



**Yavapai College District Governing Board  
Regular Board Meeting  
Approved Minutes of Regular Meeting  
Tuesday, September 13, 2016  
1:00 PM**

Verde Valley Campus - Building M, Room 137  
601 Black Hills Drive  
Clarkdale, 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:**

Dr. Patricia McCarver, Chair                      Mr. Steve Irwin, Secretary  
Mr. Albert Filardo, Board Member              Ms. Deb McCasland, Board Member  
Mr. Ray Sigafoos, 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 McCarver called the Yavapai College District Governing Board meeting to order at 1:01 p.m.

**3. Pledge of Allegiance – PROCEDURAL**

The Pledge of Allegiance was led by Member Filardo

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

Chair McCarver welcomed all guests and staff.

**5. Approval of the Minutes From the August 9, 2016 District Governing Board Regular Meeting - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-9)**

Member Filardo moved, seconded by Member Sigafoos, to approve the Minutes from the August 9, 2016 District Governing Board Regular Meeting as written. Motion carried unanimously.

**6. Adoption of Agenda – DECISION**

Member Sigafoos moved, seconded by Member Filardo, to adopt the agenda with the item #27 - Review and Summary of the September 12, 2016 District Governing Board Retreat moved to follow item #6. Motion carried unanimously.

**7. OWNERSHIP LINKAGE – HEADING**

**27. Review and Summary of the September 12, 2016 District Governing Board Retreat - INFORMATION, DISCUSSION AND/OR DECISION**

Dr. McCarver recapped the September 12, 2016 District Governing Board Retreat as follows:

- Facilitator: Richard Stringham, Governance Coach

- Topics:

1. Review of an environmental scan, Pathways project, and Ownership Linkage survey results presented by Administrative Staff.
2. Analysis of Yavapai College District Governing Board Ends Statements including the impact of the environmental scan and Ownership Linkage survey results. The Ends Statements were revised as recorded in the Retreat minutes.
3. Planning for the 2016-2017 Ownership Linkage Strategy which will focus on the smaller outlying areas through Community Forums along with a County wide survey. The full plan will be finalized at a future meeting.
4. The Board's Annual Calendar was held for a future meeting.

**8. Open Call - PROCEDURAL**

The following owners addressed the Board:

Verde Academy for Career and Technology Education – Robert Weir

Human Capital – John O'Donnell

Verde Valley Board Advisory Committee – Bob Oliphant, Gary LaMaster, Darlene Rubio,

Verde Valley Campus – Barbara Duncan

College for Kids – Barbara U'Ren

Sedona Center – Sandy Moriarty

Prescott Valley Center – Harvey Skoog

**9. Presentation by the Verde Valley Board Advisory Committee (VVBAC) - INFORMATION, AND/OR DISCUSSION (refer to Board handout VVBAC Four Items to Consider)**

The Verde Valley Board Advisory Committee (VVBAC) has been charged to provide advice to the Yavapai College District Governing Board based on objective analysis and feedback from Verde Valley communities. Mr. Paul Chevalier, Chair, and Bill Regner, Vice Chair, provided an update of the committee's work and four items for the

District Governing Board to consider as provided in the VVBAC Handout.

## **SHORT RECESS - PROCEDURAL**

Meeting recessed at 1:55 p.m.; reconvened at 2:12 p.m.

### **10. CONSENT AGENDA – HEADING**

Member McCasland moved, seconded by Member Irwin, to approve Consent Agenda items #12 and #13 as written.

Motion carried unanimously.

### **11. Receipt of Report on Revenues and Expenditures – Month of August 2016 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 13-22)

Member Sigafoos moved, seconded by Member Filardo, to approve Consent Agenda item #11: Report on Revenues and Expenditures – August 2016 as written. Motion carried unanimously.

### **12. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – August 2016 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 23-25)

The President reported compliance.

### **13. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – August 2016 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 26-28)

The President reported compliance.

