

**MEETING MINUTES**  
Arizona Western College  
District Governing Board Meeting  
Regular Meeting 12 pm  
Frances Morris Board Yuma, Yuma Campus and Via Zoom  
January 18, 2023

**Board Members Present:** Board President Dennis Booth, Board Secretary Olivia Zepeda  
**Board Member present by phone, Zoom:** Maria Chavoya and Richard Lamb, Dr. Kenneth MacFarland  
**Board Member Absent:** none.  
**Quorum confirmed**

**Others Present within Frances Morris Boardroom: (22)**

Dr. Daniel Corr, President	Stuart Gibson, Associate Dean of Business and Social and Behavioral Sciences
Ashley Herrington, Chief of Staff	Susie Zambrano, Associate Dean of South Yuma County
Anthony Crocker, Student of the Month	Jodi Trout, Administrative Assistant IV
Bruce Carroll, Manufacturing Professor	Karen Johnson, Chief Human Resources Officer
Bryan Doak, Vice President for Student Services	Lori Stofft, Vice President of Advancement
David Kern, Honors Director, Professor, PTK Director	Michelle Landis, Director of Financial Services and Controller
Dr. Joann Chang, Associate Dean – Science, Math/EGR, WPE	Noemi Barraza, Executive Administrative Assistant IV
Dr. Nikki Hage, Dean of Students	Paola Villarruel, Student Government Association President
Dulce Perez, Student of the Month	Richard Hernandez, Conference and Events Technology Specialist
James Larson, Director of Manufacturing	
Ross Poppenberger, Vice President of Finance and Administrative Services	
Sharon Register, Director of Risk Management	
Steve Eckert, Director of Facilities	

**Others Present by Zoom: (6)**

Julia Howe, Director of Instructional Quality & Faculty Development	Renee Munoz, Administrative Assistant IV
Kimberly Trujillo, Director of Payroll	Sandra Rodriguez, Human Resources Specialist
	Scott Estes, Chief Information Officer (CIO)

**Community Member Present by Zoom: (0)**

**Call to Order:** Board President Dennis Booth called the Regular Meeting to order at 12:09 pm.

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

**Adoption of Agenda:** The agenda for the January 18, 2023 meeting presented for approval.

Motion by Olivia Zepeda, seconded by Mr. Kenneth MacFarland

Final Resolution: Motion Carries

Yea: Dr. Kenneth MacFarland, Richard Lamb, Maria Chavoya, Olivia Zepeda and Dennis Booth

Nay: None

**Approval of Regular Meeting Minutes:** December 7, 2022, Board Regular Meeting Minutes presented for approval.

Motion by Maria Chavoya, seconded by Dr. Kenneth MacFarland

Final Resolution: Motion Carries

Yea: Dr. Kenneth MacFarland, Richard Lamb, Maria Chavoya, Olivia Zepeda and Dennis Booth

Nay: None

**Election of Board Officers:** 2023-2024 Board Officers.

Motion by Richard Lamb of for continuance of current Board leadership of service with Dennis Booth as **President of Board**, and Olivia Zepeda as **Secretary of Board**.

Final Resolution: Motion Carries

Yea: Dr. Kenneth MacFarland, Richard Lamb, Maria Chavoya, Olivia Zepeda and Dennis Booth

Nay: None

Abstain: None

**Call to the Audience:** Richard Hernandez responded to the call to the audience and wished everyone a Happy New Year.

### **Employee Reports**

#### *Student Government Association, Presented by Paola Villarruel*

Ms. Paola Villarruel, President of SGA, shared details of numerous recent events from SGA. She also shared upcoming events to support students in their first month of the Spring semester including club sign up, upcoming National Heritage event and SGA meetings.

#### *Students of the Month, Presented by David Kern and Susie Zambrano*

##### 2023 All Arizona Honors Student Scholarship Recipients

Each year, the Arizona Board of Regents provides scholarships to exceptional Arizona community college students on the cusp of transferring to a baccalaureate in the state. These awards cover resident tuition for ten consecutive undergraduate semesters, or sixty credits, at one of Arizona's public universities. In addition, the students will receive a special medallion commemorating their achievement as well as an invitation to a recognition ceremony during the spring 2023 semester. Phi Theta Kappa, the national honor society for two-year colleges, sponsors the All-USA competition each year. Three rounds of judging culminate with the selection of students earning the coveted title All-USA.

