



Board Retreat
Agenda Summary
District Governing Board Retreat
Tuesday, August 13, 2019
8:00 AM

Verde Valley Campus
601 Black Hills Drive, Building M, Room 137
Clarkdale, Arizona

Pursuant to Arizona Revised Statutes (A.R.S.) §38-431.02, notice is hereby given to the members of the Yavapai College District Governing Board and to the general public that the Board will hold a public meeting, open to the public as specified below. The Board reserves the right to change the order of items on the agenda. One or more members of the Board may participate in the meeting by telephonic communication.

Pursuant to A.R.S. §38-431.03.A.2, A.3 and A.4, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law; or to consult with and instruct its attorneys regarding its position on contracts, litigation or settlement discussions. If indicated in the agenda, the Board may also vote to go into executive session, which will not be open to the public, to discuss specific agenda items.

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Executive Assistant at (928)776-2307. Requests should be made as early as possible to allow time to arrange the accommodation.

Please note that agenda item times are for planning purposes only and do not necessarily reflect the actual time of the agenda item. When regular board meetings, public hearings (both truth in taxation and budget adoption public hearings) and budget adoption special meetings are scheduled for the same date, each hearing or meeting will begin immediately upon adjournment of the preceding hearing or meeting. Members of the public wishing to attend those subsequent hearings or meetings are advised to arrive at the time that the first hearing or meeting is scheduled to begin.

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	8:00 AM	847067
2	Call to Order - PROCEDURAL	0	8:00 AM	847068
3	Pledge of Allegiance - PROCEDURAL	1	8:00 AM	850715
4	Welcome to Guests and Staff - PROCEDURAL	1	8:01 AM	847069
5	Approval of the Minutes From the May 14, 2019 District Governing Board Budget Hearing and Adoption, Regular Meeting, and the Executive Sessions of May 14 and July 16, 2019 - DISCUSSION AND DECISION.	5	8:02 AM	847081
6	Naming of College Facilities, Positions, and Programs - DISCUSSION AND DECISION	15	8:07 AM	847082
7	President's Proposed Plan to Protect the College from Sudden Loss of Presidential Services - POLICY AND DECISION	10	8:22 AM	850666
8	SHORT RECESS - PROCEDURAL	10	8:32 AM	847072
9	OWNERSHIP LINKAGE - HEADING	0	8:42 AM	847070

Item No.	Item	Time Req.	Start Time	Ref No.
10	Governance Process with Emphasis on the Ends - INFORMATION AND/OR DISCUSSION	80	8:42 AM	847071
11	SHORT RECESS - PROCEDURAL	10	10:02 AM	850716
12	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	10:12 AM	850717
13	Governance Process with Emphasis on the Ends - INFORMATION AND/OR DISCUSSION	110	10:12 AM	850718
14	RECESS AND LUNCH - PROCEDURAL	60	12:02 PM	847074
15	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	1:02 PM	847075
16	Governance Process with Emphasis on the Ends - INFORMATION AND/OR DISCUSSION	110	1:02 PM	847076
17	Lynne Adams, our Legal Representative, will Discuss Changes in our States Statutes - INFORMATION	8	2:52 PM	850692
18	ADJOURNMENT OF BOARD RETREAT MEETING - PROCEDURAL	1	3:00 PM	847080

Presenter : Ray Sigafoos **Start Time :** 8:00 AM **Item No :** 1
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 7/31/2019 **Item Type :** Heading

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.	558881

Description : CALL TO ORDER - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos **Start Time :** 8:00 AM **Item No :** 2
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 7/31/2019 **Item Type :** Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.	558881

Description : Call to Order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 8:00 AM

Item No : 3

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 8/8/2019

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.	558881

Description : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 8:01 AM

Item No : 4

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 7/31/2019

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.	558881

Description : Welcome to Guests and Staff - PROCEDURAL

Details : Chair Sigafoos will welcome all guests and staff, and introduce AJ Crabril, Governance Coach.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 8:02 AM

Item No : 5

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 7/31/2019

Item Type : Decision Item

Policy No.	Description	Ref No
3.5.4	Unless the Chair has delegated his or her authority otherwise pursuant to Policy 3.5.2.3, the Secretary fulfills the duties of the Chair in the absence of the Chair, including chairing Board meetings and signing documents on behalf of the Board and/or Yavapai College. The Secretary assures the accuracy of Board documents. The Board has its own documents so the accuracy of Board records are critical for historical purposes. The Secretary attests to the Board's adoption of policy.	558943

Description : Approval of the Minutes From the May 14, 2019 District Governing Board Budget Hearing and Adoption, Regular Meeting, and the Executive Sessions of May 14 and July 16, 2019 - DISCUSSION AND DECISION.

