

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

Approved Minutes of Meeting

Tuesday, September 8, 2009

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:

Dr. Patricia McCarver, Chair
Dr. Dale Fitzner, Board Member
Mr. Herald Harrington, Secretary & Spokesperson
Mr. Charles Leon, Board Member

Members Absent:

Mr. Ray Sigafos, Board Member

Staff and Guests Attending Meeting Lists are on file in the District Office.

1. Call to Order - Procedural

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

3. Pledge of Allegiance - Procedural

The Pledge was led by Mr. Leon.

4. Welcome to Guests and Staff - Procedural

Dr. McCarver welcomed all guests and staff present.

5. Approval of August 11, 2009, Regular Meeting Minutes - Decision

Dr. Fitzner moved, seconded by Mr. Harrington, to approve the August 11, 2009, Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda - Decision

Dr. McCarver requested that Agenda Item No. 28 – Board Self-Evaluation – Governing Board Policy 3.6 – Board Committee Principles; Policy 4.1 – Unity of Control – Monitoring be discussed after Agenda Item No. 24 because it is also a monitoring report item.

Mr. Harrington moved, seconded by Dr. Fitzner, to adopt the agenda as amended. Motion carried unanimously.

7. Open Call – Procedural

None received.

8. Consent Agenda – Heading

9. Receipt of Transfers and Other Expenditures –June 2009 – Receipt

10. Receipt of Report on Revenues and Expenditures – June 2009 – Receipt

11. Receipt of Amended and Restated Agreement and Declaration of Trust – Yavapai Combined Trust – Receipt.

12. Approval of Intergovernmental Agreement between Governor Brewer’s Office of Economic Recovery (GOER) and Yavapai County Community College District - Decision

Mr. Leon moved, seconded by Mr. Harrington, to approve the Consent Agenda. Motion carried unanimously.

13. Information - Heading

14. Information from the President

15. Reports Update on Arizona Community College Presidents' Council; Arizona Community College Council; Update on Making Opportunity Affordable/Lumina Foundation Grant; Update – Federal Stimulus Funds; and Other Related Issues – Information and or/Discussion

Arizona Community College Presidents' Council (ACCPC)

Dr. Horton reported that ACCPC met on August 26 & 27, 2009. Dr. Rufus Glasper, Chancellor of Maricopa Community College District, is Chair. Staffing responsibility for this association will operate on a rotating basis, with the Chair's college having staffing responsibility during his or her term. This year, Judy Gragg, Government Relations, Maricopa Community College District, will coordinate meetings, correspondence, etc. Maricopa Community College will be the fiscal agent. Responsibility for state reporting will be contracted out in the future. The ACCPC will also contract with a lobbyist. The issue raised by the Arizona Auditor General regarding the former organization (the Arizona Community College Association) related to ASRS contributions for employees has been settled. All of the community colleges made additional payments to remedy the actuarial deficit that was identified by ASRS, and therefore no ex-employees have suffered any damages.

Arizona Community College Council (ACCC)

Debra Radar, Executive Director of the P20 Council, from the Governor's office attended the ACCPC meeting and reported the Governor was going to call the first meeting of ACCC in the near future. The Governor is in the process of appointing or reappointing new members.

Making Opportunity Affordable/Lumina Foundation Grant

The Making Opportunity Affordable team was the first to submit their Lumina Foundation grant application, which focuses on changing the architecture of higher education in the State of Arizona. Five states will be awarded \$2 million dollars. If awarded, the money will be utilized to conduct official studies in regard to changing tuition and cost structures in the State of Arizona and to look at other tuition and funding models being used throughout the country. Awards will be determined in mid-October 2009.

Federal Stimulus Moneys

Yavapai College will be receiving \$1 million pursuant to the Intergovernmental Agreement between the Governor's Office of Economic Recovery and the College (which was approved by the Board on the Consent Agenda). The College is going after every grant that will help it to sustain current programs, including grants from the Department of Labor for Allied Health and Workforce Investment Board and the National Science Foundation to assist with several nursing proposals and increase involvement of high school students in the Science, Technology, Engineering, and Mathematical (STEM) programs. The College is tracking HR 3221, President Obama's stimulus bill for community colleges. Our major funding focus will be at the national level, but the College will also work with the State.

