



**Yavapai College District Governing Board  
Regular Board Meeting  
Approved Minutes of Regular Meeting  
Tuesday, April 17, 2018  
1:00 PM  
Career and Technical Education Center  
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, 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 Irwin.

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

Chair Sigafoos welcomed all guests and staff.

**5. Approval of the District Governing Board March 6, 2018 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 March 6, 2018 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. Recognition of Faculty Emeritus Awardees for 2018: Jamie Bennett and Mary Verbout -  
INFORMATION AND DISCUSSION**

Dr. Ron Liss, Vice President for Instruction and Student Development, introduced the new Faculty Emeritus Awardees:

- Ms. Jamie Bennett - Served Yavapai College from 1992-2007
- Ms. Mary Verbout - Served Yavapai College from 1991-2016

**8. MONITORING REPORT – HEADING**

**9. March Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 12-13)**

The Board reviewed the March 6, 2018 compiled assessment of how the meeting was 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.

**10. OWNERSHIP LINKAGE – HEADING**

**11. Open Call – PROCEDURAL**

The following owners addressed the Board:

- Chris Kuknyo – Tax increase
- Bill Feldmeier – Preliminary budget

**12. CONSENT AGENDA – HEADING**

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

**13. Receipt of Report on Revenues and Expenditures – Month of March 2018 - RECEIPT,  
DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 15-24)**

**14. For Consideration of Approval of Public and Charter School Dual Enrollment Intergovernmental Agreements with Yavapai Community College District - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 25-62)

The attached Intergovernmental Agreement (IGA's) will enable Yavapai College to provide Dual Enrollment Courses from July 1, 2018 through June 30, 2019, to eligible students for the following School Districts:

- Bagdad Unified School District No. 20
- Camp Verde Unified School District No.28
- Chino Valley Unified School District No. 51
- Humboldt Unified School District No. 22
- Mayer Unified School District No. 43
- Mingus Union High School District No. 4
- Mountain Institute Joint Technology Education District No. 2
- Prescott Unified School District No. 1
- Sedona-Oak Creek Joint Unified School District No. 9
- Seligman Unified School District No. 40
- Valley Academy for Career and Technology Education District #01
- Tri-City College Preparatory High School

**15. For Consideration for Approval of the Intergovernmental Agreement (IGA) between Yavapai College and the Superior Court in Yavapai County to provide a Youth Summer Training and Enrichment Program (YouthSTEP) - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 63-76)

For consideration for approval of the intergovernmental agreement (IGA) between Yavapai College and the Superior Court in Yavapai County Juvenile Court Center to provide a Youth Summer Training and Enrichment Program (YouthSTEP) effective upon execution and shall terminate on October 15, 2018.

**16. For Consideration for Approval of the Second Amendment to the Intergovernmental Agreement Between Yavapai College and Valley Academy for Career & Technical Education for Educational Programs - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 77-79)

**17. For Consideration for Approval of the Third Amendment to Intergovernmental Agreement Between Yavapai College and Mountain Institute Technical Education District (JTED) - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 80-83)

**18. For Consideration for Approval of Addition of Curriculum Certificate Program - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 84-91)

In accordance with A.R.S. §15-1445, the Board approves curriculum amendments. - Addition of new curriculum for certificate for Additive Manufacturing Technician (RESA)

**19. INFORMATION - HEADING**

**20. Information from the President to Include Government Finance Officers Association (GFOA) Certificate of Achievement; Phi Theta Kappa (PTK) Annual Convention; American Association of Community Colleges (AACC) Annual Convention; National Council for Marketing and Public Relations Gold Medal; Community Outreach; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; and Other Related Issues- INFORMATION AND/OR DISCUSSION** (refer to Board agenda, 93-103)

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

- GFOA Certificate of Achievement - The College has received this Certificate for the FY17 annual financial report. This will be the 18th year the College has received this prestigious award.
- Phi Theta Kappa (PTK) Annual Convention was held on April 19-21, 2018 in Kansas City, MO. Dr. Wills was awarded the Shirley B. Gordon Award of Distinction.
- American Association of Community Colleges (AACC) Annual Convention will be on April 28 - May 1, 2018 in Dallas, TX.
- Yavapai College Marketing Department received the National Council for Marketing and Public Relations Gold Medal for Promotional Video (AACC affiliate).
- Community Outreach February, March, and April Presentations at City and Town Council meetings were completed by Executive Team.

- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- College Highlights - Attached - Information Only

**21. Update from Instruction and Student Development to Include: Faculty Senate; Student Leadership Council; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 104-108)

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

- Faculty Senate - Dr. Matt Pearcy reported that faculty is working on class caps. The Blue Ribbon Committee has drafted a shared governance statement and matrix. Faculty Senate is reviewing structure of committees and will complete this semester. The May report will summarize this year's accomplishments and goals for next year.
- Student Leadership Council - Heather Mulcaire, Associate Dean for Student Success, and Diana Dowling, Associate Dean for Student Development, and Students Alex Daniels, Sam DeKemper, Kennan King, Shannon Klasinski, Nicole Kreuziger, and Carl Muirhead presented the 2017-18 activities to include hosting a leadership conference, participation in Yavapalooza, and proposing changes to the SLC requirements that would allow part-time students to be members.
- Adjunct Advisor – Attached – Information Only

**22. Yavapai College Guided Pathways Update - INFORMATION AND/OR DISCUSSION**

Tania Sheldahl, Associate Vice President for Student Development, and Scott Farnsworth, Associate Vice President for Student Success and Dean for Science, Health & Public Safety provided an update on Pathways.

- First Year Academy
- Student Development Reorganization
  - Student Outreach
  - Communication Plan
  - Student Feedback
- Align High School to YC Pathways – Early College
- Align YC to University Pathways
- General Education Core
- Metrics - Dashboard

**23. SHORT RECESS – PROCEDURAL**

Meeting recessed at 1:47 p.m.; reconvened at 2:02p.m.

**24. MONITORING REPORTS – HEADING**

**25. Receipt of President's Monitoring Report - Executive Limitation 2.1.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 122-128)

Member Harris moved, seconded by Member McCarver, that we have read the President's Monitoring Report regarding Policy 2.1.1, 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 2.1.1. Motion carried unanimously

**26. Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 129-135)

Member McCarver moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.2, 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 2.2. Motion carried unanimously

**27. Receipt of the President's Monitoring Report - Executive Limitation 2.3.4 - Real Property - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 136-144)

Member McCarver moved, seconded by Member Harris that we have read the President's Monitoring Report regarding Policy 2.3.4 and sub-policies, 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 2.3.4 and sub-policies. Motion carried unanimously.

**28. Receipt of Board Self-Evaluation - Governance Process Policy 3.4 Agenda Planning - MONITORING AND/OR DISCUSSION** (refer to Board agenda, pgs. 145-151)

**29. Content Review of Board - President Linkage Policy 4.7 President Succession - MONITORING, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 152-153)

The Board performed the biennial content review for Policy 4.7 - President Succession. A compilation of the members' policy assessment and suggested edits to the policy are attached for consideration.

**30. President's Evaluation Process - INFORMATION AND/OR DISCUSSION**

The Board members will receive a performance summary from the President, applicable Monitoring Reports, other relevant information, and evaluation forms by April 19, 2018. Board members are requested to complete and forward to Lynne Adams by May 4, 2018.

**31. POLICY – HEADING**

**32. Consideration of the Preliminary Budget FY 2018-2019 - INFORMATION, DISCUSSION, AND/OR DECISION**

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the FY 2018-2019 Preliminary Budget for the Board's consideration.

**33. BOARD EDUCATION – HEADING**

**34. Board Education on A.R.S. §38-431.01 (H) Regarding Open Call - INFORMATION AND DISCUSSION**

Lynne Adams, District Governing Board Counsel, provided Board Education on A.R.S. §38-431.0 (H) related to Open Call.

**35. OWNERSHIP LINKAGE - HEADING - CONTINUED**

**36. Reschedule Community Forums - DISCUSSION AND/OR DECISION**

Member McCarver moved, Member Harris seconded, to explore alternate dates and report back to the Board in order to reschedule the forums in late summer. Motion carried unanimously.

**37. 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 that AADGB is working on procedures, liability insurance, and financial topics. The next meeting will be April 27 and will include proposed name change to Arizona Association of Community College Trustees, review of bylaws, and proposed memorandum of understanding regarding liability insurance.
- Yavapai College Foundation – Member McCarver reported the last meeting was March 7 and April 11 with reports regarding a College budget, auxiliary fund raising events, scholarship reception, and potential transaction to transfer buildings 11, 12, 20. The next Foundation meeting is May 9, 2018.

**38. OTHER INFORMATION – HEADING**

**39. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 166-169)

The Board reviewed the Proposed Dates and Places for Future meetings with reminder of the 48<sup>th</sup> Annual Commencement Ceremonies:

- Verde Valley Campus Commencement - Friday, May 4, 2018 at 6:00 p.m. - Mabery Pavilion
- Prescott Campus Commencement - Saturday, May 5, 2018 at 6:00 p.m. - Performing Arts Center
- Nursing Pinning Ceremony, Prescott - Saturday, May 5, 2018 at 1:00 p.m. - Performing Arts

Center

- Northern AZ Regional Training Academy (NARTA) - Thursday, May 24, 2018 at 11:00 a.m. - Performing Arts Center

Member Irwin moved, Member Harris seconded, to nominate Chair Raymond Sigafoos for the Association of Community College Trustee Leadership Award based on his years of service to the Yavapai College students, faculty, staff, and our communities across the county. Motion carried with 3 yes votes and 2 abstentions from Chair Sigafoos and Member McCasland.

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

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

Regular meeting adjourned at 4:26 p.m.

Respectfully submitted:

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

Date: May 8, 2018

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