



## Yavapai College District Governing Board

### Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, September 10, 2013 1:00 PM

Verde Valley Campus – M137  
601 Black Hills Drive  
Clarkdale, AZ 86324

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  
Mr. Herald Harrington, Board Spokesperson  
Mr. Robert Oliphant, Board Member

Dr. Patricia McCarver, Chair/Secretary  
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 1:30 p.m.

#### **3. Pledge of Allegiance – PROCEDURAL**

The Pledge of Allegiance was led by Mr. Oliphant

#### **4. Welcome to Guests and Staff – PROCEDURAL**

Chair Sigafoos welcomed all guests and staff.

#### **5. Approval August 6, 2013, District Governing Board Regular Meeting Minutes - DISCUSSION AND/OR DECISION**

**Dr. Fitzner moved, seconded by Mr. Harrington to approve the August 6, 2013 District Governing Board Regular Meeting Minutes. Motion carried unanimously.**

#### **6. Adoption of Agenda – DECISION**

**Dr. McCarver moved, seconded by Dr. Fitzner to adopt the agenda as written with the exception of moving item 7- Open Call, after item 14 - Sabbatical. Motion carried unanimously.**

#### **7. Open Call - PROCEDURAL**

Agenda Item 7 was moved after agenda item 13 per the motion under Adoption of Agenda.

Ruth Wicks, Verde Valley resident of 40 years and an educator thanked the Board for their service to our College and provided comments regarding the Campus Master Plan.

The Board thanked Ms. Wicks and informed her that the Board will be having a Campus Master Plan Work Session and Forums.

#### **8. CONSENT AGENDA – HEADING**

**9. Receipt of Report on Revenues and Expenditures – Month of August 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 8-17)

**10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - August 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 18 – 20)

**11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – August 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 21-23)

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

#### **12. INFORMATION - HEADING**

**13. Sabbatical Report on Patty McMullen-Mikels, Visual, Liberal and Performing Arts Faculty – INFORMATION AND/OR DISCUSSION** (refer to Board packet, pgs.24 - 56)

Patty McMullen-Mikels, Visual, Liberal and Performing Arts Faculty reported on her Spring Semester 2013 sabbatical leave to pursue independent painting research while focusing on Student Success and Satisfaction, Quality and Effectiveness of Instruction, Employee Development, Community Development

and Partnerships. Ms. Mikels extended her appreciation to the Board and all that support her to utilize the sabbatical experience. In addition to painting, Ms. Mikels was able to travel and returns to Yavapai College with the following gifts: new collection and understanding of oil painting, fresh perspective on students and teaching, and expansion as a painter and professor. The Board thanked Ms. McMullen-Mikels and complemented the large body of work that she created during her sabbatical.

**14. Information from the President to include: Employee Day Recap; Update on Search for Vice President for Instruction and Student Services; Fourth Annual Northern Arizona Joint District Governing Board/Legislator Summit; Capital Improvement; College Highlights; Other Related Issues – INFORMATION (refer to Board packet, pgs.57 - 75)**

Dr. Wills presented and discussed the following:

- August 12, 2013 Employee Day Recap – “Engaging Today’s Generation of Student “ Video (refer to handouts)
- Search for Vice President for Instruction and Student Services – Mr. Walker, Vice President for Development and Foundation, informed the Board that the Cizak Associates and the YC Search Committee have selected three finalists: Dr. Michael Reiner, Dr. Stuart Blacklaw, and Dr. Anne Krause-Hanson. These finalists will participate in interviews and Open Forums on September 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup>, 2013. Schedule is available on the YC Website.
- Fourth Annual Northern Arizona Joint District Governing Board/ Legislator Summit – Dr. Wills informed and invited Board members to the Summit. Mr. Harrington encouraged Board members to attend.
- Capital Improvement – information only – attachment
- College Highlights – information only - attachment

**15. Update from Instruction and Student Services to Include: 2013 Fall Semester Update; Service Learning; Faculty Senate; First Year Experience - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 76-96)**

Barb Wing, Interim Vice President for Instruction and Student Services emphasized that this Board meeting presentations includes the dedication and creativity of faculty, quality of students, and energy and enthusiasm of Student Services staff. The following presentations are a reminder of why we do the work and who is affected by our efforts.