16. Report from Faculty Senate; Student Leadership Council Update; Monthly Summary; College Highlights – September 2009 – Information and/or Discussion

Faculty Senate

Barb Davis, Faculty Senate President, reported the following:

- The next Faculty Senate meeting is this Friday, September 11, 2009. Both Dr. Horton and Dr. Goswami will be attendance. At this meeting, faculty will be discussing resurrecting the Faculty Handbook committee, H1N1 virus in regard to faculty's responsibility and plan of

action, residence halls, underage students, and finalization of the agenda for Faculty Development Day, October 13, 2009.

- Dr. Davis attended the American Association of University Professors (AAUP) convention in St. Paul, Minnesota this past summer. Yavapai College's faculty association was recognized by AAUP as the premier chapter in the State of Arizona for their exemplary shared governance model. They will be featured in the upcoming *Academe* magazine.

Student Leadership Council (SLC) Update

Adrienne Tabor, Dean of Student Affairs, introduced this year's College Leadership Council member. Three of the eight members attended the board meeting: Amy Reyes, Rachelle Jones-Rowe and Laura Lopez. Refer to website for YouTube video to view a short presentation that introduces all of this year's SLC members.

The SLC members reported the following items:

- August 19, 2009 was the SLC retreat in Prescott Valley where they met the new members and received leadership training;
- September 4, 2009 was their first regular monthly meeting;
- September 14 – 18, 2009, they will conduct the Clothes-Line Across Campus project where students will collect clothes to donate to non-profit organizations to help those less fortunate;
- October 22 – 25, 2009, four members of SLC will attend the national conference for student leadership;
- Last year, SLC started a legacy project of purchasing student art, which is hanging in Building 1 of the Prescott Campus. There is also a plaque displayed with all the names of the past students serving on the SLC. An unveiling celebration will be scheduled.

8. Update from Academic Affairs – RE: Fall 2009 Enrollment Update; Status of Reading Placement Efforts; Overview of Student Support Services – Information and/or Discussion

Dr. Goswami reported on the following:

Fall 2009 Enrollment Update (refer to handout)

Enrollment comparisons from last year are quite different since dual enrollment numbers as of September 8, 2009 have not yet been entered to accommodate the high school districts' schedules. It is anticipated that dual enrollment will be lower by approximately 150 students compared to fall 2008, because the College did not offer some classes comprised primarily of freshmen and sophomores. Also, the College has been reducing traditionally low-enrollment classes for the past 3 – 4 years to become more efficient in its offerings. Once enrollment numbers are finalized, it is predicted that enrollment will be flat. Transfer and general education classes filled up early. College enrollment and demographic patterns are changing (refer to handout Enrollment by Age Group comparison FY 2008 and 2009).

Status of Reading Placement Efforts

Since the College implemented the reading requirement overall data reflects a pass rate of 89% with a failure rate of 11%. For the Joint Technical Education District (JTED) students, their pass rate is 77%. Non-pass compass score range is 19 – 69. For this year only, those students who scored above 64 were permitted to go to class, giving them the opportunity to raise their score during the semester. One of the benefits of the JTED reading data is that high schools are thinking of remediating students early so they have time to prepare them for college.

Overview of Student Support Services

Dr. Goswami provided a handout (Student Services Overview) that provided information of services that are available to students.

9. Board Education/Strategic Thinking and Planning – Heading

10. Develop October 13, 2009, Workshop Agenda and Community Forum Participants and Structure; Plan December 2009 Board Retreat; Review Board Education Plan – Discussion and/or Decision

Develop October 13, 2009, Workshop Agenda and Community Forum Participants and Structure

Dr. McCarver presented a suggested agenda for the Tuesday, October 13, 2009 board meeting. That proposed agenda would allow for 1) a short workshop for the Board to review the College's strategic planning and the Board's Ends for alignment and relevance; 2) an hour forum with faculty and students, meeting separately, to allow for input on the role of residence halls at Yavapai College; and 3) a regularly scheduled Board meeting. In the past, the College administration has provided the Board with information regarding how the residence halls fit into the master plan and what the issues are. The purpose of these forums is to hear from students and faculty regarding their views on the value of the residence halls. The open forums will be conducted by a facilitator.

Dr. McCarver suggested the following:

- Provide a quick summary of how the residence halls fit into the master plan;
- Allocate a short debrief at the October Regular Board meeting for the Board to discuss the outcomes of the open forum sessions;
- Allocate time at the November Board meeting for the Board to discuss the outcomes of the open forum sessions in depth.

Action Item – Mr. Harrington asked that the President research how other institutions handle the financing of residence halls and other models.

