



# Yavapai College District Governing Board

## Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, August 12, 2014 1:00 PM

Prescott Campus – Rock House  
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  
Mr. Herald Harrington, Board Spokesperson  
Dr. Patricia McCarver, Chair/Secretary  
Mr. Albert Filardo, Board Member

### Absent:

Dr. Dale Fitzner, 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 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 Mr. Filardo.

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

Chair Sigafoos welcomed all guests and staff.

#### 5. Approval of June 10, 2014 District Governing Board Regular Meeting and Executive Session Minutes - DISCUSSION AND/OR DECISION

**Mr. Harrington moved, seconded by Mr. Filardo, to approve the June 10, 2014 Regular Meeting and Executive Session Minutes. Motion carried unanimously.**

#### 6. Adoption of Agenda – DECISION

**Dr. McCarver moved, seconded by Mr. Harrington, to adopt the agenda as written. Motion carried unanimously.**

#### 7. EXECUTIVE SESSION - A.R.S.§38-431.03 (A)(3), (A)(7) - Receive Legal Advice from Legal Counsel regarding Sedona Cultural Park Property Development Agreement and Intergovernmental Agreement between City of Sedona, Sathcupa L.L.C., and Yavapai County Community College District - PROCEDURAL

Pursuant to A.R.S. §38-431.03 (A)(3), (A)(7), Receive Legal Advice from Legal Counsel regarding the Sedona Cultural Park Property Development Agreement and Intergovernmental Agreement between City of Sedona, Sathcupa L.L.C., and Yavapai County Community College District.

**Mr. Harrington moved, seconded by Dr. McCarver, to convene into Executive Session pursuant to Arizona Revised Statutes §38-431.03(A)(3), (A)(7) to receive legal counsel for the Sedona Cultural Property Development Agreement and Intergovernmental Agreement between City of Sedona, Sathcupa L.L.C., and Yavapai County Community College District. Motion carried unanimously.**

Executive Session convened at 1:02 p.m.

Executive Session recessed at 1:42 p.m.; Regular session reconvened at 1:45 p.m.

#### 8. Convene in Public Session with Possible Action RE: Sedona Cultural Park Property Development Agreement and Intergovernmental Agreement between City of Sedona, Sathcupa L.L.C., and Yavapai County Community College District – DECISION

Pursuant to A.R.S. §38-431.03 (D) - Legal action involving a final vote for decision shall not be taken at an executive session, except that the public body may instruct its attorney or representatives as provided in subsection A, paragraphs 4, 5, and 7 of this section. A public vote shall be taken before any legal action binds the public body.

**Mr. Harrington moved, seconded by Dr. McCarver, to approve the Sedona Cultural Park Real Property**

**Development Agreement and Intergovernmental Agreement between City of Sedona, Sathcupa L.L.C., and Yavapai County Community College District as presented; approve the Declaration of Covenants, Conditions, Restrictions and Easement and Right of First Refusal subject to instructions given to counsel, and authorize the Board Chair to execute all documents related to closing with set of instructions that were given by the Board in the Executive Session. Motion carried unanimously.**  
Comments included congratulations to Dr. Wills and staff to accomplish this chapter in Yavapai College's history.

#### **9. Open Call - PROCEDURAL**

The following requests were received to address the Board:

Verde Valley Educational Programs – Carol German; Ruth Wicks (provided handouts); Bob Oliphant; and Anthony Lozano

#### **10. CONSENT AGENDA – HEADING**

**11. Receipt of Report on Revenues and Expenditures – Month of June 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 15-24)

**12. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – June 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 25-27)

The President reported compliance.

**13. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – June 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 28-30)

The President reported compliance.

