



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting

Tuesday, April 15, 2014

11:30 AM

Prescott Campus – Rock House
1100 E. Sheldon Street
Prescott, Arizona

District Governing Board meeting recordings may be viewed on CableOne Access 13 or the Yavapai College Website. CableOne Access 13 records all regular board meetings for subsequent broadcast and the schedule is available on the Access 13 website at <http://www.access13.org>. The District Governing Board agenda, packet materials, handouts, and minutes are on file in the District Office and posted on the College website along with regular board meeting recordings posted approximately 12 days after each meeting at <http://www.yc.edu/v5content/district-governing-board/>.

Members Present:

Mr. Ray Sigafoos, Chair
Mr. Herald Harrington, Board Spokesperson
Mr. Albert Filardo, Board Member

Dr. Patricia McCarver, Chair/Secretary – left the meeting at 3:47 p.m.
Dr. Dale Fitzner, Board Member

Administration Present:

Dr. Penelope H. Wills, President
Lynne Adams, Board Attorney
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 11:33 a.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Mr. Harrington

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of District Governing Board March 4, 2014 Regular Meeting and March 5, 2014 Workshop Minutes - DISCUSSION AND/OR DECISION

Mr. Harrington moved, seconded by Dr. McCarver, to approve the March 4, 2014 Regular Meeting and March 5, 2014 Workshop Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Dr. McCarver moved, seconded by Mr. Harrington, to adopt the agenda as written. Motion carried unanimously.

7. EXECUTIVE SESSION - A.R.S.§38-431.03 (A)(3), (A)(7) - Sedona Cultural Park Property and A.R.S.§38-431.03 (A)(3) Receive Advice from Legal Counsel Regarding Statutes Governing Community College Formation and Governance – PROCEDURAL

Pursuant to A.R.S. §38-431.03 (A) (3), (A) (7), Discussion regarding the Sedona Cultural Park Property Letter of Intent and A.R.S. §38-431.03 (A) (3) receipt of legal counsel regarding statutes governing community college formation and governance.

Mr. Harrington moved, seconded by Dr. Fitzner, to convene into Executive Session pursuant to Arizona Revised Statutes §38-431.03(A)(3), (A)(7) for the Letter of Intent regarding the Sedona Cultural Park Property and Arizona Revised Statute §38-431.03(A)(3) to receive legal counsel regarding state statutes governing community college formation and governance. Motion carried unanimously.

Executive Session convened at 11:36 a.m.

8. SHORT RECESS – PROCEDURAL

Executive Session recessed at 12:58 p.m.; Regular session reconvened at 1:11 p.m.

9. Convene in Public Session with Possible Action RE: Sedona Cultural Park – DECISION

Pursuant to A.R.S. §38-431.03 (D) - Legal action involving a final vote for decision shall not be taken at an executive session, except that the public body may instruct its attorney or representatives as provided in subsection A, paragraphs 4, 5, and 7 of this section. A public vote shall be taken before any legal action binds the public body. Discussion included congratulating Dr. Wills, college staff, and legal counsel.

Mr. Harrington moved, seconded by Dr. McCarver, to authorize the Board Chair or designee to execute the Letter of Intent regarding the Sedona Cultural Park Property using the set of instructions that were given by the Board in the Executive Session. Motion carried unanimously.

10. Open Call - PROCEDURAL

The following requests were received to address the Board:

Art Program – Leslie LaQuenichet (not present), Gail Holl, Jeri Smith Fornana, Donna Carver

Nursing Program – Donna Carver

10 Year Campus Master Plan/Independent Verde Valley Community College – Donna Michaels, Richard Dahl, Bob Oliphant, Lionel Martinez, Ruth Wicks, Jessica Williamson, Sandy Moriarty, Charlotte Chase

11. CONSENT AGENDA – HEADING

12. Receipt of Report on Revenues and Expenditures – Month of March 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.15-24)

13. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – March 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 25-27)

The President reported compliance.

14. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – March 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 28-30)

The President reported compliance.

15. Approval of Resolution 2014 - #01 - Capital Accumulation Fund Contribution - RECEIPT, DISCUSSION, AND/OR DECISION (refer to packet pgs. 31-32)

The Arizona Constitution allows a community college district to accumulate amounts for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements. By restricting these resources for the above purposes, the expenditures for the purposes stated will qualify as exclusion to the State imposed expenditure limitation calculation in subsequent fiscal years.

16. Receipt of Board Self-Evaluation – Board-President Linkage Policy 4.6 - President Emeritus/a Status - MONITORING, DISCUSSION, AND/OR DECISION (refer to packet pgs. 33-35)

All Board members have evaluated Policy 4.6 to be in compliance with no comments.

Dr. McCarver moved, seconded by Dr. Fitzner, to adopt the consent agenda as written. Motion carried unanimously.