Action Item – After these open forums and Board discussions, Dr. McCarver would like to see some prioritized recommendations from the President regarding options for the residence halls.

Plan December 1, 2009 Board Retreat

Dr. McCarver stated that the December 2009 Board Retreat will focus on the Board's self-evaluation and a facilitated workshop/discussion as to how the Board can interact and become more influential regarding State and federal funding resources. The staff will prepare in advance a pre-evaluation handout for the Board's self-evaluation rating for discussion on areas of improvement.

Action – Dr. Horton will present the Board with options for a potential facilitator for the Board's workshop/ discussion.

Board Education Calendar

Board members were asked to review this education calendar for discussion at the October Board meeting to determine if there are any changes or additions.

8. Association of Community College Trustees (ACCT) 40th Annual Leadership Congress – October 7-10, 2009, in San Francisco, California; Voting Board Representative(s) – Information, Discussion and/or Decision

Dr. McCarver reported that Dr. Fitzner, Mr. Harrington and Mr. Sigafos will be attending this conference.

Mr. Harrington moved, seconded by Mr. Leon, that Dr. Fitzner be the Voting Delegate representing Yavapai College Board during the ACCT 40th Annual Leadership Congress. Motion carried unanimously.

Mr. Harrington moved, seconded by Dr. Fitzner, that Mr. Sigafos would be the alternate Voting Delegate representing Yavapai College Board for the ACCT 40th Annual Leadership

Congress with Mr. Harrington as a second alternate, if needed. Motion carried unanimously.

Dr. Horton recommended that Board members consider attending the ACCT Legislative Conference in February 2010 in Washington D.C. Dr. McCarver recommended that at the December Retreat, the Board should discuss how they could use that venue well to meet government officials.

Dr. McCarver asked those members attending the ACCT 40th Annual Leadership Congress expect to report at the November 10, 2009 Board meeting on the various sessions they attended during this conference

9. Short Recess – Procedural

Meeting recessed at 1:53 p.m.; convened at 2:04 p.m.

10. Monitoring Reports - Heading

11. Receipt of Operational Metrics to Support the Board’s Ends – Policies 1.3.3 - Monitoring Policy 1.3.3

Dr. Horton reported that the Wildfire academy, EMS refresher courses and our RBT contractor license programs have been very successful. It is believed that the enrollment numbers of students aged 50+ have declined due to the economy and that particular age group being very careful on how they spend their discretionary income.

Mr. Harrington asked that of these top ten courses (Physical and Health Education, Art, Computer Systems Applications, Music, Education, Business, Math, Dance, Emergency Medical Services and Agribusiness Equine), which ones were cancelled due to low enrollment and which ones were full? He also noted the increase in students aged 24 and under was very similar to the decrease recognized in the 50+ age group.

Dr. Horton mentioned that with the new Banner system, registration is completely on-line and the College does not have a wait list, which may be two variables to consider in the enrollment shift. It is also important to note that the College is not receiving state funding for increased enrollment, and it is critical that the College review those classes with low-enrollment.

Dr. McCarver stated that this is a good opportunity to conduct a survey and gather some data as to why the 50+ age population group numbers declined. Is it the economy, the new registration system or are they leaving this area?

Action – The Board instructed the President to provide further analysis on the above-mentioned areas.

Dr. Horton reported compliance on Operational Metrics to Support the Board’s Ends – Policy 1.3.3

12. Receipt of President’s Monitoring Report – Policy 2.8 – Communication and Support to the District Governing Board – Monitoring Policy 2.8

Dr. Horton reported submitting monitoring reports in a timely and accurate fashion, which contain relevant data. He continues to encourage different points of views and communicates with the Board as a whole rather than as individual members. He also certifies the accuracy of financial records that are required as part of the audit process.

Dr. Horton reported compliance to Policy 2.8 – Communication and Support to the District Governing Board

28. Board Self-Evaluation – Governing Board Policy 3.6 – Board Committee Principles; Policy 4.1 – Unity of Control – Monitoring Policy 3.6 – Board Committee Principles

Dr. McCarver reported that all five Board members agreed that the Board is in compliance with Policy 3.6. The Board really does not use committees; however, the policy is in place when needed.

Policy 4.1 – Unity of Control

Dr. McCarver reported that all five Board members agreed that the Board is in compliance with Policy 4.1.

