



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, October 15, 2013 1:00 PM

Chino Valley Campus – Room 120 & 121
2275 Old Home Manor Way
Chino Valley, AZ 86323

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:

Dr. Patricia McCarver, Chair/Secretary

Mr. Herald Harrington, Board Spokesperson

Dr. Dale Fitzner, Board Member

Mr. Robert Oliphant, Board Member

Absent: Mr. Ray Sigafos, Chair

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

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

Dr. McCarver 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 Mr. Harrington.

4. Welcome to Guests and Staff – PROCEDURAL

Dr. McCarver welcomed all guests and staff.

5. Approval of District Governing Board September 9, 2013 Retreat, September 10, 2013 Retreat, and September 10, 2013 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Dr. Fitzner moved, seconded by Mr. Harrington to approve the September 9, 2013 Retreat, September 10, 2013 Retreat, and September 10, 2013 Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. Open Call - PROCEDURAL

8. CONSENT AGENDA – HEADING

9. Receipt of Report on Revenues and Expenditures – Month of September 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 20-29)

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - September 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 30-32)

11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – September 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 33-35)

12. Approval of Curriculum Proposals: Delete Social and Human Services Certificate; Add New Certificate Programs: Pipe Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding - RECEIPT, DISCUSSION AND/OR DECISION

Mr. Oliphant moved, seconded by Dr. Fitzner to approve the consent agenda as written with removal of item #12 for further discussion. Motion carried unanimously.

12. Approval of Curriculum Proposals: Delete Social and Human Services Certificate; Add New Certificate Programs: Pipe Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding - RECEIPT, DISCUSSION AND/OR DECISION

Mr. Oliphant provided several written questions regarding the deletion of the Social Human Services Certificate. Barb Wing, Interim Vice President of Instruction and Student Services supplied the requested information.

Dr. Fitzner moved, seconded by Mr. Harrington to approve the curriculum proposals as written. Motion carried unanimously.

13. INFORMATION - HEADING

14. Information from the President RE: New Vice President for Instruction and Student Services; Recognition of services during the Doce and Yarnell Hill fires; Rural Community College Alliance Conference; Yavapai Combined Trust Quarterly Report; Campus Master Plan Open Forums; Capital Improvements; College

Highlights; Other Related Issues – INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs.65-88)

Dr. Penny Wills reported on the following topics:

- Dr. Stuart Blacklaw, new Vice President for Instruction and Student Services will begin his assignment on November 1, 2013
- Recognized Barb Wing, for serving as Interim Vice President for Instruction and Student Services
- September 16th, 2013 the Yavapai County Board of Supervisors awarded Citation of Recognition for:
 - o Yavapai College's dedication and devotion during the Doce and Yarnell Hill fires (attached)
 - o Ken Krebs, Director of Fire Science, work as the Logistics Section Chief at the Yavapai County Emergency Operations Center during both the Doce and Yarnell Hill Fires. Ken put in long hours during these critical events, and continued to accomplish his work for Yavapai College
- Rural Community College Alliance (RCCA) Conference September 25 - 27, 2013, attended by Dr. Wills, James Perey, Dean of Verde Valley Campus, and Karen Jones, Executive Assistant. Yavapai College has the privilege of hosting this conference in September 2014
- Campus Master Plan Open Forums were held on October 10th and 11th for both internal staff/faculty and community members. These forums were very well attended and a video recording of the forum is available on our website at <http://v5.yc.edu/v5content/facilities/>. The forum presentation included the Ends Statements, along with survey questions of how the Campus Master Plan aligns with the Ends. Administration is continuing to receive feedback through the website survey, and will present more information to the Board at the November District Governing Board meeting.
- Yavapai Combined Trust Quarterly Report - attached
- Capital Improvement - September 2013 - Attached - Information Only
- College Highlights - September 2013 - Attached - Information Only

15. Update from Instruction and Student Services to Include: 2013 Fall Semester Update; Student Leadership Council; Faculty Senate; Health Care Summit; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 89-112)

