REGULAR MEETING CALL TO ORDER - AGENDA ITEM #1
Governing Board Chairman, Frank Straka, called the meeting to order at 4:32pm. Governing Board Members in attendance/video conferencing were Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli. Staff in attendance were: Greg Donovan, Anna Abe, Jack Erb, Spencer Isom, Stephen Weltsch, Laura Jaime, Kara Dellisanti, Courtney Hundley, Susan Leon, Julie Rodriquez, Paul Melessa, Brady Mitchell, Barbara Thompson, Deb Godley, John Mulcahy, Joel Wakefield, Cindy Strozewski, Chris Cook, Kyle Backer, Erica Shumaker, Vicki Godby, Matt Heath, George Gerardo, Dan Hester, Darin Sowby, John Kukowski, Marilyn Babyar, Katie Mehin, Rahsaan Bartet, Jason Croft, Carol Risano, Maya Milhon, Troy Gabaldon, Aaron Parsons, Kate McClellan, Jarett Guy, Leticia Reyna-Stroud, Julie Ehrman, Paul Getz, CJ Williams, Wendy Rupe, Monica Hook, Joe Martinez, David Melian, Khadeem Bernard, Holly Medina, Mike Johnson, America Segura, Dottie Wittman, Tammy Bachelder, Tiffany MacKenzie, Brittni Specker, Nancy Bautista, and Dee Markham.

ADOPTION OF THE JULY 14, 2020 REGULAR GOVERNING BOARD MEETING AGENDA - AGENDA ITEM #2
Governing Board Chairman, Frank Straka, turned the meeting Chair over to James Kaltenbach as he was having video/audio difficulties.

Jim Migliorino made a motion to adopt the 7-14-20 Board Agenda. Richard Oros seconded the motion, and the motion was approved unanimously by Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli.

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July 15, 2020
PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE - AGENDA ITEMS #3 & #4
Kara Dellisanti, Curriculum and Instruction Coach, led the Pledge of Allegiance, and a Moment of Silence was observed afterwards.

DISCUSSION AND CONSIDERATION OF APPROVAL OF THE MINUTES OF THE REGULAR BOARD MEETING HELD JUNE 10, 2020 - AGENDA ITEM #5
Jim Migliorino made a motion to approve the Minutes of the regular Board Meeting held June 10, 2020. Peter Pingerelli seconded the motion, and the motion was approved unanimously by Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli.

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SUMMARY OF CURRENT EVENTS - SUPERINTENDENT - AGENDA ITEM #6(A)
Superintendent Donovan congratulated the following individuals on their elections:
- Stephen Weltch - Board of National Coalition of Local Administrators
- Rahsaan Bartet - ACTEAZ President-Elect
- James Hawk - ACTEAZ Treasurer
- Brady Mitchell - ACTEAZ Member at Large
- John Mulcahy - ACTEAZ Lifetime Achievement Award
- Shelly Thome – Distinguished Service Award
- Marilynn Babyar – ACTEAZ CTE Administrator of the year
These individuals will be publically recognized for their election/service at a later date.

SUMMARY OF CURRENT EVENTS - GOVERNING BOARD - AGENDA ITEM #6(B)
No items were brought forth by the Governing Board.

LEGISLATIVE AND BUSINESS PARTNERSHIP UPDATE - AGENDA ITEM #7
Director of Business Development and Government Affairs, Spencer Isom, reported on the following:
- Governor Ducey issued Executive Orders giving schools flexibility and funding options for distance learning in the upcoming year. Start of in-person classes will begin on
August 17, and a Distance Learning Plan must be submitted to the Arizona Department of Education.

- Arizona Department of Education has released allocations of the Elementary and Secondary School Emergency Relief Funds (ESSER) with the Coronavirus Aid, Relief, and Economic Security (CARES) Act.
- It is hopeful that the CTED legislative priorities will be reintroduced during a Legislative Special Session this year or in the upcoming 55th Session in January.
- An appraisal for the 30 acres for the Southeast Campus has been ordered.
- The City of Phoenix is waiting for FAA to approve the lease for the Northeast Campus parking area at the Deer Valley Airport.
- Discussion is underway with the City of Phoenix for a partnership using the old K-Mart facility at Northern and I-17.
- Discussion is underway with TRANE regarding an energy audit and expansion of the HVAC-R Program.

DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE THE CONSENT AGENDA - AGENDA ITEM #8

Jim Migliorino made a motion to approve the Consent Agenda. Charlie Ellis seconded the motion, and the motion was approved unanimously by Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli.

