



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting

Tuesday, November 12, 2013

1:00 PM

Rock House, Prescott Campus
1100 E. Sheldon Street
Prescott, AZ 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 |
| Mr. Robert Oliphant, 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. McCarver

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of District Governing Board October 15, 2013 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Mr. Harrington moved, seconded by Dr. McCarver, to approve the October 15, 2013 Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. Open Call - PROCEDURAL

Ruth Wicks, Verde Valley resident, addressed the Board and provided comments regarding the Campus Master Plan.

8. CONSENT AGENDA – HEADING

9. Receipt of Report on Revenues and Expenditures – Month of October 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 13-22)

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - October 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 23-25)

11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – October 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 26-28)

12. Approval of Resolution 2013-#03-Capital Accumulation Fund Contribution - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 29-30)

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

13. INFO - HEADING

14. Information from the President RE: Welcome Dr. Stuart Blacklaw, Vice President for Instruction and Student Services; Review of Remembrance Day National Roll Call; Gettysburg Symposium; Southwest Wine Center Groundbreaking; Fall Athletics Update; Capital Improvements; College Highlights; Other Related Issues – INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 32-44)

Dr. Penny Wills reported on the following topics:

- Welcome Dr. Stuart Blacklaw, Vice President for Instruction and Student Services
- The Remembrance Day National Roll Call - Veteran's Day, November 8, 2013 had volunteers read the names of over 7000 fallen service member from the Iraq and Afghanistan conflicts.
- Gettysburg Symposium Lecture and Film Series to honor the 150th anniversary of the Gettysburg Address will be

- held November 12 through 17, 2013 - Attached
- Southwest Wine Center Groundbreaking will be on November 19, 2013 at the Verde Valley campus.
- Update on Fall Athletic Season
 - Women's Volleyball has completed a successful season
 - Soccer will be competing at the NJCAA Division I National Soccer Tournament in Tyler, TX November 18th through 23rd, and Coach Mike Pantalione will be recognized as the most winningest coach in NJCAA
- Capital Improvement – October 2013 - Attached - Information Only
- College Highlights - October 2013 - Attached - Information Only

15. Update from Instruction and Student Services to Include: 2013 Fall Full-time Student Equivalent (FTSE) and Enrollment Trends; Adjunct Faculty; Faculty Senate; Visual, Performing, and Liberal Arts; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 45-80)

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

- Fall Full-time Student Equivalent (FTSE) and Enrollment Trends – Tom Hughes, Director of Institutional Effectiveness and Research (refer to Power Point, pgs. 46-61)
- Faculty Senate – Joani Fisher, President for Faculty Senate discussed week 13 duties and requirements, Maricopa Community College visit; and a Compensation Committee Update from Cindy DeCecco (refer to Power Point, pgs. 62-65)
- Visual, Performing, and Liberal Arts – Jill Fitzgerald, Dean recognized Demoree Anderson and Holly Molina, Division Administrative Assistants, along with division highlights and activities (refer to Power Point, pgs. 66-73)
- Adjunct Faculty Update – Attached – Information Only

16. 2013 Annual Foundation Report – INFORMATION AND/OR DISCUSSION

Mr. Steve Walker, Vice President for College Development and Foundation, presented the Foundation's Fiscal 2013 Annual Report (refer to Power Point, pgs. 81-93)

17. SHORT RECESS – PROCEDURAL

Meeting recessed at 1:56 p.m.; reconvened at 2:08 p.m.

18. MONITORING REPORTS – HEADING

19. Receipt of President's Monitoring Report – Executive Limitation 2.4 – Asset Protection - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 93-103)

Executive Limitation 2.4 - Asset Protection

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

Mr. Harrington moved, seconded by Dr. Fitzner, that we have read the President's Monitoring Report regarding Policy 2.4, 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. Motion carried unanimously.

20. Board Self-Evaluation - Board-President Linkage Policy 4.2 – Accountability of the President - MONITORING, DISCUSSION AND/OR DECISION (refer to packet pg. 104-105)

Policy 4.2 - Accountability of the President - The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President.

Comments from Trustee Oliphant: I agree in general with 4.2.1. However, three questions: What if there is a conflict of interest? What if the termination may expose the College to criminal liability? Should the policy be amended to have terminations where there is a conflict of interest, or which may involve criminal liability, referred to the Board? Has this delegation been approved by Board legal counsel?

The Board requested the Board's Attorney and Attorney General's opinion regarding Policy 4.2 to be reviewed at future meeting.

