



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting

Tuesday, June 11, 2013

1:00 PM

Prescott Campus
1100 E. Sheldon Street
Prescott, AZ 86301

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 Website will post meeting recordings approximately 12 days after each Board meeting at <http://www.yc.edu/v4content/governing-board/>.

Members Present:

Mr. Ray Sigafoos, Chair
Mr. Herald Harrington, Board Spokesperson
Mr. Robert Oliphant, Board Member

Dr. Patricia McCarver, Chair/Secretary
Dr. Dale Fitzner, Board Member

Staff and Guests Attending Meeting Lists 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 1:20 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Dr. Fitzner.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of May 14, 2013, District Governing Board Regular Board Meeting Minutes - DISCUSSION AND/OR DECISION

Dr. McCarver moved, seconded by Mr. Harrington, to approve the May 14, 2013 Regular District Governing Board Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Mr. Harrington moved, seconded by Dr. Fitzner, to adopt the agenda as presented. Motion carried unanimously.

7. Open Call - PROCEDURAL

No requests to speak were received.

8. CONSENT AGENDA – HEADING

9. Receipt of Report on Revenues and Expenditures – May 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 9 - 17)

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - May 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 19 - 20)

11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – May 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 22- 23)

12. Approval of Public School Dual Enrollment Intergovernmental Agreement between Yavapai College and Yavapai Accommodation School District- RECEIPT, DISCUSSION, AND/OR DECISION
Item #12 was pulled from the Consent Agenda and discussed under the Regular Agenda.

Dr. McCarver moved, seconded by Dr. Fitzner to approve the Consent Agenda as written with the exception and removal of item #12. Motion carried unanimously.

12. Approval of Public School Dual Enrollment Intergovernmental Agreement between Yavapai College and Yavapai Accommodation School District - RECEIPT, DISCUSSION, AND/OR DECISION

(refer to Board packet, pgs. 25 - 40)

Item #12 was pulled from the Consent Agenda and discussed under the Regular Agenda. The Board requested that the opinion of Legal Counsel from District Governing Board April 16, 2013, regarding retro-active date be incorporated into the approval of this agreement.

Mr. Oliphant moved, seconded by Dr. McCarver, to approve the Dual Enrollment Intergovernmental Agreement. Motion carried unanimously.

13. INFORMATION - HEADING

14. Information from the President RE: Nomination of Association of Community College Trustee's (ACCT) Equity Award; Recognition of Dr. Gillespie; Economic Development Update; Institutional Scholarship Update; College Highlights; Capital Improvement; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 42 - 55)

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

- Presentation of a certificate of Nomination for the Association of Community College Trustee's Equity Award to Dr. Fitzner.
- Recognition of Dr. Greg Gillespie, Vice President for Instruction and Student Services and his contributions to Yavapai College. Dr. Gillespie has accepted the Presidency of Ventura Community College as of July 2013.
- Economic Development Update - Steve Walker, Vice President for College Development and Foundation, updated the Board on the new Regional Economic Development Division (REDD), including hiring a director, replacing the Director of the Small Business Development Center (SBDC) , Business Incubator study, and continuing partnership with the Prescott and Verde economic development associations.
- Institutional Scholarship Update - Steve Walker, Vice President for College Development and Foundation, provided a handout "YC Foundation Scholarships Awarded."
- College Highlights - May 2013 - Attached - Information Only
- Capital Improvement - May 2013 - Attached - Information Only. Dr. Wills included a handout of the new electronic sign for the Prescott Campus and information regarding signage for other campuses.
- Other Related Issues – Dr. Wills notified the Board that Barbara Wing will be the interim Vice President for Instruction and Student Services, and Cizek & Associates will be the consultant leading the search for a new Vice President.

15. Information from Instruction and Student Services to Include: Health and Sciences Division Update - June 2013- INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 57 - 65)

Scott Farnsworth, Dean of Health and Sciences Division, updated the Board on division activities.

16. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:00 p.m.; reconvened at 2:11 p.m.

17. BOARD EDUCATION / STRATEGIC THINKING AND PLANNING – HEADING

18. Presentation of the Board's Obligations Pursuant to State Statutes and Changes that Govern Community Colleges by District Governing Board Legal Counsel, Lynne Adams - INFORMATION AND/OR DISCUSSION (refer to packet pgs. 68 – 76)

In accordance with the District Governing Board Annual Calendar, Lynne Adams, District Governing Board Legal Counsel, presented and discussed with the Board recent legislative changes to the statutes that govern community colleges and their boards.

