



Yavapai College District Governing Board

**Regular Board Meeting
Approved Minutes of Regular Meeting
Tuesday, September 1, 2015
1:00 PM**

Verde Valley Campus - M-137
601 Black Hills Drive
Clarkdale, 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
Mr. Albert Filardo, Board Member Mr. Ray Sigafoos, Board Member
Ms. Deb McCasland, 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 1:02 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Sigafoos

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff.

5. Approval of District Governing Board August 10, 2015 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Member Sigafoos moved, seconded by Member Irwin, to approve the District Governing Board August 10, 2015 Regular 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.

Regular Session recessed at 1:03 p.m.

7. EXECUTIVE SESSION - Pursuant to A.R.S. §38-431.03 (A)(3) and (A)(4)-Receive Legal Advice from Legal Counsel regarding United States ex rel. Daniel Hamilton v. Yavapai County Community College District, CV12-08193-PCT-PGR - INFORMATION AND DISCUSSION

Member Sigafoos moved, seconded by Member Irwin, to convene into Executive Session pursuant to Arizona Revised Statutes §38-431.03(A)(3) and (A)(4) receive Legal Advice from Legal Counsel regarding United States ex rel. Daniel Hamilton v. Yavapai County Community College District, CV12-08193-PCT-PGR. Motion carried unanimously.

Executive Session convened at 1:05 p.m.; Executive Session recessed at 1:31 p.m.

Regular session reconvened at 1:34 p.m.

8. Convene in Public Session with Possible Action RE: Approval of Settlement Offer Related to Aviation Lawsuit - DISCUSSION AND DECISION

No Action taken.

9. OWNERSHIP LINKAGE - HEADING

10. Presentation of Recommendations by the Verde Valley Board Advisory Committee (VVBAC) – INFORMATION AND DISCUSSION (refer to file)

Verde Valley Board Advisory Committee (VVBAC) Chair Paul Chevalier reported on the following:

- Status of the VVBAC request for financial records of the Verde Valley College operating and administrative costs
- Recap of VVBAC June recommendations
- Request to continue the VVBAC

11. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:

Verde Valley Board Advisory Committee - Ruth Wicks, Mike Sullivan, Donna Michaels, Lois Lamer, Dick Ellis, Carolyn Fisher, Jessica Williamson, Scott Jablow, Sandy Moriaty, Isabel Erickson, Bill Regner, Gary LaMaster, Janet Aniol, Barbara Duncan, Barbara Litrell, Jackie Ellis, Jackie Baker, Carol German, Kathie Teal Sullivan, Beaver Creek School District – Karin Ward
Representative Ownership – Bob Oliphant
Verde Valley Career and Technical Education – Lois Lamer
Cottonwood-Oak Creek School District – Barbara U'Ren

Comments from Supervisor Thurman – Marlyn Summers
Comments from Supervisor Davis – DeShannan Young
Representation of Latinos – Ethel Short
Yavapai-Apache Nation – Norman Hazelwood
College Available in the Verde Valley – Betty Hart
Sedona Campus – Debra Emmanuelle

12. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:28 p.m.; reconvened at 2:39 p.m.

13. CONSENT AGENDA – HEADING

Member Filardo moved, seconded by Member Sigafos, to approve the Consent Agenda as written. Motion carried unanimously

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

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

The President reported compliance.

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

The President reported compliance.

17. INFORMATION - HEADING

18. Information from the President to Include: Convocation; Strategic Plan Update; Facilities Management News; College Highlights; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 31-50)

Dr. Penny Wills reported on the following:

- Convocation held on August 17, 2015
- Draft 2015-2020 Strategic Initiatives and Goals
- Facilities Management News - September 2015 - Attached - Information Only
- College Highlights - August 2015- Attached - Information Only

19. Information from Instruction and Student Development to Include: Faculty Senate Update; Executive Dean's Report; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 51-58)

Scott Farnsworth, Interim Vice President for Instruction and Student Development presented the following:

- Faculty Senate Update - David Gorman, Faculty Senate President, reported the Faculty Senate convened on August 17th and finalized the Budget/Compensation Committee. This committee's duties will now include budget responsibilities to bring significant faculty input. The Faculty Senate welcomed six (6) new faculty members and these new members will be participating in peer review committees. Other activities for the coming year will include re-instituting Department Chair to provide academic leadership, as well as participating in the search for Vice President for Instruction and Student Development.
- Executive Dean's Report - Dr. James Perey, Executive Dean for the Verde Valley Campus, presented the Verde Valley Campus and Sedona Center Update (refer to Board agenda, pgs. 52-58).
- Other Related Issues – Interim Vice President Farnsworth presented Enrollment Comparison Fall 2015 to Fall 2014 (refer to Fall 2015 Enrollment handout).

