

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

BOARD SELF-ASSESSMENT WORKSHOP AGENDA PACKET

TUESDAY, MAY 24, 2022
9:00 A.M. – 4:00 P.M.

THE ROCK HOUSE
PRESCOTT CAMPUS
1100 E. SHELDON DRIVE
PRESCOTT, AZ 86301

Yavapai College
District Governing Board
Workshop
Agenda

Tuesday, May 24, 2022
9:00 a.m.-4:00 p.m.

The Rock House
1100 E. Sheldon Drive
Prescott, Az. 86301

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 or closed caption, 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 meeting conclusion time is included for planning purposes only and does 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.

AGENDA

1. General Functions: Procedural
 - a. Call to Order {Time: 1}
 - b. Adoption of Agenda – **DECISION** {Time: 1}
2. Study Session
 - a. Higher Learning Commission Accreditation Information Presentation to the District Governing Board – Dr. Tom Bordenkircher, Vice President of Higher Learning Commission Accreditation - **INFORMATION AND DISCUSSION** {Time: 60}
 - b. Verde Tech High School -Dr. Trish Alley, Director of Student Supports, Cottonwood Oak-Creek School District, Heather Mulcaire, Assistant Dean - Yavapai College, Verde Valley Campus- **INFORMATION AND DISCUSSION** (*Attached*) {Time: 30}

LUNCH

3. Board Business

- a. Executive Session – Pursuant to A.R.S. §38-431.03(A)(1), Review of President’s Annual Evaluation, Compensation, and Employment Agreement – Attorney Lynne Adams -- **PROCEDURAL** {Time: 60}
- b. Reconvene in Public Session – Attorney Lynne Adams
- c. Possible Action RE: President’s Evaluation and Consideration of President’s Contract as a result of Executive Session – Attorney Lynne Adams - **DECISION** {Time: 5}
- d. The Association of Community College Trustees (ACCT) Awards Nominations and Letter - Dr. Lisa Rhine **INFORMATION, DISCUSSION, AND DECISION** (*Attached*) {Time: 15}

4. Study Session – Continued

- c. District Governing Board Self-Assessment Education - Dr. David Borofsky, Director of Arizona Association of Community College Trustees- **INFORMATION AND DISCUSSION** {Time: 60}
 - i. Policy Role & Direction
 - ii. Board Leadership
 - iii. Advocating for the Board
 - iv. Policy Matter vs. Operation Matters – Mr. Paul Chevalier, Board Member - **INFORMATION, DISCUSSION, AND DECISION**
- d. Dates and Time of Future Meetings and Events - **INFORMATION AND DISCUSSION** {Time: 5}
 - i. 2022-2023 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (*Attached*)
 - ii. 2021-2022 Dates, Times, and Places of Future College Events (*Attached*)
 - iii. 2022-2023 Dates, Times, and Places of Future National, State, and Local Conferences (*Attached*)

5. Adjournment of Board Workshop Meeting - **DECISION** {Time: 1}

Cottonwood Community School
Invites you to participate in:

YAVAPAI COLLEGE

MINI CLASSES

Yavapai College programs will be held on the
Verde Campus. Transportation will be provided
to and from CCS.



Purpose of the Partnership

- Engage and inspire middle school students to connect their interests to a career path.
- Make education decisions regarding high school class selection to prepare for the workforce.
- Learn valuable 21st century and workplace skills.
- Engage at-risk students before they mentally check out of school.
- See themselves on a college campus vs. being on campus.
- Foster relationships between COCSD and YC.

Program Details

- During the 8th grade school day
- Class was elective credit
- Each month a new class was offered
- Classes taught by a YC instructor
- Transportation was provided by YC
- Students chose the classes they wanted to participate in
- Classes offered:
 - Law Enforcement
 - Construction
 - Culinary Arts
 - Nursing
 - Agriculture



"It has been a very fun experience and it teaches you a bunch of things you might not have known before. Everybody in the program has been inclusive. It's very calm and soothing because we work together as a team." Jareth



“It was fun because the teachers paid a lot of attention to the students and actually listened to our opinions.”

--Lilly



"My favorite part was building the doghouse. I liked learning how to put the floor in and how to use the tools."- Juan



**"All of the teachers have been very welcoming. It's been a really great experience."
- Francelia**





"We learned a lot of stuff. We got a chance to do something that the other kids don't get to do. It was a great opportunity."