- Public Resources and Elections - Forum or debate, Rental of college facility, and Influencing the outcome of an election.
- Medical Marijuana Research
- Fingerprint Clearance Card
- Boxing Commission and Mixed Martial Arts
- Public Libraries and Privacy

19. Review of Arizona Revised Statute §41-725 Comprehensive database of receipts and expenditures of state monies; local reporting; definition – DISCUSSION

Dr. Clint Ewell, Vice President for Finance and Administrative Services, addressed the Board's compliance with A.R.S. §41-725. He informed the Board that Yavapai College is in compliance through our posting of the Yavapai College's Comprehensive Annual Financial Report (CAFR) and the majority of the Community Colleges in Arizona utilize their CAFR to comply with the statute. Yavapai College has considered creating a database to be available to the public, but waiting for more cost analysis

before committing the college's resources. The Board suggested the College investigate partnering with other Arizona Community Colleges to build and control a database to meet compliance.

20. Planning of September 9, 2013 District Governing Board Retreat - DISCUSSION AND/OR DECISION

- Board members discussed the planning of the September 9, 2013 District Governing Board Retreat;
- Date/Time/Location – Monday, September 9th, 10:00 a.m. to 4:00 p.m. on the Prescott Campus, and Tuesday, September 10th, lunch meeting 10:30 a.m. to 12:30 p.m. on the Verde Valley Campus.
 - Facilitators – Linda Buchanan, Development Officer & Legacy Liaison, and Mike Lange, Director of Marketing
 - Topics – Ownership Linkage process and plans for next year, including the Outreach program.

21. MONITORING REPORTS - HEADING

22. Receipt of President's Monitoring Report – Executive Limitation 2.3 – Financial Management – MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 82 - 84)

All Board members agreed reasonable interpretation, sufficient evidence and compliance with no comments.

Dr. Fitzner moved, seconded by Dr. McCarver, that he has read the President's Monitoring Report regarding Policy 2.3, he believes that the interpretation of the policy provided is reasonable, and he believes that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, he moved that the Board accept the Monitoring Report for Policy 2.3. Motion carried unanimously.

23. OWNERSHIP LINKAGE - HEADING

24. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT), and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION

- Arizona Association for District Governing Boards (AADGB) - Dr. Dale Fitzner reported that the AADGB has elected a new Chair and the combined summit with the ACCPC has been postponed.
- Association of Community Colleges Trustees (ACCT) - Dr. Dale Fitzner – No new information
- Yavapai College Foundation - Dr. Patricia McCarver - No new information

25. OTHER INFORMATION – HEADING

26. Correspondence to the Board – RECEIPT

Board Correspondence included: Soccer Schedule, OLLI Summer Schedule, NAU Graduation material, anonymous letter from an employee, email exchange between Mr. Oliphant and former employee RE: YC Foundation - Performing Arts Charitable Endowment (PACE) fund activities, and audit results demonstrating no YCF financial misconduct from Dr. Clint Ewell, Vice President for Finance and Administrative Services.

27. Proposed Dates and Places of Future Meetings for 2013 - DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 88)

- The Board discussed the Proposed Dates and Places of Future Meetings for 2013 - attached
- Date changed for the August, 2013 Regular District Governing Board Meeting from the 13th to the 6th
 - Added date and location of the September 9, 2013 District Governing Board Retreat
 - Change of location for the September 10, 2013 Regular District Governing Board Meeting
 - Change of location for the October 8, 2013 Regular District Governing Board Meeting
 - Change of location for the November 12, 2013 Regular District Governing Board Meeting
 - Confirmed December Commencement dates

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

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

Mr. Harrington moved, seconded by Dr. McCarver, to convene into Executive Session – Pursuant to A.R.S. §38-431.03 (A)(1), Review of President's Annual Evaluation and Compensation. Motion carried unanimously.

Executive Session convened at 3:11 p.m.

Regular session reconvened at 4:31 p.m.

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

Summary of Board comments regarding Dr. Wills' evaluation and compensation:

- Mr. Harrington stated the performance of the Institute is the performance of the President, and the Board is very pleased with the performance of the President and Institution.
- Dr. McCarver stated that the performance of the Institution warrants an increase in compensation.
- Mr. Oliphant also pleased with Dr. Wills' performance, but would recommend compensation increase of a 4%, instead of 5%.
- Mr. Sigafoos highlighted Dr. Wills' leadership throughout the successful Higher Learning Commission Accreditation.

Mr. Harrington moved, seconded by Dr. McCarver, to revise the President's contract to extend the term through June 30, 2016, increase the base salary by 5%, and increase expense account to \$15,000, effective August 1, 2013. 4 yes, 1 abstain. Motion carried 4 to 1.

30. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Dr. McCarver moved, seconded by Mr. Harrington, that the meeting be adjourned. Motion passed unanimously.

Regular meeting adjourned at 4:38 p.m.

Respectfully submitted:

/S/
Karen Jones, Recording Secretary

Date: August 6, 2013

/S/
Mr. Ray Sigafoos, Chair

/S/
Dr. Patricia McCarver, Secretary

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www2.yc.edu.
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*