



**Yavapai College District Governing Board  
Regular Board Meeting  
Approved Minutes of Regular Meeting  
Tuesday, November 1, 2016  
1:00 PM  
Sedona Center  
4215 Arts Village Drive  
Sedona, 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              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 Filardo.

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

Chair McCarver welcomed all guests and staff.

**5. Approval of the District Governing Board October 11, 2016 Regular Meeting Minutes- DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-9)**

Member McCasland moved, seconded by Member Filardo, to approve the District Governing Board October 11, 2016 Regular Meeting Minutes as written. Motion carried unanimously.

**6. Adoption of Agenda – DECISION**

Member McCasland moved, seconded by Member Sigafoos, to adopt the agenda as amended moving item #30 to follow item #8. Motion carried unanimously.

**7. OWNERSHIP LINKAGE – HEADING**

**8. Recognition of the Verde Valley Board Advisory Committee (VVBAC) Members - INFORMATION AND/OR DISCUSSION**

The Board recognized members of the Verde Valley Board Advisory Committee (VVBAC) and thank them for their service. The VVBAC was established in 2014 as a temporary Board Committee to collect feedback from the Verde Valley communities to promote improved access to quality higher education.

**30. Reports from Board Members - INFORMATION**

Board Member Filardo announced his resignation from the District Governing Board effective December 1, 2016.

**9. Verde Valley Forum for Public Affairs Presentation - INFORMATION AND DISCUSSION**

The Verde Valley Forum for Public Affairs (VVFPA) presented a Report of the September 9-10, 2016 Forum: The Role of Post-Secondary Education in the Future of the Verde Valley Region - Tara Jackson, President for Arizona Town Hall; Dick Dahl, President for VVFPA; and Steve King, Vice President for VVFPA Forums.

**10. SHORT RECESS - PROCEDURAL**

Meeting recessed at 1:56 p.m.; reconvened at 2:10 p.m.

**11. Open Call - PROCEDURAL**

The following owners addressed the Board:

Verde Valley Forum for Public Affairs and Verde Valley Board Advisory Committee: Barbara Duncan

Verde Valley Board Advisory Committee: Ruth Wicks and Jessica Williamson

General: Bill Regner

Sedona Center: Joel Staadecker

Verde Valley Forum for Public Affairs: Karen Strauch

City of Sedona: Sandy Moriarty

**12. CONSENT AGENDA – HEADING**

Member McCasland moved, seconded by Member Irwin, to approve Consent Agenda items #14 and #15 as written. Motion carried unanimously.

**13. Receipt of Report on Revenues and Expenditures – Month of October 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 16-25)**

Member Sigafoos moved, seconded by Member Irwin, to approve Consent Agenda item #13: Report on Revenues and Expenditures – October 2016 as written. Motion carried unanimously.

**14. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – October 2016 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 26-28)

The President reported compliance.

**15. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – October 2016 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 29-31)

The President reported compliance.

**16. INFORMATION - HEADING**

**17. Sabbatical Report From Dr. Mark Shelley - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 32-45)

Dr. Mark Shelley, Professor of Social and Behavioral Sciences in the Business, Education and Social Sciences Division, was awarded a sabbatical during Fall 2015 for a research project entitled, "Digital Narcotics? The Impact of Personal Mobile Technology on Student Success".

His sabbatical presentation included:

- Methodology and results of his research as related to the Yavapai College's Strategic Plan
- Impact of personal mobile technology
- Implementation of his conclusions to increase student success and retention at Yavapai College

**18. Information from the President to Include Fall Open Forums; Yavapai Combined Trust Quarterly Update; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 46-63)

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

- Employee Fall Open Forums - October 17, 2016
- Yavapai Combined Trust Quarterly Update
- College Highlights - Attached - Information Only

**19. Information from Instruction and Student Development to Include Faculty Senate Update; Student Leadership Council (SLC); Enhancing Performing Arts in the Verde Valley; and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 64-85)

