

MEETING MINUTES
Arizona Western College
District Governing Board Meeting
Regular Meeting
Frances Morris Boardroom
April 16, 2018

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

Board Member Present by Phone: Maria Chavoya

Others Present:

Dr. Daniel P. Corr, President
Bryan Doak, Vice President for Student Services
Dr. Linda Elliott-Nelson, Vice-President for Learning Services
Lori Stofft, Vice President for Advancement
Kari Gardner, Chief Human Resources Officer
Ashley Herrington, Executive Assistant to the President
Biri Martinez, Classified Employee Association
Shahrooz Roohparvar, Vice President for Finance and Administrative Services
Jana Moore, Associate Dean for Academic & Instructional Support
Amelia Bowdell, Professor of ESL/ASL
Sophie Henry, ASL Student
Joseph Jim, ASL Student
Jennifer Tagaban, Director of Housing & Student Life
Jane Peabody, Coordinator of Physical and Wellness Education
Cindy Romero, User Support Administrator

Call to Order: Board President Dennis Booth called the meeting to order at 10:09 am.

The Pledge of Allegiance: Led by Dennis Booth.

Professor Amelia Bowdell, Professor of American Sign Language, signed the Pledge with support of Students Sofie Henry and Joseph Jim from the ASL program. Dr. Corr and the Board thanked the students and Professor Bowdell for their participation.

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 Melissa Wright motioned to approve the minutes from the March 23, 2018 Board Meeting. Board Secretary Olivia Zepeda, seconded the motion; motion carried.

Adoption of Agenda: Board Member Maria Chavoya made a motion to adopt the agenda for the April 16, 2018 meeting as written. Board Secretary Olivia Zepeda 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 noted there was a meeting on February 23rd. AADGB seeks to have better alignment with the AC4 group in hopes of coming under one umbrella; and, this would support of one another's directives and efforts. In addition, the website will be updated with additional allocated resources. There will be a Board retreat in June.

Employee Reports

Faculty Report:

No report was made.

Classified Employee Association Report: Biri Martinez, President of the Classified Employee Association

Ms. Martinez reported on the latest efforts for the Classified Association Appreciation Events. Classified Employees hosted a potluck lunch on March 22 and the Association awarded the Mighty-Matador Award for one full-time employee and one part-time employee award. The full-time award recipient was Ashley Macawile, from Campus Life. The part-time award recipient was Alison Marquez-Partida, from Testing Services.

Student Government Report: Jennifer Tagaban, Student Government Association

Ms. Tagaban presented highlights from the 2017-2018 school year and shared a video summary produced by SGA of activities over the year.

Board President Dennis Booth noted the great efforts by the Student Government Association over the past year.

Student of the Month: Dr. Linda Elliott-Nelson

Dr. Elliott-Nelson introduced Jane Peabody, Coordinator of Physical and Wellness Education. Ms. Peabody introduced the Student of the Month recipient, Abraham Martinez. Mr. Martinez shared how comfortable he has felt on campus and spoke of the strong foundation his experience at AWC has built towards his next steps at Arizona State University.

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

Candidates for Exempt Positions

Dana Alexander, Payroll and Compensation Coordinator
Scott Gamble, Underwriting Sales Representative

Board Member Richard Lamb motioned to accept the candidate. Board Secretary Olivia Zepeda seconded the motion; motion carried unanimously.

Action #2 Preliminary Budget – Presented by Dr. Daniel Corr

Dr. Corr summarized the budget conversation from the morning workshop and noted the fiscal stewardship demonstrated by the college that will extend in the 2018-2019 budget year.

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

Dr. Corr noted clear communication will be distributed to the community about the budget details.

Action #3 Consideration to Approve the Purchase of a Dynamometer – Presented by Shahrooz Roohparvar

The Automotive Technology Program had an old Dynamometer, which was removed when the Automotive Building was renovated in 2014. The dynamometer will provide industry standard training as students have opportunities to practice skills in a "real-world simulation". Arizona Western College's Automotive Technology Program is an accredited program through the National Automotive Technicians Education Foundation (NATEF). As part of the accreditation, the Automotive Technology Program is required to provide students with real world simulation practice. The dynamometer will be a multi-role training device as it will in several automotive courses to teach basic and advance levels of knowledge.

