



**Yavapai College District Governing Board
Regular Board Meeting
Approved Minutes of Regular Meeting
Tuesday, September 11, 2018
1:00 PM
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, 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 Harris.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of the Minutes from the May 8, 2018 District Governing Board Truth in Taxation Hearing and Special Meeting, Budget Hearing and Adoption, Regular Meeting, Executive Session, May 23, 2018 and August 27, 2018 Special Meeting- DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-16)

Member McCarver moved, seconded by Member Irwin, to approve the District Governing Board Approval of the Minutes from the May 8, 2018 District Governing Board Truth in Taxation Hearing and Special Meeting; Budget Hearing and Adoption; Regular Meeting; Executive Session; May 23, 2018 and August 27, 2018 Special Meeting as written. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

6. Adoption of Agenda – DECISION

Member Irwin moved, seconded by Member Harris, to adopt the agenda as written. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

7. OWNERSHIP LINKAGE – HEADING

8. Open Call – PROCEDURAL

The following owners addressed the Board:

- Paul Chevalier – Resident
- Ruth Wicks – Delay selection of President
- Bob Oliphant – Renovations

9. MONITORING REPORT – HEADING

10. August Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 19-20)

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 May 8, 2018 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 McCasland moved, seconded by Member McCarver, to approve Consent Agenda items #12 and #13 as written. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

12. Receipt of Report on Revenues and Expenditures – Month of August 2018 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 22-30)

The President reported compliance.

13. For Consideration for Approval of the Intergovernmental Agreement Between State of Arizona Governor's Office of Youth Faith and Family and Yavapai County Community College District for the Consolidation of Dispatch Services (Restated) - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 31-35)

The purpose of this Agreement is to specify the responsibilities and procedures for the Yavapai Community College's role in the Collegiate Recovery Program.

14. For Consideration for Approval of Resolution 2018-01 - Capital Accumulation Account Contribution- RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 36-37)

The Arizona Constitution allows a community college district to accumulate amounts for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements. By restricting these resources for the above purposes, the expenditures for the purposes stated will qualify as exclusion to the State imposed expenditure limitation calculation in subsequent fiscal years.

Member McCarver moved, seconded by Member Harris, to approve Consent Agenda item #14 as written. Motion carried with 4 yes votes and 1 no vote (Irwin, Harris, McCarver, Sigafos voting in favor and McCasland voting against.)

15. INFORMATION - HEADING - CONTINUED

16. Information from the President to Include Convocation; 50th Anniversary Celebrations; Verde Valley Campus Update; Update on Prescott Valley Center; Yavapai Combined Trust Quarterly Report; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; Facilities Management News; and Other Related Information- INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 39-76)

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

- Convocation held August 13, 2018
- 50th Anniversary Celebrations
- Verde Valley Campus Update - Dr. James Perey, Executive Dean and Executive Officer for Verde Valley Campus (see handout Verde Valley Update).
- Update on the Prescott Valley Center, Dr. Clint Ewell, Vice President for Finance and Administrative Services (see handout Prescott Valley Property).
The Board requested a proposal for General Obligation Bonds repayment to be presented at the October Board meeting.
- Yavapai Combined Trust Quarterly Report
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- College Highlights - Attached
- Facilities Management News - Attached
- Other Related Information: Dr. Ron Liss reported that the College has adopted a new policy addressing the new Public Access law that went into effect August 3, 2018. Dr. Liss also shared the AZ Transfer report highlighting YC 2017-18 student transfer data.

17. Information from Instruction and Student Development to Include: Faculty Senate; YC Promise; FY2019-2020 Academic Calendar; and Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 77-88)

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

- Faculty Senate Update – Vikki Bentz, reported Faculty Senate will be working on Shared Governance committees, student withdrawal policy, faculty workload, class capacity, student outcome assessment, and pathways project. YC is a chartered member to the American Association of University Professors with 50% of our faculty being members. Senate will also be reviewing the Faculty Senate constitution to be more inclusive.
- YC Promise - Craig Lefever, Director of Adult Basic Education (ABE)
The Board requested more information on the expansion of this program for high school students.
- FY 2019-2020 Academic Calendar - Attached - Information Only
- Adjunct Faculty Newsletter - Attached - Information Only

18. Information from Community Relations to Include Marketing Updates - INFORMATION AND/OR DISCUSSION (refer to Division of Community Relations handout)

Tyler Rumsey, Marketing Director, provided a report regarding the Division of Community Relations' mission and 2018-19 goals.

19. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:34 p.m.; reconvened at 2:46 p.m.

20. MONITORING REPORTS – HEADING

21. Receipt of President's Monitoring Report - Executive Limitation 2.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 90-97)

Member Harris moved, seconded by Member McCarver, we have read the President's Monitoring Report regarding Policy 2.1 and its 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 2.1 and its sub-policies. Motion carried unanimously (Harris, Irwin, McCasland, McCarver, Sigafoos voting in favor).

22. Receipt of Board Self-Evaluation - Governance Process Policy 3.0 Global Governance Process - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 98-99)

23. Receipt of Board Self-Evaluation - Governance Process Policy 3.2 Board Job Description - MONITORING AND/OR DISCUSSION (refer to Board agenda pgs. 100-103)

24. Receipt of Content Review of Governance Process Policy 3.5 Board Chair and Other Officer Roles - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda pgs. 104-111)

Member McCarver moved, seconded by Member Harris, to request Legal Counsel to revise policies 3.5.2.2 and 3.5.5.1 as directed and then presented to the Board for approval. Motion carried unanimously. (Harris, Irwin, McCasland, McCarver, Sigafoos voting in favor).

25. Receipt of Board Self-Evaluation - Governance Process Policy 3.6 Board Committee Purpose and Principles - MONITORING AND/OR DISCUSSION (refer to Board agenda pgs. 112-113)

26. Receipt of Board Self-Evaluation - Board - President Linkage Policy 4.0 Global Board - President Linkage - MONITORING AND/OR DISCUSSION (refer to Board agenda pgs. 114-115).

27. Receipt of Content Review of Board-President Linkage Policy 4.6 president Emeritus/a Status - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda pgs. 116-119).

The Board requested to review policy 4.6 revisions at the October Board meeting.

28. BOARD EDUCATION/STRATEGIC PLANNING – HEADING

29. Overview of Community College Legislative Changes by the Board's Legal Counsel, Lynne Adams - INFORMATION AND/OR DISCUSSION (refer to Board agenda pgs. 120-132)

Lynne Adams, District Governing Board Legal Counsel, provided a recap of legislative changes to the Arizona statutes that govern community colleges and their boards.

30. OWNERSHIP LINKAGE - HEADING

31. Review and Summary of the September 10, 2018 Board Retreat – INFORMATION AND/OR DISCUSSION

The Retreat summation included:

- District Governing Board Role and Responsibilities, and Best Practices was led by AJ Crabrill, Deputy Commissioner for Governance for the Texas Education Agency.
- 2018-19 Ownership Linkage Plan
 - Outreach newsletters
 - Forums in outlying communities
 - Professional survey
 - Annual Report
 - Follow-up to 2018 forums
- Retreat summations from Board members.

2018-19 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 AACCT and YC Foundation
Community Outreach Newsletters (bi-annual)
Annual Report
Budget process and adoption
Forums (outlying communities)
Follow-up communication to the 2018 Community Forums
Community Survey (suggested to be conducted every 3 rd year 2017/2020/2023)

32. Update on Presidential Search – INFORMATION AND/OR DISCUSSION

Dr. McCarver, Presidential Search Chair, reported on the progress of the Presidential Search that included Community Forums on August 27th and Search Committee training and orientation meeting on August 28th.

33. 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 New York, NY on October 24-27, 2018.

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

34. 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 Community College Trustees (AACCT) – Members McCasland and Harris reported attendance at the meeting held on August 24th. AACCT will host an Arizona breakfast at the ACCT Annual Leadership Congress in New York on October 26th at 7 a.m.
- Yavapai College Foundation – Member Irwin reported on the August 8th meeting that included introduction of new Board members and a presentation from the Foundation’s investment firm. The next meeting will be on October 10th, and a reminder that Wine and Dine in the Vines will be held on October 27th.

35. OTHER INFORMATION - HEADING

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

(refer to Board agenda, pgs. 138-139)

The Board reviewed the Proposed Dates and Places for Future Meetings for Fiscal Year 2018-2019:

Note - Locations for October and November meetings are changed as follows:

- October 9, 2018 - Verde Valley Campus - Room M-137
- November 13, 2018 - Prescott Campus - Room 19-147

37. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Member McCarver moved, seconded by Member Irwin, to adjourn the meeting. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

Regular meeting adjourned at 4:06 p.m.

Respectfully submitted:

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

Date: October 9, 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.
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.*