



## Yavapai College District Governing Board

### Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, May 14, 2013 1:00 PM

Prescott Campus  
1100 E. Sheldon Street  
Prescott, AZ 86301

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 Website will post meeting recordings approximately 12 days after each Board meeting at <http://www.yc.edu/v4content/governing-board/>.

#### **Members Present:**

Dr. Patricia McCarver, Chair/Secretary  
Dr. Dale Fitzner, Board Member

Mr. Herald Harrington, Board Spokesperson  
Mr. Robert Oliphant, Board Member

Absent - Mr. Ray Sigafos, Chair

Staff and Guests Attending Meeting Lists 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 12:59 p.m.

##### **3. Pledge of Allegiance – PROCEDURAL**

The Pledge of Allegiance was led by Mr. Oliphant.

##### **4. Welcome to Guests and Staff – PROCEDURAL**

Chair McCarver welcomed all guests and staff.

##### **5. Approval of April 16, 2013, District Governing Board Regular Board Meeting Minutes - DISCUSSION AND/OR DECISION**

**Mr. Harrington moved, seconded by Mr. Oliphant, to approve the April 16, 2013 Regular District Governing Board Minutes. Motion carried unanimously.**

##### **6. Adoption of Agenda – DECISION**

**Mr. Oliphant moved, seconded by Dr. Fitzner to adopt the agenda with the exception to move item #31 to follow item #18. Motion carried unanimously.**

##### **7. Open Call - PROCEDURAL**

No requests to speak were received.

##### **8. INFORMATION - HEADING**

##### **9. Recognition of Faculty Members' Advancement to Continuing Contract Status - INFORMATION AND DISCUSSION (refer to Board packet, pg. 12)**

Chair McCarver welcomed the Faculty members, and the Deans of each division introduced New Continuing Contract Faculty.

- Sal Buffo, Visual, Performing, and Liberal Arts
- Larry Grimm, Visual, Performing, and Liberal Arts
- Lauren McCrea, Visual, Performing, and Liberal Arts
- Josh Schmidt, Sciences and Health
- Maria Thomas, Sciences and Health
- Kara Giannetto, Sciences and Health
- Beth Beecham, Foundation Studies
- Laura Cline, Foundation Studies
- Justin Brereton, Career and Technical Education

##### **10. SHORT RECESS – PROCEDURAL**

Meeting recessed at 1:14 p.m.; reconvened at 1:22 p.m.

## 11. CONSENT AGENDA – HEADING

12. **Receipt of Report on Revenues and Expenditures – April 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 14-23)
13. **Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - April 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 24-26)
14. **Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – April 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 27-29)
15. **Approval of Public School Dual Enrollment Intergovernmental Agreement - RECEIPT, DISCUSSION, AND/OR DECISION**  
Item #15 was pulled from the Consent Agenda and discussed under the Regular Agenda.
16. **Approval of YouthSTEP Intergovernmental Agreement - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs.49 - 62)
17. **Approval of Curriculum Proposals: Deletion of Medical Coding Certificate and Police Certification Certificate- RECEIPT, DISCUSSION, AND/OR DECISION**  
(refer to Board packet, pgs.63 - 68)  
**Mr. Harrington moved, seconded by Mr. Oliphant, to approve the Consent Agenda as written with the exception and removal of item #15. Motion carried unanimously.**

15. **Approval of Public School Dual Enrollment Intergovernmental Agreement - RECEIPT, DISCUSSION, AND/OR DECISION**  
Item #15 was pulled from the Consent Agenda and discussed under the Regular Agenda. The Board requested that the opinion of Legal Counsel from District Governing Board April 16, 2013, regarding retro-active date be incorporated into the approval of this agreement.  
**Mr. Harrington moved, seconded by Mr. Oliphant, to approve the Dual Enrollment Intergovernmental Agreement. Motion carried unanimously.**

## 31. Approval of the Preliminary Budget for FY 2013-2014 - DISCUSSION AND/OR DECISION

Item #31 was moved to follow item #18 (see Adoption of Agenda Motion)

(refer to Board packet, pgs. 124 – 158 and Power Point – FY2013-14 Preliminary Budget Overview)  
Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the Preliminary Budget for 2013-2014.

