

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

Approved Minutes of Meeting

Tuesday, December 13, 2005

Yavapai College
<http://www.yc.edu/govboard/>
Prescott Campus
Rock House
1100 East Sheldon Street
Prescott, Arizona 86301
928-776-2023

Recorded Board meetings may be viewed in the Tri-City area on
Cable Channel 13 on Wednesdays at 3:00 a.m. and 10:00 p.m.

Members Present:

Mr. Herald Harrington, Board Chair
Dr. Patricia McCarver, Board Member
Dr. Donna Michaels, Board Spokesperson
Mr. Ray Sigafos, Board Member

Member Absent:

Mr. Paul R. Madden, Board Secretary

Attorney Lynne Adams of Lewis and Roca was present. Staff Attending Meeting List is on file in the District Office.

1. Call to Order

Chair Harrington called the Yavapai College District Governing Board meeting to order at 1:02 p.m.

2. Welcome

Chair Harrington welcomed new Board Member Ray Sigafos, noting his community service. He reported that Mr. Madden's surgery went well and that he is recovering at home now. He said Mr. Madden sent congratulations to Mr. Sigafos on his appointment. Dr. Horton welcomed guests Ralph Weiger and Martin Goettlieb, Foundation Members, and Tim Carter, County School Superintendent.

3. Pledge of Allegiance

The Pledge was led by Dr. Michaels.

4. Oath of Office Administered to Ray Sigafos, District #3

Chair Harrington administered the Oath of Office to Raymond B. (Ray) Sigafos, appointed to serve the remainder of Dr. Ed Harris' term (through December 31, 2006) for Community College District 3. Mr. Sigafos, a resident of District 3 for over 30 years, is a Certified Public Accountant, knowledgeable in educational funding and fiscal management.

Mr. Harrington noted Mr. Sigafos had been officially sworn in by Tim Carter, County School Superintendent, on November 29, 2005 and is eligible to vote at today's meeting.

5. Adoption of Agenda – Adopted

Dr. Michaels moved, seconded by Dr. McCarver, that the Agenda be adopted as printed. The motion carried by a vote of 4 yes – 1 absent.

6. Open Call

Effie Hacklander, College Staff, said as Co-chair of the Yavapai College Staff Association (the combined Professional Staff Association and the Office Staff Association), she was asked to suggest to the Board that they take their time in naming buildings. Mr. Harrington said that this issue is tabled, at least another month.

Bill Richards, Citizen, Prescott, said he wanted to congratulate and welcome Mr. Sigafos to the Board. He suggested that Orientation will take more than the hour noted on the agenda and is very interested in the material that will be presented.

7. Consent Agenda – Accepted, excepting Item 10

8. Approval of Regular Meeting Minutes for November 15, 2005 and Executive Session Minutes for November 15, 2005 (Executive Session minutes are confidential by statute and are therefore not included in public meeting documents.)
9. Approval of Curriculum – Associate of Applied Science in Networking Technology
10. Endorsement of Faculty and Administrative Appointments
11. Acceptance of Monitoring Reports
12. Adoption of Resolution 2005-05 – Authorize Participation in Arizona State Treasurers' Local Government Investment Pool, establishing a Reserve for Future Capital Projects Accumulation Fund
13. General Fund Expense Voucher – October 2005
14. Grant Status Report – December 2005

Dr. McCarver moved, seconded by Dr. Michaels, that the Consent Agenda be accepted with the exception of Item 10, Endorsement of Faculty and Administrative Appointments. The motion carried by a vote of 4 yes – 1 absent.

Item 10 - Endorsement of Faculty and Administrative Appointments - Tabled

Dr. McCarver said she feels that the list of employee names, positions, dates, etc. should not come to the Board since it is operational in nature; it is the President's responsibility. She said she would be interested in a report of the number of instructors and staff hired and in what types of positions.

Dr. Horton responded that he talked with Attorney Adams who indicated that the list does not have to be on the Consent Agenda. However, most of the State's community colleges do ask for formal endorsement of hirings by the Board. Dr. McCarver asked if those colleges are operating under Policy Governance.

Mr. Harrington indicated that there is a statutory reference to this. Attorney Adams noted the reference as A.R.S. Section 14.444.(A)(6) and suggested asking for a legal Opinion, which the Board and President would have on file for reference should the removal of the Endorsement of Faculty and Administrative Appointments from the Consent Agenda be questioned in the future.

Dr. McCarver moved that Item 10 be tabled, seconded by Dr. Michaels. The motion carried by a vote of 4 yes – 1 absent.

Chair Harrington said that this will be placed on the February agenda for disposition and that he will direct Attorney Adams to write an Opinion.