- Update to the Board on the Service Learning Program – Dean Holbrook, Dean for Foundation Services; Dr. Mark Shelly, Faculty; Lloyd Weathers, Vista Representative; and Brent Roberts, retired and part-time Faculty - “Join the Service Learning Project” Video and Civic Engagement and Service Learning at Yavapai College - handout (refer to website and handouts)
- President of Faculty Senate gave an update report - Joani Fisher – “Classroom Policy Rap” Video (refer to YC Faculty Association power point and website)
- Student Services reported on First Year Experience - Sandy Garber, Dean of Student Services, with Team Members:
  - Bob Hoskovec, Director of Student Life
  - Dr. Mark Shelley, Psychology and Sociology Professor
  - Nancy Schafer, English Professor
  - Tania Sheldahl, Director of Academic and Career Advising and Testing Services

**16. SHORT RECESS – PROCEDURAL**

Meeting recessed at 2:54 p.m.; reconvened at 3:10 p.m.

**17. MONITORING REPORTS – HEADING**

**18. Board Self-Evaluation – Governing Board Policy 3.6 – Board Committee Principles – MONITORING, DISCUSSION, AND/OR DECISION (refer to packet pg. 97 - 98)**

The Board voted unanimously “In Compliance” with comments.

**Rarely used but still useful**

**19. Board Self-Evaluation –Board – President Linkage Policy 4.1 – Board Committee Principles – MONITORING, DISCUSSION, AND/OR DECISION (refer to packet pg. 99 - 100)**

The Board voted unanimously “In Compliance” with comments.

**The instances where this policy has or will be violated will be unknown to the Board without the President bringing it/them to our attention. Lacking this information we are in compliance**

**20. POLICY – HEADER**

**21. Intergovernmental Agreement Renewal Between Yavapai Community College and Mountain Institute Joint Technical Education District (JTED) – RECEIPT, DISCUSSION, AND/OR DECISION**  
(refer to packet pg.)

This Intergovernmental Agreement Renewal will provide College courses to JTED students eligible for enrollment in courses offered by the Mountain Institute JTED. A Summary of Changes to this Intergovernmental Agreement is attached. Educational opportunities may include enrollment into regularly scheduled courses and/or enrollment into customized educational arrangements.

Discussion included clarification of the two JTED locations on each side of the county, and the college representatives of Dean Holbrook, Dean for Foundation Studies, and Phyllis Lewellen, Purchasing Director, to monitor and oversee the agreement.

**Dr. McCarver moved, seconded by Dr. Fitzner to approve the modification of the Intergovernmental Agreement Renewal Between Yavapai Community College and Mountain Institute Joint Technical Education District (JTED). Motion carried unanimously.**

**22. Ownership Linkage - HEADING**

**23. Board – President Linkage Policy 4.7 – President Succession Proposed Revision – DISCUSSION AND/OR DECISION** (refer to packet pg. 116)

**The Board requested that the Board Attorney prepare and present a proposed Executive Limitation to address the President's Succession Plan at the November District Governing Board Meeting.**

**Mr. Harrington moved, seconded by Dr. McCarver to adopt the proposed revision of Board-President Linkage Policy 4.7 – President Succession - When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint an individual to serve as Acting President during the President's absence. The Board shall have the sole right to determine when the appointment of an Acting President is appropriate, taking into consideration all circumstances regarding the President's absence. Motion carried unanimously.**

**24. Review of the Board Meeting Evaluations (Quarterly) Process – DISCUSSION AND/OR DECISION**

In order to ensure that its governance policies remain relevant and that the parameters for Board accountability are clearly defined, the Board will conduct a comprehensive review of the Board Meetings through a quarterly evaluations process. During the March 5, 2013 District Governing Board Meeting, Dr. Fitzner introduced a new process for recording and evaluating the Board's meetings in accordance with Policy Governance. The new Meeting Evaluation (Quarterly) Process was completed at the April 16, 2013 and August 6, 2013 District Governing Board meeting (refer to packet pg. 117- 120). The Board examined the new evaluations (quarterly) process and reporting formats. Discussion included:

- The process is on target and sets a good but broad evaluation
- Concern about the evaluation form and what the evaluation accomplishes
- Beneficial tool for the Board to measure behavior as a unit and effective use of policy governance
- The evaluation is to detour the Board from falling into undesired behavior
- All members give their perspective to keep the Board on track
- An evolving tool to focus planning and agendas

**The Board Meeting Evaluation Process for the 3<sup>rd</sup> Quarter will be completed and presented by Mr. Oliphant at October 15, 2013 District Governing Board Meeting.**

**25. Select a Voting Board Representative for Association of Community College Trustee (ACCT) Annual Leadership Congress – DISCUSSION AND/OR DECISION**

