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Area	District Governing Board Policies

101 College Priorities

Yavapai College exists so communities within Yavapai County have access to and are equipped with the knowledge and skills to improve quality of life. The College will achieve these results at a cost the Board believes is justifiable.

Priority 1: Education

Yavapai College values, supports, and assesses student success and achievement. The College's strategic, educational, and other plans shall be designed to achieve the following Governing Board expectations for student success:

1. Students demonstrate success in career and technical education that prepares them for employment success.
2. Students demonstrate success in transfer-level courses and are prepared to succeed at transfer institutions.
3. Students demonstrate success in baccalaureate level courses and are prepared to succeed in graduate-level courses.
4. Students demonstrate success in basic skills courses and are prepared to succeed in college-level courses.
5. Lifelong Learners have access to a variety of learning opportunities.
6. Students maximize their ability to complete courses, persist through program or course completion, and achieve their educational goals.
7. Students understand how to access resources that will reduce out-of-pocket costs as much as possible, including financial aid, grants, scholarships, and other support programs.

The President shall establish the institutional goals, operations, and accountability measures that the College will achieve to meet the goals for student success.

Priority 2: Economic

Communities in Yavapai County are supported in their efforts to lead economic development, with emphasis on generating and sustaining economic base jobs.

Priority 3: Community

Yavapai County residents have access to social and cultural opportunities.

Approval Signatures

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Area	District Governing Board Policies

201 Asset Protection

The Yavapai College President shall not allow assets to be unprotected, inadequately maintained or unnecessarily risked.

Accordingly, the President shall not:

1. Receive, process or disburse funds under internal controls that are insufficient to meet the applicable auditing standards.
2. Fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as part of the audit process.
3. Permit the College to be without adequate insurance against theft, fire and casualty losses, including liability insurance that covers Board members, staff and individuals engaged in activities on behalf of the College, or the College itself.
4. Allow intellectual property, information and files to be exposed to loss or significant damage.

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Area	District Governing Board Policies

202 Communication and Support to the Board

The Yavapai College President shall not permit the District Governing Board to be uninformed or unsupported in its work.

Accordingly, the President shall not:

1. Allow the Board to be without timely decision information to support informed Board choices, incidental information it requires, alerts to anticipated media coverage, actual or anticipated legal actions, materially or publicly visible internal changes, events, or occurrences.
2. Let the Board be unaware of any actual or anticipated non-compliance with any Board Policy.
3. Allow the Board to be without reasonable administrative support for Board activities.
4. Withhold, impede, or confound information relevant to the Board's informed accomplishment of its job.

Approval Signatures

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Area	District Governing Board Policies

203 Employee Compensation, Benefits, and Treatment of Personnel

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the President shall not:

1. Promise or imply guaranteed employment.
2. Establish current compensation and benefits that deviate materially from the geographic or professional market for skill employed.

With respect to the treatment of personnel in the Yavapai College community, the College President shall not allow conditions which are unlawful, unethical, unsafe, or disrespectful.

Accordingly, the president shall not:

1. Allow staff to be without current, enforced, written human resource policies that clarify personnel rules for employees, provide for effective handling of grievances and protect against wrongful conditions.
2. Be in noncompliance with any laws, rules and regulations pertaining to the treatment of employees.

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Area	District Governing Board Policies

204 Financial Conditions

With respect to the actual, ongoing financial conditions and activities, the Yavapai College President shall not cause or allow the development of financial jeopardy or a material deviation of actual expenditures from Board-stated priorities.