Dr. Horton noted that Item 14, Grant Status Report, relates to an Allied Health planning grant for \$49,744 for preparation of a four-county grant request to develop the Northern Arizona Allied Health Initiative for which a larger amount of money would be received.

15. New Board Member Orientation

Rick Marcum, Staff, said this is a preliminary Orientation of the big picture and that the entire Orientation would take place over time with a variety of people. Terry Walsh, Staff, gave an overview of the model for Policy Governance. Ms Walsh navigated *OurBoardroom* and the Work Flow Management system through a demonstration on the screen.

Mr. Marcum and Ms. Walsh continued the Orientation touching on: Identifying with and connecting to the Taxpayers; strategic leadership – Ends, Vision , Mission, Core Values; the YC Board’s Governance process; Delegation of authority to the President; Monitoring of the College’s performance; Expectations of Board members; Board operation (share and discuss assumptions and details about Board work including specific Board duties); Job description; Officer/committee structure; Board meeting agenda and operational summary (preparing for monthly board meeting); and Voting process.

Dr. Horton noted that the College is the beta test site for *OurBoardroom*. Ms Walsh said that Yavapai is the first College to use a Board-based technology tool. She added that there is international interest in Yavapai’s experience with the program.

Mr. Sigafos will receive Open Meeting Law training and various other legal information from Attorney Adams; training on *OurBoardroom* from Ms. Walsh; one-on-one assistance from Dr. McCarver; summary descriptions from Caroline Oliver and Policy Governance books from the College. Dr. Horton and various College personnel will brief Mr. Sigafos on budgeting, etc. Other Board members are available for general questions.

Mr. Harrington asked Mr. Sigafos to make notes on his Orientation so that he can give suggestions on how it can be improved for future Board Members.

16. Non-Acceptance of Monitoring Report - Policy 2.2.3 – to be reviewed in February

Mr. Harrington reviewed that Policy 2.2.3. relates to the President not preventing employees from grieving to the Board when (a) internal grievance procedures have been exhausted and

(b) the employee alleges that Board policy has been violated to his or her detriment. The report had been submitted by Interim President Murphy in September. Mr. Harrington continued saying that from the events of the last couple of years, it seems that the policies were not as clear as they could have been and/or that staff did not seem to know of grievance procedures. He, Dr. Horton and Scott Farnsworth met to discuss the issues and concluded that Dr. Horton will, in cooperation with Campus organizations, discuss what the policy says and what it needs to say, including that if issues can't be resolved within the institution, an employee can go to the Board. If it is a personnel issue, the Board would need legal advice in an Executive Session.

Dr. Horton said he would bring the clarification to the Board in February.

Dr. McCarver said she would like to know in a Monitoring Report how many and what types of grievances the College is getting, how they are resolved, and why employees are leaving the College.

17. Informational Items

18. AADGB Report

Dr. Michaels said that the AADGB Members are reviewing Bylaws. All of the Trustees are looking for a positive outcome of Monday's meetings on what the timelines should be and how to proceed as an Association to meet them. She encouraged continued review of Yavapai's membership in the ACCA to be sure the College is benefiting appropriately.

19. ACCA Report

Dr. Horton reported that all organizations are going after some of the surplus that is projected in the State coffers (\$300 to 700 million). The Community Colleges are positioning to add money to areas such as financial aid and nursing instruction.

20 College Highlights

Dr. Horton noted that the College Highlights are in the Board packet. He added that the Chino Valley Center just received the "Outstanding Postsecondary Adult Agricultural Education Program for Region 1" award. Region 1 includes 13 western states. They were selected by the National Association of Agricultural Educators and the award is sponsored by Syngenta.

21. Faculty Report

Ms. Vikki Bentz, President-Elect, Faculty Senate, standing in for Scott Farnsworth, welcomed, on behalf of all Faculty, Mr. Sigafos to the Board and thanked him for volunteering to serve Yavapai College.

She then introduced Bonny Stauffer, Graphic Design Program Faculty Member, who gave a power point outlining how graphic design students benefit from designing and producing the *Threshold Creative Arts Magazine*. It is published once a year by District-wide Graphic Design II students and Magazine Production students working in design teams. The most recent award was October 2005, when it was awarded First Place in the Community College

Humanities Association National Literary Arts Magazine Competition, Southwest Division – Small College category.

22. Correspondence to the Board

Mr. Harrington said that all Board members received a letter from the Joint Legislative Budget Committee (JLBC) signed by Senator Burns and Representative Pearce saying that ACCA has a responsibility to provide information to the Legislature and it has to meet their deadlines on a timely basis. Dr. Horton added that Yavapai College is meeting the request deadlines given by ACCA.

