



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, January 12, 2016 1:00 PM

Prescott Valley Center, Room 110 and 111
6955 Panther Path
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:

Dr. Patricia McCarver, Chair
Mr. Albert Filardo, Board Member
Ms. Deb McCasland, Board Member
Mr. Steve Irwin, Secretary, attending via phone; left the meeting at 1:05 p.m.
Mr. Ray Sigafoos, Board Member attending via phone; left the meeting at 1:45 p.m.

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 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 December 8, 2015 Regular Meeting Minutes - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 6-9)

Member Filardo moved, seconded by Member Sigafoos, to approve the District Governing Board December 8, 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 with removal of items #22 and #30 to be placed on the February District Governing Board agenda, and move item #21 to follow consent agenda. Motion carried unanimously.

7. OWNERSHIP LINKAGE - HEADING

8. Election of Board Officers - Chair, Secretary, and Board Member Liaison Committee Appointments for 2016 - DISCUSSION AND/OR DECISION

As required by A.R.S. §15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January.

Dr. Patricia McCarver, Chair, and Steve Irwin, Secretary are concluding the first year of their one-year term in these executive roles. The Board elected to continue the Chair and Secretary position as follows:
Member Sigafoos moved, Member Filardo seconded, in accordance with A.R.S §15-1443(B) that the Board elect Dr. Patricia McCarver as Board Chair and Mr. Steve Irwin as Board Secretary for the 2016 term. Motion carried unanimously.

9. Open Call - PROCEDURAL

The following owners addressed the Board:

District #2 Board member representation - Charles Leon

Town of Prescott Valley support of and collaboration with Yavapai College - Marnie Uhl, Mike Paredes, Harvey Skoog, and Larry Tarkowski

Dual Enrollment - Paul Chevalier and Paul Tighe

10. CONSENT AGENDA – HEADING

Member McCasland moved, seconded by Member Filardo, to approve Consent Agenda as written. Motion carried unanimously.

11. Receipt of Report on Revenues and Expenditures – Month of December 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 13-22)

12. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – December 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 23-25)

The President reported compliance.

13. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – December 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 26-28)

The President reported compliance.

14. For Consideration for Approval of New Curriculum Proposals: Administrative Professional; Animation; Electronics; Industrial Machine Mechanics; and Medical Assistant AAS - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 29-123)

For Consideration for Approval of New Curriculum Proposals for the following programs:

- Administrative Professional - Basic Certificate
- Animation Certificate
- Electronics
 - o Advanced Electronics Certificate
 - o Analog Electronics Certificate
 - o Digital Electronics Certificate
 - o Industrial Electronics Certificate
- Industrial Machine Mechanics
 - o Hydro Utility Tech Certificate
 - o Machine Bearing and Gear Tech Certificate
 - o Machine Fabrication Tech Certificate
 - o Machine Set and Alignment Tech Certificate
 - o Mechanic Assistant Certificate
- Medical Assistant AAS

15. Approval of Faculty Sabbatical Requests for 2016-2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 124-156)

This item is on the consent agenda to comply with A.R.S. §15-510 - Authorization of Leaves of Absence; Application; Preservation of Rights.

Two faculty members applied for a Sabbatical leave during FY 2016-2017 semesters. Applications were reviewed and prioritized by the Division Dean, Professional Growth Committee, Interim Vice President for Instruction and Student Development, and the President. Upon review of available funding and prioritizing, the College recommended that the District Governing Board approve the support of all two (2) requests.

Lauren McCrea, Arts and Humanities Division, requests a sabbatical leave for Spring Semester 2017, to study Fabric Design and Pattern to enhance her ability to create fresh work using experimental materials and techniques, while developing new skills related to fabric designs and pattern. This sabbatical will allow her to share information with students on how to create 2D to 3D product development and new trends in design and technologies, printing processes, historical time periods of pattern design.

Dr. Ellen Savoini, Sciences, Health and Public Safety Division, requests a sabbatical leave for Fall Semester 2016 and Spring Semester 2017 to acquire the technical expertise to create plastinated tissue specimens for use as teaching models. The sabbatical will bring a world renowned technique to Yavapai College and allow students to develop the plastination technique to translate into career opportunities.

20. POLICY ISSUES - HEADING

21. Consideration of Preliminary Assumptions for 2016-2017 Budget Planning - DISCUSSION AND/OR DECISION (refer to Board Handout: Environmental Analysis and FY17 Budget Planning Assumptions)

This agenda item was moved to follow the Consent Agenda per approval of the Agenda motion.

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the preliminary Fiscal Year 2017 Budget Planning Assumptions:

- Budget timeline
- Meeting the Board's Ends Statements and the College's Mission and Vision
- Environmental Analysis: Competition, Demographic, Economic, Education, and Technology
- Projected Revenue Risks
- Preliminary FY17 Budget Assumptions

Member Filardo suggests that employee salaries be linked to enrollment results, and requested additional information regarding Arizona Tax Research Association naming Yavapai College as the highest taxing community college in Arizona per full time student.

Member McCasland suggests the College consider new delivery methods based on the Verde Valley Advisory Committee's recommendations.

The Board requested that the February Budget Workshop include additional discussion and clarification of reduction in capital; increase in salary and benefits; and the aviation program loss in revenue.

