

Yavapai College
District Governing Board
Board Workshop

Wednesday, September 8, 2021
9:00 a.m.

Prescott Valley Center
3800 North Glassford Hill Road
Prescott Valley, Arizona 86314

Members Present:

Ms. Deb McCasland, Board Chair
Mr. Ray Sigafoos, Secretary
Mr. Paul Chevalier, Board Member
Mr. Mitch Padilla, Board Member
Mr. Chris Kuknyo, Board Member

Administration Present:

Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant

VIDEO RECORDING:

[HTTPS://YAVAPAL.HOSTED.PANOPTO.COM/PANOPTO/PAGES/VIEWER.ASPX?ID=7DECA5CD-9805-476B-9F97-AD9D01805AEB](https://yavapal.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=7DECA5CD-9805-476B-9F97-AD9D01805AEB)

MINUTES

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
Chair McCasland called the Yavapai College District Governing Board Workshop to order at 9:00 a.m.
 - b. Adoption of Agenda – **DECISION** {Time: 1}
2. Board Business
 - a. District Governing Board Policy Manual Edits –
Recorded discussion and comments are available for all of the board policy discussions (Recording at 0:05).
 - i. 205 Personnel and Students- **DISCUSSION AND DECISION** (*Attached*)
{Time: 5}
As noted in the September 7, 2021 Workshop minutes, at the outset of the Governing Board’s discussion of potential revisions to the Board Policies, it decided that it would work from the Proposed Board Policy Edits from the email of Board Secretary Sigafoos to the 200 Series of Board Policies. Those proposed policies are written as “shall not” statements, instead of the versions of the 200 Series of Board Policies

adopted in June 2021. All additional revisions noted below are based on the Sigafos policies as a starting point.

Member Chevalier moved, seconded by Member Kuknyo, to add the word 'unfair' to the first sentence of Board Policy 205. The motion did not pass, with one aye and four nays. (Ayes: Chevalier; Nays: McCasland, Sigafos, Kuknyo, Padilla)

Member Kuknyo moved, seconded by Sigafos, to delete the words 'including those pertaining to: a. Sexual Harassment b. Discrimination' from item #2 on Board Policy 205. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Padilla moved, seconded by Member Chevalier, to delete the words 'and ensure competent operation of the College over the long term' from item #3 on Board Policy 205. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 205.

Member Chevalier moved, seconded by Member Padilla, to add a new Board Policy as Board Policy 207. The new Board Policy 207 would be entitled 'President Compliance' and read as follows: 'The President shall not fail to maintain the level of education and other services the college provides on an equitable basis for residents living on each side of Mingus Mountain based on the proportion of the total county population living on each side as established by the US census in effect.

The motion failed, with one aye and four nays. (Ayes: Chevalier; Nays: McCasland, Sigafos, Kuknyo, and Padilla)

Member Padilla moved to adopt a new Board Policy 207 to read as follows: 'The Yavapai College President shall not fail to annually inform the Board about countywide College programs and educational opportunities.' The Motion died for lack of a second.

Member Chevalier moved, seconded by Member Padilla, to adopt a new Board Policy 207 to read as follows: 'The President shall not violate A.R.S. 15-1408, which prohibits the use of community college resources or employees to influence elections, including elections of Governing Board members.'

The motion was amended to have new Board Policy 207 read as follows: 'The President shall not use community college resources or employees to influence elections, including elections of Governing Board members, except as otherwise allowed by law.' The motion

passed, with three ayes and two nays. (Ayes: Chevalier; Kuknyo, and Padilla; Nays: McCasland and Sigafos)

Please see attached new Board Policy 207.

- ii. 206 Planning - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Chair McCasland moved, seconded by Secretary Sigafos, change the words 'Board-stated priorities' to 'Board-stated College Priorities, as set forth in Board Policy 101' in the first paragraph of Board Policy 206. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 206.

Short Recess – Workshop recessed at 10:33 a.m.; reconvened at 10:40 a.m.

