



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, November 18, 2014 1:00 PM

Prescott Valley Auditorium/Council Chambers
7401 E. Civic Circle
Prescott Valley, 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. Harrington.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of District Governing Board October 14, 2014 Regular Meeting and Joint District Governing Board November 10, 2014 Meeting Minutes - DISCUSSION AND/OR DECISION

Dr. Fitzner moved, seconded by Mr. Harrington, to approve the District Governing Board October 14, 2014 and Joint District Governing Board November 10, 2014 Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Mr. Harrington 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 regarding:

Sedona Campus, 10 year plan - Gary LaMaster

Budget – Bob Oliphant (handout)

Verde Valley Community College - Ruth Wicks

Verde Valley Campus - Deb McCasland

8. CONSENT AGENDA – HEADING

9. Receipt of Report on Revenues and Expenditures – Month of October 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 – October 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 – October 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 27-29).

The President reported compliance.

12. Board Self-Evaluation - Board-President Linkage Policy 4.2 - Accountability of the President - MONITORING, DISCUSSION AND/OR DECISION refer to Board agenda, pgs. 30-31).

13. For Consideration of Approval of Resolution 2014 - #02 - Supporting “Expect More Arizona” - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 32-33).

14. For Consideration for Approval of Resolution 2014 -#03 - Capital Accumulation Fund Contribution - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 34-35).

Dr. McCarver moved, seconded by Mr. Filardo, to approve the consent agenda with the removal of item #12, Board Self-Evaluation – Board President Linkage Policy 4.2 to be discussed under the Monitoring Report Heading. Motion carried unanimously.

15. INFORMATION - HEADING

16. Sabbatical Report From Mark Woolsey, Professor of Communications, Foundation Studies - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 36-55).

Mark Woolsey, Professor of Communications, Foundation Studies, was awarded a sabbatical during Fall Semester 2013 to enhance his knowledge on narratives of oral traditions. His sabbatical presentation included:

- A study of oral narratives, their use and how they are applied in the different communication environments.
- Primary study of cultural perspective and how different cultures use narratives, with focus on Native American Narrative of the Apache, Hopi, Navajo, and Yavapai tribes.
- Research included visits to the Heard Museum, Phoenix, AZ and Autry Museum, Los Angeles, CA
- Curriculum Development - using his experience from Hyde Park, London, as well as the Thumb Butte Speech Festival, Prescott, AZ to create a Yavapai College Speakers Corner.

17. Information from the President to Include: Remembrance Day National Roll Call; Strategic Initiatives; AZ Wine Magazine Article; Sculpture Garden - Phase 4; College Highlights; Facilities Management News; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 56-76).

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

- The Remembrance Day National Roll Call - Veteran's Day, November 10, 2014 on both campuses with students, faculty, and special guests reading the names of fallen soldiers.
- Strategic Initiatives – planning process begins this month with 22 staff/faculty/students and orientation meeting November 21st.
- AZ Wine Magazine Article - included in correspondence file.
- Unveiling of Sculpture Garden -Phase 4, November 12, 2014 dedicated to the Yavapai Prescott Indian Tribe.
- Facilities Management News - October 2014 - Attached, Information Only.
- College Highlights - October 2014 - Attached, Information Only.

18. Update from Instruction and Student Services to Include: Fall Enrollment Report; Faculty Senate Update; Student Leadership Council; Business, Education, & Social Sciences Update; Adjunct Advisor; Student Activities; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 77-111).

