

MEETING MINUTES
Arizona Western College
District Governing Board Meeting
Regular Meeting 8:00 am
Frances Morris Boardroom and Via Zoom
September 21, 2020

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

Board Member present by phone, Zoom: Maria Chavoya

Board Member Absent: Anna Camacho

Others Present within Frances Morris Boardroom:

Dr. Daniel Corr, President

Ashley Herrington, Chief of Staff

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

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

Maria Garcia Vargas, Student of the Month

Mike Murphy, Professor of Automotive Technology

Guillermo Garcia, father of student of the month

Others Present by Zoom:

Lori Stofft, Vice President of Advancement

Shahrooz Roohparvar, Vice President of Finance and Administrative Services

Bryan Doak, Vice President for Student Services

Bob Walker, Vice President of Technology

Karen Johnson, Chief Human Resources Officer

Stephen Eckert, Director of Facilities Management

Richard Hernandez, Conference and Events Technology Support

Pat Lamestra, Director of Construction Trades

Mandy Heil, Director of Marketing and Communications

Leah McKeough, Creative Director

Sarah Herman, Social Media Coordinator

Community Member Present: Zafer Genc, Parker Community Member

Call to Order: Board President Dennis Booth called the Public Meeting to order at 8:01 am.

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

Adoption of Agenda: The agenda for the September 21, 2020 meeting presented for approval.

Motion by Olivia Zepeda, seconded by Richard Lamb

Final Resolution: Motion Carries

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

Nay: None

Approval of Minutes: August 17, 2020 Board Meeting Minutes presented for approval.

Motion by Maria Chavoya, second by Olivia Zepeda

Final Resolution: Motion Carries

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

Nay: None

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

Employee Reports:

Classified Employee Association Report; Presented by Desiree Gunderman

Desiree Gunderman presented on behalf of Classified Employee Association (CEA). Ms. Gunderman welcomed the Board. She highlighted recent efforts by CEA members on behalf of the College during the summer months. Many CEA members participated in the AWC Care Call projects designed to reach current and potential students. Members also participated in delivering Future Matador yard signs to Yuma High School Graduates.

Student of the Month; Presented by Reetika Dhawan

Reetika Dhawan welcomed Professor Mike Murphy, Professor in Automotive Technology. Mr. Murphy introduced the student of the Month recipient, Ms. Maria Garcia Vargas. Maria was nominated because of her strength, passion, and perseverance to overcome any challenge placed in her path to obtain a degree in automotive technology and work in the automotive industry. She is a first-generation college student in the Automotive program at Arizona Western College. Mr. Murphy shared that Maria's passion for working on vehicles began at a very young age, when she would help her father and uncle when they were working on cars. She was always happy to hand them tools and hold the parts. Despite the challenges of pursuing a career in the automotive industry as a woman and facing economic hardships, with her parent's encouragement and her dedication, she has been able to move forward and pursue her dream of becoming a mechanic and owning her own shop.

Student Government Association; Presented by Fatima Covarrubias

Fatima Covarrubias presented on behalf of Student Government Association (SGA). She spoke of the Ambassador training and the upcoming SGA elections. Three new SGA members and moving up into new positions. SGA has been focusing on social media engagement during Constitution week (Sept 14) with quizzes and giveaways for those responding to questions. SGA plans to continue to engage with students through remote support and encourage a sense of community even though so much collaboration is done remotely.

Faculty Association Report; Presented by Dr. Colton Kempton

No report was made; next report planned for October meeting.

Action Items

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

Candidates for Exempt Positions

- Jesus Garcia, Database Manager and Research Analyst
- Mayra Rubio, Vocational Education Coordinator

Motion by Richard Lamb, seconded by Maria Chavoya.

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

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

Action Item #2 – Consideration to Confirm the Appointment of AWC Representative to the Education Foundation of Yuma County – Presented by Dr. Diane Carrasco-Jaquez

Motion by Richard Lamb, seconded by Maria Chavoya

Final Resolution: Motion Carries

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

Nay: None
Abstain: None

Summary - The Education Foundation of Yuma County is a private, non-profit organization established to support and recognize the profession of teaching and raise public awareness of the importance and value of education. Dr. Joann Chang is the Director of the Center for Instructional Excellence. She currently serves as the designated representative to the Education Foundation of Yuma County.

The **Board Approved** the Appointment of Dr. Joann Chang as the AWC Representative to the Education Foundation of Yuma County.

