

**Western Maricopa Education Center, District 402**

4949 W. Indian School Road – Phoenix, AZ 85031

August 6, 2008

**Governing Board Meeting Minutes**

1. Board President Kaltenbach called the meeting to order at 4:05p.m. All Board Members were present. Others in attendance were Greg Donovan, Jim Brown, Diane McCarthy, Cliff Migal, Cindy Bishop-Hedge, Chris Cook, Ron Kaltenbach, Dean Peterson, Debbie Holland, and Dee Dougan. Those present were led in the Pledge of Allegiance and a moment of silence by new employee Chrystal Sullivan.
2. Mr. Amery made a motion to approve the consent agenda which included the July 9, 2008 minutes, the accounts payable and payroll voucher reports, the personnel report, adoption of a resolution regarding the garnishment of wages, travel for Greg Donovan, Jim Brown, Chris Cook, and Diane McCarthy to North Carolina for the ACTE Annual Convention and Career Tech Expo, travel for Greg Donovan and Jim Brown to Cincinnati to attend the Tech prep, and travel for Chris Cook to Las Vegas to attend the NAPP Convention. The motion was seconded by Mr. Lunsford and passed unanimously.
3. Mr. Mulcahy made a motion to convene a public session pursuant to A.R.S. §15-905, §15-962 (D) (2), and §15-1103 (C) in order to provide the public the opportunity for questions and discussion of the proposed Maintenance and Operations and Capital Outlay Budgets for the 2008-2009 fiscal year. Mr. Taylor seconded the motion and the public session was opened. Ms. Bishop-Hedge, Business Manager at West-MEC, opened the discussion by explaining that our funding for fiscal year 2008-2009 has dropped to 91.0 % from 91.8%. She also explained that we ended up with only a reduction of \$53,500 in our budget. There was no public comment. Mr. Mulcahy made the motion to close the public hearing and return to regular session. Mr. Taylor seconded and the motion was passed unanimously.
4. Mr. Straka made the motion to adopt the proposed 2008-2009 fiscal year budget. Mr. Taylor seconded and the motion was passed unanimously.
5. There was to be a presentation by Paul Johnson regarding the summer Medical Laboratory Assisting II program, but Mr. Johnson had car difficulties and was not able to make it. Mr. Donovan gave a summary of the 6 week program Mr. Johnson led in which all students completed the course and passed the State Certification Test. West-MEC funded this program since it had already been created even though Superintendent Tom Horne withheld JTED summer school funding budgeted for summer school needs.
6. There was a motion by Mr. Amery and seconded by Mr. Taylor to consider the motion to establish a sick leave payout policy. After much discussion regarding this policy, it was recommended by the board that Mr. Donovan seek out 5 other districts to gain information on their sick leave policies and for Mr. Donovan to bring this information back to the board in a revised policy. The motion failed.
7. Mr. Mulcahy made a motion to approve the Inter Governmental Agreement with Glendale Community College. Mr. Taylor seconded the motion. The motion passed.

8. Diane McCarthy, West-MEC Legislative Liaison, gave a report on State and Federal Legislation. She said the JTEDs met with ADE Superintendent Tom Horne last Friday to discuss FTE. He said that their chief financial officer felt we were entitled to more than 1.0 FTE, but that he won't receive the report until the Assistant Attorney General returns from vacation. West-MEC council, Lindsay Jones, informed Superintendent Donovan via phone that legal venues will need to be taken if we don't get full funding.
9. A report regarding WESTMARC's West Valley Labor Force Study was then given by Diane McCarthy. To quote, "This survey will be an invaluable tool for business and communities interested in recruiting, developing, and retaining strong economic partners in the valley."
10. Ms. Flax, Mr. Kaltenbach, and Mr. Mulcahy gave summaries regarding their trips to the ACTE (Arizona Career & Technical Education) Conference and Ms. Bishop and Ms. Dougan gave brief summaries of their AASBO (Arizona Association of School Business Officials) Conference in Tucson.
11. A little over a year ago, a motion was passed by the West-MEC Board to go out for architectural services. Ms. Bishop and Mr. Donovan will release a RFP in approximately 30 days so we can do some renderings and summarize by the next Board meeting in September.
12. Jim Brown gave an update on our Cosmetology and EMT programs. He explained that enrollment is up for EMT from 2 sessions last year to 5 sessions this year. He also stated that there is still room for enrollment in the Cosmetology program. He will be visiting the Local CTE Directors next week beginning the 08/09 fiscal school year.
13. In his report on Public Relations, Mr. Cook displayed our new web site and how to effectively navigate it. He also handed out a marketing plan for the 08/09 fiscal year.
14. Mr. Donovan gave an update on the personnel and positions in West-MEC. We are adding an employee in community relations, adding time allotment for Mr. Migal, adding personnel in ADM, and using Michele Bush to help us with Grants. The area of counseling is a possible area of exploration in the future.
15. Mr. Migal presented a report on the new West-MEC central program rubric and how this will be used to make sure we cover all key areas in developing new programs. He also went into more detail to the Board regarding his Goals for Marketing/PR, Program Development/Improvement, Professional Development, Facility Standards, Government Relations, Business and Industry, West-MEC Alliance, Business Management, and School Modernization.
16. During the Call to Public, Mr. Donovan related how Pam Ferguson, ACTEAZ Director made it possible for him to throw out the first pitch for the last Diamondback's Baseball game. He was able to meet with several military personnel during the game and hopes that we might strengthen our relations with the military. Also, Mr. Amery was accepted into the Valley Leadership Program.
17. Future agenda items will include: RFP for bonding, Credit Card policy, Architecture RFP, Legislative update, Marketing update, Cosmetology and EMT, the outcome of the attorney general meeting and possible ligation, program rollout as we go through the rubric, and e-service and if it has affected the student count.

18. Mr. Amery made a motion to adjourn the meeting. The motion was seconded by Mr. Lunsford and passed unanimously.

Respectfully Submitted.

Dee Dougan  
Board Secretary

