



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, March 3, 2015 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:

Dr. Patricia McCarver, Chair
Mr. Albert Filardo, Board Member
Mr. Ray Sigafoos, Board Member

Mr. Steve Irwin, Secretary
Ms. Deb McCasland, 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 McCarver 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 Member McCasland

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff. Dr. McCarver gave a special welcome to the Verde Valley Board Advisory Committee.

5. Approval of District Governing Board February 3, 2015 Retreat and Regular Meeting - DISCUSSION AND/OR DECISION

Member Sigafoos moved, seconded by Member Irwin, to approve the District Governing Board February 3, 2015 Retreat and Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Member Irwin moved, seconded by Member Sigafoos, to adopt the agenda as written. Motion carried unanimously.

7. OWNERSHIP - HEADING

8. Welcome to the Verde Valley Board Advisory Committee - INFORMATION AND DISCUSSION

The District Governing Board welcomed the Verde Valley Board Advisory Committee (VVBAC). VVBAC has been charged to provide advice to the Yavapai College District Governing Board based on objective analysis and feedback from Verde Valley communities on improving the College's education.

- Linda Buchanan, Community Educations Coordinator, introduced the committee members.

- Mr. Paul Chevalier, Chair of VVBAC, provided the following information:

- o Summarized the VVBAC meetings that have been held twice per month since December
- o Summarized recurring themes
 - Need for better student recruitment
 - Student transportation is a barrier
- o Recommendations
 - Requesting the Board does not approve the capital budget prior to the completion of a strategic plan that would include both the east and west sides of the county
 - Redirect the College's recruitment program to work with all students from grade 3 through high school
 - Design curriculum to fit students' wants with the aptitude to earn a living
 - Create relationships with the parents of the Verde Valley students

9. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:

Verde Valley Board Advisory Committee - Sandy Moriarty, Barbie Duncan

Verde Valley Capital Budget - Ruth Wicks

Culinary Program - Gay Chanler

OLLI - Jim Gandee

Verde Valley Archaeology Center - Ken Zoll

Sedona Chamber and Marathon Event - David Keeber

Independent Verde Valley Community College - Dick Ellis, Bob Oliphant

Ten-year Campus Master Plan - Jackie Ellis, Donna Michaels, Joel Staadecker, Julie Larson, Carol German, Angela LaFevre, Peggy Chaikin

10. CONSENT AGENDA – HEADING

Member Sigafoos moved, seconded by Member Irwin, to approve item #12 and to remove other consent items on the consent agenda for further discussion. Motion carried unanimously.

11. **Receipt of Report on Revenues and Expenditures – Month of February 2015 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 26-35)
Member McCasland stated dissatisfaction with auxiliary accounts requiring subsidy.
Member Sigafoos moved, seconded by Member Irwin, to approve the Report on Revenues and Expenditures - Month of February 2015. Motion carried unanimously.
12. **Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – February 2015 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 36-38)
The President reported compliance.
13. **Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – February 2015 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 39-41)
The President reported compliance.
Member McCasland stated that the reserve amounts are very large and above requirements.
Member Sigafoos moved, seconded by Member Filardo, to approve the receipt of the President's Monthly Monitoring Report regarding Policy 2.3.2. Motion carried unanimously.
14. **For Consideration For Approval of the Verde Valley Board Advisory Committee (VVBAC) Operating Guidelines - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 42-44)
Member McCasland applauded the committees work.
Member Filardo, moved, seconded by Member Sigafoos, to approve the Verde Valley Board Operating Guidelines as written. Motion carried unanimously.

