



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting

Tuesday, April 14, 2015

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:

Dr. Patricia McCarver, Chair

Ms. Deb McCasland, Board Member

Mr. Albert Filardo, Board Member

Mr. Ray Sigafoos, Board Member

Absent

Mr. Steve Irwin, Secretary

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 Sigafoos

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff with special recognition of Faculty Emeritus.

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

Member McCasland moved, seconded by Member Filardo, to approve the District Governing Board March 3, 2015 Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. INFORMATION - HEADING

8. Recognition of Faculty Emeritus Awardees for 2015: Elbert Clifton Sherrill, II; William Brent Roberts; Russ Roberts - INFORMATION AND DISCUSSION

Introduction of the new Faculty Emeritus Awardees:

- Elbert Clifton Sherrill, II - Served Yavapai College from 1982 to 2013
- William Brent Roberts - Served Yavapai College from 1987 to 2013
- Russ Roberts - Served Yavapai College from 1982 to 2013

9. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:

- Budget/Ten Year Campus Plan/Taxes - Carol German and Jackie Baker
- Proposed Verde Valley Community College – Ruth Wicks

10. CONSENT AGENDA – HEADING

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

11. Receipt of Report on Revenues and Expenditures – Month of March 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 15-24)

Member McCasland requested clarification on General Fund Transfer Out, Academic Support, Institutional Support, and scholarships.

Dr. Clint Ewell, Vice President of Finance and Administrative Services, and Mr. Frank D'Angelo, Controller, informed the Board that the College completes several types of transfers such as auxiliary and plant transfers. Academic Support includes expenses such as the library, TELs, etc.; Institutional Support is administrative services that support instruction, such as purchasing, accounting, etc. The scholarship fund is institutional monies and are based on needs and merit not geographic.

Member Sigafoos moved, seconded by Member Filardo, to approve the Report on Revenues and Expenditures - Month of March 2015. Motion carried unanimously.

12. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – March 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 25-27)

The President reported compliance.

13. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – March 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 28-30)

The President reported compliance.

Member McCasland stated that the reserve amounts are very large and above requirements.

Dr. Ewell and Mr. D'Angelo explained that the College is required by the Board to maintain a minimum reserve and amounts are appropriate while waiting for taxes and state funding allocation as well as affecting our credit rating for sufficient funds.

Member Filardo moved, seconded by Member Sigafoos, 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 Resolution 2015 #01 - Capital Accumulation Fund Contribution - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 31-32)

Member McCasland requested clarification on the sources of funds.

Mr. D'Angelo explained that these funds are current year revenues (primarily property taxes) and this resolution is a requirement for the Board to approve the transfer of funds to an interest bearing account. This type of transaction occurs an average of twice per year and allows the College to use the funds beyond the current year.

Member Filardo moved, seconded by Member Sigafoos, to approve the Resolution for Capital Accumulation Fund as written. Motion carried unanimously.

15. INFORMATION (CONTINUED)- HEADING

16. Information from the President to Include: New Director of Human Resources; Small Business Development Center Success Award; Health Summit; Service Excellence Recognition Day; Yavapai Combined Trust Quarterly Update; Campus Master Plan Update; Strategic Initiatives; College Highlights; Yavapai College Staff Association (YCSA) Update; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 34-83)

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

- Introduction of the new Director of Human Resources, Dr. Monica Belknap
- Small Business Development Center Success Award was presented to Vetraplex, Cottonwood Business
- Northern Arizona University and Yavapai College Health Summit, March 26, 2015 regarding articulation and curriculum for nursing and allied health programs
- Service Excellence Recognition Day held on March 16 and March 19, 2015
- Yavapai Combined Trust Quarterly Update - attached
- Dr. Ewell provided a presentation of the 10 Year Campus Master Plan that was approved at the December 2013 District Governing Board meeting. Dr. Ewell highlighted the Campus Master Plan is a living document and will be adjusted each year through the budget process as follows:
 - Staff provides updated information and recommendations to retain or adjust the Campus Master Plan through the annual budget process
 - District Governing Board retains or adjusts the Campus Master Plan through the annual budget approval

The Board Chair requested that a discussion and/or decision be included on a future agenda regarding the Board's approval of Campus Master Plan changes and updates.

