



## Yavapai College District Governing Board

### Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, December 9, 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. Dale Fitzner, Board Member

Dr. Patricia McCarver, Chair/Secretary  
Mr. Albert Filardo, 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 Mr. Harrington

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

Chair Sigafoos welcomed all guests and staff. Dr. Wills introduced four students from the Buckey O'Neill Society: Will Jones, Zara Glidden, Kristian Kangas, and Leah Steen.

##### **5. Approval of District Governing Board November 18, 2014 Regular Meeting - DISCUSSION AND/OR DECISION**

Dr. Fitzner moved, seconded by Mr. Harrington, to approve the District Governing Board November 18, 2014 Meeting Minutes. Motion carried unanimously.

##### **6. Adoption of Agenda – DECISION**

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

#### **7. INFORMATION - HEADING**

##### **8. Recognition of Board Members For Their Years of Service - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 11-13).

- Dr. Dale Fitzner - 2006 to 2014

Chair Sigafoos recognized the honorable years of service and contributions by Dr. Fitzner from 2006-2014. Chair Sigafoos also read an appreciation letter submitted by Arizona Association District Governing Board members Jane Strain, Cochise Community College and Jim Harper, Portland Community College. Harvey Skoog, Mayor of Prescott Valley; Lora Lee Nye, Vice Mayor of Prescott Valley; and Larry Tarkowski, Town Manager for Prescott Valley, addressed the Board to recognize and thank Dr. Fitzner for his service and contributions.

- Herald Harrington - 1999 to 2014

Chair Sigafoos recognized the honorable years of service and contributions by Mr. Harrington from 1999-2014. Rick Mabery and Casey Rooney addressed the Board to recognize and thank Mr. Harrington for his business and servant leadership.

#### **9. CONSENT AGENDA – HEADING**

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

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

The President reported compliance.

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

The President reported compliance.

##### **13. For Consideration of Approval for the Restatement of Yavapai College Optional Defined Contribution Retirement Plan - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 31-64).

For consideration of approval for the restatement of the Yavapai College Optional Defined Contribution Retirement Plan - Attached

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

#### 14. INFORMATION - HEADING - CONTINUED

##### 15. Information from the President to Include: Buckey O'Neill Society; District Governing Board Web Site; Tennis Courts Ribbon Cutting Ceremony; Winter Institute; Campus Master Plan Semi-Annual Update; College Highlights; Yavapai Staff Association; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 66-94).

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

- Buckey O'Neill Society – introduced four students
- District Governing Board Web Site – Karen Jones presented the new webpage, and the Board requested to add Board member's biographies; area for community member to post comments; back buttons on each subpage; and changing icons.
- Tennis Courts Ribbon Cutting Ceremony will be on December 11, 2014, at 10:30 a.m.
- Winter Institute will be on December 10 and 11, 2014.
- Campus Master Plan Semi-Annual Update - Attached, Information Only.
- College Highlights - November 2014 - Attached, Information Only.
- YCSA Update - December 2014 - Attached, Information Only.
- Facilities Management News - Attached, Information Only.

##### 16. Update from Instruction and Student Services to Include: Faculty Senate Update; Student Development Update; Adjunct Advisor; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 95 – 107).

Dr. Stuart Blacklaw, Vice President for Instruction and Student Services reported on the following:

- Faculty Senate Update, Vikki Bentz recognized the service and dedication of both Dr. Fitzner and Mr. Harrington.
- Student Development Update, Tania Sheldahl, Interim Dean provided an update to include new projects; student development and retention; and future plans.
- Adjunct Advisor December 2014 - Attached, Information Only.

##### 17. Information from Foundation and Advancement - Quarterly Report - Marketing Data Overview - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 108-118).

Steve Walker, Vice President for College Development and Foundation, acknowledged service and dedication of both Mr. Harrington and Dr. Fitzner. Mr. Walker shared that YC Foundation's annual audit will report fund raising at a record high for FY2013-2014 in both student scholarships and direct support to the college's programs.

- Mike Lange, Director of Marketing and Communications presented a Marketing Data Overview that included:
  - o Outdoor signage and exposure.
  - o New advisement for theater and cable TV.
  - o YC online advertising and eNewsletter
  - o YC Facebook
  - o YC web site traffic
  - o National trends presented by Clarus Corporation

#### 18. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:21 p.m.; reconvened at 2:34 p.m.

#### 19. MONITORING REPORTS – HEADING

##### 20. Board Self-Evaluation - Governance Policy 3.2 - Board Job Description - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 119-121).

Governance Policy 3.2 - Board Job Description

As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance.

Comments included:

**Request to discuss 3.2.1 Ownership Linkage.**

Mr. Filardo agrees that 3.2 is a relative policy, and would suggest the policy be revised as follows:

**Shall be the link between the president and its owners, who are residents of Yavapai Count and those who are affected by Yavapai College.**

##### 21. Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection – MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 122-128).

Executive Limitation 2.4 - Asset Protection

The President shall not cause or allow existing any condition that is unsafe, compromises an individual's privacy or limits accessibility, nor fails to provide a grievance process.