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 on the progression of the Pathways Project and Strategic Enrollment Management committees which are exploring combining credit and noncredit courses, and length of semester/terms.
- Student Leadership Council (SLC) - Dr. Mark Shelley and students Nicole Kruijziger and Breanna Wheeler provided SLC mission, members, and upcoming projects such as Wi-Fi café; focus groups; computers in dorms; food pantry; leadership conference; and recruitment.
- Enhancing Performing Arts in the Verde Valley - Dr. Craig Ralston, Director of YCPAC and Associate Dean of Performing Arts, reported on efforts to enhance performing arts events to the Verde Valley. Nine events are scheduled for the 2016-17 season including two performances in Camp Verde and three performances in Sedona.

**20. SHORT RECESS - PROCEDURAL**

Meeting recessed at 3:09 p.m.; reconvened at 3:24 p.m.

**21. MONITORING REPORTS – HEADING**

**22. Receipt of President's Monitoring Report - Ends Statements - 1.2 Economic Ends - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 86-97)

Member Sigafoos moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 1.2, 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 1.2. Motion carried unanimously.

**23. Receipt of President's Monitoring Report - Ends Statements - 1.3 Communities Ends - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 98-107)

Member Sigafoos moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 1.3, 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 1.3. Motion carried with 3 yes votes and 1 no vote from Member McCasland.

**24. Receipt of President's Monitoring Report - Executive Limitation 2.1 - Service to the Public - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 108-115)

Member Irwin moved, seconded by Member Sigafoos, that we have read the President's Monitoring Report regarding Policy 2.1, 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 2.1. Motion carried with 3 yes votes and 1 no vote from Member McCasland.

**25. Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 116-121)

Member Irwin moved, seconded by Member Sigafoos, that we have read the President's Monitoring Report regarding Policy 2.4, 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 2.4. Motion carried with 3 yes votes and 1 no vote from Member McCasland.

26. **Board Evaluation of Policy Board-President Linkage Policy 4.2 - Accountability of the President - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 122-124)
27. **Board Evaluation of Policy Board-President Linkage Policy 4.3 - Delegation to the President - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 125-127)  
 The Board requested to review Policy Board-President Linkage 4.3 – Delegation to the President at a future meeting, with consideration to combine the sub policies of 4.3.2.
28. **OWNERSHIP LINKAGE (CONTINUED) - HEADING**
29. **Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB) and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION**
- Arizona Association for District Governing Boards (AADGB) – Member Sigafos reported the next meeting will be in the spring of 2017.
  - Yavapai College Foundation – Dr. Pat McCarver reported the last meeting was held on October 12, 2016 and included a College facilities update, fund raising activities, and investment reports. The next meeting will be November 9, 2016.
30. **Reports from Board Members - INFORMATION**  
 This item was moved to follow item #8.
31. **OTHER INFORMATION - HEADING**
32. **Correspondence to the Board – RECEIPT**  
 Correspondence received included: Spring 2017 Enrollment Guide and Invitation to the Northern Arizona Regional Training Academy Completion Ceremony.
33. **Planning of Spring 2017 District Governing Board Annual Workshop - DISCUSSION AND/OR DECISION**  
 Board members discussed planning of the Spring 2017 District Governing Board Annual Workshop.
- January 10<sup>th</sup> – two (2) hour Budget Overview
  - February 13<sup>th</sup> – four (4) hour Work Session to review Executive Limitations and Governance Process Policies, Board Education.
34. **District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 132-133)  
 Board Members reviewed the FY 2016 - 2017 District Governing Board calendar to confirm meeting dates, times, and locations for future Board meetings - attached
35. **ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**  
 Member Sigafos moved, seconded by Member Irwin, to adjourn the meeting. Motion carried unanimously.  
 Regular meeting adjourned at 3:52 p.m.  
 Respectfully submitted:

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

Date: January 10, 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](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.*