I. Accordingly, the President shall not:

1. Expend more funds than have been received or are available in reserves in the fiscal year
2. Allow unrestricted Current Fund reserves (General Fund and Auxiliary Fund) to drop below seventeen percent (17%) of the unrestricted Current Fund budget or Plant Fund reserves to drop below $1,000,000, to be effective no later than fiscal year 2024-2025.
3. Allow reserve funds to replenish at an inappropriate rate after, in accordance with specified Board approvals, funds have dropped below the President's authorized limits.
4. Allow the Board to be without monthly reports of budget deviations and reserves.
5. Allow planning that is not fiscally sound or doesn't build organizational capabilities sufficient to achieve board goals in future years.
6. Enter into any lease agreement as lessee for more than five-years in duration or that exceeds $200,000 per year without the District Governing Board approval.
7. Make any tenant improvements over $30,000 to leased property without the District Governing Board approval.
8. Make or delegate financial decisions for which legislation specifically requires delegation of authority from the Board except for the following, which the Board authorizes without the need for further Board approval provided the decisions are compliant with the Board's policies: pursuant to A.R.S. Section 15-1444(B)(2), the authority to enter in to a lease for real property

either as lessor or lessee on behalf of the College.

II. For purposes of the Expenditure Limit Report, the District Budget may be reduced to an amount equal to actual expenditures without District Governing Board action, once expenditures have been determined by the annual audit conducted on the District's Financial Statements. Any other modifications to the approved District Budget must be via formal District Governing Board resolution.

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Area	District Governing Board Policies

205 Treatment of Students

With respect to the treatment of students in the Yavapai College community, the College President shall not allow conditions which are unlawful, unethical, unsafe, or disrespectful.

Accordingly, the president shall not:

1. Allow students to be without current, enforced, written college policies that clarify Yavapai College rules, provide for effective handling of grievances and protect against wrongful conditions.
2. Be in noncompliance with any laws, rules and regulations pertaining to the treatment of students.

Approval Signatures

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Area	District Governing Board Policies

206 Planning

The Yavapai College President shall not permit planning that allocates resources in a way that deviates materially from Board-stated College Priorities, as set forth in Board Policy 101, risks fiscal jeopardy or does not enable the long-term ability of the College to achieve Board priorities.

Accordingly, the president shall not:

1. Operate without a documented, multi-year strategy that can reasonably be expected to achieve Board priorities.
2. Permit planning that risks any situation or donation described as unacceptable in the “Financial Conditions” Policy.

Approval Signatures

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Owner	Kimberly Whitman: Secretary to District Governing Board
Area	District Governing Board Policies

207 President Compliance

The Yavapai College President shall not use community college resources or employees to influence elections, including elections of Governing Board members, except as otherwise allowed by law.

Approval Signatures

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Area	District Governing Board Policies

301 Board Budget

1. Because poor governance costs more than learning to govern well, the Board shall invest in its governance capacity.
2. Costs shall be prudently incurred, though not at the expense of endangering the development and maintenance of superior Board capability.
3. The Board shall develop its budget by April each year to ensure its inclusion in the overall College budget, and the budget shall include, but not be limited to, allowances for support and training (including consulting and technical services, orientation, conferences, and workshops); audits and other third-party monitoring of organizational performance; Board linkages (surveys, focus groups, etc.); and Board legal services.

Approval Signatures

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Area	District Governing Board Policies

302 Board Chairperson Role & Authority

The Yavapai College District Governing Board Chairperson (referred to as Board President in Arizona statute) is to ensure the integrity of the Board's process and to represent the Board to outside parties. The Chairperson's responsibilities include, but are not limited to, the following items. The Chairperson shall:

1. Ensure that the Board acts consistent with its own policies and those imposed upon it by law and regulations.
2. Ensure that meeting agendas include only those issues which clearly belong to the Board to decide. The President may include appropriate agenda item(s) that is/are informational or require motion(s) from the Board.
3. Ensure that deliberations are timely, fair, orderly, and thorough, but also efficient, limited to time and kept to the point.
4. Endeavor to ensure that all Board members are treated with fairness and respect at all Board meetings.
5. Identify and ensure that any violations of the Board's policies concerning individual and group behavior are addressed promptly and in an appropriate manner.
6. Ensure that the Board self-evaluates at least once a year with the intention of evaluating the Board and Board members' compliance with Board Policy.
7. Ensure that new Board members will be oriented in a manner that ensures acquaintance with all the Board's most critical responsibilities, documents, and processes. Board members will be familiarized with:
    a. Title 15, Chapter 12- Community Colleges, of the Arizona Revised Statutes and with the Open Meeting Law.

b. The Board's policy manual.

c. The principles and practices of policy development (through relevant readings and workshop attendance).

d. The responsibilities of all staff engaged in Board support (including a meeting with the President).

