



**Yavapai College District Governing Board  
Regular Board Meeting  
Unapproved Minutes of Regular Meeting  
Tuesday, February 12, 2019  
1:00 PM  
Prescott Campus – Rock House  
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:**

Mr. Ray Sigafoos, Chair  
Mr. Paul Chevalier, Board Member  
Ms. Deb McCasland, Board Member

Mr. Steve Irwin, Secretary  
Dr. Patricia McCarver, Board Member

**Administration Present:**

Dr. Lisa Rhine, President  
Ms. Cindy Pemberton, Executive  
Ms. 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 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 Member Chevalier.

**4. Welcome to Guests and Staff – PROCEDURAL**

Chair Sigafoos welcomed all guests and staff.

**5. Approval of District Governing Board November 13, 2018 Regular Meeting Minutes, and the December 5, 6, and 19, 2018 Special Meeting and Executive Session Minutes -  
DISCUSSION AND DECISION**

Member Irwin moved, seconded by Member McCarver, to approve the District Governing Board November 13, 2018 Regular Meeting Minutes, and the December 5, 6, and 19, 2018 Special Meeting and Executive Session Minutes as written with the exception of a correction on the Executive Session meeting minutes regarding the time. Motion carried with four yes votes, and one abstention. (Irwin, McCarver, McCasland, Sigafoos voting in favor. Chevalier abstained).

**6. Adoption of Agenda – DECISION**

Member Irwin moved, seconded by Member McCarver, to adopt the agenda as written. Motion carried unanimously (Irwin, Chevalier, McCarver, McCasland, Sigafoos voting in favor).

**7. MONITORING REPORT – HEADING**

**8. November Board Meeting Evaluation – INFORMATION AND/OR DISCUSSION**

The Board discussed the monthly self-evaluation regarding behaviors and Board performance.

**9. INFORMATION - HEADING**

**10. Recognition of Faculty Members' Advancement to Continuing Contract Status -  
INFORMATION AND DISCUSSION**

Dr. Ron Liss, Vice President for Instruction and Student Development, recognized the following faculty members who have advanced to continuing contract status with Yavapai College:

- Matt Mintzmyer, Aviation
- Edward Kessel, Diesel - Automotive
- Chris Tenney, Music

**11. SHORT RECESS – PROCEDURAL**

Meeting recessed at 1:15 p.m.; reconvened at 1:20 p.m.

**12. OWNERSHIP LINKAGE – HEADING**

**13. Open Call – PROCEDURAL**

The following members of the public, addressed the Board:  
Merilee Fowler – MATFORCE – Regarding James Tobin

Ivy Canova – Regarding James Tobin

Missy Sikora – Yavapai Family Advocacy Center – Regarding James Tobin

John Schuderer – Suicide Prevention of Yavapai County – Regarding James Tobin

Member McCarver requested for an agenda item to be placed on a future Board Meeting to address why members of the public have been prompted to speak with reference to Mr. James Tobin and the radio station. Chairman Sigafoos asked for it to be noted.

**14. CONSENT AGENDA – HEADING**

**15. Receipt of Report on Revenues and Expenditures – Month of December 2018 - RECEIPT, DISCUSSION, AND/OR DECISION**

**16. For Consideration for Approval of Additions of Deletions of Curriculum Certificate Programs - RECEIPT, DISCUSSION, AND/OR DECISION**

In accordance with A.R.S. §15-1445, the Board approves curriculum amendments. Therefore, the Curriculum Committee and Vice President for Instruction and Student Development recommend the following curriculum certificate proposals:

- Advanced Tax Certificate – IRS Enrolled Agent
- Basic Carpentry
- Commercial Driver Training
- Cybersecurity Technician Certificate
- Viticulture Fundamentals

**17. Consideration for Approval of Faculty Sabbatical Request for 2019-2020 - RECEIPT, DISCUSSION, AND/OR DECISION**

This item is on the consent agenda to comply with A.R.S. §15-510 - Authorization of Leaves of Absence; Application; Preservation of Rights. Faculty members apply for a Sabbatical leave and applications are reviewed and prioritized by the Division Dean, Professional Growth Committee, Vice President for Instruction and Student Development, and the President. Upon review of available funding and prioritizing, the College recommends the District Governing Board approve the following request:

Mr. Chris Dunn, School of Science and Engineering, is requesting a sabbatical for the 2020 Spring semester to conduct studies of a new and unique meteorite dense collection area and locations of recent and historic meteorite falls in the southwest. Completion of this research will increase his expertise in classification and recognition of rare meteorite types and optical mineralogy, provide enhanced material for his courses and increase community outreach and engagement in science with the community. This work may also result in one or more scientific publications in collaboration with researchers from other institutions.

Beth Beecham, School of Arts and Humanities, is requesting a sabbatical for the Fall 2019 semester to read and research the allure and works of author, Jane Austen. This research will result in the creation of a new English course and two new units to existing courses for Yavapai College. She also plans to create a web site discussing Jane Austen and her relevance to today's world.

**18. For Consideration for Approval of the Intergovernmental Agreement Between the State of Arizona Governor's Office of Youth, Faith and Family and Yavapai College for the Partner for Success Grant Program**

Member McCarver moved, seconded by Member Irwin, to approve Consent Agenda with the exception of agenda item 16. Motion carried unanimously (Irwin, Chevalier, McCarver, McCasland, Sigafoos voting in favor). Member Chevalier would like Curriculum Certificate Programs to be removed from the agenda and to be delegated by approval of the President as the Board has no way to determine what the curriculum amendments. Member Chevalier moved, seconded by Member McCarver to approve Consent Agenda item 16. Motion carried

unanimously. (Irwin, Chevalier, McCarver, McCasland, Sigafos voting in favor). Board Attorney Adams review.

