



**Yavapai College District Governing Board  
Regular Board Meeting  
Approved Minutes of Regular Meeting  
Tuesday, October 11, 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

**Absent:**

Mr. Ray Sigafos, 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 Irwin.

**4. Welcome to Guests and Staff – PROCEDURAL**

Chair McCarver welcomed all guests and staff.

**5. Approval of the District Governing Board September 12, 2016 Retreat and September 13, 2016 Regular Meeting Minutes- DISCUSSION AND DECISION** (refer to Board agenda, pgs. 5-12)

Member Filardo moved, seconded by Member Irwin, to approve the District Governing Board September 12, 2016 Retreat and September 13, 2016 Regular Meeting Minutes as written. Motion carried unanimously.

**6. Adoption of Agenda – DECISION**

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

**7. OWNERSHIP LINKAGE – HEADING**

**8. Open Call - PROCEDURAL**

No requests were received.

**9. CONSENT AGENDA – HEADING**

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

**10. Receipt of Report on Revenues and Expenditures – Month of September 2016 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 15-24)

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

**11. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – September 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 – September 2016 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 28-30)

The President reported compliance.

**13. INFORMATION - HEADING**

**14. Information from the President to Include Fall 2016 Community Outreach; Board Education; Marketing Study; Vice President for College Advancement and Foundation; Yavapai College Tennis Complex; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 32-56)

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

- Community Outreach for Fall 2016 - The Executive Leadership Team has completed the majority of City/Town Council presentations with positive response. The remainder of presentations are scheduled in the next weeks.
- Board Education - Lower Socioeconomic and Underserved Population – Dr. Wills proposes to research, share reading material, and provide speakers throughout the year.  
Member McCasland would like to include the prep-materials from the Verde Valley Post-secondary Education Forums.
- Marketing Study – The College will be conducting market research to gather, study, and evaluate information

addressing community outreach, marketing and public relations in the Verde Valley.

- Vice President for College Advancement and Foundation, Mr. Steve Walker has announced his retirement as of April 2017. Dr. Wills thanked Mr. Walker for his service since 2007 and the significant positive work of the Foundation, Marketing, Economic Development, and Grant Funding.
- Yavapai College Tennis Complex – Member McCasland requested information regarding expenses, revenues and usage.

The college reports high usage to include hosting six (6) USTA tournaments, 12 Grand Prix Events, classes, and several clinics. Total annual revenue of \$31,000 and serving over 100 students per semester.

- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only

**15. Information from Instruction and Student Development to Include Faculty Senate Update; Student Retention Efforts; Adjunct Advisor; and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 57-68)

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

- Faculty Senate Update - Dr. Selina Bliss, Faculty Senate President, reported that this year's theme of the Faculty Association is "Open and Honest Communication" to ensure the success of our students. Assessment Day was held on September 23<sup>rd</sup> and included a half day of Pathways development. The next step will be for faculty with content expertise, to design course maps for each area of study.
- Student Retention Plan - Tania Sheldahl, Associate Vice President for Student Development, shared information regarding student retention:
  - o High Touch – Individual contact through student ambassadors and College staff.
  - o Efforts tracking student progress and providing direction as they move toward completion of their degree or certificate program.
  - o Results: Fall enrollment was increased by 644 students, as a result of a successful July/August call campaign that reached out to students that had not registered.
  - o Future plans: implement retention model, call campaigns to start earlier, and engage faculty.
  - o Retention will be proactive rather than reactive, through high touch connections with YC students.
- Adjunct Advisor - Attached - Information Only

**16. Information from Yavapai College Advancement and Foundation - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 69-80)

Mr. Steve Walker, Vice President for College Advancement and Foundation, provided a report regarding the Yavapai College Foundation Annual Report for FY 2016 and the Fall Focus Magazine. Mr. Walker highlighted the new scholarship program "Education Now" that provides resources for students that show financial need and have a desire to attend YC. The annual report included doubling endowments in the last eight (8) years, 78 new named scholarship in the last six (6) years, bequest gifts are continuing to increase each year, and \$2.68M in new grant awarded in the last three (3) months.

