



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting

Tuesday, December 10, 2013

1:00 PM

Prescott Valley Campus, Room 110 and 111

6955 Panther Path

Prescott Valley, Arizona 86314

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

Dr. Patricia McCarver, Chair/Secretary

Mr. Herald Harrington, Board Spokesperson

Dr. Dale Fitzner, Board Member

Mr. Robert Oliphant, 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 Mr. Harrington

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff. Dr. Fitzner welcomed members of the Town of Prescott Valley Council - Vice Mayor Lora Lee Nye, Mayor Harvey Skoog, and Town Manager Larry Tarkowski.

5. Approval of District Governing Board November 12, 2013 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Mr. Harrington moved, seconded by Dr. Fitzner, to approve the November 12, 2013 Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. Open Call - PROCEDURAL

No requested were received.

8. CONSENT AGENDA – HEADING

9. Receipt of Report on Revenues and Expenditures – Month of November 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 11-20)

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - November 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 21-23)

11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – October 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 24-26)

12. Board Evaluation of Governance Policy 3.2 – Board Job Description - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 27-29)

All Board members voted "In Compliance" with no Comments.

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

13. INFO - HEADING

14. Information from the President RE: National Junior College Athletic Association Men's Soccer Tournament; Update of the Arizona Community College Coordinating Council; Capital Improvement; College Highlights; and Other Related Issues – INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 30-43)

Dr. Penny Wills reported on the following topics:

- National Junior College Athletic Association (NJCAA) Men's Soccer Tournament held in Tyler, Texas and Yavapai College placed 3rd in the tournament. Coach Pantalione was introduced and addressed the Board as the winningest Soccer Coach in the history of NJCAA.
- The Arizona Community College Coordinating Council is undergoing several changes as the Executive Director resigned and the Council will be looking for legislative lobbyist leadership and possible new organization model.
- Capital Improvements - November 2013 - Attached, Information Only
- College Highlights - November 2013 - Attached, Information Only

15. Update from Instruction and Student Services to Include: Report from Faculty Senate and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 44-50)

Instruction and Student Services Division presented the following:

- Faculty Senate Update - Joani Fisher, President for Faculty Senate, Vikki Bentz, President Elect, and Mike Davis, Director of Administration of Justice Studies.

16. POLICY – HEADING

17. Approval of Intergovernmental Agreement between Yavapai College and Mayer Unified School District No. 43 with the Purpose of Purchasing, Installing, and Maintaining a One-Sided Electronic LED Sign in Mayer – RECEIPT, DISCUSSION, AND/OR DECISION (refer to packet pg. 52-73)

Approval of the attached Intergovernmental Agreement (IGA) will enable:

- Yavapai College to purchase, install and maintain a one-sided electronic LED sign in Mayer for the purpose of advertising programs offered by both Yavapai College and Mayer Unified School District.
- Mayer School District has entered into a lease agreement with a Mayer landowner for placement of the electronic LED sign near Highway 69. The lease expires February 13, 2018 and is renewable for additional periods.

Mr. Harrington moved, seconded by Dr. Fitzner, to approve the Intergovernmental Agreement between Yavapai College and Mayer Unified School District No. 43 as written. Motion carried unanimously.

18. 10 Year Campus Master Plan – INFORMATION, DISCUSSION AND/OR DECISION (refer to handout Campus Master Plan – Part 2)

Dr. Clint Ewell, Vice President for Finance and Administrative Services presented the 10 Year Campus Master Plan – Part 2 which included the cost analysis and funding proposals.

Discussion included:

- Approving this plan is not approving budget monies, as annual budget will be presented separately on an annual project basis.
- This plan is a direction for the College and reiterate the plan will be flexible with adjustments to the climate and economy.

The Board requested that administration review the 2000 Master Plan for success and challenges.

Dr. McCarver moved, seconded Dr. Fitzner, to approve the concept of the 2014-2023 Campus Master Plan. Motion carried with four yes votes and one no vote from Mr. Oliphant.

19. SHORT RECESS – PROCEDURAL

Dr. McCarver moved, seconded by Dr. Fitzner, to move the Short Recess after agenda item # 18. Motion carried with four yes votes and one no vote from Mr. Harrington.

Meeting recessed at 2:16 p.m.; reconvened at 2:28 p.m.

20. OWNERSHIP LINKAGE – HEADING

21. Identify Board Officer and Liaison Roles – DISCUSSION

According to the District Governing Board annual Calendar for December, the Board requested the Board Officer and Liaison Roles be discussed. District Governing Board Policy 3.5 covers the broad scope of responsibility each role entails.

As required by A.R.S. §15-1443(B), the Board will elect a Chair and Secretary every January. In 2013 Mr. Ray Sigafoos was elected Chair and Dr. Pat McCarver elected Secretary. The expectation is to serve a two-year term; however, the Board may decide otherwise and elect a new Chair and Secretary every January.

The Board Chair will appoint Board Liaisons for one-year terms at the January or February meeting. Current liaisons are:

- Foundation Liaison - Dr. Pat McCarver
- AADGB Representative - Dr. Dale Fitzner
- Board Spokesperson - Mr. Herald Harrington

The Board had no requests for changes.

22. Proposed Ownership Linkage Survey Plan – INFORMATION, DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 78-81)
Dr. Clint Ewell and Mike Lange presented a proposed Ownership Linkage Survey that would be implemented in house, and would anticipate the survey should generate 450 responses to be an effective 10% response rate. **The Board would requested that an external vendor review the survey and identify responses from East or West side of the county.**

Mr. Harrington moved, Dr. Fitzner seconded, to move forward with option A with an external review, identifying location of responses, and additional refining of the questions. Motion carried unanimously

23. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT), and Yavapai College Foundation - INFORMATION

- Arizona Association for District Governing Boards (AADGB) - Dr. Fitzner reported the AADGB will include some additional representatives from La Paz and Santa Cruz Counties. The next meeting will convene in February 2014.
- Association of Community Colleges Trustees (ACCT) - Dr. Fitzner reported the next event will be in Washington D.C. during February 2014.
- Yavapai College Foundation - Dr. McCarver reported the November 13, 2014 Foundation meeting was held at the Verde Valley Campus with Casey Rooney, Mayor of Cottonwood, as the guest speaker. Mr. Rooney addressed the new Business Assistance Center, economic development, and the City of Cottonwood's support of the Yavapai College's Campus Master Plan. Joy Inman reported on the Art Wine & Dine, Friends of Wine, and the Great Verde Valley Chapter Retreat. The next Foundation meeting will be December 11, 2013.

24. OTHER INFORMATION – HEADING

25. Correspondence to the Board – RECEIPT

Board Correspondence included: Board Member Travel Log for 2013-2014, and ACCT Finance Aid Brochure.

26. 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. 83-85).

Board Members reviewed meeting dates, times, and locations for the District Governing Board calendar - attached.

2013 Calendar invites Board Members to:

- Holiday Social immediately following this Board meeting
- Nursing Pinning Ceremony on Friday, December 13, 2013 at 3:00 p.m. in the Performing Arts Center.

2014 Calendar reviews District Governing Board meeting dates and locations.

27. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Mr. Harrington moved, seconded by Dr. McCarver that the meeting be adjourned. Motion passed unanimously.

Regular meeting adjourned at 3:45 p.m.

Respectfully submitted:

/S/
Ms. Karen Jones, Recording Secretary

Date: January 14, 2014

/S/
Mr. Ray Sigafos, Chair

/S/
Dr. Patricia McCarver, 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.*