

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.3.4 – Real Property

Compilation - March 2015

Executive Limitation 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.	
Is the interpretation reasonable?	YES 4	NO
Does the data demonstrate compliance with the interpretation?	YES 3	NO 1
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES 3	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES	NO 3
<p>Comments:</p> <p>The term "maintenance and repairs" has been stretched to include new construction of tennis courts and performance hall bars, catering kitchen, Yava Java construction, etc.</p> <p>I have many concerns with the items included in the Five-Year Capital Improvement Plan.</p> <p>Define Architecture as preventative maintenance.</p> <p>How does the Five-Year Capital Improvement plan relate to improving education? How does it reflect the board's strategic plan?</p> <p>I do not believe the College is a good steward of public funds. A large majority of funds expended are in the western portion of the county while there are unfunded educational needs in the Verde Valley.</p>		

Executive Limitation 2.3.4.1	<p>Lease Limits and Delegation of Lease Authority for Real Property</p> <p>Pursuant to A.R.S. §15-1444(B)(2), 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 This delegation may be rescinded in whole or in part at any time by the Board.</p> <p>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.</p>	
Is the interpretation reasonable?	YES 4	NO
Does the data demonstrate compliance with the interpretation?	YES 3	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES 3	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES 1	NO 3

Comments:

I would support a modification of this delegated duty to allow increased Board involvement.
I would like to have further explanation on the leases of \$10,000 or more.

**Executive
Limitation
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.

Is the interpretation reasonable?	YES 4	NO
Does the data demonstrate compliance with the interpretation?	YES 4	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES 3	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES	NO 3

Comments:

The following questions will apply to the WHOLE policy:

Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?	YES 3	NO
Is there reason to doubt the integrity of the information presented?	YES	NO 3

Comments: 2.3.4 NO

SHADED ITEMS should be raised for discussion at the meeting.

Policy Number	<p align="center">District Governing Board Policy Review Evaluation of Board Policies Compilation - March 2015</p> <p>Policies: 3.5 Board Chair and Other Officer Roles 3.5.1 Job Output 3.5.1.1 Meeting Discussion Content 3.5.1.2 Deliberation 3.5.1.3 Behavior 3.5.2 Chair Decision Authority 3.5.2.1 Chairing Meetings 3.5.2.2 Outside Parties 3.5.2.3 Delegation of Authority 3.5.3 Board Chairs Role in Monitoring 3.5.4 Secretary 3.5.5 Board Liaisons 3.5.5.1 Board Spokesperson</p>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
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.	4	<input type="checkbox"/>	1	<input type="checkbox"/>
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.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	1	<input type="checkbox"/>
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.	2		1	1
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		1	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	1	<input type="checkbox"/>
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	<input type="checkbox"/>	1	<input type="checkbox"/>
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	<input type="checkbox"/>	1	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5.5.1 Board Spokesperson	The Spokesperson is the formal conduit for the District Governing 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you indicated that the Board was out-of-compliance with one of its above-listed policies, please state the reason why:

Is this policy still relevant or useful to the Board? Yes **3** No 3.5 Yes; 3.5 yes; 3.5.1.2 yes; 3.5.1.3 yes; 3.5.2.2 yes; 3.5.2.3 yes

If not, should it be deleted, updated, changed? Please comment for discussion during Board meeting.

Comments/Remarks:

3.5 Review and discuss for possible updates

3.5.1 {Policy should be} Updated, there are various methods that can be implemented to have meaningful dialogue with our taxpayers and still operate under the open meeting laws.

3.5.1.2 Review for possible update

3.5.1.3 Review for possible update

3.5.2 Decisions should be made by the Board not just the Chair.

3.5.2 {Policy should be} Changed, the Board needs to have more authority to supervise and direct the President.

3.5.3 {Policy should be} Updated

3.5.5 Needs updating. This should be an entire Board decision, not just the Chair's.

3.5.5 Need to add VVBAC liaison

Policy Number	<p align="center">District Governing Board Policy Review Evaluation of Board Policies</p> <p align="center">Compilation - March 2015</p> <p>Policies: 4.4 Monitoring President Performance 4.4.1 Monitoring Reports 4.4.2 Methods 4.4.3 Standard for Compliance 4.4.4 Schedule</p>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
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	<input type="checkbox"/>	1	<input type="checkbox"/>
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	<input type="checkbox"/>	1	<input type="checkbox"/>
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.	3	<input type="checkbox"/>	1	<input type="checkbox"/>
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.	3	<input type="checkbox"/>	1	<input type="checkbox"/>
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 Appendix A.	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you indicated that the Board was out-of-compliance with one of its above-listed policies, please state the reason why:

Is this policy still relevant or useful to the Board? Yes **3** No 4.4.4 Yes; 4.4 Yes; 4.4.1 Yes

If not, should it be deleted, updated, changed? Please comment for discussion during Board meeting.

Comments/Remarks:

4.4 Monitoring of the President's job performance is necessary, not sure if this is the best interpretation; Review and discuss updates and changes needed
4.4.1 {Policy should be} Updated; {Policy is} Relevant but more information needs to be submitted.
4.4.2 Needs to be reviewed and assess if only one board member should make compliance evaluations. Review and update
4.4.3 Review and update
4.4.4 Relevant; Review and update