



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Monday, August 10, 2015 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:

Dr. Patricia McCarver, Chair Mr. Steve Irwin, Secretary
Mr. Albert Filardo, Board Member Mr. Ray Sigafoos, Board Member
Ms. Deb McCasland, 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 12:58 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 District Governing Board June 9, 2015 Truth in Taxation Hearing and Special Meeting; Budget Hearing and Budget Adoption Meeting; Regular Meeting; and Executive Sessions Minutes - DISCUSSION AND/OR DECISION

Member Sigafoos moved, seconded by Member Irwin, to approve the District Governing Board June 9, 2015 Truth in Taxation Hearing and Special Meeting; Budget Hearing and Budget Adoption Meeting; Regular Meeting; and Executive Sessions Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Member Filardo moved, seconded by Member Sigafoos, to adopt the agenda as written. Motion carried unanimously.

7. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:

Trustee's suggestion – Ruth Wicks

Online Education – Bob Oliphant

Miscellaneous - Gary LaMaster

8. CONSENT AGENDA – HEADING

Member Sigafoos moved, seconded by Member Filardo, to approve the Consent Agenda as written. Motion carried unanimously

9. Receipt of Report on Revenues and Expenditures – Month of June 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 17-26)

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – June 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 27-29)

The President reported compliance.

11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – June 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 30-32)

The President reported compliance.

12. For Consideration for Approval of an Amendment to the Intergovernmental Agreement (IGA) for the Yavapai County Educational Technology Consortium - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 33-47)

The Yavapai County Educational Technology Consortium Intergovernmental Agreement (IGA) was adopted in 1998 for the purpose to promote shared and enhanced educational technology opportunities among the community colleges, school districts, and charter schools located in Yavapai County. The Amended Agreement will supersede the original IGA and is in effect until June 30, 2020.

13. INFORMATION - HEADING

14. Information from the President to Include: Introduction of Interim Vice President for Instruction and Student Development; Executive Leadership Institute (ELI) Graduation; SSS Trio Grant; Draft Strategic Plan For 2015-

2020; Yavapai Combined Trust Quarterly Report; College Highlights; Facilities Management News; and Other Related Issues- INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 49-99)

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

- Introduction of Scott Farnsworth, Interim Vice President for Instruction and Student Development
- Executive Leadership Institute (ELI) Graduation held on July 16, 2015
- Student Support Services Trio Grant from US Department of Education was awarded for \$2M over 5 years
- Draft Strategic Plan for 2015 - 2020 was presented by Tom Hughes, Director for Institutional Effectiveness and Research (refer to Handout Draft Strategic Plan and PowerPoint Draft Strategic Plan)

Member Filardo pointed out that the Vision statement is written more like a mission or a goal and suggests that the vision should be established by leadership, and possibly the Board. Mr. Filardo suggests that until the vision is defined it is unusual to move forward. He would also like to see the goals become operationalized to set and measure employee performance. Member Filardo clarified that he was not looking for details, but rather looking for connection to the Board's work.

Member Irwin asked for clarification of why the Verde Valley has a different Strategic Plan than the District wide Plan. Mr. Hughes clarified that the Verde Valley plan is part of the district plan.

Chair McCarver reminded the Board that this is a draft plan, the Board will receive the final version during the August 31st Retreat, and the Strategic Plan is developed from the Board's Ends Statements to guide operations. The Board is interested in results but should not direct staff on how the plan is achieved.

Member McCasland emphasized the importance for the College to communicate the Strategic Plan with ownership to get their commitment and involvement for success.

Dr. Wills informed the Board that the Strategic Plan will be the focus of the Fall Community Outreach letter and presentations.

