



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Monday, November 9, 2015 1:00 PM

Agribusiness & Science Technology Center
2275 Old Home Manor Way
Chino 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:

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

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff.

5. Approval of District Governing Board October 6, 2015 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Member Sigafoos moved, seconded by Member Filardo, to approve the District Governing Board October 6, 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. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:
Verde Valley Board Advisory Committee – Gary LaMaster and Paul Chevalier
Letter from Sandy Moriarty, Sedona Mayor - Mark DiNunzio
Media Editorial – Ruth Wicks

8. CONSENT AGENDA – HEADING

Member Sigafoos moved, seconded by Member Irwin, to approve Consent Agenda items #10 and #12 as written with removal of item #9, #11, and #13 for further discussion. Motion carried unanimously.

9. Receipt of Report on Revenues and Expenditures – Month of October 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 14-23)

Member McCasland moved, seconded by Member Sigafoos, to approve the Receipt of Report on Revenue and Expenditures for the month of October as written. Motion carried unanimously.

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – October 2015 - 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 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 27-29)

The President reported compliance.

Member Sigafoos moved, seconded by Member Filardo, to approve the President's Monthly Monitoring Report: Executive Limitation 2.3.2 – Reserves – October 21025. Motion carried unanimously.

12. For Consideration for Approval of the Second Amendment to the Intergovernmental Agreement Between Yavapai County Community Health Services and Yavapai College for Lease of Property - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 30-42)

For consideration for approval of the second amendment to the intergovernmental agreement between Yavapai County Community Health Services (YCCHS) and Yavapai College (YC). Attorneys for YCCHS and YC agreed this agreement should be termed a lease for an 800 square foot space in the CTEC building located at 220 Ruger Road, Prescott, AZ. The space will be for YCCHS to store and maintain a cache of regional Alternate Care Site (ACS) supplies. The space would also be used for temporary storage of any future post-disaster shipment of Federal

Strategic National Stockpile (FSNS) supplies. The length of the lease is one year and will automatically renew unless either party notifies the other in writing sixty (60) days prior to the agreement's renewal date.

13. For Consideration for Approval of an Intergovernmental Agreement Between Maricopa County Community College and Yavapai College District - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 43-46)

For consideration for approval of an intergovernmental agreement between Maricopa County Community College District (MCCCD) and Yavapai College for MCCCD to provide a police officer on an interim basis.

Member Filardo moved, seconded by Member Sigafoos, to approve the Intergovernmental Agreement between Maricopa County Community College and Yavapai College District. Motion carried with 4 yes votes and 1 no vote from Member McCasland.

14. INFORMATION - HEADING

15. Sabbatical Reports From Joani Fisher, Professor of English, Foundation Studies - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 47-74)

Professor Fisher's sabbatical presentation included

- Advancement towards a Ph.D. in Instructional Design and Technology
- Developing Online Curriculum in English Composition and Literature courses
- Attending a Shakespeare Institute at Clare College, Cambridge England

16. Joint Sabbatical Reports From Dr. Jennifer Jacobson, Professor of Sociology, and Nichole Wilson, Professor of Psychology - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 75-87)

- Dr. Jennifer Jacobson, Professor of Sociology in the Business, Education and Social Sciences Division, was awarded a sabbatical during the Fall 2014 Semester and Nichole Wilson, Professor of Psychology in the Business, Education and Social Sciences Division, was awarded a sabbatical during Spring 2015 Semester. These two faculty members collaborated to research and enhance their knowledge in Early Childhood Development. The joint sabbatical presentation shared research methodology and results conducted in the study of delayed gratification in early childhood.

17. Information from the President to Include: Rural Center for Entrepreneurship (RCE); Article From American Association of Community Colleges; Verde Valley Executive Dean's Advisory Committee; Emergency Procedures Overview; Yavapai Combined Trust Quarterly Update; Association of General Contractors of America Award; Facilities Management News; College Highlights, and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 88-129)

