



**Yavapai College District Governing Board  
Regular Board Meeting  
Unapproved Minutes of Regular Meeting  
Tuesday, March 5, 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. Steve Irwin, Secretary
Dr. Connie Harris, Board Member	Dr. Patricia McCarver, Board Member
Ms. Deb McCasland, Board Member	

**Administration Present:**

Dr. Lisa B. Rhine, President	Lynne Adams, Board Attorney
Ms. Cindy Pemberton Recording Secretary	
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 Irwin.

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

Chair Sigafoos welcomed all guests and staff.

**5. Approval of the District Governing Board February 12, 2019 District Governing Board Regular Meeting Minutes and February 26, 2019 Retreat Minutes - DISCUSSION AND DECISION**

Member McCarver moved, seconded by Member Irwin, to approve the District Governing Board February 12, 2019 and the February 26, 2019 as amended. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, Sigafoos voting in favor).

**6. Adoption of Agenda – DECISION**

Chairman Sigafoos requested Agenda Item #26 regarding the Capital Budget with Dr. Clint Ewell to be moved to Agenda Item #17. It was also identified that Agenda Item #25 regarding the Campus Master Plan was included inadvertently and needed to be removed. It was further identified, Agenda Item #19 regarding the 2.5 Executive Limitation needed to be removed as appropriate materials were not included for review.

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

**7. MONITORING REPORT – HEADING**

**8. February Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION**

The Board reviewed the February 12, 2019 compiled assessment of how the meeting was conducted; commitment to governance style and processes; and the Board’s performance according to the Board’s Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair’s Role in Monitoring.

**9. OWNERSHIP LINKAGE – HEADING**

**10. Open Call – PROCEDURAL**

No members of the public addressed the Board at this time.

**11. CONSENT AGENDA – HEADING**

Member Chevalier pulled agenda item #12 the Financial Update and the YCFS for further discussion.

Member McCarver moved, seconded by Member Chevalier, to approve the Consent Agenda with the exception of Agenda Item #12. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, Sigafoos voting in favor).

## **12. Receipt of Report on Revenues and Expenditures – Month of February 2019 - RECEIPT, DISCUSSION, AND/OR DECISION**

Member Chevalier requested additional information related to the identification of the higher expenses associated with the revenues offsetting the budget. Business Office Director, Frank D'Angelo stated they were related to set production costs. It was further determined and requested by Member Chevalier to research and report back to the Board at the April Meeting that details why expenses went above the budget.

Member Chevalier requested details pertaining to the Plant Fund. Mr. D'Angelo identified the system encumbers the budget related to PO's and collect revenue to cover the cost and further elaborated on the details of the Capital Improvement Projects versus the budget and fund balance.

Member McCarver moved, seconded by Member Irwin, to approve Consent Agenda Item #12. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, Sigafoos voting in favor).

## **13. For Consideration for Approval of the Revised Intergovernmental Agreement Between Arizona Board of Regents for and on behalf for Arizona State University and Yavapai College for a Bachelor Degree Agreement - RECEIPT, DISCUSSION, AND/OR DECISION**

For consideration for approval of the revised Intergovernmental Agreement (IGA) between Arizona Board of Regents for an on behalf for Arizona State University (ASU) and Yavapai College for a Bachelor Degree Agreement that was approved by the Board at the November 19, 2018 meeting. The Arizona Board of Regents for and on behalf for Arizona State University removed section 8.3 regarding indemnification. Therefore, this revised version needs approval by the Board.

## **14. INFORMATION - HEADING**

### **15. Information from the President to Include Yavapai College Staff Association (YCSA) Report; YCSA Newsletter; Regional Economic Development Summit; Building L; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION**

Dr. Lisa Rhine reported on the following topics with discussion from the Board:

- YCSA Report – Report by Lisa Schlegel, Association President and Julie Galgano, Association, Vice President.
- YCSA Newsletter - Attached
- Economic Development Summit – Report by Rodney Jenkins, Vice President of Community Relations and Richard Hernandez, Economic Development Director.
- Building L – Report by Dr. James Perey, Executive Dean.
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached

### **16. Information from Vice President for Instruction and Student Development to Include Faculty Senate; Enrollment Update - INFORMATION AND/OR DISCUSSION**

Dr. Ron Liss, Vice President for Instruction and Student Development Division, presented an update on the following:

- Faculty Senate – Ms. Selena Bliss reported on the following updates: improvement with faculty and the staff association; grateful to the new President's Cabinet to include more faculty; updates on faculty committees; three retired faculty members have recommended for emeritus; regarding the historical perspective and critical thinking outcomes, which will improve the integrity of dual education programs, course offerings, and transfer credit to the four-year schools. Ms. Bliss also distributed the shared governance survey results that are being utilized to craft a College shared governance statement and to create a decision/process matrix.
- Enrollment Update – Dr. Liss highlighted detail regarding enrollment trends based on zip codes.

## **17. SHORT RECESS - PROCEDURAL**

Meeting recessed at 2:26 p.m.; reconvened at 2:36 p.m.

## **18. Review of the Preliminary Capital Budget for FY 2019-2020 - INFORMATION AND/OR DISCUSSION**

Dr. Clint Ewell presented the Capital Budget Information for FY 2019-2020. These assumptions provide information about the budget preparation as well as set the general parameters for internal deliberation of the budget for FY 2019-2020.