The Sigma Beta Chapter of Phi Theta Kappa at Arizona Western College is housed alongside the Honors Program and supervised by Professor David Kern. **Anthony Crocker, Gricelda Montiel Ayala, Dulce Perez,** and **Luz Elias** were selected for the honor based on their outstanding academic performance and record of community service.

Dulce Perez shared how honored she is to receive her scholarship and allows her to focus on study and her transfer to ASU in Tempe in the Electrical Engineering Program. She shared her role as the Vice President of the PTK Club and a proud First-Generation Student.

Anthony shared his pride and grateful for the opportunity to represent AWC and this program and be a good example for his daughter. He shared his plans to attend NAU-Yuma locally in Social Work.

All Arizona Honors Students will be celebrated in February with a special recognition lunch and a full-ride for a two-year scholarship to the university of their choice. The Board Members noted their pride and honor to celebrate students.

### **Action Items**

**Action Item #1** – Human Resources, Consideration to Approve Candidates for Exempt Positions – Presented by Karen Johnson

Motion by Olivia Zepeda seconded by Dr. Kenneth MacFarland

Final Resolution: Motion Carries

Yea: Dr. Kenneth MacFarland, Richard Lamb, Maria Chavoya, Olivia Zepeda and Dennis Booth

Nay: None

Abstain: None

Positions presented for approval –

- Eric Hill, Professor of English
- Julie Stickles, Grant Writer & Coordinator
- Michelle Estes, Training & Development Manager
- Ryan Bockoven, Professor of Biology - Microbiology
- Umaru Zubairu, Professor of Business

The **Board Approved** the positions as presented.

Dr. Corr commended Karen Johnson for her service to the College for the past three years as she returns to Phoenix and recognized Kimberly Trujillo in her interim service as the Chief Human Resources Officer.

**Action Item #2** – Consideration to Approve Technology Purchase I – Presented by Ross Poppenberger

Motion by Dr. Kenneth MacFarland seconded by Olivia Zepeda

Final Resolution: Motion Carries

Yea: Dr. Kenneth MacFarland, Richard Lamb, Maria Chavoya, Olivia Zepeda and Dennis Booth

Nay: None

Abstain: None

The **Board Approved** the Technology Purchase I as Presented.

#### *Summary-*

The college is seeking approval to increase the license count for Vorex IT Management solution. Vorex is used for students and staff to submit IT related Support Request and allow ITSS to manage, maintain, track, and prioritize support request. This purchase is \$15,673.28 for a three-year subscription (\$5,880.00 annually).

Vorex was initially purchased in November of 2022 as the College prepared to transition from Zendesk to this new platform. At that time, the cost of Vorex was below the threshold for approval - coming in at \$49,815.86 for a three-year subscription (\$17,640 annually).

With the addition of these extra licenses the overall total is now \$65,489.14.

**Action Item #3** – Consideration to Approve Technology Purchase II – Presented by Ross Poppenberger

Motion by Dr. Kenneth MacFarland seconded by Maria Chavoya

Final Resolution: Motion Carries

Yea: Dr. Kenneth MacFarland, Richard Lamb, Maria Chavoya, Olivia Zepeda and Dennis Booth

Nay: None

Abstain: None

The **Board Approved** the Technology Purchase II as presented.

*Summary-*

The college is seeking approval to purchase Technology. This purchase is requested to replace Desktop Computers, Monitors, and Laptops as part of our computer refresh cycle for our classrooms and employees. The following quantities will be deployed to various campuses/centers to replace faculty, staff, and classroom computers.

- 300 Desktop Computers \$305,463.00
- 300 24” monitors \$59,397.00
- 25 Dell Latitude 5530 Laptops \$33,112.75

The total cost for these systems, along with 5-year warranty/support is \$427,120.71 with taxes and shipping. The purchase meets competitive purchasing guidelines by Dell NASPO Computer Equipment PA - State of AZ - Contract Code C000000010731. All purchases will meet competitive purchasing guidelines with State Contracts for the State of Arizona and will not require any competitive bidding.

