

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

Approved Minutes of Meeting

Tuesday, October 2, 2007

Lodge at Cliff Castle, Sedona Room

333 Middle Verde Road

Camp Verde, AZ. 86322

Members Present:

Mr. Ray Sigafoos, Chair

Dr. Dale Fitzner, Board Member

Mr. Herald Harrington, Board Member (present for a portion of the meeting, as noted)

Dr. Patricia McCarver, Board Member

Member Absent:

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 2:29 p.m.

3. Welcome to Guests and Staff - Procedural

Chair Sigafoos welcomed guests and staff and thanked them for their attendance. Dr. Horton welcomed Kathy Boyle, Executive Director of the Arizona Community College Association (ACCA), and visiting faculty. Chair Sigafoos reported that Mr. Harrington had been delayed and Dr. Michaels was unable to attend the Board meeting, but would be in attendance at the Open Forum that evening.

4. Pledge of Allegiance - Procedural

The Pledge was led by Dr. Fitzner.

5. Approval of September 10 – 11, 2007 Workshop Minutes, September 11, 2007 Regular Meeting Minutes and Executive Session Minutes - Decision

Dr. Fitzner moved, seconded by Dr. McCarver, that the September 10 – 11 workshop minutes and September 11, 2007 Regular Meeting and Executive Session Minutes be approved. Motion carried unanimously.

6. Adoption of Agenda – Decision

Dr. McCarver moved, seconded by Dr. Fitzner, that the agenda for the meeting be adopted. Motion carried unanimously.

7. Open Call - Procedure

No one from the public signed up to speak.

8. Consent Agenda – Heading

9. Transfers and Other Expenditures – August – September - Receipt

10. Receipt on Revenues and Expenditures – September - Receipt

11. Report of Cumulative Spending – General Obligation Bonds for Master Plan – Receipt.

12. Approval of Department of Education and Del E. Webb Family Enrichment Center Food Program Agreement – Receipt

Dr. McCarver requested that Item No. 9 be removed from the Consent Agenda for discussion. It was moved by Dr. McCarver, seconded by Dr. Fitzner, to approve the consent agenda, as amended to remove Item No. 9. Motion was unanimous.

9. Transfers and Other Expenditures – August – September - Receipt

Dr. McCarver asked why there was a General Fund Expense Voucher for zero dollars. Bob Lynch indicated that this was submitted to demonstrate to the Board that there were no warrants drawn against this fund. It was moved by Dr. McCarver, seconded by Dr. Fitzner, to approve consent agenda Item No. 9. Motion carried unanimously.

13. Monitoring Reports – Heading

14. Review of Monitoring Report and Data by President – RE: Governing Board Policy 2.3 – Compensation and Benefits –Monitoring

Dr. Horton stated that this monitoring report indicates that the College is staying within market parameters and college salaries were up to date with market comparisons. Reference was made to the following graphs: *2007-08 Yavapai County Occupations Summary Report Desired Wages of 4,200 Underemployed* and *YC's Average Merit Increase vs. CPI Inflation* (refer to Board packet). These illustrate that on average, Yavapai College pays well compared to the amount of money employees would like to earn in the county.

Starting the 2007-2008 academic year, job classifications will be reviewed on a three-year cycle. One-third of the jobs within the college will be reviewed each year. This will help to maintain a rational salary structure, putting the college at a competitive level on a local and national basis. The Board reported receipt of the report.

15. Board Self-Evaluation – RE: Governing Board Policy 4.3 – Delegation to the President

The Board members all reported in compliance. The Board reported receipt of the report.

16. Ownership Linkage - Heading

17. Update on Arizona Community College Association (ACCA) Activities – Ms. Kathy Boyle – Information.

Kathy Boyle, Executive Director of ACCA, presented information on the Arizona Property Tax Initiatives—the levy limit proposition and the valuation growth limit proposition—would affect FY08 and how they would impact Yavapai College and the Community College districts (refer to handout). A brief history of California Proposition 13 was provided, along with how it impacted the community colleges and local taxes. The Arizona Property Tax Revolt and Prop 13 Arizona groups are recruiting signatures to get the initiatives on the ballot. ACCA is working hard to conduct outreach programs to educate community partners, businesses, community leaders and groups about how detrimental these proposals are. Ms. Boyle encouraged Board members, as elected officials, to consult legal counsel as to what action they can take to educate their communities. She encouraged Board members to contact ACCA if and when they hear of signatures being collected in Yavapai County on these proposals.