For the 300 and 400 Series of Board Policies, the Governing Board decided that it would work from Chair McCasland's Proposed Board Policy Edits. All revisions noted below are based on the McCasland policies as a starting point.

- iii. 301 Board Budget - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Secretary Sigafos moved, seconded by Member Kuknyo, to accept Chair McCasland's proposed version of Board Policy 301. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 301.

- iv. 302 Board Chairperson Role & Authority - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Chair McCasland moved, seconded by Secretary Sigafos, to accept Chair McCasland's proposed version of Board Policy 302 with the following edits: In item #1, delete the words 'behaves and'; in item #2 add a period after the word 'decide' and capitalize the 'T' in the word 'The'; in item #4 delete the words 'any that' and replace them with 'and ensure that'; in item #5 replace the word 'biannually' with 'twice a year'; in item #7 delete the words 'advice and'; and on the second paragraph, first sentence, change the words 'any reasonable interpretation' to 'a reasonable interpretation'. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved, seconded by Member Sigafos, to adopt into the Board Policy 302 as new item #4, with the remaining items in the list to be renumbered, the following language: 'endeavor to ensure that all Board members are treated with fairness and respect at all

Board meetings.’ Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved, to add the following statement as a new numbered item to Board Policy 302: ‘Treat all Board members equally, showing neither favoritism or discrimination of any kind for any Board member.’ Motion died for lack of a second.

Please see attached revised Board Policy 302.

v. 303 Board Committee - DISCUSSION AND DECISION (*Attached*)

{Time: 5}

Member Chevalier moved to accept Chair McCasland’s proposed version of Board Policy 303 with the following edits: revise the second sentence in item #1 to add the following at the end of the last sentence, ‘without first getting the approval of the President. If the President does not approve, the reason for not doing so is to be stated to the Board Committee. The Committee denied may appeal to the Governing Board, whose decision shall be final.’ Motion died for lack of a second.

Member Chevalier moved, to add an item #3 to Chair McCasland’s proposed version of Board Policy 303 that reads, ‘Board Committees are subject to open meeting laws.’ Motion died for lack of a second.

Lunch Recess – Workshop recessed at 12:05 p.m.; reconvened at 12:34 p.m.

vi. 304 Board Elections & Appointments - DISCUSSION AND DECISION

(*Attached*) {Time: 5}

Member Chevalier moved, seconded by Member Kuknyo, to accept Chair McCasland’s proposed version of Board Policy 304 with the following edits: at the end of the first paragraph add ‘Once a Chair has served his/her one or two year term, if reelected consecutively, he/she shall not be elected to that position for at least another four years in order to provide for rotation of the chairperson position, except when no one else on the Board is willing to be Chair.’ The motion failed, with one aye and four nays. (Ayes: Chevalier; Nays: McCasland, Sigafos, Kuknyo, and Padilla)

Member Chevalier moved, seconded by Member Kuknyo, to accept Chair McCasland’s proposed version of Board Policy 304 with the following edits: In item #3, add ‘, Board members may speak about the candidates being considered.’ after ‘After all nominees have been offered the opportunity to speak.’; and then capitalize the ‘t’ in the word ‘The’ to begin a new sentence. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved, seconded by Secretary Sigafos, to edit Board Policy 304 as follows: In item #3 delete the words 'for no more than 2 minutes each'. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved, seconded by secretary Sigafos, to edit Board Policy 304 as follows: In Item #3, delete the words 'individually in alphabetical order based on their last name' and substitute the words ', in randomly-selected order,'. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 304.

3. Study Session

- a. Regional Economic Development Center Expansion Update Presentation – Mr. Richard Hernandez {Time: 30}

Note: This presentation is time-sensitive and will begin immediately following lunch, which is anticipated to be at 1:00 p.m.