20. MONITORING REPORTS – HEADING

21. Board Self-Evaluation - Governing Board Policy 3.6 - Board Committee Principles - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 60-61)

Policy 3.6 - Board Committee Purpose and Principles

When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.

Policy 3.6.1 - May Not Speak or Act for the Board

Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.

Board worksheet comments included:

Member McCasland: The Verde Valley Board Advisory Committee is a very useful committee to help advise the Board. This should be an ongoing committee for at least two more years. Their work is not completed.

A board spokesperson has not been identified.

Member McCarver: The VVBAC has had quite a lot of interaction with staff to date – need to revisit their role and the Board's direction for the group going forward.

Member Irwin: Needs more data. The Verde Valley Advisory Committee has completed its mission. If the committee members want to continue to contribute, they should focus on assisting the Executive Dean committee in development of his strategic plan.

Member Filardo suggests that the VVBAC be considered as an exception regarding having the ability to deal directly with current staff, because the formation of the VVBAC was for circumstances that were unusual.

Chair McCarver stated that the Open Call comments regarding continuing the VVBAC was difficult because the August minutes meeting include a unanimous vote by the Board to continue VVBAC.

Member Irwin emphasized this policy reads “committees will exist to assist the Board in fulfillment of its duties”, and suggests that the VVBAC was formed to assist the Board in developing Ends Statements.

22. Board Self-Evaluation - Governing Board Policy 4.1 - Unity of Control - MONITORING AND/OR DISCUSSION

(refer to Board agenda, pgs. 62-63)

Policy 4.1 - Unity of Control

Only officially passed motions of the Board shall be binding on the President of Yavapai College.

Policy 4.1.1 - Decision or Instructions of Individual Board Members

Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.

Policy 4.1.2 - Request from Board Members and Board Committees

In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.

Board worksheet comments include:

Member McCasland: No data submitted. Needs to be reviewed for interpretation.

Member McCarver: Data is comprised of meeting minutes where decisions are noted. To my knowledge, no specific instructions have been given other than contracts for employment and compensation through the Board Chair. There have been instances of the VVBAC requesting data that would require material amounts of staff time and funds. The President has addressed those as needed, but the Board may need to provide additional direction to the VVBAC. Data requests should be directly related to the committee's purpose and not related to internal college operations as per the VVBAC mission.

23. OWNERSHIP LINKAGE - HEADING

24. Update from the August 31, 2015 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION

Dr. McCarver recapped the Board Retreat:

- Focused on Ends Development with revision to Ends Statements
- Began to work on Ownership Linkage plans and will continue planning process at the October District Governing Board meeting.

25. 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 Sigafos reported no meeting.
- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo reported the next meeting is Wednesday, September 2, 2015.
- Yavapai College Foundation - Chair McCarver reported the next meeting will be September 9, 2015.

26. POLICY - HEADING

27. Arizona's Community College Statutes: What a Governing Board Must or Can Do - DISCUSSION AND/OR DECISION

Mr. Filardo requested more information regarding how Board members can be involved in the hiring of the Verde Valley Associate Dean. Member Filardo would suggest that District 2 and 3 have an opportunity request public relations experience and the position should not be selected solely on academic requirements. Dr. McCarver responded the Board has delegated this authority to the President through policy and Board members should not participate in the process. Chair McCarver suggested that Board members may share desired qualifications of the position with the President.

Member McCasland asked what the process would be for the Board to revise the roles and responsibilities of the President. Legal Counsel Adams responded that it would require a Board motion and vote.

Dr. Wills assured the Board, students, and the public that she will hire the best person for the position to continue YC's focus on student success. The hiring process for this position will include open forums with an invitation for the Board members and the public to attend. Dr. Wills clarified that all of Arizona community colleges District Governing Boards are not active in the hiring process and have delegated this authority to their President.

28. OTHER INFORMATION - HEADING

29. Correspondence to the Board – RECEIPT

Correspondence received included: Letter from Supervisor Chip Davis, and Fall 2015 OLLI- Prescott Learning Group Schedule

30. District Governing Board Dates and Places of Future Meetings for the Remainder of 2015 and Proposals for 2016 - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 67-69)

- 2015 Proposed Dates and Places of Future meetings

- 2016 Proposed Dates and Places of Future meetings

Member McCasland requested additional meetings and work sessions at the Verde Valley campus.

Member Sigafoos requested the April 12th meeting be moved to April 19th.

31. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:48 p.m.

Respectfully submitted:

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

Date: October 6, 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.

The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.