Dr. Horton suggested that the community college Officers of Public Information across the State develop some educational talking points about the negative impact these proposals would have on community colleges in case it is needed.

Attorney Lynne Adams indicated that the Attorney General's office has developed statutory guidelines on what actions can and cannot be performed. She advised the Board and staff that she will review any action plans to assure they are in compliance. Chair Sigafos requested Ms. Adams to have analyzed this issue by the November Board meeting.

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

Foundation Report

No official report was given; however, several agenda items related to this topic were addressed.

AADGB

Chair Sigafos indicated there has not been a recent AADGB meeting. No report was given.

Dr. McCarver, Dr. Fitzner and Chair Sigafos, Dr. Horton and Marilyn Yetter attended the ACCT Congress in San Diego, California on September 23 - 29, 2007. Dr. McCarver reported that every session was helpful and all Yavapai College participants attended different sessions to maximize the information available. There were a number of sessions on economic development, entrepreneurial programs working with partners, policy governance, funding options, Board self evaluation and Foundation. She indicated that during the Foundation session, she shared information on the Family Enrichment Center and many were surprised that the Foundation has the ability to review college funding priorities and determine how to disperse their monies. It appeared that many colleges determine how to spend the Foundation's monies. Chair Sigafos reported that he was a member of the ACCA Senate, where there were three at-large delegates elected. Dr. Fitzner toured Miramar College in California, which is the central location for training fireman, police and detention officers. Materials regarding the training program were passed onto the President. There was consensus that the conference was very worthwhile.

Yavapai Combined Trust

This report was tabled for Mr. Harrington's arrival.

19. Board Education - Heading

20. Review Open Meeting Law Training Pertinent to Arizona Community Colleges - Information

Attorney Lynne Adams, Attorney, provided the annual training on the *Recent Developments and Issues of Open Meeting Law* (refer to presentation and article). Through a number of current scenarios, she explained parameters for calling an emergency meeting, authorization for an executive session notice, agenda specifics, avoidance of numerous special meetings and talking to the media. She also explained the process when a complaint is submitted to the Attorney General's office. In reference to the article, *Don't Muzzle Officials*, Ms. Adams will keep the Board apprised of any guidelines from the Attorney General's office directed at talking to the media.

21. Policy Issues – Heading

22. Approval of Resolution 2007-#10 Between the Yavapai College Foundation and Yavapai College to Accept the Gift of the Del E. Webb Family Enrichment Center property from the Yavapai College Foundation to Yavapai College – Discussion and/or Decision

Dr. Horton mentioned it is unusual for a Foundation to take a capital project and finish it through to completion. This resolution formally transfers the ownership from the Foundation to Yavapai College. There is no other childcare training lab school in northern Arizona. The Foundation raised \$2 million to build and equip the Del E. Webb Family Enrichment Center. Dr. McCarver moved, seconded by Dr. Fitzner, to approve Resolution 2007-#10. Motion carried unanimously.

23. Approval to Eliminate Application Fee to Apply for a Certificate or Degree for 2008-2009 – Discussion and/or Decision

Dr. Horton stated that this recommendation eliminates the fees charged to students applying for and receiving a certificate or associate degree upon completion of the necessary requirements for this achievement. This fee has posed a barrier to students. It is the college's responsibility to ensure that all students receive the recognition earned through their efforts. There will still be a fee for the rental of the cap and gown. Dr. Fitzner moved, seconded by Dr. McCarver, to eliminate the application fee for a certificate or degree. Motion carried unanimously.

24. Review of Pre-Closing Financial Activity for FY 2006-2007 – Discussion and/or Decision

Bob Lynch, Vice President of Administrative Services, indicated that the College's financial books for FY 2006-2007 were officially closed as of September 28, 2007. In 2002, the Association of Community Colleges Business Officers adopted a new financial reporting model, Government Accounting Standards Board (GASB). The new reporting standard presents financial statements in a single-column format utilizing the "Business Type Model" of reporting. The Statement of Changes in Fund Balances Report (refer to packet), was presented in the "fund accounting" format as requested by the Board. When the audit report is presented in January or February, it will be reported in the new model format. He highlighted the net increase or decrease for the year line items. Since the college participates in the Association of Community Colleges Business Officers Certificate Achievement for Excellence and Financial program, the reporting deadline is December 31, 2007. Report was received.

The meeting recess at 3:53 p.m. and reconvened at 4:07 p.m.

Mr. Harrington arrived at 4:05 p.m.

