1 Ends

Yavapai College exists so communities within Yavapai County have access to and are equipped with the knowledge and skills to create a sustainable economic environment. The College will achieve these results at a justifiable cost.

1.1 Education Ends

Students achieve their educational goals at an affordable price. This is the first priority.

1.1.1 Job Seekers Ends

Job seekers have the qualifications, skills, and abilities to succeed.

1.1.2 Student Ends

Students seeking transfer have the qualifications, skills, and abilities for success at their next educational institution.

1.1.3 Lifelong Learners Ends

Lifelong learners have access to a variety of learning opportunities.

1.2 Economic Ends

Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs. This is the second priority.

1.3 Community Ends

Yavapai County residents have access to social and cultural opportunities. This is the third priority.

2 Executive Limitations

The President shall not cause or allow any practice, which is either illegal, unethical, imprudent, or inconsistent with college policies.

2.1 Service to the Public

The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual’s privacy or limits accessibility, nor fail to provide a grievance process.

2.1.1 Treatment of Employees

The President shall not cause or allow personnel policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices.
2.1.2 Treatment of Students

The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on student success.

2.2 Compensation and Benefits

The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.

2.3 Financial Management

The President shall not allow annual financial planning and budgeting that deviates materially from the Board’s Ends' priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.

2.3.1 Budget Deviations

The President shall not fail to promptly inform the Board when there are materially significant deviations from the budget.

2.3.2 Reserves

The President shall not allow the Current Fund Reserves to drop below seventeen percent (17%) or to exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization to remain outside the range.

The President shall not allow the Plant Fund Reserves to drop below $1 million without specific Board authorization and a realistic recovery plan.

2.3.3 Certification Financial Records

The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.

2.3.4 Real Property

The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.

2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property

Pursuant to A.R.S. §15-1444(B)(2), the Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the College without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.

The President shall not enter into any lease agreement for more than one year in duration or that exceeds $200,000 per year without Board authorization.
2.3.4.2 Improvements to Leased Property

The President shall not make improvements to any real property, structure, or land leased by the District without notifying the Board; any lease improvements over $10,000 requires the Board’s approval.

2.4 Asset Protection

The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.

2.5 Communication and Support to the District Governing Board

The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.

2.5.1 Compliance

The President shall not fail to advise the Board, if in the President’s opinion, the Board is not in compliance with one or more of its own policies particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.

2.6 Presidential Continuity and Absences

The President shall not fail to appoint a College Vice President, or designee, to act in the President's place when the President is absent or unavailable, and to communicate this information to the Board prior to the absence.

3 Governance Process

The purpose of the Yavapai College District Governing Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.

3.1 Governing Focus and Style

The Board shall govern Yavapai College proactively rather than reactively. The Board shall stay adequately informed by incorporating within the Board meeting reports from the President on strategic issues and engaging the Board in strategic thinking on relevant issues and approach its task with a style which emphasizes:

- Outward vision rather than an internal preoccupation;
- Diversity in viewpoints;
- Strategic leadership derived from future rather than past or present thinking;
- Clear distinction of Board and staff roles;
- Collective rather than individual decisions; and
- Emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects.

More specifically, the Board:

3.1.1 Trustee Obligation

Shall operate in all ways mindful of its civic trusteeship obligation to all the owners of its district and its lawful obligations in compliance with Title 15, Chapter 12 Community Colleges of the Arizona Revised Statutes and all other applicable federal and state statutes and regulations.
3.1.1 Open Meeting Law

1. Board members will take legal action on matters only at a properly-noticed Board meeting and only when the matters are specifically included on the agenda.

2. To avoid inadvertent violations of the Open Meeting Law:
   a) When communicating with a quorum of the Board by email, College staff shall blind-copy the Board members to remove the possibility that a Board member will reply to all of the addressees.
   b) To the extent that two Board members discuss Board business outside of a public meeting, neither shall repeat those discussions to another member of the Board outside of a public meeting, nor shall College staff do so to the extent that they are included in or learn of the discussions.

3.1.2 Values and Perspectives

Shall direct, control, and inspire the organization through the establishment of written policies that clearly define the organization's values.

3.1.3 Member Expertise

Shall 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.

3.1.4 Self-Evaluation

Shall monitor and regularly discuss the Board's own process and performance through:

a) Regular monitoring by the full Board of its Governance Process and Board-President Linkage policies.
   b) Review of the Board's overall performance as a governing body.

Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3.

3.1.5 Continuity

To ensure the continual development of governance capability, shall include orientation of new Board members in the Board's governance process and periodic Board training and discussion of process improvement.

