

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

Approved Minutes of Meeting

Tuesday, August 14, 2007

Yavapai College

Prescott Campus, Rock House

1100 E. Sheldon Street

Prescott, AZ 86301

Recorded Board meetings may be viewed in the Tri-City area on
Cable Channel 13 on Wednesdays at 3:00 a.m. and 10:00 p.m.

Members Present:

Mr. Ray Sigafoos, Chair

Dr. Dale Fitzner, Board Member

Mr. Herald Harrington, Board Member

Dr. Patricia McCarver, Board Member and Acting Chair

Dr. Donna Michaels, Board Secretary and Spokesperson

Attorneys, Lynne Adams of Lewis and Roca LLP and Bill Whittington from Boyle, Pecharich, Cline & Whittington PLLC were in attendance. Staff and Guests Attending Meeting Lists are on file in the District Office.

1. Call to Order - Procedural

2. Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 1:00 p.m.

3. Welcome to Guests and Staff - Procedural

Chair Sigafoos welcomed guests and staff and thanked them for their attendance.

4. Pledge of Allegiance - Procedural

The Pledge was led by Dr. Michaels.

5. Approval of June 12, 2007 Meeting Minutes for Truth-In-Taxation and Special Meeting Budget Public Hearing and Adoption, Regular Meeting and Executive Session Minutes; June 22, 2007 Special Meeting/Teleconference, Executive Session Minutes - Decision

Mr. Harrington moved, seconded by Dr. Michaels, that the June 12, 2007 Truth-In Taxation and Special Meeting Budget Public Hearing and Adoption, Regular Meeting and Executive Session Minutes, and the June 22, 2007 Special Meeting/Teleconference and Executive Session Minutes be approved. Motion carried unanimously.

6. Adoption of Agenda – Decision

Chair Sigafoos proposed that Item No. 23 (Acceptance of Rush Street Re-alignment Agreement and Resolution 2007- #07 Between the City of Prescott and Yavapai College) be moved to the consent agenda. This document was signed three years ago by the District Governing Board; however a page within the document is missing a signature. Mr. Harrington moved, seconded by Dr. Michaels, to adopt the agenda with the modification of adding Item No. 23 to the consent agenda.

7. Open Call - Procedure

No one from the public signed up to speak.

8. Consent Agenda – Heading

9. Receipt of Transfers and Other Expenditures – May, June and July, 2007 - Receipt

10. Report of Report on Revenues and Expenditures – Receipt

Dr. Fitzner moved, seconded by Mr. Harrington, that the consent agenda be adopted, including the Acceptance of Rush Street Re-alignment Agreement and Resolution 2007-#07 Between the City of Prescott and Yavapai College. The motion carried unanimously.

11. Monitoring Reports – Heading

12. Review of Monitoring Report and Data by President – RE Policy 2.2 – Treatment of Employees (Staff and Faculty) – Discussion and/or Decision

Dr. Horton stated that the Human Resources office reports no grievances filed during this reporting period. He reports non-compliance in completing the policy manual for staff, which will be done in the near future. The Board accepts the report.

13. Review of Monitoring Report and Data by President – RE: Policy 2.5 – Financial Condition and Activities – Discussion and/or Decision

Dr. Horton reported non-compliance regarding Policy 2.5.6, Purchasing Guidelines. The College shares an athletic field with the City of Prescott. The City uses all Nevco scoreboards and they wanted the College to use the same company for consistency of maintenance and parts. The purchase in question was for \$5,671.23. The Board accepts the report.

14. Review of Monitoring Report and Data by President – RE: Policy 2.7 – Emergency President Succession – Discussion and/or Decision

Dr. Horton reports compliance. He stated that the procedures of this policy ensures that if anything happens to the President, the Vice-President of Academic Affairs/Provost will temporarily assume the role of Acting President. The District Governing Board will then meet at the earliest convenience to name an interim President. Then a search process will begin. Long-term, the College will have a formal management training program for faculty, staff and others interested in entering administration. Mr. Harrington mentioned that there are other interpretations of “sudden loss of Presidential services” in addition to death or grave illness. When it examines its policies at the upcoming retreat, the Board will consider including a clause in the policy that states, “not able to fulfill the role as President.” The title of this policy has been changed to “President Succession” from “Emergency President Succession,” and the procedures set forth in the President’s monitoring report are part of the President’s operating procedures. The Board accepts the report.

