



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, September 9, 2014 1:00 PM

Prescott Campus – Rock House
1100 E. Sheldon Street
Prescott, 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
Mr. Herald Harrington, Board Spokesperson
Dr. Dale Fitzner, Board Member

Dr. Patricia McCarver, Chair/Secretary
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 Dr. Fitzner.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of August 12, 2014 District Governing Board Regular Meeting and Executive Session Minutes - DISCUSSION AND/OR DECISION

Dr. McCarver moved, seconded by Mr. Harrington, to approve the August 12, 2014 Regular Meeting and Executive Session Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. Open Call - PROCEDURAL

The following requests were received to address the Board:
Bob Oliphant - Verde Valley Campus senior leadership
Deb McCasland regarding tennis court

8. CONSENT AGENDA – HEADING

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

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

The President reported compliance.

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

The President reported compliance.

12. For Consideration for Approval of the Intergovernmental Agreement (IGA) between Mountain Institute Joint Technical Education District and Yavapai County Community College for Educational Programs - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 30-46)

For Consideration for Approval of the Intergovernmental Agreement (IGA) between Mountain Institute Joint Technical Education District (JTED) and Yavapai County Community College for Educational Programs. The purpose of this Agreement is to provide College courses to JTED students eligible for enrollment in courses offered by JTED for the period of July 1, 2014 - June 30, 2020.

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

13. INFORMATION - HEADING

14. **Sabbatical Report from Laura Bloomenstein, Art Professor, Liberal, Visual and Performing Arts Division - INFORMATION AND/OR DISCUSSION**

Laura Bloomenstein, Art Professor, Liberal, Visual, and Performing Arts Division, was awarded a sabbatical leave during the fall of 2013 semester and presented the results of her projects:

- Investigated and studied a variety of 3D digital modeling software programs and fabrication methods of outputs for art students. Provided a video demonstration of 3D software and hardware.
- Researched online and visited 3D labs, art museum and exhibits, and Maker Faire, New York.
- Produced working three dimensional models of the interiors and exteriors of a series of personally designed art objects. Planning to present her personal exhibit in 2016.
- Investigated feasibility to use one or more of these software programs and the fabrication machinery in conjunction with current art programs at Yavapai College and/or as a future sustainable separate certificate or degree program.

http://prezi.com/rnos0jgapny/?utm_campaign=share&utm_medium=copy&rc=ex0share

15. **Information from the President to Include: New Professional Development Opportunities; Residence Halls Grand Opening; Southwest Wine Center Grand Opening; Sedona Campus Open House; Facilities Management News; College Highlights; Other Related Issues - INFORMATION AND/OR DISCUSSION**

(refer to Board agenda, pgs. 48-69)

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

- New Professional Development Opportunities – Dr. Ewell, Steve Walker, and Rose Hurley presented the newly developed professional development for faculty and staff of Yavapai College:
 - Executive Leadership Institute (YCELI) – designed to enhance leadership/personal skills of the senior management; strengthen communication; address key issues; and ensure quality improvements.
 - Administrator Academy – 70 YC managers/supervisors will participate in approximately 40 hours of professional training based on American Association of Community Colleges competencies.
 - New Employee Orientation – based on the principle that employee engagement is the key to employee success and retention, several processes and activities will be offered within the first 12 months.
- Residence Halls Grand Opening on August 21, 2014 with remarks from Chair Sigafos was well attended.
- Southwest Wine Center Grand Opening will be happening on September 12, 2014.
- Sedona Campus Open House to be held on October 14, 2014.
- Facilities Management News - September 2014 - Attached - Information Only
- College Highlights - August 2014 - Attached - Information Only

16. **Update from Instruction and Student Services to Include: Student Leadership Council; Faculty Senate Update; Sciences, Health and Public Safety Update; Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 70-92)

Scott Farnsworth introduced update from Instruction and Student Services:

- Student Leadership Council - Moriah Boone, returning Art Student, and Josh Schmidt, Student Leadership Coordinator, provided the Student Leadership Council's mission statement which includes student involvement and encourage their voice to be heard in education. The council acts as liaison between students and faculty. Some of the current projects and events included course surveys; Tri-College Leadership Conference with Embry Riddle Aeronautical University and Prescott College; input for new learning management system; uniformity of academics; and assisting with NJCAA soccer tournament.
- Faculty Senate - Josh Schmidt, Sciences, Health and Public Services Faculty presented the following: membership of the American Association University Professors; input for new learning management system (aka blackboard); tobacco free campus; probationary faculty processes; division/department chair proposal; strategic budget planning; workload processes; and faculty lunch meetings.
- Sciences, Health & Public Services - Dean Scott Farnsworth shared the following division information (refer to Board agenda, pgs. 76-88):
 - Factors that are considered when course schedule building
 - Credentialed/adjunct faculty – discipline/subject qualified to teach; availability; dual enrollment
 - Previous History – classes fill quickly or slowly; under enrolled classes; cancelled classes; class/course need
 - Program, degree, transfer, or certificate – required; sequence required; conflict with other classes; location
 - Student Interests/Needs – Not declared a discipline; full or part time; changing discipline; build schedules for entire year
 - Space/classroom – size; location; special equipment; ITV; renovations; availability
 - Day and Time – Tuesday/Thursday preference
 - Costs of programs – student/faculty ratio; pedagogies of engagement

Mr. Filardo encouraged the schedule planning to consider the student needs coming from the High Schools, and to be innovated regarding dual enrollment faculty with possible online courses conducted by our faculty.

