



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting

Tuesday, June 10, 2014

1:00 PM

Prescott Campus – Rock House
1100 E. Sheldon Street
Prescott, Arizona

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 agenda, packet materials, handouts, and minutes are on file in the District Office and posted on the College website along with regular board meeting recordings posted approximately 12 days after each meeting at <http://www.yc.edu/v5content/district-governing-board/>.

Members Present:

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

Administration Present:

Dr. Penelope H. Wills, President
Lynne Adams, Board Attorney
Other staff attending 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. McCarver

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff. Special guest, Mike Tennyson, property owner of Sedona Cultural Park, was introduced and he provided remarks to the Board regarding the potential land exchange.

5. Approval of District Governing Board May 13, 2014 Budget Public Hearing; Budget Adoption; and Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Mr. Harrington moved, seconded by Mr. Filardo, to approve the May 13, 2014 Budget Public Hearing; Budget Adoption; and Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. EXECUTIVE SESSION - A.R.S.§38-431.03 (A)(3), (A)(7) - Sedona Cultural Park Real Property Exchange Agreement - PROCEDURAL

Pursuant to A.R.S. §38-431.03 (A)(3), (A)(7), Discussion regarding the Sedona Cultural Park Real Property Exchange Agreement.

Mr. Harrington moved, seconded by Mr. Filardo, to convene into Executive Session pursuant to Arizona Revised Statutes §38-431.03(A)(3), (A)(7) to receive legal counsel for the Sedona Cultural Park Real Property Exchange. Motion carried unanimously.

Executive Session convened at 1:09 p.m.

Executive Session recessed at 1:41 p.m.; Regular session reconvened at 1:42 p.m.

8. Convene in Public Session with Possible Action RE: Sedona Cultural Park Real Property Exchange Agreement – DECISION

Pursuant to A.R.S. §38-431.03 (D) - Legal action involving a final vote for decision shall not be taken at an executive session, except that the public body may instruct its attorney or representatives as provided in subsection A, paragraphs 4, 5, and 7 of this section. A public vote shall be taken before any legal action binds the public body.

Mr. Harrington moved, seconded by Dr. McCarver, to approve the Sedona Cultural Park Real Property Exchange with Sathcupa, L.L.C. and authorize the Board Chair to execute the agreement using the set of instructions that were given by the Board in the Executive Session. Motion carried unanimously.

The Board congratulated Dr. Wills and staff for their dedication to resolving the Sedona Center’s land issues, and highlighted the college will be investing an additional \$1.5M in the Sedona property.

9. Open Call - PROCEDURAL

The following requests were received to address the Board:

Verde Valley Educational Plan – Ruth Wicks

Sedona Film School – Dr. J.C. Alvarez; John Lawler; Bryan Reinhart; Otto Rolwing; and Bob Oliphant

10. CONSENT AGENDA – HEADING

11. Receipt of Report on Revenues and Expenditures – Month of May 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 16-25)

12. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – May 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 26-28)

The President reported compliance.

13. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – May 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 29-31)

The President reported compliance.

14. For Consideration of Approval of Public and Charter School Dual Enrollment Intergovernmental Agreements with Yavapai Community College District -RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 32-54)

The Intergovernmental Agreement (IGA's) will enable Yavapai College to provide Dual Enrollment Courses from July 1, 2014 through June 30, 2015, to eligible students for the following School Districts.

Ash Fork Joint Unified School District No. 31

Bagdad Unified School District No. 20

Camp Verde Unified School District No. 28

Chino Valley Unified School District No. 51

Humboldt Unified School District No. 22

Mayer Unified School District No. 43

Mingus Union High School District No. 4

Mountain Institute Joint Technology Education District No. 2

Northpoint Expeditionary Learning Academy

Prescott Unified School District No. 1

Sedona-Oak Creek Joint Unified School District No. 9

Tri-City College Preparatory High School

Exhibit B - Type of Instruction Dual Enrollment Courses, identifies specific courses being offered with each institute.

15. For Consideration for Approval of the First Amendment to the Intergovernmental Agreement (IGA) between the City of Prescott and Yavapai College for use of a Fire Training Facility- RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda pgs. 55-62)

For consideration for approval of the First Amendment to the IGA between the City of Prescott and Yavapai College of a facility at 2900 Sundog Ranch Road to be used as a fire training facility for the period from July 1, 2014 through June 30, 2015.