13. Policy Issues – Heading

14. Consideration to Retain Consulting Firm to Assist Yavapai College in the Potential Procurement of Federal Grants and Funding Resources – Information/Discussion and/or Decision

Dr. Horton recommended that the Board consider retaining a political consulting firm that has connections in Washington D.C. and with the Arizona legislative delegation. Such a firm can help the College with grants and give the College needed insight regarding what is going on with the federal agencies. There is even the possibility of working with agency members in writing a request for a proposal that is unique. The other area of potential assistance is congressional appropriations (earmarks). There are firms out there that have a great track record of congressional appropriations. NAU did go after congressional appropriations for the NAU/YC partnership in the amount of \$2.5 million the first year through Representative Ann Kirkpatrick, but they were not successful. These firms do not lobby; they open doors so we can talk with the different agencies. The cost would be approximately \$10,000 per month in fees and travel expenses. The College would send out an RFP soliciting responses. Dr. Horton requested the Board allocate \$120,000 to \$160,000 of their Board contingency funds to retain a firm and pay for necessary travel expenses. He realizes that this is a big move for a small college, but believes it will pay off. Competition will be huge, and it will be difficult to see and speak with members of our delegation and members of the Appropriations committee.

Discussion continued with the following remarks:

- Dr. Fitzner stated his support. He believes that if the College does not take advantage of hiring a firm, the competition will leave us behind.
- Mr. Harrington stated that if the President and Board members were going to be involved in these lobbying efforts, the Board needs legal advice regarding what can be done legally and ethically in this area. Board members need to be educated and be clear regarding what they can and cannot do.
- Dr. McCarver agreed with Dr. Fitzner's supportive comments. She also stated that the College is asking for us to approve the RFP process and the use of Board contingency funds to pay for a firm and travel expenses. The Board can ask that Dr. Horton come back with a contract for Board approval before he signs it or the Board can delegate that signature authority to him.
- Mr. Harrington stated that the College's Purchasing Department and PLT have the qualifications to review the responses to the RFP.

Mr. Harrington moved, seconded by Mr. Leon, to instruct the President to issue an RFP relating to retaining a consulting firm to assist Yavapai College in obtaining federal grants and funding resources. Board contingency funds will be used to pay for the consultant and necessary travel expenses. Once the RFP process is completed and a firm is selected, the Board delegates to the President the authority to sign the final contract. Motion carried unanimously.

8. Ownership Linkage – Heading

9. Board Self-Evaluation – Governing Board Policy 3.6 – Board Committee Principles; Policy 4.1 – Unity of Control – Monitoring

This agenda topic was discussed previously in the agenda.

10. Reports from Board Liaisons –Arizona Association of District Governing Boards (AADGB); Yavapai College Foundation; Yavapai Combined Trust – Information and/or Discussion

AADGB (Arizona Association of District Governing Boards) Report –

Dr. Fitzner reported that AADGB and Arizona Community College Presidents' Council had separate and joint meetings on August 26 & 27, 2009. An economist, Alan Maguire of The Maguire Company, presented the fiscal position of the State of Arizona and the impact this has on the future of community colleges. The State would have to cut back expenditures by \$.5 billion a year for the next four years to have the revenues match the expenditures.

During the AADGB meeting the following items were discussed:

- Invoices will be sent out by the staff of Maricopa Community College District to each community college for \$1,000 to assist AADGB with their operations.
- They are working on a handbook that will contain the history of community colleges and governing boards.
- Nat White, outgoing President of the Association, is developing a survey directed to community college districts on their views of offering baccalaureate degrees.
- There is a proposal at the national level with ACCT to have a two-day trustee training in March 2010.
- There was a recommendation to submit for a higher education caucus with selected members of the legislature body who promote community colleges to address our legislative needs.

Foundation Report -

In the absence of Mr. Sigafos, Mr. Steve Walker, Vice President of College Development/ Foundation, reported that the Foundation had a strategic retreat on August 12, 2009. Dr. McCarver shared information on the policy governance model, Dr. Horton shared the processes he uses to operate the College, Mr. Lynch talked about the budget planning and execution, and Dr. Goswami focused on trends of on-line learning. The Foundation established two new committees: one that works on business partnerships and the other on tripling the endowment in the next 10 years. Four new Board members were added to the Foundation Board.

Yavapai Combined Trust -

Mr. Leon reported that the next Trust meeting is scheduled for October 23, 2009. At a future agenda meeting, the Board needs to formally appoint an alternate representative to the Yavapai Combined Trust since the College is allotted two votes.

