

**Western Maricopa Education Center, District 402**

5487 N. 99<sup>th</sup> Avenue – Glendale, AZ 85305

February 20, 2016

**Governing Board Study Session Meeting Minutes**

**STUDY SESSION**

The Study Session began at 9:08am. Those in attendance were: Jeanine Guy, Barbara Wyllie, Ray Malnar, Frank Straka, James Kaltenbach, Greg Donovan, John Mulcahy, Thomas Bogart, Jack Erb, Stephen Weltsch, Cliff Migal, Steven Chapman, and Dee Markham.

Superintendent, Greg Donovan, welcomed the Governing Board, Staff, and Guests and then introduced Steven Chapman who is a Governing Board Member at Tolleson Union High School District and Co-Director on the Arizona School Boards Association. He then reviewed the agenda for the meeting.

Administrator for Professional Development and Adult Education, John Mulcahy, gave an overview of the Current Strategic Plan. Version 1 had 5 areas of focus: student success, program delivery, customers, financial, and marketing & public relations. The current Version 2 which was unveiled in June of 2014 had 3 areas of focus: to provide quality learning experiences & support services, to hire and develop staff, and to acquire and maintain facilities & equipment. Version 2 is 95% complete.

Research, Evaluation and Grant Manager, Thomas Bogart, presented the process for the new plan which is as follows: determine desired future state, assess current state, identify bridging strategies, determine how to measure success, plan, execute, and cadence of accountability.

Feedback was then garnered by the Governing Board and the following items were discussed:

- Criteria in selecting vision elements
- Structure of the Community Meetings
- Advisory Councils

West-MEC Champions then presented each of the vision elements.

1. West-MEC program offerings provide all students with a quality educational experience. (Champion – Stephen Weltsch)
  - a. Student learning is designed and operated using Career and Technical Education Delivery Model.  
West-MEC provides resources and services to support all students and alumni.

- b. West-MEC utilizes evaluation practices to enhance student engagement, achievement, and students' continued success after program completion.
2. West-MEC cultivates learning environments of the highest industry standards and technological capabilities. (Champion – Cliff Migal)
  - a. West-MEC facilities and equipment enable teaching suited to current industry standards.
  - b. Protocols will be implemented to ensure facilities and equipment are updated and replaced as needed.
3. West-MEC creates and maintains systems to achieve organizational excellence. (Champion – Jack Erb)
  - a. Operational systems and protocols are made to function effectively and efficiently for the benefit of West-MEC's vision and mission.
  - b. High quality professional development are promoted and made available to all.
  - c. Human Resources are available to ensure the health and overall well-being for all employees.
4. West-MEC establishes and maintains relationships with the community at large, including business and industry, private, public and nonprofit sectors. (Champion – Cliff Migal)
  - a. West-MEC seeks insight with the community at large, including business and industry, private, public and nonprofit sectors regarding program identification, development, operation and evaluation.
5. West-MEC executes and maintains a sound financial plan. (Champion – Cliff Migal)
  - a. West-MEC implements organizational planning functions to meet district needs,
  - b. West-MEC creates systems to ensure long-term financial stability and program support.
6. West-MEC develops and maintains effective and efficient communication systems. (Champion – Danielle Hunt)
  - a. West-MEC works to enhance communication efforts with all district stakeholders.
  - b. West-MEC establishes an identity parallel to innovation and excellence in Career and Technical Education.
  - c. West-MEC works to expand the outreach program to communicate CTE offerings to all students.
7. West-MEC works collaboratively with community and organizational leaders advocating for CTE. (Champion – Greg Donovan)

Feedback was then garnered by the Governing Board and the following items were discussed:

- Vision elements were thought to be straight forward and clear
- Growth target information
- Hands on assessments
- Vision elements should state the importance of instructors that work in West-MEC programs

Superintendent, Greg Donovan, suggested that the Governing Board allow him to develop a 3 year plan that outreaches into years 4 and 5 at the 10,000 foot level. The Governing Board wanted to make sure that contingency plans were put in place so transition would be easy if staff retired or left West-MEC.

The Study Session adjourned at 11:20am.

Respectfully Submitted,

Dee Markham  
Governing Board Secretary

*approved 3/2/16*  
*Dee Markham*