**14. Board Self-Evaluation – Governing Board Policy 4.7 – President Succession – MONITORING AND/OR DISCUSSION** (refer to Board agenda, pgs. 31-32)

Policy 4.7 - President Succession

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 Finance and Administrative Services; Vice President for Instruction and Student Services; or Vice President for College Advancement, Executive Director, Foundation; 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 Finance and Administrative Services, Vice President for Instruction and Student Services, and Vice President for College Advancement, Executive Director, Foundation.

The Chair of the District Governing Board shall be kept apprised of the President's schedule.

**Mr. Harrington moved, seconded by Mr. Filardo, to approve the consent agenda as written. Motion carried unanimously.**

#### **15. INFORMATION - HEADING**

**16. Information from the President to Include: Convocation; Residence Halls Grand Opening ; Southwest Wine Center Grand Opening; Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting; Tax Appeals; Facilities Management News; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 34-65)

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

- Convocation on August 11, 2014 included Dr. Vincent Tinto, Distinguished Professor Emeritus at Syracuse University, presentation for the college and several workshops with staff and faculty.
- Kachina and Marapai Residence Halls Grand Opening on August 21, 2014 at 4:30 p.m. and extended a special invitation to all Board members.
- Southwest Wine Center Grand Opening on September 12, 2014 at 4:30 p.m. and invited all Board members.
- Government Finance Association Certificate of Achievement for Excellence in Financial Reporting for the 2013-2014 Fiscal Year. The Budget office has received this award for several consecutive years and the College is very proud of their efforts and hard work.
- Tax Appeals - Transwestern Pipeline Company Settlement and Drake Cement Appeal.
  - Transwestern Pipeline Company appeal has been settled and will require all taxpayers, including the College, to adjust tax payments. The College has the funds in reserve.
  - The College has been notified that Drake Cement has registered a tax appeal with Yavapai County.
- Facilities Management News – July and August 2014 - Attached - Information Only
- College Highlights - August 2014- Attached - Information Only

**17. Update from Instruction and Student Services to Include: Introduction of the New Dean for Arts and Humanities; Search for New Dean for Student Development; Faculty Senate; and Instructional Support and Improvement Division** (refer to Board agenda, pgs. 66-74)

Dr. Blacklaw, Vice President for Instruction and Student Services presented the following:

- Introduction of Dr. Craig Ralston, Dean for Arts and Humanities. Dr. Ralston brings 28 years in education with a Bachelors of Music Education; Master in Piano; and Doctorate in Theory and Composition.
- Retirement of Sandy Garber, Dean for Student Services, as of August 8th. Tania Sheldahl will service as the interim dean as a search for a new Dean for Student Development has begun.
- Faculty Senate Update – Dave Gorman, Math faculty member, presented the Faculty Senate update to include:
  - Senate’s commitment to Student Success Initiatives.
  - Developing a Department Chair model/proposal to provide structure and open communication lines.
  - More faculty involvement in the budget process.
  - Define the role of faculty in the dual enrollment programs which may include visiting high school classes to set the standards and quality.
  - August 11, 2014 was the Faculty Association Meeting attended by approximately 70 members.
- Instructional Support and Improvement Division Update – Dean Stacey Hilton provided the attached presentation with highlights:
  - TeLS will be presenting at the 2014 RCCA Conference that is hosted by Yavapai College.
  - TeLS department has 3 full-time staff members on the Prescott Campus and 1 on the Verde Valley Campus, but they all travel district wide.
  - TeLS provides several workshops throughout the year to include Summer and Winter Institutes; Teacher Academy; EDU 255: Fundamentals of Educational Technology; Teaching Online Workshop; Media Studio; New Faculty Orientation; 9x9x25 Challenge; Webletter; 57 Second Blackboard Tips; March for Best Practice; and Student Orientation.

**18. Reports from Board Members - INFORMATION AND/OR DISCUSSION**

No reports from Board members.

**19. MONITORING REPORTS – HEADING**

**20. Board Self-Evaluation – Governing Board Policy 4.0 – Board/President Linkage – MONITORING AND/OR DISCUSSION** (refer to Board agenda, pgs. 76-77)

Policy 4.0 - Board/President Linkage

The Board's sole official connection to the operational organization, its achievements and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.

