



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting

Tuesday, March 4, 2014

1:00 PM

Sedona Center, Room 34

4215 Arts Village Drive

Sedona, Arizona

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 agenda, packet materials, handouts, and minutes are on file in the District Office and posted on the College website along with regular board meeting recordings posted approximately 12 days after each meeting at <http://www.yc.edu/v5content/district-governing-board/>.

Members Present:

Mr. Ray Sigafoos, Chair

Dr. Patricia McCarver, Chair/Secretary

Mr. Herald Harrington, Board Spokesperson

Dr. Dale Fitzner, Board Member

Mr. Albert Filardo, Board Member

Administration Present:

Dr. Penelope H. Wills, President

Lynne Adams, Board Attorney

Other staff attending 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. Harrington

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Oath of Office – New Board Member Albert Filardo – PROCEDURAL

Chair Sigafoos administered the Oath of Office to the New Board Member Albert Filardo.

6. Approval of District Governing Board February 4, 2014 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Mr. Harrington moved, seconded by Dr. Fitzner to approve the February 4, 2014 Regular Meeting Minutes. Motion carried unanimously.

7. Adoption of Agenda – DECISION

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

8. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:

Art Program – Jeri Smith-Fornara, Gail Hall

Advocate for Hearing Impaired – Lois Neville (submitted audio proposal)

OLLI Program - Jim Gandee, Ron Sanders, Paul Friedman, Paul Chevalier

10 year Campus Master Plan – Joel Staadeckev, Richard Ellis, Anthony Lozano, Barbara U'Ren, Jim Pease, Bob

Oliphant, Carol German, Steve Segner, Louis Camp, Peter Fagan, Rob Adams, Kathy Levin, John Miller,

Film School letter – Jackie Baker

New Board member – John Miller

SHORT RECESS – PROCEDURAL

Meeting recessed at 2:12 p.m.; reconvened at 2:23 p.m.

9. CONSENT AGENDA – HEADING

10. Receipt of Report on Revenues and Expenditures – Month of February 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.14-23)

11. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – February 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.24-26)

The President reported compliance.

12. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – February 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 27-29)

The President reported compliance.

13. Board Self-Evaluation - Governance Policy 3.5 - Governance Process Policy 3.5 - Board Chair and Other Officer Roles - MONITORING AND DISCUSSION- MONITORING, DISCUSSION AND/OR DECISION (refer to packet pg.

30-34)

Policy 3.5 - The Chair's role is to ensure the integrity of the Board's process and to represent the Board to outside parties.

All Board members have evaluated Policy 3.5 to be in compliance with no comments.

14. Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, DISCUSSION, AND/OR DECISION (refer to packet pg. 35-37)

Policy 4.4 - Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

Accordingly:

All Board members have evaluated Policy 4.4 to be in compliance with no comments.

15. Receipt of Curriculum Proposals to Add New Programs for Therapy and Service Dog Team Skills, and Canine Care & Handling - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 38-68)

The Curriculum Committee and Vice President for Instruction and Student Services recommend the following curriculum proposals:

Add the following certificate programs:

- Therapy and Service Dog Team Skills Certificate
- Canine Care & Handling Certificate

16. Receipt of the First Amendment to the Lease Agreement with the Town of Chino Valley and Yavapai College - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 69-94)

Requesting approval of the First Amendment to the Lease Agreement between the Town of Chino Valley and Yavapai County Community College District of fifty (50) acres of real property adjacent to the 30 acre campus of THE COLLEGE located in what is commonly known as "Old Home Manor". The original agreement date of the lease was May 9, 2008. The amendment extends the lease through April 18, 2025.

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

17. INFORMATION - HEADING

18. Sedona Economic Development Update RE: Presentation on "Imagine Sedona - 2020 & Beyond" and an overview of the New Sedona Community Plan - INFORMATION AND/OR DISCUSSION (refer to Board packet pgs. 97-100 and handout Sedona Community Plan)

Mike Raber, Senior Planner for the City of Sedona, and Jon Thompson, Chairman of the Citizens Steering Committee for the Sedona Community Plan provided a brief outline of the purpose, the process to prepare, and a summary of key components of the Community Plan. The New Sedona Community Plan was adopted by the Sedona City Council on November 7, 2013. The New Plan is currently being voted on by Sedona Citizens in a special vote-by-mail election. Ballots are due on March 11, 2014.

19. Reports from Board Members - INFORMATION AND/OR DISCUSSION (refer to handouts – summary of notes and listing of questions)

Board member Mr. Harrington reported on several public events and media sessions that he has attended in the last month. He provided a list of repeated questions, concerns and common responses from Verde Valley citizens.

Board requested an agenda item be added to a future meeting to discuss these and other questions

20. Information from the President to Include: All Arizona Academic Team; Art Program; Spring 2014 Open Forums; Coconino Community College; Rural Community College January Conference; Revision to Policy 6.6.2; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 101-121).

Dr. Penny Wills reported on the following topics with discussion from the Board:

- All Arizona Academic Team – five (5) YC students were selected and recognized at an awards luncheon on February 19th.
- Art Program – during the budget planning process the College analyzes program quality in balance with responsible budget information. This evaluation included review of low enrollment in course sections and additional subsidies. During budget reviews and recommendations there were no Art course eliminations, although sections were reduced to maintain quality and efficiency. Sections are defined as dates/times that the course will be offered.
- Spring 2014 Open Forums included updates on enrollment, aviation program, and cyber security, in addition to faculty and staff's question or concerns.
- Coconino Community College – reviewed the press release reporting their failed property tax increase which has resulted in deep cut backs on programs and personnel. Yavapai College has offered to assist with Coconino's SBDC needs.
- Rural Community College January Conference in Washington D.C. was attended by Dr. Wills and Dr. Blacklaw. YC's team was able to visit with the Secretary of Agriculture, and Deputy Secretary of Education regarding the Farm bill, which includes giving rural community colleges preference for vocational education/training.