Mr. Richard Hernandez gave a presentation to the District Governing Board. Recorded presentation and comments are available. (Recording at 3:29:42)

2. Board Business

- a. District Governing Board Policy Manual Edits – **Continued (Recording at 4:07:47)**
- i. 305 Board Governance Focus & Style - **DISCUSSION AND DECISION (Attached) {Time: 5}**
- Member Chevalier moved, seconded by Member Padilla, to accept Chair McCasland's proposed version of Board Policy 305 with the following edits: Delete the first sentence. The motion was amended to delete the word 'shall' before 'govern' in the first sentence, replace that word with 'aspires to', and end the sentence after the word 'proactively' (deleting the words 'rather than reactively.'). Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved to delete item #1 from Board Policy 305. Motion died for lack of a second.

Member Chevalier moved, seconded by Secretary Sigafos, to delete item #3 in Board Policy 305. The motion was amended to edit the sentence to read, 'Leadership focused on the future, derived from an understanding of the past and present.' Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 305.

- ii. 306 Board Member Ethics & Code of Conduct - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
The Board made no changes to Chair McCasland's version of Board Policy 306.

- iii. 308 Board Planning & Agenda - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Member Chevalier moved, seconded by Secretary Sigafos, to accept Chair McCasland's proposed version of Board Policy 308 with the following edits: at the end of the Policy add 'Any Board member may require any item to be taken off the consent agenda and replaced as a regular agenda item for discussion and, if appropriate, possible action.' Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Member Chevalier moved, seconded by Secretary Sigafos, to delete the third paragraph from Board Policy 308. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 308.

- iv. 310 Board Secretary - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Member Kuknyo moved, seconded by Secretary Sigafos, to accept Chair McCasland's proposed version of Board Policy 310. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

Please see attached revised Board Policy 310.

4. Board Business – Continued (Recording at 4:54:14)

a. Consent Agenda – **DECISION** {Time: 5}

- i. Budget Public Hearing Minutes – Tuesday, May 18, 2021 (*Attached*)
- ii. Budget Adoption Meeting Minutes – Tuesday, May 18, 2021 (*Attached*)
- iii. Regular Board Meeting Minutes – Tuesday, May 18, 2021 (*Attached*)
- iv. Executive Session Confidential Minutes – Tuesday, May 18, 2021
- v. Executive Session Confidential Minutes – Tuesday, May 18, 2021
- vi. Board Workshop Minutes – Wednesday, June 2, 2021 (*Attached*)
- vii. 2021-2022 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (*Attached*)

Member Chevalier moved, seconded by Member Kuknyo, to adopt the Consent Agenda. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)

2. Board Business

- a. District Governing Board Policy Manual Edits – **Continued**
(Recording at 4:55:57)
- viii. 402 Monitoring Presidential Performance - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Member Chevalier moved, seconded by Secretary Sigafos, to accept Chair McCasland’s proposed version of Board Policy 402 with the following edits: add the words ‘compliance with the Presidential responsibilities set forth in the Board Policy Manual,’ and correct the punctuation to change the colon in the first line to a comma. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)
- Member Chevalier moved, seconded by Secretary Sigafos, moved to change the word ‘any’ to ‘a’ in item #b in Board Policy 402. Motion carried unanimously. (Ayes: McCasland, Sigafos, Chevalier, Padilla, and Kuknyo)
- Please see attached revised Board Policy 402.
- ix. 403 President’s Compensation & Benefits - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
The Board made no changes to Chair McCasland’s version of Board Policy 403.
- x. 404 Conferral of President Emeriti Status - **DISCUSSION AND DECISION** (*Attached*) {Time: 5}
Member Chevalier moved, seconded by Member Padilla, to accept Chair McCasland’s proposed version of Board Policy 404 with the following edits: Add a new item #4 under Authority to Confer Emeriti Status’ to read ‘4. The Board at any time may reverse its conferral of any previous Emeriti Status.’ The motion was amended to revised Item #3 under ‘Authority to Confer Emeriti Status,’ to begin with the words, ‘Designation or rescindment of designation’. Motion was withdrawn and Board took no action.
5. Adjournment of Board Workshop: Procedural - **DECISION** {Time: 1}
Chair McCasland moved to suspend the workshop and continue tomorrow where the Board left off on the Board Policy edits.

Workshop paused at 3:16 p.m.

