

**MEETING MINUTES**  
Arizona Western College  
District Governing Board Meeting  
Regular Meeting 12 pm  
Frances Morris Boardroom and Via Zoom  
August 17, 2022

**Board Members Present:** Board President Dennis Booth

**Board Member present by phone, Zoom:** Board Secretary Olivia Zepeda, Dr. Kenneth MacFarland and Maria Chavoya

**Board Member Absent:** Richard Lamb

**Others Present within Frances Morris Boardroom: (18)**

Dr. Daniel Corr, President	Social and Behavioral Sciences
Ashley Herrington, Chief of Staff	Shara Skinner, Student Activities Coordinator
Bryan Doak, Vice President for Student Services	Mandy Heil, Associate Dean of Communications and Marketing
Kimberly Trujillo, Payroll Manager	Jorge Ramirez, Student Government Association Member
Michelle Landis, Director of Financial Services and Controller	Lt. Anthony Brown, Lt Police
Dr. Nikki Hage, Dean of Students	Rafael Encinas, Academic Advisor/Transition Coordinator
Dr. Joann Chang, Associate Dean – Science, Math/EGR, WPE	Aidaly Quintana, Outreach & Activities Coordinator, Camp Program
Ms. Lynette Soto Lopez, Student of the Month	Rosalia Delgado, Program Director for College Assistance Migrant Program (CAMP)
Guest of Student of the Month	
Karen Stein, Administrative Assistant to the Vice President for Learning Services	
Stuart Gibson, Associate Dean of Business and	

**Others Present by Zoom: (8)**

Katheline Ocampo, Associate Dean of La Paz County Services	Bobby Lambert, Director of Corporate Training Micro-Credentials
Susie Zambrano, Associate Dean of South Yuma County	Renee Munoz, Administrative Assistant to the Vice President for Finance and Administrative Services
Terry Williams, AJS Instructor	Nickzel Lezama, Financial Aid Accountant
Patty Jimenez, Benefits Manager	
Sandra Rodriguez, Human Resources Generalist	

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

none

**Call to Order:** Board President Dennis Booth called the Regular Meeting to order at 12:03 pm.

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

**Adoption of Agenda:** The agenda for the August 17, 2022 meeting presented for approval.

Motion by Kenneth MacFarland, seconded by Maria Chavoya

Final Resolution: Motion Carries

Yea: Maria Chavoya, Dr. Kenneth MacFarland and Dennis Booth

Nay: None

Board President Dennis Booth asked to have Action Items to follow AACCT report in the interest of maintaining quorum. Board members accepted this request.

**Approval of Regular Meeting Minutes:** June 16, 2022 Board Regular, Special and Public Hearing Meeting Minutes presented for approval.

Motion by Dr. Kenneth MacFarland, seconded by Maria Chavoya

Final Resolution: Motion Carries

Yea: Maria Chavoya, Dr. Kenneth MacFarland and Dennis Booth

Nay: None

**Arizona Association of Community College Trustees (AACCT) Report** by Maria Chavoya.

Board Retreat hosted August 24 and 25 at Little America in Flagstaff with AC4 group. She looks forward to an update next meeting.

**Action Items**

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

Motion by Dr. Kenneth MacFarland, seconded by Maria Chavoya

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

The **Board Approved** the Candidates for hire as presented

Candidates for Exempt Positions

- Christopher McDaniel, KAWC Host News Producer
- Crystal Mendoza, Director of Small Business Development Center
- Cynthia Martinez, Professor of English
- Dawn Whinnery, Professor of Psychology
- James Larson, Director of Manufacturing & Apprenticeship Programs
- Jolie Yabuka, Coordinator of International Student Services
- LaLinda Vasquez, HEERF Accountant Temporary Position/Grant Funded
- Meirav Lavy Mazor, Professor of Biology (Anatomy & Physiology)
- Nathan Whinnery, Professor of Video Game Design
- Joseph Wharton, Professor of Drafting

>> Olivia Zepeda joined the meeting at 12:05 pm

**Action Item #2** – Consideration to Approve Purchase for New Sound Systems – Presented by Michelle Landis

Motion by Maria Chavoya, seconded by Dr. Kenneth MacFarland

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

The **Board Approved** the Purchase for New Sound Systems as presented.

*Summary* –

The College seeks approval for the purchase of new sound systems for three locations, including the gym, baseball field and softball fields, located at the Yuma campus. This purchase will replace the aging systems and enhance the quality of audio for athletes, coaches and fans. The total cost for this purchase will be \$56,540.00.

Funds for this purchase have been included in the Fiscal Year 2022-2023 budget as a planned Capital Improvement Project (CIP) for the Athletics Department.

**Action Item #3** – Consideration to Approve Program Trainings for Workforce Development – Presented by Michelle Landis

Motion by Dr. Kenneth MacFarland seconded by Olivia Zepeda

Final Resolution: Motion Carries

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

Nay: None

Abstain: None

The **Board Approved** the Program Trainings for Workforce Development as presented.

