

**MEETING MINUTES**  
Arizona Western College  
District Governing Board Meeting  
Regular Meeting 8:00 am  
Frances Morris Boardroom and Via Zoom  
August 17, 2020

**Board Members Present:** Board President Dennis Booth, Richard Lamb

**Board Member present by phone, Zoom:** Board Secretary Olivia Zepeda, Maria Chavoya, and Anna Camacho

**Board Member Absent:** None

**Others Present within Frances Morris Boardroom:**

Dr. Daniel Corr, President

Ashley Herrington, Chief of Staff

Dr. Diane Carrasco-Jaquez, Incoming Vice President of Learning Services

**Others Present by Zoom:**

Lori Stofft, Vice President of Advancement

Shahrooz Roothparvar, Vice President of Finance and Administrative Services

Bryan Doak, Vice President for Student Services

Bob Walker, Vice President of Technology

Reetika Dhawan, Associate Vice President of Workforce Development and Career and Technical Education

Karen Johnson, Chief Human Resources Officer

Sharon Register, Director of Risk Management

Stephen Eckert, Director of Facilities Management

Jana Moore, Associate Dean for Distance Learning

Richard Hernandez, Conference and Events Technology Support

Community Member Present: Zafer Genc, Parker Community Member

**Call to Order:** Board President Dennis Booth called the Public Meeting to order at 8:04 am.

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

**Adoption of Agenda:** The agenda for the June August 17, 2020 meeting presented for approval.

Motion by Olivia Zepeda, seconded by Richard Lamb

Final Resolution: Motion Carries

Yea: Olivia Zepeda, Richard Lamb, Anna Camacho and Dennis Booth

Nay: None

**Approval of Minutes:** June 15, 2020 Board Meeting Minutes presented for approval.

Motion by Richard Lamb, second by Olivia Zepeda

Final Resolution: Motion Carries

Yea: Olivia Zepeda, Maria Chavoya, Richard Lamb, Anna Camacho and Dennis Booth

Nay: None

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

**Employee Reports:**

Students of the Month; Presented by Dr. Diane Carrasco-Jaquez

Dr. Diane Carrasco-Jaquez presented the Students of the Month. She reinforced the importance of the College's Mission and Vision paired with the Student Experience Statement. Dr. Carrasco-Jaquez focused on the success of the student who completed summer courses. All Summer 2020 courses were only offered online. She provided data notating the an English Success rate of 67% Summer 2020 with self-guided placement compared to 62% Success rate in Summer 2019. Math saw the same significant increase with a Summer 2019 success rate of 63% with a growth to 72% Summer 2020. She also celebrated the Science courses which had been offered in a hybrid fashion before with limited course meeting. Science courses had a 69% success rate in Summer 2019 with a growth to 83% for Summer 2020. Strong success was paired with additional support services to facilitiate student success.

**Action Items**

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

Candidates for Exempt Positions

- Adriana Felix, Vocational Education Coordinator
- Andrea Perez Balderrama, KAWC Report for America Reporter (Grant Funded)
- Blanca Acosta, Professor of Spanish (One Semester Appointment to Full Time)
- Crystal Rust, Professor of Mathematics/Early College Experience
- Glen Piskula, Professor of English - South Yuma County
- Greg McGuire, Professor of Mathematics (One Semester Appointment to Full Time)
- Gregory Byard, Professor of Fine Arts
- Jessica Zamora, Vocational Education Coordinator
- John Hill, Professor of English
- Joshua Burnett, Professor of Multilingual Composition - South Yuma County
- Josue Juarez, Professor of Engineering
- Kevin Kato, Professor of English (One Year Appointment to Full Time)
- Richard Jahna, Professor of English (One Semester Appointment to Full Time)
- Sara Amani, Professor of Multilingual Composition Specialist – SYC (One Year Appointment to Full Time)
- Shawn Clavell, Professor of Biology
- Tracy Iversen, Director Radiologic Technology Program
- Trisha Campbell, Professor of English
- Valeria Bogorevich, Professor of English As A Secondary Language - SYC

Motion by Richard Lamb, seconded by Olivia Zepeda.

Final Resolution: Motion Carries

Yea: Olivia Zepeda, Maria Chavoya, Richard Lamb, Anna Camacho and Dennis Booth

Nay: None

Abstain: None

The **Board Approved** the positions for hire.

**Action Item #2** – Consideration to Approve Revisions to Policy 405– Presented by Dr. Daniel P. Corr

Motion by Anna Camacho second by Olivia Zepeda

Final Resolution: Motion Carries

Yea: Olivia Zepeda, Maria Chavoya, Richard Lamb, Anna Camacho and Dennis Booth

Nay: None

Abstain: None

*Summary* - Policies are set by the District Governing Board. Policy 405 was last revised March 10, 1992. The term 'contract' is being edited and removed from the Policy language. Per Procedure 202.1, Responsibilities of the President of the College, Part 3, section 1 "The Arizona Western College President performs management responsibilities by: 1. Directing and development and presentation of Board policies and procedures."

The **Board Approved** the revisions to Policy 405.