Respectfully submitted:



Yvonne Sandoval, Recording Secretary

10/19/2021

Date:


A handwritten signature in blue ink, appearing to read 'Deb McCasland', written over a horizontal line.

Ms. Deb McCasland, Board Chair

A handwritten signature in blue ink, appearing to read 'Ray Sigafoos', written over a horizontal line.

Mr. Ray Sigafoos, Secretary

PRESIDENTIAL LIMITATIONS

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 200 Presidential Role Policy Number(s): 205

Personnel and Students


With respect to the treatment of persons in the Yavapai College community, the College President shall not allow conditions which are unlawful, unethical, unsafe, or disrespectful.

Accordingly, the president shall not:


1. Allow staff to be without current, enforced, written human resource policies that clarify personnel rules for employees, provide for effective handling of grievances and protect against wrongful conditions.
2. Be in noncompliance with any laws, rules and regulations pertaining to treatment of employees and students.
3. Operate without succession plans to facilitate smooth operations during key personnel transitions.

Approvals: **Board Approval on**


PRESIDENTIAL LIMITATIONS

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 200 Presidential Role Policy Number(s): 206
	Planning
<p>The Yavapai College President shall not permit planning that allocates resources in a way that deviates materially from Board-stated College Priorities, as set forth in Board Policy 101, risks fiscal jeopardy or does not enable the long-term ability of the College to achieve Board priorities.</p> <p>Accordingly, the president shall not:</p> <ol style="list-style-type: none">1. Operate without a documented, multi-year strategy that can reasonably be expected to achieve Board priorities.2. Permit planning that risks any situation or donation described as unacceptable in the "Financial Conditions" Policy.	
Approvals: Board Approval on	


PRESIDENTIAL LIMITATIONS

Current Status: Active	Policy Stat ID:
	Effective: September 8, 2021 Last Revised: Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 200 Presidential Role Policy Number(s): 207
	Presidential Compliance
The Yavapai College President shall not use of community college resources or employees to influence elections, including elections of Governing Board members, except as otherwise allowed by law.	
Approvals: Board Approval on	

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 300 Governance Policy Number(s): 301
	Board Budget
<ol style="list-style-type: none">1. Because poor governance costs more than learning to govern well, the Board shall invest in its governance capacity.2. Costs shall be prudently incurred, though not at the expense of endangering the development and maintenance of superior Board capability.3. The Board shall develop its budget by April each year to ensure its inclusion in the overall College budget, and the budget shall include, but not be limited to, allowances for support and training (including consulting and technical services, orientation, conferences, and workshops); audits and other third-party monitoring of organizational performance; Board linkages (surveys, focus groups, etc.); and Board legal services.	
Approvals: Board Approval on	

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 300 Governance Policy Number(s): 302

Board Chairperson Role & Authority

The Yavapai College District Governing Board Chairperson (referred to as Board President in Arizona statute) is to ensure the integrity of the Board’s process and to represent the Board to outside parties. The Chairperson’s responsibilities include, but are not limited to, the following items. The Chairperson shall:

1. Ensure that the Board acts consistent with its own policies and those imposed upon it by law and regulations.
2. Ensure that meeting agendas include only those issues which clearly belong to the Board to decide. The President may include appropriate agenda item(s) that is/are informational or require motion(s) from the Board.
3. Ensure that deliberations are timely, fair, orderly, and thorough, but also efficient, limited to time and kept to the point.
4. Endeavor to ensure that all Board members are treated with fairness and respect at all Board meetings.
5. Identify and ensure that any violations of the Board’s policies concerning individual and group behavior are addressed promptly and in an appropriate manner.
6. Ensure that the Board self-evaluates twice a year with the intention of evaluating the Board and Board members’ compliance with Board Policy.
7. Ensure that new Board members will be oriented in a manner that ensures acquaintance with all the Board’s most critical responsibilities, documents, and processes. Board members will be familiarized with:
 - a. Title 15, Chapter 12- Community Colleges, of the Arizona Revised Statutes and with the Open Meeting Law.
 - b. The Board’s policy manual.
 - c. The principles and practices of policy development (through relevant readings and workshop attendance).
 - d. The responsibilities of all staff engaged in Board support (including a meeting with the President).