### **14. For Consideration for Approval of the Intergovernmental Agreement Between Yavapai College and the Arizona Board of Regents, University of Arizona - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 29-36)

For consideration for approval the intergovernmental agreement (IGA) between Yavapai College and the Arizona Board of Regents, University of Arizona (UA) for access and use of portions of the UA's Cracchiolo DK Ranch property and structures, located at 225 S. Merritt Ranch Road, Cornville, AZ. The IGA allows Yavapai College access to the property for non-commercial research and education activities. No exchange of funds is contemplated for the initial term of the agreement. The agreement will continue for a period of one (1) year and automatically renew each year thereafter for up to four (4) additional one (1) year periods, unless terminated by either party ninety (90) days prior to renewal. Renewals may extend through June 30, 2021.

Member McCasland moved, seconded by Member Filardo, to approve Consent Agenda item #14: Intergovernmental Agreement Between Yavapai College and the Arizona Board of Regents, University of Arizona as written. Motion carried unanimously.

### **15. For Consideration for Approval of the Intergovernmental Agreement Between Yavapai College and Mountain Institute Joint Technical Education District (JTED) - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 37-56)

For Consideration for Approval of the First Amendment to the Intergovernmental Agreement (IGA) between Yavapai College and Mountain Institute Joint Technical Education District (JTED) for implementation and administration of an educational program. The First Amendment is to update the Program Course Fees in the original IGA.

Member McCasland moved, seconded by Member Filardo, to approve Consent Agenda item #15: Intergovernmental Agreement Between Yavapai College and Mountain Institute Joint Technical Education District (JTED) as written. Motion carried unanimously.

### **16. For Consideration for Approval of the Intergovernmental Agreement Between Yavapai County Board of Supervisors and Yavapai County Recorder and Yavapai County Community College - RECEIPT, DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 57-65)

For consideration for approval the intergovernmental agreement (IGA) between Yavapai County Board of Supervisors and Yavapai County Recorder and Yavapai County Community College for election services.

Member McCasland moved, seconded by Member Filardo, to approve Consent Agenda item #16: Intergovernmental Agreement Between Yavapai County Board of Supervisors and Yavapai County Recorder and Yavapai County Community College as written. Motion carried unanimously.

## **18. INFORMATION - HEADING**

### **19. Information from the President to Include Convocation; Verde Valley Post-Secondary Forum; President's Leadership Team (PLT) Retreat; Southwest Wine Center; College Highlights; Facilities Management News; Yavapai College Staff Association Newsletter; and Other Related Issues - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 67-89)

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

- Convocation was held on August 15, 2016 with Dr. Ron Liss as the Keynote speaker followed by a Day of Conversation.
- Verde Valley Forum - Post-Secondary Education was held on September 9-10, 2016 with several Yavapai College Administrators attending. Dr. Clint Ewell, Vice President for Finance and Administrative Services, recapped the forum and concluding recommendations:
  - Improve higher education access in the Verde Valley.
  - Improve communication regarding Yavapai College programs and services.
  - Feasibility study of separate administrative college.
  - Improve workforce training in the Verde Valley.
- President's Leadership Team (PLT) Retreat was held on August 31 and September 1, 2016 with four (4) charges: Pathways, Program Mix and Delivery, Student Support Services through Completion, and Diversify Revenue

Sources. All of these charges were guided by our Vision Statement of Yavapai College makes our community a premier place to learn, work, and live.

- Southwest Wine Center (SWC) – Dr. James Perey, Executive Dean for the Verde Valley Campus, reported that the SWC has exceeded projected revenues. This program is able to meet educational expectations as well as generating revenues.
- Yavapai College Staff Association (YCSA) Newsletter - Attached
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only

**20. Information from Instruction and Student Development to Include Faculty Senate Update; Student Recruitment Update; and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 90-102)

