



**Yavapai College District Governing Board  
Regular Board Meeting  
Approved Minutes of Regular Meeting  
Tuesday, May 9, 2017  
1:28 PM**

Prescott Campus - Building 3, Room 119  
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                      Mr. Steve Irwin, Secretary  
Dr. Connie Harris, Board Member        Dr. Patricia McCarver, 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 Sigafoos called the Yavapai College District Governing Board meeting to order at 1:28 p.m.

**3. Pledge of Allegiance – PROCEDURAL**

The Pledge of Allegiance was led by Member McCasland

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

Chair Sigafoos welcomed all guests and staff.

**5. Approval of District Governing Board April 18, 2017 Regular Meeting Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-10)**

Member Harris moved, seconded by Member Irwin, to approve the District Governing Board April 18, 2017 Regular Meeting Minutes as written. Motion carried unanimously.

**6. Adoption of Agenda – DECISION**

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

**7. CONSENT AGENDA – HEADING**

Member McCarver moved, seconded by Member Harris, to approve Consent Agenda items #8 and 9 as written. Motion carried unanimously.

Member McCasland moved, seconded by Member McCarver, to approve Consent Agenda item #10: President's Monthly Report: Executive Limitation 2.3.2 – Reserves – April 2017 as written. Motion carried unanimously.

Member McCasland moved, seconded by Member Harris, to approve Consent Agenda items #11: Intergovernmental Agreement between Yavapai College and the Town of Camp Verde as written. Motion carried unanimously.

**8. Receipt of Report on Revenues and Expenditures – Month of April 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 12-21)**

**9. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – April 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 22-24)**

The President reported compliance.

**10. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – April 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 25-27)**

The President reported compliance.

**11. For Consideration for Approval of the Intergovernmental Agreement Between Yavapai College and the Town of Camp Verde, by and through the Camp Verde Community Library for Library Services to Expand Access to Yavapai College Services - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 28-33)**

For consideration for approval of the intergovernmental agreement (IGA) between Yavapai College (YC) and the Town of Camp Verde, by and through the Camp Verde Community Library for library services to expand access to Yavapai College services and support areas of Yavapai County where YC does not have an existing facility. YC will provide computer resources and informational materials pursuant to the terms and conditions. The Camp Verde Library will check out YC computer equipment for on-premise use, display YC informational materials, and other provisions pursuant to the IGA. The IGA will commence on the date of final signature by the Parties and continue for one year and thereafter automatically renew each year for up to four (4) additional one (1) year periods.

## **12. INFORMATION - HEADING - CONTINUED**

### **13. Information from the President to Include: Vice President for Community Relations; 2017 Commencement Ceremonies; Faculty Summer Institute; Government Finance Officers Association Certificate of Achievement; Verde Valley Campus Update; Yavapai Combined Trust Quarterly Report; YCSA Update; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 35-82)**

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

- Mr. Rodney Jenkins has been named Vice President for Community Relations, and will report on June 30, 2017.
- 2017 Commencement Ceremonies were held on May 5 at Verde Valley Campus and May 6 at the Prescott Campus.
- Faculty Summer Institute is being held today, May 9, and tomorrow, May 10 at the Community Room on the Prescott Campus.
- Government Finance Officers Association (GFOA) Certificate of Achievement - Yavapai College's annual financial report for FY16 has been awarded this Certificate for the 17th year in a row. This award represents a significant accomplishment by a government and its management.
- Dr. James Perey has received the ACTEAZ Career and Technical Education Post-Secondary Teacher of the Year.
- Verde Valley Campus Update - Dr. James Perey, Executive Dean/Campus Executive Officer for Verde Valley Campus and Director of University/Governmental Relations, reported the Sedona Center renovation is on track for completion in July and will make arrangements for the Board to tour the facilities upon completion. The College is preparing to begin construction at the Red Rock Sedona High School Performing Arts Center on the sprung floor. The last acre at the College vineyard was planted during Plant a Vine on April 29, 2017. The Verde Valley Campus is currently preparing for College for Kids, working on a new IGA with VACTE, and designing a medical assistants program that will be brought to the Verde Valley Campus in the Fall semester.
- Yavapai Combined Trust Quarterly Report - Attached - Information Only
- Yavapai College Staff Association Update - Attached - Information Only
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Yavapai College Small Business Development Center has been awarded the 2017 Center of Excellence and Innovation winner.
- Announced that Professor Joan Fisher completed her doctorate degree during the Spring 2017 term.

### **14. Information from Instruction and Student Development to Include: Faculty Senate; College Honors Program; Adjunct Faculty Newsletter; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 83-95)**

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

- Faculty Senate Update - Dr. Selina Bliss reported the last Senate meeting for this term was held last week. Faculty focus for FY18 will include shared governance research and possible survey. Matt Percy will speak at Convocation regarding shared governance. Faculty also plan to address faculty handbook, workload process, quality matters, professional development, organizational changes, committee chair activities, and faculty mentoring programs.
- College Honors Program (CHP) - Jason Whitesitt, Program Director, and students, Killian Hays George and Louisa Brill provided a recap of the CHP's mission, service, learning, and activities.
- Adjunct Faculty Newsletter - Attached - Information Only
- Related Information

## **15. SHORT RECESS - PROCEDURAL**

Meeting recessed at 2:06 p.m.; reconvened at 2:20 p.m.