8. Appoint Board liaisons annually. The role of the Board liaisons is to serve as a communication representative between the Board and the committee. The Board liaisons serve as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in meetings and conference calls of their assigned committees. Board liaisons should provide input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are:
- a. Foundation Liaison.
 - b. AACCT Representative.
 - c. Board Spokesperson, who is the formal conduit for the Board and is responsible for communicating Board decisions with the public and the media. When acting in her/his official capacity as Board Spokesperson, the Spokesperson shall speak with one voice on behalf of the Board, instead of communicating her/his personal views on the matter. If appropriate in the Chair's judgment, the Chair may designate at any time another Board member to serve as an adjunct Spokesperson on specific matters for a specific period of time.

The Chair has the authority to make all decisions that fall within a reasonable interpretation of the Board's governance process and Board-president relationship policies. The Chair does not have the authority to make decisions that fall within the Board's goals or Presidential Role policies. Therefore, the Chair has no authority to supervise or direct the President.

The Chair is empowered to chair Board meetings with all commonly accepted power of that position (e.g., ruling, recognizing).


The Chair has the authority to publicly state Chair decisions and interpretations within the area delegated to her/him.

The Chair may delegate her/his authority at any time but remains accountable for its use.

The YC District Governing Board members hereby delegate to the Chair or his/her designee the authority to sign on behalf of the Board and/or Yavapai College such documents as have been approved by the Board at a legal meeting.

Approvals: Board Approval on

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 300 Governance Policy Number(s): 303


Board Committees

The Yavapai College Governing Board may appoint committees to assist the Board in the fulfillment of its duties and not supplant the Board's role.

1. Board committees may be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have directed dealings with current staff operations.
2. Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority for Board Committees shall be carefully stated in order not to conflict with authority delegated to the President.

Approvals: **Board Approval on**

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021
	Last Revised: September 8, 2021
	Next Review:
	Owner: Secretary to the Board/ YC District Governing Board
	Area: 300 Governance
	Policy Number(s): 304


Board Elections & Appointments

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 newly-elected Chair and Secretary will serve a two-year term. The Chair and Secretary will serve from the date of election until the date on which their replacements are elected. The newly-elected Board Chair will appoint Board Liaisons for one-year terms at the January meeting. The following procedure will be used by the Board for the nomination and election of a Chair and Secretary:


1. The current Board Chair shall call for nominations.
2. After the Board Chair determines that no other nominations are forthcoming, the Board Chair shall declare the nominations to be closed.
3. Board Chair shall call on nominees in alphabetical order based on their last names to speak. After all nominees have been offered the opportunity to speak, Board members may speak about the candidates being considered regarding their nomination. The Board Chair shall call for the vote of each nominee, in randomly-selected order, until a nominee receives at least a majority vote of the Board.
4. After nominee receives at least a majority vote of the Board, the process is complete even if there are remaining nominees who have not been voted on.
5. If no nominee receives at least a majority vote of the Board, the Board Chair shall begin the process again.

Approvals: **Board Approval on**

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 300 Governance Policy Number(s): 305
	Board Governing Focus & Style
<p>The Board aspires to govern Yavapai College proactively. The Board shall stay adequately informed by incorporating reports from the President on strategic issues in Board meetings. The Board shall engage in strategic thinking with a style which emphasizes:</p> <ol style="list-style-type: none">1. Outward vision rather than an internal preoccupation;2. Diversity in viewpoints;3. Leadership focused on the future, derived from an understanding of the past and present;4. Clear distinction of Board and Staff roles;5. Collective rather than individual decisions; and6. Intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects.	
Approvals: Board Approval on	

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 300 Governance Policy Number(s): 306

Board Member Code of Conduct & Ethics

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 shall:


1. Enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as abiding by Board Policy, respect of roles, abiding by the majority's decisions and adherence to ethical practices.
2. Avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to fiduciary responsibility to the College's ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the Board.
3. Not conduct private business or self-dealing or provide personal services between any Board member(s) and the organization except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.
4. Not use their positions to obtain employment in the College for themselves, family members or close associates.
 - a. Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from any deliberations and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. If a Board member or the Board member's spouse accepts employment from the College, the Board member must resign his/her Board position in accordance with AZ statute.
5. Refrain from using their Board position for personal or partisan gain, take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.

