

MEETING MINUTES
Arizona Western College
District Governing Board Meeting
Regular Meeting 10 am
Wellton Manufacturing Center and Via Zoom
February 22, 2022

Board Members Present: Board President Dennis Booth, Richard Lamb

Board Member present by phone, Zoom: Maria Chavoya

Board Member Absent: Dr. Kenneth MacFarland; Board Secretary Olivia Zepeda

Others Present within Meeting Room: (21)

Dr. Daniel Corr, President

Ashley Herrington, Chief of Staff

Alan Lopez, Technology Specialist

Alfonzo Zavala, Interim Associate Dean of Reskilling and Technology Center

Bryan Doak, Vice President of Student Services

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

Lori Stofft, Vice President of Advancement

Michelle Landis, Financial Services Controller

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

Ross Poppenberger, Vice President of Finance and Administrative Services

Scott Estes, Chief Information Officer

Tim Smith, Dean of Career and Technical Education

Brenda Doak, Executive Director of Reskilling and Technology Center

Steve Eckert, Director of Facilities

Marco Diaz, Student of the Month

Parents and Grandparents of Student of the Month (4)

Bruce Carroll, Lead Faculty for Electrical and Solar

Samuel Colton, Coordinator of Manufacturing Program

Others Present by Zoom: (11)

Kimberly Trujillo, Payroll Manager

Katheline Ocampo, Associate Dean of La Paz County Services

Renee Munoz, Administrative Assistant to the Vice President for Finance and Administrative Services

Nickzel Lezama, Financial Aid

Susanna Zambrano, Associate Dean of South Yuma County

Campuses

Stuart Gibson, *Associate Dean of Business and Social and Behavioral Sciences*

Dr. Kevin Kato, Faculty Senate Association Representative

Jenifer Sumner, Director of Allied Health

Melinda Rico, Financial Aid Disbursement Specialist

Dr. Joann Chang, ChangAssociate Dean Math, Science, Engineering Wellness & Physical Education

Victor Mata, Technology Services, Satellite

Community Member Present by Zoom: (0)

No community members in attendance

Community members present in person: (4)

Bill Gould, Engineer Manager for Alside Window and AWC Adjunct Professor

Cecilia McCollough, Mayor of the Town of Wellton

Donna Miller, Arizona State Auditor Representative

Don Bohart, Arizona State Auditor Representative

Call to Order: Board President Dennis Booth called the Regular Meeting to order at 10:01 am.

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

Adoption of Agenda: The agenda for the February 22, 2022 meeting presented for approval.

Motion by Richard Lamb, seconded by Maria Chavoya

Final Resolution: Motion Carries

Yea: Maria Chavoya, Richard Lamb and Dennis Booth

Nay: None

Approval of Regular Meeting Minutes: January 11, 2022 Board Regular Meeting Minutes presented for approval.

Motion by Richard Lamb, seconded by Maria Chavoya

Final Resolution: Motion Carries

Yea: Maria Chavoya, Richard Lamb and Dennis Booth

Nay: None

Arizona Association of Community College Trustees (AACCT) – Ms. Chavoya noted an update to be shared in March following.

Call to the Audience:

Mr. Lamb approached the call to the audience. He noted the suffering in Parker due to the lack of employers in the community, noting the base of employment is lacking. He spoke of residents close to Salome expressing disinterest in development of a biofuel firm. He is asking how to bring more manufacturing opportunities to Parker and Salome area creating more jobs.

Employee Reports

Student Government Association, presented by Karla Vera

Ms. Vera welcomed the Board. She shared recent updates led by Student Government Association (SGA). At the start of the semester, SGA hosted the Students Helping Students initiative during welcome week supporting students to help find their designated classes and classroom area at each campus location. SGA participated in a highway clean up in the beginning of February. During the month of February, the college is honoring Black History Month. There are events including to support the sharing of stories and accomplishments for Black History Month during the month of February. Random Acts of Kindness is supported by flyers and pamphlets shared across the District campus sites saying “Take me” with a message of support for those who grab one. SGA continues to plan and host activities for students at all campus sites to motivate and support students.

