REGULAR MEETING CALL TO ORDER - AGENDA ITEM #1
Governing Board Chairman Frank Straka, called the 6-10-20 Governing Board Meeting to order at 4:30pm. Roll call of the Governing Board Members was taken by Governing Board Secretary, Dee Markham, at the start of the meeting. Governing Board Members present were Frank Straka, James Kaltenbach, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli. Charlie Ellis joined the meeting at 4:35pm. West-MEC staff in attendance were: Greg Donovan, Dan Hester, Anna Abe, John Mulcahy, Stephen Weltsch, Carol Risano, Julie Ehrman, Spencer Isom, Deb Godley, Jessica Williams, CJ Williams, Holly Medina, Jarett Guy, Courtney Hundley, Brittney Blady, Tamara Hermann, Cindy Strozewski, Barbara Thompson, Laura Jaime, Mike Babyar, Diane Parsons, Matt Heath, Christine Ireland, Troy Gabaldon, Leticia Reyna-Stroud, Rahsaan Bartet, Kara Dellisanti, Chris Cook, Brady Mitchell, Amanda Farmer, Angela Harris, Darin Sowby, Krista Block, Jack Erb, Susan Leon, Joel Wakefield, Lizeth Fils-Aime, Erica Shumaker, George Gerardo, John Kukowski, Marilyn Babyar, Speranta Klees, Paul Getz, Mike Johnson, Lillian Castrovinci, Heather Adair, Tammy Bachelder, Vicki Godby, and Dee Markham. Also in attendance was Jewell Cullum.

ADOPTION OF THE JUNE 10, 2020 REGULAR GOVERNING BOARD MEETING AGENDA - AGENDA ITEM #2
Richard Oros made a motion to adopt the June 10, 2020 regular Governing Board Meeting Agenda. Jim Migliorino seconded the motion, and the motion was approved unanimously (6-0) by Frank Straka, James Kaltenbach, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli.

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June 11, 2020
PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE - AGENDA ITEMS #3 & #4
Associate Superintendent of HR and Policy, Jack Erb, 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 MAY 13, 2020 - AGENDA ITEM #5
James Kaltenbach made a motion to approve the Minutes of the regular Board Meeting held May 13, 2020. Jim Migliorino seconded the motion. Governing Board Secretary, Dee Markham took a roll call vote, and the motion was approved unanimously, (6-0) by Frank Straka, James Kaltenbach, Charlie Ellis, Barbara Wyllie, Jim Migliorino, and Richard Oros. (Peter Pingerelli had his microphone off at this voting time.)

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SUMMARY OF CURRENT EVENTS - SUPERINTENDENT - AGENDA ITEM #6(A)
Superintendent Donovan reported on the following items:

- On June 28th, Project Search held its Drive-thru Recognition Ceremony. It was 111° outside that afternoon/evening. This event was very successful.
- On June 29th, all West-MEC Campuses held their Drive-thru Recognition Ceremonies in the morning. The areas were well set-up, and staff and students had fun. West-MEC’s percentage of students attending the Drive-thru Recognition Ceremonies for both Project Search and Central Programs was almost the same as the traditional in-person Ceremony that normally takes place.
- Teachers returned to work on June 1, and students are coming back (9 at a time) to work on certifications and licensures. This procedure seems to be working well.
- Student Services and Curriculum and Instruction are working diligently on back to school plans. All plans will be shared next month at the Board Meeting.
- A few staff members have left for other opportunities and will be recognized at a later date.
- Assistant Superintendent of Teaching, Learning, and Campus Operations, Stephen Weltsch, reported that Professional Development Specialist, Julie Stockwell, was recognized by Cognia (formerly AdvancED) with an Excellence in Education Award.