- Policy 6.6.2 Revision – reviewed policy modification
- College Highlights - March 2014 - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other related issues – extended the invitation for the Gubernatorial Debate to be held March 7, 2014 at 6 p.m.

21. Update from Instruction and Student Services to Include: Faculty Senate; Adult Basic Education; Adjunct Faculty; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 122-128).

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

- Faculty Senate - Joani Fisher reported that faculty and student are wrapping up mid-semester. Todd Conaway, Advisor on the GIFT Center Committee provided an introduction and recap of the Great Ideas For Teacher (GIFT) Center:
 - 9x9x25 - 9 week program, to write 9 pieces of 25 sentences on teaching practices. Seventeen (17) teachers participated and shared their work with others
 - GIFT Fellowship Award for Teaching Excellence
 - Quality Matters Training
- Adult Basic Education - Dean Holbrook, Dean for Foundation Studies updated the Board on:
 - The state has been approved to continue funding for this program. State/Federal funds 60% of the programs, while YC funds the remaining portion of 40%.
 - Current and future issues of Adult Basic Education (ABE) to include
 - GED 2014 testing of Common Core/Career & College Readiness
 - New PARCC test will begin in 2017
 - Immigration Reform will affect ABE resource needs
- Adjunct Faculty Newsletter - Attached - Information Only

22. SHORT RECESS – PROCEDURAL

Meeting recessed at 3:57 p.m.; reconvened at 4:03 p.m.

23. MONITORING REPORTS – HEADING

24. Preliminary Discussion of the President's Evaluation Process - DISCUSSION AND/OR DECISION

The Board members reviewed the suggested resources that will be presented at the May 13, 2014 meeting to assist the Board in effectively analyzing the President's job performance during FY 2013-2014.

- Annual Self Evaluation Summary from the President - will be submitted prior to evaluation
- Summary of Monitoring Reports (as submitted per the Board's Annual calendar)
- Board Comments for President's Evaluation

The Board requested revisions to the proposed forms with a review of these amendments at the April 15, 2014 District Governing Board meeting.

25. Receipt of President's Monitoring Report - Executive Limitations - 2.3.4 - Real Property - MONITORING, DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 130-137)

2.3.4 Real Property

The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.

2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property

Pursuant to A.R.S. §15-1444(B)(2), the Governing Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the College without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Governing Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Governing Board.

The President shall not enter into any lease agreement more than one year in duration or that exceeds \$200,000 per year without Board authorization.

2.3.4.2 Improvements to Leased Property

The President shall not make improvements to any real property, structure, or land leased by the District without notifying the Board; any lease improvements over \$10,000 requires the District Governing Board's approval.

Mr. Harrington moved, seconded by Dr. McCarver, that we have read the President's Monitoring Report regarding Policy 2.3.4, 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 2.3.4. Motion carried unanimously.

26. POLICY ISSUES – HEADING

27. Approval of Proposed Tuition and Fees for Fiscal Year 2014 - 2015 - DISCUSSION AND DECISION (refer to packet pg. 138-151).

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the FY 2014 - 2015 Proposed Tuition and Fees. The changes to the FY 2014-2015 Tuition and Fees were developed with input from Administration, Deans, and Finance staff.

Dr. Fitzner moved, seconded by Mr. Harrington, to approve the 2014-2015 Tuition and Fees proposal as presented. Motion passed unanimously.

28. OWNERSHIP LINKAGE – HEADING

29. District Governing Board Budget Proposal for FY 2014-2015 - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board packet pg. 152-153)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the District Governing Board budget history from FY 2010 through 2014 and a proposed budget for the next fiscal year 2014-2015.

Dr. McCarver moved, seconded by Mr. Filardo to approve the District Governing Board Budget Proposal for FY 2014-2015. Motion passed unanimously.

30. 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) –Dr. Fitzner reported the next meeting is Thursday, March 6, 2014.

- Association of Community Colleges Trustees (ACCT) – Dr. Fitzner provided a recap of the February ACCT Summit to include meetings with Senator McCain, and delegates from the offices of Gosar and Flakes.

- Yavapai College Foundation - Dr. McCarver reported on the February 14, 2014 meeting which included Campus Master Plan, Investment Strategies, YTD Contributions Increases, and Faculty Viticulture Trip to Spain, and reports from all auxiliary committees. The next meeting is March 19, 2014.

31. OTHER INFORMATION – HEADING

32. Correspondence to the Board – RECEIPT

Board Correspondence included: OLLI 2014 Summer/Fall Catalog, Invitation for Gubernatorial Debate; Arizona Minority Student Progress Report 2013; and February 28, 2014 Sedona Red Rock News.

33. Proposed Dates and Places of Future Meetings for 2014 - DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 155-156).

Reminder of March 6, 2014 Groundbreaking Ceremony for the Roughrider Community Tennis Center at 11 a.m.

The Board requested that the April 15, 2014 District Governing Board meeting and possibility future meetings, include an agenda item regarding the questions submitted during the Open Call and Board Reports. The result of these discussions will be included at the September Retreat.

Mr. Harrington moved, seconded by Dr. McCarver, that the September 2014 Retreat will focus on community issues and integrate the resolutions into the Board's Strategic Plan. Motion passed unanimously.

34. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Dr. McCarver moved, seconded by Mr. Harrington that the meeting be adjourned. Motion passed unanimously.
Regular meeting adjourned at 5:15 p.m.

Respectfully submitted:

/S/
Ms. Karen Jones, Recording Secretary

Date: April 15, 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.*