Attorney Adams reported that she received a letter from Robert J. (Bob) Sorce, Arizona Attorney General's Office, indicating that the Open Meeting Law Enforcement Team has closed the Consent Agreement relating to the Open Meeting Law investigation. They also thanked the Board for their cooperation throughout the investigation.

23. President's Report – Response to Citizen Anderson's Concern

Dr. Horton said that Tom Schumacher and Barbie Duncan, Verde Staff, met with Steve Anderson, American Heritage Academy, regarding his concerns with dual enrollment of students under 18 years of age. They have offered to work personally with each of his students who want to enroll in a Yavapai class.

Dr. Horton said he is also working to bring business practices and admission processes for nontraditional students as a subject for the Ends Retreat. Mr. Harrington said he is considering whether or not to develop a policy and ask for a Monitoring Report on Mr. Anderson's concern.

After discussion regarding whether to administer a student satisfaction survey, and if so, whether it should be internally or externally administered and the concerns of each, Dr. Horton said he would be open to a scientifically administered survey on the satisfaction of all customers, but feels that with dual enrollment, the increase in enrollment will speak to the success of the "Treatment of Customers" in that area.

24. President's Report – Graduation Ceremonies – NARTA and Nursing

The Northern Arizona Regional Training Academy graduated 32 police officers from ten rural communities last Friday. They have 475 alumni. The next class has 40 enrollees. It is a high quality program, which will be important to expand because of the large number of retirees from rural police departments.

The first Fall Nursing graduation class of 19 was held on Sunday because of the increase in nursing students and course sections offered.

25. President's Report – YC Foundation Update

Dr. Horton attended the December meeting, met the new Board members, and attended their orientation. He reported that there was a \$1.2 million increase in assets this year. Ralph Weiger, past President, has been raising funds for the Family Enrichment Center (FEC) and

they are planning to break ground in the Spring. The new Director has been hired and it is hoped to be operational next Fall.

26. President's Report – Video-conference on UofA Telemedicine Program

On November 29, an internet video conference was held on the Verde Campus with Dr. Michaels, Dr. Horton and, joining from Tucson, Dr. Ron Winestein, Director, UofA Telemedicine Program and his associates. Dr. Horton noted that the technology worked well. He said the College is moving ahead to implement that network and partnership by setting up a dedicated data line to UofA operations in Phoenix. Hopefully the Mini-Med School Program will start in Sedona in February. The College is also working on grants with the Department of Agriculture and the Department of Labor and a possible earmark grant. Dr. Michaels added that this will give our nursing and allied health programs a boost.

Dr. Horton said that the LeGate Foundation is looking for programs to support. Nursing, Telemedicine and Allied Health all fall into this category.

27. President's Report – Data resources for Economic Development – Report at January Meeting

28. President's Report – Update on possible Prescott Valley Partnership

Dr. Horton reported that he and several of the Staff met with Larry Tarkowski, City Manager of Prescott Valley (PV) and two city councilmen regarding setting up classrooms in their proposed Library scheduled to be built early next year across the street from the PV Center. He said Yavapai College has bond money for expansion of the PV Center and the Library would have the infrastructure, so it would be relatively inexpensive for the College. The general classes could be taught in the Library space and NARTA expanded at the Center as well as a possibility of wildfire courses needed for certification.

29. Date and Place of Next Meetings / Future Discussions

- Regular Meeting - January 10, 2006 – 1 p.m. - Rock House, Prescott
Election of Board Officers: Board Chair
Board Secretary
Appointments: ACCA/AADGB Representative
Foundation Liaison
Yavapai Combined Benefits Trust Representative
Board Spokesperson
- Ends Retreat with Caroline Oliver – February 20 from 3 p.m. to 7 p.m. and
February 21 from 9 a.m. to 4:45 p.m.
Rock House, Prescott

30. Board Self-Evaluation of Meeting

Dr. Michaels read each question, answering each one in the affirmative regarding spending time appropriately on Ends as opposed to Means; adhering to agenda times; following Policy

Issues steps; focusing on outward vision; expressing diversity in viewpoints; maintaining a clear distinction between Ends and Means and making collective decisions.

31. Adjournment of Regular Meeting

Dr. Michaels moved, seconded by Mr. Sigafos, that the meeting be adjourned. The motion carried by a vote of 4 yes – 1 absent. The meeting was adjourned at 3:02 p.m.

Respectfully submitted:

_____/S/_____
Gail Armstrong, Recording Secretary
Reviewed by Attorney Lynne Adams

Date: _____December 16, 2005_____

_____/S/_____
Herald Harrington, Chair

Board agenda, packet materials, handouts from meeting and tape are on file in the District Office.

The mission of Yavapai College is to provide cost-effective, convenient, learning opportunities for the diverse populations of Yavapai County