**16. POLICY – HEADING**

**17. Consideration to Authorize the Sale of the Prescott Valley Library Condominium to the Town of Prescott Valley - INFORMATION, DISCUSSION, AND/OR DECISION**

The Board will consider authorizing the College to negotiate and execute the sale of the Joint Property located at the Prescott Valley Library per the terms and conditions of the Intergovernmental Agreement (IGA) Joint Facility Condominium between the Town of Prescott Valley and Yavapai County Community College District. The IGA was approved and executed by the Board on April 10, 2007 (Resolution 2007-04).

Member McCarver moved, seconded by Member Irwin, to authorize the College to negotiate and execute the sale of the Prescott Valley Library Condominium to the Town of Prescott Valley. Motion carried with 4 yes votes; 1 no vote from Member McCasland.

**18. MONITORING REPORTS – HEADING**

**19. Receipt of President's Monitoring Report - Executive Limitation 2.0- MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 98-103)

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

Member McCarver moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.0, 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 2.0. Motion carried with 4 yes votes; 1 no vote from Member McCasland.

**20. BOARD EDUCATION – HEADING**

**21. Focus Study: Access for the Underserved Students/Populations - INFORMATION AND DISCUSSION**

The 2016-2017 Ownership Linkage and Board Education is focused on a study of access for the underserved lower socioeconomic populations. Mr. Steve King, Assistant Superintendent, Cottonwood-Oak Creek School District, led a discussion about the underserved lower socioeconomic populations of Yavapai County.

**22. OWNERSHIP LINKAGE - HEADING**

**23. Reports from Board Liaisons – Board Spokesperson; Arizona Association for District Governing Boards (AADGB); and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION**

- Board Spokesperson – no report.
- Arizona Association for District Governing Boards (AADGB) – Member McCasland reported the next AADGB meeting will be June 9, 2017 and include additional discussion/planning for the Governance Institute for Student Success (GISS) to be held Fall 2017.
- Yavapai College Foundation - Dr. Patricia McCarver reported the next meeting, Annual Meeting, is May 10, 2017.

**24. OTHER INFORMATION - HEADING**

**25. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 106-108)

The Board requested the Retreat will be held on September 11, 2017 from 9 a.m. to 4 p.m.

Topics will include:

- Ownership Linkage Plan for Current FY2017 and Proposed FY2018
- Review of Executive Limitations
- Review of Ends Statements – Visionary planning
- Annual Calendar

**26. MONITORING REPORT - HEADING (CONTINUED)**

**27. Board Meeting Evaluation (Monthly) - DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 109-110)

During the April 18, 2017 District Governing Board meeting, the Board requested the new monthly evaluation form and process be implemented at the May Board meeting. Staff provided instructions to complete the evaluation online or paper form. Chair Sigafos requested the Board complete the evaluation during this time of the meeting.

**28. EXECUTIVE SESSION - A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, Compensation, and Employment Agreement - PROCEDURAL**

Pursuant to A.R.S. §38-431.03(A)(1), Review and consideration of President Wills' annual evaluation, compensation, and employment agreement (the employee has been notified in writing).

Member Irwin moved, seconded by Member McCarver, to convene into Executive Session pursuant to

Arizona Revised Statutes §38-431.03(A)(1) for the review of the President's Annual Evaluation, Compensation, and Employment Agreement. Motion carried unanimously.

Executive Session convened at 3:14 p.m.

Executive Session recessed at 4:26 p.m.; Regular session reconvened at 4:28 p.m.

**29. Convene in Public Session with Possible Action RE: President's Evaluation, Compensation, and Employment Agreement as a Result of Executive Session – DECISION**

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 Irwin moved, seconded by Member Harris, that based on the Board's evaluations and discussions regarding Dr. Wills' performance during the past fiscal year, the Board agrees to extend the President's employment agreement for one (1) year (2020). Motion carried 4 yes votes; 1 no vote from Member McCasland.

Member Irwin moved, seconded by Member McCarver, that the terms of the amended contract should also include a compensation increase equal to \$5,000 (approximately 1.97%) in base salary, with the expense account and other benefit provisions to remain as set forth in the current contract. The Board also authorizes Chair Sigafoos to work with legal counsel to prepare the necessary contract amendment to reflect the Board's decision, and to update the contract to comply with Arizona statutes and laws. Motion carried 4 yes votes; 1 no vote from Member McCasland.

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

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

Regular meeting adjourned at 4:33 p.m.

Respectfully submitted:

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

Date: June 13, 2017

\_\_\_\_\_/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.*