

MEETING MINUTES
Arizona Western College
District Governing Board Meeting
Regular Meeting 10 am
Yuma Campus and Via Zoom
April 20, 2022

Board Members Present: Board President Dennis Booth, Board Secretary Olivia Zepeda, Richard Lamb, Dr. Kenneth MacFarland

Board Member present by phone, Zoom: Maria Chavoya

Board Member Absent: none

Others Present within Meeting Room: (11)

Dr. Daniel Corr, President
Ashley Herrington, Chief of Staff
Bryan Doak, Vice President of Student Services
Dr. Diane Carrasco-Jaquez, Vice President of Learning Services
Lori Stofft, Vice President of Advancement
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
Michelle Landis, Financial Services Controller
Karen Johnson, Chief Human Resources Officer
Officer Timothy Walsh
Ernest Hess, Service Desk Director

Others Present by Zoom: (22)

Steve Eckert, Director of Facilities
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
Karen Stein, Administrative Assistant to the Vice President for Learning Services
Nickzel Lezama, Financial Aid
Dr. Kevin Kato, Faculty Senate Association Representative
Laura Sandigo, Director of Accessibility Services
Susanna Zambrano, Associate Dean of South Yuma County

Brenda Sawyer, Director of Purchasing
Karla Vera, SGA President
Juliana Garcia, Accountant
Olga Escalante, Accounts Payable Office Manager
Melina Rico, Accounts Receivable Specialist
Victoria Willoughby, Administrative Secretary
Tim Smith, Dean of Career and Technical Education
Jana Moore, Student Retention and Success
Cristina Gonzales, Director of Advising Services
Dr. Joann Chang, Associate Dean – Science, Math/EGR, WPE
Shara Skinner, Coordinator of Student Activities
Julia Howe, Director of Instructional Quality and Faculty Development
Bobby Lambert, Director of Organizational Development

Community Member Present by Zoom: (0)

No community members in attendance.

Community members present in person: (1)

Dr. David Borofsky, Director of AACCT

Call to Order: Board President Dennis Booth called the Regular Meeting to order at 10:21 am.

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

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

Motion by Olivia Zepeda, seconded by Dr. Kenneth MacFarland

Final Resolution: Motion Carries

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

Nay: None

Approval of Regular Meeting Minutes: March 23, 2022 Board Regular Meeting Minutes presented for approval. Motion by Olivia Zepeda, seconded by Dr. Kenneth MacFarland
Final Resolution: Motion Carries
Yea: Dr. Kenneth MacFarland, Olivia Zepeda, Richard Lamb, Maria Chavoya and Dennis Booth,
Nay: None

Arizona Association of Community College Trustees (AACCT) – Ms. Chavoya introduced AACCT President Dr. David Borofsky. He conveyed his thanks for the leadership by Ms. Chavoya and the important advocacy she conveys on behalf of Community Colleges. He also recognized the strong leadership of Dr. Corr as chair of the AC4 group. He recognized the leadership by Lori Stoff as lead of the AC4 Communications Leadership group. He thanked Ashley Herrington for her support and coordination for his attendance at the meeting and a warm welcome to AWC. Dr. Borofsky recognized the impact Trustees have in legislative priorities and throughout the state working collaboratively with their CEOs.

Call to the Audience:

No one approached the call to the audience.

Employee Reports

Student Government Association, presented by Karla Vera

Ms. Vera welcomed the Board. She shared recent updates led by Student Government Association (SGA). SGA hosted the Women's Lecture Series in March led by Faculty and Staff with a focused presentation to SGA as well. In celebration of Women's History month, SGA gave golf-cart rides to students who answered questions about women's history and if the student answered the question wrong, were kicked off the cart. A hosted visit to the University of Arizona Tucson campus with over 50 students in attendance was conducted. The San Luis Art Fundraiser hosted on March 23 highlighted art design and prints on t-shirts. Innovation Fund Proposal feedback sessions with Dr. Sara Amani. SGA Student Athlete appreciation social media videos and posters shared. SGA participated in the Rams 2 Matadors and Sidewinders 2 Matadors events for admission recruitment. The Open Mic Night hosted by David Kern was well attended and featured nearly 40 student submissions. A virtual Candidate Meeting for SGA officers running for positions was held to ensure fair campaigns.