15. INFORMATION - HEADING

16. **Information from the President to Include: Vice President Title Change; All Arizona Academic Team; Smoking Open Forums; Community Outreach; President's Leadership Team Retreat; Evening of Recognition; Yavapai College Staff Association (YCSA); Sedona Center Update; Rural Community College Alliance Day in Washington, D.C.; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 46-60)
Dr. Penny Wills reported on the following topics with discussion from the Board:
 - Title change for Dr. Stuart Blacklaw, Provost, Vice President for Instruction and Student Development
 - All Arizona Academic Team with the award ceremony held on February 18th
 - Smoking Open Forums were held on February 23rd, 25th, and 26th
 - Community Outreach March Presentations to City and Town Council Meetings
 - President's Leadership Team (PLT) Retreat on February 24th with presenter Dan Hunting, ASU - Morrison Institute, presented information and data on the relationship of education and economic development
 - Evening of Recognition will be on April 7th, 24th, and 28th
 - Andrea Annibale, YCSA Association President reported that YCSA is dedicated to service excellence, provides welcome information for new employees, and promotes health and wellness programs
 - Sedona Center Update highlighted the new parking lot completion and the College's support of new development planning by the Cultural Park
 - Rural Community College Alliance (RCCA) Day in Washington, D.C. was attended by Dr. Wills on February 11, 2015 with the opportunity to meet with Representative Anne Kirkpatrick; and Departments of Education, Agriculture, and Commerce.
 - College Highlights - March 2015 - Attached - Information Only
 - Other related issues - Kayla Mueller's memorial service will be held at the Performing Arts Center on March 7th
17. **Information from Provost and Vice President for Instruction and Student Development to Include the Following Areas: Faculty Senate; Verde Valley Campus Update; Update from Student Development; Academic Calendar for 2016-2017; Adjunct Faculty Newsletter; and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 61-68)
Dr. Stuart Blacklaw, Provost and Vice President for Instruction and Student Development, presented the following:
 - Faculty Senate - Vikki Bentz, Faculty Senate President, provided information regarding work being done by the faculty committees
 - Verde Valley Campus Update - James Perey, Executive Dean, provided information regarding Verde Valley programming, curriculum, facilities improvements, advisory committee, strategic planning, and student recruitment
Member Filardo confirmed the culinary program location will be Camp Verde High School with possible hybrid classes available
Member Irwin confirmed class room space available for all course offered with projected 15 to 20 student per class
Member Sigafoos confirmed that the Nursing program is being offered on the Verde Valley Campus with no plans to sunset, and encouraged enrollment from east county as the cohort is currently subsidized by west county students

- Member McCasland confirmed that the dual enrollment courses are offered to students for no charge and that the College is tracking students that are continuing enrollment after high school graduation
- Student Development Division - Tania Sheldahl, Dean of Student Development provided information on the division name change and the philosophy of the College's services.
 - Academic Calendar for 2016-2017 - Attached - Information Only
 - Adjunct Faculty Newsletter - Attached - Information Only

18. Quarterly Update from Yavapai College Advancement Division to Include: Fund Raising Update; Scholarship Reception; Plant a Vine Day; Framing the Future; Regional Economic Development Center - INFORMATION AND/OR DISCUSSION

Mr. Steve Walker, Vice President for College Development and Foundation updated the Board on:

- Yavapai College Foundation awarded the Most Philanthropic Business by the Prescott Chamber of Commerce
- Semi-Annual Fund Raising Update
- Upcoming Events
 - Framing the Future - March 30, 2015
 - Scholarship Reception - April 11, 2015
 - Southwest Wine Center Fund Raiser, Javelina Leap - April 16, 2015
 - Plant a Vine Day - May 2, 2015
- Regional Economic Development Center (REDC) - Alex Wright, Executive Director, provided the REDC objectives, 2014 economic impact, and Verde Valley analysis of Broad Band and Labor Demand

19. SHORT RECESS – PROCEDURAL

Meeting recessed at 3:11 p.m.; reconvened at 3:26 p.m.

20. MONITORING REPORTS – HEADING

21. Receipt of President's Monitoring Report - Executive Limitation 2.3.4 - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 86-92)

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.

President reports compliance.

Member Sigafoos moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.3.4 and sub-policies, and believe that the interpretation of these policies provided are reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.3.4 and sub-policies. Motion carried unanimously.

22. Receipt of Board Self-Evaluation - Governance Process Policy 3.5 - Board Chair and Other Officer Roles - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 93-95)

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.

Chair McCarver requested to review policy 3.5.5 language to address future liaison appointments with possible language revision of "to include but not limited to."

23. Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pg. 96)

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.

The Board requested President's Monitoring Reports and Board Self-Evaluations be distributed for Trustee's review at least seven (7) days prior to the agenda posting date.

Chair McCarver will include this request in the interpretations for Policy 4.4.

24. Preliminary Discussion of the President's Evaluation Process - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 97-108)

The Board reviewed the process and resources to be used to effectively analyze the President's job performance of FY 2014-2015. These resources will be presented at the May 19, 2015 meeting for completion and evaluation at the June 9, 2015.

