

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD
Approved Revised Minutes of Meeting
Tuesday, December 11, 2007
Prescott Campus – Rock House
1100 E. Sheldon St.
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
Dr. Donna Michaels, Board Secretary and Spokesman

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 2:00 p.m.

3. Pledge of Allegiance - Procedural

The Pledge was led by Dr. Fitzner.

4. Welcome to Guests and Staff - Procedural

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

5. Approval of November 13, 2007 Regular Meeting and Executive Session Minutes - Decision

Chair Sigafoos noted the following editorial changes to the Regular Meeting minutes: Item No. 26 Tuesday, December 11, 2007 location should read Prescott Campus and Item No. 30, the motion should read the purchase price to be \$1,440,000. Dr. Fitzner moved, seconded by Mr. Harrington, that the November 13, 2007 Regular Meeting and Executive Session minutes be approved with the recommended editorial changes. Motion carried unanimously.

6. Adoption of Agenda –Decision

Mr. Harrington moved, seconded by Dr. McCarver, that the agenda for the meeting be adopted as written. Motion carried unanimously.

7. Recognize the 2007 National Junior College Athletic Association (NCJAA) Division I Champions – Yavapai College Roughrider Men’s Soccer Team - Information

Chair Sigafoos recognized and congratulated the Yavapai College’s Roughrider soccer team which won its sixth national soccer championship on November 18, 2007 in Tyler, Texas. The team was led by Mike Pantalione, the College’s head coach. Mr. Pantalione has developed the most successful soccer program in the nation, capturing six national titles and 19 consecutive

Arizona conference titles. He is a National Junior College Athletic Association Soccer Hall of Fame inductee. His overall coaching record at the college is 417 wins, 29 losses and 13 ties. Each soccer player was formally introduced by Coach Pantalione.

8. Recess - Procedural

Recess was called at 2:14 p.m. for the opportunity to congratulate the Roughrider soccer team and Mr. Pantalione on their achievement.

Meeting reconvened at 2:22 p.m.

9. Arizona Department of Transportation (ADOT) Presentation Regarding the Highway 89 and 69 Construction at Sheldon and Gurley Street Intersection – Information

Jo Berger, Director of Facility Management and Master Plan introduced the following representatives from the Arizona Department of Transportation: Dallas Hammet, District Engineer; Andy Roth, Project Engineer; Bill Williams, Public Information Officer, ADOT Phoenix; Bryce Snyder, ADOT Public Information Officer, ADOT Flagstaff; and Tom Billings Project Manager, FNF Construction. Mr. Hammet presented information on the State Route 69/89 Interchange project (refer to powerpoint presentation and handout Nos. 1 and 2). The Arizona State Transportation Board awarded a \$23.6 million project to FNF Construction, Inc. in October 2007 to improve the traffic interchange where State Route (SR) 89 meets (SR) 69 near downtown Prescott, Arizona. Construction will begin late December 2007 early January 2008 and is scheduled for completion in fall 2009. A retaining wall adjacent to the College's Building 29 will be within 2 feet of the roof line with a 32 inch barrier above it. This will not impact the building, and the highway will actually be above the barrier. Information handed out (SR 89/SR 69 Construction Notice) is available on the ADOT website.

10. Open Call – Procedural

No one from the public signed up to speak.

11. Consent Agenda – Heading

12. Transfers and Other Expenditures – October - November - Receipt

13. Report on Revenues and Expenditures – November - Receipt

Dr. McCarver moved, seconded by Dr. Fitzner, to approve the consent agenda. The motion carried unanimously.

14. Monitoring Reports – Heading

15. Review of Monitoring Report and Data by President – RE: Policy 2.4 – Financial Planning and Budgeting – Monitoring

Mr. Lynch gave an overview of monitoring report and data by the President regarding Policy 2.4 (refer to Board packet). Yavapai College is facing a challenging budget for FY2008-2009. The College has experienced strong enrollment growth in both the spring 2007 and fall 2007 semesters, which is beginning to provide some relief from the pressures of the State imposed expenditure limitations. The increase in enrollment will place the College in a positive position regarding tuition and fees revenue and potentially expanding the College's spending capacity (expenditure limitation). The State is projecting a budget deficit for the current fiscal year and forecasts a continuing deficit for the upcoming fiscal year. The College is facing potential "roll backs" in state aid for the current year, which will undoubtedly continue into future fiscal years. Yavapai County assessed values, which drive the College's primary property tax levy, were restricted with the 2006 voter approved Proposition 101. Proposition 101 will restrict the increase in our primary tax levy to the prior year's levy (2005 as the base), increased by two percent,

plus the value of new construction. More accurate budget numbers for 2008 will be available in mid-February 2008.