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the May 14, 2019 Budget Hearing and Adoption, Regular Board Meeting and the Executive Session for May 2019 and July 16, 2019. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public documents.)

Attachments :

Title	Created	Filename
DGB Board Hearing May 2019	Aug 07, 2019	Budget Public Hearing Unapproved Minutes May 14 2019 REVISED.pdf
DGB Budget Adoption May 2019	Aug 07, 2019	Budget Adoption Meeting Unapproved Minutes May 14 2019 REVISED.pdf
DGB Board Regular Meeting May 2019	Aug 07, 2019	Unapproved Regular Meeting Minutes - May 14 2019 REVISED.pdf
DGB Executive Session July 2019	Aug 07, 2019	Unapproved board Meeting Minutes July 2019 REVISED.pdf

5. Adjournment - PROCEDURAL

Chair Sigafos adjourned the FY2019-20 Budget Public Hearing at 1:28 p.m.

Respectfully submitted:

Date: August 3, 2019

Ms. Heather H. Scott, Interim Recording Secretary

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www.yc.edu.
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*



**Yavapai College District Governing Board
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, May 14, 2019
1:30 PM**

Prescott Campus – Susan N. Webb Community Room 19-147
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 1:32 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 April 23, 2019 District Governing Board Regular Meeting Minutes - DISCUSSION AND DECISION

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

6. Adoption of Agenda – DECISION

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

7. MONITORING REPORT – HEADING

8. April Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION

Board members had no comments other than their written comments as noted on the agenda materials.

9. CONSENT AGENDA – HEADING

10. Receipt of Report on Revenues and Expenditures – Month of April 2019 - RECEIPT, DISCUSSION, AND/OR DECISION

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

11. For Consideration for Approval of Public and Charter School Dual Enrollment Intergovernmental Agreements with Yavapai Community College - RECEIPT, DISCUSSION, AND/OR DECISION.

12. For Consideration for Approval of the Fourth Amendment to Intergovernmental Agreement between Yavapai College and Mountain Institute Career Technical Education District (CTED) - RECEIPT, DISCUSSION, AND/OR DECISION.

13. For Consideration for Approval of the Third Amendment to Intergovernmental Agreement between Yavapai College and Valley Academy for Career & Technical Education for Educational Programs - RECEIPT, DISCUSSION, AND/OR DECISION.

14. INFORMATION - HEADING

15. Information from the President to Include: Yavapai Combined Trust Quarterly Report; Yavapai Staff Association Newsletter; Budget to Actual Report April 2019, Cash Reserves Report, College Highlights, Facilities Newsletter – May 2019 and Other Related Information - INFORMATION AND/OR DISCUSSION

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

- The roll out of the YC Way – Report by Dr. Rhine
- The Success for our Athletic Department - Report by Dr. Rhine
- The up and coming Employee Picnic - Report by Dr. Rhine
- Yavapai Combined Trust Quarterly Report - Attached.
- Yavapai Staff Association Newsletter - Attached
- Budget to Actual Report – April 2019 - Attached
- Cash Reserves Report – April 2019 - Attached
- College Highlights - Attached
- Facilities Newsletter – May 2019 - Attached

16. Information from Instruction and Student Development to Include Faculty Senate; and College Honors Program - 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 introduced the newly appointed Faculty Senate President, Dr. Jennifer Jacobson, to the board.

College Honors Program – College Honors Program Director Denise Woolsey and students Hanna Pennington, Kiva Keith, and Alex Daniels provided a summary of Honors Program activities during the past school year.

17. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:09 p.m.; reconvened at 2:21 p.m.

18. MONITORING REPORT (CONTINUED) – HEADING

19. Receipt of President’s Monitoring Report – Executive Limitation 2.0 - MONITORING, DISCUSSION, AND/OR DECISION

Board member Chevalier retracted his comment regarding questions 2 and 3 because he has since seen the evidence.

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

20. Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.5 President Compensation and Benefits - MONITORING, AND/OR DISCUSSION

Board member McCasland stated that she is very impressed with Dr. Rhine’s performance so far.