Action Item #3 – Consideration to Amend the Yuma County Intergovernmental Public Transportation Authority Provision of Transportation Funding Memorandum of Understanding – Presented by Shahrooz Roohparvar

Motion by Maria Chavoya, seconded by Olivia Zepeda.
Final Resolution: Motion Carries
Yea: Olivia Zepeda, Maria Chavoya, Richard Lamb and Dennis Booth
Nay: None
Abstain: None

Summary - Consideration to amend the Memorandum of Understanding between the Yuma County Intergovernmental Public Transportation Authority and Arizona Western College for the provision of transportation funding. Both Parties agree to revise paragraph 6 of the Memorandum of Understanding as follows:

That Arizona Western College shall contribute funding as follows:

Arizona Western College shall provide \$100,000.00 to Yuma County Intergovernmental Public Transportation Authority, payable semi-annually to Yuma County Intergovernmental Public Transportation Authority. Arizona Western College may sell semester bus pass stickers to Arizona Western College employees, faculty and students at a rate of \$5.00 per semester. All employees, faculty, and students that reside in Yuma County may ride YCAT buses unrestricted free of charge by showing an official Arizona Western College identification card with a current semester bus pass sticker.

All other terms and provisions of the Memorandum of Understanding shall remain in full force and effect without modification.

The College's Purchasing Procedure (Procedure 337.1) requires that the District Governing Board must approve purchases exceeding \$50,000.

The **Board Approved** the Yuma County Intergovernmental Public Transportation Authority Provision of Transportation Funding Memorandum of Understanding (MOU).

Action Item #4 – Consideration to Renew the Agreement with National Public Radio (NPR)– Presented by Shahrooz Roohparvar

Motion by Olivia Zepeda, seconded by Maria Chavoya.
Final Resolution: Motion Carries
Yea: Olivia Zepeda, Maria Chavoya, Richard Lamb and Dennis Booth
Nay: None
Abstain: None

Summary - The Agreement with National Public Radio (NPR) is for programming services for the 2020-2021 fiscal years. National Public Radio operates the Public Radio Satellite System (PRSS) which makes it possible

for KAWC / KAWP / KOFA to offer live radio programming from around the world.

Purchases exceeding \$50,000 require District Governing Board approval per the College's Purchasing Procedure (Procedure 337.1).

The **Board Approved** the Renewal to the Agreement with National Public Radio

Action Item #5 – Consideration to Approve the Third Amendment to the Amended and Restated Agreement and Declaration of Trust of the Yuma Area Benefits Consortium Trust Agreement – Presented by Shahrooz Roohparvar

Motion by Maria Chavoya, seconded by Richard Lamb.

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

Summary - The Yuma Area Benefits Consortium (YABC) has amended the agreement. Trust Agreement is hereby amended to read as follows:

1.10 – Acknowledges the possibility of proxy Board Members.

3.02 – Gives the Governing Boards the authority to appoint proxy trustees to represent the entity.

4.09 – Amends to allow for phone or virtual meetings.

The Trust Agreement remains in full force and effect except for what is specifically modified or amended.

The **Board Approved** the Third Amendment to the Amended and Restated Agreement and Declaration of Trust of the Yuma Area Benefits Consortium Trust Agreement

Action Item #6 – Consideration to Renew the Intergovernmental Agreement (IGA) between Yuma Union High School District #70 and Arizona Western College for Shared Facility Use - Presented by Presented by Shahrooz Roohparvar

Motion by Olivia Zepeda, seconded by Maria Chavoya.

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

Summary - To renew the Memorandum of Understanding between Yuma Union High School District and Arizona Western College for shared facility use. To provide an operation framework for operations and maintenance of shared facilities. If approved this agreement renewal will end June 30, 2021, and it is the intention of both Yuma Union High School District and Arizona Western College to renew this agreement each school year for four additional years. This agreement will supersede all prior agreements and amendments.

The **Board Approved** the Renewal of the Intergovernmental Agreement (IGA) between Yuma Union High School District #70 and Arizona Western College for Shared Facility Use.

Action Item #7 – Consideration to Approve 5-Year Cisco Flex Subscription through Sentinel - Presented by Presented by Shahrooz Roohparvar

Motion by Olivia Zepeda, seconded by Maria Chavoya.

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

Summary - Arizona Western College typically uses annual agreements for its Voice-over-IP (VoIP) telephone systems. With the increased demand for remote work during COVID, the college has needed to increase its licenses for soft phones for college employees. This new demand cost is mitigated if we enter a 5-year agreement for \$202,942.62.

The College's Purchasing Procedure (Procedure 337.1) requires that the District Governing Board must approve purchases exceeding \$50,000.