The Board agreed to allow Dr. Horton to speak on **Item No. 24 – Issues for the Upcoming 2008 Legislative Session Pertinent to Yavapai College – Information.**

The Joint Legislative Budget Committee report (refer to Board packet) makes recommendations for funding reductions to balance the State fiscal year 2008 and 2009 budgets. The State Aid graph demonstrates that as compared to 1998, the College is currently receiving \$200,000 less from the State with 33% more enrolled students. Arizona Community College Association's position is that community colleges' budgets have already been cut to their limit. The State has the option to institute budget cutbacks in the current budget cycle. Dr. Horton highlighted the College's response as to the severity of the State's proposed financial cuts (refer to Page 69 of Board packet), which would result in a total loss to the College of \$1.1 million in state aid. Every \$100,000 in state aid that is lost equates to approximately a \$1 increase in tuition and fees. Mr. Harrington stated that as trustees we should be asking how to fix this broken process. ACCA is sponsoring a Legislative Breakfast on Monday, January 23, 2007 with the legislators which Chair Sigafoos and Dr. Fitzner are going to attend.

The Board reported receipt of this monitoring report.

16. Board Self-Evaluation – RE: Governing Board Policy 3.2 – Board Job Description - Monitoring

Chair Sigafoos reported the Board was in compliance. Dr. Fitzner has been formally appointed as ACCT State Coordinator, which is a national appointment.

17. Ownership Linkage - Heading

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

AADGB (Arizona Association of District Governing Boards) Report –

There has not been a recent meeting. No report was given. The National Legislative Conference is on February 11-13, 2008 in Washington DC. On February 10, 2008, Dr. Fitzner will be receiving training as State coordinator. He'll be the liaison between the state and national organization.

Foundation Report –

The Foundation had a work session in September 2007 and reviewed requests for funding from the Foundation that were submitted by various departments/divisions for projects that were not funded through the College's budget. The following allocations were approved at the November 2007 meeting.

- \$60,000 for C & C Machinery for a three-year period. This is a partnership opportunity with Haas Automation for the College to provide training on computerized American-controlled machines. This was the most requested program among all the manufacturers in Yavapai County.
- \$25,000 for Prescott Trail project. This trail goes through the campus and connects with the Peavine trail. The group is also looking at other resources so they may not need any or all of the funds allocated. This project offers a long-term benefit to the community and the College.
- \$40,000 for the President's Leadership Team Small Grants Program for proposals less than \$10,000 as a discretionary pool. The President's Leadership

Team will have the discretion to award them. This may be funded annually depending on the funds available.

This was a great partnership effort. Future proposals will be considered based on available funds and need.

Yavapai Combined Trust –

There has not been a recent meeting. No report was given. Proposed increases for the year will be available at the March meeting.

19. Policy Issues – Heading

20. Delegation of Signature Authority in the Chair’s Absence – Discussion and/or Decision

In Chair Sigafoos’ absence at the September 2007 District Governing Board meeting, he asked Dr. McCarver to chair the meeting notwithstanding board policies 3.5.2.1, 3.5.2.3 and 3.5.4. Chair Sigafoos indicated that he was not aware of the policies when he made his request, and he apologized to Dr. Michaels, who, as secretary, should have fulfilled that responsibility. It was also stated that Policies 3.5.2.3 and 3.5.4 were confusing as to the delegation of signature authority in the absence of the Chair and the Board secretary’s responsibility for assuring accuracy of Board documents for historical purposes. Chair Sigafoos will be absent December 14, 2007 through January 10, 2008. Dr. Horton stated that some legal documents will need to be signed on December 31, 2007 and it is important whoever is given signature authority be available and approachable. During the Special Board meeting of December 13, 2007, Chair Sigafoos will delegate a Board member signature authority for the timeframe mentioned above. Lynne Adams, Board attorney, was directed to clarify the language in Policies 3.5.2.3 and 3.5.4 for review at the January District Governing Board meeting.

