



Yavapai College District Governing Board

Regular Board Meeting Approved Minute

Tuesday, January 21, 2020; 1:00 PM

District Governing Board Regular Meeting

Rock House, Prescott Campus

1100 E. Sheldon Street

Prescott, AZ 86301

Member Present:

Ms. Deb McCasland, Chair

Dr. Patricia McCarver, Secretary

Mr. Ray Sigafoos, Board Member

Mr. Steve Irwin, Board Member

Mr. Paul Chevalier, Board Member

Administration Present:

Dr. Lisa B. Rhine, President

Atty. Lynne Adams, Board Attorney

Ms. Yvonne Sandoval, Executive Assistant

- 1 CALL TO ORDER - HEADING
- 2 Call to Order - PROCEDURAL
Board Chair McCasland called the Yavapai College District Governing Board meeting to order at 12:59 p.m.
- 3 Pledge of Allegiance – PROCEDURAL
The Pledge of Allegiance was led by Member McCarver.
- 4 Welcome to Guests and Staff – PROCEDURAL
None to present.
- 5 Approval of the Minutes from the November 12, 2019 District Governing Board Regular Meeting - DISCUSSION AND DECISION
Changes Requested to the Minutes
 1. Agenda item 22# Member Chevalier requested the minutes reflect the question he asked to Dr. Rhine and her response that she gave at the meeting.
 2. Agenda item 11# must note which members voted aye and nay.
The approval of the minutes was table until changes are made and will be voted on at the February 11, 2020 Regular Board Meeting.
- 6 Adoption of Agenda – DECISION
Member Sigafoos moved, seconded by Member Irwin to adopt the Governing Board agenda. Motion carried unanimously.
- 7 OWNERSHIP LINKAGE - HEADING

- 8 **Open Call – PROCEDURAL**
The following individual addressed the Board: Ruth Wicks - Verde Valley
Dean candidate search
- 9 **MONITORING REPORT – HEADING**
Board Chair McCasland mentioned the additional handouts in the Board
Agenda packet.
- 10 **November Board Meeting Evaluation - INFORMATION AND/OR
DISCUSSION**
- 11 **CONSENT AGENDA - HEADING**
- 12 **Receipt of Report on Revenues and Expenditures - Month of
November 2019 - RECEIPT, DISCUSSION, AND/OR DECISION**
Member Chevalier request that agenda item # 12 be removed from the
Consent Agenda.
Dr. Ewell and Mr. D'Angelo discussed the reporting to the Board about the
Budget. * Adding a note that bottom of the page explaining the title 'Other' in
the report.
Member Chevalier moved, seconded by Member Irwin to adopt the consent
agenda items #12. Motion carried unanimously.
- 13 **For Consideration for Approval of the Intergovernmental
Agreement Between the City of Prescott and Yavapai College for a
NARTA Academy Sergeant - RECEIPT, DISCUSSION AND/OR
DECISION.**
- 14 **For Consideration of Approval of Ash Fork Joint USD #31 to have
Concurrent Enrollment Intergovernmental Agreements with
Yavapai Community College - RECEIPT, DISCUSSION, AND/OR
DECISION.**
Member McCarver moved, seconded by Member Irwin to adopt the
consent agenda items #13 and #14. Motion carried unanimously.
- 15 **INFORMATION - HEADING**
- 16 **Information from the President to Include: Convocation; All Arizona
Academic Team; Budget to Actual Monthly Report; Cash Reserves
Monthly Report; Facilities Management News; College Highlights;
and Other Related Information - INFORMATION AND/OR
DISCUSSION**
Dr. Rhine gave her report.
- 17 **Update from Instruction and Student Development to Include: Faculty Senate -
INFORMATION AND/OR DISCUSSION**
Dr. Jacobson gave her presentation on Peer Faculty Mentor Committee.

