



**Yavapai College District Governing Board  
Regular Board Meeting  
Approved Minutes of Regular Meeting  
Tuesday, September 12, 2017  
1:00 PM  
Sedona Center  
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:**

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

**Administration Present:**

Dr. Penelope H. Wills, President  
Other staff attending are on file in the District Office  
Lynne Adams, Board Attorney

**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 McCarver.

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

Chair Sigafoos welcomed all guests and staff.

**5. Approval of District Governing Board June 13, 2017 Regular Meeting Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-10)**

Member McCarver moved, seconded by Member Harris, to approve the District Governing Board August 8, 2017 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 written. Motion carried unanimously.

**7. OWNERSHIP LINKAGE – HEADING**

**8. Open Call – PROCEDURAL**

The following owners addressed the Board:

Bob Weir, Verde Academy for Career and Technology Education, Superintendent – YC Partnership  
Paul Chevalier - Culinary

**9. MONITORING REPORT – HEADING**

**10. August Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 13-14)**

The Board assesses how meetings are conducted; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring. At the August 8, 2017 meeting, the Board completed the assessment for that meeting. Staff compiled the results for the Board's review and discussion.

**11. CONSENT AGENDA – HEADING**

Member McCarver moved, seconded by Member Harris, to approve Consent Agenda as written. Motion carried unanimously.

**12. Receipt of Report on Revenues and Expenditures – Month of August 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 16-25)**

The President reported compliance.

**13. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – August 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 26-28)**

The President reported compliance.

**14. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – August 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 29-31)**

The President reported compliance.

**15. For Consideration for Approval of the Intergovernmental Agreement Between City of Prescott, Town of Prescott Valley, Central Arizona Fire and Medical Authority, Groom Creek Fire District, Walker Fire Protection Association, Yavapai County Community College District, and Yavapai Prescott Indian Tribe for the Consolidation of Dispatch Services (Restated) - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 32-49)

For consideration for approval of the intergovernmental agreement (IGA) between the City of Prescott, Town of Prescott Valley, Central Arizona Fire and Medical Authority, Groom Creek Fire District, Walker Fire Protection Association, Yavapai County Community College District, and Yavapai Prescott Indian Tribe for the consolidation of dispatch services. The participating agencies originally entered into an agreement on July 1, 2011 and revised January 1, 2017 to operate dispatch facilities for their respective emergency services and now would like to consolidate those dispatch services. The City of Prescott will serve as the lead agency in the operation of the consolidated dispatch services and each of the participating parties will make a monthly fee payment based on a workload division of costs as set forth in Schedule A (minimum annual fixed fee of \$5000). The IGA will be in effect until December 31, 2019 and will automatically renew for twenty-four month consecutive periods beginning January 1, 2020.

**16. INFORMATION - HEADING - CONTINUED**

**17. Information from the President to Include College Highlights, and Facilities Management News, and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 50-75)

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

- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Issues – Yavapai College has received the five year U.S. Department of Education TRIO grant in the amount of \$1,287,500.

**18. Information from Instruction and Student Development to Include: Faculty Senate; Enrollment; and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 76-80)

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

- Faculty Senate Update - Dr. Matt Percy presented information on the College's efforts to assess shared governance and the correlating faculty survey that will be distributed this semester. The survey has been developed and is currently being reviewed by the Institutional Research Office. The Standards Committee is reviewing best practices for the classroom with specific emphasis on appropriate class capacity and "Quality Matter" research. Faculty Senate is performing an overall review of faculty committees for effectiveness.
- Enrollment Update – Dr. Liss informed the Board that enrollment is up 1.6% in student head count and .7% in student credit hours.
- Adjunct Advisor – Attached – Information Only

**19. SHORT RECESS - PROCEDURAL**

No recess was taken.

**20. MONITORING REPORTS – HEADING**

**21. Board Self-Evaluation of Governing Board Policy 3.4 - Agenda Planning- MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 81-92)

**22. Board Evaluation of Governing Board Policy 3.6 - Board Committee Principles - MONITORING AND/OR DISCUSSION** (refer to Board agenda, pgs. 93-95)

**23. Board Self-Evaluation - Board - President Linkage 4.1- Unity of Control - MONITORING AND/OR DISCUSSION** (refer to Board agenda pgs. 96-98)

The Board requested to discuss the monitoring schedule of Policy sections 3 – Governance Process and 4 – Board/President Linkage at the October meeting.