**Action Item #4** – Consideration to Approve Technology Purchase for Matador Activity Center (MAC)–

Presented by Ross Poppenberger

Motion by Olivia Zepeda, seconded by Dr. Kenneth MacFarland

Final Resolution: Motion Carries

Yea: Dr. Kenneth MacFarland, Richard Lamb, Maria Chavoya, Olivia Zepeda and Dennis Booth

Nay: None

Abstain: None

The **Board Approved** the Technology Purchase for Matador Activity Center (MAC) as presented.

*Summary-*

The college is seeking approval to purchase Classroom, Networking, and video systems technology needed for the Matador Activity Center (MAC). The total cost of items requiring approval is \$476,476.92 and will come from various vendors:

Specification / Description	Vendor	Totals
Television (86”)	CDWG	\$82,510.57
Meraki Edge Switches and Wireless	Sentinel	\$24,0004.43
Logitech Video System	CDWG	\$61,807.41
AV for Large Lecture Hall (106)	Level 3 AV	\$92,154.51

All purchases will meet competitive purchasing guidelines with State Contracts for the State of Arizona and will not require any competitive bidding.

**Action Item #5** – Consideration to Approve Furniture Purchase for Matador Activity Center (MAC) –

Presented by Ross Poppenberger

Motion by Maria Chavoya seconded by Dr. Kenneth MacFarland

Final Resolution: Motion Carries

Yea: Dr. Kenneth MacFarland, Richard Lamb, Maria Chavoya, Olivia Zepeda and Dennis Booth

Nay: None

Abstain: None

The **Board Approved** the Furniture Purchase for Matador Activity Center (MAC) as presented.

*Summary-*

The college is seeking approval to purchase classroom, office, shared space furniture needed for the Matador Activity Center (MAC). The total cost of items requiring approval is \$1,020,538.07 and will be purchased from Arizona Furniture. This quote is roughly \$30,000 less than budgeted.

This purchase will meet competitive purchasing guidelines with State Contracts for the State of Arizona and will not require any competitive bidding.

**Action Item #6** – Consideration to Approve the Fire Alarm System Upgrade– Presented by Ross Poppenberger

Motion by Olivia Zepeda seconded by Maria Chavoya

Final Resolution: Motion Carries

Yea: Dr. Kenneth MacFarland, Richard Lamb, Maria Chavoya, Olivia Zepeda and Dennis Booth

Nay: None

Abstain: None

The **Board Approved** the Fire Alarm System Upgrade as presented.

*Summary-*

The College seeks approval to upgrade the fire alarm transponder and Pull Stations in 8 Buildings (BA, CIE, ES, GY, LA, LR, MU and PS). The transponders in these buildings are old and do not communicate well with the current fire alarm control panels leaving them unrepairable due to parts obsolescence. As a result, we have quite a few troubles signals which causes much disruption in the campus police dispatch with the constant beeping of the system. We need to upgrade the old-style transponders to the new style to eliminate the trouble signals caused by system incompatibility and errant system alarms.

The total cost for this purchase will be \$75,882.00.

**Action Item #7** – Consideration to Approve the Fiscal Year 2023-2024 Budget Assumptions– Presented by Ross Poppenberger

Motion by Maria Chavoya seconded by Richard Lamb

Final Resolution: Motion Carries

Yea: Dr. Kenneth MacFarland, Richard Lamb, Maria Chavoya, Olivia Zepeda and Dennis Booth

Nay: None

Abstain: None

The **Board Approved** the Fiscal Year 2023-2024 Budget Assumptions as presented.

*Summary-*

The District Governing Board reviews and provides direction in the development of budget assumptions for the next fiscal year.

Request by Dr. MacFarland to consider language for levy rate state for a flat rate.

Dr. Corr shared this is the starting point and these assumptions are starting with the assumption, and plan, to minimize any impact to taxpayers without breakout of levy or rate in the assumptions.

