



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, October 6, 2015 1:00 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:

Dr. Patricia McCarver, Chair Mr. Steve Irwin, Secretary
Mr. Albert Filardo, Board Member Mr. Ray Sigafoos, 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 McCarver 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 Member Irwin

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff.

5. Approval of District Governing Board August 31, 2015 Retreat, September 1, 2015 Regular Meeting, and September 1, 2015 Executive Session Minutes - DISCUSSION AND/OR DECISION

Member Irwin moved, seconded by Member Filardo, to approve the District Governing Board August 31, 2015 Retreat, September 1, 2015 Regular Meeting, and September 1, 2015 Executive Session Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Member Sigafoos moved, seconded by Member Irwin, to adopt the agenda as written. Motion carried unanimously.

7. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:

- Workforce Development Board – Robert Oliphant
- Needs of Rural Areas – Ruth Wicks

8. CONSENT AGENDA – HEADING

Member Sigafoos moved, seconded by Member Irwin, to approve the Consent Agenda as written with removal of item #9 for further discussion. Motion carried unanimously

9. Receipt of Report on Revenues and Expenditures – Month of September 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 17-26)

Member Sigafoos moved, seconded by Member Irwin, to approve the Receipt of Report on Revenue and Expenditures for the month of September as written. Motion carried unanimously

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – September 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 27-29)

The President reported compliance.

11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – September 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 30-32)

The President reported compliance.

12. INFORMATION - HEADING

13. Information from the President to Include: Career and Technical Education Center (CTEC) Open House; Day of Conversation; AZAwesome; Community Outreach; Strategic Initiatives; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 34-50)

Dr. Penny Wills reported on the following:

- Career and Technical Education Center (CTEC) Open House to be held on October 10, 2015 and all Board members are invited.
- Day of Conversation, September 25, 2015 – Scott Farnsworth, Interim Vice President of Instruction and Student Development, reported that faculty, staff, and administrators reviewed the national best seller *Redesigning Community Colleges for Student Success* and the YC 2015-2020 Strategic Plan. The YC employees in attendance

divided into 35 small groups to discuss the direction of the College and tasks to achieve the Strategic Initiatives that will continue to strengthen YC.

- Strategic Initiatives - Tom Hughes, Director for Institutional Effectiveness and Research, presented Strategic Planning (see PowerPoint on file) and the new vision statement:

Yavapai College makes the community a premier place to learn, work, and live.

- AZAwesome Newsletter from the Governor's Office recognized Yavapai College and the Southwest Wine Center.
- The Fall 2015 Community Outreach letter has been distributed to leaders and partners throughout Yavapai County and Dr. Wills along with the Executive Team will be presenting a Fall 2015 Update to several city/town councils.

Staff will distribute the dates of the Outreach presentations for Board member attendance.

- College Highlights - October 2015 - Attached - Information Only

- Facilities Management News - October 2015 - Attached - Information Only

14. Information from Instruction and Student Development to Include: Faculty Senate; Student Leadership Council; Roughrider Tennis Complex; Career and Technical Education Division Update; Adjunct Advisor; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 51-73)

Scott Farnsworth, Interim Vice President for Instruction and Student Development presented the following:

- Faculty Senate Update - David Gorman, Faculty Senate President, reported on the Student Learning Outcomes Assessment (SLOA) Day held on September 18th and Day of Conversation held on September 25th. Faculty Association will be conducting a climate survey to identify priorities for future work of Faculty Senate.

- Roughrider Tennis Complex Update recognized Chris Graff from Asphalt Paving and Supply for receiving the "Build Arizona" award for the construction of the Yavapai College Tennis Complex; along with student feedback and appreciation from Nanette Oatley Johnson and Dr. Paul Sadick.

- Career and Technical Education Division Update - John Morgan, Dean (CTEC) presented the CTE Division Governing Board Update.

- Student Leadership Council (SLC) - Nichole Wilson, Student Leadership Coordinator introduced student representatives Ryan Crean and Breanna Wheeler. Ryan is a sophomore majoring in Emergency Management and has served two years on the SLC. Breanna is a freshman majoring in Emergency Management and this is her first year on the SLC.

- Adjunct Advisor - Attached - Information Only

- Other Related Issues – Response to Member McCasland concern regarding Verde Valley Nursing students traveling to Prescott for classes. Mr. Farnsworth informed the Board that the Nursing department reports that Prescott, Prescott Valley, and Chino Valley students are also currently traveling to the Verde Valley campus for classes. In addition, the Nursing program has students attending YC's classes from areas such as Mesa, Tempe, Goodyear, Show Low, Flagstaff, and Tuba City.

15. Quarterly Update from Yavapai College Advancement and Foundation to Include: Fundraising Update and Marketing Report - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 74-85)

Mr. Steve Walker, Vice President for College Advancement and Foundation provided information regarding Fundraising and a Marketing report:

- Focus Magazine

- Foundation Annual Report

- Endowed Scholarships

- Yavapai College is the recipient of three awards from the National Counsel for Marketing and Public Relations: Two (2) silver award for television advertisement and printed view book; and a bronze award for YC's social media campaign.