21. OWNERSHIP LINKAGE - HEADING –

22. 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 gave an update on the September (AACCT) retreat at the Hassayampa Inn, which is open to all board members and their Presidents.
- Yavapai College Foundation – Member McCarver indicated that at the Foundation’s annual luncheon, new officers were appointed; Valerie Wood is now the new president. The luncheon also recognized the work of the foundation members and staff.

23. OTHER INFORMATION – HEADING

24. District Governing Board Proposed Dates and Places of Future Meeting - DISCUSSION AND/OR DECISION

Dr. Rhine let everyone know the Employee Picnic will be held in the Verde Valley. Lynne Adams reminded everyone to continue to hold the date of June 25 for a potential Executive Session.

25. Executive Session – A.R.S. 38-431.03(A) (1), Review of President’s Annual Evaluation and Consideration of President’s Contract - PROCEDURAL

Legal Representative, Lynne Adams read the statues to move the regular board meeting into an Executive Session.

Member Chevalier moved, seconded by Member McCarver, to convene in executive session pursuant to A.R.S. § 38-431.03(A)(1) for the President’s annual evaluation. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, Sigafoos voting in favor.)

Convene in Public Session with Possible Action RE: President’s Evaluation and Consideration of President’s Contract as a Result of Executive Session – DECISION

Chair Sigafoos feels Dr. Rhine is doing a great job. In light of Dr. Rhine’s performance thus far, he believes that the Board needs amend Dr. Rhine’s contract to clarify that she may be reimbursed for business expenses, regardless of whether other College employees may be reimbursed for certain items, as long as the expenses are related to Dr. Rhine’s job duties and allowed by tax law.

Member McCarver moved, seconded by Member Irwin, to amend Dr. Rhine’s contract in the manner described by Chair Sigafoos. Motion carried unanimously. (Chevalier, Irwin, McCarver, McCasland, Sigafoos voting in favor.)

Member Irwin is impressed that Dr. Rhine has accomplished her entry plan and has exceeded all that she has laid out to accomplish in four months.

Member Chevalier states that so many local leaders are pleased with all that Dr. Rhine is doing and look to forward to working with her.

McCarver stated that Dr. Rhine has had a good entry and a strong four months.

Member McCasland feels Dr. Rhine is doing a great job and noted that she is open, transparent and student-focused.

26. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:42 p.m.

Respectfully submitted:

Ms. Heather H. Scott, Interim Recording Clerk

Date: August 3, 2019

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www.yc.edu.
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.*



Yavapai College District Governing Board

Unapproved Board Meeting Minutes

Tuesday, July 16, 2019
1:00 PM

Prescott Campus – Rock House
1100 E. Sheldon Street
Prescott, AZ 86301

Members Present:

Mr. Ray Sigafoos, Chair
Ms. Deb McCasland, Board Member
Dr. Patricia McCarver, Board Member

Mr. Steve Irwin, Secretary
Mr. Paul Chevalier Board Member

Administration Present:

Dr. Lisa B. Rhine, President
Dr. Clint Ewell, Vice President for Finance and Administrative Services
Heather Scott, Recording Clerk

Lynne Adams, Board Attorney (via Zoom)

Attending Guests, via Zoom:

Georgia Staton, Jones, Skelton & Hochuli, P.L.C., Legal Counsel
Elizabeth Gilbert, Jones, Skelton & Hochuli, P.L.C., Legal Counsel
E.J. Kotalik, Jr. Peshkin & Kotalik, P.C., Legal Counsel

1. CALL TO ORDER - HEADING

Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 12:58 p.m.

2. Approval of the District Governing Board June 25, 2019 District Governing Board executive session Meeting Minutes - DISCUSSION AND DECISION

Member Irwin moved, seconded by Member McCasland, to approve the District Governing June 25, 2019 board meeting minutes and Executive Session meeting minutes.
Motion carried by majority vote. (Sigafoos, McCasland, McCarver, Irwin all voted aye; Chevalier recused himself from voting because he did not attend the June 25, 2019 meeting.)