21. Approval of Strata Information Group (SIG) Consulting Services Contract Regarding the Enterprise Resource Planning (ERP) System – Discussion and/or Decision

Mr. Lynch provided some history of the project that began 18 months ago. Since then staff has gone out and received three bids from firms in response to their request for qualifications for a project manager to assist the College in the selection and implementation of an Enterprise Resource Planning (ERP) system (refer to Board packet). The College engaged Strata Information Group from San Diego, California in the first phase of the ERP project--assisting with the selection of an ERP system. The second phase of the project will include the overall project management to assist the College in the successful implementation of the selected ERP system.

The original Independent Consultant Services Agreement between Yavapai Community College and Strata Information Group was made on August 28, 2007. Mr. Lynch referred to Amendment No. 1 effective December 11, 2007 (refer to Board packet, page 38). This amended agreement allows Strata Information Group to assist with the overall management and coordination of the ERP implementation and outlines the terms and compensation components. Mr. Lynch recommended that the Board approve the attached contract (refer to Board packet, page 43), which has already been budgeted for.

Dr. Fitzner moved, seconded by Mr. Harrington, to approve Amendment No. 1 to the Independent Service Agreement between Yavapai College and Strata Information Group. The motion carried unanimously.

22. Board Education - Heading

23. Yavapai College Water Usage Report - Information

Chair Sigafos reported that in viewing a recent Prescott City Council meeting, a report was given regarding a problem on water usage. Prescott is in an active management area. New turf in the community creates a water demand that may not be sustainable. It was mentioned that local governments might be part of the problem with recreational parks, sport fields, etc.

Jo Berger, Director of Facilities Management and Master Plan, and Jeff Rose, Assistant Director of Facilities, reported that the College is a good corporate steward and has been proactive for the past eight years to move away from turf as much as possible and towards zero scaping. (Refer to powerpoint for additional details related to the College's actions to reduce water usage.)

Chair Sigafos recommended the College continue to be proactive and look at alternatives on this issue. Appreciation of the report was given.

24. Issues for the Upcoming 2008 Legislative Session Pertinent to Yavapai College – Information.

The Joint Legislative Budget Committee's (JLBC) upcoming issues report was presented earlier in the agenda (refer to Item No. 15).

25. Other Information - Heading

26. Information from the President – Reports: ACCA (Arizona Community College Association); Monthly Summary/Update; YCSA (Yavapai College Staff Association); Faculty; College Highlights – December - Information

Arizona Community College Association (ACCA)

ACCA is closely monitoring the legislative bills that would create a new State Board for Community Colleges. One of the issues, which is being strongly resisted, is the requirement of certain procedures for presidential selection.

A lot of information is being compiled in regard to community college's economic impact in the State. As Incorporating Director on the Arizona Global Network Board, Dr. Horton, along with Karen Nicodemus, President of Cochise Community College, the Board is developing a quick response system across the State. This organized response will be available for any company coming into Arizona that would provide training to accommodate the company's needs. In a statewide effort, curriculum and expertise can be shared.

United Way Campaign was very successful, with a total of \$18,500 raised—more than the goal of \$15,000. Congratulations were given to Rose Hurley, Human Resource Director and leader of the campaign and the team.

Mr. Lynch, Vice President of Administrative Services, congratulated the Yavapai College Purchasing Department in earning for the third consecutive year the 12th annual Achievement of Excellence in Procurement Award for 2007 (refer to President's Monthly Report to the Board, December 5, 2007).

The NARTA graduation took place on December 7, 2007 in the Yavapai College Performance Hall. Twenty-nine students from eleven law enforcement agencies graduated.

The Nursing Students' Commitment and Commencement Ceremony will graduate 45 nursing students on Saturday, December 15, 2007 at 7:00 p.m. in the Performance Hall.

Monthly Summary/Update – Refer to Board packet.

Yavapai College Staff Association (YCSA)

The representative was unable to attend. No report was given.

Faculty Report

Dr. Effie Hacklander, Project Coordinator for Allied Health, presented a clarification and amendment to the Faculty Report given at the November 13, 2007 meeting.

The Northern Arizona Allied Health Initiative was the recipient of a DOL Community-Based Job Training Grant that encompasses the counties of Yavapai, Coconino, Navajo and Apache. Yavapai College is the lead partner and fiscal agent. Other major partners are Northern Arizona Area Health Education Center (NAHEC) and Northern Arizona University (NAU).

The official and approved Work Plan for the grant includes deliverables for the following programs: Medical Assistant, Pharmacy Technician, Radiologic Technician, Respiratory Therapy and a high school summer program. Other programs that seem to be closely aligned and in demand by employers, may be considered after feasibility data, cost and partner involvement are determined.