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Items approved were:
- Accounts Payable Voucher Reports (4056 - 4065)
- Payroll Voucher Reports 25, 26, 2250, 2260, & 2261
- Personnel
- Donations
- Career and Technical Student Organization Student Activity Monthly Cash Report
- IGA between West-MEC and Maricopa County Community College District for Dual Enrollment
- Teacher Performance Evaluations
- Teacher Evaluators
- Classroom Site Fund Plan
CALL TO THE PUBLIC - AGENDA ITEM #9
No items were brought forth in the Call to the Public.

REOPENING OF PROGRAMS IN FALL SEMESTER 2020 - AGENDA ITEM #10
Vice Chairman, James Kaltenbach, turned the meeting back over to Chairman, Frank Straka, at this time.

Assistant Superintendent for Teaching, Learning and Campus Operations, Stephen Weltsch, reported on reopening of West-MEC Programs in the Fall Semester of 2020. Administrators received input from the community, parents, and students in order to build out plans to work out social distancing and programming for the fall semester. Instructors and Administrators have also worked on their Arizona Department of Education Roadmap Planning and are preparing for 3 scenarios: Traditional In-person, Hybrid (in-person and virtually), and Virtual. The TRUST has issued guidance and templates along with Maricopa County issuing regulations for face coverings. Regardless of the plan of education, safety measures will be in place, along with social-emotional support. CTSO activities and travel will be modified to include virtual aspects. Currently, the Aviation program will begin virtually on August 3rd, and the remaining Central Programs will begin virtually on August 5th. August 17th is an aspirational date from Governor Ducey to open school, but this is not a firm date.

Questions from the Governing Board were as follows:

- What about virtual field trips? (Jim Migliorino) Instructors and Coaches are working with Business and Industry and Advisory Councils for these video resources.
- What about hands-on requirements in programs? If we go on-line, how much time will we have to make up? (Frank Straka) Arizona Statutes require that 51% of program studies have to be hands-on learning and this is tracked through the Scope and Sequence document. This requirement with the Arizona Department of Education will be waived this year, but West-MEC’s intention is to give the students as much hands-on as possible.
- Certifications also requires hands-on, so how do you make up this time? (Frank Straka) Programs such as Aviation and Hairstyling had 20% waivers. If there is an Instructor guiding them for the full class period, then theory and content can be counted. West-MEC may have to extend classroom days over next summer to get the required time in.
- If a student has COVID-19, what will West-MEC do? What about elevator occupancy and stairwells, and visitors? (Richard Oros) School leaders have walked West-MEC Campuses, and each Campus will only have one entrance with each program only having one entrance. Students will be given face coverings and taught the proper use of Personal Protective Equipment. Between classes, there will be cleaning and specific hallways will only be one way. Elevators are only accessible to specific people, so only one or two personnel will be using them. West-MEC is looking at protocols regarding COVID-19. With the contracted services, infected rooms will be left empty for 24-48 hours and air will be circulated through the room along with disinfecting the entire area. Mr. Oros would like Administration to review touch points in the bathroom areas also and will send what Community Colleges are doing for prevention.

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• What about break times? (James Kaltenbach) West-MEC will be staggering start and stop times of programs, along with the break times.
• What about travel? (James Kaltenbach) Job shadowing for students will occur, and most students will travel themselves. Most regular outside activities have been cancelled for the Fall Semester. The Substitute issue is being looked into and that is why the online option is important.
• What about CTSO officer training? (James Kaltenbach) There is an effort which involves modules for Train the Trainer so Member Districts can execute the training themselves. There will also be online components.

COMMUNICATIONS UPDATE - AGENDA ITEM #11
Public Relations Administrator, Chris Cook, Marketing Manager, Erica Shumaker, and former Communication Specialist, Kyle Backer reported on the accomplishments, new systems, and procedures developed during the 2019-2020 school year which are as follows:

1. New systems/marketing initiatives
   • Internal Media Kit which provides hundreds of assets for staff usage
   • Website accessibility which helps to be more compliant for the visually impaired
   • Interactive online West-MEC map which gives birds eye view of campus
   • Emergency Response Plan communication scripts
   • 360 Virtual Reality Videos to showcase Central Programs
   • Day in the Life Videos with students reporting
   • 30 Second Central Program Videos for recruitment
   • Interactive mail campaign
   • Highway digital billboard ad campaign

2. Videos
   • YouTube Video System switch from Vimeo

3. Print Design/Ticket System
   • Completed more than 100 graphic design projects for internal and external stakeholders
   • West-MEC Timeline Project which is located at the Corporate Office
   • Graphic Media designs
   • Completed 176 ticket online requests