3. EXECUTIVE SESSION – Pursuant to ARS §38-431.03(A) (3) and (A) (4) – Receive Legal Advice for Legal Counsel and discuss settlement position regarding United States ex rel. Daniel Hamilton V. Yavapai County Community College District, CV 12-08193-PCT-PGR – INFORMATION AND DISCUSSION

Member Irwin moved, seconded by Member McCarver, to convene in executive session pursuant to A.R.S. §38-431.03(A)(3), (A)(4) to receive advice from legal counsel regarding United States ex rel. Daniel Hamilton v. Yavapai County Community College District, CV12-08193-PCT-PGR. Motion carried unanimously (Sigafoos, McCarver, Irwin, McCasland, Chevalier all voted aye).
The Executive Session convened at 1:05 p.m.

4. Convene in Public Session with Possible Action RE: United States ex rel. Daniel Hamilton v. Yavapai County Community College District, CV12-08193-PCT-PGR- DISCUSSION AND/OR DECISION

The Board returned to Public Session at 2:35 p.m.
Member McCarver moved, seconded by Member Chevalier, to instruct the College’s attorneys to act in accordance with the instructions provided to them in Executive Session. Motion carried unanimously (Sigafoos, McCarver, Irwin, McCasland, Chevalier all voted aye).

5. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Chair Sigafoos moved, seconded by Member Irwin to adjourn the meeting at 2:45 p.m. Motion carried unanimously (Sigafoos, McCarver, Irwin, McCasland, Chevalier all voted aye).

Respectfully submitted:

Heather Scott, Recording Clerk

Mr. Ray Sigafoos, Chair

Date: August 13, 2019

Mr. Steve Irwin, Secretary

Presenter : Ray Sigafoos

Start Time : 8:07 AM

Item No : 6

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 7/31/2019

Item Type : Policy & Decision

Policy No.	Description	Ref No
3.2.1.4	Shall also approve names for District real property as recommended by the President.	429139

Description : Naming of College Facilities, Positions, and Programs - DISCUSSION AND DECISION

Details : In accordance with Yavapai College's Policy 8:1 Naming of College Facilities, Positions, and Programs, which in it describes the Honorific Naming procedure which is based on an individual(s) who has provided exemplary, meritorious or philanthropic support or service to the College we are asking for support to name the Performance Arts Theater in the Performance Arts Center after Perry and Sandy Massie. Through their foundation (The Perry and Sandy Massie Foundation) the couple has provided significant philanthropic and volunteer support to the College through the YC Foundation.

Whereas Perry and Sandy have provided monetary donations to support both scholarships and operations since 2010 including:

- The establishment of the Yavapai Big Brothers Big Sisters Scholarship at Yavapai College
- They are the largest contributors to the Education Now! Endowed Scholarship Fund
- They are Legacy League members and have established a legacy gift commitment of \$2,000,000
- They are Founders of the YC Southwest Wine Center

Perry Massey is currently a member of the Yavapai College Foundation's Emeriti Board and served over nine years as a Foundation Board Member as well as served as Board Chair for three terms.

Both Perry and Sandy have a strong belief in investing in children, education, and our community. They believe strongly that every child who wants to go to college should be given that opportunity.

Attachments :

Title	Created	Filename
Massie Foundation Theatre Pictures	Aug 07, 2019	The Perry and Sandy Massie Foundation Theatre.pdf
Naming of College Facilities, Positions, and Programs	Aug 07, 2019	Policy Statement 8.1.pdf

The Perry and Sandy Massie Foundation Box



The Perry and Sandy Massie Foundation Lobby





- The Perry and Sandy Massie Foundation Box

Naming of College Facilities, Positions, and Programs

POLICY STATEMENT

Naming of facilities and programs is a way to honor distinguished alumni, donors, and other friends of Yavapai College for their service. This policy is established to support a consistent methodology that ensures that all naming practices reflect the college's Mission and Values.

Authority

The final responsibility for naming any facility, position, or program at Yavapai College for a person or entity rests with the District Governing Board and will follow established administrative procedures.

Conferring Names

(A) Gift Naming

(1) Facilities: To honor donors who made a substantial gift, the President may recommend to the District Governing Board that a facility, or portion thereof, be named after that donor. To name a space for a donor, the college generally requires a gift representing half the market value of the space.

(2) Non-physical assets: To honor donors who made a substantial gift, the President may recommend to the District Governing Board that a non-physical asset, such as a position (chair), institute or center, be named after that donor. In such cases, the college will consider a variety of factors before making a final recommendation:

- i. Prominence of the asset;
- ii. Amount needed to provide a meaningful level of support, ideally through endowment, for the maintenance and enhancement of the asset;

The gift should have been presented to the college prior to the conferring of the name.

