



Yavapai College District Governing Board
Regular Board Meeting
Approved Revised Minutes of Regular Meeting
Tuesday, January 13, 2015
1:00 PM

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	Dr. Patricia McCarver, Secretary
Mr. Albert Filardo, Board Member	Mr. Steve Irwin, Board Member
Ms. Deb McCasland, 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 1:00 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Mr. Filardo.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Oath of Office - Administered to Board Members: Dr. Patricia McCarver; Mr. Albert Filardo; Ms. Deb McCasland; and Mr. Steve Irwin - PROCEDURAL

Mr. Tim Carter, Yavapai County School Superintendent, announced the following appointments and administer the Oath of Office to the following Yavapai College District Governing Board members.

- Re-election of Dr. Patricia McCarver, Yavapai College Board Representative for District 4. This 6-year term is from January 1, 2015 through December 31, 2020.
- Re-election of Mr. Albert Filardo, Yavapai College Board Representative for District 3. This 4-year term is from January 1, 2015 through December 31, 2018.
- Election of Ms. Deb McCasland, Yavapai College Board Representative for District 2. This 2-year term is from January 1, 2015 through December 31, 2016.
- Election of Mr. Steve Irwin, Yavapai College Board Representative for District 5. This 6-year term is from January 1, 2015 through December 31, 2020.

6. Approval of District Governing Board December 9, 2014 Regular Meeting - DISCUSSION AND/OR DECISION

Dr. McCarver moved, seconded by Mr. Filardo, to approve the District Governing Board December 9, 2014 Meeting Minutes. Motion carried unanimously.

7. Adoption of Agenda – DECISION

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

8. OWNERSHIP LINKAGE - HEADING

9. Election of Board Officers - Chair, Secretary, and Board Member Liaison Committee Appointments for 2015 - DISCUSSION AND/OR DECISION

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 Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January. Mr. Ray Sigafoos, Chair and Dr. Patricia McCarver, Secretary are concluding the second year of their two-year term in these executive roles. The Board elected a new Chair and Secretary as follows:

Mr. Sigafoos moved, Ms. McCasland seconded, in accordance with A.R.S §15-1443(B) that the Board elect Dr. McCarver the Board Chair for the 2015 term. Motion carried unanimously.

Ms. McCasland moved, Mr. Filardo seconded, in accordance with A.R.S §15-1443(B) that the Board elect Mr. Irwin the Board Secretary for the 2015 term. Motion carried unanimously.

Dr. McCarver, Chair appointed Board Liaisons for one-year terms for the following committees:

- Yavapai Foundation Liaison – Dr. Patricia McCarver
- Arizona Association for District Governing Boards Representative – Mr. Sigafoos and Ms. McCasland as the alternate

- Association of Community College Trustee (ACCT) – Mr. Sigafos and Ms. McCasland as the alternate
- Verde Valley Board Advisory Committee (VVBAC) – Mr. Al Filardo
- Board Spokesperson – Dr. Patricia McCarver

10. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:
Ruth Wicks – Verde Valley Campus Spring 2003 Class Schedule

11. CONSENT AGENDA – HEADING

12. Receipt of Report on Revenues and Expenditures – Month of December 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 14- 25)

13. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – December 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 26-28)

The President reported compliance.

14. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – December 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 29-31)

The President reported compliance.

15. For Consideration for Approval of New Curriculum Proposals: Culinary Arts Fundamentals Certificate; Enology Certificate; Hotel and Restaurant Certificate; Integrated Systems Engineering Technician Certificate - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 32-71)

For Consideration for Approval of New Curriculum Proposals for the following programs:

- Culinary Arts Fundamentals Certificate
- Enology Certificate
- Hotel and Restaurant Certificate
- Integrated Systems Engineering Technician Certificate

Removed Approval of New Curriculum Proposals from the Consent Agenda for further discussion.

16. Approval of Faculty Sabbatical Requests for 2015-2016 for Cynthia DeCecco, Richard Peters, and N. Mark Shelley - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 72-111)

This item is on the consent agenda to comply with A.R.S. §15-510 - Authorization of Leaves of Absence; Application; Preservation of Rights.

Three faculty members applied for a Sabbatical leave during FY 2015-2016 semesters. Applications were reviewed and prioritized by the Division Dean, Professional Growth Committee, Vice President for Instruction and Student Services, and the President. Upon review of available funding and prioritizing, the College will recommend that the District Governing Board approve the support of all three (3) requests.