- Yavapai Combined Trust Quarterly Report - Attached
- College Highlights - August 2015- Attached - Information Only
- Facilities Management News - July and August 2015 - Attached - Information Only

15. Information from Instruction and Student Development to Include: Verde Valley Executive Dean's Advisory Committee Draft Strategic Initiatives; Arts and Humanities Division Update; Distance Education and Online Learning; Adjunct Faculty Newsletter; and Other Related Information - INFORMATION AND/OR DISCUSSION

(refer to Board agenda, pgs. 100-144)

Scott Farnsworth, Interim Vice President for Instruction and Student Development presented an update on the following:

- Verde Valley Executive Dean's Advisory Committee Draft Strategic Initiatives - Dr. James Perey, Executive Dean for the Verde Valley. Dr. Perey informed the Board that these strategic initiatives are part of the District Strategic Plan, but will address some unique challenges of the East side of Yavapai County.
- Arts and Humanities Division Update, Dr. Craig Ralston, Dean
- Distance Education and Online Learning, Stacey Hilton, Dean for Computer Technology and Instructional Support Update
- Adjunct Faculty newsletter - Attached - Information Only

16. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:18 p.m.; reconvened at 2:31 p.m.

17. MONITORING REPORTS – HEADING

18. Board Self-Evaluation - Governing Board Policy 4.0 - Board/President Linkage - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 146-147)

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.

Board Comments included:

Filardo - It is my opinion that following this interpretation elongates cycle time on problem resolution especially in outlying areas, particularly when local College employees have the knowledge, skills, and abilities to resolve issues. This is particularly problematic in cases of emergency. I believe the College would operate more efficiently if this policy were expanded to include possible connections to the President's direct reports or designees as well.

McCarver - This policy is critical to keep the roles of the Board, the President, and staff clear.

McCasland - We need to have discussions on how Policy Governance is appropriate and useful for the college.

19. Board Self-Evaluation - Governing Board Policy 4.7 - President Succession - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 148-149)

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

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

No Board Comments.

20. BOARD EDUCATION / STRATEGIC PLANNING - HEADING

21. Overview of Community College Governing Board Statutory Responsibilities and Legislative Update by the Board's Legal Counsel, Lynne Adams - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 150-180)

Lynne Adams, District Governing Board Legal Counsel, provided:

- Overview of community college governing board statutory responsibilities
- Recap of legislative changes to the statutes that govern community colleges and their boards

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

Chair McCarver and Ray Sigafoos shared information from the International Policy Governance Association Conference in Vancouver, Canada on June 18 - 20, 2015.

Member McCarver reported she attended several work sessions and highlighted the following: "How you think is how you lead" which was based on system science, the effects of Board visioning, and obtaining the results that owners are expecting; and a session on Ends Statements regarding their impact on the institute, using visioning to establish the Ends, and the important role of Board members.

Member Sigafoos reported that the Conference had the largest attendance in several years and he attended several informative work session.

Dr. McCarver also asked that staff forward information regarding the September Online Training to all Board members.

23. OWNERSHIP LINKAGE - HEADING

24. Review of the Verde Valley Board Advisory Committee (VVBAC) Recommendations and Future VVBAC Objectives - INFORMATION, DISCUSSION AND/OR DECISION (refer to handout 182-194)

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.

- Appreciation to the VVBAC for their recommendations regarding the College's Strategic Initiative planning process
- Discussion of the VVBAC recommendations presented at the June 9, 2015 District Governing Board meeting
Member Filardo expects that the access recommendation will be addressed and incorporated in the strategic plan, however the recommendation of sustainability needs to be discussed with direction from the Board.
- Discussion of future VVBAC objectives

Member Filardo suggests that VVBAC continue for two (2) years with the members monitor the progress of the proposed recommendations.

Member McCasland added that the committee is valuable and suggests that the committee contributes to the End Statements.

Member Sigafoos suggests that this committee has met specific Verde Valley ownership linkage objectives.

Member Irwin suggests that the Verde Valley strategic plan is close to being completed and recognizes that several of the VVBAC members have acquired knowledge and information that may be valuable to the Executive Dean Verde Valley Advisory Committee. Mr. Irwin suggests that combining the committees may be more effective rather than duplication of work of developing the Verde Valley Strategic Plan and monitoring progress.

Chair McCarver agrees that incorporating members from the VVBAC into the Executive Dean Verde Valley Advisory committee may be a natural transition because of the effective incorporation of the VVBAC recommendations into the Verde Valley Strategic Plan without requiring action from the Board. Dr. McCarver would also note that it is not necessary to have two separate committees to identify the needs of the Verde Valley community with information going directly to the Strategic Plan and not requiring any Board action.