3.1.6 Hindrance

Shall not allow an officer, individual, or committee of the Board to hinder the fulfillment of his or her commitments.

3.2 Board Job Description

As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance.

Accordingly, the Board:
3.2.1 Ownership Linkage

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.

3.2.1.1 Commitment to Arizona Community Colleges

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.

3.2.1.2 Governing Policies

Shall produce written governing policies which address the broadest levels of all organizational decisions and situations via the following:

a) Ends: Define which organizational products/impacts/benefits/outcomes, Yavapai College should be producing for which recipients/beneficiaries, and their relative worth in cost or priority.
b) Executive Limitations: Constrain executive authority within boundaries of ethics and prudence.
c) Governance Process: Specify how the Board conceives, carries out and monitors its own tasks.
d) Board-President Linkage: Determine how the Board delegates power to the President and monitors its proper use.

3.2.1.3 Assurance

Shall monitor the President's performance in order to ensure successful fulfillment of Ends.

3.2.1.4 Other Activities

Shall also approve names for District real property as recommended by the President.

3.3 Board Member Code of Conduct and 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.

3.3.1 Discipline Needed to Govern

The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as policy-making principles, respect of roles, speaking with one voice, and adherence to ethical practices.
3.3.2 Conflict of Interest

Board members must avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to their 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 College.

3.3.2.1 Self-Dealing

There must be no self-dealing or any conduct of private business or 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.

3.3.2.2 Employment

Board members must not use their positions to obtain employment in the College for themselves, family members, or close associates.

3.3.2.3 Acceptance of Employment

Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from deliberation 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 Arizona statute.

3.3.2.4 Personal Gain

Board members will refrain from using their Board position for personal or partisan gain, will 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.

3.3.2.5 Voting

When a matter under consideration might involve or appears to involve a conflict of interest for a Board member, that member shall declare the conflict at the beginning of discussion on the issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict.

3.3.2.6 Conflict of Interest Agreement

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.

3.3.3 Individual Authority

Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies:
3.3.3.1 Interaction with President or Staff
Board members' interaction with the President or with staff must recognize and actively communicate that authority rests only with the Board in a legally constituted meeting, and not with any individual Board member or group of Board members except as noted in these governance policies.

3.3.3.2 Interaction with Public, Press, or other Entities
Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.

3.3.3.3 Judgments of President Performance
Board members will make no formal evaluations of the President's performance except in compliance with the official evaluation process, and the President's performance shall be assessed only against explicit Board policies.

3.3.3.4 Board Operates with One Voice
Board members will exercise authority over the organization only as they operate with one voice as a whole in Board meetings. Individual Board members will abide by and uphold the final majority decisions of the Board.

3.3.4 Understanding the College as a Whole
Although Board members are elected by individual Yavapai College districts, they will seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will generally be about the welfare of the entire Yavapai College District.

3.3.4.1 Contact for Complaints
Board members will work carefully with the public to ensure use of standard College procedures for handling community complaints or grievances. When individual Board members receive complaints from members of their constituency, the following process shall be followed:

The Board member will encourage the individual(s) to contact an appropriate College staff member, and the Board member will also contact the President. The President will let the Board member know when the College processes have been followed and the complaint has been addressed.

The Yavapai College District Governing Board supports the faculty and employee grievance policy, and recognizes that this process was derived through a joint deliberative process resulting in a rational approach to resolving an employee's grievance. The Yavapai College District Governing Board encourages employees to use this process, which may ultimately lead to a direct appeal to the District Governing Board. The Board also recognizes that extreme circumstances may require an employee to seek a direct hearing before the Board. The Board will decide if circumstances warrant a direct appeal or the employee will be referred back to the administrative grievance policy.
3.4 Agenda Planning

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.

3.4.1 End of Year Cycle

The cycle shall conclude each year on the last day of September so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.

3.4.2 Start of Annual Cycle

The cycle shall start with the Board's development of its agenda for the next year.

3.4.2.1 Calendar for Owner Input

Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, to be held during the balance of the cycle.

3.4.2.2 Calendar for Education and Ends

Governance education and education related to Ends' determination (e.g., Board training, presentations by futurists, demographers, advocacy groups and staff, studying internal and external publications, attending conferences, etc.) shall be arranged in September and October, and will be held during the balance of the cycle.