**Action Item #3** – Consideration to Award a Contract to Educational Services Inc. (ESI) for the Position of Chief Human Resources Officer – Presented by Shahrooz Roohparvar

Motion by Richard Lamb, second by Maria Chavoya

Final Resolution: Motion Carries

Yea: Olivia Zepeda, Maria Chavoya, Richard Lamb, Anna Camacho and Dennis Booth

Nay: None

Abstain: None

*Summary* - The District Governing Board, in April 2005, authorized the College to contract with ESI for leasing services. The administration recommends that the District award a contract to ESI to provide the services of the Chief Human Resources Officer for June 30, 2020 until September 16, 2020 in the amount of \$34,143.66. This is an employment savings to the College of \$5,750.02 in fringe benefits, if directly employed.

The **Board Approved** the recommendation to award a contract to ESI until September 16, 2020.

**Action Item #4** – Consideration to Approve Purchases Over \$50,000 June 15 to August 17, 2020– Presented by Shahrooz Roohparvar

Motion by Olivia Zepeda, second by Richard Lamb

Final Resolution: Motion Carries

Yea: Olivia Zepeda, Maria Chavoya, Richard Lamb, Anna Camacho and Dennis Booth

Nay: None

Abstain: None

*Summary* – In order to be prepared for operations and instruction of Fall fiscal year 2020-2021 classes, the following purchases were placed. Purchases exceeding \$50,000 require District Governing Board approval per the College's Purchasing Procedure (Procedure 337.1).

- Arizona Risk Retention Trust \$246,408.00 (annual contribution insurance)
- CopperPoint Western Insurance \$181,396.00 (workers comp renewal)
- DELL Marketing LP \$394,944.00 (Laptops)
- Hillyard (Mohave Cooperative) \$95,000.00 (custodial supplies)
- YABC Insurance \$3,838,000.00 (health insurance)
- Yuma Insurance \$127,135.00 (athlete accidental insurance)
- GovConnection, Inc. \$150,902.37 (Annual Microsoft License fees)

The **Board Approved** the purchases.

**Action Item #5** – Consideration to Adopt Resolution to Extend the Intergovernmental Agreement with the Parker Public Library for Library Support Services– Presented by Shahrooz Roohparvar

Motion by Richard Lamb, second by Olivia Zepeda

Final Resolution: Motion Carries

Yea: Olivia Zepeda, Maria Chavoya, Richard Lamb, Anna Camcho and Dennis Booth

Nay: None

Abstain: None

*Summary* - The District has had an Intergovernmental Agreement in place with the Parker Public Library since 2000. The Intergovernmental Agreement has allowed the Parker Library to increase their hours of operation for both citizens and AWC students in Parker and surrounding La Paz County. They have also provided increased reference services and space for library materials needed by our students. The Library and the College are very satisfied with the arrangement and wish to continue the service. Therefore, Resolution to extend the term of the Intergovernmental Agreement is necessary. The extended agreement will be effective through June 30, 2023.

The **Board Approved** the Resolution to Extend the Intergovernmental Agreement with the Parker Public Library for Library Support Service.

**Action Item #6-** Consideration to Award a Contract for Construction Services on the Instinct2 Tenant Improvements- Presented by Presented by Shahrooz Roohparvar

Motion by Maria Chavoya, seconded by Anna Camacho

Final Resolution: Motion Carries

Yea: Olivia Zepeda, Maria Chavoya, Richard Lamb, Anna Camacho and Dennis Booth

Nay: None

Abstain: None

*Summary* - Arizona Western College Purchasing Department is recommending we contract with Merrill Walker Builders, Inc. for construction services for Arizona Western College's current grant construction projects totaling \$255,625.00 over a one-year period. The work is to convert three classrooms to the Informatics Program classrooms located in the Business Administration building. This construction will start on December 11, 2020 and are expected to be completed by February 1, 2021 for Spring classes.

The **Board Approved** the Contract for Construction Services on the Instinct2 Tenant Improvements

**Action Item #7-** Voucher Approval (June 2020) – Presented by Presented by Shahrooz Roohparvar

Motion by Maria Chavoya, seconded by Olivia Zepeda.

Final Resolution: Motion Carries

Yea: Olivia Zepeda, Maria Chavoya, Richard Lamb, Anna Camacho and Dennis Booth

Nay: None

Abstain: None

**The Board Approved the Expense Summary for June 2020.**

**Action Item #8** – Voucher Approval (July 2020) – Presented by Presented by Shahrooz Roohparvar

Motion by Maria Chavoya, seconded by Olivia Zepeda.

Final Resolution: Motion Carries

Yea: Olivia Zepeda, Maria Chavoya, Richard Lamb, Anna Camacho and Dennis Booth

Nay: None

Abstain: None

The **Board Approved** the Voucher for July 2020.

## **President's Reports**

Student Services Presented by Bryan Doak, Vice President of Student Services

Bryan Doak welcomed the Board. Mr. Doak focused on the extremely successful student athletes of their Fall and Spring academic success. In March 2020, all athletic competition was suspended due to Covid-19. Even amidst the adversity of a health pandemic, the student athletes completed the 2019-2020 Academic Year quite successfully.