- Strategic Initiatives Update
- College Highlights - April 2015 - Attached - Information Only
- Yavapai College Staff Association Update (YCSA) - April 2015 - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other related issues
 - Mr. Frank D'Angelo received the Government Finance Officers Association, Certificate of Achievement for Excellence in Financial Reporting.
 - The Board received correspondence from the Office of the Auditor General, State of Arizona, reporting the College has maintained adequate internal controls and complied with federal requirements for all programs tested.

17. Update from Instruction and Student Development to Include: GIFT Fellowship Award for Teaching Excellence; Lifelong Learning: Faculty Senate; Student Leadership Council; Adjunct Faculty Newsletter; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 84-110)

Dr. Stuart Blacklaw, Provost and Vice President for Instruction and Student Development, presented the following:

- Recipient of GIFT Fellowship Award for Teaching Excellence was awarded to Ruth Alsobrook-Hurich, Programmer of Video Game Development.
- Lifelong Learning - Dennis Garvey, Dean, highlighted that Lifelong Learning has a total enrollment of 5037 students (unduplicated head count).
- Faculty Senate - Vikki Bentz, Faculty President, shared that Professor David Gorman will be the incoming Faculty President and Dr. Selina Bliss, President elect for FY 2015-2016. Dr. Molly Beauchman, Student Learning Outcomes Assessment Chair, shared the SLOA committee's work. Members of the SLOA committee recently presented at the AZ Assessment Conference Spring 2015 and has been asked to host the conference in 2016.
- Student Leadership Council (SLC) - Justice Ramos, Student Leadership Council member, and Josh Schmidt, Student Leadership Council Faculty Coordinator, reported that SLC is currently working on continuity of grading

access; YC Trail System; residence life projects; and new faculty leader/coordinator.

- Adjunct Faculty Newsletters - Attached - Information Only

- Other Related Information – Congratulations to Dr. James Perey, Executive Dean for the Verde Valley Campus, who successfully defended his dissertation April 2015.

18. MONITORING REPORTS – HEADING

19. Receipt of President's Monitoring Report - Executive Limitation 2.1.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 112-117)

2.1.1 Treatment of Employees

The President shall not cause or allow personnel policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices.

President reports compliance.

Dr. Wills shared that the College has a long history of conducting employee surveys. A Noel-Levitz employee survey was conducted in 2012 which is available on the Human Resource webpage. The College is currently submitting another employee survey through the Chronicle of Higher Education and will share the survey information with the Board upon completion.

Dr. Wills informed the Board that the President's Monitoring Reports include data to support compliance and would request data be provided regarding Board member comments that questioned her professional integrity. She would additionally request information be presented for review or that the comments be retracted.

Chair McCarver suggested that Member McCasland speak directly to President Wills regarding any issues that would not support compliance or provide data/information in order for additional research to be completed.

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.1.1 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 2.1.1 and sub-policies. Motion carried with 3 yes votes and 1 no vote from Member McCasland.

20. Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 118-122)

2.2 Compensation and Benefits

The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.

The Member Filardo requested that the next District Governing Board agenda include information regarding personnel changes on the Verde Valley Campus in 2012.

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.2 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 2.2 and sub-policies. Motion carried unanimously.

21. Discussion of Proposed Interpretations For Governance Process Policy 3.5 and Board-President Linkage Policy 4.4.1 - INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 123-125)

Chair McCarver presented proposed interpretations for Governance Process Policy 3.5 - Board Chair and Other Officer Roles; and Board-President Linkage Policy 4.4.1 - Monitoring Reports.

Chair McCarver requested any feedback from Board members regarding the interpretations be forwarded to the Executive Assistant.

22. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:37 p.m.; reconvened at 2:50 p.m.

23. POLICY ISSUES - HEADING

24. Overview of the Structure of Arizona Property Taxes - INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 127-141)

Dr. Clint Ewell presented an overview of the structure of Arizona property tax.

25. Yavapai College Fiscal Stewardship - INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 142-151)

Dr. Clint Ewell presented information on Yavapai College's fiscal stewardship.

Member Filardo requested a student information document or marketing piece that compares the cost to attend ASU vs. Yavapai College.

26. Consideration of the Preliminary Budget FY 2015-2016 - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 152-189 and Budget Process Binder)

Dr. Clint Ewell and Dr. Stuart Blacklaw presented the FY 2015-2016 Preliminary Budget for the Board's consideration.