4. Events
   • Attended and participated in 52 events this year.

5. Trainings
   • Trained 22 Central Program CTSOs on social media
   • West-MECyou trainings (Project Design for Impact, Going the Extra Arrow, and Becoming a West-MEC Ambassador)

6. Press Releases/Media Placements
   • 17 press releases
   • 32 media placements

7. Social Media
   • Brand awareness focuses on students, parents, business & industry, and educators
Continually surveying analytics: total follower count increased by 7.2%, total impressions increased by 41.1%, and total engagement increased by 12.6%

8. COVID-19 Communications
   - Continually sending out updates to students, parents, and staff
   - Created a new webpage for District COVID-19 updates, along with resources

Questions and comments from the Governing Board:
   - In your presentations, it would be a good idea to use slides, etc. with professional distancing and masks. (Richard Oros)
   - Is the CTSO content audited? The good items the CTSOs report are reposted.
   - How much does West-MEC spend for student recruitment and how much for each student? (Frank Straka) Currently, this is by job and tallies have not been kept. At times the Departments cover the expenses.

Chris Cook reported that Kyle Backer has left West-MEC and will be working full time to get his Master’s Degree.

DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE A DELEGATE TO ATTEND THE ARIZONA SCHOOL BOARDS ASSOCIATION DELEGATE ASSEMBLY - 9/12/20 - AGENDA ITEM #12

No members of the Governing Board are available to be a Delegate for the Arizona School Boards Association Delegate Assembly.

DISCUSSION AND CONSIDERATION OF A MOTION TO CONVENE A PUBLIC HEARING PURSUANT TO A.R.S. §15-905: STATEMENT OF PURPOSE: The purpose of this Hearing is to provide the public the opportunity for questions and discussion for the Maintenance and Operations and Capital Outlay Budget for the 2021 Fiscal Year. - AGENDA ITEM #13

Jim Migliorino made a motion to convene a Public Hearing pursuant to A.R.S. §15-905: Statement of Purpose: the purpose of this Hearing is to provide the public the opportunity for questions and discussion for the Maintenance and Operations and Capital Outlay Budget for the 2021 Fiscal Year. Peter Pingerelli seconded the motion, and the motion was approved unanimously by Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli.

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July 15, 2020
Business Administrator, Barbara Thompson, reported that West-MEC is budgeted to capacity. Two factors that have affected the FY21 budget are an increase in Average Daily Membership from $7,077,381 to $7,134,852 and a decrease in District Additional Assistance of 14% which is approximately $562,728.00.

Projected FY21 Revenue is $44,625,997.80 which is broken down into the following areas:
- Salaries - $11,794,785.00
- Benefits - $4,933,351.00
- Technical/Professional Services - $2,530,259.00
- Repairs and Maintenance - $1,353,591.80
- Supplies/Materials - $1,249,496.00
- Electricity - $1,311,753.00
- Member District Funding - $15,938,115.00
- Furniture/Equipment/Vehicles - $2,279,187.00
- Instructional Aids/Textbooks - $2,249,736.00
- Technology - $985,724.00

**DISCUSSION AND CONSIDERATION OF A MOTION TO CLOSE THE PUBLIC HEARING AND RETURN TO REGULAR SESSION - AGENDA ITEM #14**

James Kaltenbach made a motion to close the Public Hearing and return to Regular Session. Richard Oros seconded the motion, and the motion was approved unanimously by Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli.

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**DISCUSSION AND CONSIDERATION OF A MOTION TO ADOPT THE MAINTENANCE AND OPERATIONS AND CAPITAL OUTLAY BUDGET FOR THE 2021 FISCAL YEAR - AGENDA ITEM #15**

James Kaltenbach made a motion to adopt the Maintenance and Operations and Capital Outlay Budget for the 2021 Fiscal Year. Jim Migliorino seconded the motion. Governing Board Secretary, Dee Markham, called for the vote, and the motion passed unanimously by Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli.
WEST-MEC CALENDAR EVENTS - AGENDA ITEM #16
Frank Straka reported on the West-MEC calendar of events:

A. West-MEC District Events/Conferences
   1. West-MEC All Staff Meeting - July 27, 2020 (virtual meeting)

DISCUSSION OF FUTURE AGENDA ITEMS - AGENDA ITEM #17
Future agenda items will be: Study Session on Building Usage and Solar Usage and Special Session for purchase of land approval.

CONSIDERATION OF A MOTION TO ADJOURN - AGENDA ITEM #18
Richard Oros made a motion to adjourn the Governing Board Meeting at 6:33pm. James Kaltenbach seconded the motion, and the motion was approved unanimously by Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli.

Respectfully Submitted,

Dee Markham
Governing Board Secretary