All Seven Athletic teams reached the NJCAA All Academic Team Status Above 3.0 GPA:  
Women's Volleyball- 3.47 ; Softball 3.43 ; Men's Soccer- 3.29 ; Women's Soccer- 3.20 ;  
Women's Basketball- 3.08 ; Men's Basketball 3.08 ; Baseball-3.08

A total of 39 Student Athletes were awarded Academic distinction awards from the NJCAA. This included:

- All Academic 1<sup>ST</sup> Team-4.0 GPA - 8 Student Athletes
- All Academic 2<sup>nd</sup> Team-**3.80-3.99 GPA** - 16 Student Athletes
- All Academic 3<sup>rd</sup> Team-**3.60-3.79 GPA** - 15 Student Athletes

Mr. Doak recognized Athletic Director, Jerry Smith, for his extensive work with AWC and as part of the greater Yuma Community. He celebrated Mr. Smith's recent induction in the to the NJCAA Hall of Fame as one of the winningest coaches and administrators in the NJCAA. Through strong leadership by Athletic Director Jerry Smith, the entire Athletic Department reflects the College at the highest levels in academics and in athletic competition.

Mr. Smith thanked the the leadership of the Board for the support and commended their support of the athletes representing La Paz and Yuma Communities. He went on recognize the strong alignment between the coaching staff leading the student athletes and the College's Mission and Vision Statement. The coaches hold the student athletes to the highest level of academic performance in the classroom even with full-time schedules exceeding the 12-credit hour courseload. In concert with the student athletes support from their coaches, the students are successful due to the support they receive across the campus through various departments.

### **Closing Items:**

Dr. Corr addressed the Board. He reminded the Board that the College as two overarching goals; the first is to keep the students, faculty and staff and community safe and secondly, to ensure the success of students. It is important that both these goals are achieved, not one in sacrifice of the other.

He went on to summarize the Fiscal Impact the College has faced since March 2020 and the onset of Covid-19 health pandemic. The College was a recipient of \$2,264,369 of funds for CARES ACT II and \$284,499 CARES ACT II (MSI) as a Minority Serving Institution.

In addition, the College has taken action to reduce expenses by limiting, and eliminating, part-time wage expenses through approval for the positions through the Vice President and President; Elimination of all travel and a reduction of adjunct faculty for courses.

The College has had additional premium costs for Liability coverage through The Trust coverage. All students are prompted to accept a liability waiver through the College's learning Management System (LMS). The College invested in over 1,000 laptops to support the connectivity to courses and resources.

There have been additional expenses within Personal Protective Equipment (PPE), Liability Insurance, Student Laptops and Technology needs (within Classrooms, for Instruction).

There has been areas of lost revenue including tuition, use of the conference center for external events,

residence halls with single residency and finally a greater use of Open Education Resources (OER) through bookstore revenue decreasing.

Dr. Corr focused on the importance of continuing to support the students while maintaining the balance of largest expense of wages, with the largest expense is instruction cost. Through the term 'playing offense', Dr. Corr reiterated the thoughtful and planned modifications in the service hours for student-facing hours from 8 to 6 pm Monday through Thursday with the addition of Friday remote hours from 9 to 3 pm.

Dr. Corr referenced the Instructional Plan for Fall 2020. The College will continue to offer online and supplement those through three additional modalities: Blended Realtime, Remote Realtime, In-person and fully-online course options. The College has continued its commitment to following and enforcing CDC Guidelines at all District Locations through Sneeze Guards, face coverings, hand sanitizer, and cleaning wipes. The modifications focus on serving the needs of community, students and staff through technology and supplemented with in-person support. Dining Services will continue through Grab-N-Go options and Starbucks will have modified seating. Guidance to continue to come from Facilities and Risk Management Leadership.

Ms. Maria Chavoya expressed her appreciation of the support of the students and community. She also encouraged the ongoing support of the mental health of the students and staff amid this time of great change and challenge.

Ms. Olivia Zepeda shared her recent experience at the Yuma Campus Bookstore and appreciated their extension of hours to Saturday in support of student needs. She reiterated Ms. Chavoya's words encouragement for support of the students and staff.

Ms. Anna Camacho asked what accommodations are being made for those using the Eatery. Dr. Corr emphasized the importance of car-to-classroom-to-car which is seen in all areas at the Yuma campus that all food and beverage is 'grab-n-go' format.

Mr. Richard Lamb asked how a welding course is being conducted at home which Dr. Corr clarified some courses are being taught in person with small class sizes.

**Next Meeting:** The next scheduled regular meeting will be Monday, September 21, 2020 by Zoom and at the Yuma Campus at via Zoom at 8:00 am.

**Adjourn:** The meeting matters were complete.

Motion by Maria Chavoya seconded by Olivia Zepeda.

Final Resolution: Motion Carries


Yea: Olivia Zepeda, Maria Chavoya, Richard Lamb, Anna Camacho and Dennis Booth

Nay: None

Abstain: None

The Board **Approved** the next meeting date and final matters of the meeting. The meeting adjourned at 9:39 am.

Respectfully submitted,

  
Ashley B Herrington, Recording Secretary