-- Tory

Future Plans for the Program

- Increase Student Participation
- Engage additional YC programs from the Verde Campus (Art, CNC, Fire Science, Allied Health, Biology)
- Engage Parents
- Collect persistence and retention data in CTE enrollment



VERDE TECH
HIGH SCHOOL
COTTONWOOD, AZ

Cottonwood Education Services Campus

301 N. Willard, Cottonwood AZ 86326

928-634-2191

WILLARD

Equine Facility Master Plan

Cottonwood, AZ 86326
City of Cottonwood (R-1)
APN: 406-42-010B

PROPERTY BOUNDARY

Proposed Arena w/ Wrought-iron Perimeter Railing



Remove existing fence in proposed Arena Space

Existing Waste Area to Remain

Existing Parking Area to Remain for Emergency Services Access and Student/Staff Parking

62'-0"

120'-0"

Existing Fire Access to Remain

40'-0"

Existing Shed to be used for Tack/Feed

Proposed Horse Stall/Shade Area (Remove Existing Sidewalk, Tree(s) to remain)



20'-0"

5'-0"

60'-0"

**NOTE: All dimensions and lot boundary information is approximate and based off the latest imagery available through Yavapai County GIS*

Verde Tech High School - COCSD Equine Facility Preliminary Plan

PROJECT INFO

PROJECT ID: xxx
PROJECT NAME: Verde Tech - COCSD

301 N. Willard Street

Cottonwood, AZ 86326
Yavapai County
(APN: 406-42-010B)

ISSUE INFO

ISSUE NO.: 01
ISSUE DATE: March 28th, 2025
ISSUE STATUS: Planning

SHEET TITLE

COVER SHEET

SCALE: 1" = 30'-0" (UNO.)

SHEET ID

C1

Student Pathways at Verde TECH



High School Diploma & Trade Industry Certifications

Pursue a YC Certificate

Pursue a YC Degree



May 19, 2022

Association of Community College Trustees (ACCT)
Attn: Leadership Congress
1101 17th Street NW #300
Washington, DC 20036

Dear ACCT Leadership Congress,

The District Governing Board of Yavapai College is in full support of nominations from Yavapai College for the following awards:

- Trustee Leadership Award: Ray Sigafos, District Governing Board Secretary
- Faculty Member Award: Karen Palmer, Professor of English & Faculty Senate President
- Professional Board Staff Member Award: Yvonne Sandoval, Executive Assistant to the President & District Governing Board

The 2022 Congress, entitled *Community Colleges: Improving the Lives of Entire Families*, will be held on



Yavapai College
District Governing Board
Work Session

May 24, 2022

Dr. David Borofsky



Five Topics for Today's Work Session

Discussion from Second Board Self-Assessment

- What the Board Does Well
- Policy Role and Direction
- Board Leadership
- Advocating for the College
- Where the Board Can Improve



Yavapai College Board Workshop

The goals today:

- A deeper understanding of the role of each Board member in Policy Role and Direction
- How to Improve the Leadership of the Board as a Unit
- A deeper understanding of why it is important to positively advocate for the College



Yavapai College Board Workshop

Key ground rules

- Open, honest, and respectful of one another as you discuss the strengths and challenges of the Board.
- Important to verbalize your thoughts
- If you need to come to consensus on a particular item and cannot.... we'll add it to the parking lot for later review and discussion
- As we go through the items, especially the comments, no one Board members' votes or comments will be identified, unless a particular Board member identifies a vote or comment as their own.
- Other ground rules from any Board member?



What the Board Does Well

	Board as Unit			Individual		
	S21	M22	D	S21	M22	D
7. The board spends sufficient time discussing the future direction of the college.	3.20	3.60	0.40	4.00	4.00	0.00
8. The board maintains a future-oriented, visionary focus in board discussions.	3.40	3.40	0.00	3.40	4.50	<u>1.10</u>
22. The Board understands of the fiscal condition of the organization.	4.00	4.40	0.40	4.40	5.00	0.60
24. Board members are knowledgeable about the college's history, mission, and values.	3.00	3.40	0.40	4.20	4.80	0.60



Policy Role and Direction

Overall rating September 2021 versus March 2022 Assessment

	Sept 21	March 22	Difference
Board as Unit	3.85	3.70	<u>-0.15</u>
Board as Individuals	4.30	4.56	<u>+0.26</u>



Policy Role and Direction

	Board as Unit			Individual		
	S21	M22	D	S21	M22	D
6. The board periodically reviews and evaluates its policies.	5.00	4.60	-0.40	5.00	4.80	-0.20
7. The board spends sufficient time discussing the future direction of the college.	3.20	3.60	0.40	4.00	4.00	0.00
8. The board maintains a future-oriented, visionary focus in board discussions.	3.40	3.40	0.00	3.40	4.50	<u>1.10</u>
9. Board members are knowledgeable about the roles and responsibilities of trusteeship.	3.80	3.20	-0.60	4.80	5.00	<u>0.20</u>



Policy Role and Direction Analysis

Are Board members knowledgeable about their roles and responsibilities?

- **Code of Conduct Opening Statement**

- 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...

- **Two Policies to review**



Policy Role and Direction

Policy 305 Board Governing Focus & Style

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; and**
6. Intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects.



Policy Role and Direction

Policy 307 Board Member Responsibilities and Obligations (in part...)

1. Direct, control and inspire the College through the establishment of written policies that clearly define the College's values.
2. Produce written governing policies which address the broadest levels of all organizational decisions and situations.
3. Annually approve the strategic direction of the College.
4. Use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute his/her individual values for the group's values.
5. **Ensure the continual development of governance capability, including periodic Board trainings and discussions of process improvement.**
6. **Exercise authority over the College and the President only as they operate with one voice as a whole. Individual Board members will abide by and uphold majority decisions of the Board.**
7. **Seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will focus on the welfare to the entire Yavapai College District.**

...

