



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, December 8, 2015 1:00 PM

Multipurpose Room, Room 119 - Building 3
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:

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 McCasland

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff.

5. Approval of District Governing Board November 9, 2015 Regular Meeting Minutes - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 5-9)

Member Sigafoos moved, seconded by Member McCasland to approve the District Governing Board November 9, 2015 Regular Meeting 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. CONSENT AGENDA – HEADING

Member Sigafoos moved, seconded by Member Filardo, to approve Consent Agenda items #8, #9, and #12 as written with removal of item #10 and # 11 for further discussion. Motion carried unanimously.

8. Receipt of Report on Revenues and Expenditures – Month of November 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 11-20)

9. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – November 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 21-23)

The President reported compliance.

10. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – November 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 24- 26)

The President reported compliance.

Member McCasland moved, seconded by Member Irwin, to approve the President's Monthly Monitoring Report: Executive Limitation 2.3.2 – Reserves – November 2015. Motion carried unanimously.

11. For Consideration for Approval of the Intergovernmental Agreement Between the Town of Prescott Valley and Yavapai College For Use of the Soccer Fields - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 27-31)

For consideration for approval of the intergovernmental agreement between the Town of Prescott Valley and Yavapai College to allow the College to use the soccer fields at Mountain Valley Park in Prescott Valley.

Member Sigafoos moved, seconded by Member Filardo, to approve the Intergovernmental Agreement between the Town of Prescott Valley and Yavapai College for the Soccer Fields. Motion carried unanimously.

12. For Consideration for Approval of the Intergovernmental Agreement Between the City of Prescott and Yavapai College for a NARTA Academy Sergeant - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 32- 38)

For Consideration for Approval of the Intergovernmental Agreement between the City of Prescott and Yavapai College, to have the City's Chief of Police assign a Sergeant to supervise Northern Arizona Regional Training Academy (NARTA) at the College. The term of the agreement is 18 months ending June 30, 2017.

13. INFORMATION - HEADING

14. Sabbatical Reports From Dr. Jeb Bevers, Professor of Biology, Science, Health and Public Safety Division - INFORMATION AND/OR DISCUSSION (refer to handout on file)

Dr. Jeb Bevers, Biology Professor in the Sciences, Health and Public Safety Division, was awarded a sabbatical

during Spring Semester 2015 to enhance his knowledge on Milk Creek Fossil Faunas of Arizona and the Early History of Evolutionary Biology. His sabbatical presentation included:

- Science Educational Outreach
- Paleontological Field and Comparative Museum Research
- Detailed Description and Assessment of Fossil Materials Discovered in Arizona

15. Information from the President to Include: Buckey O'Neill Society; Winter Institute; American Association of Community College (AACC); College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 40-53)

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

- Buckey O'Neill Society – Introduced the following members in attendance Dove Gundermann, Remington Stoddard, Mishael Umlor, and Zara Glidden.
- Winter Institute - December 15-16, 2015.
- American Association of Community College (AACC) – Commission on Leadership and Professional Development.
- College Highlights - December 2015 - Attached, Information Only.
- Facilities Management News - Attached, Information Only.
- Other Related Issues – Dr. Wills reported on the Higher Learning Commission (HLC) Multi-location visit which resulted in commendations regarding site planning with no recommendations.

16. Information from Instruction and Student Development to Include: Faculty Senate Update; Verde Valley Campus Associate Dean; Bill Jeffrey Award; National Junior College Athletic Association (NJCAA) Review Article; 2015 Soccer Season; 2015 NJCAA Volleyball Tournament; NJCAA District C Coach of the Year; Online Course Open House; Adjunct Advisor; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 54-61)

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

- Faculty Senate Update, Dave Gorman reported the Great Ideas for Teaching (GIFT) Center has been assisting with the quality matters initiative for online courses and evaluating their teaching initiatives to include excellence in teaching, learning, and student success. Amy Stein, Faculty Coordinator for the Higher Learning Commission, presented to Faculty Senate on the new credentialing criteria. Curriculum committee will be reviewing certificate programs processes. Budget and Compensation Committee will be expanding participation in the budget process.
- Introduction of Verde Valley Campus Associate Dean, Dr. Kelly Trainor.
- Recognition of Mike Pantalone, Soccer Coach - Bill Jeffrey Award for Long-Term Service to Collegiate Soccer and NJCAA Review Article, "Behind the Whistle."
- Recognition of Zach Shaver, Volleyball Coach - NJCAA District C Coach of the Year, and the 2015 Season.
- Online Course Open House at www.telswebletter.com/openhouse - Thatcher Bohrman, TeLS, demonstrated the online course open house.
- Adjunct Advisor December 2015 - Attached - Information Only.
- Other Related Issues:
 - Yavapai College is now a member of the State Authorization Reciprocity Agreement (SARA) which authorizes YC to provide online courses to other member states.
 - Dual enrollment currently is a \$300,000 expense per budget year and YC will begin requesting a small fee for dual enrollment courses. The College is working with all Superintendents/Principals and is requesting this minimal fee not only for economic reasons but also to establish student/parent commitment to the dual enrollment program as a whole and the permanent academic record.

The Board requested to discuss the dual enrollment program at the January District Governing Board Meeting.

17. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:06 p.m.; reconvened at 2:24 p.m.

18. MONITORING REPORTS – HEADING

19. Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pg. 63-77)

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.

President reports compliance.

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.1.2, 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 2.1.2. Motion carried unanimously.

20. Board Self-Evaluation - Board - President Linkage Policy 3.2 - Board Job Description - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 78-82)

Governance Policy 3.2 - Board Job Description - As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance.

The Board requested a revised evaluation format to view the entire policy as a whole prior to assessing the policy

and sub-policies.

21. OWNERSHIP LINKAGE - HEADING

22. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB) and Association of Community College Trustees (ACCT); 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 that AADGB met on November 12, 2015, and highlighted Kristen Boilini, AC4 Executive Director, presentation regarding the State budget for 2017.
- Association Community College Trustees (ACCT) - During October Conference, the Arizona Caucus received a presentation regarding Higher Education for Higher Standards project. Both Dr. Fitzner and Mr. Sigafoos volunteered to work on the project which should begin in Spring 2016. Other announcements include new President at Coconino Community College; Dr. Glasper, Maricopa Community College President, has announced his retirement.
- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo thanked the Chair for the recognition and direction for the committee members. The December 2, 2015 VVBAC included a presentation from the Verde Valley Superintendents with a request to distribute a letter to the Board regarding proposed changes for the dual enrollment program.
- Yavapai College Foundation - Chair McCarver reported the next Foundation meeting will be December 9, 2015.

23. OTHER INFORMATION - HEADING

24. Correspondence to the Board – RECEIPT

Correspondence received included: ACCT New Year Greeting; Holiday Greeting from the Athletic Division; Letter from Verde Valley Superintendents RE: Dual Enrollment

25. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 96-98)

Board Members are invited to the Nursing Pinning Ceremony on Friday, December 11, 2015 at 3:00 p.m. in the Performing Arts Center.

26. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 2:40 p.m.

Respectfully submitted:

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

Date: January 12, 2016

_____/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.*