



Yavapai College District Governing Board

Regular Board Meeting Approved Minutes of Regular Meeting Tuesday, February 9, 2016 1:00 PM

Rock House, Prescott Campus
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 1:00 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Sigafoos.

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff.

5. Approval of District Governing Board January 12, 2016 Regular Meeting Minutes - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 6-10)

Member Filardo moved, seconded by Member Irwin, to approve the District Governing Board January 12, 2016 Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. Open Call - PROCEDURAL

The following owner addressed the Board:
Capital Fund Transfer - John Lamerson

8. CONSENT AGENDA – HEADING

Member Sigafoos moved, seconded by Member Filardo, to approve Consent Agenda as written with removal of item #9, #11, and #12 for further discussion. Motion carried unanimously.

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

Member McCasland moved, seconded by Member Filardo, to receive the Report on Revenues and Expenditures – Month of January 2016 as written. Motion carried unanimously.

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

The President reported compliance.

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

The President reported compliance.

The Board requested to discuss Executive Limitations Policy 2.3.2 - Reserves regarding designated fund reserve targets set by the Board.

Member McCasland moved, seconded by Member Filardo, to approve President's Monthly Monitoring Report: Executive Limitations 2.3.2 - Reserves – January 2016 as written. Motion carried unanimously.

12. For Consideration for Approval of Resolution 2016 - #01 - Capital Accumulation Account Contribution - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 29-30)

The Arizona Constitution allows a community college district to accumulate amounts for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements. By restricting these resources for the above purposes, the expenditures for the purposes stated will qualify as exclusion to the State imposed expenditure limitation calculation in subsequent fiscal years.

Member Sigafoos moved, seconded by Member McCarver, to approve Resolution 2016-#01 – Capital Accumulation Account Contribution as written. Motion carried with 4 yes votes and 1 no vote from Member McCasland.

13. For Consideration for Approval of the Third Amendment to an Intergovernmental Lease Agreement Between Northern Arizona Council of Governments (NACOG), Head Start and Yavapai College for Land at the Verde Valley Campus - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 31-35)

For consideration for approval of the third amendment to an intergovernmental lease agreement between Northern Arizona Council of Governments (NACOG), Head Start and Yavapai College whereas Head Start to lease .76 acres of land at the Verde Valley Campus. The amendment would extend the term from July 1, 2016 through June 30, 2021.

14. INFORMATION - HEADING

15. Information from the President to Include: Yavapai College Smoking Policy; Community Outreach Letter; Yavapai Combined Trust Quarterly Report; College Highlights; Yavapai College Staff Association Update; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 37-70)

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

- Yavapai College Smoking Policy
- Community Outreach Letter has been distributed to leaders and groups throughout the county, as well as the Executive Team will be presenting to several City/Town Councils - Attached
- Yavapai Combined Trust Quarterly Report - Attached
- College Highlights - February 2016 - Attached, Information Only
- Yavapai College Staff Association Update - January 2016 - Attached, Information Only
- Facilities Management News- Attached, Information Only
- Other Related Information - The State of Arizona Bureau of Emergency Medical Services and Trauma Systems has renewed the training program certificate for Yavapai College

16. Information from Instruction and Student Development to Include: Faculty Senate; Business, Education, and Social Sciences Division; Student Leadership Council; FY 17-18 Academic Calendar; Adjunct Advisor; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 71-92)

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

- Faculty Senate - David Gorman, President, reported the Spring semester activities will include faculty engaged in the new Higher Learning Commission credentials requirements, pathways, faculty emeritus, proposed new academic calendar models (e.g. 8 week terms), Vice President search, Strategic Enrollment Management, and ITS Cloud Based Solutions Committee.
- Update from Business, Education, and Social Sciences Division - Jill Fitzgerald, Division Dean, presented the Guided Pathways – The Beginning with the following highlights:
 - o Reference materials included *Redesigning America's Community College* authored by Bailey, Jaggars and Jenkins
 - o The big picture of community colleges in the nation
 - o Promoting student success
 - o Suggested timeline and implementation and change
 - o Progression plan
- Student Leadership Council - Nichole Wilson, Student Leadership Council (SLC) Faculty Coordinator and students, Justice Ramos and Jennifer Kelly provided information regarding membership and activities for 2015-2016.
- FY17-18 Academic Calendar - Attached
- Adjunct Advisor - Attached - Information only