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

- Faculty Senate Update, Dr. Selina Bliss, Faculty Senate President, reported faculty are currently working on key projects that address recruitment and retention; and several faculty are participating in the Assessment and Pathway projects on September 23<sup>rd</sup>. Other ventures are Compensation Committee; Faculty Affair Committee to recalculate faculty load; and Dr. Bliss and Dr. Liss are visiting faculty around campus. Some faculty concerns are getting Dual Enrollment students to campus (physically or virtually) and class cancellations.
- Student Recruitment - Heather Mulcaire, Director of Recruitment and Early College Programs, presented the YC's recruitment strategy and recap of the 2015-2016 recruitment campaign:
  - o High School Recruitment, Advising and visiting Yavapai College Campuses/Sites
  - o Elementary and Middle School Recruitment and visiting Yavapai College Campuses/Sites
  - o High School Recruitment beyond Yavapai County
  - o Yavapai County Outreach through multiple programs
  - o Student Web Inquiries
  - o CRM Management

**21. Capital Improvement Plan Update - INFORMATION, DISCUSSION, AND/OR DECISION** (refer to Board handout FY17 Capital Budget)

Dr. Clint Ewell, Vice President for Finance and Administrative Services presented updates to the Capital Improvement Plan for the Prescott Valley Center and the Sedona Center.

- Prescott Valley Renovation is currently budgeting \$4m and requesting an additional \$1.8m for a second floor.
- Sedona Center is currently budgeted for \$3.8m and requesting an additional \$1.7m to enclose the patio.

Member Sigafoos moved, seconded by Member Filardo, to approve the request of additional capital improvement funds of \$1.8M for the Prescott Valley Site and \$1.7M for the Sedona Center. Motion carried unanimously.

**22. MONITORING REPORTS – HEADING**

**23. Board Self-Evaluation of Governing Board Policy 3.6 - Board Committee Principles - MONITORING AND/OR DISCUSSION** (refer to Board agenda, pgs. 104-105)

**24. Board Self-Evaluation of Governing Board Policy 4.1 - Unity of Control - MONITORING AND/OR DISCUSSION** (refer to Board agenda, pgs. 106-107)

**25. Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 108-109)

The Board evaluates on a quarterly basis, 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. Member Filardo acted as the Board Evaluator and completed the assessment of the Board's overall performance from June 2016 through August 2016 as attached.

**26. OWNERSHIP LINKAGE (CONTINUED) - HEADING**

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

The Board appointed Deb McCasland as Yavapai College's voting delegate at the Association of Community College Trustees (ACCT) Annual Leadership Congress on October 5 - 8, 2016.

Member Filardo moved, seconded by Member Sigafoos, to appoint Member McCasland as the Yavapai College Voting Board Representative for the Association of Community College Trustees (ACCT) Annual Leadership Congress. Motion carried unanimously.

**29. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION**

- Arizona Association for District Governing Boards (AADGB) – Member Sigafoos reported that the last meeting was held on September 8<sup>th</sup> prior to the ACCT Government Institute for Student Success session on September 9<sup>th</sup>. AADGB will be sponsoring a breakfast meeting at the ACCT Annual Leadership Congress on October 6, 2016.
- Verde Valley Board Advisory Committee – Member Filardo reported the last committee meeting will be September 14, 2016. The committee will be suspended as of September 30, 2016. The Board thanks the members for their work over the past two years.
- Yavapai College Foundation – Chair McCarver reported that the last meeting was held on August 10, 2016 which included reports on the College's strategic plan, and the Foundation's end of year contributions. Coming events are

the AAUW *Author's Luncheon* on October 22, 2016; South West Center *Wine & Dine* on October 22, 2016; and Family Enrichment Center *Framing the Future* on September 17, 2016.

**30. OTHER INFORMATION - HEADING**

**31. Correspondence to the Board – RECEIPT**

Correspondence received included: Association of Community College Trustees Advisor and Invitation for the United Way Kick-off Event.

**32. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 118-119)

Request to change the November Regular meeting date and location to Tuesday, November 1, 2016 at the Sedona Center due to the President being out of state.

*The Board agreed to the move the November District Governing Board meeting as suggested.*

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

*Member Sigafos moved, seconded by Member Filardo, to adjourn the meeting. Motion carried unanimously.*

Regular meeting adjourned at 3:25 p.m.

Respectfully submitted:

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

Date: October 11, 2016

Attested by:

\_\_\_\_\_/S/\_\_\_\_\_  
Dr. Patricia McCarver, 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.*