Mr. Oliphant addressed the following:

- Capital Expenditure for the YC Performing Arts Center
- Capital Expenditure for the Multi-Purpose Field
- Allocation of Institutional Scholarship funds

**The Board requested additional information of the allocation of Institutional Scholarship funds, to include analysis and benchmarking.**

**Dr. Fitzner moved, and seconded by Mr. Harrington, to approve the Preliminary Budget for FY 2013-2014. 3 yes votes and Mr. Oliphant abstained. Motion carried by consensus.**

## 18. INFORMATION - HEADING - CONTINUED

19. **Information from the President RE: Commencement Activities; Charles Mabery Recognition; Transfers and Other Expenditures; Campus Master Plan; College Highlights; and Other Related Issues – INFORMATION AND/OR DISCUSSION** (refer to Board packet, pgs. 70 - 76)  
Dr. Wills reported that:
  - Phi Theta Kappa has become a Five Star Chapter in just two years and that is a reflection of the strong advisors.
  - Commencement Activities – 62 Verde and 189 Prescott graduates, with 150 Verde and 1500 Prescott guests. Complimented Student Services
  - Charles Mabery - Attached - Information Only
  - Transfers and Other Expenditures – informed the Board that the Plant and General Voucher forms will no longer be produced or submitted for the Board's approval, as this information is a duplicate of other financial reports and not required by the Arizona Statutes.
  - Campus Master Plan – David Laurence, Director of Facilities, updated the Board on the upcoming meetings schedule.
  - College Highlights - April 2013 - Attached - Information Only
  - Other Related Issues

- 20. Update from Instruction and Student Services to Include: 2014-2015 Academic Calendar; International Fire Service Accreditation Review; Dual Enrollment Program; Report from Faculty Senate; Division Update; and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board packet, pgs.77 - 97)
- 2014-2015 Academic Calendar (see attached)
  - International Fire Service Accreditation Review – John Morgan, Dean of Career and Technical Education, reported that this accreditation recognizes Yavapai College as an international/global training institute.
  - Overview of Dual Enrollment Program - Tom Hughes, Director of Institutional Effectiveness and Research and Dean Holbrook, Foundation Studies Division Dean. (refer to 81 – 95)
  - Faculty Senate – Introduction of Joan Fisher, new Faculty Senate President.
  - Instruction Support and Improvements Division Update. Stacey Hilton reported on this years' Summer Institute, a 3 day event, and invited all Board members to attend.

**22. SHORT RECESS – PROCEDURAL**

Meeting recessed at 3:18 p.m.; reconvened at 3:30 p.m.

**21. Reports from Board Members – INFORMATION AND/OR DISCUSSION**

Mr. Oliphant reported attendance at various activities and events related to Yavapai College.

Dr. Fitzner and Mr. Harrington recognized the outstanding commencement activities and extended Senator Crandell's compliments of the Verde Valley Graduation.

The Board requested to include an item on the next agenda regarding A.R.S 41-725 Finance - Comprehensive database of receipts and expenditures of state monies; local reporting; definition.

**23. MONITORING REPORTS - HEADING**

**24. Receipt of President's Monitoring Report – Executive Limitation 2.0 – Executive Limitations – MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs.100 - 106)

All Board members agreed reasonable interpretation, sufficient evidence and compliance with no comments.

Mr. Harrington moved, seconded by Dr. Fitzner, that he has read the President's Monitoring Report regarding Policy 2.0, he believes that the interpretation of the policy provided is reasonable, and he believes that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, he moved that the Board accept the Monitoring Report for Policy 2.0. Motion carried unanimously.

**25. Receipt of President's Monitoring Report – Executive Limitation 2.1.2 – Treatment of Students – MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 107 - 115)

All Board members agreed reasonable interpretation, sufficient evidence and compliance with no comments.