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

16. INFORMATION - HEADING

17. Information from the President to Include: National Association of College and University Business Officers Award (NACUBO); Campus Master Plan Update; District Governing Board Ownership Survey Update; ACCT Outstanding Faculty Award Nomination; Yavapai Combined Trust; College Highlights; and Other Related Issues- INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 64-87)

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

- ACCT Outstanding Faculty Award Nomination from Yavapai College will be Dr. Matt Percy (Biology)

- NACUBO Award for Innovation has been awarded to Yavapai College in recognition of their Instructional Cost Dashboard. Accolades to Dr. Clint Ewell and his budget/finance team to include Tom Hughes, Director for Institutional Effectiveness & Research, Carl Moody, Senior Programmer Analyst, and Duane Ransom, Assistant Director of Budgeting.

- Campus Master Plan updates are available on the College's website at <http://masterplan.yc.edu/>

- District Governing Board Ownership Survey Update – Mike Lange, Director of Marketing informed the Board that the survey was launched on June 9, 2014 and is available on the YC website. Community participation is being promoted through a variety of media resources, including 90,000 direct mailers being sent to Yavapai County households.

- Yavapai Combined Trust Quarterly Update prepared by Rose Hurley, Human Resources Director

- College Highlights - June 2014 - Attached - Information Only

- Other Related Issues

18. Update from Instruction and Student Services to Include: Yavapai County School Superintendents

Outreach; Update on Sedona Film School; and Allied Health Presentation (refer to Board agenda, pgs. 88-103)

Dr. Stuart Blacklaw, Vice President for Instruction and Student Services, presented an update on the following:

- Yavapai County School Superintendents Outreach - Dr. Blacklaw has visited several Superintendents in Yavapai County and plans to meet with all of the school district leaders. Dr. Blacklaw is discovering the college's relationship and opportunities with each district with focus on simplifying dual enrollment processes.
- Sedona Film School Update - Dr. Blacklaw reported the film program has been closed. This decision was based on enrollment being volatile and the program being highly subsidized. Dr. Blacklaw attended the final Thesis Film Screening on May 23rd through 25th and was disappointed with low attendance by the community. Dr. Blacklaw had the opportunity to view six (6) student films that were very impressive and demonstrated technical expertise. Dr. Blacklaw will continue to study alternative film programs that may better fit a community college model and update the Board accordingly.
- Allied Health Presentation - Nancy Bowers, Allied Health Director, provided an overview of the Allied Health Programs to include current enrollment and programs offered, along with the top 10 highest paying professions within Allied Health.

19. Reports from Board Members - INFORMATION AND/OR DISCUSSION

No reports from Board members.

20. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:24 p.m.; reconvened at 2:39 p.m.

21. MONITORING REPORTS – HEADING

22. Receipt of President's Monitoring Report - Executive Limitation 2.3 - Financial Management- - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 106-109)

Executive Limitation 2.3 - Financial Management

The President shall not cause or allow annual financial planning and budgeting that deviates materially from the Board's Ends priorities, jeopardizes financial solvency, or fails to be part of a multi-year strategic management plan, or violates applicable statutes.

Comments included: My responses are based on a limited view due to the fact I have only been in this position for two and a half months. I am basing my responses on the information provided by the President.

Mr. Harrington moved, seconded by Dr. Fitzner, that we have read the President's Monitoring Report regarding Policy 2.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3. Motion carried unanimously.

23. BOARD EDUCATION / STRATEGIC THINKING AND PLANNING – HEADING

24. Presentation of the Board's Obligations Pursuant to State Statutes and Changes that Govern Community Colleges by District Governing Board Legal Counsel, Lynne Adams- INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 110-117)

In accordance with the District Governing Board Annual Calendar, Lynne Adams, District Governing Board Legal Counsel, presented and discussed recent legislative changes to the statutes that govern community colleges and their boards:

- Financial Reporting – HB2654: Expanded the information that must be included on the College's website
- Non-Resident Reporting – HB2005: Requires community colleges to report number of non-resident students
- Distance Learning – HB2577: Permits an IGA for managing distance learning

25. OWNERSHIP LINKAGE – HEADING

26. Board Meeting Evaluation (quarterly) – INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 119-120)

The Board assesses how meetings are conducted on a quarterly basis. Dr. Fitzner acted as the Board Evaluator and completed the review for February 2014 to April 2014 to assess the Board's commitment and consistency to act with Policy Governance.

27. District Governing Board Open Seats for the November 4, 2014 Election - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 121-122)

Yavapai College District Governing Board Candidate information and required documents are available on-line at www.ycesa.com/school-elections. Candidates must notify the Elections Department in writing or by e-mail no later than July 7, 2014 for participation in the upcoming election. Candidates must file nomination and petitions no later than August 6, 2014 for participation in the upcoming election. For additional information contact Laurin Custis, School Elections Coordinator at 928-442-5138 or Tim Carter, Yavapai County School Superintendent at 928-925-6560.

