



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, February 4, 2014 1:00 PM

Prescott Campus, Rock House
1100 E. Sheldon Street
Prescott, Arizona 86301

District Governing Board meeting recordings may be viewed on CableOne Access 13 or the Yavapai College Website. CableOne Access 13 records all regular board meetings for subsequent broadcast and the schedule is available on the Access 13 website at <http://www.access13.org>. The District Governing Board Website will post meeting recordings approximately 12 days after each Board meeting at <http://www.yc.edu/v4content/governing-board/>.

Members Present:

Mr. Ray Sigafoos, Chair

Dr. Patricia McCarver, Chair/Secretary

Mr. Herald Harrington, Board Spokesperson

Dr. Dale Fitzner, Board Member

Staff and Guests Attending Meeting Lists are on file in the District Office.

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 1:00 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Dr. Fitzner.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Vacancy on the Yavapai College Governing Board, District 3 – INFORMATION (refer to Board packet, pg. 6)

Chair Sigafoos announced the District 3 Board member vacancy and referenced procedures to fill the position.

6. Approval of District Governing Board January 14, 2014 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Dr. McCarver moved, seconded by Dr. Fitzner, to approve the January 14, 2014 Regular Meeting Minutes. Motion carried unanimously.

7. Adoption of Agenda – DECISION

Dr. Fitzner moved, seconded by Mr. Harrington, to adopt the agenda as written. Motion carried unanimously.

8. Open Call - PROCEDURAL

No requests were received.

9. CONSENT AGENDA – HEADING

10. Receipt of Report on Revenues and Expenditures – Month of January 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 14-23)

11. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – January 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 24-26).

The President reported compliance.

12. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – January 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 27-29).

The President reported compliance.

13. Approval of Curriculum Proposals to Add New Certificate Programs for Electric Utility Technology, and Athletic Coaching; Delete Certificate Programs for Paralegal Studies - Legal Nurse, and Small Business Entrepreneurship - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 30-76).

The Curriculum Committee and Vice President for Instruction and Student Services recommend the following curriculum proposals:

Add the following certificate programs:

- Electric Utility Technology
- Athletic Coaching

Delete the following certificate programs:

- Paralegal Studies - Legal Nurse
- Small Business Entrepreneurship

Dr. McCarver moved, seconded by Mr. Harrington, to adopt the consent agenda as written. Motion carried unanimously.

14. INFORMATION - HEADING

15. Information from the President to Include: Health Summit; Faculty and Staff Compensation Survey Results; 2000 Master Plan Review; Yavapai College Women's Softball Team Update; College Highlights; Capital Improvement Update; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 77-99).

Dr. Penny Wills reported on the following topics with discussion from the Board:

- Health Summit was held on January 28, 2014 with CEO and staff from YRMC, VA, VVMC, JTED, and Mountain Valley Rehab. The group reviewed healthcare program forecasts and preliminary plans for Allied Health Medical Center.
- Faculty and Staff Compensation Survey Results were presented by Rose Hurley, Director of Human Resources (refer to Handout Faculty and Staff Compensation Survey Results)
- 2000 Master Plan Review (refer to pgs. 78 – 86) - Dr. Clint Ewell provided information on the 2000 Master Plan to include project specifications, campus and community visions, program creation or expansion, and key assumptions, with outcomes for each area.
- Yavapai College Women's Softball Team Update – Dr. Wills provided the Board additional information regarding the cancellation of the 2014 Softball Team season and the coach's re-assignment.
- College Highlights - February 2014 - Attached - Information Only
- Facilities Management News - Attached - Information Only

16. Update from Instruction and Student Services included Report from Faculty Senate; Student Leadership Council; Spring 2014 Enrollment Update; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 100 – 145).

Instruction and Student Services Division presented an update on the following:

- Faculty Senate, Faculty Association, and committee updates -Joani Fisher, Faculty Senate President updated the Board on the Faculty Association and Senate's priorities and objectives, and the communication of these priorities with the Executive Team.

General Education Committee Update - Dr. Suzanne Waldenberger holds several positions such as General Education Coordinator, YC Liaison with the State Education Program, and Coordinator for SLOA. She explained an overview of the Gen Ed committee, which is to guide the general education program at Yavapai College, including curriculum review; accomplishment of the committee; and future objectives.

- Student Leadership Council - Josh Schmidt, the Student Leadership Council (SLC) Faculty Coordinator and Xavier Perez, a member of the SLC, who is studying Administration of Justice and is planning to attend ASU in the fall of 2014. Xavier reported on SLC initiatives, current projects, and general updates that include Fun Run Event will happen on April 18th at the Prescott Campus.

The Board discussed providing support and resources to the SLC. Dr. Wills suggested the SLC reference the other Tri-City schools (Prescott College and Embry Riddle) for support and suggestions.

- 2014 Enrollment Update - Dr. Stuart Blacklaw provided the Spring enrollment to have an increase of .1%, credit hours up .5%, Prescott Valley Campus had the largest location increase, and Allied Health had the largest program increase.

17. Quarterly Update from Yavapai College Advancement Division to Include: Marketing; and Regional Economic Development Center - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 111 – 115).