1. Cynthia DeCecco, Arts and Humanities Division, requests a sabbatical leave for Spring Semester 2016, to study the creation of inventive copper sculpture from master Roman metalsmiths and sculptors. This sabbatical will expand student curriculum and knowledge, in addition to providing inventive forms to be presented in an exhibit at the Yavapai College Art Gallery to be enjoyed by students, faculty, administration, staff, and community members.
2. Richard Peters, CTEC Electronics Division, requests a sabbatical leave for Spring Semester 2016, to pursue a Master's in Electronic Engineering. This sabbatical will allow Mr. Peters to complete a Masters in Electronic Engineering, improve curriculum, and progress as an effective technology educator.
3. N. Mark Shelley, Social, Behavioral, & Organizational Sciences Division, requests a sabbatical leave for Fall Semester 2015, to research the impact of personal mobile technology on student success. Mr. Shelley will analyze quantitative and qualitative data to identify behavior of technology dependence and create strategies to help students manage these behaviors to promote student success. Mr. Shelley will be sharing his research findings through student courses, faculty speaking series, and proposed publication in a scholarly journal.

Mr. Filardo moved, seconded by Mr. Sigafos, to approve the consent agenda as presented with the exception and removal of item #15. Motion carried unanimously.

15. For Consideration for Approval of New Curriculum Proposals: Culinary Arts Fundamentals Certificate; Enology Certificate; Hotel and Restaurant Certificate; Integrated Systems Engineering Technician Certificate - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 32-71)

For Consideration for Approval of New Curriculum Proposals for the following programs:

- Culinary Arts Fundamentals Certificate
- Enology Certificate
- Hotel and Restaurant Certificate
- Integrated Systems Engineering Technician Certificate

Mr. Filardo requested additional information regarding how these programs will be offered and advertised county wide.

James Perey, Executive Dean of the Verde Valley Campus provided additional information regarding feasibility study and analysis to establish the culinary and hotel restaurant certificates. The culinary programs will be launched at the Camp Verde High School teaching kitchen and currently meeting with both MIJTED and VACTE to pursue dual

enrollment. The hospitality program is being coordinated with Sedona Lodging and NAU, and will also be offered on-line. All programs will continue to be evaluated for expansion or adjustments. Based upon the Board's approval of this proposal, a marketing plan will be developed to promote all programs.

Mr. Sigafoos moved, seconded by Mr. Filardo, to approve the new curriculum proposals as written. Motion carried unanimously.

17. INFORMATION - HEADING

18. Information from the President to Include: Spring 2015 Convocation; Taste of YC; Strategic Initiatives; Government Institute for Student Success (GISS-AZ); Yavapai College Trust Quarterly Report; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION

(refer to Board agenda, pgs. 113 – 130)

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

- Spring 2015 Convocation was presented to the College via video recording available on the college website.
- Taste of YC was held on January 8, 2015, which is a fund raiser for the Roger Runyan staff scholarship.
- Strategic Initiatives - Tom Hughes, Director for Institutional Effectiveness and Research, provided an update of phase 1 of the new three year planning process which included an environmental scan, national/state/local educational trends, and strengths, weaknesses, opportunities, and threats (SWOT) analysis. The committee is comprised of 23 members from faculty, staff, and students. The committee will continue to provide updates at the YC Strategic Initiative webpage <http://www.yc.edu/v5content/strategic-planning/>.
- Government Institute for Student Success (GISS-AZ) - April 10-11, 2015 at Maricopa Community College in Phoenix. Dr. McCarver is tentatively planning to attend the workshop.
- Yavapai College Trust Quarterly Report - Frank D'Angelo, Controller, reported the Combined Trust quarterly meeting highlighted discussion of two major agenda items to include surplus in reserves and preliminary premium amounts for 2015-2016.

The Board requested to receive the Yavapai Combined Trust Summary, reporting period: July 2014 - June 2015.

- College Highlights - December 2014 - Attached - Information Only

- Facilities Management News- Attached - Information Only

19. Information from the Vice President for Instruction and Student Services to Include updates from the Following Areas: Faculty Senate Update; Computer Technologies and Instructional Support; Adjunct Advisor, and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 31-151)

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

- Information regarding Faculty Senate, Faculty Association, and committee updates -Vikki Bentz, Faculty Senate President, welcomed the new Board members and thanked all members for their service. Brent Roberts, Tara O'Neil, and George Jean-Babets presented the YC Civic Engagements and Service Learning program.
- Computer Technologies and Instructional Support - Stacey Hilton, Dean, presented the current TeLS projects for this semester.
- Adjunct Advisor January 2015 - Attached, Information only

20. POLICY ISSUES - HEADING

21. Consideration of Preliminary Assumptions for 2015-2016 Budget Planning - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 151-186)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented to the District Governing Board preliminary assumptions for the Fiscal Year Ending June 30, 2016. The presentation began with a review of the budget timeline, college mission, and the Board Ends followed by county demographics and YC enrollment that included:

- 75% of the property in Yavapai County is not taxable
- Top 10 industry sectors with wages
- Job growth forecast
- YC Programs that correlation to industry and job growth
- 2010 population density map
- Enrollment declined since 2011 due to cuts in scholarships, athletic programs, nursing, and adjustments to other programs

Dr. Ewell provided a reviewed of past budget information to include expenditure, restricted and unrestricted revenues and benchmark results. Dr. Ewell closed the presentation with preliminary assumptions of expenses and revenues.

The Board requested to review the enrollment growth data by location.

