



**Yavapai College District Governing Board
Regular Board Meeting
Approved Minutes of Regular Meeting
Tuesday, May 10, 2016
1:45 PM
Prescott Campus - Building 3, Room 119
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 1:48 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 April 19, 2016 Regular Meeting Minutes - DISCUSSION AND DECISION

(refer to Board agenda, pgs. 6-9)

Member Filardo moved, seconded by Member Irwin, to approve the District Governing Board April 19, 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. OWNERSHIP LINKAGE – HEADING

8. Recognition of Faculty Members' Advancement to Continuing Contract Status - INFORMATION AND DISCUSSION

Scott Farnsworth, Interim Vice President for Instruction and Student Development recognized the following faculty members who have advanced to continuing contract status with Yavapai College:

- Chuck Allmon, Industrial Machine Mechanics, CTEC
- Rick Peters, Electrical Instrumentation, CTEC
- Ron Luellen, Automotive and Diesel, CTEC
- Scott Miller, Computer Technologies and Instructional Support Division, Prescott
- Sonny Rodriguez, Automotive, CTEC

9. Recognition of Faculty Emeritus Awardees for 2016: Roy Traver and Dr. Roy Breiling - INFORMATION AND DISCUSSION

Jill Fitzgerald, Dean for Business, Education, and Social Sciences introduced the new Faculty Emeritus Awardees:

- Roy Traver - Served Yavapai College from 1997 to 2014
- Dr. Roy E. Breiling - Served Yavapai College from 1995 to 2014

10. SHORT RECESS - PROCEDURAL

Meeting recessed at 1:56 p.m.; reconvened at 2:07 p.m.

11. CONSENT AGENDA – HEADING

Member McCasland moved, seconded by Member Sigafoos, to approve Consent Agenda items #13 and 14 as written. Motion carried unanimously.

Member McCasland moved, seconded by Member Filardo, to approve Consent Agenda item #12: Report on Revenues and Expenditures – April 2016 as written. Motion carried unanimously.

Member Filardo moved, seconded by Member Sigafoos, to approve Consent Agenda items #15, 16, 17, and 18 as written. Motion carried unanimously.

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

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

The President reported compliance.

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

The President reported compliance.

15. For Consideration for Approval the Intergovernmental Agreement Between Yavapai College and the Town of Chino Valley for Use of Their Shooting Facility - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 29-37)

For consideration for approval the intergovernmental agreement (IGA) between Yavapai College and the Town of Chino Valley for use of their shooting facility. The Town owns the Proforce Tactical Law Enforcement Range which is operated and maintained by the Chino Valley Police Department for the purpose of training its officers and other peace officers. Pursuant to the terms of the IGA, Yavapai College would be able to use the facilities for an initial term of twenty (20) years and will automatically renew for an additional twenty (20) year term.

16. For Consideration for Approval of the Second Amendment to the Intergovernmental Agreement Between Yavapai College and the City of Prescott for the Purpose of Sharing Public Facilities- RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 38-55)

For consideration for approval of the second amendment to the intergovernmental agreement (IGA) between Yavapai College and the City of Prescott for the purpose of sharing public facilities. The amendment extends the agreement through May 23, 2021 and allows for one (1) additional five (5) year term.

17. For Consideration for Approval of the Intergovernmental Agreement Between Yavapai College and Central Yavapai Fire District - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 56-64)

For consideration for approval of the intergovernmental agreement (IGA) between Yavapai College and Central Yavapai Fire District to more effectively and economically provide maintenance and repairs for the College's fire apparatus and related equipment.

18. For Consideration for Approval of the Intergovernmental Agreement Between Yavapai College and Superior Court in Yavapai County to provide a Youth Summer Training and Enrichment Program - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 65-77)

For consideration for approval of the intergovernmental agreement (IGA) between Yavapai College and Superior Court in Yavapai County Juvenile Court Center to provide a Youth Summer Training and Enrichment Program (YouthSTEP) effective upon execution and shall terminate on September 30, 2016.

19. INFORMATION - HEADING - CONTINUED

20. Information from the President to Include: 2016 Commencement Ceremonies; District Governing Board Focus Forums; Faculty Summer Institute; Yavapai Combined Trust Quarterly Report; YCSA Update; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 79-113)

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

- 2016 Commencement Ceremonies on May 6th and 7th, 2016
- District Governing Board Focus Forums - Dennis Garvey, Dean for Lifelong Learning
- Faculty Summer Institute held on May 10th and 11th, 2016
- Yavapai Combined Trust Quarterly Report - Attached - Information Only
- YCSA Update - Attached - Information Only
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only

The Board requested a full report of the Focus Forums during the August District Governing Board meeting.