3.4.2.2.1 Board Member Orientation Process

New board members will be oriented in a manner that ensures acquaintance with all the Board's most critical responsibilities, documents, and processes.

a) An existing Board member will be appointed in advance of the November elections to mentor each new Board member and ensure their completion of the orientation process.

b) Board members will be familiarized with:

1) Title 15, Chapter 12 - Community Colleges, of the Arizona Revised Statutes and with the Open Meeting Law;

2) The Board's Policy Manual;

3) The principles and practice of Policy Governance (through relevant reading and/or workshop attendance);

4) The responsibilities of all staff engaged in Board support (including a meeting with the President); and

5) Use of OurBoardroom to access and organize all Board documents, agendas, minutes, as well as submission of agenda items and monitoring report assessments.
3.4.3 All Meeting Agendas

The Board shall plan its agenda around the specific job products of the Board, set out in the Board Job Description Policy 3.2. All meeting agendas shall clearly distinguish between items for the purposes of:

a) Ownership Linkage;
b) Policy Development;
c) Monitoring of President Performance;
d) Fulfillment of items that are:
   1) Procedural,
   2) For Information Only, and
   3) For Board Education.

For Monitoring of Board Performance, Board agendas will also distinguish between items for discussion and items for decision and items on the Board's Consent Agenda (see Policy 3.4.3.4).

3.4.3.1 Referencing Existing Board Policy

All items on the agenda will reference the relevant existing Board policies.

3.4.3.2 Distinguishing Between Matters for the Board or President

a) Any matter that falls outside the scope of the Board's Ends or President's Executive Limitations policies is a matter for Board decision.
b) Any matter that falls within the scope of the Board's Ends or President's Executive Limitations policies is a matter for the President's decision.

3.4.3.3 Process for Placing Items on the Agenda

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

a) If it is the Board's issue it will be placed on the next Board agenda.
b) 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.
c) If the Board member feels that this process has not been followed appropriately, he/she will inform the Chair who will place the matter on the next Board agenda.

3.4.3.4 Consent 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:

a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; and
b) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.
3.4.4 President Monitoring

President Monitoring Reports are produced in accordance with the Board's Annual Agenda Calendar. Board members shall be given the opportunity for individual review of the reports in advance of the relevant Board meeting before formal review at the next available meeting when there shall be the opportunity to collectively discuss what is being evaluated and share comments.

3.4.5 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, but the Board may decide otherwise and elect a new Chair and Secretary every January. The Chair and Secretary shall 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 or February meeting.

3.5 Board Chair and Other Officer Roles

The Chair's role is to ensure the integrity of the Board's process and to represent the Board to outside parties.

3.5.1 Job Output

The job output of the Chair shall be to see that the Board behaves consistent with its own policies and those legitimately imposed upon it from outside the organization.

3.5.1.1 Meeting Discussion Content

Meeting discussion content shall be those issues which, according to Board Policy 3.4.3.2, clearly belong to the Board to decide, not the President.

3.5.1.2 Deliberation

Deliberation shall be timely, fair, orderly, and thorough, but also efficient, limited to time, and kept to the point.

3.5.1.3 Behavior

The Chair shall ensure that any violations of the Board's policies concerning individual and group behavior are addressed promptly and in an appropriate manner.

3.5.2 Chair Decision Authority

The Chair has the authority to make all decisions that fall within any reasonable interpretation of the Board's Governance Process and on the Board-President Linkage policies.

The Chair does not have the authority to make decisions that fall within the Board's Ends or Executive Limitations policies. Therefore, the Chair has no authority to supervise or direct the President.
3.5.2.1 Chairing Meetings

The Chair is empowered to chair Board meetings with all of the commonly accepted power of that position (e.g., ruling, recognizing) using the Roberts Rules of Order as a guide for running meetings.

3.5.2.2 Outside Parties

The Chair shall represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to her or him.

3.5.2.3 Delegation of Authority

The Chair may delegate his or her authority at any time, but remains accountable for its use. The Yavapai College District Governing Board members hereby delegate to the Chair or his or 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.

3.5.3 Board Chair's Role in Monitoring

The Chair shall ensure the conduct of Board self-evaluation in accordance with Policy 3.1.4.

3.5.4 Secretary

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.

3.5.5 Board Liaisons

All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and 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:

1) Foundation Liaison
2) AADGB Representative
3) Board Spokesperson

3.5.5.1 Board Spokesperson

The Spokesperson is the formal conduit for the Board and is responsible for communicating as the Board representative with the public and the media - newspaper, radio, television, etc. The Spokesperson shall speak with one voice on behalf of the Board, instead of communicating his or her personal views on matters. If appropriate in the Chair's judgment, the Chair may designate at any time another Board member to serve as an adjunct Spokesperson on a specific matter or matters or for a specific period of time.
3.6 Board Committee Purpose and Principles

When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board’s role. Board committees shall 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 direct dealings with current staff operations.