Mr. Harrington moved, seconded by Dr. Fitzner, that he has read the President's Monitoring Report regarding Policy 2.1.2, he believes that the interpretation of the policy provided is reasonable, and she believes that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, he moved that the Board accept the Monitoring Report for Policy 2.1.2. Motion carried unanimously.

**26. Board Self-Evaluation – RE: Policy 3.0 – Governance Process – MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs.116 - 117)

All Board members agreed the policy is relevant and in compliance, with no comments.

**27. Board Self-Evaluation – RE: Policy 3.4 – Agenda Planning – MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs.118 - 120)

All Board members agreed the policy is relevant and in compliance, with no comments.

**28. Board Self-Evaluation – RE: Policy 4.5 – Presidents Compensation and Benefits – MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs.121 - 122)

All Board members agreed the policy is relevant and in compliance, with no comments.

**29. President's Evaluation Process - DISCUSSION AND/OR DECISION**

Board requested that the following process be implemented by staff and Board members to complete the President's Evaluation Process:

At the June 11, 2013 District Governing Board meeting, the Board is schedule to evaluate the President's performance for FY 2012-2013. The evaluation will be based on the President's progress

in meeting the Ends established by the Board and her compliance with the Executive Limitations and other applicable Board policies, as set forth in the Monitoring Reports. The following is the suggested schedule to complete the process:

1. The Board members will receive a performance summary from the President, applicable Monitoring Reports and other relevant information, and evaluation forms by May 17, 2013.
2. Board members are requested to complete the evaluation and forward to Lynne Adams, Legal Counsel, no later than June 1, 2013.
3. The information will be compiled and communicated to Board members, by Legal Counsel.
4. The Board will present the compiled information to President Wills at the June 11, 2013 District Governing Board meeting in executive session.
5. The Board will provide an evaluation summary of the president's performance and written outline of the Board's conclusion during the executive session.

### **30. POLICY ISSUES - HEADING**

#### **31. Approval of the Preliminary Budget for FY 2013-2014 - DISCUSSION AND/OR DECISION**

Item #31 was moved to follow item #18 (see Adoption of Agenda Motion).

### **32. OWNERSHIP LINKAGE – HEADING**

#### **33. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT), and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION**

- Dr. Fitzner is organizing an AADGB meeting to be held in June in collaboration with Arizona Community College Presidents' Council.
- Dr. Fitzner, Dr. Wills, Dr. Clint Ewell, Vice President for Finance and Administrative Services, and Dr. Greg Gillespie, Vice President for Academic and Student Services, will participate in a Yavapai College presentation at the ACCT Leadership Congress – October 2013
- Dr. McCarver provided an update on the Annual Foundation meeting.

### **34. OTHER INFORMATION – HEADING**

#### **35. Correspondence to the Board – RECEIPT**

Board Correspondence included: Northern Arizona University-Yavapai Graduation invitation

#### **36. Proposed Dates and Places of Future Meetings for 2013 - DISCUSSION AND/OR DECISION**

(refer to Board packet, pgs.161 - 162)

- Board approved the relocation of September 10, 2013 District Governing Board meeting from Chino Valley Agribusiness Center to Verde Valley Campus.
- The Board discussed the District Governing Board Annual Retreat to tentatively be held September 9 and 10, 2013 at the Verde Valley Campus, with Ownership Linkage (budget, regional economic impact, group facilitation, and public relations) as the focus.
- The Board approved to change the August District Governing Board meeting to August 6, 2013, as Dr. Fitzner is not available to attend the August 13, 2013 meeting.

**The Board requested staff to research possible facilitator.**

### **37. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**

**Dr. Fitzner moved, seconded by Mr. Harrington, that the meeting be adjourned. Motion passed unanimously.**

Regular meeting adjourned at 4:11 p.m.

Respectfully submitted:

\_\_\_\_\_/S/  
Karen Jones, Recording Secretary

Date: June 11, 2013

\_\_\_\_\_/S/  
Mr. Ray Sigafos, Chair

\_\_\_\_\_/S/  
Dr. Patricia McCarver, Secretary

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: [www2.yc.edu](http://www2.yc.edu).  
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*