



**Yavapai College District Governing Board
Regular Board Meeting
Approved Minutes of Regular Meeting
Tuesday, February 14, 2017
1:00 PM
Rock House – Prescott Campus
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:

Mr. Ray Sigafoos, Chair
Dr. Connie Harris, Board Member
Ms. Deb McCasland, Board Member

Mr. Steve Irwin, Secretary
Dr. Patricia McCarver

Administration Present:

Dr. Penelope H. Wills, President
Karen Jones, Executive Assistant

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 Sigafoos 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 Sigafoos welcomed all guests and staff.

5. Approval of the District Governing Board January 10, 2017 Budget Workshop and Regular Meeting Minutes- DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-13)

Member McCarver moved, seconded by Member Irwin, to approve the District Governing Board January 10, 2017 Budget Workshop and Regular Meeting Minutes as written. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. OWNERSHIP LINKAGE – HEADING

8. Appointments of 2017 Board Member Liaison - DISCUSSION AND/OR DECISION

Board Chair Sigafoos appointed the Board Liaisons to serve one-year terms for the following committees as follows:

- Board Spokesperson – Member Sigafoos.
- Arizona Association for District Governing Boards Representative (AADGB) – Member McCasland and Member Harris.
- Yavapai College Foundation – Member McCarver and Member Irwin.

9. Open Call - PROCEDURAL

The following owners addressed the Board:

Ernest Hernandez – Thanks and goodbye to the College

Ruth Wicks – Tuition

Jack Clevenger – Captioning at YC Performing Arts Center

10. CONSENT AGENDA – HEADING

Member Harris moved, seconded by Member McCarver, to approve the consent agenda as written. Motion carried unanimously.

11. Receipt of Report on Revenues and Expenditures – Month of January 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 18-26)

12. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – January 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 28-29)

The President reported compliance.

13. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – January 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 31-32)

The President reported compliance.

14. For Consideration for Approval the Intergovernmental Agreement Between the Town of Prescott Valley and Yavapai College for the Purpose of Renovating Educational Facilities - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 33-39)

For consideration for approval of the intergovernmental agreement (IGA) between the Town of Prescott Valley and Yavapai College for the purpose of renovating educational facilities. The College will pay to the Town all Town fees

and charges applicable to construction of the addition to the College's Prescott Valley Center at 6955 East Panther Path. The Town will pay the College a sum representing the Building Fees. The agreement will be in effect from February 2017 until December 31, 2018.

15. For Consideration for Approval and Deletion of Curriculum Certificate Programs - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 41-48)

For consideration for approval of new curriculum for Service Dog Certificate Program and deletion of the Certificate Program for Exercise Science/Sports Medicine.

16. INFORMATION - HEADING

17. Information from the President to Include Community Outreach Letter; Search for Vice President for Community Relations; Verde Valley Executive Dean's Advisory Committee; Yavapai Combined Trust Quarterly Report; College Highlights; Facilities Management News; Yavapai College Staff Association Newsletter; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 50-90)

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

- Spring 2017 Community Outreach Letters
- Update on the candidate search for Vice President for Community Relations.
- Verde Valley Executive Dean's Advisory Committee - Dr. James Perey, Executive Dean/Campus Executive Officer for Verde Valley Campus and Director of University/Governmental Relations, shared the current work of the committee to provide input and recommendations for the 2015-2020 Strategic Priorities and Initiatives. The focus for this year has been career and technical education to include partnerships with VACTE and Verde Valley High Schools. Another partnership is underway with Red Rock High School to develop programming in performing theatrical arts, utilize the school's performing arts center, and a YC investment to provide a sprung floor.
- Yavapai Combined Trust Quarterly Report – Attached
- College Highlights - Attached - Information Only – Dr. Wills highlighted the 2016 results for the National Council Licensure Examination-Registered Nurses (NCLEX-RN) first time pass rate:
 - o YC 91.23%
 - o AZ 86.03%
 - o National 84.56%
- Facilities Management News - Attached - Information Only
- Yavapai College Staff Association (YCSA) Update - Attached - Information Only