Future Events include Sexual Assault Awareness event, South Yuma County Matadors Rally in San Luis, ASU Field Trip scheduled for April 22 and a ResLife Pool party later this month. Career Closet and Pantry pop up events in advance of the Cinco de Mayo Block Party on May 5. Commencement an exciting night on May 13 with SGA member, Luis Vizcarra, the speaker along with six SGA members graduating.

Faculty Senate Association, Presented by Dr. Kevin Kato

Dr. Kato presented on behalf of Faculty Senate Association. Dr. Kato recognized the inaugural Storytelling fest from 6 to 7 pm. English Department was featured in the local Yuma news to host the first digital story fest and Open Mic Night. New Faculty Senate Leadership includes another year for Brian Beeles as President, Dr. Eric Lee as Vice President and Terry Williams in his first term as the District Governing Board Representative. The Senate continues to work through their taskforce for the Senate Constitution for review by Dr. Corr in the new Academic Year. Dr. Kato shared his note of appreciation for serving in the capacity to represent Faculty during this past year.

Professional Employee Association, Presented by Laura Sandigo

Ms. Sandigo welcomed the Board on behalf of Professional Employee Association (PAA).

Ms. Sandigo shared her presence in Parker today supporting Broncs 2 Matador activities to support enrollment and support of Parker High School Students. PAA election season is open and the PAA is seeking nominations for Vice Chair, Treasurer, District Governing Board Representative and College Governance Council seats to be held through April. She shared that her team supports International Students with 44 students graduating with their degrees in May. Lots of participation in The Granger Network culture sessions in support of College's work.

Classified Employee Association.

No report was given.

Student of the Month, Presented by Dr. Diane Carrasco-Jaquez

Eli Fernanda Duarte is the selected Student of the Month. Eli Fernanda Duarte has been awarded the \$1,000 Del Decil Scholarship through the Arizona Artist Guild (AAG). Ms. Duarte is the co-chair of the San Luis Learning Center Art Club and is currently completing an A.A Art-Graphics Degree this spring. She intends to apply her grant towards continuing her education in the fall as she will be transferring to Arizona State University to earn a Baccalaureate degree in Graphic Design.

Dr. Carrasco-Jaquez read a quote from Ms. Duarte “I am extremely grateful for this opportunity and it makes me really glad that my work has been appreciated. I hope I can take my work even further to be able to share it with many more people,” demonstrating her excitement of both selections, and of her work as an artist.

Duarte will be recognized for her award, Wednesday, April 27 in her art class and again in late April as the recipient exhibition at Shemer Art Center and Museum in Phoenix and will have her work displayed until May 19.

Action Items

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

Candidates for Exempt Positions

- Amber Ortega, Professor of Nursing (Internal / Full-Time)
- Caline Gottwald, GOALS Project Coordinator
- Daniela Ayala, Professor of Biology
- Gabriela Reyna, Graphic Designer
- Jilian Masson, Professor of English
- Judith Reaves, Nursing Assistant Program Clinical Coordinator/Instructor (Internal / Full-Time)
- Rebecca Shelby, Professor of Fine Arts (Internal / Full-Time)
- Rosa Rubio, Professor of Nursing (Internal / Full-Time)

Motion by Olivia Zepeda, seconded by Dr. Kenneth MacFarland

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

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

Action Item #2 – Consideration to Approve the 2022-23 Preliminary Budget- Presented by Dr. Daniel Corr

Motion by Dr. Kenneth MacFarland, seconded by Richard Lamb

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

The **Board Approved** the 2022-23 Preliminary Budget as presented.

Summary –

The 2022-23 Preliminary Budget is ready for review and approval by the District Governing Board. The budget process began in October and has had considerable input from the College community.

Ross Poppenberger will present Budget details as they align with Institutional Goals and with approval of the District Governing Board.

Dr. MacFarland recognized the intentional planning to share a Preliminary Budget so early to solicit feedback. Mr. Lamb recognized the attention to detail and thoughtful planning included with the early planning. Ms. Zepeda recognized sharing the Process with clear demonstration of input. Mr. Booth noted the desire to continue to grow to meet community demands.

Action Item #3 – Consideration to Amend the Intergovernmental Agreement with Yuma Education Consortium for Transportation Services – Presented by Ross Poppenberger

Motion by Olivia Zepeda seconded by Richard Lamb

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

The **Board Approved** the Amendment to the Intergovernmental Agreement with Yuma Education Consortium for Transportation Services.