- 18 **MONITORING REPORT (CONTINUED) - HEADING**
- 19 **Receipt of President's Monitoring Report - Executive Limitation 2.4 - Planning - MONITORING, DISCUSSION, AND/OR DECISION**
Member McCarver moved, seconded by Member Chevalier, we have read the President's Monitoring Report regarding Policy 2.4 and its subpolicies, 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 2.4 and its sub-policies. Motion carried unanimously.
- 20 **Receipt of President's Monitoring Report - Executive Limitation 2.8 - Communication and Support to the Board - MONITORING, DISCUSSION, AND/OR DECISION**
Member Sigafoos moved, seconded by Member Irwin, we have read the President's Monitoring Report regarding Policy 2.8 and its sub-policies, 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 2.8 and its sub-policies. Motion carried unanimously.
- 21 **Receipt of Board Self-Evaluation - Governance Process Policy 3.7 Cost of Governance - MONITORING AND/OR DISCUSSION**
Board had a discussion.
- 22 **SHORT RECESS – PROCEDURAL**
Meeting recessed at 1:31 p.m.; reconvened at 1:34 p.m.
- 23 **POLICY ISSUES - HEADING**
- 24 **Review policy 2.1.1 Human Resource Policies - INFORMATION, DISCUSSION, AND/OR DECISION.**
Member Sigafoos moved, seconded by Member McCarver, to adopt the edits to Board Policy 2.1.1 Human Resource Policies. Motion carried unanimously.

Approved Revised Policy 2.1.1 Human Resource Policies Allow staff to be without current, enforced, written human resource policies that clarify expectations and healthy working conditions, provide for effective handling of grievance and emergency situations, and protect against wrongful conditions.
- 25 **Review policy 3.0 Governance Process - INFORMATION, DISCUSSION, AND/OR DECISION.**
Member Sigafoos moved, seconded by Member McCarver, to adopt the edits to Board Policy 3.0 Governance Process. Motion carried unanimously.

Approved Revised Policy 3.0 Governance Process The purpose of the Yavapai College District Governing Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College transparently achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.

26 Review this policy 3.1.1.1 Open Meeting Law, and the newly proposed 3.1.1.2 Electronic Communications Policy - INFORMATION, DISCUSSION, AND/OR DECISION.

Member McCarver moved, seconded by Member Irwin, to adopt the edits to Board Policy 3.1.1.1 Open Meeting Law and Board Policy 3.1.1.2 Electronic Communications. Motion carried unanimously.

Approved Revised Policies: 3.1.1.1 Open Meeting Law

Board members will take legal action on matters only at a properly-noticed Board meeting and only when the specific matters are included on the agenda.

3.1.1.2 Electronic Communications

In addition to any other requirements under the Open Meeting Law for any type of communications between Board members or with College administration, Board members will comply with the following electronic communication directives to protect the Board from inadvertent violations of the Open Meeting Law:

- a. Board members may not use electronic messages of any kind (email, text messages, etc.) to communicate with another Board member or members about any matter that may foreseeably come before the Board at a future date for Board action.
- b. Board members may use electronic messages to communicate with College administration regarding College or Board business, including requests for factual information related to the College or Board, as long as no other Board members are copied on such messages.
- c. Board members may not forward electronic messages that are received from College administration to any other Board member, regardless of whether the Board member forwarding the message adds a personal comment to the forwarded message or not.
- d. Board members may use an electronic message to communicate a request to the Board Chairman that a matter be placed on a future Board meeting agenda if no other Board members are copied on such messages.

College administration may use electronic messages to communicate with a quorum of the Board about College and Board business, including requests for factual information, as long as the messages from administration blind copy the Board members and do not communicate the opinion of any Board member regarding the subject matter(s) addressed in the message.

