



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, October 14, 2014 1:00 PM

Verde Valley Campus
601 Black Hills Road, Building M, Room 137
Clarkdale, 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
Other staff attending are on file in the District Office

Lynne Adams, Board Attorney

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. Filardo.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of District Governing Board September 8, 2014 Retreat, September 9, 2014 Retreat, and September 9, 2014 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Mr. Harrington moved, seconded by Dr. McCarver, to approve the District Governing Board September 8, 2014 Retreat, September 9, 2014 Retreat, and September 9, 2014 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

The following requests were received to address the Board regarding:

Verde Valley Independent College - Lionel Martinez (handout); Ruth Wicks (handout); Joel Staadecker

Support of the District Governing Board – Steve Anderson; Casey Rooney, Director for Cottonwood Economic Development Council

Career Technology Education – Lois Lamer, CEO for Valley Academy Career Technology Education

Support of Public School Programs – Barbara U'Ren, Superintendent for Cottonwood-Oak Creek School District; Karin

Ward, Superintendent for Beaver Creek School District; Diane Joens, Mayor for Cottonwood

Verde Valley Economic Development – Norela Harrington, President for Northern Arizona Manufacturing; Tom Pitts

Equity in Expenses and Services – Deb McCasland

Sedona Property – Bob Oliphant

Appreciation for Student Work Program – Kathy Davis

8. CONSENT AGENDA – HEADING

9. Receipt of Report on Revenues and Expenditures – Month of September 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 20-29).

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – September 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 30-32).

The President reported compliance.

11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – September 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 33-35).

The President reported compliance.

12. Board Self-Evaluation - Board-President Linkage Policy 4.3 - Delegation to President - MONITORING, DISCUSSION AND/OR DECISION refer to Board agenda, pgs. 36-37).

13. For Consideration of New Curriculum Proposals: Computed Tomography Certificate; Magnetic Resonance Certificate - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 38-89).

For Consideration of New Curriculum Proposals:

- Computed Tomography Certificate

- Magnetic Resonance Certificate

Dr. McCarver moved, seconded by Mr. Harrington, to approve the consent agenda as written with the removal of item #13 New Curriculum Proposals for additional discussion. Motion carried unanimously.

13. For Consideration of New Curriculum Proposals: Computed Tomography Certificate (CTC); Magnetic Resonance Certificate (MRC) - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 38-89).

Dr. Blacklaw provided additional information regarding proposed new curriculum for CTC and MRC. Both programs will involve minimal startup expenses as the College will utilize existing faculty, facilities, along with current clinical sites and equipment partnerships.

Dr. McCarver moved, seconded by Mr. Harrington, to approve the New Curriculum Proposals: Computer Tomography Certificate and Magnetic Resonance Certificate as written. Motion carried unanimously.

14. INFORMATION - HEADING

15. Information from the President to Include: Buckey O'Neill Society; Sedona Center; Tennis Courts; Southwest Wine Center Grand Opening; Southwest Wine & Dine in the Vines; Yavapai Combined Trust Quarterly Report; YCSA News; College Highlights; Capital Improvements; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 90-143)