8. Appoint Board liaisons annually. The role of the Board liaisons is to serve as a communication representative between the Board and the committee. The Board liaisons serve as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in meetings and conference calls of their assigned committees. Board liaisons should provide input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are:

    a. Foundation Liaison.

    b. AACCT Representative.

    c. Board Spokesperson, who is the formal conduit for the Board and is responsible for communicating Board decisions with the public and the media. When acting in her/his official capacity as Board Spokesperson, the Spokesperson shall speak with one voice on behalf of the Board, instead of communicating her/his personal views on the matter. If appropriate in the Chair's judgment, the Chair may designate at any time another Board member to serve as an adjunct Spokesperson on specific matters for a specific period of time.

The Chair has the authority to make all decisions that fall within a reasonable interpretation of the Board's governance process and Board-president relationship policies. The Chair does not have the authority to make decisions that fall within the Board's goals or Presidential Role policies. Therefore, the Chair has no authority to supervise or direct the President.

The Chair is empowered to chair Board meetings with all commonly accepted power of that position (e.g., ruling, recognizing).

The Chair has the authority to publicly state Chair decisions and interpretations within the area delegated to her/him.

The Chair may delegate her/his authority at any time but remains accountable for its use.

The YC District Governing Board members hereby delegate to the Chair or his/her designee the authority to sign on behalf of the Board and/or Yavapai College such documents as have been approved by the Board at a legal meeting.

Approval Signatures

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Area	District Governing Board Policies

303 Board Committees

The Yavapai College Governing Board may appoint committees to assist the Board in the fulfillment of its duties and not supplant the Board's role.

1. Board committees may be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have directed dealings with current staff operations.
2. Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority for Board Committees shall be carefully stated in order not to conflict with authority delegated to the President.

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	Yvonne Sandoval: President's Office Executive Assistant	2/26/2024

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Area	District Governing Board Policies

304 Board Elections & Appointments

Pursuant to A.R.S. § 15-1443(B), the Yavapai College District Governing Board shall elect a Chair and Secretary at the first regular meeting of each calendar year.

The Chair and Secretary shall each serve a one-year term. Each officer shall serve from the end of the meeting at which they are elected until the end of the meeting at which their successors are elected. Whenever possible, the Board Chair position shall be rotated among current Board members

Transitional Provision – 2026

In 2026, The board shall, at the next regularly scheduled meeting following adoption of this policy, elect a Chair and Secretary. The officers elected at that time shall serve until January 2027, at which time their successors shall be elected. The terms of the newly elected officers shall commence at the conclusion of that meeting.

The newly elected Chair shall appoint appropriate Board Liaisons through January 2027 at the first regularly scheduled meeting following the meeting at which the Chair is elected.

The following procedure shall govern the nomination and election of the Chair and Secretary:

1. The current Board Chair shall call for nominations for the office under consideration.
2. When the Chair determines that no further nominations are forthcoming, the Chair shall declare nominations closed.
3. Nominees shall be invited to speak in alphabetical order by last name. After all nominees have been given an opportunity to speak, other Board members may speak regarding the nominees.
4. The Chair shall call for a vote on the nominees in a randomly selected order. Voting shall continue until one nominee receives a majority vote of the Board members present and voting.

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5. Upon a nominee receiving a majority vote, the election for that office is complete, even if other nominees have not yet been voted upon.
6. If no nominee receives a majority vote, the nomination and election process shall be repeated until an officer is elected.