Mike Lange, Director of Marketing, reported the following:

- Fall Community Outreach

- Fall non-returning student survey

- Marketing impressions and sample advertisement

16. POLICY ISSUES - HEADING

17. Recognition of Mr. Richard Marcusen, Emeritus Art Faculty Yavapai College - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 87-94)

According to Policy 6.2.2 - The District Governing Board may name any Yavapai College facility, position, or program for persons or entities that have made significant contributions to Yavapai College. The President and Executive Director for the Yavapai College Foundation will present recommendations to the Board for decision.

Jo Berger, Retired Director of Facilities and Past President of FRIENDS of YC Art, highlighted Mr. Marcusen's special contributions. Mr. Richard Marcusen began teaching at Yavapai College in 1971 and was instrumental in establishing the Yavapai College Art Programs as a faculty member, along with the Art Gallery, and Sculpture Garden through FRIENDS of Yavapai College Art. He volunteered his time and talents for 30 years raising funds for the Yavapai College Sculpture Garden.

Steve Walker, Vice President for College Advancement and Executive Director for the Yavapai College Foundation, presented the Foundation Board's recommendation to recognize Mr. Marcusen by naming the Sculpture Garden in his honor.

Member Sigafoos moved, seconded by Member McCasland, to approve the naming of the Yavapai College Sculpture Garden in recognition of Richard Marcusen exemplary service and outstanding philanthropic support to Yavapai College. Motion carried unanimously

Staff will distribute invitations for the Sculpture Garden Dedication to be held on November 4, 2015 following the Yavapai College Foundation Board meeting.

18. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:42 p.m.; reconvened at 2:57 p.m.

19. MONITORING REPORTS – HEADING

20. Receipt of President's Monitoring Report - Ends Statements - 1.1 Education Ends - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 95-118)

1 Ends - Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost. The following Ends are listed in priority order.

1.1 Education Ends - Students achieve their educational goals

1.1.1 Job Seekers Ends - Job seekers have the qualifications, skills, and abilities to succeed

1.1.2 Student Ends - Students seeking transfer will succeed at their next educational institution.

1.1.3 Lifelong Learning Adult Ends - Lifelong learning adults have affordable access to a variety of high-quality learning opportunities.

President reports compliance.

Member Filardo suggested that the President's interpretations for 1.1.1 be expanded beyond career and tech students.

Member Sigafoos moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 1.1 and sub-policies, 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 1.1 and sub-policies. Motion carried unanimously.

21. Receipt of President's Monitoring Report - Ends Statements - 1.2 Economic Ends - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 120-126)

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.

President reports compliance.

Member Sigafoos complimented the President on the data and specific outcomes provided in this monitoring report.

Member Irwin moved, seconded by Member Sigafoos, that we have read the President's Monitoring Report regarding Policy 1.2, 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 1.2. Motion carried unanimously.

22. Receipt of President's Monitoring Report - Ends Statements - 1.3 Communities Ends - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 127-135)

1.3 Communities Ends - Yavapai County residents have access to social and cultural opportunities.

President reports compliance.

Member Filardo suggested the Sedona Center be utilized for community events and included in the Strategic Plan. Member McCasland suggested that there are an excess of cultural opportunities on the Prescott side of the county and not enough on the Verde side of the county, and should be addressed in capital projects.

Member Sigafoos moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 1.3, 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 1.3. Motion passes with 4 yes votes and 1 no vote from Member McCasland.

23. Receipt of President's Monitoring Report - Executive Limitation 2.1 - Service to the Public - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 136-142)

Executive Limitation 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 fails to provide a grievance process.

President reports compliance.

Member McCasland referenced her comments on the monitoring worksheet regarding compilation about emergency procedures. Dr. Wills assured the Board that campus safety is a personal and professional priority, and the College is committed to emergency preparedness. Dr. Wills reminded the Board that the residence hall have zero tolerance and campus police officers will intercede when the law requires.

Member Sigafoos has reservations regarding Title IX and the due process procedures; and suggests the Title IX policy be vetted by legal counsel. Dr. Wills responded that she shares his concerns regarding due process procedures. Dr. Wills added the College has assigned a Title IX coordinator who has participated in extensive training, and has a good understanding of YC's disciplinary process along with policy 4.01: Sexual Misconduct.

The Board requested a presentation on Emergency Operations Plan (EOC) and Title IX at a future meeting.

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.1, 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 2.1. Motion carried unanimously.

24. Receipt of President's Monitoring Report - Ends Statements - Executive Limitation 2.3 - Financial Management - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 143-148)

At the June meeting, the Board requested a revised report to include additional information.

Executive Limitation 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, or fails to be part of a multi-year strategic management plan, or violates applicable statutes.

President reports compliance.

Member Filardo suggest that the monitoring of this executive limitation be delayed until the multi-year strategic plan is completed. Dr. Wills responded that the presented monitoring report is presenting data and compliance for FY 2014-2015 which is not connected to the new 2015-2020 Strategic Plan.

