



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, May 13, 2014 1:46 PM

Career and Technical Education Center (CTEC)
220 Ruger Road
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
Dr. Patricia McCarver, Chair/Secretary
Mr. Albert Filardo, Board Member

Absent:

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 1:46 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Mr. Sigafoos during the Budget Hearing.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of District Governing Board April 15, 2014 Regular Meeting and Executive Session Minutes - DISCUSSION AND/OR DECISION

Mr. Harrington moved, seconded by Mr. Filardo, to approve the April 15, 2014 Regular Meeting and Executive Session 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. Open Call - PROCEDURAL

The following requests were received to address the Board:

10 Year Campus Master Plan/Independent Verde Valley Community College – Bob Oliphant (handout) and Ruth Wicks (handout).

8. INFORMATION - HEADING

9. Recognition of Faculty Members' Advancement to Continuing Contract Status – INFORMATION AND DISCUSSION (refer to Board packet, pgs. 13-19)

Dr. Stuart Blacklaw, Vice President for Instruction and Student Services, introduced and recognized the following faculty members who have advanced to continuing contract status with Yavapai College:

Katherine Windsor – Nursing

Jerrad Smith – Automotive

Lori Riden - Nursing

Mark Balok – Philosophy

Lindsay Henning - Business and Computer Science

10. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:00 p.m.; reconvened at 2:12 p.m.

11. CONSENT AGENDA – HEADING

12. Receipt of Report on Revenues and Expenditures – Month of April 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 21-30)

13. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – April

2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 31-33)

The President reported compliance.

14. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – April 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 34-36)

The President reported compliance.

15. Board Self-Evaluation – Governance Process Policy 3.0 – Governance Process - MONITORING, DISCUSSION, AND/OR DECISION (refer to packet pgs. 37-38)

All Board members have evaluated Policy 3.0 to be in compliance with no comments.

16. Board Self-Evaluation – Governance Process Policy 3.4 – Agenda Planning - MONITORING, DISCUSSION, AND/OR DECISION (refer to packet pgs. 39-43)

All Board members have evaluated Policy 3.4 to be in compliance with no comments.

17. Board Self-Evaluation – Board-President Linkage Policy 4.5 - President Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION (refer to packet pgs. 44-45)

All Board members have evaluated Policy 4.5 to be in compliance with no comments.

18. Receipt Intergovernmental Agreement (IGA) between Superior Court in Yavapai County and Yavapai College to provide a Youth Summer Training and Enrichment Program (YouthSTEP) - RECEIPT, DISCUSSION, AND/OR DECISION (refer to packet pgs. 46-59)

For consideration for approval of the IGA between the Superior Court in Yavapai County Juvenile Court Center and Yavapai College to provide a Youth Summer Training and Enrichment Program (YouthSTEP) for the period from May 13, 2014 through September 30, 2014.

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

19. INFORMATION - HEADING - CONTINUED

20. Information from the President to Include: 2014 Commencement Ceremonies; Faculty Summer Institute; College Police Chief; Verde Valley Advisory Committee Update; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 60-71)

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

- 2014 Commencement Ceremonies
- Faculty Summer Institute running May 13 through 15, 2014
- College Police Chief – recognized Joe Cappelli for his years of service to Yavapai College and welcomed Frank Lopez as the interim Police Chief.
- Verde Valley Advisory Committee Update - James Perey, Dean of the Verde Valley Campus, defined the committee's mission to enhance an understanding of Yavapai College's mission and institutional goals; and the response of the Verde Valley campus to local needs and interests by soliciting community input. The composition of the committee will include representatives from K- 12, economic development, and each east Yavapai municipality. Yavapai College will be represented by a full time faculty; adjunct faculty; classified staff; student; and James Perey. Mr. Perey has begun contacting the municipalities and expecting the committee to meet in late June.

Mr. Filardo requested to be included in the Verde Valley Advisory Committee meetings, to gather information and community input.

- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Information – Dr. Ewell reported on the discrepancy total of property taxes that are being collected for east Yavapai County. Dr. Ewell and Mr. Frank D'Angelo, Controller, met with the Yavapai County Treasurer in order to better understand the methodology of the \$15.1M property taxes that Ruth Wicks and Bob Oliphant are reporting to be collected from east Yavapai County. The County Treasurer does not have a clear definition of the east county boundaries which creates a complex structure to identify the tax areas that should be included in the calculation. \$15.1M reported includes the secondary tax levy, which is \$1.6M nondiscretionary income for the College. The College has revised our total to \$12.5M (from \$12.2M) being collected in east Yavapai, which was calculated by using the County Treasurer's GIS map to identify tax area codes included in the east side of Yavapai county.

21. Update from Instruction and Student Services to Include: 2015 - 2016 Academic Calendar; Career and Technical Education Program; Report from Faculty Senate; Adjunct Faculty; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 72-94)

Dr. Stuart Blacklaw, Vice President for Instruction and Student Services Division, presented an update on the following:

- 2015 - 2016 Academic Calendar (see attached)
- Career and Technical Education Program - John Morgan, Dean, not in attendance but provided a [CTEC](http://www.yc.edu/v5content/district-governing-board/default.htm) video update presentation available on the District Governing Board website at <http://www.yc.edu/v5content/district-governing-board/default.htm> .

- Faculty Senate - Joani Fisher was recognized for her service as the Faculty Senate President during the 2013-2014 academic year.