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Area	District Governing Board Policies

305 Board Governing Focus & Style

The Board aspires to govern Yavapai College proactively. The Board shall stay adequately informed by incorporating reports from the President on strategic issues in Board meetings. The Board shall engage in strategic thinking with a style which emphasizes:

1. Outward vision rather than an internal preoccupation; however, the President will keep the Board informed of the College's work. (Refer to Board Policy 202).
2. Diversity in viewpoints;
3. Leadership focused on the future, derived from an understanding of the past and present;
4. Clear distinction of Board and Staff roles;
5. Collective rather than individual decisions; and
6. Intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects.

Approval Signatures

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Area	District Governing Board Policies

306 Conflict of Interest

I. The Board expects of itself that all decisions made by the Board demonstrate a clear lack of conflict of interest by an single Board Member of the Board as a whole. The Board shall:

1. Avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to fiduciary responsibility to the College's ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the Board.
2. Not conduct private business or self-dealing or provide personal services between any Board member(s) and the organization except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.
3. Not use their positions to obtain employment in the College for themselves, family members or close associates.
    a. Should a Board member or the Board member's spouse be considered for employment by the College, the Board member must withdraw from any deliberations and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. If a Board member or the Board member's spouse accepts employment from the College, the Board member must resign his/her Board position in accordance with AZ statute.
4. Refrain from using their Board position for personal or partisan gain, take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.

II. When voting on a matter under consideration that involves or appears to involve a conflict of interest, the member shall declare the conflict at the beginning of discussion on an issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict.

Every January or at the start of a Board member's term to assist in identifying any potential conflicts, each Board member shall complete and submit a Conflict of Interest form to be turned in to the Board attorney for presentation to the board in a public meeting. Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.

Approval Signatures

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Area	District Governing Board Policies

307 Board Member Responsibilities and Obligations

District Governing Board members shall operate in ways mindful of the Board's civic trustee obligation to all residents of the county and its lawful obligations in compliance with Title 15, Chapter 12 Community Colleges of the Arizona Revised Statutes and all other applicable federal and state statutes and regulations.

1. Direct, control and inspire the College through the establishment of written policies that clearly define the College's values.
2. Produce written governing policies which address the broadest levels of all organizational decisions and situations.
3. Annually approve the strategic direction of the College.
4. Use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute his/her individual values for the group's values.
5. Ensure the continual development of governance capability, including periodic Board trainings and discussions of process improvement.
6. Exercise authority over the College and the President only as they operate with one voice as a whole. Individual Board members will abide by and uphold majority decisions of the Board.
7. Seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will focus on the welfare to the entire Yavapai College District.
8. Work carefully with the public to ensure use of standard College procedures for handling community complaints or grievances. When individual Board members receive complaints from members of their constituency, the following process shall be followed:
    a. The Board member will encourage the individual(s) to contact an appropriate

College staff member, and the Board member will also contact the President. The President will let the Board member know when the College processes have been followed and the complaint addressed.

9. Approve names for district real property, as recommended by the President.
10. The version of the policies most recently adopted by the Board replace and supersede all prior versions and is the only version that is binding on the College.
11. In addition to any other requirements under the Open Meeting Law for any type of communications between the Board and the College administration, Board members will comply with the following electronic communication directives to protect the Board from inadvertent violations of the Open Meeting Law:

    a. Board members may not use electronic messages of any kind (email, text messages etc.) to communicate with another Board member or members about any matter than may foreseeably come before the Board at a future date for Board action

    b. Board members may use electronic messages to communicate with designated District Governing Board staff regarding College or Board business, including requests for factual information related to the College or Board, as long as no other Board members are copied on such message

    c. Board members may not forward electronic messages that received from College administration to any other Board member, regardless of whether the Board member forwarding the message adds a personal comment to the forwarded message or not

    d. Board members may use an electronic message to communicate a request to the Board Chairperson that a matter be placed on a future Board meeting agenda if no other Board members are copied on such messages

    e. College administration may use electronic messages to communicate with a quorum of the Board about College and Board business, including requests for factual information, as long as the messages from administration blind copy the Board members and do not communicate the opinion of any Board member regarding the subject matter(s) addressed in the message.