27 Review policy 3.1.4 Self-Evaluation - INFORMATION, DISCUSSION, AND/OR DECISION.

Member Chevalier moved, seconded by Board Chair McCasland, to add the words to the third paragraph "and applicable law" in Policy 3.1.4 Self-Evaluation. Board had discussion Motion failed (Aye: Chevalier - Nay: McCasland, Irwin, McCarver, and Sigafoos)

Member Sigafoos moved, seconded by Member Irwin, to adopt the edits to Board Policy 3.1.4 Self-Evaluation. Motion carried with four voting aye and one nay. (Aye: McCasland, Irwin, McCarver, and Sigafoos - Nay: Chevalier)

Approved Revised Policy: 3.1.4 Self-Evaluation

- Board Chair shall ensure that the Board self-evaluates quarterly with the intention of evaluating the functioning of the Board during meetings
- Board Chair may work with the President to accomplish this task in a manner that does not violate Open Meeting Laws
- Board Chair shall ensure that the Board self-evaluates annually with the intention of evaluating the Board and Board Members' compliance with Board Policy

28 Review policy 3.1.5 Continuity - INFORMATION, DISCUSSION, AND/OR DECISION.

Member Chevalier moved, seconded by Board Chair McCarver, to add the words "relevant Arizona and Federal law" in Policy 3.1.5 Continuity. Board had discussion Motion failed (Aye: Chevalier - Nay: Irwin, McCarver, and Sigafoos)

Member McCarver moved, seconded by Member Chevalier to add the words "relevant Arizona statutes" after the words "process and" and adding the word "which" before the word "shall include" in Policy 3.1.5 Continuity. Motion carried four ayes and one nay (Ayes: McCasland, Chevalier, Irwin, and McCarver - Nay: Sigafoos)

Approved Revised: 3.1.5 Continuity

To ensure the continual development of governance capability, prior to taking office, all new board members will be offered formal orientation as adopted and implemented by the board, which shall include orientation of new Board members in the Board's governance process and periodic Board training and discussion of process improvement.

29 Review policy 3.2.1.2 Governing Policies - INFORMATION, DISCUSSION, AND/OR DECISION.

Member Chevalier moved, seconded by Member McCarver, to adopt the revision to Board Policy 3.2.1.1 Governing Policies. Board had discussion. Motion carried unanimously.

Approved Revised: 3.2.1.2 Governing Policies

Shall produce written governing policies which address the broadest levels of all organizational decisions and situations via the following:

- a) Ends: Define which organizational products/impacts/benefits/outcomes, Yavapai College should be producing for which recipients/beneficiaries, and their relative worth in cost or priority.
- b) Executive Limitations: Constrain executive authority within boundaries of ethics and prudence.
- c) Governance Process: Specify how the Board conceives, carries out and monitors its own tasks.
- d) Board-President Linkage: Determine how the Board delegates power to the President and monitors its proper use.
- e) The version of the policies most recently adopted by the Board replace and supersede all prior versions and is the only version that is binding on the college.

- 30 Review the title of policy 3.3.1 Discipline Needed to Govern - INFORMATION, DISCUSSION, AND/OR DECISION.

This agenda item was tabled to a future board meeting to allow Board Chair McCasland to research appropriate policy language.

- 31 Review policy 3.4.3 All Meeting Agendas - INFORMATION, DISCUSSION, AND/OR DECISION.

Member Sigafoos moved, seconded by Member McCarver to adopt the revision to Board Policy 3.4.3. All Meeting Agendas. Motion carried unanimously.

Approved Revised: 3.4.3 All Meeting Agendas

The board chair, in consultation/collaboration with the board and president, shall plan its agenda around the specific job products of the Board, set out in the Board Job Description Policy 3.2. All meeting agendas shall clearly distinguish between items for the purposes of:

- a) Ownership Linkage;
- b) Policy Development;
- c) Monitoring of President Performance;
- d) Fulfillment of items that are:
 - 1) Procedural,
 - 2) For Information Only, and
 - 3) For Board Education.

For Monitoring of Board Performance, Board agendas will also distinguish between items for discussion and items for decision and items on the Board's Consent Agenda (see Policy 3.4.3.4).

- 32 Review policy 3.5.1 Job Output - INFORMATION, DISCUSSION, AND/OR DECISION.

Member Sigafoos moved, seconded by Member Irwin, to table Board Policy 3.5.1 Job Output. Motion carried unanimously.

