



## Yavapai College District Governing Board

### Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, August 06, 2013 1:00 PM

Career and Technical Education Center (CTEC)  
220 Ruger Road  
Prescott, AZ 86301

District Governing Board meeting recordings may be viewed on CableOne Access 13 or the Yavapai College Website. CableOne Access 13 records all regular board meetings for subsequent broadcast and the schedule is available on the Access 13 website at <http://www.access13.org>. The District Governing Board Website will post meeting recordings approximately 12 days after each Board meeting at <http://www.yc.edu/v4content/governing-board/>.

#### **Members Present:**

Mr. Ray Sigafoos, Chair  
Mr. Herald Harrington, Board Spokesperson  
Mr. Robert Oliphant, Board Member  
Dr. Patricia McCarver, Chair/Secretary  
Dr. Dale Fitzner, Board Member

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

#### **1. CALL TO ORDER - HEADING**

##### **2. Call to Order – PROCEDURAL**

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

#### **3. Pledge of Allegiance – PROCEDURAL**

The Pledge of Allegiance was led by Dr. Fitzner

#### **4. Welcome to Guests and Staff – PROCEDURAL**

Chair Sigafoos welcomed all guests and staff. The Board welcomed Prescott Fire Chief Dan Fraijo and recognized his leadership during the Doce and Yarnell Hill fires. Chief Fraijo addressed the Board and reported of the overwhelming support of condolences and charitable donations from across the world. He also acknowledged Yavapai College Fire Science program's contribution to education of the members of the Prescott Fire Department.

Dr. Wills reported on Yavapai College's role in assisting with the evacuations of the Doce and Yarnell Hill fires.

- Evacuation site for people and small pets.

- Granite Mountain Hotshots Scholarship Fund.

#### **5. Approval June 11, 2013, District Governing Board Budget Public Hearing; Budget Adoption; Executive Session; and Regular Board Meeting Minutes - DISCUSSION AND/OR DECISION**

**Mr. Oliphant moved, seconded by Mr. Harrington, to approve the June 11, 2013 Budget Public Hearing; Budget Adoption; Executive Session; and Regular District Governing Board Minutes. Motion carried unanimously.**

#### **6. Adoption of Agenda – DECISION**

**Mr. Harrington moved, seconded by Dr. McCarver, to adopt the agenda as presented. Motion carried unanimously.**

#### **7. Open Call - PROCEDURAL**

No requests to speak were received.

#### **8. CONSENT AGENDA – HEADING**

**9. Receipt of Report on Revenues and Expenditures – June 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 15-23)

**10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - June 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 25-26)

**11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – June 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 28-29)

**12. Board Self-Evaluation – Governing Board Policy 4.0 Board/President Linkage – RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pg. 31)

**13. Approval of Public and Charter School Dual Enrollment Intergovernmental Agreement with Yavapai College - RECEIPT, DISCUSSION, AND/OR DECISION**

Item #13 was pulled from the Consent Agenda and discussed under the Regular Agenda.

**Mr. Oliphant moved, seconded by Dr. McCarver, to approve the Consent Agenda as written with the exception and removal of item #13. Motion carried unanimously.**

**13. Approval of Public and Charter School Dual Enrollment Intergovernmental Agreement with Yavapai College - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 32-53)

Item #13 was pulled from the Consent Agenda and discussed under the Regular Agenda. Dr. Wills introduced the new Dual Enrollment IGA template as attached, and a listing of schools that will participate in the program. Lynne Adams confirmed that this is an IGA template that is being used across the state of Arizona in all Community Colleges, and has received the approval of the College's attorney. Mr. Oliphant stated his concerns with the language and some of the requirements of the agreement. Chair Sigafos advised Mr. Oliphant that his comments are beyond the Board's duties and held his comments out of order. Dr. Wills requested that the College not lose track of the essences of the program, and she emphasized the importance to the schools and our community.

**Dr. Fitzner moved, seconded by Dr. McCarver, to approve the Public and Charter School Dual Enrollment Intergovernmental Agreements with Yavapai College. Motion carried with four yes votes and one no vote from Mr. Oliphant.**

**14. INFORMATION - HEADING**

**15. Information from the President RE: Welcome Barbara Wing, Interim VP for Instruction and Student Services; Update on Search for VP for Instruction and Student Services; Yavapai Combined Trust; Capital Improvement; College Highlights; Other Related Issues** (refer to Board packet, pgs. 55 - 66)

Dr. Penny Wills reported on the following topics with discussion from the Board:

- Welcomed Barbara Wing, Interim Vice President for Instruction and Student Services.
- Update on search for Vice President for Instruction and Student Services. The College has received 81 applications, and the interviews are scheduled to begin in September 2013.
- Yavapai Combined Trust - Rose Hurley provided the YCT quarterly report. She highlighted pages 6 and 7 of the handout, and credited the program's success to an effective management plan. The Trust has had no increase in premiums for 2 years. Mr. Harrington congratulated the YCT committee for an outstanding job. (refer to handout "YCT Plan Contribution and Expense Report")
- Capital Improvement - July 2013 - Attached – Dr. Wills highlighted the renovation of the residence hall and several CTEC classrooms. The Board will tour the CTEC facility following meeting.
- College Highlights - July 2013- Attached – Dr. Wills highlighted staff members James Perey recognized by the Arizona Agriculture Teachers Association as the Outstanding Post-Secondary Educator, and Rick Peters recognized Outstanding Postsecondary Educator by the Mountain Institute JTED.
- Other Related Issues – Dr. Wills announced that she is serving as Chair of the new Arizona Community College Coordinating Council as of August 14, 2013.