17. POLICY ISSUES – HEADING

18. Review and Summary of the February 9, 2016 Board Budget Workshop - INFORMATION AND DISCUSSION (refer to Budget Work Study Summary, handout)

Dr. Clint Ewell, Vice President for Finance and Administrative Services summarized the February 9, 2016 morning Board Budget Workshop, followed by Board discussion.

19. Receipt of the Independent Auditors' Report on Internal Controls and the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2015 - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 95-179; and Financial Review FY 2014-15, handout)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, and Frank D'Angelo, Controller, provided a brief presentation and highlights of the Independent Auditors' Report on Internal Controls, the Financial Audit, the status of the Federal Single Audit and other communications.

- Unmodified Audit Opinion
- Anticipating receipt of The Certificate of achievement for Excellence in Financial Reporting award from Government Finance Officers Association
- Positive Financial Results
- Governmental Accounting Standard Board (GASB) 68 Implementation

20. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:28 p.m.; reconvened at 2:42 p.m.

21. POLICY ISSUES – HEADING - CONTINUED

22. Preliminary Capital Budget Presentation FY 2016-2017 - INFORMATION AND/OR DISCUSSION (refer to FY17 Capital Budget, handout)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented Capital Budget Information including a Capital Improvement Plan for consideration by the Board. These assumptions provided information and projects about the budget preparation for the new fiscal year, as well as set the general parameters for internal deliberation of the budget for FY 2106-2017.

- Types of Capital
 - o Debt Fund: GO Bond, Revenue Bond, Pledged Revenue Obligations Bond
 - o Plant Fund: Fixed, Variable, Contingency
- Existing Debt: GO Bonds, Pledged Revenue Obligation Bonds, and Revenue Bonds
- Draft Preventative and Unplanned Maintenance
- Draft Equipment Replacement Plan
- Draft 2016-17 Capital Improvement Plan to include: Renovate and expand the Prescott Valley Center, remodel Sedona Center, renovation of Building 15 (Prescott Campus), and Open Space Improvements (District wide).

23. Review of the District Governing Board - President Linkage Policy 4.2 - Accountability of the President and Related Employment Policies - INFORMATION, DISCUSSION, AND/OR DECISION

The Board discussed the Board - President Linkage Policy 4.2 - Accountability of the President, and Related Policies that assign the President as the only link to authority and accountability of staff, which include employment contracts, amendments, or terminations.

Member Filardo read an email from a Verde Valley reporter questioning why Senior Leadership at the Verde Valley Campus is not limited to only local applicants. Member Filardo suggested that the hiring process for specifically Verde Valley positions be made public.

Dr. Wills responded that the hiring process for all senior leadership includes a search committee and internal/external forums with purpose to select the most qualified candidate. The Verde Valley Associate Dean search committee which included only faculty and staff from the Verde Valley Campus. All senior leadership hiring processes currently are public via website, advertising, open forums, etc.

24. MONITORING REPORTS – HEADING

25. Receipt of President's Monitoring Report - Executive Limitation 2.3.3 - Certification Financial Records - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 184-189)

Executive Limitation 2.3.3 - Certification Financial Records

The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial officer as a part of the audit process.

Member Filardo moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.3.3, 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 this policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3.3. Motion carried unanimously.

26. Board Self-Evaluation - Governance Policy 3.3 - Board Member Code of Conduct and Ethics - MONITORING AND DISCUSSION (refer to Board agenda, pgs. 190-198)

Refer to Policy 3.3 Evaluation compilation and Board member comments.