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

- Rural Center for Entrepreneurship (RCE) opening was held on October 23, 2015 at CTEC.
- Article from American Association of Community Colleges – *Yielding more than just money*.
- Verde Valley Executive Dean's Advisory Committee Update - Dr. James Perey presented the 2015-2020 Verde Valley Strategic Plan which included initiatives, goals, strategies, and actions. Dr. Perey emphasized that increased enrollment is a priority with focus on completion, retention, and persistence. Member Irwin confirmed that the College is leveraging resources, partnership, existing facilities to help address educational access for rural students. Dr. Perey agreed that the community schools, libraries, and municipal buildings are partnering with the College and do provide access for students that might not have devices and/or broadband access.
- Overview of Emergency Procedures at Yavapai College - Peter Oppenheim, Risk Manager, presented emergency program elements of environmental health and safety, business continuity, emergency management, risk management, compliance.
- Yavapai Combined Trust Quarterly Update – Attached – Information Only.
- Association of General Contractors of America Award Recognizing Yavapai College Tennis Complex.
- Facilities Management News - November 2015 - Attached - Information Only.
- College Highlights - November 2015 - Attached - Information Only.

18. Information from Instruction and Student Development to Include: Faculty Senate Update; Chino Valley Agribusiness Center Update; Adjunct Faculty; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 130-148)

Scott Farnsworth, Interim Vice President for Instruction and Student Development presented the following:

- Faculty Senate Update – Dr. Selina Bliss, Faculty Senate Chair Elect, reported that faculty member Patty Mikels, Professor of Arts, passed away last week and the Senate is contributing to her scholarship fund. Other Faculty Senate updates include Strategic Enrollment Management Committee, pathways initiatives, faculty climate survey, faculty workloads (class size and lab loading), and Budget/Compensation Committee.
- Chino Valley Agribusiness Center Update - Dr. Karla Phillips, Associate Dean of the Chino Valley Agribusiness Center, presented the history of the Center, current programs, collaboration with the Verde Valley programs, dual enrollment, Chino Valley Center enrollment, agriculture program revenues, community service, and student successes.
- Adjunct Faculty Update, November - Attached - Information Only.
- Other Related Issues – Mr. Farnsworth informed the Board that Spring 2016 registration is now open for students.

19. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:47 p.m.; reconvened at 3:02 p.m.

20. MONITORING REPORTS – HEADING

21. Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pg. 149-155)

Executive Limitation 2.4 - Asset Protection

The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.

President reports compliance.

Member Sigafoos, moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.4, 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 2.4. Motion carried unanimously.

22. Board Self-Evaluation - Board - President Linkage Policy 4.2 - Accountability of the President - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 156-158)

Policy 4.2 - Accountability of the President - The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President.

23. OWNERSHIP LINKAGE - HEADING

24. 2015-2016 Ownership Linkage Plan- INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 159-161)

During the October 6, 2015 Board meeting, the Board adopted the 2015-2016 Ownership Linkage Plan. The Board discussed the following elements of the plan:

- Annual Report - proposal and production timeline.
- DGB Webpage Feedback/Input - New feature on the College homepage to connect owners to the DGB feedback question that has resulted in numerous responses.
- Focus Forum proposal:

Member Sigafoos stated the proposed questions are forward thinking and would provide valuable feedback.

Member McCasland requested the Board engage in two-way dialog with citizens with specific topics at either a Board meeting or Study Session. Legal Council recommended the topic be specific and cautioned that an open discuss with members of the public is difficult to manage legally.

The Board requested that staff proceed with the Focus Forum proposal as written.

The Board will revisit the Study Session model after concluding the Focus Forums.

- Verde Valley Board Advisory Committee (VVBAC)

- o Response to recommendations - Per the request from the Board Chair, Dr. Wills drafted the VVBAC Recommendations Incorporated into the 2015-2016 Strategic Plan (see handout).

Chair McCarver reminded the Board that during the August 31, 2015 Retreat, the Ends Statements were revised with consideration of the VVBAC 16 recommendations. The Chair stated that this document represents how feedback is applied to the Strategic Plan, and would propose that upon Board approval, this document to be shared with the VVBAC to complete the communication cycle addressing the 16 recommendations.

Member Filardo is pleased with this response and would like to share it with the Clarkdale Town Council at his presentation on November 10, 2015 to highlight how the VVBAC recommendations have touched the strategic plan.

Chair McCarver recognized the VVBAC Chair Paul Chevalier and he shared his appreciation for the efforts but the committee is looking for far more details and would like to work directly with Board to identify these details. He suggests this is a great beginning but not close to what the committee wants.

