



**Yavapai College District Governing Board  
Regular Board Meeting  
Approved Minutes of Regular Meeting  
Tuesday, May 19, 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. Steve Irwin, Secretary  
Ms. Deb McCasland, Board Member              Mr. Albert Filardo, Board Member  
Mr. Ray Sigafoos, 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 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 Member Irwin

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

Chair McCarver welcomed all guests and staff with special recognition of Continuing Contract Faculty and Verde Valley Board Advisory Committee.

**5. Approval of District Governing Board April 14, 2015 Regular Meeting and May 6, 2015 Special Meeting Minutes - DISCUSSION AND/OR DECISION**

Member Irwin moved, seconded by Member Filardo, to approve the District Governing Board April 14, 2015 Regular Meeting and May 6, 2015 Special Meeting 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. CONSENT AGENDA – HEADING**

Member McCasland requested that all items be removed from consent agenda for discussion.

**8. Receipt of Report on Revenues and Expenditures – Month of April 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 15 – 24)**

Member McCasland requested an explanation of receipt of revenue being down and how this effects next year's budget.

Dr. Ewell explained that the planning cycle takes into account budget trends from this year and that the next year budget will be adjusted for any changes that have occurred during the current budget.

Member Sigafoos moved, seconded by Member Filardo, to approve the Report on Revenues and Expenditures - Month of April 2015. Motion carried unanimously.

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

The President reported compliance.

Member McCasland asked how the College manages the tuition monies collected for 2015 Fall semester.

Mr. Frank D'Angelo, Controller, stated that the monies are held in a deferred account to be utilized for the FY2015-2016 budget.

Member Sigafoos moved, seconded by Member McCasland, to approve the receipt of the President's Monthly Monitoring Report regarding 2.3.1. Motion carried unanimously.

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

The President reported compliance.

Member Sigafoos moved, seconded by Member McCasland, to approve the receipt of the President's Monthly Monitoring Report regarding Policy 2.3.2. Motion carried unanimously.

**11. For Consideration For Approval of the Intergovernmental Agreement (IGA) between Superior Court in Yavapai County and Yavapai College to provide a Youth Summer Training and Enrichment Program (YouthSTEP) - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 31-44)**

Member McCasland asked if this program will be self-funded.

Dr. Wills responded this program will be self-funded.

Member McCasland moved, seconded by Member Filardo, to approve the Intergovernmental Agreement (IGA) between the Superior Court in Yavapai County and Yavapai College to provide a Youth Summer Training and

Enrichment Program. Motion carried four (4) yes votes and one (1) abstention from Member Irwin due to possible conflict.

**12. For Consideration For Approval of Resolution 2015 #02 - Steele Foundation - Possible Gift of Real Property - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 45-46)

Member Sigafoos moved, seconded by Member Irwin, to approve the Resolution 2015 #02 – Steele Foundation - Possible Gift of Real Property. Motion carried unanimously.

**13. INFORMATION - HEADING**

**14. Recognition of Faculty Members' Advancement to Continuing Contract Status - INFORMATION AND DISCUSSION**

Dr. Stuart Blacklaw, Provost and Vice President for Instruction and Student Development will recognize the following faculty members who have advanced to continuing contract status with Yavapai College:

- Tara O'Neill
- Richard Hartley
- Joanne Oellers
- Cynthia Schroder
- Brandelyn Andres
- Stephen Doyle
- Amber Davies-Sloan
- Mark Muchna

**15. SHORT RECESS - PROCEDURAL**

Recess for Board members to congratulate the faculty members who were advanced to Continuing Contract Status. Meeting recessed at 1:14 p.m.; reconvened at 1:21 p.m.

**16. OWNERSHIP LINKAGE - HEADING**

**17. Presentation by the Verde Valley Board Advisory Committee (VVBAC) - INFORMATION AND DISCUSSION**

The Verde Valley Board Advisory Committee (VVBAC) has been charged to provide advice to the Yavapai College District Governing Board based on objective analysis and feedback from Verde Valley communities.