Final Thoughts on Policy Role and Direction?





Second Category to Discuss

Board Leadership

Overall rating September 2021 versus March 2022 Assessment

	Sept 21	March 22	Difference
Board as Unit	3.64	3.40	<u>-0.24</u>
Board as Individuals	4.60	4.67	<u>+0.07</u>



Board Leadership

	Board as Unit			Individual		
	S21	M22	D	S21	M22	D
10. Board members treat one another with respect.	3.50	3.40	-0.10	4.80	5.00	0.20
11. Board members may contribute single interest or their own professional perspectives to discussions, but always vote on behalf of the community as a whole.	3.80	3.40	-0.40	5.00	4.80	-0.20
12. Board members understand the Board has three responsibilities: Protect the Institution; Carry out the Mission; and Plan for the College's Future.	3.60	3.40	-0.20	4.00	4.20	0.20



Board Leadership Analysis

- The Board as a unit does not appear to be in sync as the assessment results related to Board Leadership from Sept '21 to March '22 are rated less.
- What is preventing the Board from demonstrating leadership as a unit?
- Does the Board understand their three responsibilities?
 - Protect the Institution
 - Carry out the Mission
 - Plan for the College's Future

What do these responsibilities mean to you?

Final Thoughts on Board Leadership?





Third Category to Discuss

Advocating for the College

Overall rating September 2021 versus March 2022 Assessment

	Sept 21	March 22	Difference
Board as Unit	3.87	3.50	<u>-0.37</u>
Board as Individuals	4.33	4.40	<u>+0.07</u>



Advocating for the College

	Board as Unit			Individual		
	S21	M22	D	S21	M22	D
28. Board members speak positively about the institution in the community.	4.20	3.60	-0.60	4.80	4.80	0.00
29. Board members support the colleges by attending various events.	4.00	3.60	-0.40	4.20	4.60	0.40
30. The board actively supports the colleges' foundation and fundraising efforts.	3.40	3.25	-0.15	4.00	3.80	-0.20



Advocating for the College

What potential issues are there if ALL Board members are not advocating for the College positively?

What can Board members do to better support the College Foundation and fundraising efforts?

Final Thoughts on Advocating for the College?





Where the Board Can Improve

	Board as Unit			Individual		
	S21	M22	D	S21	M22	D
1. The board operates as a unit.	4.00	3.60	-0.40	5.00	3.80	<u>-1.20</u>
14. The Board clearly delegates the administration of the college to the CEO.	4.60	4.40	-0.20	5.00	4.20	0.80
17. Board members understand that the Board provides oversight of the mutually agreed upon expectations and the President/Administration are responsible for the implementation and day-to-day college operations.	4.40	3.60	-0.80	5.00	5.00	0.00

Final Thoughts?





Thank you

2022-2023
District Governing Board
Calendar Dates

Month	Board Study Sessions	Board Meeting Type
Tuesday, September 27, 2022 1:00pm Rock House	Study Session 1:00pm-3:00pm	Business Meeting 3:00pm-4:00pm
Tuesday, October 18, 2022 1:00pm Prescott Valley	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, November 15, 2022 1:00pm Verde Valley	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, December 5-9, 2022 5:00pm – 7:00pm TBA		Board Dinner
Tuesday, January 17, 2023 9:00am – 4:00pm Career & Technical Education Center		Board Elections & Policy Workshop
Tuesday, February 21, 2023 1:00pm Chino Valley	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Friday, February 24, 2023 9:00am – 4:00pm Rock House		Budget Workshop 9:00am-4:00pm
Tuesday, March 21, 2023 1:00pm Sedona Campus	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, April 18, 2023 1:00pm Rock House	Study Session 1:00-3:00pm	Business Meeting 3:00-4:00pm
Tuesday, May 16, 2023 1:00pm Prescott Campus Community Room (19-147)		Budget Public Hearing/Adoption Business Meeting
Tuesday, May 23, 2023 9:00am-4:00pm Sedona Campus		Board Self-Assessment Workshop

4.d.ii

DATES AND PLACES OF COLLEGE HOSTED EVENTS – FY 2021-2022	
TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Northern Arizona Regional Training Academy (NARTA) Commencement	Thursday, June 2, 2022 – Time: 11AM Location: Prescott Performing Arts Center

4.d.iii

LIST OF DATES AND PLACES OF NATIONAL, STATE, AND LOCAL CONFERENCES, CONGRESSES, WEBINARS, SEMINARS AND EVENTS – FY 2022-2023	
TYPE OF EVENT	DATE/DAY/TIME/LOCATION
ACCT Leadership Congress 2022	Wednesday, October 26 – Saturday, October 29, 2022 Location: New York, New York
ACCT National Legislative Summit 2023	Saturday, February 5, 2023 – Wednesday, February 8, 2023 Location: Washington DC – Marriott Marquis
ACCT Leadership Congress 2023	Monday, October 9, 2023- Thursday, October 12, 2023 Location: Las Vegas, Nevada – Aria Resort and Casino