Faculty Senate Association; Presented by Dr. Kevin Kato

Dr. Kato presented on behalf of Faculty Senate Association. He shared the feature Student Podcast challenge bringing the Western Voice, the printed publishing, into a podcast versions, led by Dr. Trisha Campbell. The YumaSun is featuring this podcast program in an upcoming article.

The College recognized 12 employees selected as League of Innovation Award winners. The winners demonstrated shared College (Agility, Passion, Transparency, Unity, Empowerment, Respect) and League values (Values: Innovation, Service, Quality, Community, Sustainability, Celebration, Learning, Diversity, Stewardship, Globalism, Integrity) and fit the criteria as “outstanding faculty, staff, and leaders in the community college field who have made a significant difference in the lives of students and in the communities their colleges serve”. League of Excellence awards faculty designees include Dr. Sara Amani, Bruce Carroll, Dr. Kristine Duke and Dr. Sarah Snyder as part of the other college awardees.

Dr. Shawn Clavell, has taken office hours, or student hours, through a livestream platform for anatomy and physiology.

Classified Employee Association; Presented by Ashley Macawile

No report was given.

Professional Employee Association

No report was given.

Spotlight: Wellton Manufacturing Center - Arizona Western College Presented by Samuel Colton, Director of Manufacturing

Mr. Colton welcomed the Board, guests and students. He started with the welcome of Student of the Month.

Marco Ruiz was recognized as student of the month. Marco is a first generation College student. He thanked his family for being in the meeting, and their support. Skill and confidence at the Wellton Manufacturing center, and that he can work in another industry other than field work. He noted the role model of his father. He plans to transfer to University of Arizona for a degree in engineering.

Introuction to Cecilia C. McCollough, Town of Wellton Mayor. She spoke of the growth of community and the role of the Manufacturing center supporting the pairing of a talented workforce to meet emerging industry needs as they are attracted to the area to root their business.

Introduction of Bill Gould- Manufacturing Program adjunct professor and Engineer with Alside Windows, a local manufacturing company based n Yuma. He stated the Manufacturing program provides the start for the businesses needing manufacturing and skilled workforce to make an immediate impact.

Mr. Colton welcomed those in attendance to the Wellton Manufacturing Center with updates to the facility and its improvements over the past 12 months. The Facility has been updated to better support manufacturing programs and about 240 students.

Board Chair Booth and Richard Lamb thanked Mr. Colton and the entire team their hard work to bring new programs and creative ideas to meet the needs of the community.

State Auditor Report *Presented by Don Bohart and Donna Miller*

Audit Manager, Don Bohart, and Donna Miller presented the Audit Report for Fiscal year 2020-2021 per recently passed law to ensure District is spending and accounting for public monies appropriately. These summary findings were presented for Board Consideration in December 2021 and approved. This audit report document, along with audited financial statements since 2011-2012, can be found on AWC's website:

<https://www.azwestern.edu/administrative-services/financial-reports>.

Board President Booth asked Dona Bohart and Donna Miller, for their opinion about the technology findings and they recognized the partnership with CampusWorks to support progress towards remediation of IT findings.

Action Items

Action Item #1 – Human Resources, Consideration to Approve Candidates for Exempt Positions – Presented by Kimberly Trujillo

Candidates for Exempt Positions

- Brenda Sawyer, Director of Purchasing
- Hector Wakamatzu, HEERF Accountant
- Nathan Dusek, LETA Coordinator

Motion by Maria Chavoya, seconded by Richard Lamb

Final Resolution: Motion Carries

Yea: Maria Chavoya, Richard Lamb and Dennis Booth

Nay: None

Abstain: None

The **Board Approved** the New Hires as presented.

Action Item #2 – Consideration to Approve New Curriculum – Presented by Dr. Diane Carrasco-Jaquez
Motion by Maria Chavoya, seconded by Richard Lamb
Final Resolution: Motion Carries
Yea: Maria Chavoya, Richard Lamb and Dennis Booth
Nay: None
Abstain: None

The **Board Approved** the New Curriculum as presented.