Summary –

Consideration to amend the Intergovernmental Agreement (IGA) with the Yuma Education Consortium for the Transportation Services Agreement to reflect the addition of “Arizona Board of Regents for and on behalf of Northern Arizona University-Yuma.”. As well as the name update for Northern Arizona University’s new President, Dr. Jose Luis Cruz Rivera, as the authorized signatory. The terms of this Intergovernmental Agreement will be until June 30, 2023.

Budgetary Considerations: Funds have been included and will continue to be included in the respective fiscal years for these agreements.

Action Item #4 –Voucher (March 2022) – Presented by Ross Poppenberger

Motion by Dr. Kenneth MacFarland, seconded by Olivia Zepeda

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

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

Summary

Summary of Revenues and Expenditures for the Month Ended March 31, 2022 - Operational and Capital Funds. The result of fiscal operations for the month ended March 31, 2022, indicated that expenses exceeded revenues*. On March 31, 2022, the cash balance was \$36,050,076 compared to \$22,968,350 on the same date last year.

Operational - Fund "0"

The District received 85% of its anticipated revenues and expended 63% of its budgeted expenditures, compared to 61% and 60%, respectively, last year.

Compared to 17,113 credit hours billed to students last year, this year 19,234 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 \$1,250,215 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 6% of its budgeted expenditures, compared to 31 % last year.

* Yuma/La Paz Counties taxes received through February 28, 2022 at March 31, 2022.

President's Report: Technology Update *Presented by Ashley Herrington and Scott Estes*

Ashley Herrington welcomed the Board. She shared the new era of Technology work in partnership with CampusWorks and as part of the College's technology initiatives.

Ms. Herrington introduced Scott Estes, the Colleges Chief Information Officer (CIO) supporting the technology leadership on behalf of the College.

Scott introduced himself and shared a brief introduction of his experience in technology.

Mr. Estes walked through Audit Remediation Activity related to Finding 2020-01, 2020-02; Findings 2021-01, 2021-02. It is the intention to have best practices demonstrated with the hope that auditors recognize the College's progress.

Remediation Efforts related to Audit Finding 2021-02 include: Multiple initiatives complete include Risk Planning through Risk Management, Data Security, Colleague Time-Outs and Password securities. Additionally, Risk Assessment including the IT Security Audit, Security Awareness Training and Device Management steps. Finally, Identifying Access and Roles including working with Colleague data stewards to identify, classify, and define employee access, create roles, and access controls, Annual verification of Colleague permissions defined and underway, Procedure in place to track permission request for all systems.

Remediation Efforts related to Audit Finding 2020-01 include: Institutional Policies and Procedures with all public procedures approved and published totaling 11 to date. There are additional internal procedures: 13 in progress & review stages. Department procedures are on-going as processes are defined. Additionally, Employee Access such as Account Management - Testing completed successfully. Rollout will begin in May. Working on pre-deployment impacts including communication planning; Terminated Employees require an appropriate set of steps for account cleanup with 48,331 old student accounts disabled and 28,594 student accounts now synchronized. Account Management will automate the clean-up of accounts with no activity. This is also part of an annual verification of employee permissions defined and underway; finally, IT Vendor Contracts are scrutinized with a creation of a Standard Operating Procedure (SOP) for Third Party Vendors and Risk Management defined which ties directly into college purchasing guidelines with additional collaboration with college wide initiatives needed.

Closing Items:

Dr. Corr commended the great work within our Technology Department committed to Audit Remediation, showing commitment to best practices for the entire College.

Dr. Corr thanked Dr. David Borofsky for his support for all community colleges trustees serving as volunteers at community colleges across the state. There is great work to be done together.

Dr. Corr recognized Dr. Diane Carrasco-Jaquez for her contribution to the College ahead of her transition to a new position at a university in mid- June in support of her career goals and to be near her husband who resides in Nevada. She will be missed as a valuable member of Cabinet and Chief Academic Officer for the College.

This is the season of celebration of students as the semester comes to a close. Our students have made some amazing achievements through the year.

Next month's May 2022 meeting will generate the College's Goals through 2022-2023 as part of the Regular Meeting.

Commencement is planned for Friday, May 13 at 7 pm celebrating graduates from AWC alongside all three University Partners at Veteran's Stadium.

Mr. Booth noted the great excitement across the District and recognized the great impact the college makes within our communities. The entire Board is thankful for the leadership by Dr. Diane Carrasco-Jaquez during the past two years.