3.6.1 May Not Speak or Act for the Board

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 shall be carefully stated in order not to conflict with authority delegated to the President.

3.7 Cost of Governance

Because poor governance costs more than learning to govern well, the Board shall invest in its governance capacity.

Accordingly:

3.7.1 Budget

Costs shall be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability. The Board shall develop its budget by April each year to ensure its inclusion in the overall district budget and 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; and ownership linkages (surveys, focus groups, etc.) and Board legal services.

4 Board - President Linkage

The Board’s sole official connection to the operational organization, its achievements, and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.

4.1 Unity of Control

Only officially passed motions of the Board shall be binding on the President of Yavapai College.

Accordingly:

4.1.1 Decisions or Instructions of Individual Board Members

Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.

4.1.2 Requests from Board Members and Board Committees

In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.
4.2 Accountability of the President

The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President.

Accordingly:

4.2.1 Delegation of Employment Contract Authority

Pursuant to A.R.S. 15-1444(A)(6) & (B)(4), the Board hereby delegates to the College President all of its authority to employ; specifically, it delegates all of its authority to enter into, amend, or terminate all employment contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of College President. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.

4.2.2 President Performance

The Board shall view the President's performance as identical to organizational performance, so that organizational accomplishment of Board stated Ends and avoidance of Board proscribed means shall be viewed as successful President performance.

4.2.3 Other Staff Performance

The Board shall not evaluate, either formally or informally, any staff other than the President.

4.3 Delegation to the President

The Board shall instruct the President through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies.

Accordingly:

4.3.1 Ends Policies

The Board shall develop policies instructing the President to achieve certain results for certain recipients at a specified cost. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Ends policies.

4.3.2 Executive Limitations Policies

The Board shall develop policies which limit the latitude the President may exercise in choosing appropriate organizational means. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Executive Limitations policies. Single limitations below the global level do not limit the scope of the foregoing level.
4.3.3 President’s Authority

As long as the President shall use any reasonable interpretation of the Board’s Ends and Executive Limitations policies, the President shall be authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.

4.3.4 Change in Policies

The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between Board and President domains. By doing so, the Board changes the latitude of choice given to the President. But as long as any particular delegation is in place, the Board shall respect and support the President’s choices.

4.4 Monitoring President Performance

Systematic and rigorous monitoring of the President’s job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

Accordingly:

4.4.1 Monitoring Reports

The President shall submit monitoring reports required by the Board in a timely, accurate, and understandable fashion, using acceptable benchmarks and data, which directly address the provisions of the Board policies being monitored.

4.4.2 Methods

The Board shall acquire monitoring data by one or more of three methods: (a) by internal report, in which the President discloses compliance information to the Board, (b) by external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies, and (c) by direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.

4.4.3 Standard for Compliance

In every case, the standard for compliance shall be any reasonable President interpretation of the Board policy being monitored.

4.4.4 Schedule

All policies which instruct 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.

4.5 President Compensation and Benefits

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 monitoring reports received in the last year.
4.6 President Emeritus/a Status

The Board will recognize a retired President who has provided distinguished service to Yavapai College and the community.

Emeritus/a status May be granted to a former President if:
- The individual, to be considered as recipient of the title President Emeritus, is retired from the position as President of Yavapai College with at least (5) years of honorable and distinguished service and performance.
- The individual is retired for at least one year under an approved Arizona retirement option.
- The nominee is nominated by a member of the Board.
- The Board has considered the nomination of President Emeritus by a majority vote.

A person designated as having President Emeritus/a status shall be awarded the following privileges:
- A Board Resolution naming and honoring the individual as President Emeritus;
- A lapel pin and ID badge that signifies the status of President Emeritus shall be presented to the individual;
- A perpetual President Emeritus/a plaque with the name of the recipient displayed in the Rock House on Prescott Campus;
- Listing in the College catalog and other appropriate directories of select campus publications upon request;
- A standing invitation to attend select College ceremonies and events;
- Use of recreation and athletic facilities as available;
- Two complimentary season tickets for Community Events performances (one year);
- Yavapai College Employee rate for Y.C. Roughriders sports pass to attend athletic events;
- Lifetime Yavapai College Library privileges.

4.7 President Succession

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.

When the President is absent or unavailable, the Provost and Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; or Vice President for College Advancement, Executive Director, Foundation; 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 Provost and Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; and Vice President for College Advancement, Executive Director, Foundation.

The Chair of the Board shall be kept apprised of the President’s schedule.