15. Review of Board Self-Evaluation – RE: Governing Board Policy 4.0 – Global Board – President Linkage – Discussion and/or Decision

Chair Sigafos reported that he and Dr. Horton attended the ACCT Governance Leadership Institute, July 13 – 15, 2007 in Reno, Nevada. In comparison with the colleges that were represented, this District Governing Board is doing well with the adoption of policy governance, ethics procedures, and annual Board calendar. Chair Sigafos proposed that the Board consider hiring an outsourced consultant or facilitator from ACCT for a half day or a day for December 11, 2007 to discuss Board self-assessment followed by a social occasion hosted at his home. Dr. McCarver suggested that the questions align with policy governance. Chair Sigafos indicated that within the document there is a suggested ranking scale and the ACCT website contains a list of suggested questions. Dr. McCarver agreed to select a draft of questions from the list.

Counsel Lynne Adams advised the Board that the social will need to be posted as an open meeting. The Board conceptually approved the proposal.

Dr. Horton will introduce a monthly report to the Board two weeks prior to each Board meeting outlining the various activities happening within the internal college based on the strategic priorities of the year, programmatic areas, president's activities and travels, etc.

Chair Sigafoos stated that this College is very fortunate to have a Foundation. Not every community college has one. Dr. Horton indicated that the Foundation is holding their retreat on September 12, 2007 to discuss their priorities based on the needs of the College in supporting faculty and staff development, funding of high tech equipment, specific hardware, etc. It was suggested to consider a joint Foundation/District Governing Board meeting brainstorming session sometime.

Chair Sigafoos suggested that a better system of reaching out to the public be considered. Look at improvements to the telecasting methods of Board meetings, create a Board link on the main page of the College's website and post the days and times that meetings are televised.

16. Ownership Linkage - Heading

17. District Governing Board Retreat – Logistics and Agenda Planning Summary of Association of Community College Trustees (ACCT) Governance Leadership Institute Conference Trustees – Mr. Ray Sigafoos – Discussion and/or Decision

The District Governing Board meeting/retreat is scheduled for September 10 and 11, 2007. Consultant Caroline Oliver will facilitate the day-and-a-half session. Chair Sigafoos referenced the proposed/draft agenda (handout). He discussed the desire to have a direct student input and involvement on the Board, Item No. 4 on the proposed agenda. Dr. Horton suggested that Chair Sigafoos and Dr. McCarver coordinate the retreat with Caroline Oliver and that time frames be established for each agenda item.

Chair Sigafoos, Dr. Fitzner and Dr. McCarver will attend the ACCT National Conference in San Diego, September 26 – 29, 2007.

18. Reports from Board Liaisons – Foundation; IPGA (International Policy Governance Association) Conference; AADGB (Arizona Association of District Governing Boards) Report; Yavapai Combined Trust – Information Foundation Report

Dr. McCarver reported that the big event was the dedication of the Family Enrichment Center that occurred earlier in the day. The Foundation's next meeting is their retreat on September 12, 2007 at 10:00 a.m. – 12:00 noon, at which they will develop strategic initiatives that will align with the College's priorities with a regular meeting following.

Jodie Buehler and Dr. McCarver attended the International Policy Governance conference in Alexandria, Virginia on June 20 – 23, 2007. Dr. McCarver reported that in comparison to all the different types of organizations and consultants (not only education) represented, Yavapai College is in good standing with policy governance. She came back with some ideas on how monitoring reports can be visually presented by comparative graphs or charts. For example, according to policy governance, the Presidential Performance Appraisal from the previous year should be a base for comparison to compare with the current report. Both Dr. McCarver and Jodie Buehler sat in on the presentation of OurBoardroom™ and talked about the software.

Yavapai Combined Trust –

Mr. Harrington reported that the Trust did not meet in July. There will be a meeting in September, which is the end-of-the-year financial summary. Health care costs are running under the national average, the Trust has some good programs, and demographics are good.

AADGB (Arizona Association of District Governing Boards) Report –

Chair Sigafos reported that he attended the ACCA/AADGB meeting on June 21, 2007. Mohave Community College announced in June they withdrew from their ACCA membership. The excerpt from Mohave's June 12, 2007 board meeting (refer to Board packet) is largely the mission statement of Tom Henry, the ex-CEO of Mohave Community College that outlines his expectations of ACCA. Since Chair Sigafos' association with ACCA/AADGB none of the items listed by Mohave had been brought to the forefront of the organization. ACCA will try to lobby on provisions of any bill introduced in the next legislative session that creates a state community college oversight board, and they want the community colleges to do grass-roots lobbying.

Listed below are a summary of points of past experiences with a state board.

