



**Yavapai College District Governing Board  
Regular Board Meeting  
Approved Minutes of Regular Meeting  
Tuesday, April 19, 2016  
1:00 PM  
Sedona Center, Room 34  
4215 Arts Village Drive  
Sedona, 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 1:00 p.m.

**3. Pledge of Allegiance – PROCEDURAL**

The Pledge of Allegiance was led by Member McCasland

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

Chair McCarver welcomed all guests and staff. Former District Governing Board Member, Duane David Miller, passed away on February 7, 2016. Mr. Miller was a founding member of Yavapai College and served on the Board from 1967-1971. Longtime friend, Bobby Wood, provided a few words of respect and recognition.

**5. Approval of District Governing Board March 1, 2016 Regular Meeting Minutes - DISCUSSION AND DECISION**  
(refer to Board agenda, pgs. 6-10)

Member Filardo moved, seconded by Member Sigafoos, to approve the District Governing Board March 1, 2016 Regular Meeting Minutes. Motion carried unanimously.

**6. Adoption of Agenda – DECISION**

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

**7. OWNERSHIP LINKAGE – HEADING**

**8. Open Call - PROCEDURAL**

The following owners addressed the Board:

Governance Process - Dick Ellis

Allocation of resources – Barbara Duncan

Transparency – Bob Oliphant

Film & Media Arts Program - Michelle Lambeau and Joya Comeaux

**9. CONSENT AGENDA – HEADING**

Member McCasland moved, seconded by Member Sigafoos, to approve Consent Agenda as written with removal of item #10 for further discussion. Motion carried unanimously.

**10. Receipt of Report on Revenues and Expenditures – Month of March 2016 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 13-22)

Member Sigafoos moved, seconded by Member Filardo, to approve the Report on Revenues and Expenditures – March 2016 as written. Motion carried unanimously.

**11. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – March 2016 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 23-25)

The President reported compliance.

**12. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – March 2016 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 26-28)

The President reported compliance.

**13. INFORMATION - HEADING**

**14. Information from the President to Include: Vice President for Instruction and Student Development; Mandatory New Student Orientation; Phi Theta Kappa (PTK) Awards; American Association of Community Colleges (AACC); Employee Service Recognition; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 30-48)

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

- Yavapai College's new Vice President for Instruction and Student Development, Dr. Ron Liss will arrive June 1, 2016
- New Mandatory New Student Orientation both online and in-person sessions for degree and certificate seeking students
- Yavapai College's Phi Theta Kappa (PTK) was recognized with four (4) awards on March 5<sup>th</sup> at the Regional Convention in Mesa, AZ.
- American Association of Community College (AACC) Annual Convention - April 9-12, 2016 - Chicago, IL
- Employee Service Recognition - March 17 and March 23
- College Highlights - April 2016 - Attached - Information Only
- Facilities Management News - Attached - Information Only

**15. Information from Instruction and Student Development to Include: Lifelong Learning; Faculty Senate; Student Leadership Council; Verde Valley SciTech Festival; Adjunct Faculty; and Other Related Information- INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 49-75)

Dr. James Perey, Executive Dean (for Scott Farnsworth, Interim Vice President for Instruction and Student Development) presented an update on the following:

- Lifelong Learning - Dennis Garvey, Dean of Lifelong Learning presented the Community Education and OLLI programs, enrollment, catalogs, and marketing.
- Faculty Senate - Dave Gorman reported on Faculty Association and Senate elections results with Dr. Selina Bliss serving as President for FY2016-17. YC hosted the successful Arizona Community College Assessment Conference with 150 attendees from across the state. YC faculty have been working with administration on the proposed budget and support the FY2016-2017 Budget Proposal including the compensation recommendations.
- Student Leadership Council - Nichole Wilson, the Student Leadership Council Faculty Coordinator and students, Jennifer Kelly, Courtney Warner, and Breanna Wheeler reported on SLC activities and events to include Fun Run, National Council on Student Leadership Conference, Campus Food Bank, Evening of Recognition, and upcoming events.
- Verde Valley Campus SciTech Festival on April 8, with 140 attendees
- Adjunct Faculty Newsletters - Attached - Information Only
- Other related information – The Fall 2015 Nursing Cohort had a pass rate 93%, which speaks to the role of faculty and what they are providing in the classroom, through instruction, and preparation of students.

