



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, January 14, 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:

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| 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 Mr. Oliphant

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of District Governing Board December 10, 2013 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Dr. Fitzner moved, seconded by Dr. McCarver, to approve the December 10, 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

No requests were received.

8. CONSENT AGENDA – HEADING

9. Receipt of Report on Revenues and Expenditures – Month of December 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 12-21)

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - December 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.22-24)

The President reported compliance.

11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – December 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.25-27)

The President reported compliance.

12. Board Evaluation of Governance Policy 3.7 – Cost of Governance - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 28-29)

All Board members voted "In Compliance" with no comments.

13. Approval of Faculty Sabbatical Requests for 2014-2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 30-112)

This item is on the consent agenda to comply with A.R.S. §15-510 - Authorization of Leaves of Absence; Application; Preservation of Rights.

Four faculty and one staff member applied for a Sabbatical leave during FY 2014-2015 semesters. Applications were reviewed and prioritized by the Division Dean, Professional Growth Committee, Vice President for Instruction and Student Services, and the President. Based upon available funding and prioritizing, the College will recommend that the District Governing Board approve the support of Five (5) requests.

1. Joan Fisher, English Professor, Foundation Division, requests a sabbatical leave August 2014 through May 2015 for:

- Continuing Education in PhD in Instructional Design & Technology at Old Dominion University; and Shakespeare Summer School and Literature Summer School at University of Cambridge
- Create new online courses

2. Nicole Wilson, Psychology Professor, Visual, Performing, and Liberal Arts Division, requests a sabbatical leave during Spring Semester 2015 to conduct a research project for "Are Children Who Have Spent Extensive Time in High Quality Early Learning Centers More Likely than Children Who Have Not to Delay Gratification?"
 3. Jennifer Jacobson, Sociology Professor, Visual, Performing, and Liberal Arts Division, requests a sabbatical leave during Fall Semester 2014 to conduct a research project for "Are Children Who Have Spent Extensive Time in High Quality Early Learning Centers More Likely than Children Who Have Not to Delay Gratification?"
 4. Jeb Bevers, Biology Professor, Science and Health Division, requests a sabbatical leave during Spring Semester 2015 for Science Outreach Education, Survey and Comparative Analysis of the Milk Creek Fossil Faunas of Arizona, and the early history of Evolutionary Biology
 5. Jeni Johnson, Academic Systems Coordinator, request a sabbatical leave July 1, 2014 to December 31, 2014 for completion of a Master's Degree in Educational Leadership
- Dr. McCarver moved, seconded by Dr. Fitzner, to adopt the consent agenda as written. Motion carried unanimously.**

14. INFORMATION - HEADING

15. Receipt of the Comprehensive Annual Financial Report (CAFR), Single Audit Compliance Reports, and Annual Budgeted Expenditure Limitation Report for Fiscal Year Ended June 30, 2013 - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs.113 - 295)

Frank D'Angelo, Controller, gave a brief presentation on the Comprehensive Annual Financial Report (CAFR) highlighting pages 18, 19, 51, 52. Next Mr. D'Angelo introduced Sandy Cronstrom from CliftonLarsonAllen, LLP, who discussed the Single Audit Compliance Reports, and highlighted the compliance testing results. The final step to complete the 2013 audit process will be to upload this information to the Federal Audit Clearing House within the next week. Ms. Cronstrom complimented Mr. D'Angelo and his team on their outstanding job and responsiveness. CliftonLarsonAllen, LLP has completed their second term of their agreement with the State Auditor's Office, and next year's audit contract will likely be awarded to a new audit firm per the Auditor General.

16. Information from the President RE: Taste of YC; Health Summit; Campus Master Plan Update; Yavapai College Trust Quarterly Report; College Highlights; Capital Improvement; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 204-214)

Dr. Penny Wills reported on the following topics:

- Welcome back for Spring Semester 2014 event, which included Executive Team video update and Taste of YC fund raiser for the Roger Runyon Scholarship fund.
- Health Summit - January 28, 2014 will be a meeting with four of the hospital's CEO for their input regarding workforce needs and resources for the proposed medical hub.
- Campus Master Plan Update which included the PLT's review of the master plan and work group being formed for each project concept, i.e. University Transfer Center, CTEC Expansion, etc.
- Yavapai College Trust Quarterly Report - Rose Hurley - attached
- College Highlights - December 2013 - Attached - Information Only
- Capital Improvements Update - Attached - Information Only
- Other Related Issues – Dr. Wills congratulated sabbatical applicants

17. Update from Instruction and Student Services included Report from Student Services Division, Faculty Senate, and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs.215-226)

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

- Student Services Division - Sandy Garber, Dean (refer to Board packet, pgs. 216-226)
- Faculty Senate, Faculty Association, and committee updates -Joani Fisher, Faculty Senate President. Ms. Fisher expressed the gratitude from the sabbatical applicants. Ms. Fisher informed the Board that a national publication has distributed Nicole Wilson's rap video on their website. Major projects from the Faculty Association in the Spring 2014 semester will include the input and adaptation for the Campus Master Plan, and Board presentation from SLOA, Gen Ed, and Standards Committee.
- Other Related Issues

18. POLICY – HEADING

19. Consideration of Preliminary Assumptions for 2014-2015 Budget Planning - DISCUSSION AND/OR DECISION (refer to packet pg. 227-254)

Dr. Clint Ewell, Vice President for Finance and Administrative Services presented the preliminary assumptions for the Fiscal Year Ending June 30, 2015.