>> Olivia Zepeda dropped from call at 12:10 pm

Summary –

Arizona Western College Workforce Development is the local resource for on-job training. In order to continue the support of operations and instruction of 2022- 2023 trainings, the following necessary purchases are needed for the Workforce Innovation and Opportunity Act (WIOA) Program:

Vendor Name	Total FY23 Expense	Reason
HDS Trucking Driving Institute	\$150,000.00	Truck Driving Training School – high demand created a need to increase the amount to meet the desires of participants for on job truck driving training.
Regional Center for Border Health	\$138,000.00	Regional Center for Border Health provides training that is not currently available at AWC in the medical field.
<b>Total</b>	<b>\$288,000.00</b>	

Ms. Maria Chavoya disclosed that she is chair of the Workforce Development Board

**Action Item #4** – Consideration to Approve Purchases Over \$50,000.00– Presented by Michelle Landis

Motion by Maria Chavoya seconded by Dr. Kenneth MacFarland

Final Resolution: Motion Carries

Yea: Maria Chavoya, Dr. Kenneth MacFarland and Dennis Booth

Nay: None

Abstain: None

The **Board Approved** the Action Item as presented.

*Summary-* During the June 15, 2022 District Governing Board, the Board Granted the President authority to review, and approve, presented purchases at the Board approved threshold of \$50,000.00 from Procedure 337.1. The following necessary purchases were made to support business continuity and preparation of a successful Fall semester:

Company	Total FY23 Expense	Service Description
Arizona School Risk Retention	\$304,138.00	Annual Trust Contribution Insurance Coverage
Bob McCloskey Agency, LLC	\$137,198.00	Athlete accidental insurance (previously paid directly to Yuma Insurance)
Cengage	\$105,000.00	BPO for invoice payment for Ed2Go purchase from Cengage (reimbursement Continuing Ed) for the Military Spouse Career Advancement Accounts Program (MyCAA) and Ed2go Online courses.
CopperPoint Western Insurance	\$171,156.00	Workers Compensation Insurance Renewal
EBSCO	\$70,023.96	Library Purchase for e-materials including eBooks, academic journals, and videos.
Fruth Group Copier Refresh (previously known as Yuma Office Equipment)	\$94,075.41	Copier refresh for AWC district. 5-year lease commitment total \$470,377.06
Health Equity	\$154,674.00	High Deductible Health Ins.
Hillyard	\$95,000.00	AWC Custodial supplies
Sentinel Technologies	\$65,578.42	Meraki 12-month subscription for support and maintenance for the Meraki gear
Sodexo	\$2,690,160.00	Dining Services
YABC	\$4,000,000.00	Employee Health Insurance
YCIPTA for YCAT	\$127,505.28	BPO to pay YCIPTA and YCAT services for FY23
YCIPTA for YCAT	\$170,895.77	One-time AWC contributions as approved by YCIPTA Board 7/27/22
<b>Total Cost</b>	<b>\$8,185,404.84</b>	

**Action Item #5** – Consideration to Approve Phase II of The Granger Network Services– Presented by Michelle Landis

Motion by Dr. Kenneth MacFarland seconded by Maria Chavoya

Final Resolution: Motion Carries

Yea: Maria Chavoya, Dr. Kenneth MacFarland and Dennis Booth

Nay: None

Abstain: None

The **Board Approved** the Phase II Agreement with the Granger Network as Presented.

*Summary* - Since December 2021, The Granger Network has supported AWC through strategy and leadership consulting to raise enterprise-wide performance and support teams throughout ambitious change. Based on the first phase of work together building readiness and agency for change with over 120 AWC leaders and colleagues from

every employee group and campus site, we are seeking a second phase of targeted coaching and consulting. This next phase will be instrumental in continued cultivation of leaders of this work at all levels of the organization.

The College is looking to enter into agreements with The Granger Network for the phase of work not to exceed \$212,500.00 for work, plus, up to \$35,000.00 for travel, between September 2022 and June 2023.

**Action Item #6** – Consideration to Approve Purchase of College Vehicles – Presented by Michelle Landis

Motion by Dr. Kenneth MacFarland seconded by Maria Chavoya

Final Resolution: Motion Carries

Yea: Maria Chavoya, Dr. Kenneth MacFarland and Dennis Booth

Nay: None

Abstain: None

The **Board Approved** the Purchase of College Vehicles Action item as Presented.

*Summary* - The College is looking to purchase of fleet of vehicles for official college business not to exceed \$200,00.00. This additional resource will augment the travel and arrangements for outreach, recruitment and college business within Yuma and La Paz County.

**Action Item #7** – Voucher Approval (July 2022) – Presented by Presented by Michelle Landis  
Motion by Dr. Kenneth MacFarland seconded by Maria Chavoya  
Final Resolution: Motion Carries  
Yea: Maria Chavoya, Dr. Kenneth MacFarland and Dennis Booth  
Nay: None  
Abstain: None  
The **Board Approved** the Voucher for July 2022 as presented

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

Summary

The result of fiscal operations for the month ended July 31, 2022, indicated that revenues\* exceeded expenses. On July 31, 2022, the cash balance was \$22,363,713 compared to \$27,450,406 on the same date last year.