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

- Buckey O'Neill Society – Dr. Wills provided an overview of this new student leadership program that will be led by the President. Faculty and staff have nominated a group of students that will become the ambassadors for the College. This group will meet on a monthly basis to develop and apply leadership skills along with promoting professional development and opportunities to connect with the professional community.
- Sedona Center – James Perey, Verde Valley Executive Dean, presented Moving Forward (Power Point) regarding current and future programming for the Sedona Center and Verde Valley Campus. The College will focus on the future with responsibility to community needs. Mr. Perey highlighted Sedona demographics including: median resident age of 56 years and 72% of residents have a bachelor's degree or higher. Current programming will continue to offer credit and noncredit classes; regional economic development; and dual enrollment. Future plans will focus on population and community needs; partnerships with K-12; expansion of Sedona Center parking; and possible renovations based on programming.
- Tennis Courts – Dr. Clint Ewell, Vice President for Finance and Administrative Services, updated the Board on the Project Overview: Roughrider Tennis Complex (Power Point). Dr. Ewell provided history of the 1974 construction and life expectancy of 20 years. In 1999 the agreement with the City of Prescott expired and Yavapai College made the decision to solely operate and maintain the courts for the last 15 years. The 2012 Facilities Condition Assessment Report identified the tennis courts as a preventative maintenance project with a June 2012 approval from the Board. Yavapai College shared the funding of the renovation with Prescott Area Tennis Association and City of Prescott.
- Southwest Wine Center Grand Opening was held on September 12, 2014, and both Mr. Filardo and Mr. Sigafos were presenters at the celebration.
- Southwest Wine & Dine in the Vines will be held on October 18, 2014 and Dr. Wills extended an invitation to all Board members.
- Yavapai Combined Trust Quarterly Update (refer to Board agenda, pgs. 114-130) - Rose Hurley, Human Resources Director, provided the quarterly update and information on Yavapai County's new Wellness Program.
- College Highlights - October 2014 - Attached - Information Only
- YCSA News - October 2014 - Attached - Information Only
- Facilities Management News - October 2014 - Attached - Information Only
- Other Related Issues – Dr. Wills reported on a new University of Arizona proposed academic program in veterinary medicine that may be available in the Verde Valley area. Students will have four tracks to enter the program: high school dual enrollment; community college, previous degree, or advance from the university. The program will be developed in the following areas: Verde Valley, Douglas County, Yuma, and Sierra Vista. The program is currently seeking funding, ABOR approval, and American Veterinary Medicine Association approval.

16. Update from Instruction and Student Services to Include: The Lead Program; Faculty Senate; Verde Valley Campus Update; Verde Learning Center Annual Report; Adjunct Advisor; Student Activities; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 144-192)

Dr. Stuart Blacklaw introduced an update from Instruction and Student Services:

- The Lead Program (refer to Board agenda, pgs. 145-152) - Dr. Stuart Blacklaw, Vice President for Instruction and Student Services, presented a proposed high school student program "The Lead." The Lead seeks to remove the barriers and create an environment that leads Yavapai County high school graduates to a successful start in college.
- Faculty Senate (refer to Board agenda, pgs. 153 -167) - Vikki Bentz, Faculty Senate President, shared information regarding Faculty Senate, Faculty Association, and committee updates. Ms. Bentz's presentation provided an organizational chart including the purpose, activities, and faculty chair of all committees.
- Verde Valley Campus Update (refer to Board agenda, pgs. 168 - 186) - James Perey, Verde Valley Executive Dean, informed the Board that the Verde Valley Campus and Sedona Center programming is serving 1,500 credit students, 500 noncredit student, 400 dual enrollment high school students, and continued regional economic development. Future programs being considered include partnering with local schools to provide career and technical classes, and curriculum programs in digital media, culinary, hospitality, and enology. The Verde Valley Campus Advisory

Committee has been selected and primary responsibilities will include assisting in strategic planning; identifying potential programming opportunities, and informing the public of services offered at YC.

- Verde Learning Center Annual Report - Attached
- Adjunct Faculty Newsletter - Attached - Information Only
- Prescott Campus Student Activities - Attached - Information Only
- Verde Campus Student Activities - Attached - Information Only

17. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:56 p.m.; reconvened at 3:08 p.m.

18. Update on Strategic Initiatives – INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs.194 – 197).

Mr. Tom Hughes, Director of Institutional Effectiveness and Research, introduced the Board to the upcoming Strategic Initiatives planning process. The Strategic Planning Committee will be comprised of faculty, staff, administration, and students totaling 21 representatives. In the next three months the committee will begin training, and schedule meetings with stakeholder groups to gather information to build the strategic initiatives. During January/February 2015, the committee will review stakeholders' input and begin to develop the strategic plan along with the President's Leadership Team. March/April 2015 the committee will presented a draft strategic plan to stakeholders for additional input. May 2015 is the target date to implement the Strategic Initiatives.