Mr. Filardo evaluated this policy as “not relevant or useful to the Board.” Mr. Filardo addressed the Board:

- He explained, for the public, the Policy Governance direction and process to monitor policies, and this evaluation reviewed the Board’s communication line to the organization shall be only through the President.
- He stated that this policy is not useful to the Board because it creates a narrow communication channel.
- He cited references and quotes from the *Policy Governance: Chandler Chimes* by Bobby Chandler <http://policygovernancechandlerchimes.blogspot.com/2007/10/viability-of-carver-policy-governance.html>
- He presented this information in order to evaluate and continuously improve the Board and its processes.
- He requested the Board to discuss Policy Governance and relevancy to Yavapai College after the new Board seated.

Dr. McCarver commented that this discussion began with a monitoring report on communication, and expanded to include monitoring and ownership linkage. She agrees that the Carver model does have some challenging pieces as an elected Board, but reiterated that there are different sources of monitoring in the College which includes external reporting. She also clarified that Board linkage is not the process of communicating with faculty or staff within the college, but rather the Board communication with the owners. The Board has incorporated many tools to expand ownership linkage.

Mr. Sigafoos added monitoring reports have been conducted by Board member’s inspection, in addition to external sources. The Board does not practice a pure Carver model because the College is required to meet specific state regulations. The Maricopa Community College Board, largest community college in the nation, also uses a version of the Carver model, as does the Clark County Unified School District serving over 310,000 students. The Board will discuss the model in the coming year if desired by the newly seated Board members.

**21. SHORT RECESS – PROCEDURAL**

Meeting recessed at 2:50 p.m.; reconvened at 3:01 p.m.

**22. POLICY ISSUES – HEADING**

**23. Naming of the Observatory Pursuant to College Policy 6.2.2 - INFORMATION, DISCUSSION, AND/OR DECISION**

The Board discussed the College's appreciation to the late Jim Conley and his wife, Lynne Conley, for the donation of a telescope and support equipment. The observatory advances astronomy education and the

benefits future astronomers.

- Scott Farnsworth, Dean for Sciences, Health and Public Services; and Diane Dutkevitch, Physics Instructor, provided background on the observatory.
- Steve Walker, Vice President for College Development and Foundation, presented the Yavapai College current policy and the Foundation Board's recommendation for naming of the Observatory for recognition associated with outstanding philanthropic support of Yavapai College.

**Board requested the Chair to compose a letter of appreciation to the Conley family from the District Governing Board.**

**Dr. McCarver moved, seconded by Mr. Harrington, to approve the naming of the Observatory for the appreciation of outstanding philanthropic support from Jim Conley. Motion carried unanimously.**

## **24. BOARD EDUCATION / STRATEGIC THINKING AND PLANNING – HEADING**

### **25. Information from the International Policy Governance Association (IPGA) Conference - INFORMATION AND/OR DISCUSSION**

Chair Sigafoos and Karen Jones shared information from the International Policy Governance Association Conference in Minneapolis, MN on June 19-21, 2014.

Chair Sigafoos reported his pre-conference workshop with Bill Charney, Charney Associates, which highlighted his consulting experience for Maricopa Community College Board. Chair Sigafoos also attended a roundtable addressing Publicly Elected Board Members that was conducted by facilitator Stacy Sjorgen. Ms. Sjorgen will lead the September Retreat.

### **26. Update on the District Governing Board Retreat - DISCUSSION AND/OR DECISION**

Chair Sigafoos provided an update on the District Governing Board Retreat to be held on Monday, September 8, 2014 from 9:00 a.m. to 4:00 p.m., and a continuation on Tuesday, September 9, 2014 starting at 10:30 a.m. at the Prescott Campus Rock House. Chair Sigafoos will be finalizing the agenda with Dr. Wills and Stacy Sjorgen this coming week.

