

Yavapai College
District Governing Board
Regular Board Meeting
Approved Minutes

Tuesday, March 3, 2020
1:00 p.m.
Sedona Center, Room #34
4215 Arts Village Drive
Sedona, AZ 86336

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: Procedural (Reference: Board Policy 3.4 Agenda Planning)
 - 1.1 Call to Order (Reference: Board Policy 3.4 Agenda Planning)
Chair McCasland called the Yavapai College District Governing Board Meeting to order at 1:00pm.
 - 1.2 Pledge of Allegiance (Reference: Board Policy 3.4 Agenda Planning)
The Pledge of Allegiance was led by Member Chevalier.
 - 1.3 Adoption of Agenda – **DECISION** (Reference: Board Policy 3.4 Agenda Planning)
Member Irwin moved, seconded by Member Chevalier, to adopt the Governing Board agenda. Motion carried unanimously.
 - 1.4 Board Minutes Approval – **DISCUSSION AND DECISION** (Reference: Board Policy 3.5.4 Secretary)
 - 1.4.1 Public Session Meeting Minutes – Tuesday, February 3, 2020 (*Attached*)
 - 1.4.2 Executive Session Confidential Minutes – Monday, January 27, 2020
 - 1.4.3 Executive Session Confidential Minutes – Monday, February 3, 2020
 - 1.4.4 Regular Board Meeting Minutes – Tuesday, February 11, 2020 (*Attached*)
Member Irwin moved, seconded by Member McCarver, to approve the District Governing Board Minutes for Tuesday, February 3, 2020; Monday, February 27, 2020 (executive session); Monday, February 3, 2020 (executive session); and Tuesday, February 11, 2020. Motion carried unanimously.
 - 1.5 Welcome to Guests (Reference: Board Policy 3.4 Agenda Planning)
 - 1.5.1 Open Call
None.

- 2.0 New Business: (Reference: Board Policy 3.2.1 Ownership Linkage)
- 2.1 Consent Agenda – **DECISION** (Reference: Board Policy 3.4.3.4 Consent Agenda)
- 2.1.1 Receipt of Report on Revenues and Expenditures for January 2020 (*Attached*)
- 2.1.2 2020-2021 Faculty Sabbatical Requests (*Attached*)
- 2.1.3 Curriculum Changes: Summary of New Program Proposal (*Attached*)
- 2.1.3.a Basic Residential Trades Certificate
- 2.1.3.b Brewing Technology Certificate

Member Chevalier requested that agenda item 2.1.1 Receipt of Report on Revenues and Expenditures for January 2020 be removed from the Consent Agenda for discussion.

Member McCarver moved, seconded by Member Irwin, to adopt the Consent Agenda with the exception of agenda item 2.1.1 Receipt of Report on Revenues and Expenditures for January 2020. Motion carried unanimously.

Member Chevalier asked questions regarding item 2.1.1 Receipt of Report on Revenues and Expenditures for January 2020.

Member Chevalier moved, seconded by Member McCarver, to adopt the agenda item 2.1.1. Receipt of Report on Revenues and Expenditures for January 2020. Motion carried unanimously.

- 2.2 President's Monitoring Reports –**MONITORING, DISCUSSION, AND DECISION** (Reference: Board Policy 3.4.4 President Monitoring)

- 2.2.1 Policy 2.2 Treatment of Students (*Attached*)

Member McCarver moved, seconded by Member Irwin, we have read the President's Monitoring Report regarding Policy 2.2 Treatment of Students, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.2 Treatment of Students. Motion carried unanimously.

- 2.2.2 Policy 2.5 Financial Condition and Activities (*Attached*)

Member McCarver moved, seconded by Member Sigafos, we have read the President's Monitoring Report regarding Policy 2.5 Financial Condition and Activities, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.5 Financial Condition and Activities. Motion carried unanimously.

- 2.3 2020-2021 District Governing Board Budget Proposal – Dr. Clint Ewell – **DISCUSSION AND DECISION** (Reference: Board Policy 3.7.1 Budget)
- Dr. Ewell presented the budget and noted that because of expenses related to the upcoming governing board elections, the budget is higher than last year. The exact amount of those expenses is still not certain, and they may be higher than estimated. Board members discussed various aspects of the Governing Board proposed budget, including costs that might be reduced or eliminated.

Member McCarver moved, seconded by Member Irwin, to approve the 2020-2021 District Governing Board Budget Proposal. Motion carried unanimously.

- 2.4 2020-2021 Preliminary Capital Budget Review – Dr. Clint Ewell – **DISCUSSION AND DECISION** (Reference: Board Policy 3.7.1 Budget)
Dr. Ewell gave a presentation on the 2020-2021 Preliminary Capital Budget Review. The Board discussed potential expansion of its facilities in Sedona and Clarkdale.