The Board requested that regular updates be provided throughout this planning process.

19. MONITORING REPORTS – HEADING

20. Receipt of President's Monitoring Report - Ends Statements - 1.1 Education Ends – MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 198-223)

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 Mr. Filardo, that we have read the President's Monitoring Report regarding Policy 1.1 and sub-policies, 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 and sub-policies. Motion carried unanimously.

21. Receipt of President's Monitoring Report - Ends Statements - 1.2 Economic Ends - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 224-231)

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.

The Board suggested that staff consider providing education for community leaders on "what is economic development" and "what can leaders do to support economic development."

Dr. McCarver moved, seconded by Mr. Filardo, that we have read the President's Monitoring Report regarding Policy 1.2 and sub-policies, 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 and sub-policies. Motion carried unanimously.

22. Receipt of President's Monitoring Report - Ends Statements - 1.3 Communities Ends- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 232-240)

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.

Mr. Harrington moved, seconded by Dr. McCarver, 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.

23. Receipt of President's Monitoring Report – Executive Limitation 2.1 Service to the Public – MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 241-250)

Executive Limitation 2.1 – Service to the Public – The President shall no cause or allow to exist any condition that is unsafe, compromises an individual's privacy or limits access.

Dr. McCarver moved, seconded by Dr. Fitzner, 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.

24. OWNERSHIP LINKAGE - HEADING

25. Report on Formation of the Verde Valley Board Advisory Committee - DISCUSSION AND/OR DECISION

Mr. Filardo reported on the status of the Verde Valley Board Advisory Committee and clarified the committee's vision and mission as follows:

- Vision: Recognized as the Verde Valley's voice for constructive and collaborative dialog between residents and the Yavapai College District Governing Board to promote improved access to quality higher education.
- Mission: To provide advice to the Yavapai College District Governing Board based on objective analysis and feedback from Verde Valley communities.

Mr. Tim Carter, Yavapai County Superintendent, is interviewing all candidates and checking references. Mr. Carter announced Jerome will not be submitting a candidate. Mr. Carter is expected to announce the seven appointed members by the end of October. The first mandatory committee meeting will be on November 7, 2014 at the Clarkdale Men's Club from 10:00 a.m. to 1:00 p.m. The first orientation meeting will include Open meeting law training and charge for future meeting (i.e. ownership linkage questions/topics). All agenda items should be forwarded to Executive Assistant by November 1, 2014, with posting 24 hours prior to the meeting. Board members would not need to be present at the VVBAC meetings, although request VVBAC report to the Board on a regular basis. Liaison's role will provide guidance.

The Board requested that Board Chair distribute letters to all appointed members, announcing selection and invitation to the November 7, 2014 meeting of the VVBAC.

The Board requested that the Executive Assistant create and post the November 7, 2014 VVBAC agenda.

The Board requested that the Board Attorney attend the November 7, 2014 at 10:00 a.m. VVBAC meeting for Open Meeting Law training.

Mr. Sigafos appointed Mr. Filardo the Verde Valley Board Advisory Committee Liaison.

26. 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 distributed the Governance Institute for Student Success (handout) and asked the Board members to consider attending this training session on April 24 and 25, 2015 at Maricopa Community College.
- Association of Community Colleges Trustees (ACCT) - No report
- Yavapai College Foundation - No report
- Board Spokesperson – No report

30. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Mr. Harrington moved, seconded by Dr. McCarver, to table the remaining agenda items and adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 4:25 p.m.

27. OTHER INFORMATION – HEADING

28. Correspondence to the Board – RECEIPT

Correspondence received included: Not reviewed

29. Proposed Dates and Places of Future Meetings for the Remainder of 2014 and for Upcoming 2015 - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 256-258)

Tentative November 10, 2014 Joint District Governing Board Meeting with the Valley Academy Career and Technology Education (VACTE)

Respectfully submitted:

_____/S/
Ms. Karen Jones, Recording Secretary

Date: November 18, 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.