Summary – New Curriculum proposed in:
Certificate (Cert) – Video Game Design and Development

Seeking approval of a new certificate program, Video Game Design and Development. This program provides graduates with the entry level skills needed for a specialized career in the video game design industry. Students will be familiarized with fundamental concepts of game history, sound design, digital arts, and programming concepts. This certificate also includes the specialized coursework in the following stackable certificates: Beginning Video Game Design, Video Game Art Design, Video Game Software Development, Video Game Sound Engineering, and Video Game Story Development.

Action Item #3 – Consideration to Approve Architectural Services to Construct the Law Enforcement Academy Building– Presented by Ross Poppenberger
Motion by Richard Lamb seconded by Maria Chavoya
Final Resolution: Motion Carries
Yea: Maria Chavoya, Richard Lamb and Dennis Booth
Nay: None
Abstain: None

The **Board Approved** the architectural services by Marlene Imirzian and Associates Architects (MIAA) for the Law Enforcement Academy Building.

Summary –
Consideration to approve the architectural services to construct a \$7.5-million dollar Law Enforcement Training Academy (LETA) to be located west of the existing Public Safety Institute Building, at the Arizona Western College Yuma Campus. The project consists of a new building of approximately 20,000 Square Feet and major site improvement, programming, schematic design which includes construction cost estimates, design development, construction documents, bidding and construction administration. The Contract will be with Marlene Imirzian and Associates Architects (MIAA) for a total cost for this service will be \$573,000.00. Purchases exceeding \$50,000 require District Governing Board approval per the College’s Purchasing Procedure (Procedure 337.1).

The funding for this project will come from the Intergovernmental Agreement between Yuma County and Arizona Western College for construction of a Law Enforcement Training Academy facility.

Action Item #4 – Consideration for Authorization to Make Post Year-End Budget Reductions to the Combined Current Operating and Plant Funds to Reduce Budgeted Expenditures to Actual Expenditures for the Fiscal Year Ending June 30, 2021 – Presented by Ross Poppenberger
Motion by Richard Lamb seconded by Maria Chavoya
Final Resolution: Motion Carries
Yea: Maria Chavoya, Richard Lamb and Dennis Booth
Nay: None

Abstain: None

The **Board Approved** the Authorization to Make Post Year-End Budget Reductions to the Combined Current Operating and Plant Funds to Reduce Budgeted Expenditures to Actual Expenditures for the Fiscal Year Ending June 30, 2021 as presented.

Summary The calculation for the expenditure limitation allows districts to reduce their budgeted expenditure amounts to actual. This allows the district to carry forward its unused exclusions to future periods.

	CURRENT FUNDS			PLANT FUNDS		Other Funds 2021	Total All Funds 2021
	General Fund 2021	Restricted Fund 2021	Auxiliary Fund 2021	Unexpended Plant Fund 2021	Retirement of Indebtedness 2021		
Adopted Budget	\$ 54,929,213	\$ 28,500,000	\$ 8,323,558	\$ 1,823,707	\$ 5,462,050	\$ -	\$ 99,038,528
Actuals	46,810,992	27,688,580	5,374,859	2,430,161	5,131,885	-	87,436,477
Change	\$ (8,118,221)	\$ (811,420)	\$ (2,948,699)	\$ 606,454	\$ (330,165)	\$ -	\$ (11,602,051)
Conversation only.							
Capacity for stimulus spending, vacant positions							
Damned good budgeting							
COVID-shuttered operations							
Began bond infrastructure projects							

Action Item #5 – Consideration to Approve Technology Purchases – Presented by Presented by Ross Poppenberger

Motion by Maria Chavoya, seconded by Richard Lamb

Final Resolution: Motion Carries

Yea: Maria Chavoya, Richard Lamb and Dennis Booth

Nay: None

Abstain: None

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

Summary-

AWC Technology improvement is needed to continue to support the pertinent phone system update to support high-quality remote and in-person phone support in service to students and the community. Since the 2020 Spring semester, when pivoting to remote service, many departments utilized soft phone resources for computer-based support to students, and the quality of phone support would be improved with continued remote working arrangements to support service to students and delivery of quality support and instruction to students across the District. An update of these systems have not been completed in six-years with the current phone management applications considered End of Support starting in July 2022. The CUCM/UM upgrade is needed in order for us to continue professional level of support from Cisco.