25. POLICY ISSUES - HEADING

26. For Consideration for Approval of Proposed Tuition and Fees for Fiscal Year 2015 - 2016- INFORMATION, DISCUSSION, AND/OR DECISION (refer to handout Strategic Planning/Budget Discussion)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the FY 2015 - 2016 Proposed Tuition and Fees. The changes to the FY 2015-2016 Tuition and Fees were developed with input from Administration, Deans, and Finance staff.

Discussion included: Cost of Dual Enrollment; NARTA programs throughout the state; online course expenses;

aviation fees; scholarship expense will increase;

Member Sigafoos moved, seconded by Member Irwin, to approve the Tuition and Fees for Fiscal Year 2015-2016 as presented. Motion carried with three yes votes and two no votes by Member McCasland and Member Filardo.

27. District Governing Board Budget Proposal for FY 2015-2016 - INFORMATION, DISCUSSION, AND/OR DECISION (refer to handout District Governing Board FY16 Proposed Budget)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the District Governing Board budget history from FY 2010 through 2015 and a proposed budget for the next fiscal year 2015-2016.

Member Sigafoos moved, seconded by Member Filardo, to approve the District Governing Board budget for FY 2015-2016 as presented. Motion carried with four yes and one no from Member McCasland.

28. BOARD EDUCATION/STRATEGIC THINKING AND PLANNING - HEADING

29. For Consideration for Revision - Governance Process - Policy 3.1.1.1 - Open Meeting Law and Policy 3.3.2.3 - Acceptance of Employment - INFORMATION, DISCUSSION, AND/OR DECISION

Per request at the February 3, 2015 Board Retreat, Board Attorney, Lynne Adams, drafted wording revisions for Policy 3.1.1.1 for consideration.

Member Sigafoos moved, Member Filardo, seconded, to amend Governance Process Policy 3.1.1.1 – Open Meeting Law and Policy 3.3.2.3 - Acceptance of Employment as follows:

Policy 3.1.1.1

1. Board members will take legal action on matters only at a properly-noticed Board meeting and only when the matters are specifically included on the agenda.
2. To avoid inadvertent violations of the Open Meeting Law:
 - a. When communicating with a quorum of the Board by email, College staff shall blind-copy the Board members to remove the possibility that a Board member will reply to all of the addressees.
 - b. To the extent that two Board members discuss Board business outside of a public meeting, neither shall repeat those discussions to another member of the Board outside of a public meeting, nor shall College staff do so to the extent that they are included in or learn of the discussions.

Policy 3.3.2.3

Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from deliberation and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. If a Board member or the Board member's spouse accepts employment from the College, the Board member must resign his/her Board position in accordance with Arizona statute.

In addition, to delete Policy 3.4.6 - Items for Action, which now included in Policy 3.3.2.3. Motion carried unanimously.

30. OWNERSHIP LINKAGE (CONTINUED) - HEADING

31. Receipt of the First District Governing Board Annual Report - INFORMATION AND/OR DISCUSSION

32. Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION

Member Filardo completed and presented the Quarterly Evaluation for December, January, and February.

Member McCasland requested that all recommendations from the Quarterly Evaluation be placed on an upcoming agenda for discussion and action.

33. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation – INFORMATION AND/OR DISCUSSION

- Arizona Association for District Governing Boards (AADGB) - Member Sigafoos reported the GISS session on April 10th & 11th for no cost. The next AADGB meeting is May 1, 2015.

- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo reported that John Morgan, Dean for CTEC provided an informative CTEC presentation at the February 18th meeting.

- Yavapai College Foundation - Chair McCarver reported that the next Foundation meeting is March 18, 2015.

34. OTHER INFORMATION - HEADING

35. Correspondence to the Board – RECEIPT

Correspondence received included: Prescott College Meet the New President Invitation; Framing the Future Invitation; Plant-a-Vine Invitation; Foundation Scholarship Reception Invitation; Evening of Recognition Announcement; and State of Arizona Auditor General -audit completion.

36. Proposed Dates and Places of Future Meetings for 2015 - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 134-135)

The Board discussed and confirmed the following changes to the 2015 District Governing Board meetings schedule:

- District Governing Board September Regular meeting to move to September 1, 2015

- District Governing Board September Retreat will be held on August 31, 2015

Chair McCarver requested to review the September Retreat topics at a future meeting.

37. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Member Sigafoos moved, seconded by Member Filardo to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 4:37 p.m.

Respectfully submitted:

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

Date: April 14, 2015

_____/S/_____
Dr. Patricia McCarver, Chair

_____/S/_____
Mr. Steve Irwin, 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.*