- 19. INFORMATION (CONTINUED) - HEADING**
- 20. Information from the President to Include: Convocation; All Arizona Academic Team 2019; Budget to Actual Monthly Report; Cash Reserves Monthly Report; Facilities Management New; College Highlights; and Other Related Information - INFORMATION AND/OR DISCUSSION**
- Dr. Wills reported on the following topics with discussion from the Board:
- Spring 2019 Convocation - January 9, 2019
  - All Arizona Academic Team 2019
  - Budget to Actual Monthly Report - Attached
  - Cash Reserves Monthly Report – Attached
  - College Highlights - Attached
  - Facilities Management News – Attached
  - Other Related Information
- 21. Update from Instruction and Student Development to Include Faculty Senate and Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION**
- Dr. Ron Liss, Vice President for Instruction and Student Development Division, presented an update on the following:
- Faculty Senate Update - Dr. Matt Percy reported
  - Adjunct Advisor – Attached – Information Only
- 22. SHORT RECESS - PROCEDURAL**
- The meeting did not recess and the Board pursued the meeting.
- 23. POLICY ISSUES - HEADING**
- 24. Consideration of Preliminary Assumptions for 2019-2020 Budget Planning - DISCUSSION AND/OR DECISION (refer to handout)**
- Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the preliminary assumptions for budget planning for the Fiscal Year Ending June 30, 2020.
- Assumptions includes:
- Higher Education Overview
  - Environmental Scan
  - Yavapai College Data
  - Budget Overview
- 25. MONITORING REPORTS – HEADING**
- 26. Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection - MONITORING, DISCUSSION, AND/OR DECISION**
- Member McCarver moved, seconded by Member Irwin, that the Board has read the President's Monitoring Report regarding Policy 2.4, and believe that the interpretation of the policy provided is reasonable, and there is sufficient evidence to support the conclusion of compliance with this policy and moved accept the Monitoring Report for Policy 2.4. Motion carried with four yes votes, and one abstention (Irwin, McCarver, McCasland and Sigafos voting in favor. Chevalier abstained).
- 27. Receipt of President's Monitoring Report - Executive Limitations - 2.8 Communication and Support to the District Governing Board - MONITORING, DISCUSSION, AND/OR DECISION**
- Member Irwin moved, seconded by Member McCarver, that the Board has read the President's Monitoring Report regarding Policy 2.8 and sub policies, and believe that the interpretation of the policy provided is reasonable, and further believe that there is sufficient evidence to support the conclusion of compliance with these policies and move that we accept the Monitoring Report for Policy 2.8 and sub policies. Motion carried with four yes votes, and one abstention (Irwin, McCarver, McCasland and Sigafos voting in favor. Chevalier abstained).
- 28. Receipt of Self-Evaluation for Governance Policy 3.7 - Cost of Governance – MONITORING AND/OR DISCUSSION**

The Board reviewed the compilation of their self-evaluation of Governance Process Policy 3.7 Cost of Governance. No further action was taken.

**29. BOARD EDUCATION/STRATEGIC THINKING AND PLANNING – HEADING**

The Meeting recessed at 3:00 p.m.; reconvened at 3:10 p.m.

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

Lynne Adams, District Governing Board Counsel, provided Board Education related to Open Meeting Law for Board members, with particular emphasis on ethics and the conflict of interest statutes.

Board members are asked to complete the Annual Conflict of Interest Declaration annually, as required by Board Policy 3.3. Conflict of Interest forms are provided in the Board packet to be completed and returned to the Executive Assistant by January 31, 2018. The Conflict of Interest forms will be shared and reviewed by all Board members at the February 13, 2018 Regular Board meeting. This form shall be kept in a file maintained by the College and which shall be open to the public.

**31. OWNERSHIP LINKAGE (- CONTINUED) - HEADING**

**32. Reports from Board Liaisons – Board Spokesperson; Arizona Association for District Governing Boards (AACCT); and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION**

- Foundation Liaison
- Arizona Association of Community College Trustee (AACCT) – Member McCasland reported
- College Foundation – Members Irwin and McCarver reported
- Board Spokesperson – Chair Sigafoos reported

**33. OTHER INFORMATION – HEADING**

**34. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION**

The Board reviewed the Proposed Dates and Places for 2019 with reminder of:

- Govern for Impact 2019 Annual Conference is June 20-22, 2019 in Quebec City, Canada. The early bird registration discount expires January 31, 2019.
- Member Chevalier requested to change the April Board Meeting to April 23, 2019.

Member Chevalier moved, seconded by Member McCasland, to change the April 16, 2019 Board Meeting to April 23, 2019. Motion carried unanimously (Irwin, Chevalier, McCarver, McCasland, Sigafoos voting in favor).

**35. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**

Member McCarver moved, seconded by Member Irwin, to adjourn the meeting. Motion carried unanimously (Irwin, Chevalier, McCarver, McCasland, Sigafoos voting in favor).

Regular meeting adjourned at 4:00 p.m.

Respectfully submitted:

\_\_\_\_\_/S/\_\_\_\_\_  
Ms. Cindy Pemberton, Recording Secretary

Date: February 12, 2019

\_\_\_\_\_/S/\_\_\_\_\_  
Mr. Ray Sigafoos, 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: [www.yc.edu](http://www.yc.edu).  
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.*