Operational - Fund "0"

The District received 13% of its anticipated revenues and expended 7% of its budgeted expenditures, compared to 14% and 5%, respectively, last year.

Compared to 2,056 credit hours billed to students last year, this year 1,938 credit hours were 18 and under, active high school students. These students are billed \$25 per credit instead of \$92 per credit. The AWC community betterment plan has resulted in \$129,846 or 0% 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 0% of its budgeted expenditures, compared to 0% last year.

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

Discussion between Board Members to ensure we are pairing funding across the District to meet the severe financial burden costs of education can be.

**Call to the Audience:**

No one approached the call to the Audience

>> Maria Chavoya dropped from the call at 12:30 pm. \*Quorum lost.

**Employee Reports:**

*Student Government Association; Presented by Jorge Ramirez and Shara Skinner*

Jorge Ramirez welcomed the Board and those in attendance. As a student focusing on Secondary Education, he shared his excitement for the activities completed before the semester, including:

Student Leadership Training during the week of August 8th-11th with meetings held with countless faculty and staff, and learned about many of the resources the campus has to offer. A highlight included was the health and wellness trainings we experienced, including TimelyCare, Step Up! Safe Zone; Vet Net Ally. He shared his favorite activity was called Dream Boards. He shared a short list of upcoming events celebrating students

With the Fall semester starting August 22, there are multiple events in support of students across the District campus sites, including Students Helping Students; Motivation Monday; Coffee with Corr; Back to School Bash at AWC/NAU Library; Tasty Tuesday Popcorn Day; Andale's Closet and Pantry Rack Event; Student Success Center Welcome Event; Throwback Thursday and an AWC Club Fair in early September.

Mr. Ramirez confirmed student speakers and attendees at the All Campus Welcome this week, as well as one of our own, Karla Vera, was the student speaker for the Student Experience Center Groundbreaking.

*Classified Employee Association; Presented by Lt. Anthony Brown*

Lt. Brown presented the Classified Employee Association Report. Lt. Brown welcomed the Board and introduced himself as the new CEA Governing Board Representative. Workshops planned through Fall semester. There is an upcoming Active Shooter session hosted by Chief Steve Suho Thursday, August 18 at 9 am and 2 pm.

*Student of the Month; Presented by Bryan Doak and Stuart Gibson*

Stuart Gibson welcomed Rosalia Delgado. Ms. Delgado welcomed her team from the CAMP Program (College Assistance Migrant Program) supporting students from High School into College. She recognized Ms. Lynette Soto Lopez as the August 2022 Student of the month.

Rafa shared the sentiment that as her academic advisor, she has always sought resources available to her and grown as a successful student through them.

Ms. Soto Lopez shared comments and thanked the Governing Board and the CAMP team for the nomination. She shared that in high school she needed guidance for her life in college. She is majoring in physics, mathematics and engineering and plans to obtain a bachelor's in mechanical engineering. She hopes that in her earning this award encourages other females to be interested in STEM. She shared her thanks for the CAMP program to take advantage of all the resources and has learned to become a stronger academic student and a better person. She plans to graduate in May 2023.

## **President's Reports**

*Finance and Administrative Services; Presented by Michelle Landis*

Ms. Landis welcomed the Board. She shared that College fiscal stewardship continues. The college has continued to diversify the opportunities to invest differently with the Arizona State Treasurer's Office, with \$54.9 million invested with then which is leading to a high rate of return on the College's investments. Since this updated strategy, over \$120,000 in interest earnings have been received.

*Communications and Marketing; Presented by Mandy Heil*

Ms. Heil welcomed the Board. She shared the College's next step in a revised institutional branding. Priorities of the branding is to continue to honor the region and history of the college and grow forward. Mandy invited everyone to the September 19 Branding Kick Off from 3 – 4:30 pm.

## **Closing Items:**

Dr. Corr shared the amazing groundbreaking ceremony this morning to formally recognize and celebrate the facility construction underway adjacent to 3C and LR. The groundbreaking brings great enthusiasm for the future of the college.

Monday is the first day of the Fall semester across the District. The 2022 Fall Town Hall was hosted mid-day August 16 and the Faculty Start Up in the evening. Fall enrollment is being monitored to ensure the offering of the appropriate course offerings for our students.

College will be developing a second pillar of the College programming to support Workforce Development needs and provide nimble and stackable training.

A presentation highlighting the partnership with Yuma Regional Medical Center (YRMC) is planned for the next month or two.

**Next Meeting:** The next scheduled regular meeting will be Wednesday, September 21<sup>st</sup> at 12 pm conducted both in-person and via Zoom and at the Yuma Campus.

**Adjourn:** The meeting matters were complete, and Mr. Booth adjourned the meeting. No motion was necessary as quorum had been lost earlier.

The Board **Approved** the next meeting date and final matters of the meeting.  
The meeting adjourned at 1:10 pm.

Respectfully submitted,

*Ashley B. Herrington*  
Ashley B Herrington, Recording Secretary

