



**Yavapai College District Governing Board
Board Retreat
Approved Minutes of Board Retreat
Monday, September 9, 2019
8:30 AM
Prescott Campus – Rock House
1100 E. Sheldon Street
Prescott, Arizona**

Members Present:

Mr. Ray Sigafoos, Chair	Mr. Paul Chevalier, Board Member
Ms. Deb McCasland, Board Member	Dr. Patricia McCarver, Board Member
Mr. Steve Irwin, Secretary	

Guests:

A.J. Crabill, consultant to the Yavapai College District Governing Board.

Administration Present:

Dr. Lisa B. Rhine, President
Lynne Adams, Board Attorney
Yvonne Sandoval, 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 8:30 a.m. Board Member Paul Chevalier was not in attendance at the start of the meeting. Paul arrived at 8:36 a.m.

3. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff, and introduced Board consultant A.J. Crabill.

4. OWNERSHIP LINKAGE - HEADING

5. Review and Vote on the Ends - DISCUSSION, AND/OR DECISION

Member McCarver moved, seconded by Member Irwin, to keep the Ends as they are written and published in our manual and not to modify them. Motion carried with the majority. (Sigafoos, McCasland, McCarver, Irwin all voted in favor, Chevalier voting nay).

6. Governance Process – Policies on Executive Limitations, Governance Process, and President Linkage – INFORMATION, DISCUSSION, AND/OR DECISION.

AJ Crabill, led the Board in a discussion of the following questions in reviewing the policies on Executive Limitations, Governance Process, and President Linkage:

- Why do we exist?
- What are the things we would never tolerate our President doing, even if it helped us accomplish our reason for existence?
- How should the board function, what are our means of operation?
- What is the relationship with the Board and anyone not with the board, what should that relationship look like?

AJ and the Board then went on to discuss and review the following policies:

- **2.1 Treatment of Employees**
- **2.4.3.1 Personnel Transitions & Competent Operations; 4.7 Presidential Absences**
- **2.5.2 Lease Limits and Delegations of Lease Authority for Real Property**

7. SHORT RECESS - PROCEDURAL

Meeting recessed at 10:15 a.m.; reconvened at 10:25 a.m.

8. OWNERSHIP LINKAGE - HEADING

Governance Process – Policies on Executive Limitations, Governance Process, and President Linkage – INFORMATION, DISCUSSION, AND/OR DECISION.

AJ and the Board went on to discuss and review the following policies:

- **2.8.1.4 – Incidental Information**
- **2.8.1.4.2 Absence of the President; 4.7 Presidential Absences**
- **4.1.1 Decisions or Instructions of Individual Board Members; 4.1.2 Requests from Board Members**

and Board Committees

9. RECESS AND LUNCH - PROCEDURAL

Meeting recessed at 12:07 p.m.; reconvened at 12:35 p.m.

10. OWNERSHIP LINKAGE - HEADING

11. Governance Process – Policies on Executive Limitations, Governance Process, and President Linkage – INFORMATION, DISCUSSION, AND/OR DECISION.

AJ and the Board went on to discuss and review the following policies:

- **4.2.4 – Strategic Planning**, proposed new policy by Member Chevalier
- **4.3 - Delegation of the President**
- **4.6 - Conferral of President Emeritus/a Status**
- **3.1.1.1 – Open Meeting Law**
- **3.1.1.2 – Governing Board Email**, proposed new policy by Chairman Sigafoos and Attorney Lynne Adams
- **3.1.4 – Self – Evaluation**
- **3.1.5 – Continuity**, proposed new policy by Member Chevalier
- **3.2.1.2 - Governing Policies**

12. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:36 p.m.; reconvened at 2:46 p.m.

13. OWNERSHIP LINKAGE - HEADING

14. Governance Process – Policies on Executive Limitations, Governance Process, and President Linkage – INFORMATION, DISCUSSION, AND/OR DECISION.

AJ and the Board went on to discuss and review the following policies:

- **3.3 – Board Member Code of Conduct and Ethics**
- **3.3.1 – Discipline Needed to Govern**
- **3.3.2.7 – Transparency**, new policy proposed by Member Chevalier
- **3.3.3.4 – Board Operates with One Voice**
- **3.4.3 – All Meeting Agendas**
- **3.4.5 – Elections/Appointments**
- **3.5.1 – Job Output**
- **3.5.2.1 – Chairing Meetings**
- **5.0 - Past Policies Superseded**, new policy proposed by Member Chevalier
- **3.2.1 – Ownership Linkage**
- **3.4.3.1 – Referencing Existing Board Policy**

15. If there is time – Discussion and Vote on the boards current email policy – INFORMATION, DISCUSSION, AND/OR DECISION.

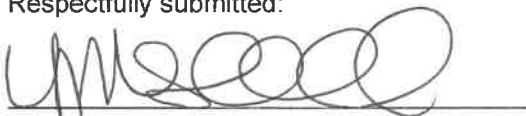
It was decided that this new policy 3.1.1.2 must be reworded, before it can voted on as an official policy.

16. ADJOURNMENT OF BOARD RETREAT - PROCEDURAL

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

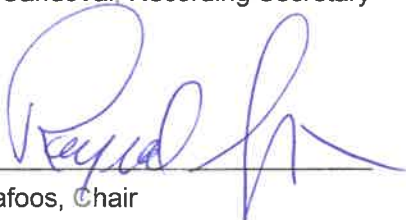
Board Retreat adjourned at 4:15 p.m.

Respectfully submitted:



Ms. Yvonne Sandoval, Recording Secretary

Date: October 8, 2019



Mr. Ray Sigafoos, Chair



Mr. Steve Irwin, Secretary