Along with the CUCM/UM, the college has 950 phone handsets that will be end of life in July 2022 as well. An initial request to replace 150 of our phones should be prioritized for critical areas that can't benefit from soft phones (software on computer). A future request for additional phones will be requested in 2022 once additional areas are identified that require a physical handset.

Professional Services for Cisco Unified Communications Manager / Unified Messaging (CUCM/UM) upgrades	\$37,100.00
Cisco IP Phones (Qty 150) and 28 Button Side Car (Qty 25)	\$37,979.45
Total	\$75,079.45

Action Item #6 – Consideration to Enter into an Affiliation Agreement with Yuma Regional Medical Center (YRMC) – Presented by Presented by Ross Poppenberger
Motion by Maria Chavoya, seconded by Richard Lamb
Final Resolution: Motion Carries
Yea: Maria Chavoya, Richard Lamb and Dennis Booth
Nay: None
Abstain: None

The **Board Approved** the Affiliation Agreement with Yuma Regional Medical Center (YRMC) as presented.

Arizona Western College (AWC) and Yuma Regional Medical Center (YRMC) have a long history of partnership. Both parties have a strong commitment to the communities we serve evidenced by our numerous initiatives to promote and support healthcare and workforce education. This Master Healthcare Workforce Education Affiliation Agreement is intended to supplement, not modify or replace, any ancillary Affiliation s Agreements that now exist. In this Affiliation Agreement, YRMC agrees to utilize previously designated capital reserve funds (\$35,000,000) to acquire, equip and furnish a Healthcare Workforce Education Center. The acquisition will likely involve construction of a new building, but may also involve the purchase or long-term rental of an existing building. The Education Center will be owned by Yuma Regional Medical Center but used jointly by Yuma Regional Medical Center and Arizona Western College for healthcare workforce education programs. Both agencies believe this agreement will secure and fulfill their individual missions and joint healthcare workforce education goals. The goal of the Parties is to have the Education Center equipped furnished and operational by July 1, 2025.

The term of this agreement shall be for ten (10) years of approved agreement or six (6) years from the date that the Education Center is operational and being jointly used. Also part of this agreement, AWC commits to the operation and potential expansion of our existing Healthcare Workforce Education Programs: Nursing, including programs for Registered Nurses (with involvement of NAU-Yuma and the ASU School of Health Solutions) and Certified Nursing Assistants; Medical Assistant; Community Health Worker; Medical Billing and Coding; Phlebotomy Technician; Radiologic Technology

AWC also commits to the development and operation of New Healthcare Workforce Education Programs, including: Respiratory Therapist; Clinical Laboratory Technician The College's Purchasing Procedure (Procedure 337.1) requires that purchases exceeding \$50,000 be brought to the District Governing Board for approval.

Budgetary Considerations: All costs associated with the construction and equipping of the new facility will be paid by Yuma Regional Medical Center. Arizona Western College will not be charged any rental charge. Yuma Regional Medical Center agrees to contribute \$100,000 per year towards the employment of faculty members and equipment for the first five years of operation of the new healthcare program.

Action Item #7 –Voucher (January 2022) – Presented by Presented by Ross Poppenberger
Motion by Richard Lamb, seconded by Maria Chavoya
Final Resolution: Motion Carries
Yea: Maria Chavoya, Richard Lamb and Dennis Booth
Nay: None
Abstain: None

The **Board Approved** the Voucher for January 2022 as presented.

Summary

The result of fiscal operations for the month ended January 31, 2022, indicated that revenues* exceeded expenses. On January 31, 2022, the cash balance was \$40,155,141 compared to \$26,889,827 on the same date last year.

Operational - Fund "0"

The District received 76% of its anticipated revenues and expended 47% of its budgeted expenditures, compared to 56% and 46%, respectively, last year.

Compared to 15,926 credit hours billed to students last year, this year 16,554 credit hours were 18 and under, active high school students. These students are billed \$25 per credit instead of \$90 per credit. The AWC community betterment plan has resulted in \$1,075,984 or 2% 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 3% of its budgeted expenditures, compared to 27% last year.

*Yuma/La Paz Counties taxes received through December 31, 2021 at January 31, 2022.

Closing Items:

Dr. Corr commended Marco on his recognition as the Student of the Month and his representation at the State Capitol in early February. Legislators were drawn to Marco, his story and his role as a student at AWC.