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:

- The Legislature ended their regular session on May 26 and expect to return for at least one Special Session before the end of the year.
- School can reopen for the summer, but must follow CDC (Center of Disease Control) guidelines.
- ADE (Arizona Department of Education) opened the grant application for the CARES (Coronavirus Aid, Relief, and Economic Security) ACT which will provide relief funds to schools during the pandemic; ADE is working on making this grant available to CTEDs.
- On June 1, Superintendent Hoffman released the Roadmap for Reopening Schools which was developed by a taskforce of educators and public health experts.
- The Northeast Campus submitted its response to questions from the FAA dealing with plans to secure the lot and lighting. West-MEC will continue to partner with the City of Phoenix for final approval.
- WESTMARC held its annual Economic Development Summit today with a focus on education. Special thanks to Greg Donovan for being on the panel and to Chris Cook and the Public Relations Department for the presentation. Also, thanks to members of the West-MEC Alliance (Frank Straka and Jack Erb) agreeing to pay for West-MEC as a technology sponsor for the event.

Questions from the Governing Board were as follows:

- What is driving the declining enrollment so that we have to put a cap in place to protect districts from no more than a 2% drop? (Frank Straka) Because of COVID-19 school closures, parents may be concerned and not send their students back to school. If enrollments drop, Districts are guaranteed a certain amount of funding.
- Where does the money go if a student goes to another District? Where does the money come from? (Frank Straka) It is too early in the game to approach those type of questions. Per Greg Donovan, HighGround (a political and election consultant group) has done quite an extensive survey, and 20%-30% of parents said they were not comfortable in sending their kids back to school. Dysart has tried to do some of their own polling, and they are getting some of this same feedback that the parents felt their students would not be safe.
- What happens if in a few weeks after the start of school, if some parents decide that staying home is not the best option for their student and they put their students back in school? How do you catch the students up? (Greg Donovan) There are lots of challenges in this return to school discussion.
- Any ETA on when we will see the completion of parking lot at the Northeast Campus? (Frank Straka) Working with the City of Phoenix has been quite the learning process, but completion should happen as soon as possible at the Government’s pace.
DISCUSSION AND CONSIDERATION OF A MOTION TO APPROVE THE CONSENT AGENDA - AGENDA ITEM #8
Richard Oros made a motion to approve the Consent Agenda. Charlie Ellis seconded the motion. Governing Board Secretary, Dee Markham, took a roll call vote, and the motion was approved unanimously (6-0) by Frank Straka, James Kaltenbach, Barbara Wyllie, Charlie Ellis, Richard Oros, and Jim Migliorino. (Peter Pingerelli’s microphone was muted.)

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Items approved were:
- Accounts Payable Voucher Reports (4051 – 4055)
- Payroll Voucher Reports 23, 24, 2230, & 2240
- Personnel
- Donations
- Textbook Approval for Medical Assisting
- Career and Technical Student Organization Student Activity Monthly Cash Report
- Annual Renewal for Contracts/Awards
- Resolutions
- IGA with Pima County CTED for AZ CTE Curriculum Consortium

CALL TO THE PUBLIC - AGENDA ITEM #9
Student Services Administrative Assistant, Carol Risano, spoke about cost of living and asked the Governing Board to reconsider removing the cap for those at the top of their salary range.

REPORT ON POSSIBILITY OF ONLINE INSTRUCTION FOR BEGINNING OF FALL SEMESTER - AGENDA ITEM #10
Assistant Superintendent of Teaching, Learning, and Campus Operations, Stephen Weltsch, reported on the possibility of online instruction for the beginning of the 2020 Fall Semester. COVID-19 has really turned education upside down calling on our staff to teach virtually in a hands-on teaching environment. West-MEC Instructors did a valiant job of giving students the opportunity to continue learning in their programs. New students and returning students will arrive the beginning of August for the new school year and West-MEC is preparing a layered plan. Elements of the plan are still under construction, but basically there are three points:

Plan A - (Traditional) Learning will occur in-person in West-MEC classrooms and labs.
CDC guidelines will be followed.

Plan B - (Hybrid) Learning will occur both in-person and virtually. In order to achieve smaller class sizes, West-MEC will teach content theory online and in-person for hands-on learning.

Plan C - (Virtual) This type of teaching will only be done in the event of school closures.