#### **19. MONITORING REPORTS – HEADING**

#### **20. Receipt of President’s Monitoring Report – Executive Limitation 2.5 – Financial Conditions and Activities - MONITORING, DISCUSSION, AND/OR DECISION**

The Board did not review or discuss this item as the information was not distributed in time to make a decision according to Attorney, Lynn Adams.

#### **21. Content Review of Governance Policy 3.3 - Board Members Code of Ethics - MONITORING, DISCUSSION, AND/OR DECISION**

Policy 3.3 - The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

The Board performed the biennial content review for Policy 3.3. The compilation of the members' policy assessment and suggested edits to the policy is attached for consideration. No revisions were made.

Member Chevalier expressed when problems arise, it should be discussed by the Board and further expressed that elections of a Board Chair never included an east side member of the Board in twelve years.

#### **22. Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, AND/OR DISCUSSION**

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. Chairman Sigafos relayed to Member Chevalier the only thing the Board sets in terms of goals, is to evaluate how a President follows the executive of limitations and how the President achieves goals. Member Chevalier spoke about the Standard of Compliance and felt that it was not relevant. Member McCarver shared that the policy is that the President has a reasonable interpretation of what the president does and asks for feedback by the Board. Member Chevalier felt the President should have wide latitude to interpret the ends and policies but the Board has the ultimate responsibility to the public. Member Chevalier addressed 4.4.4 and that the President is responsible for ensuring the college provides appropriate and sufficient education offerings throughout the County.

#### **23. Overview of the President's Evaluation Process - DISCUSSION AND/OR DECISION**

Dr. Lisa Rhine detailed information regarding the modification of the ends and executive of limitations. Dr. Rhine would like to continue with the Monitoring Reports until May 2019 and to evaluate the President based on a progress of a four month entry plan to include: engagement of the board; external and internal constituents; Yavapai College Leadership; professional development; and planning. The Board reviewed the process and resources to effectively analyze the President's job performance during FY 2018-2019. Chairman Sigafos informed Dr. Rhine, over the thirty days, Dr. Rhine should create a document and provide it to the Board before the next Board meeting to review the evaluation process and details.

#### **24. POLICY ISSUES - HEADING**

#### **25. Review of the District Governing Board Budget Proposal for FY 2019-2020 - INFORMATION, DISCUSSION, AND/OR DECISION**

Mr. Frank D’Angelo, Business Services Director presented the District Governing Board budget history from FY 2015 through 2020 and a proposed budget for the next fiscal year 2019-2020. Members of the Board reviewed and no motion was made.

#### **26. Consideration of the Campus Master Plan - INFORMATION, DISCUSSION, AND/OR DECISION**

This item was removed for discussion. No further action was taken.

#### **27. OWNERSHIP LINKAGE - HEADING - CONTINUED**

## **28. Proposed Dates and Places of Future Meetings for 2019 – RECEIPT, DISCUSSION AND/OR DECISION**

Chairman Sigafos made a recommendation to conduct a retreat in August in addition to the September retreat. Member Chevalier requested the August meeting be held in the Verde Valley. Member McCarver made a recommendation to use a survey tool to identify the best date for August.

Member Chevalier moved, seconded by Member McCarver, to approve the proposed dates and places of future meetings. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, Sigafos voting in favor).

Member McCarver identified a conflict for the October Meeting and inquired if the date could be changed to October 8<sup>th</sup>. Chairman Sigafos recommended Zoom accommodations.

## **29. Planning of September 2019 District Governing Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION**

The Board reviewed and Chairman Sigafos made a suggestion to use Facilitator, A.J. Crabill to maintain continuity. Member Chevalier requested future planning as a topic. Member McCarver and McCasland recommended A.J. Crabill.

Member McCarver moved, seconded by Member Irwin, to continue to work with A.J. Crabill as the Boards Facilitator for the August and September retreats. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, Sigafos voting in favor).

Board Attorney, Lynne Adams requested if the Board wishes to include ends, the motion will need to be amended.

Member McCarver moved, seconded by Member Irwin, to continue to work with A.J. Crabill as the Boards Facilitator for the August and September retreats and to add ends development as agenda for one or both of the meetings. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, Sigafos voting in favor).

## **30. Reports from Board Liaisons – Board Spokesperson; Arizona Association of Community College Trustees (AACCT); and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION**

- Board Spokesperson – no report.
- Arizona Association of Community College Trustees (AACCT) – Member McCasland shared the AACCT would like to hold a conference in Prescott in September for all Statewide members. Member McCasland discussed with Dr. Rhine the considerations of Yavapai College being a host and all Board Members are welcome and encouraged to attend.
- Yavapai College Foundation – Member McCarver reported on the Foundation’s induction and welcome of Dr. Lisa Rhine, an overview of Del E. Webb center, the Framing the Future luncheon, investments and scholarship funds and programs.

## **31. OTHER INFORMATION – HEADING**

## **32. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**

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

Regular meeting adjourned at 3:36 p.m.

Respectfully submitted:

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Ms. Cindy Pemberton, Recording Clerk

Date: April 23, 2019

*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.*