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

- Student Leadership Council - Xavier Perez, 2nd year student in the Criminal Justice Program, 1st year Student Leadership Council and Aurora Tiedman, 1st year student in the Nursing Program and Student Leadership Council. The students shared information regarding:
 - o Tri-College Student Conference that will be held on the Yavapai College – Prescott Campus on October 19, 2013. Dr. Wills will participate in the Presidents' panel. (refer to handout)
 - o Developing a student survey that will be conducted at the end of the semester to provide feedback to faculty regarding curriculum and teaching styles
 - o Continuing to survey students regarding a smoke free campus
 - o Positive response from faculty regarding timely grading
- Faculty Senate -Joani Fisher, Faculty Senate President, shared pertinent information regarding Faculty Senate, Faculty Association, and committee updates. Also, Dr. Mary Verbout and Nancy Schafer provided information regarding Development Education Committee, which is a subcommittee of the Faculty Association (refer to Board packet, pgs. 90 – 94)
- Health Care Summit held on September 16, 2013 - Scott Farnsworth, Dean for Sciences and Health Division, and Athletics Department (refer to Board packet, pgs. 95-100)
- Radiology Program - Rich LeClair, Radiology Program Director (refer to Board packet, pgs. 101-112)

16. SHORT RECESS – PROCEDURAL

Meeting recessed at 1:53 p.m.; reconvened at 2:06 p.m.

17. MONITORING REPORTS – HEADING

18. Receipt of President's Monitoring Report - Ends Statements - 1.1 Education Ends - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 118-125)

1 Ends

Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost. The following Ends are listed in priority order.

1.1 Education Ends

Students achieve their educational goals.

1.1.1 Job Seekers Ends

Job seekers have the qualifications, skills, and abilities to succeed.

1.1.2 Student Ends

Students seeking transfer will succeed at their next educational institution.

1.1.3 Lifelong Learning Adult Ends

Lifelong learning adults have affordable access to a variety of high-quality learning opportunities.

Mr. Harrington moved, seconded by Dr. Fitzner, that we have read the President's Monitoring Report regarding Policy 1.1, 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 1.1. Motion carried unanimously.

19. Receipt of President's Monitoring Report - Ends Statements - 1.2 Education Ends - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 125-132)

1 Ends

Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost. The following Ends are listed in priority order.

1.2 Economic Ends

Communities have the leadership and educational resources to generate and sustain economic base jobs.

1.2.1 Community Leadership

Leaders understand the importance of economic base jobs to Yavapai County.

Dr. Fitzner moved, seconded by Mr. Oliphant, that we have read the President's Monitoring Report regarding Policy 1.2, 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 1.2. Motion carried unanimously.

20. Receipt of President's Monitoring Report - Ends Statements - 1.3 Communities Ends - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 133-141)

1 Ends

Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost. The following Ends are listed in priority order.

1.3 Communities Ends

Yavapai County residents have access to a vibrant social and cultural life.

Comments from Trustee Oliphant: [There is a clear dominance of social cultural life on the Prescott campus/Prescott area. The Ends should be amended to read something like this: Yavapai County residents should have access on a reasonably equitable basis to social and cultural experiences when these experiences are sponsored or otherwise supported by Yavapai College. Such cultural and social activities should be apportioned and/or available on a reasonable basis anywhere in the County.](#)

Mr. Harrington moved, seconded by Dr. Fitzner, that we have read the President's Monitoring Report regarding Policy 1.3, 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 1.3. Motion carried unanimously.

[The Board requested that the November District Governing Board Meeting include discussion to explore comments and ideas with possible amendment to the Ends Statement 1.3.](#)

21. Receipt of President's Monitoring Report - Executive Limitation 2.1 - Service to the Public - INFORMATION, DISCUSSION AND/OR DECISION (refer to packet pg. 143-151)

Executive Limitation 2.1 - Service to the Public

The President shall not cause or allow to exist any condition that is unsafe, compromises an individual's privacy or limits accessibility, nor fails to provide a grievance process.

Dr. Fitzner moved, seconded by Mr. Harrington, that we have read the President's Monitoring Report regarding Policy 2.1, 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 2.1. Motion carried unanimously.

