consolidation efforts.

Board member Olivia Zepeda asked about the ‘unsecured’ connection through the campus Wi-Fi. Joe McLain stated that the campus connection will move to be an encrypted connection.

Board member Richard Lamb asked about the Wi-Fi at the shared Football Stadium. Joe McLain answered that it is not part of the short-term plan.

Board President Dennis Booth asked if the 2018 Audit would be clean. Joe answered significant progress will be made for a shorter list of audit findings.

Board member Olivia Zepeda commended Joe for the hard work, positivity, and enthusiasm towards long-term success.

**Student Services- Vice President for Student Services Bryan Doak**

Vice President Doak welcomed the Board, congratulated Student of the Month Eduardo Banuelos, and commended his mother, who works within the Financial Aid office. Bryan introduced Michelle Thomas as a great reflection of Agility always approaching challenges with a can-do attitude.

He introduced Michelle Thomas from the TRIO Programs. This includes the Student Success Services (KEYS), Talent Search and Upward Bound Programs. Michelle Thomas presented her presentation about “27 years of H.O.P.E. “Helping Other People Excel”. The programs help students overcome class, social and cultural barriers to higher education. KEYS (Keep Envisions Your Success) is the Student Support Services Grant focusing on retention of students towards their completion of a credential towards a degree. Talent Search focuses on 6<sup>th</sup> grade through 12<sup>th</sup> grade students serving Yuma, Parker and South County districts towards program completion from grade to grade supporting efforts to continue into higher education.

Board President Dennis Booth asked if the Upward Bound students are receiving scholarship funds towards program completion. Ms. Thomas noted that the courses occurring during the summer is one way to maintain the enrollment into the fall semester. Ms. Thomas expanded on the recruitment efforts in middle schools with emphasis on working with faculty to target the students and then ensuring that resources are connected with the right students and the parents.

Board member Olivia Zepeda asked what steps are taken to expand into more schools. Ms. Thomas explained the grants are considered every four years, in conjunction with support of the Grant office, to demonstrate the need and maintain the Grants. Olivia asked for clarification of “need” and Michele clarified that the needs reflect both the academic and social needs of the recipient. Ms. Zepeda stated that she was a student who worked with the Upward Bound program in 1975. Board Member Richard Lamb stated the programs should include Principals, Counselors, and teachers for the strength of implementation of the program.

### **Public Relations and Marketing- Vice President of Advancement Lori Stofft**

Vice President Stofft welcomed the Board. She introduced David Riek, the General Manager of KAWC Radio. Mr. Riek has been in the radio business since his start as a student worker in 1985 and promoted to manager on campus in 2006. Dave spoke about the growth of the FCC in 1970 and how AWC developed a Broadcast program to meet the needs of the community. The KAWC program has 7 full-time professional staff and several part-time staff. The staff works together to deliver trusted news focusing on the community. News reports connect topics with Science and Research; local community issues and non-profit partnerships such as Marine Corps Air Station-Yuma and Yuma Proving Ground. The 88.9 signal is heard from El Golfo, Mexico through La Paz County and Yuma County. The station has local efforts to ensure AM and FM signal strength for high quality signal reaching over 75,000 listeners. Donation from Tim Cavala supports the next generation of Radio in the community. A new station named Border Radio, 94.7 KOFA, is in the works and will focus on local music and music from both sides of the Border. This would support work from students and local professionals to connect young future broadcasters and spread the word of higher education for listeners for everyone. The next fund drive is in in the coming week.

Board Member Olivia Zepeda stated how much she enjoys listening to the station. Board member Richard Lamb shared his wishes of good luck and appreciation for signal strength in La Paz County.

### **Learning Services- Dean of Technical Education Reetika Dhawan**

Reetika Dhawan welcomed the Board. She presented on the recent CTE success events hosted at the Yuma Campus. The Skills USA event held on January 25, 2018 linked Yuma high schools and the college. Fourteen schools participated from various districts with 33 different competitions with 575 student competitors. Volunteers came from various groups on campus. CTE hosted a collaborative Career and Technical Education in conjunction with STEDY focusing on connecting students with community and industry partners. Booths were set up to teach guests about programs and degree certificates, including lab tours showing how to apply the program to a tangible learning experience. Over 300 community members attended.

Ms. Dhawan welcomed Kate Turpin to share about the Massage Therapy and Community Health Worker degree. Ms. Turpin spoke about the strong massage therapy programs and its students working within community centers such as Yuma Regional Medical Center and Marine Corps Air Station Yuma. The program offers the introduction to multiple

*The draft minutes will be approved at the next regular meeting of the Board in March.*  
outlets for career advancement in various realms as a Community Health Worker (CHW).

Board President Dennis Booth asked if the graduates stay in Yuma. Ms. Turpin stated 1/3 stay in Yuma, a 1/3 are transient, and 1/3 move on to a continuing education degree. Ms. Turpin stated the college has a great reputation in the community and she continues to work to maintain the strong relationships. Mr. Booth asked about the salary of a graduate with a certificate in Massage Therapy. Ms. Turpin stated the national salary average is \$42,000/year.

**Closing Items:**

President Dr. Corr thanked the Board for attending and flexibility for changing the date. He invited Board Member Richard Lamb to share about the CRIT Film Series on March 1<sup>st</sup> in Parker. The film series shows how four tribes became part of the CRIT reservation.

Dr. Corr continued with the progress of the Strategic Plan and the purpose of the Mission and Vision Statements highlighting partnerships of the college with the community both internally and externally. Dr. Corr shared that he and Board Member Olivia Zepeda were in Washington, D.C. last week attending the ACCT Conference and shared the new Mission and Partnership with the Strategic Plan in an interview with National press. He stated the college has a story to tell and the community needs to hear it. Dr. Corr commented on the Ag Summit hosted on campus this past week demonstrating the commitment to the college's commitment to serving the community and its needs. A highlight of Matador athletic team's past week of winning games by the Men's and Women's Basketball team and Men's Baseball and Women's Softball team.

**Next Scheduled Regular Meeting:** The next scheduled regular meeting will be Wednesday, March 21, 2018 at the San Luis Technology Institute in San Luis, Arizona at 9:00 am.

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

The meeting adjourned at 11:35 am.

Respectfully submitted,

  
Ashley Herrington, Recording Secretary