The **Board Approved** the 5-year Cisco Flex Subscription Trough Sentinel.

Action Item #8 – Consideration to Award a Contract for Video Conference Codec Equipment for the Capital Improvement Project ITN Classroom Updates - Presented by Presented by Shahrooz Roohparvar

Motion by Richard Lamb, seconded by Maria Chavoya.

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

Summary - Arizona Western College Purchasing Department is recommending we contract with Video Conference Codec Equipment for distance education which was approved a Capital Improvement Project to bring ITN/Zoom rooms to full functionality. This is more important than ever as we need to connect in more ways during the pandemic. We were able to work with vendors to identify H264 capable units that would not only work via Zoom but also allow us to continue working with our University partners via other formats such as IP connection. We were able to acquire a bid for (6) complete classrooms for \$65,830.13 (the prices, as per the bid will be good for five more years). These rooms will not only be used for blended classes but will continue serving our needs for years to come (keeping in mind that we have some units that are 15 to 20 years old).

Purchases exceeding \$50,000 require District Governing Board approval per the College's Purchasing Procedure (Procedure 337.1).

The **Board Approved** the Contract for Video Conference Codec Equipment for the Capital Improvement Project ITN Classroom Updates.

Action Item #9 – Consideration to Approve the Purchase of a Campus Police Cruiser and Upfit - Presented by Presented by Shahrooz Roohparvar

Motion by Olivia Zepeda, seconded by Maria Chavoya.

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

Summary - The College Campus Police Department is requesting approval to purchase a new Cruiser and Upfit from San Tan Ford. The administration was able to obtain a quote from San Tan Ford, an approved vendor on the Arizona Department of Administration Procurement list.

The total cost of purchase will be \$52,020.61 which includes the Upfit.

Purchases exceeding \$50,000 require District Governing Board approval per the College's Purchasing Procedure (Procedure 337.1).

The **Board Approved** the Purchase of a Campus Police Cruiser and Upfit. The purchase price of the upfit will be Largely offset by an insurance payment of \$42,773.30.

Action Item #10 – Consideration to Approve Intergovernmental Agreement (IGA) between La Paz County and Arizona Western College for Election of District 1 Board Seat - Presented by Presented by Shahrooz Roothparvar

Motion by Maria Chavoya, seconded by Olivia Zepeda.

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

Summary - Arizona Western College must enter into an Agreement with La Paz County to include and offer election services for the District Governing Board seat for District 1. The College is responsible for all fees incurred by the County office for this election and will be billed after its conclusion.

The **Board Approved** the Intergovernmental Agreement (IGA) between La Paz County and Arizona Western College for Election of District 1 Board Seat.

Action Item #11 – Consideration to Approve Intergovernmental Agreement (IGA) between La Paz County and Arizona Western College for Election of District 2 Board Seat - Presented by Presented by Shahrooz Roothparvar

Motion by Maria Chavoya, seconded by Olivia Zepeda.

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

Summary - Arizona Western College must enter into an Agreement with La Paz County to include and offer election services for the District Governing Board seat for District 2. The College is responsible for all fees incurred by the County office for this election and will be billed after its conclusion.

The **Board Approved** the Intergovernmental Agreement (IGA) between La Paz County and Arizona Western College for Election of District 2 Board Seat.

Action Item #12 – Voucher Approval (August 2020) – Presented by Presented by Shahrooz Roothparvar

Motion by Maria Chavoya, seconded by Olivia Zepeda.

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

Summary – The result of the fiscal operations for the month ended August 31, 2020, indicated that expenses exceeded revenues. On August 31, 2020, the cash balance was \$19,841,503.63 compared to \$19,912,575 on the same date last year.

Operational- Fund 0 – The District received 11% of its anticipated revenues and expended 13% of its budgeted expenditures, compared to 15% and 17% respectively, last year. Compares to 9,938 credit hours billed to students last year, this year 8,990 credit hours were 18 and under, active high school students. These students are billed \$25 per credit instead of the \$88 per credit. The AWC Community betterment plan has resulted in \$566,379 of 1% of anticipated revenues to support the education of youth in community.

Capital – Fund 6 – The District received 0% of its anticipated revenues and expenses 4% of its budgeted expenditures, compared to 0% and 23%, respectively, last year.

The Board Approved the Voucher for August 2020.

Action Item #13 – Consideration to Approve New Curriculum - Presented by Presented by Dr. Diane Carrasco-Jaquez

Motion by Richard Lamb, seconded by Maria Chavoya.