Member McCasland noted that the VVBAC provides unique ownership linkage input for the Board.

Dr. McCarver suggests that during the August 31st Retreat under Ownership Linkage Plan the Board determines the VVBAC charge.

Member Filardo moves, seconded by Member McCasland, the Verde Valley Board Advisory Committee (VVBAC) continue until such time the Board has enough information for strategic planning output to determine whether to move forward with the VVBAC. Motion carried unanimously.

Member Filardo suggested the Board discuss the VVBAC financial records request.

Dr. Ewell clarified that the VVBAC financial records request is based upon site/location accounting, and the College chart of accounts are not structured in this manner but rather structured according to the Governmental Accounting Standards Board (GASB), and therefore the data requested is not readily available. Dr. Ewell suggests with the VVBAC agreement, staff could provide requested financial analyses based upon assumptions. If estimates are not acceptable to the VVBAC then the effort would be much more extensive and would involve re-organization of the College's chart of accounts and implementation of this accounting method for one year for accurate reporting.

Dr. McCarver added that the College currently completes all financial reporting in compliance with State of Arizona requirements, which is by program and fund, but not location.

Member Sigafoos clarified that to obtain the request information, an educational institution would use cost accounting methodology to allocate certain costs such as overhead and various support services.

Staff will coordinate a financial records presentation to the VVBAC from Dr. Ewell with Member Sigafoos in attendance.

25. Planning of August 31, 2015 District Governing Board Retreat - DISCUSSION AND/OR DECISION

Board members will discuss the planning of the August 31, 2015 District Governing Board Retreat:

- Facilitator will be Richard Stringham, Governance Coach
- Proposed Topics

1. Ends Statements Review and Ownership Linkage Plan within a Policy Governance framework
2. College's Strategic Planning process, history, and Strategic Initiatives
3. Data Repository, Benchmarking, and Trends

26. Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 196-198)

The Board assesses how meetings are conducted on a quarterly basis. Mr. Ray Sigafoos acted as the Board Evaluator and completed the review for March 2015 to May 2015, and evaluated the Board's commitment and consistency to act with Policy Governance.

27. District Governing Board will review the FY 2014-2015 Ownership Linkage Plan and Develop the FY 2015-2016 Ownership Linkage Plan - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 199-201)

- Reviewed the FY 2014-2015 Ownership Linkage which included a survey; the first annual report; formation of the Verde Valley Board Advisory Committee (VVBAC); webpage update; and community outreach programs.
- Develop the FY 2015-2016 Ownership Linkage Plan per Governance Process Policy 3.4.2.1: Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in the September and October, to be held during the balance of the cycle.

Chair McCarver requested the Board members to review the draft and bring ownership linkage proposals to the August 31st Retreat.

Member McCasland suggests implementing dialogue techniques to facilitate two way communication with community members.

Member Sigafoos suggests follow-up on surveys and schedule the next survey with specific questions designed by the Board.

Member McCasland requested the Board discuss the Capital Improvement plan in order to give direction, and add and/or delete projects at a future meeting.

28. 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 the last meeting included financial report, GISS de-briefing, and AZ community college updates; AADGB will sponsor an Arizona Caucus at the October ACCT conference; and proposal to recognize past members that would include Dale Fitzner.

- Verde Valley Board Advisory Committee (VVBAC) - Member McCasland reported that the last meeting was held on August 5th with a presentation from Dr. Craig Ralston.

- Yavapai College Foundation - Chair McCarver reported that the next meeting will be Wednesday August 12, 2015.

29. OTHER INFORMATION - HEADING

30. Correspondence to the Board – RECEIPT

Correspondence received included: ACCT Trustee Quarterly Magazine, Community Education Fall 2015 catalog, and 2015 Soccer Schedule.

Member Filardo added that the Mayor of Sedona has invited Chair McCarver, Member Filardo and President Wills to meet and would like the College to propose dates for the meeting.

31. Proposed Dates and Places of Future Meetings for the Remainder of 2015 - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 203-204)

32. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:04p.m.

Respectfully submitted:

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

Date: September 1, 2015

_____/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: www2.yc.edu.
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*