- Mr. Paul Chevalier, Chair of VVBAC, provided a brief summary of recent committee activity. Also provided a recap of the committee's March recommendations to postpone approval of the capital improvement budget, and increase marketing/recruitment efforts in the Verde Valley. Two new recommendations include amending the Campus Master Plan to remove all language regarding the divesting of the Sedona Center and that the Board not increasing property taxes this year. Mr. Chevalier distributed a handout providing additional information regarding property tax increases. Finally, Mr. Chevalier requested the Board allow the VVBAC to act independently without interference and not utilize the Chair's recommended facilitator.

The Board will reconsider the need of a facilitator for the June 3<sup>rd</sup> VVBAC meeting based upon the outcome of the next VVBAC.

**18. Open Call - PROCEDURAL**

The following requests were received to address the Board regarding:

- Prescott Unified Taxes Limitations and Lack of educational metrics vs. investments - John Lamerson
- Message from Sedona Mayor – Bob Oliphant

**19. INFORMATION (CONTINUED)- HEADING**

**20. Information from the President to Include: 2015 Commencement Ceremonies; President's Monitoring Report 2.2 Board Request; Faculty Summer Institute; Strategic Initiatives; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 51-76)

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

- 2015 Commencement Ceremonies
- President's Monitoring Report 2.2 Compensation and Benefits as requested by the Board – Dr. Wills reported that in 2011 the College had the largest decrease of positions in the Verde Valley area which was heavily influenced by the reduction in state funding
- Faculty Summer Institute was focused on the new Learning Management System (LMS) and provided training for the Fall 2015 transition
- Strategic Initiatives - the Committee is working through the SWOT analysis
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Information

**21. Update from Instruction and Student Development to Include: College Honors Program; Foundation Studies; Adjunct Faculty Newsletter; and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 77-86)

Dr. Stuart Blacklaw, Provost and Vice President for Instruction and Student Development, presented the following:

- College Honors Program (CHP) - Jason Whitesitt, Coordinator, highlighted the 2014-2015 activities and shared the YC Honors 14-15 a Year in Reflection video (refer to

<https://www.youtube.com/watch?v=ijhWWauRMuk&feature=youtu.be>)

- Foundation Studies - Dean Holbrook, Dean, provided information for the curriculum programs included in the Foundation division to include First Year Experience, College Honors Program, Dual Enrollment, Adult Basic Education, and Student Success Skills. Mr. Holbrook also shared the successful outcomes from First Year Experience courses and New Student Orientation.
- Adjunct Faculty Newsletter - Attached - Information Only
- Other Related Information – Introduced new Faculty Senate President Professor David Gorman.

## 22. POLICY - HEADING

### 23. Role of the District Governing Board RE: Campus Master Plan - DISCUSSION AND/OR DECISION (refer to Board agenda, pg. 87-91)

During the April 14, 2015 District Governing meeting, the Board requested further discussion regarding their role in changes and updates to the Campus Master Plan.

The Board requested that future changes to the Campus Master Plan will be recognized by the Board through a motion that acknowledges receipt of changes and adjustments of the Campus Master Plan.

Member Sigafoos moved, Member Irwin seconded, to accept the Campus Master Plan April 2015 revisions as publicized in the Board packet on page 90 and on the Yavapai College website <http://masterplan.yc.edu/> . Motion carried unanimously.

## 24. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:44 p.m.; reconvened at 2:54 p.m.

### 25. FY 2015-2016 Preliminary Budget Recap and Budget Workshop Overview - INFORMATION AND/OR DISCUSSION

Dr. Clint Ewell, Vice President of Finance and Administrative Services, recapped the FY 2015-2016 Preliminary Budget for the Board's consideration.

Dr. McCarver, Board Chair, provided an overview of the District Governing Board Budget Workshop.

The Board members provided the following feedback:

- Member Irwin stated that S.B.1476: 1% Cap Overview is particularly threatening to the budget and would request additional clarification on how the three renovations meet educational Ends
- Member McCasland suggested removing building 15 renovations until the College has a better financial picture and along with the completion of the strategic plan
- Member Filardo suggests shifting building 15 renovations to avoid property tax increase and to address funding risks
- Chair McCarver suggests staff explains the effects on the education programs if the renovations are shifted to future years.
- Member Sigafoos clarified that the property tax proposals will address recurring expenses and continuing operations

## 26. MONITORING REPORTS – HEADING

### 27. Receipt of President's Monitoring Report - Executive Limitation 2.0 - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 94-97)

2.0 Executive Limitations

The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with college policies.