16. INFORMATION - HEADING

17. Information from the President to Include: Spring 2016 Convocation; Strategic Plan Update; Yavapai College Staff Association Update; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 157-183)

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

- Spring 2016 Convocation will be held on Wednesday, January 13, 2016
- Strategic Plan Update - Tom Hughes, Director for Institutional Effectiveness and Research
- Yavapai College Staff Association Update - December 2015 - Attached, Information Only
- College Highlights - December 2015 - Attached, Information Only

– Facilities Management News- Attached, Information Only

18. Information from Instruction and Student Development to Include: Faculty Senate; NARTA Report; Dual Enrollment; Adjunct Advisor; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 184-194)

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

- Faculty Senate - David Gorman, Faculty Senate President, informed the Board that the faculty will be participating in Convocation discussions throughout this week regarding academic pathways to increase retention and completion. Also reported that YC meets the new Higher Learning Commission requirements for accredited faculty. YC full time faculty meeting qualifications with 28% have Doctoral Degrees; 53% have Master Degrees; the remainder have appropriate training/occupational skills, and most importantly are able to engage and teach the learning objectives. YC is able to retain these faculty members due to proper salaries and benefits.
- NARTA Report, Sergeant Corey Kasun presented Northern Arizona Regional Training Academy program to include the history, staff, curriculum, and community benefits.
- Dual Enrollment, Vice President Farnsworth informed the Board that beginning Fall 2016 the College will be charging \$10/credit hour for dual enrollment classes, which is 1/8th of the total tuition of the program. Additionally clarified that YC Administrators have met and communicated the new program with all school districts, YC is only 1 of 4 community colleges in Arizona that are not charging for dual enrollment, instructors will continue to receive stipends, and fees are to cover the College's costs to administer the program,
The Board requested the Dual Enrollment be included in the February Budget Workshop.

– Adjunct Advisor January 2016 - Attached, information only

23. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:35 p.m.; reconvened at 2:48 p.m.

19. Yavapai College Advancement and Foundation Report to Include: Grants Office Summary, Foundation Strategic Planning Process, Marketing and Communications, and Regional Economic Development Center (REDC) - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 195-222)

Mr. Steve Walker, Vice President for College Advancement and Foundation provided a Yavapai College Advancement and Foundation report included:

- 2015 donations were 40% higher than previous year
- Grants Office Summary – Nicole Rossi, Grants Development Officer
- Yavapai Foundation Strategic Planning Process – Janice Souttee, Foundation Coordinator
- Marketing and Communications – Kim Kapin, Director of Marketing
- Regional Economic Development Center (REDC) – Alexandria Wright, Director of REDC

20. POLICY ISSUES – HEADING - CONTINUED

21. Consideration of Preliminary Assumptions for 2016-2017 Budget Planning - DISCUSSION AND/OR DECISION

This agenda item was moved to follow the Consent Agenda per approval of the Agenda motion.

22. Review of the District Governing Board - President Linkage Policy 4.2. Accountability of the President and Related Employment Policies - INFORMATION, DISCUSSION, AND/OR DECISION

This agenda item is postponed to be included in the February District Governing Board meeting.

24. MONITORING REPORTS – HEADING

25. Receipt of President's Monitoring Report - Executive Limitation 2.5 Communication and Support to the District Governing Board and 2.5.1 Compliance - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 225-229)

2.5 Communication and Support to the District Governing Board: The President shall not permit the board to be uniformed, misinformed, or unsupported in its work.

2.5.1 Compliance: The President shall not fail to advise the Board, if in the President's opinion, the Board is not in compliance with one or more of its own policies, particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.

Member Filardo moved, seconded by Member McCarver that we have read the President's Monitoring Report regarding Policy 2.5 and 2.5.1, 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 2.5 and 2.5.1. Motion carried with 2 yes votes and 1 no vote from Member McCasland.

26. Receipt of President's Monitoring Report - Executive Limitations - 2.6 Presidential Continuity and Absences - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 230-233)

2.6 Presidential Continuity and Absences: The President shall not fail to appoint a College Vice President, or designee, to act in the President's place when the President is absent or unavailable, and to communicate this information to the Board prior to the absence.

Member Filardo moved, seconded by Member McCasland, that we have read the President's Monitoring Report regarding Policy 2.6, 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 2.6. Motion carried unanimously.

27. Board Self-Evaluation - Governance Policy 3.1 - Governing Style - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 234-239)

Refer to evaluation compilation and Board member comments.

28. Board Self-Evaluation - Governance Policy 3.7 - Cost of Governance - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 240-241)

Refer to evaluation compilation and Board member comments.

29. BOARD EDUCATION / STRATEGIC THINKING AND PLANNING - HEADING

30. Board Education regarding Open Meeting Law, Ethics, and Conflict of Interest Declaration - INFORMATION AND DISCUSSION

This agenda item was postponed to be included in the February District Governing Board meeting.

31. OWNERSHIP LINKAGE - HEADING

32. Planning of February 2016 District Governing Board Budget Workshop - DISCUSSION AND/OR DECISION

Board members discussed the planning of the February 9, 2016 District Governing Board Budget Workshop to be held in the Rock House from 9:30 a.m. to 12:00 noon.

33. 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) – No report
- Association Community College Trustees (ACCT) - No report
- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo reported the January 6th meeting was cancelled due to inclement weather and the next meeting will be January 20th.
- Yavapai College Foundation - Chair McCarver reported the December meeting was a holiday celebration/update on 2015 accomplishments, and the next meeting will be January 13th.

34. OTHER INFORMATION - HEADING

35. Correspondence to the Board – RECEIPT

Correspondence received included: Association of Community College Trust Advisor (newsletter); Spring 2016 Community Education catalog; Spring 2016 Osher Lifelong Learning Institute catalog; Prescott Valley 2016 Jobs listing; Invitation to Northern Arizona University hockey game; Invitation to Greater Prescott Area Prayer Breakfast; and Arizona Tax Research Association request.

The Board requested that Expenditure Limitations be included at the February 2016 District Governing Board meeting.

36. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 270-272)

37. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:35 p.m.

Respectfully submitted:

_____/S/
Ms. Karen Jones, Recording Secretary

Date: February 9, 2016

_____/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.*