



**Yavapai College District Governing Board  
Board Retreat  
Approved Minutes of Board Retreat  
Monday, February 13, 2017  
9:00 AM  
Prescott Resort -  
1500 Highway 69  
Prescott, Arizona**

**Members Present:**

Mr. Ray Sigafoos, Chair  
Dr. Connie Harris, Board Member  
Ms. Deb McCasland, Board Member  
Mr. Steve Irwin, Secretary  
Dr. Patricia McCarver, Member

**Guests:**

Dr. Pamela Fisher, Association of Community College Trustee (ACCT) Consultant

**Administration Present:**

Dr. Penelope H. Wills, President  
Lynne Adams, Board Attorney  
Karen Jones, Executive Assistant

**1. CALL TO ORDER - HEADING**

**2. Call to Order – PROCEDURAL**

Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 9:00 a.m.

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

Chair Sigafoos welcomed all guests and staff, and introduced Dr. Pamela Fisher, Association of Community College Trustee (ACCT) Consultant.

**4. BOARD EDUCATION - HEADING**

**5. Review Yavapai College District Governing Board Role and Responsibilities; Effective Board Members; and Best Practices - INFORMATION AND/OR DISCUSSION**

Dr. Pamela Fisher, ACCT Consultant, provided an overview of the Retreat, introduction of her professional background, and her passion to support post-secondary governing boards. She led a discussion of Board role and responsibilities, effectiveness, and best practices. The Board discussed the purpose and mission of Yavapai College Board. Each Board member shared:

- Personal and professional background information
- Reason for being a Yavapai College District Governing Board member
- The value of Yavapai College

**6. SHORT RECESS - PROCEDURAL**

Meeting recessed at 10:37 a.m.; reconvened at 10:57 a.m.

**7. Review Yavapai College District Governing Board Role and Responsibilities; Effective Board Members; and Best Practices (Continued) - INFORMATION AND/OR DISCUSSION**

Dr. Pamela Fisher, ACCT Consultant, led the Board in a discussion of Board role and responsibilities, effectiveness, and best practices. The Board discussed best practices to include:

- Board/CEO relationships: To achieve optimal board effectiveness, the Board and the President must be clear on what they expect from each other.
  - Board's expectations of the President include honesty, creativity, commitment to student success, transparency, diplomatic, data driven, good listener, future oriented, effective community relations (internal and external).
  - President's expectations of the Board include feedback, support, loyalty, clear direction or goals, respect, commitment to student success, honesty, open discussion, the board to operate with integrity, understanding of issues/roles, guidance, trust and confidence, no surprises, no personal agendas, effective relationships with the external community.
- Roles and responsibilities
- Policy vs. Operations
- Communication Protocols
- Board Ethics
- Community Relations and Advocacy

Future discussions:

- Code of Conduct policy to include speaking to the media.
- President's evaluation: Consider if monitoring report voting should be in open meeting, and expanding Executive Limitations policies to include leadership expectations.
- Develop a quarterly Board evaluation from all members:
  - Consider value and work of the Board
  - Rate on a 1 to 4 scale – operates as a unit; treat staff and each other with respect; act in the best interest of

students; interact with the public.

- Revisiting the Board's governance process

**8. RECESS FOR LUNCH - PROCEDURAL**

Meeting recessed at 12:16 a.m.; reconvened at 1:32 p.m.

**9. Review Yavapai College District Governing Board Role and Responsibilities; Effective Board Members; and Best Practices (Continued) - INFORMATION AND/OR DISCUSSION**

Dr. Pamila Fisher, ACCT Consultant, led the Board in a discussion of Board role and responsibilities, effectiveness, and best practices. Dr. Fisher provided information regarding:

- Board Self-Assessment
- President's Evaluation
- Student Success and Student Equity
- Accreditation

Guide to Trustee Roles and Responsibilities

- Act as unit
- Represent the common good
- Policy oriented
- Employ, evaluate, and support CEO
- Define policy standards for college operations
- Create a positive climate
- Monitor performance
- Support and be advocate for the College

**10. SHORT RECESS - PROCEDURAL**

Meeting recessed at 3:19 p.m.; reconvened at 3:27 p.m.

**11. Review Yavapai College District Governing Board Role and Responsibilities; Effective Board Members; and Best Practices (Continued) - INFORMATION AND/OR DISCUSSION**

Dr. Pamila Fisher, ACCT Consultant, led the Board in a discussion of Board role and responsibilities, effectiveness, and best practices.

The Board reviewed three (3) case studies.

The Board discussed next steps and planning.

**12. ADJOURNMENT OF BOARD RETREAT - PROCEDURAL**

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

Board Retreat adjourned at 4:01 p.m.

Respectfully submitted:

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

Date: March 7, 2017

\_\_\_\_\_/S/\_\_\_\_\_  
Mr. Ray Sigafoos, 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.*