Current legislation only lets West-MEC be funded for Plan A, unless a special session is called to change the current statutes. West-MEC is also working with Member Districts to understand their schedules and is collaborating internally and externally.

Questions from the Governing Board:

- Do we know how this might affect our budget? (Richard Oros) They cannot cut us more than 2%, if the law is passed. If the law is not passed, and we have 20% less students, then we will get 20% less funding. Funding depends on the legislature. We have no idea what parents are going to do so we are in unchartered water.
- Teaching a full day of classes is exhausting. How can you teach half in person and half on line? What about if students enroll late? West-MEC students are not a priority in Member Districts; do we need to amend the IGAs? (James Kaltenbach) Historically, West-MEC has not allowed students to enter a program after 10 days of class, but this issue is being closely looked at and will be spelled out in black and white.
- I would like to see a plan with options to protect our employees. (Richard Oros) West-MEC’s cash reserves should protect employees for a long time.
- Maybe we should go back to the Member Districts and present our programs as an “opportunity”, an alternative to help districts spread out their day. (Frank Straka) Communications are being worked on with the Member Districts.

STRATEGIC PLAN FY20 PRESENTATION - AGENDA ITEM #11
Assistant Superintendent of Professional Development and Adult Ed, John Mulcahy, reported on the 4th year of West-MEC’s five year Strategic Plan. 87.3% of the Critical Work Activities in the plan have been accomplished with the entirety of West-MEC staff involved in the process. The objectives of the 4th year of the Strategic Plan are as follows:

Vision Element 1 - focuses on teaching and learning
- Research best-practices and engage parents in the learning process.
- Define work-based learning and develop models (special thanks to Kim Migliorino for help with the Affiliation Agreements)
- Explore and design systems for promoting professional collaborations that advance teaching and learning

Vision Element 2 - focuses on organizational excellence
- Adult Ed
  - Improve the instructional quality
  - Identify new programs
• Obtain Federal Student Aid approval

• Business
  o Implement ongoing campus and department visits
  o Work with Adult Ed on implementing adult financing

• Public Relations
  o Create a system of yearly district videos to explain topics and target audience
  o Develop videos for High Opportunity Programs
  o Develop an electronic tracking system for PR service requests

• Facilities
  o Inventory program equipment
  o Meet with ABM for the 1st quarter about cleaning facilities
  o Continue development of District Wide Emergency Response Plan

• Human Resources
  o Transition new hire process from paper to electronic
  o Create electronic contracts for all West-MEC employees
  o Restructure and reconstitute the West-MEC Alliance

• Information Technology
  o Safeguard personal identifiable information
  o Track all equipment including servicing and lifespan
  o Provide cybersecurity awareness training
  o Bring server backups in-house

• Professional Development
  o Select a Learning Management System
  o Create a professional skills assembly for students to teach leadership to all students
  o Create a rubric for the West-MEC skill sets

Vision Element 3

• Develop a more comprehensive partnership with West-MEC Alliance
• Develop a tiered system for business and industry partner engagement and recognition
• Create a system that provides professional development in ambassador and advocacy training for West-MEC staff and supporters

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 Proposed Maintenance and Operations and Capital Outlay Budget for the 2021 Fiscal year. - AGENDA ITEM #12

James Kaltenbach made a motion to Convene a Public Hearing pursuant to A.R.S. §15-905: to provide the public the opportunity for questions and discussion for the Proposed Maintenance and Operations and Capital Outlay Budget for the 2021 Fiscal Year. Charlie Ellis seconded the motion. Governing Board Secretary, Dee Markham, took a roll call vote, and the motion was approved unanimously (7-0) by Frank Straka, James Kaltenbach, Barbara Wyllie, Charlie Ellis, Richard Oros, Peter Pingerelli, and Jim Migliorino.
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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

