



**Yavapai College District Governing Board
Regular Board Meeting
Approved Minutes of Regular Meeting
Tuesday, August 9, 2016
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 Ms. Deb McCasland, Board Member
Mr. Ray Sigafoos, Board Member

Administration Present:

Dr. Penelope H. Wills, President

Absent:

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 McCasland.

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff. Dr. Wills welcomed and introduced the new Yavapai College Chief of Police, Jerald Monahan.

5. Approval of the Minutes From the June 14, 2016 District Governing Board Regular Meeting - DISCUSSION AND DECISION (refer to Board agenda, pgs. 5-8)

Member Irwin moved, seconded by Member Filardo, to approve the Minutes from the June 14, 2016 District Governing Board Regular Meeting. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. OWNERSHIP LINKAGE – HEADING

8. Open Call - PROCEDURAL

The following owner addressed the Board: Ruth Wicks regarding the YC Mission.

9. CONSENT AGENDA – HEADING

Member McCasland moved, seconded by Member Filardo, to approve Consent Agenda items #11 and 12 as written. Motion carried unanimously.

Member Filardo moved, seconded by Member Sigafoos, to approve Consent Agenda item #10: Report on Revenues and Expenditures – June 2016 as written. Motion carried unanimously.

10. Receipt of Report on Revenues and Expenditures – Month of June 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 11-20)

11. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – June 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 21-23)

The President reported compliance.

12. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – June 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 24-26)

The President reported compliance.

13. INFORMATION - HEADING - CONTINUED

14. Information from the President to Include Law Enforcement Canine Training on Campus; Post-Secondary Education International Network (PIN) Conference; Executive Leadership Team Retreat; Convocation; Dual Enrollment; Verde Valley Executive Dean's Advisory Committee Update; Yavapai Combined Trust Quarterly Report; Yavapai College Staff Association Newsletter; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 28-63)

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

- The 24th annual Arizona Law Enforcement Canine Association (ALECA) training was held on the Prescott Campus July 18-21, 2016. Dr. Wills congratulated Sergeant Payne for coordinating and hosting the event.
- Post-Secondary Education International Network (PIN) Conference was held on July 9-16, 2016 with Dr. Wills

attending. Yavapai College was selected to attend the PIN Conference based of our partnership work, support of students' global education, and responsiveness to change. The common thread of the conference was the changing role and expectations of community colleges. Communities are viewing community colleges as a place to gather, converse, and develop skills to deal the rapid changes that are happening in their regions and across the globe.

- Executive Leadership Team (ELT) Retreat was held on June 21-22, 2016. The ELT discussion included the Regional Economic Development Center, Pathway Project, change management verses initiative fatigue, and studied the book *Immunity to Change*. The College will be moving forward on integrating change and the fundamental blocks of initiatives that have been put in place over the last three years, such as Executive Leadership Institution, Strategic Enrollment, Pathways, and more. Convocation Day will lead the charge for these changes and be a call for action to staff and faculty. The President's Leadership Team will continue the momentum with a two (2) day Retreat at the end of August.
- Convocation Day is scheduled for Monday, August 15, 2016.
- Dual Enrollment - All Dual Enrollment Intergovernmental Agreements approved at the June District Governing Board meeting. Per Member McCasland request, Dean Holbrook provided information on the College subsidies for Dual Enrollment and monies paid for instructional stipends.
- Verde Valley Executive Dean's Advisory Committee Update, Dr. James Perey, Executive Dean/Campus Executive Officer - Verde Valley. Dr. Perey reported that last year the committee assisted with Verde Valley 2015-2020 Strategic Initiatives. The committee did not meet over the summer but will reconvene this Fall with some new members. One of the main initiatives will be to increase the CTEC/vocational program opportunities in the Verde Valley, with a new partnership with Valley Academy for Career and Technology Education (VACTE). Another focus will be to increase community education programs in the Verde Valley. The Verde Valley Campus hosted 16 students in the Lead Program over the Summer semester with the majority of the students enrolling fulltime for the Fall semester.
- Yavapai Combined Trust Quarterly Report - Attached
- Yavapai College Staff Association (YCSA) Newsletter - Attached
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Issues – Yavapai College has been awarded a \$1.63 million grant from the U.S. Department of Education to fund the continuation of the Educational Talent Search program for the next five years.