Dr. Wills provided additional information regarding third party and state audit

**Mr. Harrington moved, seconded by Dr. Fitzner, that we have read the President's Monitoring Report regarding Policy 2.4 and 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 2.4. Motion carried unanimously.**

#### 22. EXECUTIVE SESSION - A.R.S. §38-431.03 (A)(2) and (A)(3) - Discuss Proprietary and Confidential Records Related to the College's Technology Security Systems and Receive Legal Advice Related to Same - PROCEDURAL

Pursuant to A.R.S. §38-431.03 (A)(2) and (A)(3) - Discuss Proprietary and Confidential Records Related to the College's

Technology Security Systems and Receive Legal Advice Related to Same.

No motion was made and no executive session.

**23. Convene in Public Session Pursuant to A.R.S. §38-431.03 (D) - PROCEDURAL**

Pursuant to A.R.S. §38-431.03 (D), convene in public session.

No motion was made and no executive session.

**24. OWNERSHIP LINKAGE - HEADING**

**25. Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION** refer to Board agenda, pgs. 130-131).

The Board assesses how meetings are conducted on a quarterly basis. Dr. McCarver acted as the Board Evaluator and completed the review for September 2014 through November 2014. The Board Evaluator will evaluate the Board's commitment and consistency to act with Policy Governance:

Dr. McCarver suggests that Board continue current efforts on ownership linkage and anticipate future plans for ownership linkage.

**26. Report on Formation of the Verde Valley Board Advisory Committee (VVBAC) - DISCUSSION AND/OR DECISION**

The Board discussed the Verde Valley Board Advisory Committee with the following reports:

Mr. Filardo described VVBAC meetings and accomplishments for the month of November and December to include member orientation/member training/election of officers/development of operating guideline/investigating resources to provide data and analysis for Verde Valley program needs.

Dr. McCarver attended December 3<sup>rd</sup> VVBAC meeting and the committee focused on operating guidelines. Dr. McCarver requested the District Governing Board review, revise, and approve the attached draft operating guidelines. The committee also created a schedule of speakers through the next six months.

The Board requested that Lynne Adams, Legal Counsel, to review and provide a final of the operating guidelines.

The Board suggested revision to operating guidelines #10.

The Board requested staff to develop a VVBAC budget as a subgroup of the District Governing Board budget.

**27. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community College Trustees (ACCT); Yavapai College Foundation; and Board Spokesperson – INFORMATION AND/OR DISCUSSION**

- Arizona Association for District Governing Boards (AADGB) - Jack Lundsford, new Executive Director for Arizona Community College Coordinating Council, presented at the December AADGB meeting. The next AADGB meeting will be January 4, 2015.

- Association of Community Colleges Trustees (ACCT) - Dr. Fitzner reported the GISS training session is still happening, but the date is changed to April 2015.

- Yavapai College Foundation - Dr. McCarver reported that the Foundation meeting will be December 10, 2014.

- Board Spokesperson – No report

**27. Identify Board Officer and Liaison Roles - DISCUSSION**

According to the District Governing Board Annual Calendar, the Board will discuss and review Board Officers and Liaison Roles in the month of December. District Governing Board Policy 3.5 covers the broad scope of responsibility that each role entails.

As required by A.R.S. §15-1443(B), the Board will elect a Chair and Secretary annually during the month of January. Current Officers were elected in 2013, with expectation to serve a two-year term; however, the Board may decide otherwise and elect a new Chair and Secretary every January.

- Mr. Ray Sigafoos, Chair and served two years

- Dr. Pat McCarver, Secretary and served two years

The Board Chair will appoint Board Liaisons for one-year terms at the January or February meeting.

Current liaisons are:

- Foundation Liaison - Dr. Pat McCarver

- AZ Association for District Governing Boards (AADGB) Representative - Dr. Dale Fitzner

- Board Spokesperson - Mr. Herald Harrington

- Association of Community Colleges Trustees (ACCT) - Dr. Dale Fitzner

- Verde Valley Board Advisory Committee - Mr. Al Filardo

**28. OTHER INFORMATION – HEADING**

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

Correspondence received included: No correspondence

**30. Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 141- 143).

Board Members reviewed meeting dates, times, and locations for the District Governing Board calendar - attached. 2014 Calendar invites Board Members to:

- Tennis Courts Ribbon Cutting Ceremony on Thursday, December 11, 2014 at 10:30 a.m. at the Tennis Courts

- The Nursing Pinning Ceremony on Friday, December 12, 2014 at 3:00 p.m. in the Performing Arts Center.

2015 Calendar review of District Governing Board meeting dates and locations.

The Board requested Open Meeting training to be included for the District Governing Board January 13, 2015.

Dr. McCarver moved, seconded by Mr. Filardo, to schedule a Board Retreat on February 3, 2015 at 8:30 a.m. with Stacy Sjogren, Out of the Woods Consulting, to facilitate a review of Policy Governance. Motion carried unanimously.

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

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

Regular meeting adjourned at 3:09 p.m.

Respectfully submitted:

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Ms. Karen Jones, Recording Secretary

Date: January 13, 2015

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