18. Information from Instruction and Student Development to Include Faculty Senate Update; Student Leadership Council; Enrollment Update; Adjunct Advisor; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 91-105)

Dr. Ron Liss, Vice President for Instruction and Student Development, presented an update on the following:

- Faculty Senate Update - Dr. Selina Bliss, Faculty Senate President, highlighted faculty's passion of teaching to promote student success.
- Spring 2017 Enrollment is down 2% with enrollment increases at Verde Valley Campus, Online, OLLI, and Verde Valley Community Education. The College continues to look at ways to increase enrollment including a student enrollment call campaign, analyzing credit and non-credit courses, and expanding the FY 2018-2019 academic year to provide 16-week terms.
- Other Related Information – Announced that Diana Dowling is the new Associate Dean for Student Development.
- Student Leadership Council - Dr. Mark Shelley, Student Leadership Council (SLC) Faculty Coordinator, and students, Jeremiah Suta and Avery Smith. SLC projects include After Hours Study Area, Focus Groups, "Respect" Campaign, and Leadership Conference at U of A. This year's achievements include a basketball fundraiser, Christmas light parade float, "Circle of Change" Leadership Conference, participation in "YC for a Day", Verde Valley SLC, and SLC website redesign.
- Adjunct Advisor – Information Only – Attached

19. POLICY ISSUES – HEADING

20. Receipt of the Comprehensive Annual Financial Report (CAFR), Independent Auditors' Report on Internal Controls and Independent Auditors' Report on Compliance for Each Major Federal Program - for the Fiscal Year Ended June 30, 2016 – INFORMATION AND DISCUSSION (refer to Overview of YC Comprehensive Annual Financial Report & Audit Results handout and CAFR Report)

Frank D'Angelo, Controller, provide a brief presentation of the FY2015-16 financial audit and operating results, Independent Auditors' Report on Internal Controls, and Independent Auditors' Report on compliance for each major federal program (Federal Single Audit). Audit Results and CAFR Highlights:

- No audit findings
- Unmodified audit opinion
- Applied for the Certificate of Achievement for Excellence in Financial Reporting award from GFOA

The CAFR can be found at https://www.yc.edu/v5content/budget/docs/YCC_CAFR_6-30-16.PDF.

21. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:10 p.m.; reconvened at 2:25 p.m.