27. OWNERSHIP LINKAGE - HEADING

28. District Governing Board Liaison Appointments - DISCUSSION AND/OR DECISION

Chair McCarver appointed the following Board liaison positions for 2016:

- Yavapai College Foundation Liaison – Chair McCarver with Member Irwin as backup liaison
- Arizona Association for District Governing Boards (AADGB) Liaison – Member Sigafoos
- Verde Valley Board Advisory Committee (VVBAC) – Member Filardo
- Board Spokesperson – Chair McCarver

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

- Arizona Association for District Governing Boards (AADGB) – Member Sigafoos reported no meeting in February, but has received correspondence regarding a Governance Institute for Student Success conference on September 10th.
- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo informed the Board that VVBAC is requesting to add an additional question to the Ownership Linkage survey and will submit to the Board prior to implementing. The VVBAC will now be meeting once per month and will narrow recording of minutes. Dr. Wills and Member Irwin attended the February 3rd VVBAC meeting. Member Filardo also referenced the Verde Valley Independent article regarding the Open Meeting requirements as applied to the VVBAC. Lynne Adams, Legal Counsel will provide legal advice regarding a VVBAC agenda that will meet Open Meeting requirements.
- Yavapai College Foundation - Chair McCarver reported that the Foundation met on January 13th to include a new viticulture/enology scholarship and presentations from the auxiliaries groups.

30. Ownership Linkage Plan Quarterly Update - INFORMATION, DISCUSSION, AND/OR DECISION

The Board reviewed the quarterly status report of the 2015-2016 Ownership Linkage Plan that included the Annual Report, Webpage Survey, and Focus Forums.

31. Review of the District Governing Board Response to The Verde Valley Board Advisory Committee (VVBAC) Recommendations - INFORMATION, DISCUSSION AND/OR DECISION

Further discussion of the Board's Response to the Verde Valley Board Advisory Committee (VVBAC) recommendations, which was presented in November 2015. The recommendations were reviewed and discussed for consideration during the development of Board Ends and the College's Strategic Plan. Dr. Wills and her staff provided specific follow-up by creating a matrix representing the appropriate link of the VVBAC recommendations to the 2015-2020 Strategic Plan.

The Board requested to discuss a Separate Verde Valley Administration College at the March District Governing Board.

32. BOARD EDUCATION / STRATEGIC THINKING AND PLANNING - HEADING

33. State of Arizona Constitutional Expenditure Limitations Legislative Proposals - INFORMATION, DISCUSSION AND/OR DECISION

The Board reviewed legislation regarding the Constitutional Expenditure Limitations and FTSE estimation process to include a summary of the Maricopa Community College Expenditure Limitation work session held on February 2, 2016.

Dr. Ewell and Member Sigafos highlighted that the February 2nd meeting included representation from all the Arizona community colleges and unanimity regarding support of specific language for this legislation. The language would address the calculation of FTSE that would allow appropriate expenditure limitations.

The Board agrees no need to meet with ATRA.

34. Board Education regarding Open Meeting Law, Ethics, and Conflict of Interest Declaration - INFORMATION AND DISCUSSION

Lynne Adams, District Governing Board Counsel, provided Board Education related to Open Meeting Law for Board members, with particular emphasis on ethics and the conflict of interest statutes.

Board members were asked to complete the Annual Conflict of Interest Declaration annually, as required by Board Policy 3.3. Conflict of Interest forms are provided in the Board packet to be completed and returned to the Executive Assistant by February 22, 2016. The Conflict of Interest forms will be shared and reviewed by all Board members at the March 1, 2016 Regular Board meeting. This form shall be kept in a file maintained by the College and which shall be open to the public.

35. OTHER INFORMATION - HEADING

36. Correspondence to the Board – RECEIPT

Correspondence received included:
Comprehensive Annual Financial Report (CAFR)

37. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 241-244)

The Board reviewed Fiscal Year 2015-2016 District Governing Board proposed meetings, dates, times, and locations, to include the upcoming International Policy Governance Association (IPGA) 2016 Annual Conference in Toronto, Canada on June 16 - 18, 2016.

38. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:56 p.m.

Respectfully submitted:

_____/S/
Ms. Karen Jones, Recording Secretary

Date: March 1, 2016

_____/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.*