**16. Information from Yavapai College Advancement and Foundation to Include Updates: Strategic Planning and Development- INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 76-84)

Mr. Steve Walker, Vice President for College Advancement and Foundation provided a report on the Yavapai College Foundation Strategic Planning Process. Mr. Paul Kirchgraber, Director of Development, reported on the progress of scholarships and fundraising for FY 2015-2016.

**17. MONITORING REPORTS – HEADING**

**18. Receipt of President's Monitoring Report - Executive Limitation 2.1.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 86-91)

2.1.1 Treatment of Employees

The President shall not cause or allow personnel policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices.

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.1.1, and believe that the interpretation of the policies provided is 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 2.1.1. Motion carried unanimously.

**19. Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 92-96)

2.2 Compensation and Benefits

The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.

The Board requested that Executive Monitoring Report 2.2 be revised and reviewed at the May 2016 District Governing Board meeting.

**20. President's Evaluation Process - DISCUSSION AND/OR DECISION**

During the May 10, 2016 District Governing Board meeting, the Board is scheduled to evaluate the President's performance for FY 2015-2016. The evaluation will be based on the President's progress in meeting the Ends established by the Board and her compliance with the Executive Limitations and other applicable Board policies, as set forth in the Monitoring Reports. The following is the accepted schedule to complete the process:

1. The Board members will receive a performance summary from the President, applicable Monitoring Reports, other relevant information, and evaluation forms by April 21, 2016.
2. Board members are requested to complete the evaluation and forward to Lynne Adams, Legal Counsel, no later than May 4, 2016.
3. The information will be compiled by Lynne Adams.
4. The Board will present the compiled information to President Wills at the May 10, 2016 District Governing Board

meeting in executive session.

**21. SHORT RECESS – PROCEDURAL**

Meeting recessed at 2:28 p.m.; reconvened at 2:44 p.m.

**22. POLICY ISSUES – HEADING**

**23. Consideration of the Preliminary Budget FY 2016-2017 - INFORMATION, DISCUSSION, AND/OR DECISION**

(refer to Board agenda, pgs. 110-148; and FY2016-17 Preliminary Budget Overview Handout)

Dr. Clint Ewell, Vice President of Finance and Administrative Services, presented the FY 2016-2017 Preliminary Budget for the Board's consideration.

The Board members requested that the following items be included in the final budget review:

- Compensation recommendations contain trend lines in addition to target ranges.
- Updates on 2015-2016 Strategic Initiatives and Capital Projects.

**24. OWNERSHIP LINKAGE - HEADING - CONTINUED**

**25. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB) and Association of Community College Trustees (ACCT); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION**

- Arizona Association for District Governing Boards (AADGB) - Mr. Ray Sigafos attended AADGB meeting on March 10, 2016. The agenda included a report on the Higher Ed for Higher Standards and the Governance Institute for Student Success (GISS). Additional information on GISS will be distributed to all Board members. The next meeting will be May 6, 2016.
- Verde Valley Board Advisory Committee - Mr. Al Filardo announced the newest VVBAC member, Lisa Sandoval, representing the Yavapai-Apache Nation. Also reported that the VVBAC Clarkdale Town Hall received positive feedback regarding the College. The next meeting will be April 20<sup>th</sup>.
- Yavapai College Foundation - Dr. Patricia McCarver reported that the April 13<sup>th</sup> meeting included the Foundation's Strategic Plan and Fundraising Report. The next meeting is May 11, 2016.

**26. OTHER INFORMATION - HEADING**

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

Correspondence received included: Invitation to Northern Arizona Regional Training Academy Commencement; News Release to announce Lisa Sandoval to Verde Valley Board Advisory Committee; TAACCCT Grant Outcomes & Quick Facts; and Focus Magazine.

**28. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION** (refer to

Board agenda, pgs. 158-161)

Board members reviewed dates and places of the 46th Annual Commencement Ceremonies along with future events/meetings.

Verde Valley Campus Commencement - Friday, May 6, 2016 at 6:00 p.m. - Mabery Pavilion

Prescott Campus Commencement - Saturday, May 7, 2016 at 6:00 p.m. - Performing Arts Center

Nursing Pinning Ceremony, Prescott - Saturday, May 7, 2016 at 1:00 p.m. - Performing Arts Center

Northern AZ Regional Training Academy (NARTA) - Thursday, May 26, 2016 at 11:00 a.m. - Performing Arts Center

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

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

Regular meeting adjourned at 3:57 p.m.

Respectfully submitted:

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Ms. Karen Jones, Recording Secretary

Date: May 10, 2016

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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: [www.yc.edu](http://www.yc.edu).  
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.*