17. INFORMATION - HEADING

18. Information from the President to Include: Jack Kent Cooke Scholarship; Southwest Wine Center; Yavapai College Staff Association Report (YCSA); Alumni Connections; Service Excellence Recognition Day; Executive Leadership Team Retreat; College Highlights; Facilities Management News; and Other Related Issues- INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 37-54).

Dr. Penny Wills reported on the following topics with discussion from the Board:

- Jack Kent Cooke Scholarship Winner, Jasmine DeMaline. Jasmine is the first YC recipient of this scholarship and 1 of 85 national scholarship recipients.
- New Southwest Wine Center Video (<http://youtu.be/p-Xt49mIS8>) produced by the YC Foundation.
- YCSA Report - Andrea Annibale, Association President reported that the association has developed a service excellence recognition program, with appreciation of 40 staff members. YCSA is also recruiting staff volunteers, assisting with new hire welcomes, and producing a staff newsletter.
- YC Alumni Connections – Dr. Wills and staff traveled to UofA to visit with YC Alumni and made several successful connections. Planning to visit with NAU and ASU alumni during the month of April.
- The College held Service Excellence Recognition Day on March 18 and 20, to celebrate faculty and staff for their years of service at YC.
- Executive Leadership Team Retreat focused on the development of a Professional Leadership Program and an Annual Community Outreach Plan. The Outreach plan will address an annual communication strategy for K-12 leadership, County Supervisors, city governments, economic development associations, media contacts, and service groups.
- College Highlights - April 2014 - Attached - Information Only
- Facilities Management News - Attached - Information Only

19. Update from Instruction and Student Services to Include: Academic Programs; Lifelong Learning; Faculty Senate, College Honors Program; Adjunct Faculty; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 55-71).

Instruction and Student Services Division presented an update on the following:

- Academic Programs - Dr. Stuart Blacklaw provided an update on the following academic programs that are being studied to align with community needs, as well as provide effective student opportunities and outcomes:
 - Photography certificate will be reviewed by the art faculty and Curriculum Committee to ensure the program reflects the latest state-of-the-art technology and excellence in the industry.
 - Magnetic Resonance Imaging (MRI) and Computer Tomography (CT) certificate are in the approval process and will be presented to the Board for approval in the near future.
 - Ultra Sound program is currently pursuing a partnership with Gateway Community College to ensure cost effectiveness.
 - Health Information program is an expansion of a current degree and is currently being studied to address the

- industry's needs and meet accreditation requirements.
- Tennis Courts improvement has given YC an opportunity to enhancement community services and expand tennis education.
- Digital Filmmaking program is currently being studied and retooled to expand opportunities for students.
- Culinary program is being investigated to determine viability. Preliminary report shows interest and relevance, although costs are very high in both capital and operation. Also exploring current and potential resources to assist with the expensive investment/operation.
- Hospitality program seems cost effective with existing facilities meeting the needs of the program. This program would fit well into the county's strong tourism industry and have a positive effect on the county's economy. Also discussing hospitality transfer programs with NAU.
- Remotely Piloted Aircraft Systems (RPAS) is an industry that is moving to smaller radio controlled vehicles, which leads to reduced expenses and expansion in other programming. Investigating applications that would be applied to our current programs i.e., agriculture and forestry.
- Lifelong Learning - Dennis Garvey, Dean of Lifelong Learning, informed the Board that the OLLI programs were seeing strong growth. Prescott campus saw 850 students participate last year and expecting 960 students this year. East County hosted 680 students last year and expecting 802 students this year. Expecting OLLI total membership to be 1,762. Community Education is up 15% to 3078 students this year. The division has six (6) full-time and five (5) part-time staff members to support these 4800 students. Another featured program is EDventures which is currently planning an October 2014 international trip to Spain. This division also hosts the television show "Successful Aging and Senior Moments" that reaches out to homebound students.
- Faculty Senate
 - Dr. Blacklaw announced the new Faculty President is Vikki Bentz and she will begin her term on May 10, 2014.
 - Debbie Roberts, History Professor, and Ed Bushman, Computer & Business Professor, reported on the Standards Committee which promotes excellence in scholastic affairs. The committee's activities and recommendations including on-line standards guidelines, academic policy review, and dual enrollment.
- College Honors Program (CHP) – Jade McCullough and Megan Daubert, both 2nd year students, presented a summary of activities that CHP students participated in during the 2013-2014 year. (<http://prezi.com>). Jason Whitesitt will be the new CHP Coordinator for 2014-2015.
- Adjunct Faculty Newsletter - Attached - Information Only

20. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:40 p.m.; reconvened at 2:47 p.m.

Chair Sigafos directed the Board to move to agenda Item 29, as Dr. McCarver will be leaving the meeting at 3:45 p.m.

21. MONITORING REPORTS – HEADING

22. Receipt of President's Monitoring Report - Executive Limitation 2.1.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 72-77).

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.

Mr. Filardo commented that Dr. Wills report was innovative.