The Board requested that staff provide costs for each of the new initiatives proposed in FY 2015-2016 budget.

The Board requested an additional review and discussion of the Preliminary Budget FY 2015-2016 at a work session to be held on May 19th prior to the Regular meeting.

The Board requested to defer the approval of the FY 2015-2016 Budget to the June 9, 2015 District Governing Board.

27. OWNERSHIP LINKAGE (CONTINUED) - HEADING

28. Discussion of the Verde Valley Board Advisory Committee (VVBAC) - INFORMATION AND/OR DISCUSSION

During the March 3, 2015 District Governing Board meeting, the Board welcomed the Verde Valley Board Advisory Committee (VVBAC). Mr. Paul Chevalier, Chair of VVBAC, provided a brief summary of committee activities and recommendations. VVBAC has been charged to provide advice to the Yavapai College District Governing Board based on objective analysis and feedback from Verde Valley communities. The Board reviewed the feedback, comments, and recommendations presented by Chair Chevalier.

Dr. Wills shared additional recruitment and student services that were provided the last few months.

Dr. Wills suggested that the VVBAC recommendations be presented to the District Governing Board in June 2015 to allow consideration for incorporation into the College's Strategic Plan that will be completed by September 2015.

The Chair McCarver and Member Filardo will schedule a facilitator to assist the VVBAC compile their recommendations.

The Board requested additional information and presentation regarding online learning.

The District Governing Board received a letter of resignation from the VVBAC Camp Verde Representative effective May 1, 2015. The Board reviewed procedures to fill the vacancy.

Member Sigafos moved, Member Filardo seconded, that the Camp Verde community officials provide nominations for Mr. Tim Carter, Superintendent of Yavapai County School, to interview and assign a replacement committee member.

29. Discussion of the Quarterly Board Meeting Evaluation - INFORMATION, DISCUSSION, AND/OR DECISION

The Board continued discussion of the Quarterly Board Meeting Evaluation that was presented at the March 3, 2015 District Governing Board meeting.

Mr. Filardo suggests the following:

- Changing "Ends" to "Goals"
- Better understanding of the Strategic Plan with focus on the future
- Change the perception of the Board rubber stamping decisions
- The Board should be evaluated by staff/administration/president

Dr. McCarver commended the Board for their ownership linkage work including a 2014 survey; participation in open forums; updated website design; producing the first Annual Report; and creation of the Verde Valley Board Advisory Committee. She also reminded that the September Retreat will focus on Review of Ends; ownership linkage; and strategic plan.

30. 46th Annual Association of Community College Trustees (ACCT) Leadership Congress - Call for Board Member(s) Attendance Commitment and Possible Presentation - DISCUSSION AND/OR DECISION

The 46th Annual Association of Community College Trustees (ACCT) Leadership Congress will be held on October 14-17, 2015 in San Diego, CA.

- Call for Board Member(s) Attendance Commitment allowing staff to make travel arrangements - Early Bird rates end August 7, 2015
- Call for Presentation - The deadline for proposals is May 1, 2015

Staff will make travel arrangements for Mr. Sigafos, Ms. McCasland, Mr. Irwin, and Dr. McCarver to attend the ACCT Leadership Congress.

31. 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) – No report
- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo advised the Board that the Camp Verde Representative member has resigned.
- Yavapai College Foundation - Chair McCarver reported that the Foundation provided a tour of the Verde Valley Campus on March 18th and April 9th meeting featured a presentation from the College Honors Program. May 13th will be the last meeting for this year and all Board members are invited to attend.

32. OTHER INFORMATION - HEADING

33. Correspondence to the Board – RECEIPT

Correspondence received included: Invitation for the Small Business Development Center, Success Awards; Invitation for the Evening of Recognition 2015 Awards Ceremonies; and Office of the Auditor General, State of Arizona Report and Results.

34. Proposed Dates and Places of Future Meetings for 2015 - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 210-212)

Board members will review dates and places of the 45th Annual Commencement Ceremonies along with future events/meetings.

May 19, 2015 Work Session and Regular Meeting on the Prescott Campus beginning at 10:30 a.m.

September 1, 2015 Regular meeting will be held on the Verde Valley Campus
August 11, 2015 Regular meeting will be relocated based on availability
Date change of October 6, 2015 from October 13th

35. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 5:02 p.m.

Respectfully submitted:

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

Date: May 19, 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.*