Board Secretary Olivia Zepeda motioned to accept the candidate. Board Member Melissa Wright seconded the motion; motion carried unanimously.

Action #4 Voucher Approval – Presented by Shahrooz Roohparvar

The Board with presented the Summary of Revenue and Expenditures for the Month ending March 31, 2018.

On March 31, 2018, the cash balance was \$20,527,262 compared to \$16,137,826 on the same date last year. The District received 71% of its anticipated revenues and expended 68% of its budgeted expenditures, compared to 73% and 66% respectively last year. This year 12,759 credit hours were 17 and under students, billed \$25 per credit instead of \$82 per credit, reducing General Fund revenues \$727,289 of 2% of anticipated revenues. The District received 0% of its anticipated revenues and expended 39% of its budgeted expenditures, compares to 0% and 76% respectively last year. It is important to note that March Yuma/La Paz County taxes have not been received as of March 31, 2018.

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

President's Reports

Public Relations and Marketing; Vice President of Advancement, Lori Stofft

Ms. Stofft shared the recent awards the Marketing Department received within the Marketing and Publications Team. NCMPR (National Council of Marketing and Public Relations) is an organization that connects marketing and PR professionals at community and technical colleges and supports their professional growth. At this conference, the department won Gold, Silver and Bronze awards recognizing multiple college publications from the 2017-2018 year.

Student Services; Vice President for Student Services, Bryan Doak

Mr. Doak shared the FirstGen stole that will be given at Commencement and worn by those FirstGen students in connection to the Fall campaign to celebrate FirstGen students.

Mr. Doak introduced Nicole Harral, Director of Administration and Registration. Ms. Harral presented about the Admissions and Registration Department. She introduced her Admissions, Recruitment and Outreach staff sharing details of their involvement with the strategic planning efforts. She also highlighted the Registration and Student Records staff.

Ms. Harral shared a sneak peek of the upcoming NEW welcome Center set to open May 2018 to assist and aid in the first impressions of those coming to campus.

Finance and Administrative Services; Vice-President for Finance and Administrative Services, Shahrooz Roohparvar

Mr. Roohparvar reported on the recent NAU-Yuma and AWC Startup Weekend on March 23-25 in a fast-paced forum over 54 hours of community. The weekend hosted over 80 students with over 30 staff wanting to participate in groups to form a 'business'. Through this experience, participants created a business plan, researched the feasibility of the venture and then ultimately present the business. The judged deliberated on the winners, with a grand prize of \$3,000 towards the start-up of the business.

1st Place- Newtoon

2nd Place- VetBot

3rd Place- bRingItOn

Honorable Mention- Plume

The next Start Up Weekend is scheduled for April 12-14, 2019.

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

Dr. Linda Elliott-Nelson invited Jana Moore, Associate Dean for Academic and Instructional Support to present with her. Mrs. Moore presented with a focus of Online Learning for students. The program itself has a high level of student engagement, courses taught by full-time AWC professors for students to have a supportive experience in

a strong way. Mrs. Moore also shared the importance of Online Courses, as it is a large part of the Higher Learning Commission evaluation for the college's accreditation.

Mr. Lamb notes the value of the Blackboard training to ensure both Faculty and students have a positive experience utilizing the online platform.

Mr. Booth asked what the FTSE numbers are for online courses. Online Courses reflect 30% of the annual FTSE count and will continue to meet the needs of the students and support the mission of the college.

Closing Items:

President Dr. Corr thanked the Board for attending. He shared his admiration for the awards received by the Marketing and Public Relations Department and recognized their tremendous efforts on behalf of the college. Commencement is quickly approaching on May 18, 2018 with degrees conferred to all partner institutions, Northern Arizona University, University of Arizona and Arizona State University. Preparations are continuing around campus for the February 2019 Higher Learning Commission visit.

Dr. Corr plans to review the 2017-2018 Goals with the Board in the June Board meeting, which will also include an Executive Session to review the his Contract.


Mr. Richard Lamb noted the May 2nd Parker Talent Show hosted at the Parker Learning Center.

Next Scheduled Regular Meeting: The next scheduled regular meeting will be Friday, May 18, 2018 at the Yuma Campus at 3 pm.

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

The meeting adjourned at 11:30 am.

Respectfully submitted,


Ashley Herrington, Recording Secretary