Member Filardo clarified that he would expect long term, multi-year strategic plan be reflected in the financial monitoring reports. Member Filardo added the work that was been done to develop the 2015-2020 Strategic Plan was phenomenal.

Member Sigafoos commented that the College has adhered to 2.3 Executive Limitation and referenced the year's financial budgeting schedule from January through June 2015, along with 2014-2015 Strategic Plan.

Member McCasland proposes the capital improvements be reviewed by the Board before the budget is approved.

The Board requested a February Budget Workshop.

Member Sigafoos moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.3, 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 2.3. Motion passes with 4 yes votes and 1 no vote from Member McCasland.

25. Board Self-Evaluation - Governing Board Policy 4.3 - Delegation to President - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 149-152)

Policy 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 interpretations of these policies.

26. OWNERSHIP LINKAGE - HEADING

27. Review of the Yavapai County Board of Supervisors September 21, 2015 Meeting - DISCUSSION AND/OR DECISION

During the September 21, 2015 Yavapai County Board of Supervisors meeting, action and discussion took place regarding Yavapai College.

Chair McCarver announced that the Yavapai County Board of Supervisors are not requesting a meeting at this time.

28. 2015-2016 Ownership Linkage Plan- DISCUSSION AND/OR DECISION

The District Governing Board will develop the FY 2015-2016 Ownership Linkage Plan per Governance Process Policy 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.

Member McCasland suggests the Board focus on critical two way dialog with open topic and recommended the regular Board meeting include an agenda item for two way dialog for ownership to board, and/or ownership to administration.

Member Irwin sees the benefits of two way dialog and suggests the town hall or two way dialog models are usually conducted by staff in order to address the operational questions. Member Irwin added that the regular board meeting is not the arena for open topic discussion and would overpower the meeting agenda.

Member Sigafoos suggested that a focus group and a Board meeting are not compatible or held for the same purpose. Member Sigafoos suggests the Board conduct a survey on a regular basis which provides good ownership feedback and added that his experience is open community meetings usually focuses on operations.

Chair McCarver described past focus groups being led by a facilitator with the Board members present to observe and gather information.

Member Filardo reminded the Board that the VVBAC will be conducting Town Hall meetings in various location in the East County and will provide ownership feedback from the Verde Valley area.

Member Irwin moved, Member Sigafoos seconded, that the FY 2015-2016 Ownership Linkage Plan include an Annual Report, surveys to be conducted every three years (2014/2017/2020), district wide focus group to be conducted by a facilitator with recommendations by the president of 3 or 4 locations based upon student enrollment and targeted participants. Motion passes with 4 yes votes and 1 abstention from Member McCasland.

Member McCasland moved, Member Filardo seconded, that future Board meetings include agenda item that will promote open communication with ownership and the Administration regarding a specific topic to include a presentation. The motion was withdrawn for discussion at a future meeting.

29. Select a Voting Board Representative for Association of Community College Trustees (ACCT) Annual Leadership Congress - DISCUSSION AND/OR DECISION

Recommend that the Board appoint Ray Sigafoos as Yavapai College's voting delegate at the Association of Community College Trustees (ACCT) Annual Leadership Congress on October 13 - 17, 2015.

Member Irwin moved, Member Filardo seconded, to appoint Ray Sigafoos as the Yavapai College District Governing Board Voting Representative at the Association of Community College Trustee (ACCT) Annual Leadership Congress on October 13 - 17, 2015. Motion carried unanimously.

30. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation – INFORMATION, DISCUSSION, AND/OR DECISION

- Arizona Association for District Governing Boards (AADGB) – Member Sigafoos reported he will be attending the ACCT Annual Leadership Congress on October 14-17 and the AZ caucus will have a breakfast at the conference on Thursday, October 15th.
- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo reported the committee has a new member Steve King from the Camp Verde. VVBAC will be conducting a Town Hall meeting at the Sedona Center on October 21, 2015.

The Board requested that the future of VVBAC be discussed at the November District Governing Board meeting.

- Yavapai College Foundation - Chair McCarver reported the next meeting will be October 14, 2015.

31. OTHER INFORMATION - HEADING

32. Correspondence to the Board – RECEIPT

Correspondence received included: Invitation for the Career & Technical Education Center Open House; Invitation for the Remembrance Day National Roll Call; Letter from the City of Sedona; ASU News: Most Innovative Schools; ACCT Voting Notification for Leadership Congress; Osher Lifelong Learning Institute Fall catalog; and Yavapai College Foundation Focus Magazine.

33. District Governing Board Dates and Places of Future Meetings for the Remainder of 2015 and Proposals for 2016 - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 178-181)

The following changes were approved:

- November Regular meeting moved to Monday, November 9, 2015 - President out of state
- April Regular meeting moved to Tuesday, April 19, 2016 - Board member schedule conflict
- April Regular meeting location moved to the Sedona Center

The Board requested that the proposed February 8th Retreat and Budget Workshop be discussed at the November District Governing Board meeting.

34. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Member Sigafoos moved, seconded by Member Irwin, to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 4:17 p.m.

Respectfully submitted:

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

Date: November 9, 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.*