**17. Sabbatical Report From Richard Peters - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 81-91)

Richard Peters, Professor of Electrical & Instrumentation Technology, was awarded a sabbatical during Spring 2016 to complete coursework for a Masters in Electronic Engineering Technology. His sabbatical presentation included information regarding:

- Completion of his Masters of Science Degree in Electronic Engineering Technology
- Improved Curriculum
- Updates for Robotics Labs
- Improved ISCET ESA Modules
- Outreach to local middle and high school teachers regarding training and student recruitment

**18. Sabbatical Report From Cynthia DeCecco - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 92-102)

Cynthia DeCecco, Professor of Studio Arts in the Arts and Humanities Division, was awarded a sabbatical during Spring 2016 for a research project entitled, "Invention and Form". Her travels to Rome, Italy allowed her to study works of art from the Renaissance, Baroque, and also industrial designers of today.

**19. SHORT RECESS - PROCEDURAL**

Meeting recessed at 2: 08 p.m.; reconvened at 2:23 p.m.

**20. MONITORING REPORTS – HEADING**

**21. Receipt of President's Monitoring Report - Ends Statements - 1.1 Education Ends - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 103-118)

Member Filardo moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 1.1, we 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 the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.1. Motion carried unanimously.

**22. Board Evaluation of Governance Policy 3.2 - Board Job Description - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 119-123)

**23. OWNERSHIP LINKAGE (CONTINUED) - HEADING**

**24. 2016-2017 Ownership Linkage Plan - DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 124-132)

The Board discussed implementation of the 2016-2017 Ownership Linkage Plan to incorporate:

- Community Conversations - a series of four (4) sessions to be held in rural, outlying areas of Yavapai County. The sessions will be conducted in the Spring semester and comprised of 20 participants such as principals, civic, business and community leaders.

- Community Survey - repeat of the 2014 survey to be conducted in late Spring.

The Board requests the survey help identify barriers for student success and conveying value associated with services.

Staff will notify the Board of dates and locations of the community conversations and final format of the community survey.

**25. East Yavapai County Ownership Linkage - DISCUSSION**

The Board discussed continued community engagement with East Yavapai County and broader connection through community conversations and community survey.

Mr. Filardo provided additional comments on the suspension of the Verde Valley Board Advisory Committee.

**26. Review of the District Governing Board Annual Calendar - INFORMATION, DISCUSSION AND/OR DECISION**

The Board reviewed the 2016-2017 Annual Calendar to determine and arrange Policy Governance activities regarding Monitoring, Policy Decisions, Board Education, and Ownership Linkage.

The Board requested that the 2016-2017 calendar include additional Ownership Linkage: community conversations (four sessions), community survey, and educational presentations on low socioeconomic/underserved populations.

**27. Reports from Board Liaisons - Association of Community College Trustees (ACCT) and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION**

- Association of Community College Trustees (ACCT) Leadership Congress Report - Member McCasland attended the ACCT conference on October 5 - 8, 2016. McCasland reported that she attended several beneficial sessions.

- Yavapai College Foundation – Dr. Pat McCarver reported the last meeting held on September 14, 2016 with reports from REDC, volunteer committees, scholarships, and the Foundations continuing support of students the College. The next meeting will be held on October 12, 2016.

**28. OTHER INFORMATION - HEADING**

**29. Correspondence to the Board – RECEIPT**

Correspondence received included: Yavapai College Community Update; YC Career & Technical Education Update; Osher Lifelong Learning Institute Fall Schedule; and Yavapai College Foundation Focus Magazine.

**30. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 141-142)

Board Members reviewed the FY 2016 - 2017 District Governing Board calendar to confirm meeting dates, times, and locations for future Board meetings - attached

**31. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**

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

Regular meeting adjourned at 3:05 p.m.

Respectfully submitted:

\_\_\_\_\_/S/\_\_\_\_\_  
Ms. Karen Jones, Recording Secretary

Date: November 1, 2016

Attested by:

\_\_\_\_\_/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](http://www.yc.edu).  
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.*