



**Yavapai College District Governing Board
Regular Board Meeting
Approved Minutes of Regular Meeting
Tuesday, March 1, 2016
1:00 PM
Verde Valley Campus
601 Black Hills Drive
Clarkdale, 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 February 9, 2016 Budget Workshop and Regular Meeting Minutes - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 6-12)

Member Filardo moved, seconded by Member Irwin, to approve the District Governing Board February 9, 2016 Budget Workshop and Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Member Filardo moved, seconded by Member Irwin, to adopt the agenda as written while moving item #25 to follow the Consent Agenda. Motion carried unanimously.

7. OWNERSHIP LINKAGE – HEADING

8. Open Call - PROCEDURAL

The following owner addressed the Board:
Verde Valley Continuing Education – Dr. Hiroko Miyakawa
Dual Enrollment – Bob Oliphant
VVCC Affordable – Ruth Wicks
Stop the negative campaign of YC – Dan Wood
Giving Back – Barbara Duncan
Program proposal for the Verde Valley Campus - Stephen Kling
General – Carol German
Request for more Verde Valley Services – Janet Aniol

9. CONSENT AGENDA – HEADING

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

10. Receipt of Report on Revenues and Expenditures – Month of February 2016 - 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 – February 2016 - 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 – February 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 28-30)

The President reported compliance.

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

25. Discussion of a Separate Verde Valley Administrative College - INFORMATION, DISCUSSION, AND/OR DECISION

The Board discussed the viability and practicality of a separate Verde Valley Administration. Chair McCarver clarified that this item is on the agenda at the request of Member Filardo and Member McCasland. Previously the Board discussed this issue during the Fall 2014, with a decision to not move forward until the Verde Valley Strategic Plan was completed.

Dr. Wills presented past and updated information to be considered regarding separating YC College administration between the east and west sides of the county. Dr. Wills emphasized the President and Board relationship is key to the success of any college or university, regardless of the governance model. The President provided background on the Maricopa Community College administrative model which requires the district to function as a whole, and is similar to Yavapai College. Differences include leadership titles (YC = President/Executive Dean and MCC = Chancellor/President), total enrollment (YC = 8,000 and MCC = 128,000 plus), campus enrollment (YC Verde smallest = 800 and MCC smallest = 6,000), funding (YC funding functions as whole/based upon program needs and MCC allocates funds based upon an enrollment formula), and accreditation (YC has a single accreditation and MCC has a separate accreditation for each campus with waivers for several campuses because they are not financially independent). Dr. Wills spoke with retiring Dr. Rufus Glasper, MCC Chancellor, to confirm that MCC Governing Board has developed 17 initiatives directing the college to move to a single accreditation model, called "One Maricopa". The initiatives include addressing program mix (process to eliminate or minimize duplication of programs) and centralized services (e.g. public safety, marketing, IT, nursing, and foundation). In both models, the Board entrusts the President or Chancellor with the responsibility of administering the services of the college. Dr. Wills distributed a spreadsheet with estimated costs to establish separate administration for east and west sides of the county.

Member Filardo wants to improve college processes to create better access for students, but is concerned that enrollment is down. Community members within his district are suggesting that a separate college administration for the east side of the county would afford better access for students, while college leadership is stating that a separate administration would not be fiscally responsible. He agrees with both sides of the argument and understands that the decision must be made by the Board. He concludes that an independent consultant should be hired in order for the Board to make a decision.

Member McCasland stated that looking at a new model for the Verde Valley is a way to address the needs of the students in this area.

Member Irwin receives feedback from both sides of the county (students, employees, and community members), that state the current administration is doing a great job. Therefore, sees no need for a separate administrative college. Member Irwin is confident that the Board hires the best leadership to do the best job, which is what we currently have. Member Sigafoos stated that adding an extra layer of administration in any organization will equate to more costs, with no exceptions. Member Sigafoos also knows this is an emotional issue for Yavapai County, but the Yavapai College District Governing Board does not have the power to change personal emotions. Rather the Board has a responsibility to make the best decision for the health of the College. Mr. Sigafoos referenced Dr. Rufus Glasper's article in the Arizona Republic on February 14, 2016, which calls for better funding models for community colleges. In addition, the Board cannot ignore MCC Board's initiatives to move the system to a "One Maricopa" model which includes centralizing service. Final thought is that size matters, the Verde Valley Campus is 10% of the College's enrollment and adding more administrative costs would not be fair to the citizens of Yavapai County.