- August and September Adjunct Faculty Newsletter - Attached - Information Only

17. Quarterly Update from Yavapai College Advancement and Foundation – INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 93-104)

Mr. Steve Walker, Vice President of College Advancement and Executive Director of the Foundation provided a quarterly update to include:

- Scholarship programs
- Arts and music endowments
- Staff and faculty scholarship awards to provide additional professional development
- Expenditures divide as 3% fund raising; 6.5% administration expenses; and 90.5% directly to foundation programs and services
- Growth of Endowment
- New website to include donor acknowledgment; scholarship recipients; current fundraising events

Mr. Harrington commended the Foundation and their outstanding efforts.

18. Reports from Board Members - INFORMATION AND/OR DISCUSSION

No reports from Board members.

19. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:21 p.m.; reconvened at 2:32 p.m.

20. MONITORING REPORTS – HEADING

21. Board Self-Evaluation – Governing Board Policy 3.6 – Board Committee Principles – MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 107-108)

Policy 3.6 - Board Committee Purpose and Principles

When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.

Policy 3.6.1 - May Not Speak or Act for the Board

Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.

Board comments include: **With the new Verde Valley advisory group being formed, we will need to ensure that its structure fits within our Board policy.**

22. Board Self-Evaluation - Board - President Linkage 4.1- Unity of Control - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 109-110)

Policy 4.1 - Unity of Control

Only officially passed motions of the Board shall be binding on the President of Yavapai College.

Policy 4.1.1 - Decision or Instructions of Individual Board Members

Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.

Policy 4.1.2 - Request from Board Members and Board Committees

In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.

Board comments include: **Compliance or lack thereof with this policy by Board members will only be noted by the President reporting such to the Board. None has been reported to the Chair this year.**

23. OWNERSHIP LINKAGE – HEADING

24. Select a Voting Board Representative for Association of Community College Trustees (ACCT) Annual Leadership Congress - DISCUSSION, AND/OR DECISION

Recommend that the Board appoint Dr. Dale Fitzner as the voting delegate at the Association of Community College Trustees (ACCT) Annual Leadership Congress on October 22 - 25, 2014.

Dr. McCarver moved, seconded by Mr. Filardo, to appoint Dr. Dale Fitzner as Yavapai College's voting delegate at the Association of Community College Trustees (ACCT) Annual Leadership Congress on October 22 – 25, 2014. Motion carried unanimously.

25. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community College Trustees (ACCT); Yavapai College Foundation; and Board Spokesperson – INFORMATION AND/OR DISCUSSION

- Arizona Association for District Governing Boards (AADGB) - Dr. Dale Fitzner will be attending the next meeting on September 25, 2014 and will be developing training opportunities for Board Trustees
- Association of Community Colleges Trustees (ACCT) - Dr. Dale Fitzner will be attending the Annual conference October 22 through 25, 2014 in Chicago, IL.

- Yavapai College Foundation - Dr. Patricia McCarver reported on August 13th meeting:
 - o District Governing Board report was delivered
 - o End of the year treasury's report – funds raised for scholarship, Southwest Wine Center, Tennis courts, and Hot Shots.
 - o Fall start up programs/activities
 - Wine and Dine in the Vines for the Southwest Wine Center on October 18th
 - Friends of Family Enrichment Center 2nd Annual Meeting on September 30th
 - Friends of the Arts - Mosaic Magic on September 14th

- Board Spokesperson – No report

26. Update from the September 8 - 9, 2014 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION

Mr. Sigafoos recapped the September 8 - 9, 2014 Board Retreat that was led by Stacy Sjorgen, Principal Consultant, Out of the Woods Consulting. The Board accomplished several components to develop an ownership plan:

- Review of the District Governing Board Survey
- Review of additional owners feedback sources
- Policy Governance principles regarding Ownership Linkage
- Identifying the difference between ownership linkage and public relations

Recommendations/ Initiatives:

- Vocational training - expansion
- Cultural - expand events in the Verde Valley
- District Governing Board Website - additional services and feedback options
- Annual Report – develop to close the accountability loop (i.e. follow-up to the DGB survey)
- Outreach communication plan - Board members will participate in the colleges various presentations
- Sedona Center - expand programing
- Verde Valley Advisory Committee - providing expectation/charge, training, and timeline with a proposed December welcome meeting; January training for expectations, open meeting law, ethics, policy governance, introduction to Yavapai College, and the Board/Committee communication channel.
- Independent college model for the Verde Valley - Additional studies will be needed on details of processes for programming and organizational charts.

Mr. Harrington requests the Board discuss training for effective dialogue at the next District Governing Board meeting.

Dr. Wills and staff provide training and facilitator options for effective dialogue.

The Board requested that Legal Counsel review and advise regarding Open Meeting Law requirements for the Verde Valley Advisory Committee.

27. OTHER INFORMATION – HEADING

28. Correspondence to the Board – RECEIPT

Correspondence received included: letter from Verde Valley campus neighbors to Mr. Filardo and Mr. Sigafoos.

29. Review and Update 2014 - 2015 District Governing Board Calendars - DISCUSSION AND/OR DECISION
(refer to Board agenda, pgs. 115-116)

Board Members will review and update the 2014 - 2015 District Governing Board Calendars:

- Proposed Dates and Places of Future meetings for 2014
- Proposed Dates and Places of Future meetings for 2015

Mr. Sigafoos suggested a proposed December Retreat to review the Boards Ends to be included on the October agenda.

Mr. Filardo moved, Mr. Harrington seconded, to add a welcome meeting on March 3, 2015 for the Verde Valley Advisory Committee. Motion carried unanimously.

30. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Dr. McCarver moved, seconded by Mr. Harrington to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 3:21 p.m.

Respectfully submitted:

_____/S/_____
Ms. Karen Jones, Recording Secretary

Date: October 14, 2014

_____/S/_____
Mr. Ray Sigafoos, 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.