

Yavapai College
District Governing Board
Regular Board Meeting
Approved Minutes

Tuesday, February 11, 2020
1:00pm – 4:00pm
Rock House, Prescott Campus
1100 East Sheldon Street
Prescott, AZ 86301

Member Present:

Ms. Deb McCasland, Chair
Dr. Patricia McCarver, Secretary
Mr. Ray Sigafos, Board Member
Mr. Steve Irwin, Board Member
Mr. Paul Chevalier, Board Member

Administration Present:

Dr. Lisa B. Rhine, President
Atty. Lynne Adams, Board Attorney
Ms. Yvonne Sandoval, Executive Assistant

MINUTES

- 1.0 General Functions
 - 1.1 Call to Order
Chair McCasland called the Yavapai College District Governing Board Workshop to order at 12:59pm.
 - 1.2 Pledge of Allegiance
The Pledge of Allegiance was led by Member Irwin.
 - 1.3 Adoption of Agenda - **ACTION**
Member McCarver moved, seconded by Member Irwin to adopt the Governing Board agenda. Motion carried unanimously.
 - 1.4 Board Minutes Approval – **ACTION**
 - 1.4.1 Re-Submission of Board Regular Meeting – Tuesday, November 12, 2019 (Attached)
Member Chevalier moved, seconded by Member Sigafos, to approve the District Governing Board Minutes from Tuesday, November 12, 2019 meeting. Motion carried unanimously.
 - 1.4.2 Board Budget Workshop – Tuesday, January 21, 2020 (Attached)
Member Chevalier moved, seconded by Member McCarver, to approve the District Governing Board Budget Workshop Minutes from Tuesday, January 21, 2020. Motion carried unanimously.

- 1.4.3 Board Regular Meeting – Tuesday, January 21, 2020 (Attached)
Member McCarver moved, seconded by Member Irwin, to approve the District Governing Board Minutes from Tuesday, January 21, 2020. Motion carried unanimously.
- 1.4.4 Board Public Executive Session – Monday, January 27, 2020 (Attached)
Member McCarver moved, seconded by Member Chevalier, to approve the District Governing Board Minutes from Monday, January 27, 2020. Motion carried unanimously.

The minutes of the executive session held on Monday, January 27, 2020 will be considered for approval by the Board at the next Governing Board meeting.

1.5 Welcome to Guests

1.5.1 General Open Call

Ruth Wick acknowledged the College for recognizing former faculty member Ms. Patty Mikles and hopes the open art faculty position at the Verde Valley campus will be filled.

Bob Oliphant joined the recommendation made by President Rhine that Ms. Patty Mikles name be placed the Verde Valley Art Gallery and commended all the faculty that worked on this endeavor.

Stan Goligoski acknowledged his support of the 3D Construction Program and provided samples of what a 3D printer could accomplish.

Member Sigafos corrected a statement made by Mr. Goligoski in his comments. Member Sigafos indicated that the Board did not vote to purchase any items in Executive Session. Atty Adams confirmed that the Board did not take any votes in Executive Session and instead received legal advices, as was indicated on the agenda for the meeting.

1.6 College Reports – INFORMATION and DISCUSSION

1.6.1 President's Report

Dr. Rhine gave a presentation on The Economic Value of Yavapai College. The College will provide a one-page fact sheet.

1.6.2 Information from Instruction and Strategic Initiatives

1.6.2.a Recognition of Faculty Members Advancement of Continuing Contracts

- Ms. Kathie A. Peterson, Communications
- Dr. Rebecca R. Brulet, Science and Engineering
- Dr. Barbara L. Durham, Nursing
- Ms. Jennifer D. Riley, Business & Computer Systems
- Mr. Theodore E. Archer, Career & Technical Education

1.6.2.b Faculty Senate (Attached)

Dr. Jennifer Jacobson gave her report on the following items.

- Faculty Senate
- Curriculum
- General Education Advisory Committee

2.0 New Business

2.1 Resolution for Vacant Board Seat – **ACTION** (Attached)
Member Chevalier moved, seconded by Member McCarver, to approve Resolution 2020-01. The motion passed with three ayes, one nay, one abstention (Ayes: Chevalier, McCarver, McCasland; Nay: Sigafos; Abstained: Irwin)

2.2 Board Self-Evaluation and Monitoring Reports – **ACTION**

2.2.1 Board Self-Evaluation **ACTION** (Attached)

The Board discussed the Yavapai College District Governing Board Self-Evaluation Procedure and evaluation form.

Member Chevalier moved, seconded by Member Sigafos, to adopt the proposed evaluation form document included with the Board packet and replace the evaluation form currently used by the Governing Board for its self-evaluation form, with the following edits to item #4 of the new evaluation form. Remove the words “in the advocacy process” and replace that language with “for student success.” Motion carried unanimously.

2.2.2 President’s Evaluation Monitoring Reports - **ACTION**

Member Irwin moved, seconded by Member McCasland, to suspend the President’s Evaluation of Monitoring Reports to be replaced by a different reporting form and/or process. Motion failed with two ayes and three nays. (Ayes: Irwin and McCasland; Nays: Chevalier, McCarver, and Sigafos)

The Board indicated that it would discuss this issue in greater detail at the upcoming workshop, including the potential for a different format for the President’s future Monitoring Reports.

The President will provide her Monitoring Reports for Policy 2.2 and Policy 2.5 at the March Governing Board Meeting.

2.3 Financial Reporting for December 2019 **INFORMATION and DISCUSSION**

2.3.a Budget to Actual Monthly Reports (Attached)

2.3.b Cash reserves Monthly Reports (Attached)

2.3.c Financial Update (Attached)

2.3.d District Governing Board (Attached)

2.3.e Summary of all Funds (Attached)

Member Chevalier asked, when the Board could anticipate receiving the draft budget. Dr. Ewell stated that the entire draft budget will be provided to the Board in the April Board meeting, although the Board has been reviewing the components of the budget for the past several months.