Discussion and request by Dr. MacFarland to have tax levy rate potentials with Ms. Zepeda interested in impact of the rate and levy for taxpayers. Discussion of expressed desire for DGB retreat discussion about budget rate and levy for 2023-2024 Budget Planning.

**Action Item #8** – Consideration to Approve Tuition and Fees for 2023-2024– Presented by Ross Poppenberger

Motion by Olivia Zepeda seconded by Maria Chavoya

Final Resolution: Motion Carries

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

Nay: Dr. Kenneth MacFarland

Abstain: None

The **Board Approved** the Approve Tuition and Fees for 2023-2024 as presented, with an increase of \$10 for CDLL charges with Amended Tuition and Fees for 2023-2024.

*Summary-*

Annually, the District Governing Board reviews the tuition and fees and other charges that will be adopted by the District for the coming fiscal year. The Administration recommends that the reviewed tuition and fees be approved to become effective with the start of 2023 summer school classes so that summer school charges will be the same as those in the fall schedule.

Recommendation for \$2 increase to tuition for students, not impacting Dual-Enrollment students; increase of \$3.00 to Distance Education fee increase, a \$75 charge for Laptop rental, increase in off-season Dorm rent rate and meal rate of \$4 per day. Ceramic fees \$25 per course, other program fees removed in other programs such as Culinary saw a proposed \$5 decrease in courses.

Question about how CTED Learning partners offset costs, STEDY and WAVE pay the same cost to the degree those students are enrolled in the courses. Mr. Lamb expressed desire to collect costs from participating partners.

Request to confirm partners, such as foundations and corporate partners and businesses, offering in-kind donations to support programs and equipment needs.

Dr. MacFarland shared three items:

1. With Dual Enrollment, he shared his desire to have a no-cost charge to Dual-Enrollment program courses with the interest to minimize cost to families.
2. He expressed the preference for Tuition to remain flat to minimize costs with student expenses in their personal life increasing (example of groceries offered).
3. Prefers an increased rate for the rate of tuition of student age 60 or over, stating this generation controls over 55% of the wealth of the community,

In response to comment 1, Dr. Corr offered a proposal from the Governor's office for a reimbursement of Dual-Enrollment tuition which could support offset of cost.

In response to Comment 2, Dr. Corr shared the rational of the \$2 increase which is a ¼ of the rate of inflation to support facilities, modern technology and people supporting our students. It is his interest to limit any increase to students with a desire for funds to balance for institutional costs.

Mr. Booth expressed a desire to utilize the budget process to forecast growing costs to ensure our costs do not exceed our revenues.

Ms. Zepeda asked for a breakdown for tuition to reflect the value of increase with a desire to better appreciate how to best utilize revenue dollars.

Mr. Poppenberger offered that a \$2.00 tuition increase is about \$300,000 per year.

**Action Item #9** – Consideration to Approve Voucher (November 2022, December 2022)– Presented by Ross Poppenberger

Motion by Olivia Zepeda seconded by Dr. Kenneth MacFarland

Final Resolution: Motion Carries

Yea: Dr. Kenneth MacFarland, Richard Lamb, Maria Chavoya, Olivia Zepeda and Dennis Booth

Nay: None

Abstain: None

The **Board Approved** the Vouchers as presented.

#### *Summary-*

Summary of Revenues and Expenditures for the Month Ended November 30, 2022 - Operational and Capital Funds

The result of fiscal operations for the month ended November 30, 2022, indicated that expenses exceeded revenue\*. On November 30, 2022, the cash balance was \$25,070,376 compared to \$30,448,901 on the same date last year.

#### Operational - Fund "0"

The District received 52% of its anticipated revenues and expended 37% of its budgeted expenditures, compared to 53% and 35%, respectively, last year. Compared to 10,370 credit hours billed to students last year, this year 11,343 credit hours were active high school students. These students are billed \$25 per credit instead of \$92 per credit. The AWC community betterment plan has resulted in \$759,976 or 1% of anticipated revenues to support the education of youth in the community.

#### Capital - Fund "6"

The District does not budget Capital revenues. For the current fiscal year, the District has expended 10% of its budgeted expenditures, compared to 1% last year.

\*Yuma/La Paz Counties taxes received through October 31, 2022 at November 30, 2022.