As of this date, the Medical Assistant, Pharmacy Technician and the high school summer program are available for students. Feasibility, cost and delivery options are being considered for the Radiologic Technician program. The Respiratory Technician/Therapy program will need to be restructured as the major accrediting association has eliminated the Respiratory Technician level of training.

Dr. Jeb Bevers, Biology Instructor from the Math and Science Division presented a powerpoint on skulls and plants that are displayed in Building 4 and planted throughout the Prescott Campus.

College Highlights – Refer to Board packet.

27. Update Regarding the Enterprise Resource Planning (ERP) System – Discussion and/or Information

Mr. Jeff McDaniel, Senior Executive, Client Services, Strata Information Group, presented the ERP Procurement and implementation of “Project Galaxy,” the College’s ERP System project. He highlighted the Timeline, Key Reasons for Recommending SunGard, Vendor Evaluation Summary, ERP Acquisition and First Year Cash Flow Analysis and Next Steps (refer to powerpoint presentation).

Bob Lynch reported that the costs for the overall project are a little higher than was originally budgeted, but close. By signing a contract by December 31, 2007, the College can lock in some good pricing. Additional information will be provided and discussion will continue at the Special Board meeting on December 13, 2007.

28. Correspondence to the Board – Receipt

Dr. Fitzner received a thank you scholarship award letter from David S. Kreie.

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

Nursing Commitment and Commencement – Saturday, December 15, 2007, 7:00 p.m., Prescott Campus, Performance Hall

Regular Meeting, Tuesday, January 15, 2008, 1:00 p.m., Prescott Valley Campus

Ribbon Cutting Ceremony, Tuesday, February 12, 2008, 12:00 p.m, Career and Technical Education Center (CTEC)

Regular Meeting, Tuesday, February 12, 2008, 1:00 p.m., Career and Technical Education Center (CTEC). Tour of the new facilities available following the Board meeting.

Regular Meeting, Tuesday, March 11, 2008, 1:00 p.m., location To Be Announced

Regular Meeting, Tuesday, April, 8, 2008, 1:00 p.m., location To Be Announced.

There will be a Special Board Meeting on Thursday, December 13, 2007 at 3:30 p.m. at the Prescott Campus, Building 32, Room 119.

Ray Tooley, OurBoardroom™ Software Consultant, will provide training to the Board and staff on the software program on Tuesday, January 15, 2008 from 10:00 a.m. – 12:00 noon at the Prescott Valley Campus.

30. Executive Session

A.R.S. § 38-431.03 (A)(3), (A)(4) & (A)(7) to discuss Prescott Valley – Fain Acquisition, A.R.S. § 38-431.03 (A)(3), (A)(4) & (A)(7) to discuss Prescott Valley Joint Venture and A.R.S. § 38-431.03 (A)(3) to discuss Activities Related to Ballot Measures - Procedural. Mr. Harrington moved, seconded by Dr. Michaels, that the Board convene in Executive Session. The motion carried unanimously. Executive Session convened at 4:30 p.m.

31. Possible Action As A Result of Executive Session

Regular session reconvened at 5:36 p.m.

- (A) Prescott Valley – Fain Acquisition
- (B) Prescott Valley Joint Venture
- (C) Activities Related to Ballot Measures

Mr. Harrington moved, seconded by Dr. Fitzner that the Board:

(A) Prescott Valley – Fain Acquisition – Direct the College attorney to proceed with negotiations for discussion and possible decision at the Special Meeting, December 13, 2007 with the possibility of discussion in executive session.

(B) Prescott Valley Joint Venture - Adopt Resolution 2007-#13 between Yavapai College and the Town of Prescott Valley authorizing the approval of the expenditures in the amount of \$3,819,279.23 to develop a project in Prescott Valley under joint ownership for the purpose of

providing administrative offices, a library complex and teaching facilities in conjunction with the College's expanded educational role in the Tri-City area.

(C) Activities Related to Ballot Measures – Proceed with legal counsel's recommendation that the College send a letter to ACCA advising them that none of the College's dues should be used for influencing an election.

Motion carried unanimously.

32. Adjournment of Regular Meeting - Procedural

Dr. McCarver moved, seconded by Dr. Michaels, that the meeting be adjourned. The motion carried unanimously. The meeting was adjourned at 5:40 p.m.

Respectfully submitted:

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

Date: December 13, 2007

_____/S/_____
Mr. Raymond 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.*