

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD
Approved Minutes of Board Workshop
Tuesday, September 23, 2008
Chino Valley Agribusiness & Science Technology Center
2275 Old Home Manor Way
Chino Valley, AZ 86323

Members Present:

Mr. Ray Sigafoos, Chair
Dr. Donna Michaels, Board Secretary and Spokesperson
Dr. Dale Fitzner, Board Member
Mr. Herald Harrington, Board Member
Dr. Patricia McCarver, Board Member

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 workshop to order at 11:14 a.m.

3. Pledge of Allegiance - Procedural

The Pledge was led by Dr. Michaels.

Chair Sigafoos called that the order of the agenda be revised, due to the schedule of the presenter.

4. Update on the Joint Technological Education District (JTED) – Information and Discussion

Howard Moody, Yavapai College Foundation President and a representative of the Humboldt School District Steering Committee in promoting “Vote Yes for JTED,” provided an update on the JTED campaign. About a year and a half ago, the Yavapai College District Governing Board approved the appointment of a College administrator to the Steering Committee. In early 2008, the seven school districts in Yavapai County voted unanimously to place the issue on the November 2008 ballot. Each district has its own campaign committee. The committees have raised more than \$80,000 for the campaign this year. They have received express support from the Citizens Tax Committee, Chambers of Commerce and economic development organizations. There have been more than 150 presentations given to service clubs, Chambers and businesses, along with numerous radio spots, TV ads, and advertising in local papers.

If the election is successful, the JTED statute requires that each participating district appoint a JTED Board member. Mr. Tim Carter, Yavapai County Superintendent of Schools, will call for those interested in serving on the JTED Board, conduct interviews and make recommendations to each participating Board. The JTED Board will be in place sometime in January. The Board must select a superintendent, who will work with Yavapai College and the other participating districts regarding intergovernmental agreements between the districts (including the College) and the JTED, the possibility of the JTED leasing space in the Career and Technical Education (CTEC) building, and distance-learning capabilities for the remote districts.

Mr. Harrington stated that some JTEDs around the State have had the experience of using JTED dollars for existing high school programs. Early on, the College needs to let the JTED Board and the appointed superintendent know that it will support the JTED and the high schools in developing new and innovative programs.

5. Prepare and Select Board Presentation for the Association of Community College Trustees (ACCT) Leadership Congress in October 2008 – Discussion and Decision

Mr. Sigafos, Dr. McCarver and Dr. Fitzner and possibly Mr. Harrington will present at the 2008 ACCT Community College Leadership Congress on October 30, 2008 from 1:45 p.m. – 3:00 p.m. at the New York City Marriott Marquis. The panel topic is “A Straight Forward Model for Organizing the Board’s Work” (refer to handouts—proposal, Guidelines for Effective Presentations and Schedules of Conference).

Mr. Harrington and Dr. Michaels provided the Board with some history of how the Board adopted policy governance.

The following suggestions for talking points for the ACCT presentation were discussed.

- Historical overview in a story-like form
- Role of the Chair
- What process did the Board follow to get from there to here? Define the steps that need to be taken.
- What drives executive decisions—End Statements?
- Annual Calendar (Board planning cycle) is the framework that determines what information the Board needs and the timeline.
- Emphasize that the examples of the policy manual, monitoring reports, calendar, etc. are provided only as templates. Each Board of Trustees of a college needs to adapt the information to their own institution and needs.
- How policy governance is working for Yavapai College now.
- Ongoing review and improvement through monitoring reports and retreats.
- Emphasize the Board directs the President with clear direction of their needs; the Board does not get involved with the operations of the College.

Chair Sigafos requested that the recorded tape for this section of the meeting be transcribed. Talking points will be drafted for the Board to review.

6. Recess and Break for Lunch – Procedural

Chair Sigafos recessed the meeting at 12:38 p.m. for a working lunch. Note – Change in order of agenda. Meeting reconvened at 12:46 p.m.

7. Prepare and Select Materials for the Orientation of the New District Governing Board Member – Discussion and/or Decision

Mr. Charles Leon, the new Board member for District 4 who will be officially sworn into office in January 2009, will attend the Board meeting today to observe and receive training.

The Board will provide Mr. Leon the following training opportunities:

- Attendance at the ACCT 2008 Congress academies and session tracks addressing the various topics: policy governance, effective leadership, etc.
- Open Meeting Law Training, conducted by Board Attorney, Lynne Adams, which will occur during today’s Board meeting, September 24, 2008.
- Ethics Training for the Board, which will occur in January 2009.
- Attendance at the December 2008 Board Retreat.
- OurBoardroom™ software training, which will be provided by Jodie Buehler, Administrative Assistant to the President, in January 2009.
- The College President will schedule visits of the various campuses.
- The College President and staff will set up appointments for Mr. Leon to meet with the Vice Presidents on Academic Affairs, Administrative Services, and the Foundation leadership.

- The Board will appoint a District Governing Board mentor for Mr. Leon.
- Mr. Leon will be given “The Creative Community College: Leading Change through Innovations.”

The following materials have also been provided to Mr. Leon: District Governing Board Calendar 2008-2009, District Governing Board Policy Manual, Yavapai College Planning Cycle 2008-2009, Operational Metrics for Board Ends Statements – August 2008, President’s Evaluation and Summary of Monitoring Reports, Scorecard for President’s Evaluation – June 2008, Board Annual Self-Evaluation – December 2006-December 2007.

8. Adjourn - Procedural

Dr. Fitzner moved, seconded by Dr. McCarver, that the workshop be adjourned. The motion carried unanimously. The meeting was adjourned at 12:58 p.m.

Respectfully submitted:

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

Date: _____ October 14, 2008 _____

_____/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.*