When voting on a matter under consideration that involves or appears to involve a conflict of interest, the member shall declare the conflict at the beginning of discussion on an issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict. To assist in identifying any potential conflicts, each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year.

Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.

Approvals: **Board Approval on**

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 300 Governance Policy Number(s): 308

Board Planning & Agenda

To accomplish its job products with a governance style consistent with the Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation. The Board's planning shall include each year that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term priorities. The Board shall start with the Board's development of its agenda for the next year. Community outreach shall be determined and arranged, to be held each year. Governance education and development (e.g., Board training, demographers, advocacy groups, studying internal and external publications, attending conferences etc.) shall be arranged each year and will be held during the year.

Board agendas will distinguish between items for discussion, items for decision, and items on the Board's consent agenda.

The President and any Board member who wishes to place an item on the agenda should do so the following through the Board Chair:

1. If it is the Board's issue it will be placed on the next Board agenda.
2. If it is the President's issue, the Chair will refer it to the President to be addressed in accordance with Board policy and inform any Board member concerned.
3. If the Board member feels that this process has not been followed appropriately, she/he will inform the Chair who will place the matter on the next Board agenda.


The Board shall use a consent agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making. Therefore, the consent agenda will be used to:

1. Deal with items which the Board has delegated but is required to review or receive by relevant law or contract.
2. To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.


3. Any Board member may require any item be taken off the consent agenda and replaced as a regular agenda item for discussion and, if appropriate, possible action.

Approvals: **Board Approval on**

GOVERNANCE

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 9, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 300 Governance Policy Number(s): 310
	Board Secretary's Role
<p>Unless the Chair has delegated her/his authority otherwise pursuant to the Board policy on Chair delegation, the Yavapai College District Governing Board Secretary fulfills the duty of Chair in the absence of the Chair, including chairing Board meetings and signing documents on behalf of the Board and/or Yavapai College.</p> <p>The Secretary assures the accuracy of the Board documents. The Board has its own documents, so the accuracy of Board records is critical for historical purposes. The Secretary attests to the Board's adoption of policy.</p>	
Approvals: Board Approval on	

BOARD-PRESIDENT RELATIONSHIP

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: September 8, 2021 Next Review: Owner: Secretary to the Board/ YC District Governing Board
	Area: 400 Board-President Relationship Policy Number(s): 402


Monitoring Presidential Performance

Monitoring of the President’s job performance shall be solely against the only expected job outputs, compliance with the Presidential responsibilities set forth in the Board Policy Manual, ratings on organizational functions included in the Board approved Presidential Evaluation Instrument, and performance on Annual Presidential Goals approved by the Board. Accordingly,

- a. The President shall regularly present data to the Board by using one or more of three methods: 1) by internal report (President discloses compliance information), 2) by external report (third-party assesses compliance), or 3) direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate compliance criteria.
- b. In every case, the standard for compliance shall be a reasonable President interpretation of the Board policy being monitored.
- c. All policies which guide the President shall be monitored at a frequency and by a method chosen by the Board. The Board shall monitor any policy at any time by any method, but shall ordinarily depend on a routine schedule following the monitoring schedule in the Board’s Annual Agenda Calendar.

Approvals: **Board Approval on**

BOARD-PRESIDENT RELATIONSHIP

Current Status: Active	Policy Stat ID:
	Effective: June 2, 2021 Last Revised: Next Review: Owner: Secretary to the Board/ YC District Governing Board Area: 400 Board-President Relationship Policy Number(s): 403
	President's Compensation & Benefits
<p>The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President. The President's remuneration shall be decided in or about June of each year and shall be consistent with any existing contract, after a review of the President's performance over the last year.</p>	
Approvals: Board Approval on	