



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, February 3, 2015 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:

Dr. Patricia McCarver, Chair
Mr. Albert Filardo, Board Member
Mr. Ray Sigafoos, Board Member

Mr. Steve Irwin, Secretary
Ms. Deb McCasland, Board Member

Administration Present:

Dr. Penelope H. Wills, President
Other staff attending are on file in the District Office

Lynne Adams, Board Attorney

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

Chair McCarver 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 Steve Irwin

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff. Dr. McCarver also recognized former District Governing Board member Tony Decker's passing with a moment of silence.

5. Approval of District Governing Board January 13, 2015 Regular Meeting - DISCUSSION AND/OR DECISION

Member Sigafoos moved, seconded by Member Filardo, to approve the District Governing Board January 13, 2015 Meeting Revised Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Member Sigafoos moved, seconded by Member Irwin, to adopt the agenda as written. Motion carried unanimously.

7. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:

Ruth Wicks – Creation of Verde Valley Community College

Bob Oliphant - County Population

8. CONSENT AGENDA – HEADING

Member McCasland moved, seconded by Member Filardo to remove all the items on the consent agenda for further discussion. Motion carried unanimously.

9. Receipt of Report on Revenues and Expenditures – Month of January 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 14-24)

Board member McCasland requested more information regarding tuition and fees, increasing enrollment, and auxiliary funds. Dr. Ewell stated that the goal of auxiliary enterprises is to be self-sufficient, although national averages show that very few auxiliary enterprises are self-sufficient (i.e. radio stations, hospitals, etc.). Yavapai College subsidizes auxiliaries such as the Performing Arts Center, Family Enrichment Center, and Regional Economic Development Center with support of the Board to meet the needs of Yavapai County. Dr. Wills provided several factors that are effecting enrollment such as viable programs, shrinking high school population, and improving economic situation. She also noted that Yavapai College enrollment figures are one of the best in the state, but will continue to monitor student success.

Member Sigafoos moved, seconded by Member Irwin, to approve the Report on Revenues and Expenditures - Month of January 2015 as presented. Motion carried unanimously.

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – January 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 25-27)

The President reported compliance.

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monthly Monitoring Report regarding Policy 2.3.1, and believe that the interpretation of these policies provided are reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.3.1. Motion carried unanimously.

Board member McCasland requested additional information regarding Unexpended Plant Funds, specifically how capital budget projects are determined. Dr. Ewell explained that the staff prioritizes capital budget projects and then presented the recommended projects to the Board for approval.

11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – January 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 28-30)

The President reported compliance.

Member Sigafoos moved, seconded by Member Irwin, that we have read the President's Monthly Monitoring Report regarding Policy 2.3.2, and believe that the interpretation of these policies provided are reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.3.2. Motion carried unanimously.

12. For Consideration For Approval of the First Amendment to the Intergovernmental Agreement Between the City of Prescott and Yavapai College Joint Use Agreement Regarding Public Use of the Tennis Courts - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 31-44)

Member Sigafoos moved, seconded by Member Irwin, to approve the first amendment to the Intergovernmental Agreement Between the City of Prescott and Yavapai College Joint Use Agreement regarding the Public Use of the Tennis Courts. Motion carried unanimously.

Board member McCasland requested additional information regarding the management of the tennis courts and the partnership with Prescott Area Tennis Association. Dr. Wills explained that this amendment is for an agreement which includes several facilities and will be expiring 2016 at which time the entire agreement will be reviewed. Scott Farnsworth added that fees from the tennis courts will be used to subsidize operational expenses for the tennis courts.

13. For Approval of Curriculum Proposals to Add New Certificate Programs for Bookkeeping Certificate; Advanced Bookkeeping Certificate; and Basic Tax Certificate - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 45-64)

The Curriculum Committee and Vice President for Instruction and Student Services recommend the following curriculum proposals:

Add the following certificate programs:

- Bookkeeping Certificate
- Advanced Bookkeeping Certificate
- Basic Tax Certificate

Member Sigafoos moved, Member Irwin seconded, to approve the curriculum proposals of new certificates for Bookkeeping, Advanced Bookkeeping, and Basic Tax as written. Motion carried unanimously.

Board member Filardo requested additional information regarding which courses will be available online. Vikki Bentz advised the Board that the majority of the courses are available online.

14. INFORMATION - HEADING

15. Receipt of the Independent Auditors' Report on Internal Controls and the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2014 - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 65-156)

Jay Zsorey, Financial Audit Director and Taryn Stangle, Audit Manager, with the Arizona Auditor General's Office, provided an overview of the Independent Auditors' Report on Internal Controls, the Financial Audit, the status of the Federal Single Audit, and other communications. The auditors informed the Board that the audit was very successful with no sufficient findings or no requests for correction. The Information Technology (IT) audit found three issues and stated that the IT findings are typical at most institutions. Also, they noted that the IT staff has corrected or is in the process of correcting all findings.