- Fall Enrollment Report - Dr. Stuart Blacklaw, Vice President for Instruction and Student Services, presentation included unduplicated headcount - day 79 is down 4.1%; student credit hours down 3.3%; campus breakout of online enrollment up 4%; subject breakout with ELT, PSY, COM all 10% or better increases. Yavapai College enrollment of -4.1% is better the national average and attributed to the four-year colleges national average enrollment increase along with economy improvements, which normally affects community college enrollment to decrease.
- Faculty Senate Update - Vikki Bentz, President, provided an update on Senate and Sub-committee activities to include: Faculty Affairs proposing a workload policy and department chair; Standard Committee working on several policies including admissions; Professional Growth has provided sabbatical recommendations; Compensation will be presenting full-time and adjunct faculty salaries proposal; Learning Management Steering Committee working with IT and Purchasing for new course delivery system; Strategic Planning Committee will be represented with six (6) faculty members, GIFT Committee working on processes to award faculty scholarships; Senate working on tobacco free campus, approved course evaluation from Student Leadership Council, developing social media policy, providing charitable donations, and participated in lunch with the Executive Team.
- Student Leadership Council (SLC) - Josh Schmidt, Faculty Coordinator for Student Leadership Council, introduced Josh Eggiman, sophomore studying Forensic Psychology and Amanda Knutson, freshman studying business. They updated the Board on SLC volunteering at the NJCCA Tournament; developing course evaluation; providing feedback on course delivery system; providing feedback on uniformity of grades and course syllabi; and input for residence room contracts and judicial issues.
- Business, Education, & Social Sciences Update - Jill Fitzgerald, Dean for the newly named division Business Education Social Sciences or BESS that was re-organized Fall 2014. Ms. Fitzgerald provided information from each instructional division with highlights including: Mike Davis honored as the Administration of Justice instructor of the year; intensive curriculum revisions through the division; Raising a Reader grant assists over 500 students; FEC has provided over 10,000 hours of teaching hours for YC students; Service Learning program will donate over 300 student volunteer hours this year; and serving 2256 unduplicated headcount.
- Adjunct Faculty Update, November - Attached, Information Only

19. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:04 p.m.; reconvened at 2:15 p.m.

20. MONITORING REPORTS – HEADING

12. Board Self-Evaluation - Board-President Linkage Policy 4.2 - Accountability of the President - MONITORING, DISCUSSION AND/OR DECISION refer to Board agenda, pgs. 30-31).

Dr. McCarver added her comments as they were not included in the compilation as follows:

While we do communicate with other college employees, especially at Board meetings or functions, it is important that Board Members do not try to undermine the President's authority. Or direct employees to take action that is not agreed upon by the majority of the board at an open meeting.

21. Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection – MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 113-117).

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.

Comments included:

Although the data protection practices are outlined in the interpretation what is not apparent in the report is any evidence that the practices have been tested against failure or intrusion

Dr. McCarver moved, seconded by Mr. Filardo, that we have read the President's Monitoring Report regarding Policy 2.4 and believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.4. I move that the President provide the Board with a new Monitoring Report for Policy 2.4 at the December 9, 2014 District Governing meeting that provides sufficient evidence to support the conclusion of compliance. Motion carried unanimously.

22. OWNERSHIP LINKAGE - HEADING

23. Report on Formation of the Verde Valley Board Advisory Committee (VVBAC) - DISCUSSION AND/OR DECISION

The Board discussed the Verde Valley Board Advisory Committee and Mr. Filardo reported that the first VVBAC meeting was held on November 7, 2014, and the members received the mission along with open meeting/ethics training. The next meeting will be November 19th and will discuss bylaws, methods to gather community feedback, and future meetings.

24. 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. Fitzner reported the next AADGB meeting will be December 5th at Maricopa Community College.
- Association of Community Colleges Trustees (ACCT) - No report
- Yavapai College Foundation - Dr. McCarver reported that the Foundation meeting was November 12, 2014 with emphasis on the dedication of the Sculpture Garden - Phase 4. The next meeting will be December 10, 2014.
- Verde Valley Advisory Committee - see item #23
- Board Spokesperson – No report

25. OTHER INFORMATION – HEADING

26. Correspondence to the Board – RECEIPT

Correspondence received included: Arizona Wine magazine, and Invitation to “The Remembrance Day National Roll Call.”

27. 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. 122-124).

Board Members reviewed the 2014 and 2015 District Governing Board calendars to confirm meeting dates, times and locations for future Board meetings.

- Request to move the February 10, 2015 meeting to February 3, 2015. The President is attending the Rural Community College Alliance Day in Washington D.C. during this period. This event is an opportunity to advocate for community colleges.

- Consideration for a District Governing Board Retreat on February 3, 2015 (prior to regular board meeting).

Dr. McCarver moved, Mr. Filardo seconded, to change the District Governing Board Regular meeting for February 10, 2015 to February 3, 2015. Motion carried unanimously.

28. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 2:32 p.m.

Respectfully submitted:

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

Date: December 9, 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.