(b) Honorific Naming

Facilities and programs may be named for an individual who has provided exemplary, meritorious or philanthropic support or service to the College.

Individual names may be sent forth at any time for considerations for honorific naming opportunities. Suggested names will be reviewed when such opportunities present themselves.

Names should be sent to the President for such consideration and reviewed by the Executive Leadership Team.

(c) Duration of Names

Naming is typically considered indelible for a period of 40 years or until a facility is demolished, substantially renovated or expanded, or until a non-physical asset is substantially changed or discontinued.

1. Facilities. In the event of demolition or renovation of major facilities (intentionally, through accident or act of nature), existing names will not automatically be transferred to a new or renovated facility. In such cases the College reserves the right to assign a name to the new or renovated facility by:
 - (A) Transferring the existing name to the new or renovated facility (usually a prominent or historically significant name that the College wishes to continue to honor).
 - (B) Asking the previous donor to make a new naming gift. If the donor declines, the College may offer the naming opportunity to a new donor. It may be appropriate to name part of the new building for the previous donor or to include a plaque to indicate that the new facility occupies the site of a building previously known by another name.

2. Academic Unit or Other Program. If a department, center, institute, program, or other unit is discontinued, the College will consider alternative recognition, especially where the naming is supported by an endowment gift. Appropriate recognition will be determined by the redesigned use of the endowment fund.

(d) Name Changes

In matters of corporate names, the college will work with the corporation to ensure that any change to the corporation's name is considered by the college. Similarly, for individual name changes, the college will work with the individual to appropriately address changes in name in a manner that is appropriate for the donor and the college.

(e) Removal of Names

In unusual or unforeseen circumstances, the College reserves the right to remove a previously approved name. The President of the College will bring forth the recommendation for approval by the Executive Committee of the Board of Trustees. Examples of such situations include, but are not limited to:

1. Donor does not fulfill a commitment upon which the naming was approved.
2. Continuation of the name may compromise the public trust or reputation of the College.

(f) Recognition

For historical purposes, any named facility, space, department, or other opportunities, should include a plaque or similar recognition that explains the individual's significance to the College.

The offices of Marketing and Communications and the YC Foundation should be consulted with for consistency across campuses.

Approval

(a) Naming approval for prominent facilities and programs, as well as all honorific names, will be conferred by the Yavapai College District Governing Board upon the recommendation of the College President.

(b) Naming approval for essential facilities and programs will be conferred by the President upon recommendation of one or more members of the President’s Executive Leadership Team or Executive Director of the YC Foundation. The District Governing Board shall be notified of newly approved names at the next scheduled meeting.

Revisions to Naming Policy

Any revisions to the Naming Policy must be shared with the full Board to follow at their next scheduled meeting.

DEFINITIONS

For purposes of naming opportunities at Yavapai College, the following definitions apply:

Prominent Facilities – are those whose location and/or intended function are highly visible or have the potential for frequent public use. Such facilities include, but are not limited to:

1. Buildings and building complexes
2. Major athletic facilities
3. Major building components
4. YC Performing Arts Center, pavilions, and other major performance venues
5. Prominent exterior spaces and structures

Prominent Programs – are major academic and non-academic entities with a significant public profile. Prominent programs include, but are not limited to:

1. Centers (ex: Southwest Wine Center, Sedona Culinary Institute & Performing Arts Center)
2. Academic Schools
3. Non-academic departments

Public Use – Facilities that are available for use by the community external to the college

Public Profile – Facilities that are well-known by the external community and with whom there is a strong association with the college.

Essential Facilities – are those that in the judgment of the President do not meet the criteria outlined for prominent facilities and, therefore, are not subject to the approval process for prominent facilities. Less prominent facilities include, but are not limited to:

1. Classrooms
2. Laboratories
3. Meeting rooms
4. Faculty and staff offices
5. Lobbies and foyers

Essential Programs – are those that in the judgment of the President do not meet the criteria outlined for prominent programs and, therefore, are not subject to the approval process for prominent programs. Less prominent programs include, but are not limited to:

1. Small academic and non-academic programs within larger units
2. Collections (art, film, music, memorabilia, etc.)

Major Building Components – Wings, floors, conference spaces, towers, etc.