15. Information from Instruction and Student Development to Include: Vice President's Report; Faculty Senate Update; and Other Related Information - INFORMATION AND/OR DISCUSSION

Dr. Ron Liss, Vice President for Instruction and Student Development presented an update on the following:

- Dr. Liss provided a summary of his two months at Yavapai College. He emphasized the College is filled with wonderful, caring, passionate people that bring a variety of strengths at all levels. He will continue to build on the academic initiatives and moving forward to meet the community needs, develop partnerships, and quantify how the college serves and impacts the total population.
- Faculty Senate Update, Lori Isbell, Vice President Elect (for Dr. Selina Bliss, Faculty Senate President), reported faculty are currently preparing for Convocation Day to welcome the faculty back; looking forward to working with our new Vice President of Instruction, Dr. Liss; continuing to work on key projects that address recruitment and retention; and several faculty are participating on the pathway projects to specifically creating Areas of Interest as well as developing assessment for the programs.

16. SHORT RECESS - PROCEDURAL

Meeting recessed at 1:55 p.m.; reconvened at 2:06 p.m.

17. MONITORING REPORTS – HEADING

18. Board Self-Evaluation of Governing Board Policy 4.0 - Board/President Linkage - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 65-66 and revised compilation handout)

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.

19. Board Self-Evaluation of Governing Board Policy 4.7 - Board/President Linkage - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 67-68 and revised compilation handout)

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.

20. OWNERSHIP LINKAGE - HEADING - CONTINUED

21. Report on District Governing Board Focus Forums - INFORMATION, DISCUSSION, AND/OR DECISION- (refer to Board agenda, pgs. 69-70 and handout)

Dennis Garvey, Dean for Lifelong Learning, reported on the Five (5) District Governing Board Focus Forums that were held February through April 2016. The Forums outcomes included:

- Challenges: political climate (funding), rapid change of expectations regarding program mix and delivery, and flexibility to address variety of community needs.
- Needs/Issues: make the system whole (settle east side concerns), assist students in finding work in our communities, and encourage citizens to better themselves through education.
- Values: economic driver in the region, programming flexible, support and enhance cultural enrichment, and programming across all ages.

22. Planning of September 2016 District Governing Board Retreat - DISCUSSION AND/OR DECISION

Board members will hold a September 12, 2016 District Governing Board Retreat from 9:00 am to 4:00 pm as follows:

- Facilitator: Richard Stringham, Governance Coach

- Topics:

1. Administrative Presentation - Environmental Scan and Pathways Project
2. Recap of 2015-2016 Ownership Linkage Plan (Feedback from VVBAC; Focus Forums; web survey questions; community outreach communications; open call)
3. Review of Yavapai College District Governing Board Ends Statements
4. Proposal for 2016-2017 Ownership Linkage Plan (to include Community Outreach to address 2015-2016 feedback)
5. Board's Annual Calendar

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

Chair McCarver shared information from the International Policy Governance Association (IPGA) Conference in Toronto, Canada on June 15 - 19, 2016. Sessions were offered on new member training, ethical conduct, and educational hub (other Boards that lead educational institutes). IPGA is changing and will be moving away from the Carver Model while maintaining the policy governance philosophy and values. IPGA will be offering a training institute or a certification process to be a policy governance practitioner/consultant, in addition to quarterly training opportunities for Board members. The next conference will be held in San Diego, CA on June 22-24, 2017.

24. 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 next meeting will be September 8th prior to the ACCT Government Institute for Student Success session on September 9th.
- Verde Valley Board Advisory Committee – Member Filardo reported the next meeting is August 10, 2016. The committee has met the Board's deadline of gathering 70 responses to the ownership linkage questions. The committee is requesting that the Verde Valley Associate Dean position be selected from the Verde Valley area.
- Yavapai College Foundation – Chair McCarver reported that the next meeting is August 10, 2016.

25. OTHER INFORMATION - HEADING

26. Correspondence to the Board – RECEIPT

Correspondence received included: State of Arizona Office of the Auditor General RE: Annual Audit; 2016-2017 Yavapai College Performing Arts Center Schedule; and Osher Lifelong Learning Institute Fall Schedule.

27. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 82-83)

Member Filardo moved, seconded by Member McCasland, to revise the District Governing Board Annual Calendar to eliminate the December meeting with the option to call the Board into session if needed. Motion carried unanimously.

28. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 2:59 p.m.

Respectfully submitted:

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

Date: September 13, 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.