

**MEETING MINUTES**  
Arizona Western College  
District Governing Board Meeting  
Regular Meeting  
Frances Morris Boardroom  
June 18, 2018

**Board Members Present:** Board President Dennis Booth, Maria Chavoya, Melissa Wright\* and Richard Lamb

\*Present by Phone

Board Member Absent: Olivia Zepeda

**Others Present:**

Dr. Daniel P. Corr, President  
Ashley Herrington, Executive Assistant to the President  
Bryan Doak, Vice President for Student Services  
Dr. Linda Elliott-Nelson, Vice-President for Learning Services  
Kari Gardner, Chief Human Resources Officer  
Biri Martinez, Classified Employee Association  
Shahrooz Roohparvar, Vice President for Finance and Administrative Services  
Mary Kay Harton, Dean of Students  
Richard Hernandez, User Support Administrator  
Amy Crawford, Reporter for the Yuma Sun  
Dr. Matthew Smith, Faculty Senate Liaison to the

District Governing Board  
Michael Cannon, Director of Print Services  
Jodi Trout, Classified Employee Association Member  
Alma Barrantey, Director of Kathryn Watson Child Development Learning Lab  
Gabby Ledezma, Student of the Month, Student from Child Development Associates Degree  
Patrick Brown, Service Desk Technician 1  
Terry Nichols, Service Desk Technician 1  
Cindy Romero, Service Desk Team Leader  
Sarah Herman, Social Media Coordinator  
Alison McLallen, Director of Media Relations  
Michelle Landis, Director of Financial Services and Controller

**Call to Order:** Board President Dennis Booth called the Regular Meeting to order at 9:02 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 welcomed students and guests.

**Approval of Minutes:** Board Member Richard Lamb motioned to approve the minutes from the May 18, 2018 Board Meeting. Board Member Maria Chavoya, seconded the motion; motion carried.

**Adoption of Agenda:** Board Member Maria Chavoya made a motion to adopt the agenda for the June 18, 2018 meeting as written. Board Member Richard Lamb seconded the motion; motion carried.

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

**Arizona Association of District Governing Boards:** Board Member Maria Chavoya shared the next meeting will take place in August 2018. Many District Governing Board Members from Arizona will be in Phoenix, AZ next week attending the NALEO Conference.

**Employee Reports**

**Faculty Report:** Dr. Matthew Smith, Faculty Senate Committee

Dr. Smith presented updates including Faculty. Monica Ketchum is the recipient of the Fulbright-Hays award taking her to Kazakhstan and Uzbekistan this summer.

Various faculty from across many departments participated in the Career and Technical Education Camp with Upward Bound along with the Career and Technical Education and Mathematics and Readiness Camp. Another featured camp is the Girl Scout Robots and Engineering Camp.

**Classified Employee Association Report:** Biri Martinez, President of the Classified Employee Association  
Ms. Martinez reported on the latest efforts for the Classified Association Appreciation. Ms. Martinez shared the recent leadership opportunity by both presenting and attending at the Arizona Women in Higher Education in Flagstaff, AZ in May 2018.

**Student Government Report:** Mary Kay Harton, Dean of Students  
Ms. Harton shared updates happening within Residence Life, Student Government and finalizing Fall and Spring event dates. Many preparations are underway within the Residence Halls with new mattresses, dressers and student needs; Student Groups are planning student-led initiatives linking to the Innovation Plans, Strategic Plan and Higher Learning Commission (HLC) Visit in 2019. The student inclusion and involvement is improving the visions and dreams of our emerging students.

**Student of the Month:** Dr. Linda Elliott-Nelson, Vice President for Learning Services  
Dr. Linda Elliott-Nelson introduced Director of the Kathryn Watson Child Development Learning Lab, Alma Barrandey, to present the student of the month in Early Childhood Education, Ms. Gabby Ledezma.

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

Candidates for Exempt Positions

- Victor Calderon – KAWC News Producer/Host
- Carmen Castaneda – Outreach and Activities Coordinator
- Michelle Landis – Director of Financial Services and Controller
- Montrice O’Neal – Director of Housing and Student Life

Board Member Maria Chavoya motioned to accept the candidates. Board Member Richard Lamb seconded the motion; motion carried unanimously.

**Action #2** -- Consideration to Approve the Curriculum Approval for Occupational Certificates—Presented by Dr. Linda Elliott-Nelson

Board Member Richard Lamb motioned to accept the Certificates. Board Member Maria Chavoya seconded the motion; motion carried unanimously.

**Action #3** -- Consideration to Pre-approve Purchases and Repairs – Presented by Shahrooz Roohparvar

Board Member Maria Chavoya motioned to accept the pre-approval. Board member Richard Lamb seconded the motion; motion carried unanimously.

**Action #4** -- Voucher Approval – Presented by Shahrooz Roohparvar

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

## **President’s Reports**

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

Dr. Linda Elliott-Nelson presented about the Early Childhood Education Program lead by Director, Alma Barrandey. The Kathryn Watson Child Development Learning Lab (CDLL) incorporates the skills of students working towards their credential completion and the tremendous faculty leading those students collaboratively for the young students.

**Finance and Administrative Services; Vice President of Finance and Administrative Services, Shahrooz Roohparvar**

Mr. Roohparvar welcomed Director of Print Services, Mr. Michael Cannon. Mr. Cannon highlighted the wide variety of print services to meet the needs of students, faculty and staff at the AWC Yuma campus and sister sites along with the University Partners.

**Student Services; Vice President for Student Services, Bryan Doak**

Mr. Doak highlighted the 'Experience Arizona Western College' Signature event that kicks off the weekly orientation efforts for new incoming students and their families. In addition to the Student Services team of professionals and Student Ambassadors, Mr. Doak noted the inclusion of faculty and administrative staff from Learning Services supporting the day, including additional support from the Marketing office to share the messaging about this annual event and weekly education offering to the community.

**Public Relations and Marketing; Alison McLallen & Sarah Herman**

Ms. Alison McLallen and Ms. Sarah Herman shared the College's marketing efforts utilizing Digital Marketing to better target the College's brand on applications. With 'geofencing', the College can connect through personalized media ads directly connected to campaigns and calls to action.

Ms. Sarah Herman detailed the successful social media campaigns, in particular the recent Commencement focus utilizing #AWCGRAD through all social media channels. Through an emphasis of engagement, the social media channels grew the College exposure 400% from the Commencement efforts in 2017.

**Closing Items:**


President Dr. Corr thanked the Board for attending. Dr. Corr shared the Foundation completed the nominees for the Hall of Fame and three inductees will be celebrated during the 2018 – 2019 year. He also commended the great work done by Print Services this year, especially for the team's efforts with the recent Commencement.

**Next Meeting:** The next scheduled regular meeting will be Monday, August 20, 2018 in the Frances Morris Board Room at the Yuma Campus at 9:00 am.

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

The meeting adjourned at 10:24 am.

Respectfully submitted,

  
Ashley B Herrington, Recording Secretary