Next Meeting: The next scheduled regular meeting will be Thursday, May 12 2 pm conducted both in-person and via Zoom and at the Yuma Campus.

Adjourn: The meeting matters were complete.

Motion by Olivia Zepeda, seconded by Richard Lamb

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

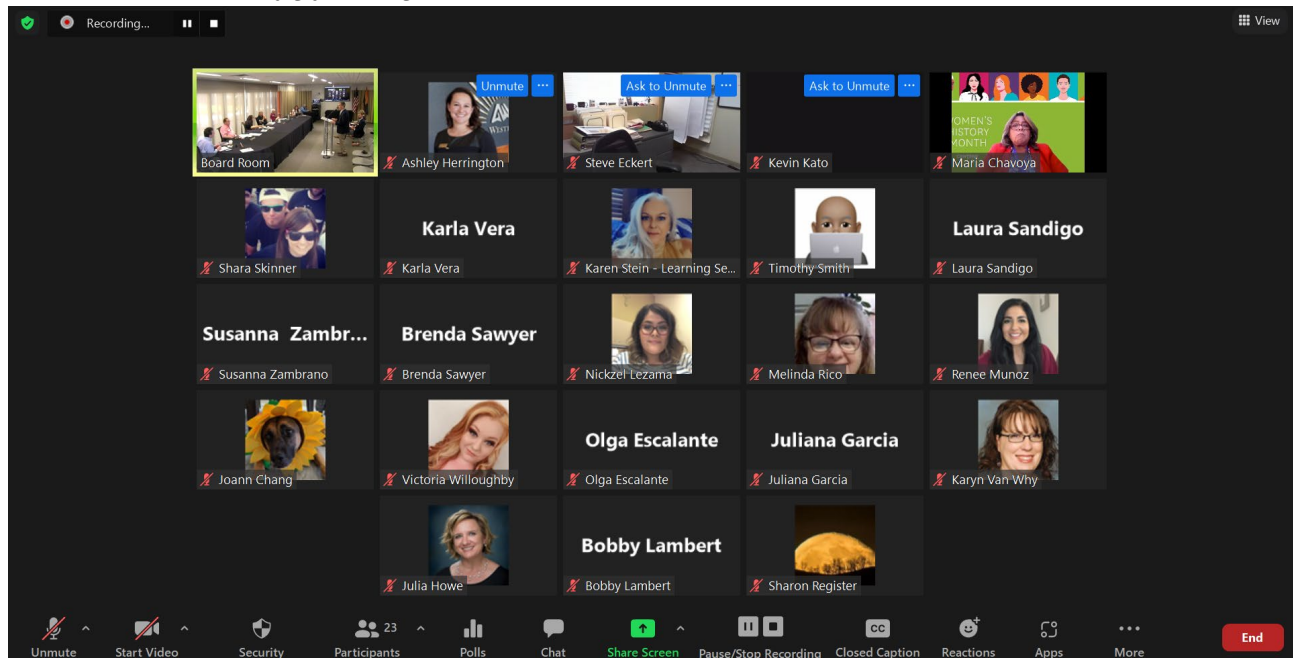
The Board **Approved** the next meeting date and final matters of the meeting. The meeting adjourned at 11:30 am.

Respectfully submitted,



Ashley B Herrington, Recording Secretary

Zoom Attendance at 10:30 am –23 attendees



Zoom Attendance at 10:40 am –21 attendees

The screenshot shows a Zoom meeting grid with 21 participants. The participants are arranged in a grid with the following names and status:

- Board Room (Muted)
- Ashley Herrington (Unmuted)
- Steve Eckert
- Maria Chavoya (Muted)
- Laura Sandigo (Muted)
- Kevin Kato
- Karen Stein - Learning... (Muted)
- Timothy Smith (Muted)
- Susanna Zambrano (Muted)
- Brenda Sawyer (Muted)
- Nickzel-Lezama (Muted)
- Melinda Rico (Muted)
- Renee Munoz (Muted)
- Joann Chang (Muted)
- Victoria Willoughby (Muted)
- Olga Escalante (Muted)
- Juliana Garcia (Muted)
- Karyn Van Why (Muted)
- Julia Howe (Muted)
- Bobby Lambert (Muted)
- Sharon Register (Muted)

The control bar at the bottom includes the following options: Unmute, Start Video, Security, Participants (21), Polls, Chat, Share Screen, Pause/Stop Recording, Closed Caption, Reactions, Apps, More, and End.