- 2.4 Curriculum Changes (Attached)
Member Irwin asked if any student(s) are currently enrolled in these two programs being deleted? Dr. Diane Ryan stated that the College has a Teach Out Program to make sure students can complete the programs.
Dr. Ryan requested approve for the following curriculum changes.

- New Program in Assisted Living Facility Caregiver Certificate
- Deletion of Photography Certificate
- Deletion of AAS in Video Game Development

Member McCarver moved, seconded by Member Chevalier, to approve the curriculum changes. Motion carried unanimously.

- 2.5 Verde Valley Art Gallery Naming (Attached)
Member Sigafos moved, seconded by Member Irwin, to approve the naming of the Verde Valley Art Gallery as the Patty Mikles Art Gallery. Motion carried unanimously.

SHORT RECESS

Meeting recessed at 2:35pm; reconvened at 2:49pm.

- 2.6 Overview of Yavapai College Comprehensive Annual Financial Report & Audit Results FY 2018-19 (CARF) – (Attached) **INFORMATION and DISCUSSION**
Mr. Frank D’Angelo gave a presentation on the Yavapai College Comprehensive Annual Financial Report and Audit for 2018-2019.

- 2.7 Review Policies

- 2.7.a Policy 3.3.1 (Attached) **ACTION**

Member Chevalier suggested additional revisions to the policy.

Member Chevalier moved, seconded by Member McCarver, to adopt the edits to Board Policy 3.3.1 Discipline Needed to Govern, as modified by Member Chevalier’s additional revisions. Motion carried unanimously.

Approved Revised Policy 3.3.1 Discipline Needed to Govern

The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as abiding by Board Policy, respect of roles, abiding by the majority’s decisions, and adherence to ethical practices.

- 2.7.b Policy 3.3.3.4 (Attached) **ACTION**

Member Chevalier suggested additional revisions to the policy.

Member Chevalier moved, seconded by Member Irwin, to adopt the revisions to Board Policy 3.3.3.4 Exercising Authority by Majority Decision, as modified by Member Chevalier’s additional revisions. Motion carried unanimously.

Approved Revised Policy 3.3.3.4 Board Operates with One Voice

Board members will exercise authority over the organization and the President only as they operate with one voice as a whole. Individual Board members will abide by and uphold the majority decisions of the Board.

3.0 Information Business – **INFORMATION**

3.1 Board Members' 2020 Annual Conflict of Interest Forms

The Board did not have any current conflicts of interest.

3.2 3D Construction Program **INFORMATION and DISCUSSION**

Dr. Diane Ryan provided information regarding the College's anticipated 3D Construction Program, including that the new program would be presented to the Governing Board in the future for approval.

3.2.1 Open Call for the 3D Construction Program

Tom Reilly favorably acknowledged the 3D Construction program and has offered his assistance to the College.

Sandy Griffis indicated that she supported the College moving forward with 3D Construction.

Bob Oliphant expressed skepticism about the viability of a 3D Construction program and urged the Board to proceed cautiously.

In response to Mr. Oliphant's comments regarding the Board's "secret meeting" to discuss the 3D Construction Program, Atty. Adams stated that the meeting was a public meeting at which the Board, went into executive session for legal advice, as allowed by statute. Member Chevalier stated that the Board came out of executive session and held a vote on purchasing equipment in the public session. Member Sigafos clarified that the Board held two votes in public session at the meeting; one to affirm the legal counsel the Board received in executive session and the second to amend the budget to account for the purchase of equipment.

3.3 Board Liaisons Reports

3.3.1 Board Spokesperson

Member Sigafos had no update.

3.3.2 Arizona Association of Community College Trustees (AACCT)

The next meeting will be March 19, 2020 at 10:00am and Zoom.

3.3.3 Yavapai College Foundation

The next meeting will be February 12, 2020 at 11:30am.

4.0 Board Action Items – **ACTION**

4.1 Appointments of the 2020 Board Member Liaisons – **ACTION**

Chair McCasland appointed the following Board Liaisons for 2020:

Board Spokesperson: Deb McCasland

Arizona Association of Community College Trustees (AACCT)

Representatives: Ray Sigafos and Deb McCasland

Yavapai College Foundation Representatives: Patricia McCarver and Deb McCasland

Chair McCasland noted that Member Chevalier had requested that he not be appointed to any liaison positions this year.

4.2.1 Annual Board Workshop – New Proposed Date: Friday, March 20, 2020 from 9:00am-4:00pm, Rock House, Prescott Campus
Member McCarver moved, seconded by Member Sigafoos, to request that other dates be provided to the Board on which the workshop might be held and to give authority to College Administration to schedule a date that is suitable for the entire Board to attend. Motion carried unanimously.

4.2.2 Dates and Times of Future Meeting and Events
4.2.2.a FY 19-20 Dates, Times and Places of Future Meetings (Attached)
4.2.2.a FY 19-20 Dates, Times and Places of Future Events (Attached)

4.3 Vote on the March Annual Board Workshop Focus - **ACTION**
Member Irwin moved, seconded by Member McCarver, to focus on monitoring process revisions at the next Board Workshop. Motion carried unanimously.

5.0 Adjournment of Regular Meeting – **ACTION**
Member McCarver moved, seconded by Member Sigafoos, to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 4:07pm.

Respectfully submitted:


Yvonne Sandoval, Recording Secretary

3/3/2020
Date


Ms. Deb McCasland, Board Chair


Dr. Patricia McCarver, Secretary