33 Review policy 3.5.2.1 Chairing Meetings - INFORMATION, DISCUSSION, AND/OR DECISION.

Member Chevalier moved, seconded by Member Sigafoos, to adopt the edits to Board Policy 3.5.2.1 Chairing Meetings. Motion carried unanimously.

Approved Revised: 3.5.2.1 Chairing Meetings

The Chair is empowered to chair Board meetings with all of the commonly accepted power of that position (e.g., ruling, recognizing).

Meeting recessed at 2:26 p.m.; reconvened at 2:38 p.m.

34 Review policy 4.1.2 Requests from Board Members and Board Committees - INFORMATION, DISCUSSION, AND/OR DECISION.

Member Sigafoos moved, seconded by Member McCarver, to table Board Policy 4.1.2 Board Members and Board Committees. Motion carried unanimously.

35 Review policy 4.6 Conferral of President Emeritus/a Status - INFORMATION, DISCUSSION, AND/OR DECISION.

Member Sigafoos moved, seconded by Member McCarver, to remove #3 until the heading of "Rights and Privileges" ("Individuals to whom emeritus status has been granted are eligible volunteer service with Yavapai College") and fix all grammatical errors to Board Policy 4.6 Conferral of President Emeritus/a Status. Motion carried unanimously.

Approved Revised: 4.6 Conferral of President Emeritus/a Status

Excellence at Yavapai College requires the understanding and support of leaders who participate in defining the mission and goals of the College, and devote time, talent and resources toward their fulfillment. Certain of these leaders have distinguished themselves in service to the College and higher education.

Accordingly, the District Governing Board may recognize a retiring president at the conclusion of their service through the conferral of Emeritus Status after waiting for a full year.

Criteria for emeriti status designation shall include:

1. An exemplary record of service through demonstrated commitment of time, talent, and resources: and,
2. Documented leadership in advancing the District Governing Board Ends in its service to Yavapai College

Authority to Confer Emeriti Status:

1. The District Governing Board of Yavapai College may confer emeriti status to a president any time after active service has been concluded.

2. Any current District Governing Board Member may nominate a retiring or retired president for emeritus status, but the actual conference would not be effective until the end of active duty.
3. Designation will require the approval of the District Governing Board.

Rights and Privileges:

1. The District Governing Board may grant non-monetary rights and privileges to emeriti designees so long as such benefits does not interfere with other College policies.
2. Emeriti may receive regular notifications and materials related to meetings of the College that designated emeritus status at which the designee emeriti will be a welcomed member in the audience.

36 BOARD EDUCATION / STRATEGIC THINKING AND PLANNING -
HEADING

- 37 Lynne Adams, District Governing Board counsel, will provide a refresher for Governing Board members on key Open Meeting Law and conflict of interest requirements and issues. -
INFORMATION AND DISCUSSION
District Governing Board Attorney Lynne Adams gave a presentation.

38 OWNERSHIP LINKAGE (CONTINUED) - HEADING

- 39 Reports from Board Liaisons - Board Spokesperson; Arizona Association of Community College Trustees (AACCT); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION
Member Sigafoos had no update.
Board Chair McCasland will have an update that next Board meeting on AACCT.
Member McCarver stated the next Foundation meeting is in February.

40 OTHER INFORMATION - HEADING

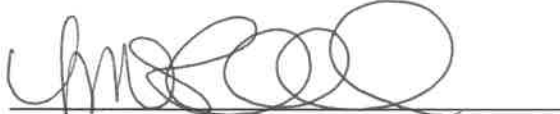
- 41 Review the Dates and Places of Future Meetings and vote to change the April Regular Meeting date - DISCUSSION AND/OR DECISION
Member Sigafoos moved, seconded by Chevalier, to move the April 2020 Board meeting to April 6, 2020 at 1:00 p.m. Motion was carried unanimously

42 ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Member Sigafoos moved, seconded by Member Chevalier, to adjourn the meeting. Motion was carried unanimously

Regular meeting adjourned at 3:56 p.m.

Respectfully submitted:


Yvonne Sandoval, Recording Secretary

2/11/2020
Date


Ms. Deb McCasland, Chair


Dr. Patricia McCarver, Secretary