21. Information from Instruction and Student Development to Include: Faculty Senate; College Honors Program; Adjunct Faculty Newsletter; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 114-124)

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

- Faculty Senate Update - David Gorman introduced Dr. Selina Bliss as the 2016/2017 Faculty Senate President. Dr. Bliss recapped future work for the Senate such as the Higher Learning criteria, academic pathways, improving faculty engagement and communication, dean surveys, and examining the faculty workload calculator.
- College Honors Program - Jason Whitesitt, Program Director, and Annette Daughtry, Student, provided a recap of the CHP's activities such as collaboration efforts with the ASU Walter Cronkite program; 2015-16 Theme - conversation, environmentalism, and ecology; Motto "Come and See"; service projects; and educational travel.
- Adjunct Faculty Newsletter - Attached - Information Only

22. MONITORING REPORTS – HEADING

23. Receipt of President's Monitoring Report - Executive Limitation 2.0- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 126-131)

2.0 Executive Limitations

The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with college policies.

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.0, 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 2.0. Motion carried unanimously.

24. Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 132-136)

2.2 Compensation and Benefits

The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.

Chair McCarver moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.2, 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 2.2. Motion passes with 4 yes and 1 no vote from Member McCasland.

Member Sigafoos stated that after further review and additional information, he requests to change his rating regarding "Does the data show accomplishment of the interpretation?" to a Yes rating.

25. Board Self-Evaluation of Governing Board Policy 3.0 - Governance Process- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 137-138)

3.0 Governance Process

The purpose of the Yavapai College Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.

26. Board Self-Evaluation of Governing Board Policy 3.4 - Agenda Planning - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 139-147)

3.4 Agenda Planning

To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.

The Board requested to review Policy 3.4 and revise accordingly during the September Board Retreat.

27. SHORT RECESS - PROCEDURAL

No recessed taken

28. OWNERSHIP LINKAGE - HEADING - CONTINUED

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, AND/OR DISCUSSION

- Arizona Association for District Governing Boards (AADGB) - Mr. Ray Sigafoos attended the meeting on May 6, 2016 with more discussion/planning of the Governance Institute for Student Success (GISS) to be held on September 9, 2016. AADGB has begun an outreach program to visit other Arizona Governing Board meetings for networking and best practices. Mr. Nat White, AADGB Representative, attended and provided a recap of the April Yavapai College District Governing Board meeting; and Member Sigafoos distributed the report as a handout. The next AADGB meeting will September 8, 2016.
- Verde Valley Board Advisory Committee - Mr. Al Filardo reported that the next meeting will be May 11, 2016, and the VVBAC agenda will now include Open Call. The committee continues to collect community responses regarding the outreach questions.
- Yavapai College Foundation - Dr. Patricia McCarver reported the last meeting was April 13, 2016 which included the Foundation Strategic Plan, Southwest Wine Center Plant a Vine, Verde Valley Wine Festival, and introduction of the new Family Enrichment Director. The next meeting is May 11, 2016.

30. OTHER INFORMATION - HEADING

31. Correspondence to the Board – RECEIPT

Correspondence received included: Osher Lifelong Learning Institute Summer Schedule and Community Education/College for Kids Summer 2016.

32. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 155-158)

33. EXECUTIVE SESSION - A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, Compensation, and Employment Agreement - PROCEDURAL

Pursuant to A.R.S. §38-431.03(A)(1), Review and consideration of President Wills' annual evaluation, compensation, and employment agreement (the employee has been notified in writing).

Member Sigafoos moved, seconded by Member Filardo, to convene into Executive Session pursuant to Arizona Revised Statutes §38-431.03(A)(1) for the review of the President's Annual Evaluation, Compensation, and Employment Agreement. Motion carried unanimously.

Executive Session convened at 3:22 p.m.

Executive Session recessed at 4:23 p.m.; Regular session reconvened at 4:25 p.m.

34. Convene in Public Session with Possible Action RE: President's Evaluation, Compensation, and Employment Agreement as a Result of Executive Session – 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.

Member Sigafoos moved, seconded by Member Irwin, that based on the Board's evaluations and discussions regarding Dr. Wills' performance during the past fiscal year, the Board agrees to extend the President's employment agreement for one (1) year (2019). Motion carried 4 yes votes; 1 no vote from Member McCasland.

Member Sigafoos moved, seconded by Member Filardo, that the terms of the amended contract should also include a compensation increase equal to \$5,000 in base salary, with the expense account and other benefit provisions to remain as set forth in the current contract. The Board also authorizes Chair McCarver to work with legal counsel to prepare the necessary contract amendment to reflect the Board's decision. Motion carried 4 yes votes; 1 no vote from Member McCasland.

The Board announced that it is Dr. Wills' intention that any compensation increase will be donated to the "I am YC" fund which is focused on reaching and providing support for students in financial need.

35. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:28 p.m.

Respectfully submitted:

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

Date: June 14, 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.*