- Changes to this year's budget calendar includes:
 - o January - Environmental Analysis and Budget Planning Assumptions
 - o February - Capital Budget Plan that will be primarily the Campus Master Plan, and Financing recommendations
 - o March – Revenues to include all sources
 - o April – Draft Budget

- May - Final Budget presentation and possible Truth in Taxation hearing

20. MONITORING REPORTS – HEADING

21. Receipt of President's Monitoring Report - Executive Limitations - 2.5 Communication and Support to the District Governing Board and 2.5.1 Compliance - MONITORING, DISCUSSION AND/OR DECISION (refer to packet pg. 255-259)

Executive Limitation 2.5 – Communication and Support to the District Governing Board and 2.5.1 Compliance
2.5 Communication and Support to the District Governing Board

The President shall not permit the board to be uniformed, misinformed, or unsupported in its work.

2.5.1 Compliance

The President shall not fail to advise the Board, if in the President's opinion, the Board is not in compliance with one or more of its own policies, particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.

Mr. Harrington moved, seconded by Dr. McCarver, that we have read the President's Monitoring Report regarding Policy 2.5, and 2.5.1, 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 2.5 and 2.5.1. Motion carried unanimously.

22. Board Self-Evaluation - Governance Policy 3.1 - Governing Style - MONITORING, DISCUSSION AND/OR DECISION (refer to packet pg. 260-263)

Governance Policy 3.1

The Board shall govern Yavapai College proactively rather than reactively.

The Board shall stay adequately informed by incorporating within the Board meeting reports from the President on strategic issues and engaging the Board in strategic thinking on relevant issues and approach its task with a style which emphasizes:

- Outward vision rather than an internal preoccupation
- Diversity in viewpoints
- Strategic leadership derived from future rather than past or present thinking
- Clear distinction of Board and staff roles
- Emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects

Comments from Trustee Oliphant: [In my judgment, approval of the 10 year capital/development plan at last Board meeting does not reflect the Board's obligation "to all the owners of its district."](#) 3.1.1. is not clear.

23. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:21 p.m.; reconvened at 2:34 p.m.

24. BOARD EDUCATION/STRATEGIC THINKING AND PLANNING – HEADING

25. Board Education regarding Open Meeting Law and Conflict of Interest Declaration - INFORMATION AND DISCUSSION (refer to packet pg. 265-286)

Lynne Adams, District Governing Board Counsel, provided Board Education related to Open Meeting Law for Board members, with particular emphasis on the conflict of interest statutes.

Board members are asked to complete the Annual Conflict of Interest Declaration annually, as required by Board Policy 3.3. Conflict of Interest forms are provided in the Board packet to be completed and returned to the Executive Assistant by January 31, 2014. The Conflict of Interest forms will be shared and reviewed by all Board members at the February 4, 2014 Regular Board meeting. This form shall be kept in a file maintained by the College and which shall be open to the public.

Dr. Fitzner left the meeting at 3:10 p.m.

26. OWNERSHIP LINKAGE – HEADING

27. Election of Board Officers - Chair, Secretary, and Board member Liaison Committee Appointments for 2014 - DISCUSSION AND/OR DECISION

As required by A.R.S. §15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January.

Mr. Ray Sigafoos, Chair and Dr. Patricia McCarver, Secretary are concluding the first year of their two-year term in these executive roles. Board may choose to elect a new Chair and/or Secretary or may choose to have Mr. Sigafoos and Dr. McCarver continue in these positions:

- Board Chair
- Board Secretary

Mr. Harrington moved, Mr. Oliphant seconded, in accordance with A.R.S §15-1443(B) that the Board maintain the current Chair Mr. Ray Sigafoos and Secretary Dr. Pat McCarver for the 2014 term. Motion carried unanimously.

The elected Board Chair appointed Board Liaisons for one-year terms for the following committees:

- Yavapai Foundation Liaison – Dr. Pat McCarver
- Arizona Association for District Governing Boards Representative – Dr. Dale Fitzner, alternate Mr. Oliphant
- Association of Community College Trustee (ACCT) – Dr. Dale Fitzner,
- Board Spokesperson – Herald Harrington

28. 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) – Mr. Sigafos reported in Dr. Fitzner absence, the next meeting has not been scheduled.
- Association of Community Colleges Trustees (ACCT) – Nothing to report
- Yavapai College Foundation - Dr. McCarver reported that the Foundation meeting was held on January 8, 2014 and highlighted a presentation of the College’s Regional Economic Development Plans, the Foundation approved a motion/decision approving the Finance Committee to move investments to Vanguard Institutional Advisory Services, and the Dissolution of the Greater Verde Valley Chapter and re-formed as an auxiliary - Friends of the Southwest Wine Center.

Board requested a report on the Verde Valley Medical Center equipment donation to the Radiology Program.

29. OTHER INFORMATION – HEADING

30. Correspondence to the Board – RECEIPT

Board Correspondence included: Adjunct Newsletter, IPGA Conference information, Nonprofit Quarterly Subscription, invitation to Greater Prescott Prayer Breakfast, and OLLI Spring 1 Session catalog.

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

Reminder for 11th International Policy Governance Association Conference will be held on June 19, 2014 in Minneapolis, MN and information is included in Board Correspondence folder.

Board requested staff to register and reserve lodging for three Board attendees.

32. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:30 p.m.

Respectfully submitted:

_____/S/
Ms. Karen Jones, Recording Secretary

Date: February 4, 2014

_____/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.*