



**Yavapai College District Governing Board
Regular Board Meeting
Approved Minutes of Regular Meeting
Tuesday, March 7, 2017
1:00 PM
Verde Valley Campus
601 Black Hills Drive, Building M, Room 137
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:

Mr. Ray Sigafoos, Chair
Dr. Connie Harris, Board Member
Ms. Deb McCasland, Board Member

Mr. Steve Irwin, Secretary
Dr. Patricia McCarver, Board Member

Administration Present:

Dr. Penelope H. Wills, President
Karen Jones, Executive Assistant

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 Sigafoos 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 Harris.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of the District Governing Board February 13, 2017 Retreat and February 14, 2017 Regular Meeting and Executive Session Minutes- DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-12)

Member McCarver moved, seconded by Member Harris, to approve the District Governing Board February 13, 2017 Retreat and February 14, 2017 Regular Meeting and Executive Session Minutes as written. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. OWNERSHIP LINKAGE – HEADING

8. Open Call - PROCEDURAL

The following owners addressed the Board:

Budget: Ruth Wicks

College Governance: Joel Staadecker

Due Diligence: Bob Oliphant

Budget: Janet Aniol

Educational Opportunities in Verde Valley: Jane Russell-Winiecki

9. CONSENT AGENDA – HEADING

Member McCarver moved, seconded by Member Irwin, to approve the consent agenda with removal of item #10. Motion carried unanimously.

10. Receipt of Report on Revenues and Expenditures – Month of February 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 15-24)

Member McCasland moved, seconded by Member McCarver, to approve consent agenda item #10. Motion carried unanimously.

11. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – February 2017 - 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 2017 - 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 Game Changer Award; Employee Service Recognition; Yavapai College Staff Association (YCSA) Report; Spring Open Forums; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 32-52)

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

- Game Changer Award - Merilee Fowler, Executive Director of MATFORCE, presented the Game Changer award

- to the College's Police Department for going above and beyond to make a positive difference in Yavapai County.
- Employee Service Recognition was held on February 22 at the Prescott Campus and March 1 at the Verde Valley Campus. The Board recognized Lisa Kyle-Simpson for 25 years of service at Yavapai College.
- YCSA Report - James Elphick, Association President, reported on the association's three (3) active committees: Staff Benefits & Development, Community Service & Social Events, and Newsletter. YCSA has experienced extensive growth of staff involvement and is considering reorganizing the YCSA Board to include Committee Chairs.
- Spring Open Forums were held on March 1 at the Prescott and Verde Valley Campuses.
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only

15. Information from Instruction and Student Development to Include Faculty Senate; Verde Valley Student Leadership Council; Adjunct Advisor; and Other Related Information - INFORMATION AND/OR DISCUSSION
(refer to Board agenda, pgs. 53-57)

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 the Faculty Association has unanimously voted to share, with the District Governing Board, their objections with the process and reasoning to change the 2018-2019 Academic Calendar to a 16-week term. Currently the 16-week term is being re-considered with a decision to be made by April 1st.
- Verde Valley Student Leadership Council - Dr. Mark Shelley, Student Leadership Council (SLC) Faculty Coordinator, and students presented the Verde SLC Survey (see handout). The purpose of the survey is to gauge student satisfaction on the Verde campus and ultimately enhance the student experience. This survey will continue until the end of the semester. At the conclusion of the survey, SLC plans to share the results and create solutions.
- Adjunct Advisor – Attached – Information Only

16. Information from Yavapai College Advancement and Foundation - INFORMATION AND/OR DISCUSSION
(refer to Board agenda, pgs. 58-65)

Mr. Paul Kirchgraber, Interim Executive Director for Yavapai College Foundation, provided an update on Foundation: Major Fundraising Campaigns, Mini Campaigns, and Scholarships.

17. MONITORING REPORTS – HEADING

18. Receipt of President's Monitoring Report - Executive Limitations 2.1.2 – Treatment of Students - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 66-80)

Member Harris moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.1.2, 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 2.1.2. Motion carried with four (4) yes votes and one (1) no vote from Member McCasland.

19. Receipt of President's Monitoring Report - Executive Limitations 2.3.4 – Real Property - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 81-90)

Member McCarver moved, seconded by Member Harris, that we have read the President's Monitoring Report regarding Policy 2.3.4 and sub policies, 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 2.3.4 and sub policies. Motion carried unanimously.

20. Board Evaluation of Governance Policy 3.5 – Board Member Code of Conduct and Ethics – MONITORING AND DISCUSSION (refer to Board agenda, pgs. 91-98)

The Board requested policy 3.5.2.2 be reviewed at a future meeting and considered along with policy 3.5.5.1 as both refer to representing/speaking for the Board. Suggested the policy include "unless otherwise delegated."

21. Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 99-103)

22. Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION

During the February 13, 2017 Retreat, the Board discussed a new method for monthly self-evaluation of Board meetings to continue to assess meeting conduct; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring.

Previously, the quarterly self-evaluation was completed by one Board member on an alternating schedule. The proposed evaluation form would be completed by all Board members after each meeting to assess the Board conduct and processes in accordance with the Board's Governance Process policies. These monthly evaluations will be compiled by staff and reviewed by the Board on a quarterly schedule.

Dr. McCarver and Dr. Harris will finalize the evaluation language and present at the District Governing Board Meeting in April for a decision.

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

The Board will review the process and resources to be used to effectively analyze the President's job performance during FY 2016-2017. The following suggested resources will be presented at the May 9, 2017 District Governing Board Meeting for completion and evaluation at the June 13, 2017 Board Meeting:

- President's Summary of Performance
- Summary of Monitoring Reports (as submitted according to the 2016-2017 Board's Agenda Planning Calendar)
- Board's Evaluation and Comments for the President

The Board requested the evaluation forms be distributed to Board members on April 20, 2017, for completion and returned to the Legal Counsel by May 5th, and evaluation at the May 9, 2017 Executive Session.

24. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:44 p.m.; reconvened at 2:59 p.m.

25. POLICY – HEADING (CONTINUED)

26. Review of the District Governing Board Budget Proposal for FY 2017-2018 - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pg. 119 and handout)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the District Governing Board budget history from FY 2012 through 2017 and a proposed budget for the next fiscal year 2017-2018.

Member McCarver moved, seconded by Member Harris, to approve the District Governing Board Budget for FY2017-2018 as presented. Motion carried unanimously.

27. Consideration of the Campus Master Plan - INFORMATION, DISCUSSION AND/OR DECISION

Dr. Clint Ewell, Vice President for Finance and Administrative Services, provided an update of the Campus Master Plan (CMP) for consideration by the Board. The Board was asked to accept the CMP so the budget preparation process for the new fiscal year can move forward.

Member McCasland moved, seconded by Member McCarver, to approve the Campus Master Plan as written. Motion carried unanimously.

28. Review of the Preliminary Capital Budget for FY 2017-2018 - INFORMATION AND/OR DISCUSSION- (refer to handout)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the Capital Budget Information for FY 2017-2018. These assumptions provide information about the budget preparation as well as set the general parameters for internal deliberation of the budget for FY 2017-2018.

29. OWNERSHIP LINKAGE (CONTINUED) - HEADING

30. Receipt of the Third District Governing Board Annual Report - INFORMATION AND/OR DISCUSSION

The Board received the Yavapai College District Governing Board Annual Report 2016.

31. Focus Study: Access for the Underserved Students/Populations - INFORMATION AND DISCUSSION

During the September 12, 2016 District Governing Board Retreat, the Board determined that the Ownership Linkage and Board Education plans will focus on a study of access for the underserved/lower socioeconomic populations of Yavapai County.

Dr. Wills proposed the educational plan include reading materials, speakers to present to the Board, and conducting the community conversations at the remote learning centers.

32. Planning of September 2017 District Governing Board Retreat - DISCUSSION AND/OR DECISION

Board members discussed the planning of the September 2017 District Governing Board Retreat:

- Facilitator

- Proposed Topics: Ends Review, Executive Limitations Review, Annual Calendar

Member McCarver moved, seconded by Member Harris, that the September 11, 2017 Retreat be facilitated by Richard Stringham, Governance Coach Consultant; and the topics will include review of Ends, Executive Limitations, and Annual Calendar. Motion carried unanimously.

33. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Yavapai College Foundation; and Board Spokesperson – INFORMATION, AND/OR DISCUSSION

- Arizona Association for District Governing Boards (AADGB) – Member McCasland reported the next meeting will be March 9, 2017 which will follow the All Arizona Academic Luncheon.

- Yavapai College Foundation – Member McCarver reported the next meeting will be March 8, 2017.

- Board Spokesperson – Chair Sigafoos announced his correspondence to the Town of Chino Valley declining their request to present at the April 18, 2017 District Governing Board meeting.

34. OTHER INFORMATION - HEADING

35. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 143-145)

The Board reviewed proposed meetings, dates, times, and locations for Fiscal Year 2016-2017.

36. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:03 p.m.

Respectfully submitted:

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

Date: April 18, 2017

_____/S/_____
Mr. Ray Sigafoos, 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.