Member McCasland suggests that the next step to address the VVBAC recommendations would be to conduct a Board Study Session to include the Board members, VVBAC members, Verde Valley Administration, and other key players to further develop strategies and actions specific to the VVBAC recommendations.

Chair McCarver states Member McCasland's request can be addressed in the next topic of 2015-2016 direction for the VVBAC.

- o Direction for the VVBAC during the 2015-2016 Fiscal Year

Chair McCarver reminded the Board the VVBAC is a committee of the Board and reports directly to the Board; and suggests the Board provide clear guidance for activities of the VVBAC for the next fiscal year.

Member Irwin acknowledged and commended the time and work of the VVBAC members. He referred to the Sedona Mayor's letter presented at Open Call and highlighted the discrepancy between the VVBAC recommendations focusing on operations, while the Board focuses on Ends Statements. Therefore the VVBAC work product does not fit the Board's charge or work. If the committee continues to report to the Board there should be a very clear direction that complies with the Board's work as stated in policy. He understands if the VVBAC members do not feel this is a good fit or are not willing to serve the work product needed by the Board than the committee would not continue to report to the Board. Mr. Irwin suggests that if the VVBAC continues to focus on operations then frustration of the community and the committee will continue.

Chair McCarver also acknowledged the work of the VVBAC and their commitment to meet twice per month, as well as attending other community meetings to gather feedback.

Member Filardo stated that Board members receive the majority of information from college administration to make decisions, but suggests that Board members also need to receive information from owners and the VVBAC is a tool that can provide the needed ownership perspective. The combination of administration and ownership linkage provides a balance to be an effective Board member.

Member McCasland agrees with Member Filardo and the VVBAC is a valuable tool.

Chair McCarver stated that going forward, the Board has a responsibility and opportunity to provide direction for the VVBAC, along with the message that though the Board has requested feedback, it is not a guarantee that all recommendations will happen. Dr. McCarver suggests the VVBAC ask specific questions such as identifying what is working at the College, the barriers and needs of students.

Mr. Filardo agrees the VVBAC is ready for the next steps and the Board should provide the direction that will also show the Board's support of the VVBAC and community feedback.

Member Sigafoos suggests the same questions from the Focus Forums to be tasked to the VVBAC to provide continuity for the district. Mr. Sigafoos also requests a balance for ownership linkage from all districts rather than the VVBAC having an overriding portion of the ownership linkage agenda.

Member Filardo stated the ownership questions would be the specific focus for the committee, but does not preclude the VVBAC Mission and Vision statements.

Member Irwin moved, Member Sigafoos seconded, in conjunction with the Ownership Linkage plan for 2015-2016 the Verde Valley Board Advisory Committee will be charged to gather ownership feedback by utilizing the following questions:

What do you value about YC?

How does YC meet the educational, economic, and cultural needs of our communities?

What do you believe will be the most significant challenges facing YC (higher education) in the next 5 years?

Are there particular needs/issues you would like YC to address?

Motion carried unanimously.

Staff will provide a quarterly 2015-2016 Ownership Linkage update.

25. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB) and Association of Community College Trustees (ACCT); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation – INFORMATION, DISCUSSION, AND/OR DECISION

- Arizona Association for District Governing Boards (AADGB) – Member Sigafoos reported that Trustee Irwin, McCasland, McCarver, and Sigafoos attended the ACCT Annual Leadership Congress on October 14-17 that included the AZ Caucus breakfast on Thursday, October 15th. Member Sigafoos clarified the value of the conference and quoted Herald Harrington "There is nothing more expensive than an uneducated Board member."

Member Sigafoos will be attending the AADGB meeting on Thursday, November 12th at Maricopa Community College.

- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo reported that the VVBAC has invited Member Irwin and President Wills to attend an upcoming meeting.

- Yavapai College Foundation - Chair McCarver reported on the October 14th and November 4th Foundation meetings with highlights of the Sculpture Garden Dedication, financial aid presentation, and financial audit results.

26. OTHER INFORMATION - HEADING

27. Correspondence to the Board – RECEIPT

Correspondence received included: Northern Arizona Regional Training Academy Commencement Invitation and Association of Community College Trustee Report - *A Closer Look at the Trillion*.

28. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 171-173)

Board Members reviewed the Fiscal Year 2015 - 2016 District Governing Board calendar.

29. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:27 p.m.

Respectfully submitted:

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

Date: December 8, 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.*