21. POLICY – HEADING

22. Approval of Intergovernmental Agreement between City of Prescott and Yavapai Community College to assign a Sergeant of Northern Arizona Regional Training Academy (NARTA) – RECEIPT, DISCUSSION, AND/OR DECISION (refer to packet pg. 106-112)

The attached Intergovernmental Agreement is to set forth the duties and responsibilities of the parties and to formalize the routine appointment by the City of Prescott's Police Sergeant to supervise Northern Arizona Regional Training Academy at Yavapai College in return for the College paying the cost of the salary and benefits of said officer.

Dr. Fitzner moved, seconded by Mr. Oliphant, to approve the Intergovernmental Agreement between City of Prescott and Yavapai Community College as written. Motion carried unanimously.

23. Proposed Policy – Executive Limitation 2.6 – Presidential Continuity and Absences – DISCUSSION AND/OR DECISION (refer to packet pg. 113-114)

In conjunction with the revision of Governance Policy 4.7 – President Succession at the September 10, 2013 District Governing Board, the Board requested a new policy be created to clarify the President's succession plan. The following is the proposal for the new policy:

2.6 Presidential Continuity and Absences

The President shall not fail to appoint a College Vice President to act in the President's place when the President is absent or unavailable and to communicate necessary information about the absence and individual empowered to act to the Chair of the District Governing Board prior to the absence.

Dr. McCarver moved, seconded by Dr. Fitzner, to approve the addition of Executive Limitation 2.6 Presidential Continuity and Absences as written. Motion carried unanimously

24. 10 Year Campus Master Plan – INFORMATION, DISCUSSION AND/OR DECISION (refer to handout)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, along with representatives from The Smith Group, presented the 6 month development process, data, recommendations, and a proposed timeline of the 10 Year Campus Master Plan. The cost analysis and funding will be presented at the December 10, 2013 District Governing Board Meeting.

Mr. Harrington moved, seconded by Dr. McCarver, to commission the College's administration to develop and present the budget associated with the proposed 10 Year Campus Master Plan at the December 10, 2013 District Governing Board Meeting. Motion carried with four yes votes and one no vote from Mr. Oliphant.

SHORT RECESS – PROCEDURAL

Meeting recessed at 4: 20 p.m.; reconvened at 4:26 p.m.

25. OWNERSHIP LINKAGE – HEADING

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

- Arizona Association for District Governing Boards (AADGB) - Dr. Dale Fitzner reported the AADGB will meet at the Arizona Commission for Post-secondary Education Conference next week.
- Association of Community Colleges Trustees (ACCT) - Dr. Dale Fitzner reported the next event will be in Washington D.C. during February 2014.
- Yavapai College Foundation - Dr. Patricia McCarver reported the next Foundation meeting will be November 13th.

27. Proposed Ownership Linkage Survey Plan – INFORMATION, DISCUSSION AND/OR DECISION

Mr. Harrington moved, Dr. McCarver seconded, to postponed and move this agenda item to the December 10, 2013 District Governing Board meeting. Motion carried unanimously.

28. OTHER INFORMATION – HEADING

29. Correspondence to the Board – RECEIPT

Board Correspondence included: Thank you for participation in the Fourth Annual Joint DGB and Legislature meeting, and invitation to the AZ Commission for Postsecondary Education Conference.

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. 120 -122).

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

2013 District Governing Board Meeting Dates and Locations for review:

- November 19, 2013 - Southwest Wine Center Groundbreaking Ceremony - Reminder
- November 21-22, 2013 Arizona Commission for Postsecondary Education Conference – Please RSVP
- December 5, 2013 Northern Arizona Regional Training Academy Commencement - Reminder
- December 13, 2013 Nursing Pinning Ceremony – Reminder

2014 District Governing Board Meeting Dates and Locations for review:

- January 14, 2014 - Added location of Prescott Campus Rock House
- February 4, 2014 - Requesting to change from February 11, 2014 due to Association of Community College Trustees and Rural Community College Alliance conferences

Mr. Harrington moved, seconded by Dr. McCarver, to change the February 2014 meeting from the 11th to the 4th. Motion carried unanimously

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 4:31 p.m.

Respectfully submitted:

_____/S/
Ms. Karen Jones, Recording Secretary

Date: December 10, 2013

_____/S/
Mr. Ray Sigafos, Chair

_____/S/
Dr. Patricia McCarver, Secretary