Dr. Corr recognized the excitement in the partnership with YRMC noting the affiliation agreement and facility as a 'game changer' for residents in La Paz and Yuma counties. This will bring an expansion of services and opportunities for students in training, program growth and service to the community.

Dr. Corr recognized the growth in the under-18 enrollment growth as stated in the Voucher. The pandemic impacted the enrollment numbers in 2019-2020, and this growth has been with 15,926 credit hours billed to students last year, this year **16,554** credit hours were 18 and under, active high school students. This is a different of 628 credit hours. This is a benefit to the Board's approved action taken in 2017 for credit courses billed at \$25 per credit instead of \$90 per credit hour.

Dr. Corr recognized the four All- Arizona Awarded members who will have a celebrated All-Arizona Honors.

Thursday is a cohort graduation of the Law Enforcement Training Academy (LETA) at the Amphitheater at the Yuma Campus.

March 23, 2022 is the Arizona Community College Day at the Capitol with AWC's program focus on Agriculture and partnerships from across the state, including the University of Arizona. This complements the continued attention and recognition community colleges play in the state, and specifically how Arizona Western College's good work has supplemented state work. The Governor's State of the State address delivered on January 10 noted the continued commitment for community college funding and this was reemphasized in his State of the State address in Yuma this past February 18, 2022.

The University Partners continue to bring greater access to higher education. ASULocal started its first cohort Monday January 10 with its ONLY campus site at a Community College. This reflects the shared collaboration of access to higher education with achievement towards the Colleges BHAG.

>> Ms. Chavoya had to leave the meeting at 11:40 am <<

Men's and Women's Basketball have had a strong season so far with final games this regular season played tonight at "the House" at the Yuma campus.

Dr. Corr noted the incredible groundswell of support and program development of the Wellton Manufacturing Center with the sincere faith in Professor Bruce Carrol and Director Samuel Colton. Dr. Corr noted his appreciation and excitement of their leadership and the opportunity with future growth in alignment with partnership demands.

The next month meeting will bring an update of Facilities' projects with April Budget Workshop before our Regular Meeting.


Mr. Booth noted the great excitement across the District and recognized the great impact the college makes within our communities.

Next Meeting: The next scheduled regular meeting will be Tuesday, March 22 at 9 am conducted both in-person and via Zoom and at the San Luis Learning Center Campus.

Adjourn: The meeting matters were complete.

The Board **Approved** the next meeting date and final matters of the meeting. The meeting adjourned at 11:43 am.

Respectfully submitted,


Ashley B Herrington, Recording Secretary

Zoom Attendance at 10:10 am –17 attendees

This screenshot shows a Zoom meeting interface with a grid of 17 participants. The participants are: DGB Wellton, Ashley Herrington, Kimberly Trujillo, Shara Skinner, Stuart Gibson, Susanna Zambrano, Katheline Ocampo, Karla Vera, Maria Chavoya, Kevin Kato (with a shared document titled "District Governing Board Faculty Report January / February 2022"), Renee Munoz, Don Bohart, Judith Reaves, Jenifer Sumner, Donna Miller, and Melinda Rico. A dog named Joann Chang is also visible in the grid. The bottom toolbar includes controls for Unmute, Start Video, Security, Participants (17), Polls, Share Screen, Reactions, Apps, More, and an End button.

This screenshot shows a Zoom meeting interface with a grid of 17 participants. The participants are: DGB Wellton, Ashley Herrington, Kimberly Trujillo, Stuart Gibson, Maria Chavoya, Katheline Ocampo, Susanna Zambrano, Kevin Kato, Renee Munoz, Don Bohart, Judith Reaves, Jenifer Sumner, Donna Miller, Melinda Rico, Joann Chang, Victor Mata, and Nickzel Lezama. A large logo for "ARIZONA WESTERN COLLEGE MANUFACTURING" is shared on the left side of the screen. The bottom toolbar includes controls for Unmute, Start Video, Security, Participants (17), Polls, Chat, Share Screen, Pause/Stop Recording, Closed Caption, Reactions, Apps, More, and an End button.

Zoom Attendance at 10:40 am –17 attendees