Summary of Revenues and Expenditures for the Month Ended December 31, 2022 - Operational and Capital Funds.

#### Summary

The result of fiscal operations for the month ended December 31, 2022, indicated that revenue\* exceeded expenses. On December 31, 2022, the cash balance was \$21,527,158 compared to \$31,851,197 on the same date last year.

#### Operational - Fund "0"

The District received 58% of its anticipated revenues and expended 46% of its budgeted expenditures, compared to 64% and 41%, respectively, last year. Compared to 11,451 credit hours billed to students last year, this year

12,082 credit hours were active high school students. These students are billed \$25 per credit instead of \$92 per credit. The AWC community betterment plan has resulted in \$809,489 or 1% of anticipated revenues to support the education of youth in the community.

#### Capital - Fund "6"

The District does not budget Capital revenues. For the current fiscal year, the District has expended 10% of its budgeted expenditures, compared to 1% last year.

\*Yuma/La Paz Counties taxes received through November 30, 2022 at December 31, 2022.

Mr. Poppenberger shared a brief summary of activity during the Winter Break. He shared in the September Power Outage there was damage to underground lines. Through a week-long shut down in December, both testing and repair of lines was completed and repaired. Redundant systems in place to continue to protect any future power surges

### **President's Reports**

*Career and Technical Education and Workforce Development; Presented by Dr. Corr*

Dr. Corr welcomed James Larson and Bruce Carroll. He introduced Bruce Carroll, Lead Faculty for Manufacturing.

Mr. Larson shared the focus on the Mission of the College through the utilization of education and partnership for the students within the programs at the Advanced Manufacturing Facility in Wellton. Mr. Larson shared the recent site visits by AC4 Director Dr. Chris Bustamante; Apprenticeship Program feature in November with local Business Leader, Clint Harrington. He shared the direct relationship with business leaders for learning and employment opportunities. He went through how the programs developed are aligned with employment opportunities for partners through Fiber Optic Program, Gowan Milling, with Somerton Manufacturing, Yuma Proving Ground and GYEDC. These partnerships are supporting meeting student demands and workforce expectations.

Ms. Zepeda noted her grandson attends electrician classes and his great experience as a highlight of his semester.

### **Closing Items:**

Dr. Corr shared his appreciation of the Mr. Booth and Ms. Zepeda for their continued leadership as formal Board roles of President and Secretary.

The College was awarded two congressionally directed funding, commonly known as earmarks, an allotment sponsored by Senator Kelly for \$1M, with a second allotment sponsored by Senator Sinema for \$1.7M to support Veteran and Veteran Workforce Training for a total of \$2.75 in training for focused workforce training impact.

The college will receive \$500,000 from the Flinn Brown Foundation in partnership with AWC and Yuma Regional Medical Center (YRMC) for data analysis for improved patient outcomes and learning opportunities.

Dr. Corr recognized the partnerships the college has established in the community. In his recent Senate Education Committee presentation, he gave was about learning of a community need for trained mental health professionals, and the community talking about the problem pre Covid, and then growing during Covid. As an important focus through YRMC and AWC, there will be 24-bed inpatient facility built with staff education through Behavior Health Associates in partnership to then established pipeline of mental health professionals in the Yuma, regional, area. The sharing of the partnerships and example of a community need was a shining moment.

Community College Day planned for Wednesday January 25 to feature Community Colleges, meeting with legislators and demonstrate the value of the investment of education. This will feature vocational programs and students for this event. Ms. Chavoya and Ms. Zepeda are excited to attend and participate



in this event to support representation of AWC during this event.

He invited topics of interest for the upcoming Board Retreat on Friday February 25. With the second day of classes today, there is exciting energy

**Next Meeting:** The next scheduled regular meeting will be Thursday, February 23 at 12 pm conducted both in-person and via Zoom and at the Yuma Campus.

Motion by Olivia Zepeda, seconded by Maria Chavoya

Final Resolution: Motion Carries

Yea: Dr. Kenneth MacFarland, Richard Lamb, Maria Chavoya Olivia Zepeda and Dennis Booth

Nay: None

Abstain: None

The Board **Approved** the next meeting date and final matters of the meeting. The meeting adjourned at 1:44 pm.