**16. Information from Instruction and Student Services to Include: Faculty Senate; Career and Technical Education Center Update - INFORMATION AND/OR DISCUSSION** (refer to Board packet, pgs. 68 - 90)

- Faculty Senate Update – Joan Fisher, Faculty Senate President presented a power point - YC Faculty Association, Working for You. (refer to Board packet, pgs. 68 – 81)
- Career and Technical Education Center Update – John Morgan, Dean, presented a power point - CTEC and CTE Updates. (refer to Board packet, pgs. 82- 90)

**17. Update on Campus Master Plan – INFORMATION AND/OR DISCUSSION**

Dr. Clint Ewell, Vice President for Finance and Administrative Services, provided an update on the Campus Master Plan. The Smith Group will create a ten year campus plan with input from community and employee forums, and working with a College Steering Committee. The Smith Group will be presenting three proposed plans the week of August 8<sup>th</sup> to the Steering committee and Executive team. Dr. Wills is meeting with all Mayors in Yavapai County to inform them of an opportunity for input at a September session. Dr. Ewell requested that the Board also schedule a work session with the Smith Group in September 2013. Campus Master Plan's final target date is November 2013.

**18. SHORT RECESS – PROCEDURAL**

Meeting recessed at 2:11 p.m.; reconvened at 2:23 p.m.

**19. MONITORING REPORTS – HEADING**

**20. Board Self-Evaluation – Governing Board Policy 4.7 – President Succession - MONITORING AND/OR DISCUSSION** (refer to packet pg. 94)

The Board voted unanimously “In Compliance” with comments.

**The Board requested to review 4.7 Governing Board Policy on the November agenda. Recommendations include moving operational functions to an Executive Limitations policy and clarify the Board succession plan.**

**21. BOARD EDUCATION/STRATEGIC PLANNING – HEADER**

**22. Information from the International Policy Governance Association (IPGA) Conference – INFORMATION, DISCUSSION, AND/OR DECISION**

Mr. Sigafoos, Dr. McCarver, and Karen Jones shared information from the IPGA Conference in Toronto, Canada on June 20-23, 2013. Dr. McCarver updated the Board on the presentation given by our Board’s representatives and future of IPGA. Mr. Sigafoos distributed *The Board Leadership Policy Governance in Action*, by John and Miriam Carver. Mr. Sigafoos also shared information regarding random sampling of owners, and suggested that the Board consider using a random sampling consultant and/or a permanent Policy Governance consultant.

**23. Discuss and Plan the Board Retreat – DISCUSSION AND/OR DECISION**

The Board discussed the agenda for the District Governing Board Retreat to be held on Monday, September 9, 2013 at the Prescott Campus, Rock House from 10:00 a.m. to 4:00 p.m. and continue through Tuesday, September 10, 2013 from 10:30 a.m. to 12:30 p.m. on the Verde Valley Campus. Mike Lange, Director of Marketing, will facilitate the meeting as the Board focuses on the Ownership Linkage processes and plans, with emphasis on the Outreach program.

**Dr. McCarver suggested that information be provided prior to the retreat. Mr. Sigafoos will prepare the agenda with suggested items of definition of Ownership Linkage, policies, and discussion of inputs and outcomes expected.**

**24. Ownership Linkage - HEADING**

**25. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT), and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION**

- Arizona Association for District Governing Boards (AADGB) - Dr. Dale Fitzner reported that the AADGB is organizing an ACCCC / AADGB Conference.
- Association of Community Colleges Trustees (ACCT) - Dr. Dale Fitzner had nothing to report at this time.
- Yavapai College Foundation - Dr. Patricia McCarver reported that the next YCF meeting is August 14, 2013.

**26. OTHER INFORMATION – HEADING**

**27. Correspondence to the Board – RECEIPT**

Board Correspondence included: Yavapai College Fact Sheet 2013-2014; Community College Times – “Fallen Arizona firefighters attended local college”; Save the Date – “Third Annual Community College Governing Board & State Legislator Summit”; Reminder - ACCT Leadership Congress, October 2-5, 2013; Invitation to the Town of Prescott Valley statue dedication.

**28. Board Meeting Evaluation (quarterly) – PROCEDURAL** (refer to handout “Meeting Self-Evaluation”)

The Board assesses how meetings are conducted on a quarterly basis. The Board Evaluator evaluated the Board’s commitment and consistency to act with Policy Governance.

**Dr. McCarver will complete the 3<sup>rd</sup> quarter Board meeting evaluation in October.**

**29. Proposed Dates and Places of Future Meetings for the remainder of 2013 and for upcoming 2014 - DISCUSSION AND/OR DECISION** (refer to Board packet, pgs. 101-102)

The Board discussed the Proposed Dates and Places of Future Meetings for the remainder of 2013 and for upcoming 2014 – attached

**Dr. McCarver and Mr. Sigafoos will not be present for the October 8, 2013 meeting. Mr. Harrington agreed to Chair the October meeting. Mr. Sigafoos requested that the April 8, 2014 meeting be moved to April 15, 2013.**