Questions from the Governing Board:
- What is the driving force in the benefits increase? I would like a breakdown of this year’s benefits cost and next years. (Frank Straka)
- Arizona is 48th in the nation for pupil funding; we need to work on an increase per pupil funding. (Jim Migliorino)
- Do we pay for audit services? (Frank Straka) Yes, but we are reimbursed for those expenses.
- Can we ask to keep the tax rate at .012 instead of the projected .1134 so the extra money could go into escrow, and then in 5 years buy back bonds? (Frank Straka) The return is so low right now and some Districts have not been able to sell bonds. It would be good to speak to Bryan Lundberg at Stifel.
- Please explain the methods of funding Member Districts. (Richard Oros) There are several categories to Member District Funding, one is based on enrollment and based on how many years they have been in the program and this is spelled out in the Intergovernmental Agreement. The Member Districts have to apply for specific grants for the rest of the funding they receive. Normally, this money is not rolled into the next
year, but this year because of COVID-19, the money was allowed to roll over (these monies must be spent on CTE.)

- What happens if there is a 30% drop in Satellite Program attendance? (Frank Straka) The clause in the Intergovernmental Agreement states that their funding is contingent on attendance. In 2012, when West-MEC funds were reduced by the Legislature, the Intergovernmental Agreements had to be redone.

- There is talk that the Legislature may sweep all the excess funds. Do we have a contingency plan so we could protect the money before the Legislature could get it? (Frank Straka) In 2009, West-MEC bought the Buckeye property and encumbered the remaining amount. The Legislature can take excess cash, but cannot take bond monies.

- Can you send to the Board the FTE increase to 34 positions and what categories they were? (Peter Pingerelli) This information was provided in the March consent agenda and will be sent out again. While we budget for positions, we may not be currently filling them.

**DISCUSSION AND CONSIDERATION OF A MOTION TO CLOSE THE PUBLIC HEARING AND RETURN TO REGULAR SESSION - AGENDA ITEM #13**

Richard Oros made a motion to close the Public Hearing and return to Regular Session. Jim Migliorino seconded the motion. Governing Board Secretary, Dee Markham, took a roll call vote, and the motion was approved unanimously (7-0) by Frank Straka, James Kaltenbach, Barbara Wyllie, Charlie Ellis, Richard Oros, Peter Pingerelli, and Jim Migliorino.

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**DISCUSSION AND CONSIDERATION OF A MOTION TO ADOPT THE PROPOSED MAINTENANCE AND OPERATIONS AND CAPITAL OUTLAY BUDGET FOR THE 2021 FISCAL YEAR - AGENDA ITEM #14**

Jim Migliorino made a motion to adopt the Proposed Maintenance and Operations and Capital Outlay Budget for the 2021 fiscal year. Richard Oros seconded the motion. Governing Board Secretary, Dee Markham, took a roll call vote, and the motion was approved unanimously (7-0) by Frank Straka, James Kaltenbach, Barbara Wyllie, Charlie Ellis, Richard Oros, Peter Pingerelli, and Jim Migliorino.

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WEST-MEC CALENDAR EVENTS - AGENDA ITEM #15
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 #16
A. Report on Solar Performance at West-MEC - August Board Meeting (8-12-20).
B. Report on savings of West-MEC Campuses being closed, plus comparison of savings
   between West-MEC and Member Districts. How can we improve?
C. Capital needs projected out 5 years.
D. Employee protection plan.
E. Back to School update.
F. Strategic Plan year 5 objectives and how the next plan will begin.
G. Budget adoption for FY21 in July
H. July Study Session on Building Utilization (meeting begins at 4pm)

Frank Straka asked that we go back to the Superintendent Report, and Greg Donovan reported
that all Adult Ed programs are back up and running. Distance learning was successful and all
students were excited to return.

CONSIDERATION OF A MOTION TO ADJOURN - AGENDA ITEM #17
Jim Migliorino made a motion to adjourn the meeting at 6:22pm. Richard Oros seconded the
motion, and the motion was approved unanimously (7-0) by Frank Straka, James Kaltenbach,
Charlie Ellis, Barbara Wyllie, Richard Oros, Jim Migliorino, and Peter Pingerelli.

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Respectfully Submitted,

Dee Markham
Governing Board Secretary

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\[\text{JUL 1 4 2020}\]
\[\text{Board Approved}\]

\[\text{Dee Markham}\]