16. Sabbatical Report From Joy D'Angelo, Professor of Business and Program Director of Fast-Track Management Program - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 157-165)

Joy D'Angelo, Professor of Business and Program Director of Fast-Track Management Program, was awarded a sabbatical during the Spring 2014 semester to attend Northcentral University to pursue a Doctorate in Business Administration. Ms. D'Angelo completed her remaining 18 doctoral credits, passed final exam, earned Doctoral Candidate - ABD title, and began her dissertation track. Obtaining this degree will contribute to Yavapai College's strategic initiative of providing excellence in teaching and learning.

17. Information from the President to Include: Community Outreach Newsletter; Yavapai College Dashboard Article in "Business Officer"; FY 2014 Financial Review; Arts and Humanities Program; On-Site Career and Technical Education Civil Rights Compliance Review; Verde Valley Executive Dean's Advisory Committee Update; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 166-203)

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

- Community Outreach Newsletter has been sent to civic leaders, Yavapai College liaisons, and media.
- "Dashboard Distillation" article published in *The Business Officer Magazine* by Dr. Clint Ewell and Tom Hughes.
- FY14 Financial Review - Dr. Clint Ewell, Vice President for Finance and Administrative Services, and Frank D'Angelo, Controller provided an overview of the Certified Annual Financial Report with the following highlights:

- o Unqualified Audit Opinion concluding that the financial statements of the College have been presented fairly, and observed compliance with generally accepted accounting principles and statutory requirements (known as a clean report).
 - o Yavapai College has received the Certificate of Achievement for Excellence in Financial Reporting award from Government Finance Officers Association for the last 14 years.
 - o Reviewed the composite financial index which is a combination of four financial ratios required by the Higher Learning Commission with Yavapai College being in good financial health since 2007.
- Arts and Humanities Program – Dean Craig Ralston provided an update on a new performing art track that will incorporate current courses to be proposed for curriculum approval.
 - 2014 On-Site Career and Technical Education Civil Rights Compliance Review concluded with positive feedback, and the College's response to the official report will be provided to the Board upon completion.
 - Verde Valley Executive Dean's Advisory Committee - James Perey, Executive Dean for the Verde Valley Campus, informed the Board that the committee is moving into the strategic planning process and is entering the strengths, weakness, opportunities, and trends process with the College's Strategic Planning team. The committee is studying trends to provide direction and resource allocation. The ultimate goal is a strategic plan for the Verde Valley campus that is in sync with the overall strategic plan for the College.
 - College Highlights - February 2015 - Attached - Information Only
 - Facilities Management News - Attached - Information Only
 - Other Related Issues – Radiologic Technology has officially received accreditation for the next 8 years.

18. Information from Instruction and Student Development to Include: Announcement of New Dean for Student Development; Reports from Faculty Senate; Student Leadership Council; Spring 2015 Enrollment Update; and Other Related Information - INFORMATION AND/OR DISCUSSION- INFORMATION AND/OR DISCUSSION
(refer to Board agenda, pgs. 204-232)

- Dr. Stuart Blacklaw, Vice President for Instruction and Student Development, presented an update on the following:
- Announcement of New Dean of Student Development, Ms. Tania Sheldahl
 - Faculty Senate - Vikki Bentz provided information on Faculty Senate's shared governance that fosters an environment for meaningful faculty input and presented the Faculty Senate organizational chart of the nine faculty committees.
 - Student Leadership Council - Jose Labinino-Ramos, General Studies Student; Moriah Boone, Associate of Arts Student; and Josh Schmidt, the Student Leadership Council (SLC) Faculty Coordinator reported information regarding course surveys, continuity of grading access, April FEC Fun Run, and SLC has become a liaison with faculty, staff, and administration for student issues.
 - 2015 Enrollment Update - Dr. Stuart Blacklaw reported that the Spring 2015 enrollment student headcount is down - 3.8%.
- Board member McCasland requested data for online student enrollment by location.

19. SHORT RECESS – PROCEDURAL

Meeting recessed at 3:02 p.m.; reconvened at 3:15 p.m.

20. MONITORING REPORTS – HEADING

21. Receipt of President's Monitoring Report - Executive Limitation 2.3.3 - Certification Financial Records- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 234-238)

Executive Limitations 2.3.3 - Certification Financial Records

The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial officer as a part of the audit process.

Member Sigafos moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.3.3, and believe that the interpretation of these policies provided are reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.3.3. Motion carried unanimously.

Board member Sigafos requested to review the title of Executive Limitation 2.3.3 with possible consideration to rename Financial Reports Certification.