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

Summary - Occupational Certificate (Cert) – Professional IT Support

This certificate will prepare someone to enter into an entry level Technology Support position.

The **Board Approved** the New Curriculum, Professional IT Support (PIT).

President's Reports

Advancement; Presented by Lori Stofft, Vice President of Advancement

Lori Stofft introduced Mandi Heil, Director of Marketing and Communications to present on behalf of her team. The team shared how they pivoted their messaging to support COVID efforts and focused on three priorities during spring and summer semester: communicating rapid changes, retention of current students, and recruitment of new students. Social media messaging was crucial during this time, and metrics show high engagement on our Facebook Lives as well as other posts on all of our platforms. The team coordinated consistent messaging, designs, signage, etc. for all COVID-related efforts, including our return to campus (shared graphics). The Marketing and Communications team received silver NCMPR (National Council for Marketing and Public Relations) paragon awards for our LGBTQ brochure and for our What's Your Why newspaper ads and will be receiving district awards for four of our projects this fall. Shared results of the 'HS Melt' campaign with the focus to increase the High School Student capture rate. The high school yield rate stood at 17.2 % with calls, mailings, and strategic marketing, the campaign yielded an increase to 38%.

Workforce Development and Career & Technical Education; Presented by Associate Vice President Reetika Dhawan

Reetika Dhawan welcomed the Board and focused on the recent activity for Workforce Development in Yuma and La Paz County. The central goal of the Workforce Development action has been focused on growing and sustaining academic programs that leverage student competencies, fuel economic growth and position graduates for prosperity. She focused on the regional workforce development speaking about the partnership AWC is offering a cutting-edge (and first non-union) program that combines Electrical Apprenticeship with an international competency and certification through TBIC (Transatlantic Business Investment Council) to respond to regional demand from global companies. She is also representing AWC as one of the state agencies supporting the "Reskilling and Recovery Network", a collaborative effort focused on helping re-skill and re-train Americans who have lost their jobs due to covid-19. She also referenced the recent Press conference at the Parker Learning Center on Thursday, September 10, which featured the expanding partnerships with regional law enforcement and funding from Arizona@Work to enroll cadets in the college's Law Enforcement Training Academy (LETA).

These new agency collaborations build upon existing partnerships the academy has in place to continue to reduce costs of the Academy to local agencies for approximately \$1,000, plus equipment costs, and the cost for out-of-town agencies is less than \$6,000, plus equipment costs. AWC has taken the cost savings for agencies a step further by partnering with Arizona@Work, which is providing federal funding for qualifying cadets from Yuma, La Paz, and Mohave counties to pay for the entire cost of the academy. Arizona@Work is known for providing comprehensive statewide and locally-based solutions for job seekers and employers looking for training or retraining to enter the workforce.

Presidential Report

Dr. Corr welcomed the Board. He reiterated the College's 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.

Dr. Corr introduced the topic of the Facilities Master Plan as part of the Strategic Plan and the long-time topic of discussion of past Board workshops. Through this project, the College is exploring the use of a Revenue Bond. The purpose of a Revenue Bond would bring improvements to aging AWC Facilities and potential expansion to new facility needs. A Revenue Bond is different than a GO, or General Obligation Bond, which would request a tax increase for voters. The intention of the Revenue Bond is to maintain, renovate or build facilities to support our students. The College continues to be strong stewards of the public dollar received at the local level and potential additional funding from the state. The Revenue Bond process is a multi-year process and the current process is placing the appropriate planning in place to continue to serve students.

A Board Workshop is scheduled for Monday, October 19 at 8 am.

Dr. Corr noted Proposition 207, Smart and Safe Arizona, which if passed in November, could be a revenue source for Community College. Dr. Corr reiterated that Arizona Western College does not endorse Prop 207.

Closing Items:

There were no other closing items presented.

Next Meeting: The next scheduled regular meeting will be Monday, October 19, 2020 by Zoom and at the Yuma Campus at via Zoom at 9:00 am.

Adjourn: The meeting matters were complete.

Motion by Richard Lamb seconded by Olivia Zepeda.

Final Resolution: Motion Carries

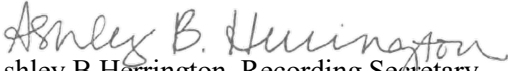
Yea: Olivia Zepeda, Maria Chavoya, Richard Lamb and Dennis Booth

Nay: None

Abstain: None

The Board **Approved** the next meeting date and final matters of the meeting. The meeting adjourned at 10:05 am.

Respectfully submitted,


Ashley B Herrington, Recording Secretary