President reports compliance.

Member Sigafoos commented that he was not available to complete the monitoring reports and would vote that the president is in compliance.

Member Sigafoos moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.0 and sub-policies, 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 2.0 and sub-policies. Motion carried with four (4) yes votes and one (1) no vote from Member McCasland.

### 28. Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 98-112)

Executive Limitation 2.1.2 Treatment of Students

The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on student success.

President reports compliance.

Member Sigafoos commented that he was not available to complete the monitoring reports and would vote that the president is in compliance.

Member Irwin moved, seconded by Member Sigafoos that we have read the President's Monitoring Report regarding Policy 2.1.2, 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 2.1.2. Motion carried unanimously.

### 29. Board Self-Evaluation of Governing Board Policy 3.0 - Governance Process - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 113-114)

3.0 Governance Process

The purpose of the Yavapai College Board, on behalf of the taxpayers of Yavapai County and the State of Arizona,

shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.

Member Sigafoos commented that he was not available to complete the evaluation and would vote “yes” for all categories.

**30. Board Self-Evaluation of Governance Process 3.4 - Agenda Planning - MONITORING, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 115-122)

Member Sigafoos commented that he was not available to complete the evaluation and would vote “yes” for all categories.

Member McCasland requested additional information regarding safety for employees.

The Chair referred Member McCasland to review President’s Monitoring Report 2.2 presented at the April 14, 2015. Member McCasland suggested that the Board spend more time on procedural and ownership issues; and less time on fluff such as college and student activities. The Board members can read about these activities in the reports and should focus on fiscal responsibility and the wishes of the tax payers.

Member Sigafoos disagreed and stated the Board purpose is education and students.

**31. Board Self-Evaluation - Board-President Linkage 4.5 - President Compensation and Benefits - MONITORING, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 123-124)

Member Sigafoos commented that he was not available to complete the evaluation and would vote “yes” for all categories.

*The Board requested to change the calendar for evaluation of this policy to coincide with the President’s evaluation.*

**32. President’s Evaluation Process- INFORMATION AND DISCUSSION**

Chair McCarver reminded the members that the President’s Evaluation packages have been mailed to each Board member and are due back to Lynne Adams, Legal Counsel. The Board will discuss the compilation with the President at the Executive Session on June 9, 2015

**33. OWNERSHIP LINKAGE (CONTINUED) - HEADING**

**34. 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 will be attending the next meeting to be held in July 2015.

- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo stated that the VVBAC Chair and members have presented to the Cottonwood, Sedona, and Big Park City Council meeting regarding the committees work.

- Yavapai College Foundation - Chair McCarver attended the Annual Foundation meeting held on May to celebrate the end of the year.

**35. OTHER INFORMATION - HEADING**

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

Correspondence received included: Direct mailers highlighting the value of an education at Yavapai College; Community Education catalog; and invitation from Northern Arizona University for President’s Reception.

**37. Planning of September 2015 District Governing Board Retreat - DISCUSSION AND/OR DECISION**

Board members will discuss the planning of the September 2015 District Governing Board Retreat:

- Facilitator

- Proposed Topics

1. Ends Statements Review

2. Receipt of College’s Strategic Plan

3. Data Repository, Benchmarking, and Trends

Member Sigafoos stated that a facilitator is very important to guide a review of the Boards Ends.

Chair McCarver will research facilitators and report back to the Board.

**38. Proposed Dates and Places of Future Meetings for 2015 - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 137-138)

**39. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**

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

Regular meeting adjourned at 3:48 p.m.

Respectfully submitted:

\_\_\_\_\_/S/\_\_\_\_\_  
Ms. Karen Jones, Recording Secretary

Date: June 9, 2015

\_\_\_\_\_/S/\_\_\_\_\_  
Dr. Patricia McCarver, Chair

\_\_\_\_\_/S/\_\_\_\_\_  
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](http://www2.yc.edu).  
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*