22. Board Self-Evaluation Governance Policy 3.3 - Board Member Code of Conduct and Ethics - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 239-244)

Governance Policy 3.3 - Board Member Code of Conduct and Ethics

The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

23. POLICY ISSUES - HEADING

24. Preliminary Capital Budget Presentation FY 2015-2016 - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 245-273)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented Capital Budget Information

including a Capital Improvement Plan with consideration by the Board. These assumptions provide information and projects about the budget preparation for the new fiscal year, as well as set the general parameters for internal deliberation of the budget for FY 2015-2016.

Board member Filardo requested rationale for the capital project regarding the Center of Excellence for Nursing & Allied Health to include a cost benefit analysis.

25. BOARD EDUCATION/STRATEGIC THINKING AND PLANNING - HEADING

26. Executive Limitations - Policy 2.6 - Presidential Continuity and Absences - INFORMATION, DISCUSSION, AND/OR DECISION

Per the Board's request at the January 13, 2015 District Governing Board meeting, Executive Limitations - Policy 2.6 Presidential Continuity and Absences was discussed for possible revision.

Member McCasland moved, Member Irwin seconded, to amend Executive Limitation Policy 2.6 – Presidential Continuity and Absences as follows: The President shall not fail to appoint a College Vice President to act in the President's place when the President is absent or unavailable and to communicate necessary information about the absence and individual empowered to act to the District Governing Board prior to the absence. Motion carried unanimously.

27. OWNERSHIP LINKAGE (CONTINUED) - HEADING

28. Review and Summary of the February 3, 2015 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION

The Board reviewed the February 3, 2015 Board Retreat held for Self-Assessment & Review of Ends Statements. Member Sigafoos moved, Member Filardo seconded, that the following action items are completed:

1. 3.3.2.6 Representing the College – removed policy - Board consensus to remove from policies as it is redundant of another policy.
 2. 3.4.6 Items for Action – move to 3.1.1.1. with additional language referencing Open Meeting Law to be composed by Lynne Adams, Legal Counsel.
 3. 1.2 Economic Ends - Revision to read as follows - Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs.
 4. Ends 1.2.1 – Delete/Remove.
 5. Ends 1.3 Community Ends – Revision to read as follows - Yavapai County residences have access to social and cultural opportunities.
 6. The Board authorized staff to make any grammatical changes.
- Motion carried unanimously.

29. Review of Completed Board Members' 2015 Annual Conflict of Interest Forms - INFORMATION AND DISCUSSION

Board members shared information on their 2015 Annual Conflict of Interest forms that were distributed at the January 13, 2015 District Governing Board meeting.

30. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation – INFORMATION AND/OR DISCUSSION

- Arizona Association for District Governing Boards (AADGB) - Member Sigafoos reported that he attended the January 30th meeting which included long term goal planning, legislator update, and a financial report. AADGB also is inviting all Community College Vice Presidents to attend the GISS session on April 10th & 11th for no cost. The next AADGB meeting is May 1, 2015.

- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo reported the January 21st meeting included a presentation from the Verde Valley Superintendents to discuss K-12 needs and partnerships. Chair McCarver, Member Filardo, VVBAC Chair Chevalier, and Vice-Chair Regner participated in a conference call on January 27, 2015 to discuss inviting UofA representative and Operating Guidelines. The Operating Guidelines will be presented at the March 3, 2015 District Governing Board for the Board's approval. The next VVBAC meeting will be at the Yavapai-Apache National Tribal Headquarters on February 4, 2015.

- Yavapai College Foundation - Chair McCarver reported that the January meeting included a LEAD program presentation from Dr. Blacklaw; fundraising report; Pace appreciation event; return on investment report; The Voice scholarship video; and Friends of the Southwest Wine Center. The next Foundation meeting is February 4, 2015.

31. OTHER INFORMATION - HEADING

32. Correspondence to the Board – RECEIPT

Correspondence received included: Performing Arts Center 2014-2015 Season schedule; The Nonprofit Quarterly; and Dashboard Distillation article.

33. Proposed Dates and Places of Future Meetings for 2015 - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 280-281)

The Board reviewed proposed meetings, dates, times, and locations for 2015 District Governing Board meetings.

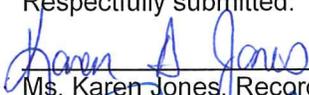
- Consideration to change the date of the May 12, 2015 District Governing meeting to May 19, 2015.
The Board requested to move the May 12, 2015 District Governing Board meeting to May 19, 2015.
Board member Sigafoos requested to discuss the September 2015 Retreat at the March 3, 2015 District Governing Board meeting.

34. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Member Sigafoos moved, seconded by Member Irwin, to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 5:01 p.m.

Respectfully submitted:



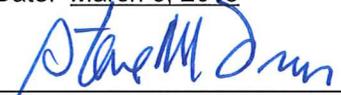
Ms. Karen Jones, Recording Secretary



Dr. Patricia McCarver, Chair

*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.*

Date: March 3, 2015



Mr. Steve Irwin, Secretary