SHORT RECESS

Meeting recessed at 2:14pm; reconvened at 2:32pm

Dr. Ewell updated the Board on a potential five-year lease of property for the Verde Valley Skilled Trade Center on Highway 260. The lease is still in negotiation, and if the College enters into a lease agreement, the College would need to make renovations and improvements to the space in an amount that would require the Board's approval.


- 3.0 Information Business: (Reference: Board Policy 3.2.1 Ownership Linkage) –
INFORMATION AND DISCUSSION
- 3.1 President's Report (Reference: Board Policy 2.8 Communication and Support to the Board)
- 3.1.1 Presentation on Open Education Resources – Drs. Rhine and Ryan
(*Attached*)
Drs. Rhine and Ryan gave a presentation on Open Education Resources.
- 3.1.2 Budget to Actual Monthly Report and Cash Reserves Monthly Report
(*Attached*)
The Budget to Actual Monthly Report and Cash Reserves Monthly Report is provided in the Board's packet.
- 3.1.3 Wine Making Program
Dr. Rhine showcased the Wine Making Program Book that was design by the Marketing Department at Yavapai College. The book will be used as a marketing tool for the program.
- 3.2 Vice President of Instruction – Dr. Diane Ryan (Reference: Board Policy 2.8 Communication and Support to the Board)
- 3.2.1 Introduction of Dr. Tina Redd, Verde Valley Campus Dean
Dr. Diane Ryan introduced Dr. Tina Redd to the Board.
- 3.2.2 Faculty Senate – Dr. Matthew Percy, Chair of the Curriculum Committee
(*Attached*)
Dr. Matthew Percy gave a presentation on the Curriculum Committee and DACUM.

- 3.3 Vice President of Student Development – Mr. Rodney Jenkins (Reference: Board Policy 2.8 Communication and Support to the Board)
- 3.3.1 Strategic Enrollment Management (*Attached*) – Dr. Tom Hughes and Ms. Diana Dowling
Mr. Rodney Jenkins, Dr. Tom Hughes, and Ms. Diana Dowling gave a presentation on Strategic Enrollment Management.
- 3.4 Board Self-Evaluation of Board Policies (Reference: Board Policy 3.1.5 Self-Evaluation)
- 3.4.1 Review Board Policy 3.1 Governing Focus and Style (*Attached*)
- 3.4.2 Review Board Policy 3.3 Board Member Code of Conduct and Ethics (*Attached*)
- 3.4.3 Review Board Policy 3.5 Board Chair and Other Officer Roles (*Attached*)
- 3.4.4 Evaluate Board Policy 4.4 Monitoring President Performance (*Attached*)
The Board had a discussion on Board Policies 3.1 Governing Focus and Style, 3.3. Board Member Code of Conduct and Ethics, 3.5 Board Chair and Other Officer Roles, and 4.4 Monitoring President Performance.
- Board members discussed the comments submitted regarding these policies and identified the need to discuss additional potential language changes at a future Board workshop meeting. Atty. Adams, Board Legal Counsel, noted that a revised version of the Policy 3.1.1. was approved at the Board's last meeting to reflect the input of Member Chevalier.
- 3.5 Board Liaisons Reports (Reference: Board Policy 3.4 Agenda Planning)
- 3.5.1 Board Spokesperson – Board Chair McCasland
Board Chair McCasland had an interview with the Daily Courier Newspaper at the February 11, 2020 Board Meeting.
- 3.5.2 Arizona Association of Community College Trustees (AACCT) – Board Chair McCasland and Member Sigafos
Board Chair McCasland will notify the President's Office about the next meeting, which is scheduled for March 19, 2020, and the availability to use Zoom.
- 3.5.3 Yavapai College Foundation – Member McCarver and Board Chair McCasland
Board Chair McCasland and Member McCarver gave a report on the Yavapai College Foundation. The next meeting will be on March 13, 2020 at the Verde Valley Campus.
- 3.6 Dates and Time of Future Meetings and Events (Reference: Board Policy 3.4 Agenda Planning)
- 3.6.1 2019-2020 Dates, Times, and Places of Future Meetings (*Attached*)
- 3.6.2 2019-2020 Dates, Times, and Places of Future Events (*Attached*)

4.0 Adjournment of Regular Meeting: Procedural - **DECISION** (Reference: Board Policy 3.4 Agenda Planning)
Member McCarver moved, seconded by Member Irwin, to adjourn the meeting.
Motion carried unanimously.

Regular meeting adjourned at 4:17pm.

Respectfully submitted:



Yvonne Sandoval, Recording Secretary

5/21/2020

Date



Ms. Deb McCasland, Board Chair



Dr. Patricia McCarver, Secretary