Yavapai College District will have a total of four (4) seats open for the November 4, 2014 election:

- District #2 - Incumbent Herald Harrington

- District #3 - Incumbent Albert Filardo
- District #4 - Incumbent Patricia McCarver
- District #5 - Incumbent Dale Fitzner

28. 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. Fitzner reported that the last meeting focused on providing a conference for all Board members of AADGB. This conference would be held at Maricopa Community College on a Saturday and include ACCT training for student success. The Board requested that the training stay within policy governance perimeters, and suggested the session provide information/programs that the federal government will or has implemented regarding student success.
- Association of Community Colleges Trustees (ACCT) – No Report
- Yavapai College Foundation – Dr. McCarver reported that Annual Foundation Meeting was held on May 14th in the Performing Arts Center. This meeting was an annual celebration to report successes, awards, and fundraising accomplishments of the year.
- Board Spokesperson – Mr. Harrington and Mr. Filardo attended a meeting with several mayors from the Verde Valley area. Mr. Harrington would like to propose an advisory committee that would assist the Board with ownership linkage. This advisory committee would consist of the mayors, County Supervisors, and/or a representative from each municipality, to provide feedback from the community. The Board requested that the advisory committee’s purpose be defined and clarified that the committee will not be directing operations.
Mr. Harrington and Mr. Filardo will further define the Board Advisory Committee’s purpose/function along with potential membership. The August District Governing Board meeting will include additional information.

29. OTHER INFORMATION – HEADING

30. Correspondence to the Board – RECEIPT

Correspondence received included: Men’s Soccer schedule; article from The Chronicle – Think College Costs too Much; email from Ruth Wicks

31. Planning of September 8, 2014 District Governing Board Retreat - DISCUSSION AND/OR DECISION

Board members discussed the planning of the September 8, 2014 District Governing Board Retreat with a possible follow-up session on September 9, 2014:

- Retreat will focus on connecting the role of an Elected Official - Ownership Linkage – Policy Governance
 - Analyze input from focus groups, survey, advocacy groups, and advisory committees (current issues)
 - Review other models – Pima/ACCT/Maricopa (Verde Valley separate college)
 - Determine an effective interface with the Policy Governance, owner’s input, and proposed models (proposed solutions)
 - Create a plan/process for ownership linkage and its relationship to the Board’s elective role within the Policy Governance arena (future direction)
- Facilitator - Mr. Sigafoos proposed inviting Stacy Sjogren, Policy Governance Consultant, to facilitate the September Retreat.

32. Proposed Dates and Places of Future Meetings for the Remainder of 2014 and 2015 Draft- DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 125-127)

The Board reviewed the Proposed Dates and Places of Future Meetings for:

- Remainder of 2014
- Draft for 2015

33. EXECUTIVE SESSION - A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, Compensation, and Employment Agreement – PROCEDURAL

Pursuant to A.R.S. §38-431.03(A)(1), Review and consideration of President Wills' annual evaluation, compensation, and employment agreement (the employee has been notified in writing).

Mr. Harrington moved, seconded by Mr. Filardo, to convene into Executive Session pursuant to Arizona Revised Statutes §38-431.03(A)(3), (A)(7) for the review of the President’s Annual Evaluation, Compensation, and Employment Agreement. Motion carried unanimously.

Executive Session convened at 4:04p.m.

Executive Session recessed at 5:05 p.m.; Regular session reconvened at 5:06 p.m.

34. Convene in Public Session with Possible Action RE: President's Evaluation, Compensation, and Employment Agreement as a Result of Executive Session – DECISION

Pursuant to A.R.S. §38-431.03(D) - Legal action involving a final vote for decision shall not be taken at an executive session, except that the public body may instruct its attorney or representatives as provided in subsection A, paragraphs 4, 5, and 7 of this section. A public vote shall be taken before any legal action binds the public body.

Mr. Harrington moved, seconded by Dr. McCarver, based on the Board’s evaluations and discussions regarding Dr. Wills’ performance, to extend the President’s employment agreement for one (1) year,

compensation increase of 5% in base salary, expense account to remain the same, and authorize Chair Sigafoos to complete the necessary documents to continue her employment per the instructions given during the Executive Session. Motion carried unanimously.

The Board complimented Dr. Wills' performance, adding that she has done an exemplary job this year, the College has made great progress, and looking forward to another great year to come. The Board also complimented Dr. Wills' leadership and selection of a strong executive team.

35. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Dr. McCarver moved, seconded by Mr. Harrington, to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 5:13 p.m.

Respectfully submitted:

_____/S/_____
Ms. Karen Jones, Recording Secretary

Date: August 12, 2014

_____/S/_____
Mr. Ray Sigafoos, 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.*