- Adjunct Faculty Newsletter - Attached - Information Only

22. Quarterly Update from Yavapai College Advancement Division to Include: Yavapai College Foundation Endowment Building Campaign; - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 95-104)

Mr. Steve Walker, Vice President of College Advancement and Foundation, updated the Board on the Endowment Building Campaign which is to grow to \$16M by the year 2020. The strategy to achieve this goal includes outstanding leadership from Foundation Board members; excellent marketing materials; thoughtful and continuous activities; meet and know YC donors; and expect success. 2014 Endowment Campaign is currently at \$11M and on track to exceed the 2020 goal.

23. Reports from Board Members - INFORMATION AND/OR DISCUSSION

No reports from Board members.

24. SHORT RECESS – PROCEDURAL

No recess

25. MONITORING REPORTS – HEADING

26. Receipt of President's Monitoring Report - Executive Limitation 2.0 – Executive Limitation - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 107-111)

2.0 Executive Limitations

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

Mr. Harrington moved, seconded by Dr. McCarver, that we have read the President's Monitoring Report regarding Policy 2.0, 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 2.0. Motion carried unanimously.

27. Receipt of President's Monitoring Report - Executive Limitation 2.1.2 – Treatment of Students - MONITORING, DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 112-123)

Executive Limitation 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.

Dr. McCarver moved, seconded by Mr. Harrington, that we have read the President's Monitoring Report regarding Policy 2.1.2, 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 2.1.2. Motion carried unanimously.

28. President's Evaluation Process - DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 124-128)

At the June 10, 2014 District Governing Board meeting, the Board is scheduled to evaluate the President's performance for FY 2013-2014. The evaluation will be based on the President's progress in meeting the Ends established by the Board and her compliance with the Executive Limitations and other applicable Board policies, as set forth in the Monitoring Reports. The following is the suggested schedule to complete the process:

1. The Board members will receive a performance summary from the President, applicable Monitoring Reports, other relevant information, and evaluation forms by May 16, 2014.
2. Board members are requested to complete the evaluation and forward to Lynne Adams, Legal Counsel, no later than May 30, 2014.
3. The information will be compiled by Lynne Adams.
4. The Board will present the compiled information to President Wills at the June 10, 2014 District Governing Board meeting in executive session.

Dr. McCarver moved, seconded by Mr. Harrington, to approve and adopt the President's evaluation form and process as written. Motion carried unanimously.

29. OWNERSHIP LINKAGE – HEADING

30. District Governing Board Ownership Survey- INFORMATION, DISCUSSION, AND/OR DECISION (see attached handout)

Tom Hughes, Director of Institutional Effectiveness and Research, presented a proposed District Governing Board Ownership On-line Survey. This survey will be an addition to the Board's Outreach Plan and provide ownership feedback/input for the September Retreat. Staff has consulted with Hanover Research, who suggested an online survey with paper surveys available. Staff is expecting a representative sample of 800 responses from both east and west counties. Timeline and sample survey are included in the handout. Marketing strategy will include postcards to the majority of households in Yavapai County. To eliminate duplicate responses, the survey system will only accept one response per IP address.

31. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT), and Yavapai College Foundation – INFORMATION AND/OR

DISCUSSION

- Arizona Association for District Governing Boards (AADGB) – No report
- Association of Community Colleges Trustees (ACCT) – No report
- Yavapai College Foundation – Dr. McCarver reported that the April 9, 2014 meeting included a presentation on dual enrollment, Southwest Wine Center fund raising activities, and election of new Officers and Board members. The Annual Foundation Meeting will be May 14th in the Performing Arts Center.
- Board Spokesperson – No report

32. OTHER INFORMATION – HEADING

33. Correspondence to the Board – RECEIPT

Correspondence received included: County Treasurer’s email RE: Public Records Request for Yavapai College Collection and *Journal Extra* publication article “Bring jewelry classes back to Clarkdale.”

34. Planning of September 8, 2014 District Governing Board Retreat - DISCUSSION AND/OR DECISION

Board members discussed the planning of the September 8, 2014 District Governing Board Retreat;

- Facilitators - The Board suggested Lynda Buchanan, Community Education-Outreach Coordinator, to facilitate.
- Proposed Topic - review multiple campus community college models that are successful in engaging with the community; Policy Governance role in improving the ownership connection; survey results;

Dr. Wills will compile several tools (not limited to Policy Governance models): Pima Community College’s “Report to the Community,” which includes open sessions for public input; National Endowment for the Humanities’ program for community engagement; and ACCT leadership in ownership linkage. The Marketing staff will also provide a report on the Focus Group discussions that were conducted this spring.

35. Proposed Dates and Places of Future Meetings for 2014 - DISCUSSION AND/OR DECISION (refer to Board

packet, pgs. 132-133)

Board members reviewed dates and places of future events/meetings.

36. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Dr. McCarver moved, seconded by Mr. Filardo, that the meeting be adjourned. Motion carried unanimously.

Regular meeting adjourned at 3:26 p.m.

Respectfully submitted:

_____/S/_____
Ms. Karen Jones, Recording Secretary

Date: June 10, 2014

_____/S/_____
Mr. Ray Sigafos, Chair

_____/S/_____
Dr. Patricia McCarver, Secretary

Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www2.yc.edu. The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.