**24. Board Self-Evaluation - Governing Board Policy 4.7 - President Succession; and Possible Update of Policy - MONITORING, DISCUSSION AND/OR DECISION** (refer to Board agenda pgs. 99-100)

The Board will discuss, review, and/or vote on possible corrective update to Policy 4.7 to remove the last sentence resulting in wording as follows:

In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes. When the President is absent or unavailable, the Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; or Vice President for Community Relations; will be

empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President’s absence. The President’s whereabouts shall be available through the President’s executive assistant and known by the Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; and Vice President for Community Relations.

Member McCasland moved, seconded by Member Irwin, to revise policy 4.7 as proposed in the agenda to remove the last sentence (see above). Motion carried unanimously.

**25. OWNERSHIP LINKAGE - HEADING**

**26. Preliminary Results of District Governing Board Ownership Survey - INFORMATION AND/OR DISCUSSION** (see the PowerPoint)

Dr. Tom Hughes, Director of Institutional Effectiveness and Research, presented the preliminary results of the District Governing Board Ownership Survey. This survey is part of the Board’s Outreach Plan and provides ownership feedback/input for the Board’s Ownership Linkage Plan.

**27. Review and Summary of the September 11, 2017 Board Retreat – INFORMATION, DISCUSSION, AND/OR DECISION**

The Retreat summation included:

- District Governing Board Ends Statements revision.
- District Governing Board 2017-2018 Ownership Linkage Plan to include:
  - o Two (2) community forums - one on each side of the county.
  - o 2018 Spring Student Satisfaction Survey – the Board will attach ownership linkage questions to the upcoming student survey.
- Retreat summations from Board members.

2017-2018 Ownership Linkage Plan

Ownership Linkage Tools/Techniques
News Releases
Monthly Meetings (various locations) Open Call Educational Presentations Video Recordings on Channel 13 and the Website
Website – Minutes and agendas Online comments News and Information
Brochures/Information on “How the Board Works”
Board Liaisons for AADGB and YC Foundation
Community Outreach Communication (bi-annual)
Annual Report
Budget process and adoption
Community Forums
Spring 2018 Student Satisfaction Survey to include Ownership Linkage questions
Community Survey (suggested to be conducted every 3 <sup>rd</sup> year 2017/2020/2023)

Member McCarver moved, seconded by Member Harris, to adopt the proposed 2017-2018 Ownership Linkage Plan with principal projects of two (2) community forums with one on each side of the county, and utilizing the 2018 Student Satisfaction Survey to include ownership linkage questions. Motion carried unanimously.

**28. Selection of the Voting Board Representative for Association of Community College Trustees (ACCT) Annual Leadership Congress - DISCUSSION AND/OR DECISION**

Recommend that the Board appoint Ray Sigafoos as Yavapai College's voting delegate at the Association of Community College Trustees (ACCT) Annual Leadership Congress in Las Vegas, NV on September 25-28, 2017.

Member McCarver moved, seconded by Member Harris, to appoint Chair Ray Sigafoos as the Yavapai College Voting Board Representative at Association of Community College Trustees Leadership Congress. Motion carried unanimously.

**29. 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) – Members McCasland and Harris reported attendance at the meeting held on August 24<sup>th</sup>, that included information regarding ACCT Governance Institute for Student Success (GISS) event to be held on November 29 – 30 at the Maricopa Community College.

- Yavapai College Foundation - Dr. Patricia McCarver reported attendance at the August 9<sup>th</sup> meeting, that included introduction of new Board members and a presentation from the Foundation's investment firm. The next meeting will be on September 13<sup>th</sup> at CTEC.

**30. OTHER INFORMATION - HEADING**

**31. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION**

(refer to Board agenda, pgs. 105-106)

The Board reviewed the Proposed Dates and Places for Future Meetings for Fiscal Year 2017-2018:

- September 25-28, 2017 - ACCT Conference in Las Vegas, NV
- October 24, 2017 District Governing Board meeting will be held at the Prescott Valley Center
- Proposing a new annual meeting schedule with no meetings to be held during June, July, August, December.

Member Irwin moved, seconded by Member Harris, to approve the proposed 2018 meeting schedule with elimination of the June and August meeting unless the budget process or other condition requires an extension for approval. Motion carried with 4 yes votes and 1 no vote.

- Proposing a December Board Retreat to review the Executive Limitations

Member Harris moved, seconded by Member McCarver, to schedule a December work session to review the Executive Limitation Policies. Motion carried unanimously.

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

**33. Board Meeting Evaluation (Monthly) - DISCUSSION, AND/OR DECISION**

The Board completed the Monthly Board Meeting Evaluation for today's meeting.

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

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

Regular meeting adjourned at 2:28 p.m.

Respectfully submitted:

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

Date: October 24, 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](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.*