PROCEDURE

All proposals for naming Yavapai College facilities, positions, or programs shall be submitted in writing, with appropriate rationale, to the Executive Director, Yavapai College Foundation. The Executive Director will evaluate the proposal, with appropriate involvement of staff and Board committees, and make a recommendation to the Yavapai College President. The Yavapai College President will review the recommendation, make any changes deemed necessary, and present the final naming recommendation to the District Governing Board for decision.

POLICY HISTORY

Revised 2/18/2014

Renumbered from 6.2.2 to 8.1 on 9/27/2016

Revised 12/12/2018

Presenter : Ray Sigafoos

Start Time : 8:22 AM

Item No : 7

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 8/7/2019

Item Type : Policy & Decision

Policy No.	Description	Ref No
4.7	<p>In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.</p> <p>When the President is absent or unavailable, the Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; or Vice President for Community Relations; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; and Vice President for Community Relations.</p>	726677

Description : President's Proposed Plan to Protect the College from Sudden Loss of Presidential Services - POLICY AND DECISION

Details : This written plan addresses the President's short-term or long-term absences from the College.

Attachments :

Title	Created	Filename
Presidential Absences	Aug 07, 2019	Yavapai College Policy 4.7 REVISED.pdf

4.7 Presidential Absences

In order to protect the College from sudden loss of Presidential services, the President shall have a written plan to address the President's short-term or long-term absences from the College. The plan shall be shared with College administration and the Board.

The President's plan shall include at least the following provisions:

- For a planned short-term absence, at least one other senior member of the executive leadership team who is familiar with Board and Presidential issues and processes shall be available at the College during the absence. Prior to the President's absence, the President will empower that individual to take whatever action is necessary during the absence.
- During planned short-term absences, the President's whereabouts shall be available through the President's executive assistant and known by all members of the executive leadership team and the Chair of the Board.
- For an unplanned long-term absence, the Board shall appoint one senior member of the executive leadership team to serve as Acting President during the President's absence.

In the event an absence becomes permanent, the Board shall select the President's replacement after a widely advertised search according to such terms as are approved by the Board.

Presenter : Ray Sigafoos

Start Time : 8:32 AM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 7/31/2019

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.	558881

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 8:42 AM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/31/2019

Item Type : Heading

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.	558881

Description : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 10:12 AM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 8/9/2019

Item Type : Heading

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.	558881

Description : OWNERSHIP LINKAGE (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 10:12 AM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 110

Proposed : 8/9/2019

Item Type : Discussion

Policy No.	Description	Ref No
3.2.1	And its Ownership Linkage shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	560671

Description : Governance Process with Emphasis on the Ends - INFORMATION AND/OR DISCUSSION

Details : AJ Crabill, Governance Coach, will continue to lead the Board in discussion of the Board's role and responsibilities, effectiveness, and best practices.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 12:02 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 60

Proposed : 7/31/2019

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.	558881

Description : RECESS AND LUNCH - PROCEDURAL

Details : The Board will have a recess for lunch.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:02 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 7/31/2019

Item Type : Heading

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.	558881

Description : OWNERSHIP LINKAGE (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:02 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 110

Proposed : 7/31/2019

Item Type : Discussion

Policy No.	Description	Ref No
3.2.1	And its Ownership Linkage shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	560671

Description : Governance Process with Emphasis on the Ends - INFORMATION AND/OR DISCUSSION

Details : AJ Crabril, Governance Coach, will continue to lead the Board in a discussion of Board role and responsibilities, effectiveness, and best practices.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:52 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 8

Proposed : 8/7/2019

Item Type : Information Item

Policy No.	Description	Ref No
3.2.1.1	Shall strive to appropriately balance the importance of local responsiveness and control within the context of statewide needs and issues and commits to cooperating with all other Arizona community colleges through meaningful dialogue and open sharing of information in order to: a) Align the Ends of Yavapai College with efforts to meet the learning needs of all Arizona's communities efficiently and effectively; b) Assist one another in meeting high standards of public accountability; and c) Build the capacities of all our institutions.	560672

Description : Lynne Adams, our Legal Representative, will Discuss Changes in our States Statutes - INFORMATION

Details : If time permits Lynne Adams will discuss how new legislation passed in 2019, affects Yavapai College's current policies or procedures.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:00 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 7/31/2019

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.	558881

Description : ADJOURNMENT OF BOARD RETREAT MEETING - PROCEDURAL

Details :

Attachments :

No Attachments