22. POLICY – HEADING (CONTINUED)

- 23. For Consideration for Approval of Proposed Tuition and Fees for Fiscal Year 2017-2018 - INFORMATION, DISCUSSION, AND/OR DECISION** (refer to Tuition & Fees handout)
 Dr. Clint Ewell, Vice President of Finance and Administrative Services, presented the FY 2017-2018 Proposed Tuition and Fees. The changes to the FY 2017-2018 Tuition and Fees were developed with input from Administration, Deans, and Finance staff.
 Member McCarver moved, seconded by Member Harris, to approve tuition and fees for fiscal year 2017-2018 tuition and fees as presented. Motion carried with 4 yes votes and 1 no vote from Member McCasland.
- 24. MONITORING REPORTS – HEADING**
- 25. Receipt of President's Monitoring Report - Executive Limitations 2.1.2 – Treatment of Students - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 109-124)
 Member McCasland moved, seconded by Member McCarver, to table the President's Monitoring Report – Executive Limitations 2.1.2, and reexamine at the March District Governing Board meeting. Motion carried unanimously.
- 26. Receipt of President's Monitoring Report - Executive Limitations 2.3.3 – Certification Financial Records - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 125-130)
 Member McCasland moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.3.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3.3. Motion carried unanimously.
- 27. Board Evaluation of Governance Policy 3.3 – Board Member Code of Conduct and Ethics – MONITORING AND DISCUSSION** (refer to Board agenda, pgs. 131-139)
 The Board requested that future evaluations for policy sections 3 and 4, include standardized statements to clarify how the member will interpret the policy and what data will be used for assessment.
 The Board requested that policy 3.3 – Board Member Code of Conduct and Ethics, be moved to the month of March for future years in order to review the conflict of interest forms prior to evaluation.
- 28. BOARD EDUCATION - HEADING**
- 29. Review of the February 13, 2017 District Governing Board Retreat – INFORMATION AND/OR DISCUSSION**
 The Board provided a summary of the February 13, 2017 District Governing Board Retreat.
 Chair Sigafoos will be developing and updating the Board's self-evaluation form to include monthly and quarterly evaluations.
- 30. OWNERSHIP LINKAGE (CONTINUED) - HEADING**
- 31. Review of Completed Board Members' 2017 Annual Conflict of Interest Forms - INFORMATION AND DISCUSSION**
 Board members shared information on their 2017 Annual Conflict of Interest forms that were distributed at the January 10, 2017 District Governing Board meeting. These forms shall be kept in a file maintained by the College and shall be open to public record.
- 32. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Yavapai College Foundation; and Board Spokesperson – INFORMATION, AND/OR DISCUSSION**
- Arizona Association for District Governing Boards (AADGB) – Chair Sigafoos reported the next meeting will be March 9, 2017 which will include the All Arizona Academic Luncheon.
 - Yavapai College Foundation – Member McCarver reported the January 18, 2017 Foundation meeting included a Vanguard financial report, strategic plan review, and scholarship update. Member Irwin reported the February 8th Foundation meeting included a PTK student presentation, update on scholarship goals, and an announcement that the Annual Scholarship Reception will be held on March 4th.
 - Board Spokesperson – request from local paper regarding the Chino Valley Race Track.
- 33. Ownership Linkage Plan Quarterly Update - INFORMATION, DISCUSSION, AND/OR DECISION**
 The Board reviewed the quarterly status report of the 2016-2017 Ownership Linkage Plan.
- Annual Report
 - Community Conversations with the President
 - Survey to be conducted every three years (2017/2020/2023)
- 34. Focus Study: Access for the Underserved Students/Populations - INFORMATION AND DISCUSSION**
 During the September 12, 2016 District Governing Board Retreat, the Board determined that the Ownership Linkage and Board Education plans will focus on a study of access for the underserved/lower socioeconomic populations of Yavapai County.
 Dr. Wills proposed the educational plan include reading materials, speaker to present to the Board, and conducting the community conversations at the remote learning centers.
- 35. OTHER INFORMATION - HEADING**
- 36. Correspondence to the Board – RECEIPT**
 Correspondence received included: State of Arizona Auditor General Reports Issued and Results; Letter Re: Bright Star Community Association, Inc. proposed Old Home Manor Speedway; and Community Education Winter/Spring 2017 Catalog.
- 37. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 146-149)
 The Board reviewed proposed meetings, dates, times, and locations for:

- Fiscal Year 2016-2017 to include the upcoming International Policy Governance Association (IPGA) 2017 Annual Conference in San Diego, CA on June 22-24, 2017
- Fiscal Year 2017 - 2018 to include the upcoming Association of Community College Trustees (ACCT) Leadership Congress in Las Vegas, NV September 25-28, 2017
 - o Early Bird hotel rate by April 15, 2017
 - o Call for Presentation Proposals by April 21, 2017

38. 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

Pursuant to A.R.S. §38-431.03 (D) - Legal action involving a final vote for decision shall not be taken at an executive session, except that the public body may instruct its attorney or representatives as provided in subsection A, paragraphs 4, 5, and 7 of this section. A public vote shall be taken before any legal action binds the public body. Member McCarver moved, seconded by Member Harris, 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.

39. Convene in Public Session with Possible Action RE: United States ex rel. Daniel Hamilton v. Yavapai County Community College District, CV12-08193-PCT-PGR - DISCUSSION AND/OR DECISION

4:05

Chair Sigafos stated that executive session was held to receive legal advice and no action taken.

40. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:06 p.m.

Respectfully submitted:

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

Date: March 7, 2017

_____/S/_____
Mr. Ray Sigafos, 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.
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.*