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Area	District Governing Board Policies

308 Board Planning & Agenda

To accomplish its job products with a governance style consistent with the Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation. The Board's planning shall include each year that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long- term priorities. The Board shall start with the Board's development of its agenda for the next year. Community outreach shall be determined and arranged, to be held each year. Governance education and development (e.g., Board training, demographers, advocacy groups, studying internal and external publications, attending conferences etc.) shall be arranged each year and will be held during the year.

Board agendas will distinguish between items for discussion, items for decision, and items on the Board's consent agenda.

The President and any member of the District Governing Board may have an item be placed on a Board meeting agenda.

A Board Member who wishes to place an item on the agenda should do the following through the Board Chair:

1. If such request is submitted more than four working days prior to the start of a regularly scheduled meeting, the Board Chair shall place the requested item on the agenda for that meeting. If the item is requested less than four working days before the Board meeting, then that item shall be placed on the agenda for the next scheduled Board meeting.
2. If the Chair determines that a matter raised by a Governing Board Member is an issue for the President, the Chair shall refer the matter to the President and notify all Board Members accordingly.

Clarification of the Chair's Role

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With respect to agenda items requested by Board members, the Board Chair's role is procedural rather than discretionary. The Chair may determine appropriate agenda categorization (discussion, action, or information) and sequencing, but shall not exercise judgement as to whether a requested item is placed on the agenda, except as expressly provided above.

Mandatory Agenda Items

The following item shall be placed on every Board meeting agenda:

1. Adoption of Agenda
2. Open Call
3. Requests for items to be places on the next Board agenda

Location of Board Meetings and Workshops

Regular and special meetings and workshops of the District Governing Board will be held preferably in person with a virtual option. Governing Board meetings shall be held at a physical location accessible to the public, except when the Board determines that circumstances necessitate an alternative meeting format.

If a Board meeting is conducted virtually, the specific reason for not holding the meeting fully in person shall be stated on the public meeting agenda and disclosed at the outset of meeting.

Nothing in this section shall be constructed to limit the Board's authority under applicable law; however, deviation from in-person meetings shall not be routine and shall be supported by a stated comprehensive rationale in the interest of transparency and public trust.

The Board shall use a consent agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making. Therefore, the consent agenda will be used to:

1. Deal with items which the Board has delegated but is required to review or receive by relevant law or contract.
2. To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.
3. Any Board member may require any item be taken off the consent agenda and replaced as a regular agenda item for discussion and, if appropriate, possible action.

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	Yvonne Sandoval: President's Office Executive Assistant	2/26/2024

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Area	District Governing Board Policies

309 Board Secretary's Role

Unless the Chair has delegated her/his authority otherwise pursuant to the Board policy on Chair delegation, the Yavapai College District Governing Board Secretary fulfills the duty of Chair in the absence of the Chair, including chairing Board meetings and signing documents on behalf of the Board and/or Yavapai College.

The Secretary assures the accuracy of the Board documents. The Board has its own documents, so the accuracy of Board records is critical for historical purposes. The Secretary attests to the Board's adoption of policy.

Approval Signatures

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Area	District Governing Board Policies

310 Code of Conduct and Ethics

The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members. The Board shall:

1. The Board will protect the mission of student learning and student success as they protect the long-term interests of the college.
2. Yavapai College District Governing Board will demonstrate a commitment to informed, ethical decision-making based on what is best for the students, the college and the community--not on special interests or personal agendas.