- Mr. Harrington stated that it was difficult for the local governing board to understand their role. Permission was required by the state board to move forward in any direction, including using local monies for a project. He opposes a state board owning the College's assets. On a positive note, the State Board consisted of politically, appointed individuals. Karen Rizk, the local representative, during Mr. Harrington's term on the Board, represented the College well at the state level by getting the message out there and coordinating the information. It will be very hard if local boards have to ask permission to operate on a local level. It takes a lot of money and time for this process. He is in favor of coordinating efforts and sharing information.
- Dr. Horton stated that there will be lines of authority and those need to be definitive in a number of areas.
- Dr. Michaels reported that the coordinating body became an oversight body. There needs to be a checks and balances that assure that will not happen again. She is in favor of a state board, as long as we can be comfortable with a collective governing board where community colleges can advance an agenda through a body that has coordinating authority with a return on our investment that helps set agendas in concert with a state-wide plan.
- Dr. Horton stated that the statewide association wants trustees more involved in the legislative process. The elected official to elected official contact is much more effective.

Attorney, Lynne Adams, was asked to develop a list of statutorily assigned authority this District Governing Board may want to retain should a state board be established. She will also research if Board members need to be registered as lobbyists before contacting legislators about any proposed legislation. Dr. Horton was asked to develop a position paper based on history, what works in other states and the data and research Ms. Adams is acquiring.

The next ACCA/AADGB meeting is Wednesday, August 15, 2007.

The public meeting recessed at 2:30 p.m. It reconvened at 2:43 p.m.

19. Board Education – Heading

20. Retreat of What’s Happening in the Arizona Job Market – Information

Tom Hughes, Director of Institutional Research, and Rose Hurley, Director of Human Resources, presented the Yavapai College Occupations Report for 2007-08 (refer to powerpoint presentation). The data sources and assumptions are from the Arizona Department of Economic Security and the U.S. Bureau of Labor Statistics, and they indicate the highest paying and fastest growing occupations requiring educational training from postsecondary training to Associates Degree and mathematical modeling and human intelligence. Yavapai College programs are in tune with the highest paying and fastest growing occupations in the region.

Ms. Hurley’s information focused on the external and internal market view and the new staff reclassification process. This information was provided by Pathfinders, and was commissioned by an economic development group in the Tri City area.

Rose Hurley invited the Board members to Employee Day on August 20, 2007 at 8:30 am.

21. Overview of Best Practices in Appointing, Compensating and Overseeing Independent Counsel and Other Board Advisors - Information

During the ACCT Leadership Training, Dr. Horton learned that it was typical for Boards to have a separate attorney from the administration. Currently, the Board’s primary attorney is Lewis and Roca LLP law firm. Boyle, Pecharich, Cline & Whittington, PLLC represent the district in contract review and all real estate transactions. The Board has an ongoing relationship with Caroline Oliver Communications (consultant) regarding Policy Governance training and assistance. It was recommended that the Board have their own attorney.

Dr. McCarver indicated that though Caroline Oliver is moving out of country, Ms. Oliver still plans to facilitate the Board retreat and will be available via e-mail and telephone. Her current contract is through December 31, 2007. Chair Sigafos suggested that this be a topic for the Board retreat. For the December meeting, the Board will hire an outside consultant or ACCT facilitator. Dr. Horton and Chair Sigafos will prepare an RFP for discussion and/or decision at the September 11, 2007 Board meeting.

22. Policy Issues – Heading

23. Acceptance of Rush Street Re-Alignment Agreement and Resolution 2007-#07 Between the City of Prescott and Yavapai College – Decision. This topic was approved as a consent item.

24. Other Information - Heading

25. Information from the President – ACCA (Arizona Community College Association) Report; Economic Development Efforts; Strategic Priorities – 2007-2008; Planning and Budgeting Calendar; Faculty Report; August College Highlights - Information
President’s Report

- Enrollment – Head count is up 12% and FTSE is up 8%. New programs are continually being created to meet the needs of our community. To break even on the CTEC facility, it takes 60 FTSE, and the College has met that enrollment.
- The College is hosting the Arizona Community College Association (ACCA) August meetings (August 15, 2007). The association has been reorganized so that the President’s Council is separate from the trustees. They meet together quarterly as a

statewide body. The roles are being delineated both for the trustees and the President's Council. The President's Council will deal with more operational issues. They have created committees in the legislative, economic development and student service areas that will report and bring specific agenda items to the table.

- The Planning and budget cycle are now coordinated (refer to the Planning Cycle and Budget calendar documents). All budget requests must support strategic initiatives. As the Board discusses at their retreat their future priorities and calendar, the focus will be on 2008-2009 which will determine the direction for the College. The process begins with the Board.
- The College is a training site for CyberMDx which has developed integrated hardware and software systems for medical diagnostics. The equipment is now in our anatomy physiology lab. The agreement is through the fall semester and future plans will then be determined.
- "Project Doctor" (the name for the Governor's Economic Development Task Force) met over a month ago. This committee comprises three university presidents, one community college President, and ten corporate CEOs or owners. The primary goal is to reorganize the Arizona Department of Commerce.

Economic Development Efforts

The Manufacturer's Association is going through the process to become incorporated; they are seeking the 501(c)(3) status and have created a web page. The hope is for the College to provide the training programs necessary that will attract other businesses to the area and help existing businesses to expand.