Member Filardo referenced ACCT Trustee Quarterly Magazine, citing that access, success, and equity for all students is the number one strategic goal of Board Trustees. Member Filardo suggests that a third party consultant would determine if YC is meeting this goal.

Chair McCarver understands that access is an educational issue, but does not see how a separate college administration will resolve the challenges of student access. To address access for students, the current administration, staff, and faculty will make necessary decisions to increase educational access. The Board is open to feedback to improve access and suggests that the College will be more effective if completed as a whole college.

Member Filardo agrees that the College is doing good work, but the community on the east side of the county does not trust that the current work will continue and needs a third party consultant to tell them that status quo will lead to success. Mr. Filardo suggests that if the Board will commit to an independent objective study then the negative views will be silenced.

Member McCasland suggests an outside consultant should examine how the College is doing business, determine how funds are distributed, and how the College is providing equity in education.

Member Irwin suggests if the College was not providing equity in education or fund allocation, then that feedback would come from within the College. Therefore, hiring a consultant would not result in resolution.

Member Filardo moved, seconded by Member McCasland, to hire an independent consultant to evaluate the viability and practicality of a separate Verde Valley Administration. Motion failed 2 Yes and 3 No votes from Members Irwin, Chair McCarver, Member Sigafoos.

13. INFORMATION - HEADING

14. **Information from the President to Include: All Arizona Academic Team; Yavapai College Staff Association (YCSA) Report; Search for Vice President for Instruction and Student Development; Health Summit Update; Community Outreach; Spring Open Forums; Evening of Recognition; College Highlights; and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 31-61)

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

- All Arizona Academic Team luncheon on March 3, 2016
- YC Staff Association Report - Report by James Elphick, Association President, reported on current committees,

objectives, and activities.

- Update on Search for Vice President for Instruction and Student Development
- Health Summit Summary from February 3, 2016
- Community Outreach - March and April Presentations to City and Town Council Meetings
- Spring Open Forums - March 17, 2016
- Evening of Recognition - Prescott, April 5; CTEC April 22; Verde Valley April 26
- College Highlights - March 2016 - Attached - Information Only

SHORT RECESS – PROCEDURAL

Meeting recessed at 2:30 p.m.; reconvened at 2:45 p.m.

15. Information from Instruction and Student Development to Include: Faculty Senate; Verde Valley Campus Update; Arizona Transfer; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 62-93)

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

- Faculty Senate - David Gorman, President, reported results from the faculty climate survey that was conducted by an outside source. A total of 106 full time faculty were surveyed with 69 members responding. Results were positive. New Teaching and Learning Committee will begin work this semester regarding innovative teaching and learning practices.
- Update from Verde Valley Campus and Sedona Center - Dr. James Perey, Executive Dean, presented overview of Verde Valley enrollment; new programs; open space and wayfinding; Sedona Center programing and renovation; and Strategic Planning Update (action phase).
- Arizona Transfer highlights include: increase in state and YC students transferring to state universities; increase in state and YC of 60 or more credit hours being transferred to the state universities; and increase in YC students that complete Baccalaureate Degree.
- Adjunct Advisor - Attached - Information only

16. MONITORING REPORTS – HEADING

17. Receipt of President's Monitoring Report - Executive Limitation 2.3.4 - Real Property - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 94-103)

Executive Limitation 2.3.4 - Real Property

The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.3.4 and sub-policies, and believe that the interpretation of the policies provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.3.4 and sub-policies. Motion carried unanimously.

18. Board Self-Evaluation - Governance Policy 3.5 - Board Chair and Other Officer Roles - MONITORING AND DISCUSSION (refer to Board agenda, pgs. 104-111)

Refer to Policy 3.5 Evaluation compilation and Board members' comments.

19. Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 112-115)

Refer to Policy 4.4 Evaluation compilation and Board members' comments.

20. Overview of the President's Evaluation Process - DISCUSSION AND/OR DECISION

The Board reviewed the process and resources to be used to effectively analyze the President's job performance during FY 2015-2016. The following suggested resources will be presented at the May 10, 2016 meeting for completion and evaluation at the June 14, 2016.

- Annual Self Evaluation Summary from the President - will be submitted prior to evaluation
- Summary of Monitoring Reports (as submitted according to the 2015-2016 Board's Agenda Planning Calendar)
- The President's Annual Performance Evaluation

Board members will communicate any suggestions or changes of the President's Evaluation to the Executive Assistant before the April 19, 2016 District Governing Board meeting.

21. SHORT RECESS – PROCEDURAL

Recess was taken after agenda item #14.

22. POLICY ISSUES – HEADING - CONTINUED

23. For Consideration for Approval of Proposed Tuition and Fees for Fiscal Year 2016-2017 INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 129-148)

Dr. Clint Ewell, Vice President of Finance and Administrative Services, presented the FY 2016-2017 Proposed Tuition and Fees. The changes to the FY 2016-2017 Tuition and Fees were developed with input from Administration, Deans, and Finance staff.

Member Sigafoos moved, Member Irwin seconded, to adopt the increase in tuition and fees presented for FY 2016-2017 Motion carried with 3 yes votes and 2 no votes from Member McCasland and Member Filardo.

24. Review of the District Governing Board Budget Proposal for FY 2016-2017 - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 149-151)

Dr. Ewell and Duane Ransom, Assistant Director of Budgeting, presented the District Governing Board budget history from FY 2011 through 2016 and a proposed budget for the next fiscal year 2016-2017.

Member Sigafos moved, Member Irwin seconded, to adopt the District Governing Board Budget presented for FY 2016-2017 Motion carried with 4 yes votes and 1 no vote from Member McCasland.

25. Discussion of a Separate Verde Valley Administrative College - INFORMATION, DISCUSSION, AND/OR DECISION

This item was moved to item #13.

26. OWNERSHIP LINKAGE - HEADING

27. Receipt of the Second District Governing Board Annual Report - INFORMATION AND /OR DISCUSSION

The Board received the 2015 Yavapai College District Governing Board Annual Report.

28. Review of Completed Board Members' 2016 Annual Conflict of Interest Forms - INFORMATION AND DISCUSSION

Board members shared their 2016 Annual Conflict of Interest forms that were distributed at the February 9, 2016 District Governing Board meeting. These forms shall be open to public record.

29. Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 171-172)

The Board assesses how meetings are conducted on a quarterly basis. Member Irwin acted as the Board Evaluator and completed the review for December 2015 through February 2016.

30. 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 Sigafos reported the next meeting will be March 10th.
- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo reported the next VVBAC will be March 2nd. The replacement Yavapai Apache Indian Representative will be interviewed this month by Tim Carter.
- Yavapai College Foundation – Steve Walker reported that the Foundation met on February 10th with a presentation from Michael Pierce, Enology Director at the Southwest Wine Center. The next meeting will be March 16th.

31. OTHER INFORMATION - HEADING

32. Correspondence to the Board – RECEIPT

Correspondence received included: Small Business Development Center 2016 Success Awards Luncheon Invitation; 2016 Awards Ceremonies for Evening of Recognition Invitation; AZTransfer *Articulation & Transfer*; OLLI Spring 2 Session catalog; and State of Arizona Auditor General Report Issued and Results.

33. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 175-180)

The Board reviewed Fiscal Year 2015-2016 District Governing Board proposed meetings, dates, times, and locations, to include the upcoming Association of Community Colleges Trustees (ACCT) Leadership Congress to be held in New Orleans, LA October 5-8, 2016.

34. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:18 p.m.

Respectfully submitted:

_____/S/
Ms. Karen Jones, Recording Secretary

Date: April 19, 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: www.yc.edu.
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.*