Members will review Board materials provided, attend scheduled meetings, and request data and information through protocols established by the Board in conjunction with the President. In addition: per Yavapai College Board Policy 401, Delegation to and Accountability of President, the Governing Board has delegated the day-to-day management of Yavapai College to the President.

Therefore,

1. Each Board member acknowledges the distinction between governance and administration of the College. The Board's primary function is to establish the policies by which the College shall be administered. Authority for day-to-day administration—including initiating policy directives, administering academic programs, conducting College business, directing staff and faculty, and implementing Board actions—is delegated to the College President.
2. Governing Board members shall respect this delegation of authority.
3. Each Board member shall respect the authority delegated to the President by the Governing Board and shall conduct themselves professionally and responsibly in public communications, consistent with their governance and fiduciary responsibilities.

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4. The Governing Board and the College President share responsibility for creating and maintaining a spirit of cooperation and a mutually supportive working relationship. Each Yavapai College District Governing Board member and the College President shall promote a healthy working relationship through respectful, open, and honest communication, consistent with their respective roles and responsibilities.

5. Authority rests with the entire board and not individuals. The Board's voice is only expressed through the policies and actions it takes in official meetings. Once the Board has decided on a policy or position, each Board member must be prepared to honor the Board's decision. As individuals, the Yavapai College District Governing Board members have no legal authority to determine policies, programs, or procedures, or to direct the President or any staff. Board members do not speak or act on behalf of the College unless authorized by a majority vote of the Board.

6. Each Board member understands that the President is the primary contact with the college community. Nothing in this policy shall be construed to prohibit a Board member from publicly expressing concerns, criticism, or dissent regarding the President or the College in the exercise of their governance and fiduciary duties.

7. Each Board member will maintain appropriate confidentiality of all executive {closed} sessions, as required by Arizona state statutes, 38-431.03. Each Board member will be expected to understand the Family Educational Rights and Privacy Act (FERPA), and act accordingly.

8. The Board will monitor inappropriate behavior of the Board as a whole and individual Board members and take appropriate corrective action when necessary.

9. Each Board member shall respect the authority delegated to the President by the Governing Board and shall conduct themselves in a professional and respectful manner in public communications, consistent with the Board's governance role.

10. Each Board member should be knowledgeable of the Higher Learning Commissions Criteria for Accreditation, especially as it relates to the Board (see HLC Criteria 2.C and assumed practices A11-12 below). Therefore, the Board's performance as a whole and as individuals has the potential to positively and/or negatively affect accreditation.

11. The Yavapai College District Governing Board will devote time to activities that will enhance their knowledge of the college, and higher educations' issues as they engage in a regular and ongoing process of professional development, continuous improvement, self-assessment, and participate in college events as appropriate.

The Higher Learning Commission Accreditation Criteria #2 (in part)

2.C. Board Governance—In discharging its fiduciary duties, the institution's Governing Board is free from undue external influence and empowered to act in the best interest of the institution, including the students it serves.

The Higher Learning Commission Assumed Practices – A. Integrity: Ethical and Responsible Conduct (in part)

11. The Governing Board is trained and knowledgeable on all subject matter necessary to discharge its legal and fiduciary responsibilities, and to otherwise make informed decisions with respect to the institution's financial and academic policies and procedures.

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12. The Governing Board delegates day-to-day management of the institution to the institution's administration and expects the institution's faculty to oversee academic matters.

Fiduciary Duties

A community college trustee's fiduciary duties consist of three principal obligations: Duty of Care, Duty of Loyalty, and Duty of Obedience.

Community college board members have three overarching obligations to their boards and institutions: Duty of Care, Duty of Loyalty, and Duty of Obedience.

The **Duty of Care** requires that board members/trustees always work in the best interests of the college by working collaboratively to make decisions based on sound information and to use deliberative judgments in the interest of their institutions. Board members have a duty to establish and implement reporting systems and regularly review reports from the CEO, to attend and participate in board meetings, to support decisions made by the board, to operate
transparently, and to fairly and regularly evaluate and compensate the college President who they employ.