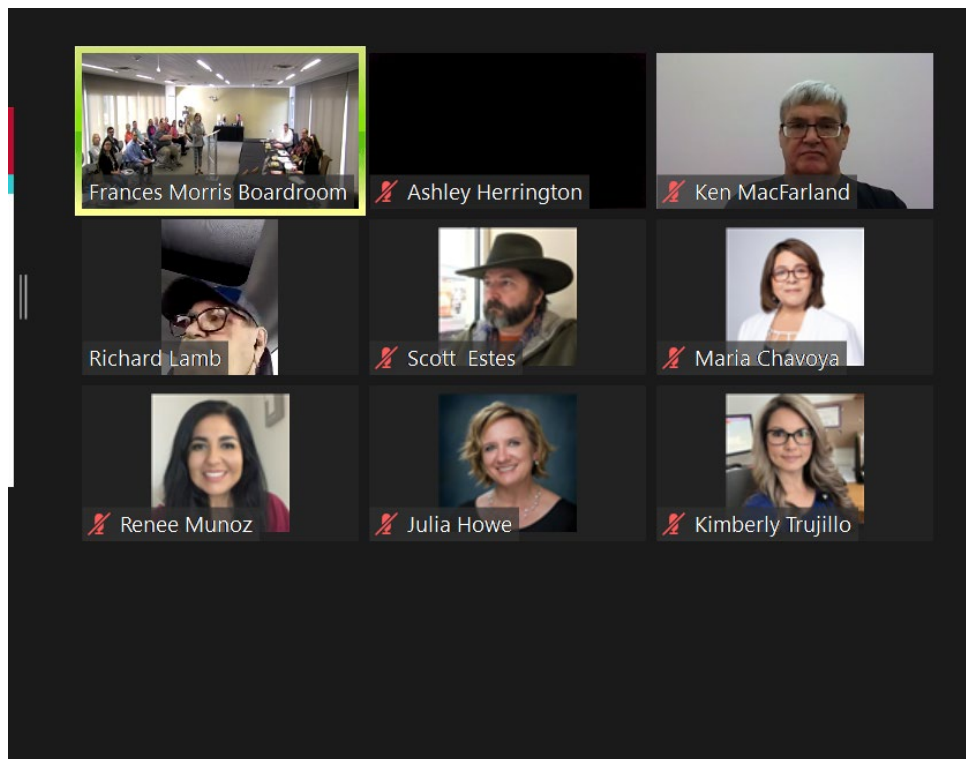
**Adjourn:** The meeting matters were complete.

Respectfully submitted,





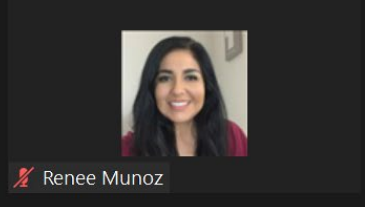
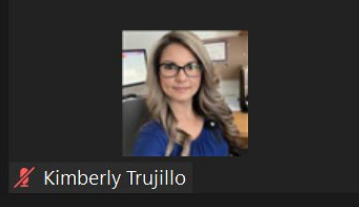
Ashley B Herrington, Recording Secretary

Attendance recorded at 12:09 pm.



Attendance at 12:30 pm

A screenshot of a Zoom meeting grid. The top-left tile shows a wide-angle view of a boardroom with people seated around a table, labeled "Frances Morris Boardroom" and has a "Mute" button. The other tiles show individual participants, each with a name and a muted microphone icon. The participants are: Ashley Herrington, Ken MacFarland, Richard Lamb, Scott Estes, Maria Chavoya, Renee Munoz, Julia Howe, Kimberly Trujillo, and Sandra Rodriguez. The Sandra Rodriguez tile is significantly larger than the others and is located at the bottom center of the grid.

 Frances Morris Boardroom	 Ashley Herrington	 Ken MacFarland
 Richard Lamb	 Scott Estes	 Maria Chavoya
 Renee Munoz	 Julia Howe	 Kimberly Trujillo
 <b>Sandra Rodriguez</b> Sandra Rodriguez		