8. Other Information – Heading

9. Correspondence to the Board – Receipt

Letters of appreciation for scholarship awards were received from Gaige McKeon and Olen Cook.

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

October 7 – 10, 2009 – Wednesday – Saturday, Association of Community College Trustees (ACCT) 40th Annual Leadership Congress

October 13, 2009 – Tuesday, Board Workshop – 8:30 a.m. – 10:45 a.m., Prescott Campus, Rock House; Community Forum and Working Lunch with Students – 11:00 a.m. – 12:30 p.m., Susan N. Webb Community Room; Community Forum w/Faculty 12:45 p.m. – 1:45 p.m.; Regular Board meeting 2:00 p.m.

October 23, 2009- Friday, Yavapai Combined Trust, City of Prescott, 9:00 a.m. – 12:00 p.m.

November 10, 2009 – Tuesday, Regular Board Meeting, Location: Prescott Campus, 1:00 p.m.

December 1, 2009 – Tuesday, Annual Board Retreat and Board Meeting, Location Prescott Campus; Retreat – 9:00 a.m. – 2:00 p.m. and Board meeting 2:00 p.m.

January 12, 2010 – Tuesday, 1:00 p.m. - CTEC

February 9, 2010, Tuesday, 1:00 p.m. – Prescott Campus

March 9, 2010, Tuesday, 1:00 p.m. – TBD

April 20, 2010, Tuesday, 1:00 p.m. – Sedona Center for Arts and Technology

May 11, 2010, Tuesday, 1:00 p.m. – Verde Valley campus

June 15, 2010, Tuesday, 1:00 p.m. – Prescott Campus

August 10, 2010, Tuesday, 1:00 p.m. – Chino Valley Campus

September 14, 2010, Tuesday, Planning Workshop 10:30 a.m.; Regular Board meeting, 1:00 p.m. – Prescott Campus

October 12, 2010, Tuesday, 1:00 p.m. - TBD

November 9, 2010, Tuesday, 1:00 p.m. – TBD

December 14, 2010, Tuesday, Annual Board Retreat - 9:00 a.m. – 2:00 p.m.; Regular Board meeting – 2:00 p.m. – Prescott Campus

- Dr. McCarver reported that at the last Board meeting, it was discussed having the November 10, 2009 Board meeting at the Verde Valley campus; however, due to space limitations that day, the meeting will instead be held on the Prescott campus. Meeting locations for the foreseeable future have been confirmed with the specific campuses.
- Marilyn Yetter invited all Board members who were not attending the ACCT Conference to the opening of the new Prescott Valley facility, NAU/YC Regional University, which is scheduled for October 10, 2009. As details are received, she will forward them to Mr. Leon. Dr. Horton and Dr. Haeger will be in attendance for a short welcome.

Dr. McCarver invited the public to join the Board in the Tour of the Sculpture Garden after the meeting adjourns. A quorum of members of the Yavapai College District Governing Board may be present during the tour; however, no business of the public body will be discussed and no action will be taken.

Regular session recessed at 2:44 p.m.

- 8. Executive Session – Pursuant to A.R.S. §38.431.03 (A)(3), (A)(4) Receive Legal Advice – RE: Lawsuit about Electrical Issues – Prescott Campus – Procedural**
Mr. Harrington moved, seconded by Mr. Leon, that the Board convene in executive session pursuant to A.R.S. §38-431.03(A)(3), (A) (4) – Receive Legal Advice – RE: Lawsuit about Electrical Issues – Prescott Campus. Motion carried unanimously.

Executive Session convened at 2:52 p.m.

- 9. Possible Action as a Result of Executive Session - Decision**
Regular Session reconvened at 3:08 p.m.

Mr. Leon moved, seconded by Dr. Fitzner, that legal counsel proceed as instructed in Executive Session. Motion carried unanimously.

10. Adjournment of Regular Meeting – Procedural

Mr. Harrington moved, seconded by Dr. Fitzner, that the meeting be adjourned. The motion carried unanimously.

The meeting was adjourned at 3:09 p.m.

11. Tour of the Friends of Yavapai College Art Sculpture Garden – Information and/or Discussion

Respectfully submitted:

_____/S/_____
Marilyn Yetter, Recording Secretary

Reviewed by Attorney Lynne Adams

Date Approved: October 13, 2009

_____/S/_____
Dr. Patricia McCarver, Chair

_____/S/_____
Mr. Herald Harrington, 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.*