22. Board Self-Evaluation - Board-President Linkage Policy 4.3 - Delegation to President - MONITORING, DISCUSSION AND/OR DECISION (refer to packet pg. 152-153)

Policy 4.3 - Delegation to the President

The Board shall instruct the President through written policies which prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretations of these policies.

Comments from Trustee Oliphant: [I'm not quite certain I understand this statement. I would like an example.](#)

The Board response included the intention of this sub policy was to be more specific, but this finer detail will not limit the authority of the global policy.

[The Board requested that a future meeting include discussion to address this policy in a higher level, with a possible recommendation from a Policy Governance consultant prior to discussion.](#)

23. Ownership Linkage – HEADING

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

- Arizona Association for District Governing Boards (AADGB) - Dr. Dale Fitzner reported that AADGB will be

participating in the AZ Postsecondary Conference on November 21st and 22nd, 2013, and extends this invitation to all Board members.

- Association of Community Colleges Trustees (ACCT) - Dr. Dale Fitzner reported that he represented Yavapai College as a voting representative at the ACCT Leadership Congress on October 2nd through 5th. Also, Dr. Wills, Dr. Ewell, and Dr. Fitzner completed two presentation sessions on Policy Governance with great attendance and positive response.
 - Yavapai College Foundation - Dr. Patricia McCarver reported the following highlights from the September Foundation meeting:
 - o JTED certifications, new culinary arts program, and skill labs
 - o Foundation Finance Committee reported on a revised investment policy, year-to-date donations, and donor engagement.
 - o Art, Wine & Dine, October 18, 2013, has been sold out
 - o Business Incubator study
 - o Scholarship Update
 - o Cultural events for the Prescott and Verde Valley Campus
 - o Friends of Art reported on future plans of the Sculpture Garden
- Mr. Walker added the following October highlights:
- o Service Learning Students have added 4000 hours of service and giving, and will continue the service learning plot program with support from the Foundation
 - o Major gift from the Mallory Family for an endowment of the Del E. Webb Family Enrichment Center
 - o Yavapai College Foundation announces two of the Foundation board members, Dr. Richard Wright and Dr. John LaTourette, as recipients of this year's AFP Northern Arizona Philanthropy Day awards. Dr. Wright is the Outstanding Volunteer Fundraiser award recipient and Dr. LaTourette is the recipient of the Philanthropist of the Year award.
- Fourth Annual Joint District Governing Board and Legislature Meeting held on September 20, 2013 - Mr. Robert Oliphant commented on a few of the issues, with 14 Trustee/President, 5 Legislators, 16 staff members were present. Summit minutes and Mr. Oliphant's notes are available upon request.

25. Board Meeting Evaluations (Quarterly) – PROCEDURAL

The Board Meeting Evaluation Process for the 3rd Quarter was completed and presented by Mr. Oliphant (refer to Board packet pgs. 156-158)

The Board is requesting to revise the distribution timeline of meeting materials and information, in order to provide more time for Board members to review. Dr. Wills will seek Chair Sigafos direction. Dr. McCarver will complete the next evaluation.

26. BOARD EDUCATION/STRATEGIC THINKING AND PLANNING – HEADING

27. Review 2013-2014 District Governing Board Agenda Planning Calendar - DISCUSSION AND/OR DECISION

During the September 9 and 10, 2013 District Governing Board Retreat, the Board requested revisions to the Education and Ownership Linkage plan. Staff has reflected these revisions in the Agenda Planning Calendar (attached).

28. OTHER INFORMATION – HEADING

29. Correspondence to the Board – RECEIPT

Board Correspondence included: Dr. Stuart Blacklaw biography; Focus Magazine; OLLI Fall 2 Session Catalog; and Run for the Roses Flyer.

30. 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. 167-168)

Board Members will review the 2013 and 2014 District Governing Board calendars and will confirm meeting dates, times, and locations for future Board meetings – attached

- Proposed District Governing Board Retreat date for December 9, 2013 at the Prescott Campus Rock House.

The Board requested that the December 9, 2013 Retreat be cancelled.

31. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:03 p.m.

Respectfully submitted:

/S/

Ms. Karen Jones, Recording Secretary

Date: November 12, 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.

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