Mr. Harrington moved, seconded by Dr. Fitzner, that we have read the President's Monitoring Report regarding Policy 2.1.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1.1. Motion carried unanimously.

Board requested to revise the Worksheet for Executive Limitations and remove "Comments: (Please complete if any highlighted boxes are checked)"

23. Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 78-84).

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.

Dr. Fitzner moved, seconded by Mr. Harrington, that we have read the President's Monitoring Report regarding Policy 2.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.2. Motion carried unanimously.

24. Discussion of the President's Evaluation Process - DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 84-95).

The Board members reviewed the suggested resources that will be presented at the May 13, 2014 meeting to assist the Board in effectively analyzing the President's job performance during FY 2013-2014.

- President's Summary of Performance - Dr. Wills' will provide a written letter of FY 2013-2014 accomplishments

- Summary of President's Monitoring Reports - Staff will provide a compilation of results from Ends and Executive Limitations monitoring reports
- Board's Evaluation and Comments for the President - Board members will complete upon receipt of evaluation packet

The Board requested that staff revise the Presidents' Evaluation forms as follows:

- **Combine the Ends' summary/evidence with evaluation**
- **Remove "Not meeting expectations"**
- **Eliminate Section II on the Evaluation**

25. POLICY ISSUES – HEADING

26. Approval of the Preliminary Budget Review Presentation FY 2014-2015 - DISCUSSION AND/OR DECISION

(refer to Board packet, pgs. 96-147).

Dr. Clint Ewell, Vice President of Finance and Administrative Services, presented the FY 2014-2015 Preliminary Budget for the Board's input.

The Board directed Dr. Ewell to move forward with the Final Budget.

27. OWNERSHIP LINKAGE – HEADING

28. Review of Completed Board members' 2014 Annual Conflict of Interest Forms- INFORMATION, DISCUSSION, AND/OR DECISION

Board member Mr. Filardo has completed the Annual Conflict of Interest Declaration, as required by Board Policy 3.3. Conflict of Interest forms are shared and reviewed by all Board members. Completed forms are maintained on file and shall be open to the public.

29. 10 Year Campus Master Plan - Communication and Response - INFORMATION, DISCUSSION, AND/OR DECISION

Agenda Item 29 was moved to follow Item 20

As requested at the March 4, 2014 District Governing Board meeting, the members discussed the Board's response to concerns and input from citizens regarding Yavapai College's proposed 10 year Campus Master Plan, including the potential creation of a Verde Valley community college.

Lynne Adams, Legal Counsel, reported on the Arizona Revised Statutes (A.R.S) that govern community colleges. Ms. Adams confirmed, according to A.R.S. §15-1445, that Yavapai County may have a single community college to be governed by the elected district board. In order to create a publicly funded second community college district within any county, the county would have to split and meet tax base and population requirements.

Regardless of the community college model that Yavapai College adopts, Arizona Statutes requires the governing board to continue to direct the budgetary priorities and delegate to a central administrative body. The Statutes do not address separate campuses or administrative levels. A potential model such as Maricopa County Community College District (MCCCD) does not allocate funds according to taxes collected by campus or site. MCCCD also does not duplicate programs and each campus may have focused program(s).

Dr. Ewell clarified that Yavapai College is reporting that \$12.2M in property taxes collected from the citizens of the Verde Valley. There is no legal definition of the "Verde Valley", but YC calculated the \$12.2M by school districts from district 2 and 3 that are commonly considered part of the Verde Valley. Others are reporting a conflicting figure that is including all of district 2 and 3 property tax, which would include Black Canyon, Cordes Junction, and other communities that are not recognized as part of the Verde Valley or the East side of the Yavapai County. Lynne Adams reminded the Board that A.R.S. directs budget on a county wide basis and does not separate collected funds based upon district or location. Any separation of funds based upon location would then lead to a need for legal definition of locations.

The Board then discussed that separating funds by location and offering services at all locations would not be fiscally responsible and impossible. The College is operating under the same model that Yavapai County uses to provide services, which is determined by economic and public needs.

The Board requested that the District Governing Board September work session address services and funds allocated by tax base and include ownership input.

Dr. Wills restated that the College is addressing the nursing academic programs and clarified that the program is not being cancelled. The medical field is changing rapidly, and the College has a responsibility to students and citizens to adjust with the industry. This issue is bigger than a single course on a specific campus, and will require the College to think outside of our current programs and work with expectations in this field. Partnering and consolidating programs and locations will allow Yavapai College to offer expansive and highly technical curriculums.

The Board requested that the College communicate that the nursing program has not been cancelled and continue to recruit nursing students.

Dr. McCarver emphasized the 10 year campus master plan was created with data and projections of need/population/growth of our county, in conjunction with the resources that the College has to offer.

The Board requested that administration develop a protocol to deliver a "state of the college" message to local city/town councils and civic/service groups. This process should be formalized and include