## **27. OWNERSHIP LINKAGE – HEADING**

### **28. Preliminary Results of District Governing Board Ownership Survey – INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 84-97 and handout)**

Tom Hughes, Director, Institutional Effectiveness and Research and Mike Lange, Director of Marketing and Communications, presented the preliminary results of the District Governing Board Ownership Survey. This survey is an addition to the Board's Outreach Plan and will provide ownership feedback/input for the September Retreat.

Mike reminded the Board that the survey which was created from the Ownership Linkage 2013 Board Retreat to receive ownership feedback. The county wide survey began with 90,000 direct mailer; print and online advertising; radio and public service announcements; emails to chamber of commerce for each town/city. Tom reviewed the attached summary and highlighted Education Ends strongly supported. The survey was focused on the Board's Ends and received 1600 responses with a 95% confidence level and +/- 2.5% error. A full report will be presented at the September Retreat with more details

### **29. For Consideration of Approval of the Formation of the Verde Valley Advisory Committee (VVAC) – INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 98-115)**

For consideration of approval of the formation, purpose, member selection, and timeline of the Verde Valley Advisory Committee (VVAC). Board members Albert Filardo and Herald Harrington presented information relative to the proposed VVAC, with the purpose to provide ownership feedback to the Board. Changes will be made to the Formation Process Timeline – STEPS 1 through 7, item #4 to include a nominations from the Yavapai Apache Nation. VVAC will have a total of ten (10) members represented by the following groups: two (2) County Supervisors; five (5) municipalities; one (1) Yavapai Apache Nation; one (1) public at large; and one (1) Yavapai College.

Dr. McCarver suggested that if this advisory committee is successful, we may consider a west county committee. **Mr. Harrington proposed open meeting law training be provided and a cost analysis to cover support staff and facilities.**

**Lynne Adams, Legal Counsel, reminded the Board that this committee is subject to the Open Meeting law will be required to post public notices of meeting times/locations; agendas; and minutes.**

**Mr. Harrington moved, seconded by Dr. McCarver, to approve the formation of the Verde Valley Advisory Committee with addition of the member from the Yavapai Apache Nation, and concurrently request Tim Carter, Yavapai County School Superintendent, to participate in the VVAC member selection. Motion carried unanimously.**

### **30. Reports from Board Liaisons - Yavapai College Foundation and Board Spokesperson – INFORMATION AND/OR DISCUSSION**

- Yavapai College Foundation – Dr. McCarver reported the next Foundation meeting will be August 13, 2014.
- Board Spokesperson – Mr. Harrington recognized the passing of Chester Crandall, Arizona Representative, and

his contribution to the State and support of education.

**31. OTHER INFORMATION – HEADING**

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

Correspondence received included: Verve Magazine; Fall 2014 Community Education Catalog; Division 1 Men's National Championship Soccer schedule; Yavapai College District Governing Survey invitation; and Letter from State Arizona Office of the Auditor General.

**33. Proposed Dates and Places of Future Meetings for the Remainder of 2014 and 2015 Draft- DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 117-119)

The Board reviewed the Proposed Dates and Places for Future Meetings for the remainder of 2014 and for upcoming 2015 - attached.

- September 8<sup>th</sup> Retreat - Additional retreat session prior to the Regular Board Meeting
- September 9<sup>th</sup> Regular Board Meeting - Relocate to Prescott Campus
- October 14<sup>th</sup> Regular Board Meeting - Relocate to Verde Campus

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

**Mr. Harrington moved, seconded by Dr. McCarver, to adjourn the meeting. Motion carried unanimously.**

Regular meeting adjourned at 4:07 p.m.

Respectfully submitted:

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Ms. Karen Jones, Recording Secretary

Date: September 9, 2014

\_\_\_\_\_/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](http://www2.yc.edu).  
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*