The **Duty of Loyalty** prevents conflicts of interest. All community college trustees are obligated to forgo their personal and professional interests when working with their respective boards for
the sake of upholding this duty and protecting the interests of their college. They should pass and enforce conflict-of-interest policies, keep private institutional matters confidential, uphold whistleblower-protection policies, uphold open meeting laws and operate honestly.

The **Duty of Obedience** requires that all board members obey all requisite laws—local, federal, and state—as well as all board and institutional policies. As the ultimate body responsible for the well-being of the college, the board of trustees holds tremendous responsibility to set the example for all others by establishing and adhering to policies.

Source: Association of Community College Trustees

Approval Signatures

Step Description	Approver	Date
	Douglas Berry: Acting President	10/5/2026
	Brooke Hickman: Interim Executive Assistant, President's Office	10/5/2026

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Owner	Kimberly Whitman: Secretary to District Governing Board
Area	District Governing Board Policies

311 Awarding of District Governing Board Emeritus Status

PURPOSE

To confer District Governing Board Emeritus status to former Yavapai College District Governing Board Members in recognition of their extraordinary and significant contributions to Yavapai College.

Criteria

To be eligible for Emeritus status, Board members must meet all of these criteria:

1. Served, at minimum, two terms (12 years) on the Yavapai College District Governing Board
2. Served actively as Chair of the Board
3. Established a record of notable service and significant contribution to the College during his/her tenure on the Board which will continue to have a lasting impact on the institution.
4. Judged by the Board as an outstanding member throughout his/her tenure on the Board.
5. Nominated by a member of the District Governing Board; and
6. Approved by the District Governing Board through majority vote.

Privileges:

1. May include special invitations to District Governing Board and College meetings and functions.
2. May include invitation to walk in the college commencement processional and to be seated in a place of honor at commencement.

Limitations:

1. The District Governing Board Emeritus status is without financial compensation.
2. The District Governing Board reserves the right, by majority vote, to revoke honorary titles at its sole discretion.

Approval Signatures

Step Description	Approver	Date
	Yvonne Sandoval: President's Office Executive Assistant	3/28/2025
	Yvonne Sandoval: President's Office Executive Assistant	3/26/2025

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Area	District Governing Board Policies

401 Delegation to and Accountability of President

1. The Board's sole official connection to the operational organization, its achievements, and conduct shall be through the College President.
2. Only officially passed motions of the Board shall be binding on the President. Accordingly, decisions or instructions of individual Board members, officers or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.
3. The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly,
    a. Pursuant to A.R.S. 15-1444(A)(6) & (B)(4), the Board hereby delegates to the College President all of its authority to employ, specifically, it delegates all of its authority to enter into, amend, or terminate all employee contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of College President. The College President may designate others serving under the President to assist with the duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.
    b. The Board shall not evaluate, either formally or informally, any staff other than the President.
4. In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the

President's opinion, a material amount of staff time or funds or are disruptive. Refer to Board Policy 308 for dispute resolution.

5. The Board shall instruct the President through written policies which prescribe the organizational priorities to be achieved, allowing the President to use a reasonable interpretation of these policies. Accordingly,
    a. Board Priorities-The Board shall develop policies instructing the President to achieve certain results for certain recipients at a specified cost. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Board Priorities.
    b. Presidential Roles- The Board shall develop policies which define the latitude the President may exercise in choosing appropriate organizational means. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Presidential Roles policies.
    c. As long as the President shall use a reasonable interpretation of the Board's Priorities and Presidential Roles policies, the President shall be authorized to establish all further college operational policies, make all decisions, take all actions, establish all practices, and develop all activities.
    d. The Board may change its Priorities and Presidential Roles policies, thereby, shifting the boundary between the Board and Presidential domains. By doing so, the Board changes the latitude of choice given to the President. But, as long as any particular delegation is in place, the Board shall respect and support the President's choices.