The Board requested to review the Board Ends and that the College's Strategic Initiatives are consistent with any revisions of the Board Ends.

22. SHORT RECESS – PROCEDURAL

Meeting recessed at 3:06 p.m.; reconvened at 3:21 p.m.

23. MONITORING REPORTS – HEADING

24. Receipt of President's Monitoring Report - Executive Limitations - 2.5 Communication and Support to the District Governing Board and 2.5.1 Compliance - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 186-190)

Executive Limitations

2.5 Communication and Support to the District Governing Board

The President shall not permit the board to be uniformed, 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.

Mr. Filardo moved, seconded by Mr. Sigafoos that we have read the President's Monitoring Report regarding Policy 2.5 and 2.5.1, and believe that the interpretation of these policies provided are reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.5 and 2.5.1. Motion carried with four yes votes and one no vote from Ms. McCasland.

25. Receipt of President's Monitoring Report - Executive Limitations - 2.6 Presidential Continuity and Absences - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 191-194)

2.6 Presidential Continuity and Absences

The President shall not fail to appoint a College Vice President to act in the President's place when the President is absent or unavailable and to communicate necessary information about the absence and individual empowered to act to the Chair of the District Governing Board prior to the absence.

Mr. Sigafoos moved, seconded by Mr. Filardo, that we have read the President's Monitoring Report regarding Policy 2.6 and believe that the interpretation of this policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with this policy. Therefore, I move that we accept the Monitoring Report for Policy 2.6. Motion carried unanimously.

Board requested this policy be reviewed at the February District Governing Board meeting for a possible revision that would include all Board members to be notified.

26. Board Self-Evaluation Governance Policy 3.1 - Governing Style - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 195-198)

Governance Policy 3.1

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
- Emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects

Comments included:

As a new Board member I do not have enough information at this time to answer these questions.

I see no evidence of the Board being mindful of its civic trusteeship obligations to all the owners of its District.

Board requested this policy be reviewed at the February District Governing Board meeting for possible revision.

27. Board Self-Evaluation Governance Policy 3.7 - Cost of Governance - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 199-200)

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.

Comments included:

As a new board member I don't have enough information to answer these questions.

The board has a modest budget and reviews it monthly. The new budget is developed during the annual budgeting process and needs are discussed with the board as a whole.

28. BOARD EDUCATION / STRATEGIC THINKING AND PLANNING - HEADING

29. Board Education regarding Open Meeting Law, Ethics, and Conflict of Interest Declaration - INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 202-243)

Lynne Adams, District Governing Board Counsel, provided Board Education related to Open Meeting Law for Board members, with particular emphasis on ethics and the conflict of interest statutes.

Board members are asked to complete the Annual Conflict of Interest Declaration annually, as required by Board Policy 3.3. Conflict of Interest forms are provided in the Board packet to be completed and returned to the Executive Assistant by January 31, 2015. The Conflict of Interest forms will be shared and reviewed by all Board members at the February 3, 2015 Regular Board meeting. This form shall be kept in a file maintained by the College and which shall be open to the public

30. OWNERSHIP LINKAGE (CONTINUED) - HEADING

31. Reports from Board Liaisons - Yavapai College Foundation and Verde Valley Board Advisory Committee (VVBAC)– INFORMATION AND/OR DISCUSSION

- Yavapai College Foundation - Dr. Patricia McCarver reported that the December Holiday meeting included the Foundation annual results and the next meeting will be January 14, 2015.

- Verde Valley Board Advisory Committee (VVBAC) - Mr. Al Filardo reported that the January 7, 2015 was cancelled and the VVBAC Chair requested a meeting with the District Governing Board Chair and Liaison. The next meeting will be January 21, 2015.

32. OTHER INFORMATION – HEADING

33. Correspondence to the Board – RECEIPT

Correspondence received included: Greater Prescott Area Prayer Breakfast invitation; Verde Independent article re: YC transit helps YC students; West Yavapai Guidance Clinic Foundation information letter; Osher LifeLong Learning Spring 2015 catalog; Communication Education Spring 2015 catalog; and Performing Art Center 2014-2015 schedule.

34. Proposed Dates and Places of Future Meetings for 2015 - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 246-250).

The Board discussed proposed meetings, dates, times, and locations for 2015 District Governing Board meetings. Upcoming Conferences:

- Association for Community College Trustees (ACCT) - February 9, 2015 in Washington D.C.

- Government Institute for Student Success (GISS-AZ) - April 10-11, 2015 at Maricopa Community College in Phoenix – Tentative attendance Dr. McCarver

- International Policy Governance Association (IPGA) - June 18-20, 2015 in Vancouver, Canada – Mr. Sigafos will be attending.

35. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Mr. Sigafos moved, seconded by Mr. Filardo to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 4:45 p.m.

Respectfully submitted:

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

Date: February 3, 2015

_____/S/_____
Dr. Patricia McCarver, Chair

_____/S/_____
Mr. Steve Irwin, 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.*