



**Yavapai College District Governing Board
Regular Board Meeting
Approved Minutes of Regular Meeting
Tuesday, April 18, 2017
1:00 PM
Prescott Campus
1100 E. Sheldon Street, Rock House
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:

Mr. Ray Sigafoos, Chair	Mr. Steve Irwin, Secretary
Dr. Connie Harris, Board Member	Dr. Patricia McCarver, Board Member
Ms. Deb McCasland, Board Member	

Administration Present:

Dr. Penelope H. Wills, President	Lynne Adams, Board Attorney
Karen Jones, Executive Assistant	

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. The Board recognized Ryan Gray, Senior Specialist for Presentation Technology, for May 2017 completion of his Master’s Degree and being named as a member to the Humboldt School District Board.

5. Approval of the District Governing Board March 7, 2017 Regular Meeting Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-9)

Member McCarver moved, seconded by Member McCasland, to approve the District Governing Board March 7, 2017 Regular Meeting 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. INFORMATION – HEADING

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

Dr. Ron Liss, Vice President for Instruction and Student Development, and the Division Deans recognized the following faculty members who have advanced to continuing contract status with Yavapai College:

- Beth Bazevage, Nursing
- Ashley Picard, Nursing
- Liz Peters, Electrical Instrumentation, CTEC
- Andrea Schaben, Math

9. SHORT RECESS- PROCEDURAL

Meeting recessed at 1:08 p.m.; reconvened at 1:18 p.m.

10. OWNERSHIP LINKAGE – HEADING

11. Open Call - PROCEDURAL

The following owners addressed the Board:
Dana Dieterich – College film photography lab
Bob Oliphant - Trails

12. CONSENT AGENDA – HEADING

Member McCasland moved, seconded by Member McCarver, to approve the consent agenda with removal of item #16 and #20. Motion carried unanimously.

13. Receipt of Report on Revenues and Expenditures – Month of March 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 14-23)

14. Receipt of President’s Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – March 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 24-26)

The President reported compliance.

15. Receipt of President’s Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – March 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 27-29)

The President reported compliance.

16. For Consideration for Approval of Resolution 2017 - #01 - Capital Accumulation Account Contribution - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 30-31)

The Arizona Constitution allows a community college district to accumulate amounts for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements. By restricting these resources for the above purposes, the expenditures for the purposes stated will qualify as exclusion to the State imposed expenditure limitation calculation in subsequent fiscal years.

Member McCarver moved, seconded by Member Harris, to approve Resolution 2017 - #01 as presented. Motion carried unanimously.

17. For Consideration for Approval the Intergovernmental Agreement Between the Sedona Oak Creek Unified School District and Yavapai College for the Purpose of Investing in the Sedona Performing Arts Center and Providing the College Access - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 32-38)

For consideration for approval of the intergovernmental agreement (IGA) between the Sedona Oak Creek Unified School District (District) and Yavapai College for the purpose of investing in the Sedona Performing Arts Center (Facility) and providing the College access and opportunity to hold credit, non-credit and community programming and classes in the Facility.

18. For Consideration for Approval of the First Amendment to the Intergovernmental Agreement (IGA) Between Yavapai College and Humboldt Unified District No. 22 for the Purpose of Providing On-Site Nursing Training - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 39-54)

For consideration for approval of the First Amendment to the intergovernmental agreement (IGA) between Yavapai College and Humboldt Unified District No. 22 for the purpose of providing on-site nursing training for one additional year.

19. For Consideration for Approval of the Intergovernmental Agreement (IGA) between Yavapai College and the Superior Court in Yavapai County to provide a Youth Summer Training and Enrichment Program (YouthSTEP) - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 55-67)

For consideration for approval of the intergovernmental agreement (IGA) between Yavapai College and the 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 October 15, 2017.

20. For Consideration for Approval of the Second Amendment to the Intergovernmental Agreement (IGA) Between Yavapai College and Mayer Unified District No. 43 for the Purpose of the Lease of Real Property and Improvements at Mayer High School - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 68-88)

For consideration for approval of the second amendment to the intergovernmental agreement (IGA) between Yavapai College and Mayer Unified District No. 43 for the purpose of the lease of real property and improvements to the Technology Building located at Mayer High School. The amendment will extend the IGA until May 31, 2022.

Member McCasland moved, seconded by Member McCarver, to approve the Second Amendment to the Intergovernmental Agreement with Mayer Unified District as presented. Motion carried unanimously.

21. INFORMATION - HEADING

22. Information from the President to Include All Arizona Academic Team Celebration; American Association of Community Colleges (AACC) Annual Convention; Community Outreach; Evening of Recognition; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 90-111)

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

- All Arizona Academic Team Celebration held on March 9, 2017
- American Association of Community Colleges (AACC) Annual Convention - April 20-25, 2017 - New Orleans, LA
- Community Outreach - February, March, and April Presentations to City and Town Council Meetings
- Evening of Recognition - Verde Valley April 11; Prescott, April 17; CTEC April 21
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Issues – Dr. Perey reported that the College will be coordinating with the U.S. Forest Service to extend the National Forest trails through the West Mingus Avenue Project. This agreement would improve the trails on Verde Valley Campus to connect with BLM and Forest Service land for both hiking and biking access; and possible trail head located on the Yavapai College campus.