Approval Signatures

Step Description	Approver	Date
	Yvonne Sandoval: President's Office Executive Assistant	2/26/2024

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Area	District Governing Board Policies

402 Monitoring Presidential Performance

Monitoring of the President's job performance shall be solely against the only expected job outputs, compliance with the Presidential responsibilities set forth in the Board Policy Manual, ratings on organizational functions included in the Board approved Presidential Evaluation Instrument, and performance on Annual Presidential Goals approved by the Board. Accordingly,

a. The President shall regularly present data to the Board by using one or more of three methods: 1) by internal report (President discloses compliance information), 2) by external report (third-party assesses compliance), or 3) direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate compliance criteria.
b. In every case, the standard for compliance shall be a reasonable President interpretation of the Board policy being monitored.
c. All policies which guide the President shall be monitored at a frequency and by a method chosen by the Board. The Board shall monitor any policy at any time by any method, but shall ordinarily depend on a routine schedule following the monitoring schedule in the Board's Annual Agenda Calendar

Approval Signatures

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Yvonne Sandoval: President's Office Executive Assistant	2/26/2024

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Area	District Governing Board Policies

403 President's Compensation & Benefits

The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President. The President's remuneration shall be decided in or about June of each year and shall be consistent with any existing contract, after a review of the President's performance over the last year.

Approval Signatures

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	Yvonne Sandoval: President's Office Executive Assistant	2/26/2024

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Area	District Governing Board Policies

404 Conferral of President Emeritus/a Status

Excellence at Yavapai College requires the understanding and support of leaders who participate in defining the mission and goals of the College, and devote time, talent, and resources toward their fulfillment. Certain of these leaders have distinguished themselves in service to the College and higher education. Accordingly, the District Governing Board may recognize a retiring President at the conclusion of their service through the conferral of Emeritus Status.

Criteria for emeriti status designation shall include:

1. An exemplary record of service through demonstrated commitment of time, talent, and resources.
2. Documented leadership in advancing the District Governing Board Priorities in its service to Yavapai College.

Authority to Confer Emeriti Status:

1. The District Governing Board of Yavapai College may confer emeriti status to a retired president after waiting a full year following active duty.
2. Any current District Governing Board Member may nominate a retiring or retired president of emeritus status, but the actual conference would not be effective until one year following the end of active duty.
3. Designation will require approval of the District Governing Board.

Rights and Privileges that may be conferred:

1. The District Governing Board may grant non-monetary rights and privileges to emeriti designees so long as such benefits do not interfere with other College policies.

2. Emeriti may receive regular notifications and materials related to meetings of the College, at which the designee emeriti will be a welcomed member in the audience.

The District Governing Board retains the authority of withdraw a President Emeritus title at its discretion, as it deems necessary and appropriate.

Approval Signatures

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Area	District Governing Board Policies

405 President Succession

In order to protect the College from sudden loss of Presidential services, the President shall have a written plan to address the President's short-term or long-term absences from the College. The plan shall be shared with the College administration and the Board. The President's plan shall include at least the following provisions:

1. For planned short-term absences out of state, at least one other senior member of the executive leadership team who is familiar with Board and Presidential issues and processes shall be available at the College during the absence. Prior to the President's absence, the President will identify the Administrator on Duty and empower that individual to take whatever action is necessary during that absence.
2. During planned short-term absences out of state, the President's whereabouts shall be available through the President's Executive Assistant and known by all members of the Executive Leadership Team and the Board.
3. For an unplanned long-term absence, the Board shall appoint one senior member of the executive leadership team to serve as Acting President during the President's absence.
4. In the event that an absence becomes permanent, the Board shall select the President's replacement after a widely advertised search, according to such terms as are approved by the Board.

Approval Signatures

Step Description	Approver	Date

Yvonne Sandoval: President's Office Executive Assistant	2/26/2024