Mr. Steve Walker, Vice President of College Advancement and Foundation introduced two staff members to report on their perspective areas:

- Marketing - Mike Lange, Director reported the following:
 - Launching the Summer and Fall Enrollment Campaign
 - 25 to 30% of the marketing budget is being in the Verde Valley to promote enrollment increase
 - Currently conducting a Media preference survey.
 - Next Spring research project will be focus groups in the Verde Valley to provide a better picture of their needs and perspectives of the college.
- Regional Economic Development Center - Alex Wright, Director – updated the Board on the latest objectives which included objectives, scope of services, meeting federal priorities, and new program with Sturm Ruger to provide training for an Entry Level Manufacturing Certificate.

18. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:08 p.m.; reconvened at 2:20 p.m.

19. MONITORING REPORTS – HEADING

20. Receipt of President's Monitoring Report - Executive Limitations - 2.3.3 Certification Financial Records - MONITORING, DISCUSSION AND/OR DECISION (refer to packet pg. 117 – 120).

Executive Limitation 2.3.3 - Certification Financial Records

The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial officer as a part of the audit process.

Mr. Harrington moved, seconded by Dr. Fitzner, that we have read the President's Monitoring Report regarding Policy 2.3.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3.3. Motion carried unanimously.

21. Board Self-Evaluation - Governance Policy 3.3 - Board member Code of Conduct and Ethics - MONITORING AND DISCUSSION- MONITORING, DISCUSSION AND/OR DECISION (refer to packet pg. 121 – 125).

Governance Process Policy 3.3 - Board Member Code of Conduct and Ethics

The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

Comments from Trustee:

This policy, being discussed at this time, is something that we must keep in mind as we go forward with a new Board member from District 3, especially in regards to 3.3.4.

I believe that the current board members are in compliance with this policy. We do rely on the President to inform the Board or the Board Chair of any potential violations in some sections of this policy.

All Board members have evaluated Policy 3.3 to be in compliance.

22. POLICY ISSUES – HEADING

23. Preliminary Capital Budget Presentation FY 2014-2015 - INFORMATION, DISCUSSION, AND/OR DECISION

(refer to packet pg. 126 – 138).

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented Capital Budget Information including a Capital Improvement Plan for consideration by the Board. These assumptions provide information and projects about the budget preparation for the new fiscal year, as well as set the general parameters for internal deliberation of the budget for FY 2104-2015.

- Capital budget is approximately 22% of total budget
- Types of Capital included Fixed (preventative and unplanned maintenance) and Budgeted (FFE, Equipment, and Capital Improvement Plan)
- Capital Improvement Plan is based primarily on the recommendation from the Campus Master Plan and included the following:
 - o Five-Year Plan
 - o Revenue Sources
 - o Assumptions

The Board requested a Five-Year Plan or time line for Capital Improvements without a property tax increase as a revenue source.

24. OWNERSHIP LINKAGE – HEADING

25. Review of Completed Board members' 2014 Annual Conflict of Interest Forms - INFORMATION, DISCUSSION, AND/OR DECISION

Board members shared their 2014 Annual Conflict of Interest forms that were distributed at the January 14, 2014 District Governing Board meeting. These forms will be maintained in the President's Office and are open to the public.

26. Board Meeting Evaluation (Quarterly) – PROCEDURAL (refer to packet pg. 141 – 142).

The Board assesses how meetings are conducted on a quarterly basis. Dr. McCarver acted as the Board Evaluator and completed the review for November 2013 through January 2014 – attached.

Board requested an update on the Spring 2014 Survey along with a potential timeline.

27. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT), and Yavapai College Foundation - INFORMATION

- Arizona Association for District Governing Boards (AADGB) –Dr. Fitzner reported that the next meeting will be on March 6, 2014.
- Association of Community Colleges Trustees (ACCT) – Dr. Fitzner will be attending the ACCT Congress in Washington D.C. on February 11 through 13, 2014.
- Yavapai College Foundation - Dr. McCarver reported that the Foundation's next meeting will be February 12, 2014.

28. OTHER INFORMATION – HEADING

29. Correspondence to the Board – RECEIPT

Board Correspondence included brochures for Framing the Future Luncheon and Foundation Legacy League.

30. Proposed Dates and Places of Future Meetings for 2014 - DISCUSSION AND/OR DECISION (refer to Board packet, pgs.144-145).

November 11, 2014 District Governing Board Meeting is currently scheduled on Veteran's Day which the College observes as a closed holiday. Staff is requesting to reschedule to either November 4th or 18th.

The Board requested the November meeting be moved to November 18th, 2014, and a location be determined for the September and November meetings.

31. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Dr. McCarver moved, seconded by Mr. Harrington that the meeting be adjourned. Motion passed unanimously.

Regular meeting adjourned at 2:50 p.m.

Respectfully submitted:

_____/S/_____
Ms. Karen Jones, Recording Secretary

Date: March 4, 2014

_____/S/_____
Mr. Ray Sigafoos, Chair

_____/S/_____
Dr. Patricia McCarver, Secretary

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www2.yc.edu.
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*