**Mr. Harrington moved, seconded by Dr. McCarver to appoint Dr. Dale Fitzner as the voting delegate at the Association of Community College Trustees (ACCT) Annual Leadership Congress on October 2 - 5, 2013. Motion carried unanimously.**

**26. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT), and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION**

- Arizona Association for District Governing Boards (AADGB) - Dr. Fitzner reported he will be attending the next AADGB meeting on September 26, 2013 for conferences planning.
- Association of Community Colleges Trustees (ACCT) - Dr. Dale Fitzner reported that he will be attending the ACCT Legislative Summit on October 2-5, as the Yavapai College voting delegate and work session presenter along with Dr. Wills and Dr. Ewell.
- Yavapai College Foundation - Dr. Patricia McCarver reported the August 14, 2013 Foundation Meeting included presentations from Volleyball and Softball Coaches, as well as financial reports. The next meeting is September 11, 2013 and will include a presentation from the Mountain Institute JTED Director.

- The Board discussed Foundation reporting, i.e. Legacy League, Wine Center, scholarships, etc. **The Foundation's 2012-2013 Annual Report will be presented to the Board at the November District Governing Board meeting.**

**27. BOARD EDUCATION/STRATEGIC THINKING AND PLANNING - HEADING**

**28. Update from the September 9-10, 2013 Board Retreat – INFORMATION, DISCUSSION, AND/OR DECISION**

The Board met on September 9 and 10, 2013 to build an Ownership and Outreach Linkage Plan for the 2013-2014 Academic Year.

Dr. McCarver recapped the work session and action plan of the Board's Ownership Linkage. The Board revised Governance Policy 3.2.1 (see DGB Retreat September 10, 2013). The Board identified Policy Governance tools that are used to connect with owners, and recognized the Board's desire for more owners' feedback. The Board created an action plan for 2013-2014 that will include two sources of owners' feedback. The first instrument is to participate in the Campus Master Plan Open Forums in October 2013. The second instrument for feedback will be to conduct a spring 2014 owners' survey. Success of these instruments will rely on the development of open ended questions that get relative feedback. The Board is suggesting that future Ownership Plans include face to face meetings and/or surveys that will provide owners' feedback.

**Dr. McCarver will revise the tool listing to include a description, purpose, and the direction of communication provided.**

**Dr. Wills will provide community education on Board Ends and develop questions that will provide owners' feedback during the Campus Master Plans in October 2013.**

**Staff will provide costs and resource options for spring surveys.**

**29. Proposed Dates and Places of Future Meetings for the remainder of 2013 and for upcoming 2014 - DISCUSSION AND/OR DECISION** (refer to Board packet, pgs. 101-102)

Board Members will review and update the 2013-2014 District Governing Board Calendars:

- 2013-2014 District Governing Board Education and Ownership Linkage Calendar

**Mr. Harrington moved, seconded by Dr. McCarver, to adopt the 2013-2014 District Governing Board Education and Ownership Linkage with suggested revisions. Motion carried unanimously.**

- Proposed Dates and Places of Future meetings for 2013

- Added September 20, 2013 4th Annual Joint District Governing Board/Legislator Summit

- Added September 23, 2013 Special Board Meeting to discuss Campus Master Plan at 11:00 a.m. at the Prescott Campus Rock House

- Changed October 8, 2013 Regular Board Meeting to October 15, 2013 due to unavailability of members

- Added November 21-22, 2013 Invitation to attend Arizona Commission for Postsecondary Education's Developing Arizona's Human Capital Conference

- Proposed Dates and Places of Future meetings for 2014

**Mr. Harrington moved, seconded by Dr. McCarver, to change October 8, 2013 Regular Board Meeting to October 15, 2013. Motion carried unanimously.**

**Dr. McCarver will chair the October 15, 2013 District Governing Board Meeting due to Mr. Sigafos being absent.**

**30. OTHER INFORMATION – HEADING**

**31. Correspondence to the Board – RECEIPT**

Board Correspondence included: Invitation to the Fourth Annual Joint DGB/Legislature Meeting, and Association of Community College Trustees Advisor Newsletter.

**32. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**

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

Regular meeting adjourned at 4:10 p.m.

Respectfully submitted:

\_\_\_\_\_/S/  
Karen Jones, Recording Secretary

Date: October 8, 2013

\_\_\_\_\_/S/  
Mr. Ray Sigafos, 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](http://www2.yc.edu).  
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*