College Highlights – Refer to Board packet.

Faculty Report - The elected Senate Faculty president has recently taken an administrative position. Scott Farnsworth has stepped into that role and will be officially elected on August 21, 2007. Scott has been with the college for 21 years. He stated that faculty are very excited and morale is high. Credit was given to the Board, Dr. Horton and administration.

26. Update of Phase 1 of Enterprise Resource Planning (ERP) Implementation - Information

A committee has selected a company for the first phase of the project, which is to assist the College in addressing the software management needs and implementation. They have extensive experience in successful implementation of software programs. After phase one, the College will determine long-term needs to complete the process, which will be brought to the Board in the form of a contract for future consideration.

27. Update of Career and Technical Education Center (CTEC) Sublease Agreement - Information

The College has a sublease to Global Building Systems for CTEC. It meets all the federal tax law criteria for the related business activity. The monthly square footage charge of \$.74 per square foot covers all operational costs of the College plus depreciation, and it is the same as the average cost for market. Space will be leased on a short-term basis. The college will be involved in offering training for employees of these companies and helping launch businesses.

Chair Sigafos reported that Global Systems is a client of his company. He indicated that he has had no conversations with Global Systems and no conversations with the College staff or organization about the lease.

28. Correspondence to the Board – Receipt

Scholarship thank you notes were received from Courtney Osborne, Tracey York, Joel Wilkinson and David Sanchez. There was also a copy of a July 13, 2007 article from the Chronicle of Higher Education that stated that the bond-rating for Yavapai College District has been raised from BBB+ to A- by Standard & Poor's (refer to handouts). This applies to \$2.5 million in outstanding bonds.

29. Dates and Places of Future Meetings – Discussion and/or Decision

Regular Meeting - September 11, 2007 at 1:00 p.m. - Prescott Campus

Regular Meeting - October 9, 2007 at 1:00 p.m. - Cliff Castle Casino, Camp Verde

Community Open Forum – October 9, 2007 at 5:30 p.m. (Sandwiches and Drinks;

Open Forum - Cliff Castle Casino, Camp Verde

Regular Meeting – November 13, 2007 at 1:00 p.m. – CTEC

Regular Meeting – December 11, 2007 at 1:00 p.m. - Prescott Campus

Regular Meeting – January 15, 2008 at 1:00 p.m. - Prescott Valley Campus

30. Board Self-Evaluation of Meeting – Dr. Dale Fitzner

Dr. Fitzner reported that the Board did a good job discussing Ends as opposed to Means. For the most part, it adhered to allotted times; agenda and discussions were substantive about future planning; it followed the steps regarding policy issues and adhered to adopted governance style. The Board was given a rating of A- for this meeting.

31. Executive Session

Mr. Harrington moved, seconded by Dr. Michaels, that the Board convene in Executive Session pursuant to A.R.S. § 38-431.03 (A)(3) and (A)(7) to discuss (A) Prescott Valley- Fain Acquisition; (B) Sedona Cultural Park; and (C) Agreement and Resolution 2007 #08 for Property at 202 N. Hwy 89; and pursuant to A.R.S. § 38-431.03 (A)(7) to discuss a potential Prescott property acquisition. The motion carried unanimously. Executive Session convened at 3:50 p.m.

The Regular meeting reconvened at 5:06 p.m.

32. Possible Action As A Result of Executive Session

Regular session convened at 3:22 p.m.

(A) Prescott Valley – Fain Acquisition

(B) Sedona Cultural Park

Mr. Harrington moved, seconded by Dr. Michaels to instruct the President to continue negotiations following the guidelines given during executive session on (A) Prescott Valley – Fain Acquisition and (B) Sedona Cultural Park.

(C) Agreement and Resolution 2007 #08 for Property at 202 N. Hwy 89

Mr. Harrington moved, seconded by Dr. Michaels to approve Resolution 2007-#08 provided that Exhibit A be attached reflecting the version of real estate contract sale of Highway 89 property in Chino Valley consistent with the draft dated August 14, 2007 as modified. The motion carried unanimously.

(D) Prescott Property

Mr. Harrington moved, seconded by Dr. Michaels, to instruct the President to proceed as directed during executive session regarding the potential acquisition of Prescott property.

38. Adjournment of Regular Meeting

Mr. Harrington moved, seconded by Dr. Michaels, that the meeting be adjourned. The motion carried unanimously. The meeting was adjourned at 5:10 p.m.

Respectfully submitted:

Marilyn Yetter, Recording Secretary
Reviewed by Attorney Lynne Adams

Date: August 17, 2007

Mr. Ray Sigafos, Chairman

Dr. Donna Michaels, Board 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.*