23. Information from Instruction and Student Development to Include Faculty Senate; Small Business Administration (SBA) Excellence Award; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 112-126)

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, presented findings of the faculty survey regarding the academic calendar. Also introduced Dr. Matt Percy as the new Faculty Senate President for 2017-2018.
- Small Business Administration (SBA) Excellence Award for State of Arizona - Kurt Haskell
- Adjunct Advisor Newsletter – Attached – Information Only

24. MONITORING REPORTS – HEADING

25. Receipt of President's Monitoring Report - Executive Limitations 2.1.1 – Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 128-135)

Member McCarver moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.1.1, 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 2.1.1. Motion carried with four (4) yes votes and one (1) no vote from Member McCasland.

26. Receipt of President's Monitoring Report - Executive Limitations 2.2 – Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 136-142)

Member Irwin moved, seconded by Member Harris, that we have read the President's Monitoring Report regarding Policy 2.2, 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 2.2. Motion carried with four (4) yes votes and one (1) no vote from Member McCasland.

28. MONITORING REPORTS (CONTINUED) – HEADING

29. Board Meeting Evaluation (Monthly) – INFORMATION, DISCUSSION, AND/OR DECISION

During the February 13, 2017 Retreat and the March 7, 2017 Regular Meeting, 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. Board members Dr. McCarver and Dr. Harris are proposing revisions to the form for the Board's consideration.

The Board suggested that the evaluation to be completed for each meeting and reported at the following meeting. Member Sigafoos moved, seconded by Member McCarver, to implement the proposed evaluation at the May 9th Board meeting. Motion carried unanimously.

30. President's Evaluation Process – INFORMATION AND/OR DISCUSSION

At the May 9, 2017 District Governing Board meeting, the Board is scheduled to evaluate the President's performance for FY 2016-2017. The evaluation will be based on the President's progress in meeting the Ends established by the Board and her compliance with the Executive Limitations and other applicable Board policies, as set forth in the Monitoring Reports. The schedule is as follows:

1. The Board members will receive a performance summary from the President, applicable Monitoring Reports, other relevant information, and evaluation forms by April 20, 2017.
2. Board members are requested to complete the evaluation and forward to Lynne Adams, Legal Counsel, no later than May 5, 2017.
3. The information will be compiled by Lynne Adams.
4. The Board will present the compiled information to President Wills at the May 9, 2017 District Governing Board meeting in the executive session.

27. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:21 p.m.; reconvened at 2:31 p.m.

31. BOARD EDUCATION – HEADING

32. Focus Study: Access for the Underserved Students/Populations - INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 147-163)

The 2016-2017 Ownership Linkage and Board Education is focused on a study of access for the underserved lower socioeconomic populations. Ms. Gerry Garvey presented information, current programs, and needs of the underserved lower socioeconomic populations of Yavapai County.

33. POLICY – HEADING

34. Consideration of the Preliminary Budget for FY 2017-2018 – INFORMATION, DISCUSSION, AND/OR DECISION - (refer to Board agenda, pgs. 164-202 and handout)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the FY 2017-2018 Preliminary Budget for consideration.

The Board suggests the 2017-2018 Budget be submitted for approval at the May 9, 2017 Budget Adoption meeting.

35. OWNERSHIP LINKAGE (CONTINUED) - HEADING

36. 2016-2017 Ownership Linkage Plan - Survey Questions - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 203-204)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented a proposed District Governing Board Ownership Survey. The survey is conducted every three years as part of the Board's Ownership Linkage Plan to provide ownership feedback/input.

Member Harris moved, Member McCarver seconded, to approve the content and process of the survey as presented. Survey to be conducted in May 2017. Motion carried unanimously.

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

- Board Spokesperson – No report.
- Arizona Association for District Governing Boards (AADGB) – Member McCasland reported the meeting was held

on March 9, 2017 following the All Arizona Academic Luncheon. The meeting included a report from Dr. Swarhout regarding legislative activities and funding, presentation from the Veteran Outreach Center, and an announcement that a Governance Institute for Student Success (GISS) Conference will be held in Fall 2017.

- Yavapai College Foundation – Member McCarver reported the meeting was held on March 8, 2017 and included an academic pathways update, committee reports, and information on several fundraiser events happening in April and May. The Annual meeting will be held May 10th at the Performing Arts Center.

38. OTHER INFORMATION - HEADING

39. District Governing Board Dates and Places of Future Meetings – INFORMATION, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 206-208)

- Verde Valley Campus Commencement - Friday, May 5, 2017 at 6:00 p.m. - Mabery Pavilion
- Prescott Campus Commencement - Saturday, May 6, 2017 at 6:00 p.m. - Performing Arts Center
- Nursing Pinning Ceremony, Prescott - Saturday, May 6, 2017 at 1:00 p.m. - Performing Arts Center
- Northern AZ Regional Training Academy (NARTA) - Thursday, May 25, 2017 at 11:00 a.m. - Performing Arts Center

40. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:11 p.m.

Respectfully submitted:

_____/S/_____

Ms. Karen Jones, Recording Secretary

Date: May 9, 2017

*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.*