25. Approval of Revised Executive Limitations Policy 2.8.10 – Certification Financial Records - Discussion and/or Decision

It was proposed to change the Executive Limitations Policy 2.8.10 to "The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process." Mr. Harrington moved, seconded by Dr. McCarver, to adopt the revisions to the Executive Limitations Policy 2.8.10. Motion carried unanimously.

26. Other Information - Heading

27. Information from the President – ACCA (Arizona Community College Association) Report; Faculty Report – College Staff; College Highlights – October - Information ACCA

Dr. Horton reported that ACCA has taken on a new structure. The President's Council met separately from the trustees group. The President's Council has established a number of committees. Dr. Horton is chairing the Economic Development committee. The recommendations from the Governor's Task Force, Project Doctor, will be presented on Thursday, October 4, 2007. This proposal will allow for a quick response team to respond to an economic development need for a particular training program across the state of Arizona, exchange information, not replicate creation of programs and create a curriculum that meets the needs in more than one area of the State. There will be representation of community colleges.

Dr. Horton attended a Governor's Higher Education workshop on Saturday, September 22, 2007. Represented were several State senators and representatives, university and community college officials. The report produced by the National Council for Higher Education

Management Statistics shows the need for increased production of baccalaureate degrees in Arizona, although the associate degree level is respectable. The production of bachelor degrees is far below the national and international averages. The purpose of the meeting was to talk about next steps that could be taken to increase ability and capacity to create baccalaureate programs. The Governor is looking for specific recommendations for increasing the State's capacity to produce baccalaureate degree holders. There was a lot of dialogue, but no final resolution.

Yavapai Combined Trust

Mr. Harrington talked about the Yavapai Combined Trust Executive Summary 2006-2007 (refer to handout). The growth is what the Trust expected. It is quite solvent and becoming more affordable. There is more ability to bring dependents on. Reserves are good and rates are well under the national average.

Faculty Report

Scott Farnsworth, President of Faculty Association, introduced Shanti Weiland, creative writing instructor on the Verde Campus, who talked about the program, including a workshop that allows students to review and critique each others' work in an academic way. She promoted the Northern Arizona University Graduate Student Poetry and Fiction Reading Series on Tuesday, October 16, 2007, and she indicated that she has established a People's Choice Award where students can submit a poem, nonfiction or fiction creative writing piece. Winners will be awarded in spring, 2008 and published in the new Yavapai Literary magazine. Ms. Patricia Mikles, full-time art instructor on the Verde Campus, had prepared a powerpoint, but due to technology difficulties all Board members were given a CD for review. The Verde Valley Gallery has been open for a year. There have been seven showings. The next one is scheduled for October 16, 2007 with a reception from 4 – 6 p.m.

College Highlights – Refer to Board packet.

28. Correspondence to the Board – Receipt

Every Board member received communication from the Salvation Army, Prescott Corps requesting volunteers for the holiday season.

Thank you scholarship award letters were received from Jessica Bueno, Michelle Conklin, Deziree Davison and Amanda Lea Holley.

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

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

Regular Meeting – December 11, 2007 at 1:00 p.m. – CTEC, with a community forum prior to the regular meeting.

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

30. Executive Session - Procedural

Dr. McCarver moved, seconded by Mr. Harrington, 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 and (B) A.R.S. § 38-431.03 (A)(3) and (A)(4) to discuss Electrical Issues on the Prescott Campus. The motion carried unanimously. Executive Session convened at 4:28 p.m.

The regular meeting reconvened at 5:10 p.m.

31. Possible Action As A Result of Executive Session – Decision

(A) Prescott Valley – Fain Acquisition

No discussion was held.

(B) Electrical Issues on the Prescott Campus

For clarification, electrical issues were discussed pursuant to both A.R.S. § 38-431.03 (A)(3) and (A)(4).

Mr. Harrington moved, seconded by Dr. McCarver, to direct the college attorney to proceed as generally instructed in executive session. Motion carried unanimously.

32. Adjournment of Regular Meeting - Procedural

Dr. Fitzner moved, seconded by Mr. Harrington, that the meeting be adjourned. The motion carried unanimously. The meeting was adjourned at 5:14 p.m.

Respectfully submitted:

_____/S/_____
Marilyn Yetter, Recording Secretary
Reviewed by Attorney Lynne Adams

Date: October 4, 2007

_____/S/_____
Mr. Ray Sigafos, Chairman

_____/S/_____
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.