



Yavapai College District Governing Board

Board Retreat

Approved Minutes of Board Retreat

Tuesday, February 3, 2015

8:30 AM

Prescott Campus, Building 32, Room 119

1100 E. Sheldon Street

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:

Dr. Patricia McCarver, Chair

Mr. Steve Irwin, Secretary

Mr. Albert Filardo, Board Member

Ms. Deb McCasland, Board Member

Mr. Ray Sigafoos, Board Member

Guests:

Stacy Sjogren, Principal Consultant, Out of the Woods Consulting

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 McCarver called the Yavapai College District Governing Board Retreat to order at 8:31 a.m.

3. Welcome to Guests and Staff - PROCEDURAL

Chair McCarver welcomed all guests and staff, and introduced Stacey Sjogren, Principal Consultant, Out of the Woods Consulting.

4. Adoption of Agenda – DECISION

Mr. Sigafoos moved, seconded by Mr. Filardo to adopt the agenda as presented. Motion carried unanimously.

5. OWNERSHIP LINKAGE - HEADING

6. Review of Yavapai College District Governing Board Ends Statements and Governance Process Policies- INFORMATION AND/OR DISCUSSION

Stacy Sjogren, Out of the Woods Consulting, recapped the new Board member orientation training session that was held on February 2, 2015 with new members Deb McCasland and Steve Irwin. Both new members have stated that they see and understand the value of Policy Governance, and how it will assist Yavapai College and the Governing Board.

Ms. Sjogren led the Board in a review of the following:

- The concept and practice of Ownership Linkage within a Policy Governance framework.
- Ends Statements and Governance Process Policies focusing on:
 - o Improving language for both policy quadrants.
 - o New reading and writing techniques for monitoring reports.
- Top Level Policy Concerns handout with suggestions that each policy be interpreted by the Chair or assignee.
 - o 3.3.2.6 Representing the College - remove from policies as it is redundant of another policy.
 - o 3.4.6 Items for Action - move policy to 3.1.1.1. with additional language referencing Open Meeting Law to be composed by Lynne Adams, Legal Counsel.

7. SHORT RECESS - PROCEDURAL

Meeting recessed at 9:45 a.m.; reconvened at 9:53 a.m.

8. Review of Yavapai College District Governing Board Ends Statements and Governance Process Policies- INFORMATION AND/OR DISCUSSION

Ms. Sjogren led the Board in a review of the following:

- Monitoring Flow Chart (handout)
- Building a Monitoring Report to include (handout):
 - o Policy
 - o Operational interpretation
 - o Interpretation
 - o Justification
 - o Measurement
 - o Supporting Data
 - o Compliance Conclusion

- Reviewed the article "The Power of Continuous Interpretive Process" by Richard Biery.
- Executive Limitations language change to "shall not allow" rather than "shall not fail to."

9. SHORT RECESS - PROCEDURAL

Meeting recessed at 10:22 a.m.; reconvened at 10:30 a.m.

10. Review of Yavapai College District Governing Board Ends Statements and Governance Process Policies- INFORMATION AND/OR DISCUSSION

Ms. Sjogren led the Board in a review of the following:

- Ends are the external results of Yavapai College that include what good, for whom, at what cost. Ends are the result of all efforts.
- The Red Deer College Ends Policies.
- Ends Policies
 - o 1.2 Economic Ends - suggested revision – Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs.
 - o Eliminate Ends 1.2.1
 - o 1.3 Community Ends - suggested revision - Yavapai County residences have access to social and cultural opportunities.
- Board Chair will begin to craft interpretations for policy quadrant 3 and 4 to follow the Board's Annual Calendar.
- New monitoring report format - to be reviewed by staff and discussed at a future Board meeting.

Member Filardo suggests that the Board defines the essence and spirit of Ends (include on the webpage), along with education of the owners regarding policy governance to define executive limitations and governance process, etc. Ms. Sjogren suggested that the Board review the Eden Prairie School District website for a good example of defining policy governance.

11. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL


Member Sigafos moved, seconded by Member Filardo, that the meeting be adjourned. Motion passed unanimously.

Regular meeting adjourned at 12:46 p.m.

Respectfully submitted:

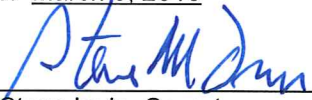


Ms. Karen Jones, Recording Secretary



Dr. Patricia McCarver, Chair

Date: March 3, 2015



Mr. Steve Irwin, 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.*