



**Yavapai College District Governing Board
Board Retreat
Approved Minutes of Board Retreat
Monday, December 11, 2017
9:00 AM
Prescott Campus – Rock House
1100 E. Sheldon Street
Prescott, Arizona**

Members Present:

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

Absent:

Mr. Steve Irwin, Secretary

Guests:

Richard Stringham, Senior Associate from Governance Coach

Administration Present:

Dr. Penelope H. Wills, President
Dr. Ron Liss, Vice President for Instruction and Student Development
Dr. Clint Ewell, Vice President for Finance and Administrative Services
Dr. James Perey, Executive Dean/Campus Executive Officer for Verde Valley Campus and Director of University/Governmental Relations
Mr. Rodney Jenkins, Vice President for Community Relations
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 9:00 a.m.

3. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff, and introduced Richard Stringham, Senior Associate from Governance Coach.

4. Adoption of Agenda – DECISION

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

5. DECISION ITEM - HEADING

6. For Consideration for Approval of a Waiver of Conflict of Interest Regarding Legal Services From the Yavapai County Attorney's Office Related to an Intergovernmental Agreement For the Northern Arizona Regional Training Academy Sergeant - RECEIPT, DISCUSSION AND/OR DECISION

Member McCarver moved, seconded by Member Harris, to approve the waiver of conflict as written. Motion carried unanimously.

7. POLICY LINKAGE - HEADING

8. Review of Yavapai College District Governing Board Executive Limitations Policies - INFORMATION, DISCUSSION, AND/OR DECISION

Richard Stringham, Senior Associate from Governance Coach, led the Board in a review and development of the Yavapai College District Governing Board Executive Limitations within a Policy Governance framework. The Board explored the Policy Governance concepts related to Executive Limitations policies (see the Executive Limitation handout).

- The Board delegates achieving the Ends to the President and empowers the President to determine the means of which the Ends will be accomplished through Executive Limitation policies.
- Executive Limitations are policies that the Board employs to define:
 - Expectations of the President regarding services, programs, projects, budgets, and planning.
 - Any means (actions/methods) that are unacceptable even if they were successful at achieving the Ends.
- The President will provide any reasonable interpretation of the Executive Limitations. The interpretation is an operational definition of how the concept will be measured and set the standard for acceptable achievement/compliance.
- Acceptable measurements and standards are supported by opinion of external, unbiased, or expert sources; and/or comparison to similar organizations or situations.

9. SHORT RECESS - PROCEDURAL

Meeting recessed at 10:07 a.m.; reconvened at 10:18 a.m.

10. Review of Yavapai College District Governing Board Executive Limitations Policies - INFORMATION, DISCUSSION, AND/OR DECISION

Richard Stringham, Senior Associate from Governance Coach, led the Board in a review and development of the Yavapai College District Governing Board Executive Limitations within a Policy Governance framework.

The potential changes to the Executive Limitations should be based upon:

- a) Consistency with the Principles of the District Governing Board's governance system (Policy Governance).
- b) Where appropriate, addressing concerns or issues that have been included in the feedback during the monitoring reports process.
- c) Current best practices in the development of policies when using Policy Governance.

11. RECESS AND LUNCH - PROCEDURAL

Meeting recessed at 11:55 a.m.; reconvened at 12:22 p.m.

12. Review of Yavapai College District Governing Board Executive Limitations Policies - INFORMATION, DISCUSSION, AND/OR DECISION

Richard Stringham, Senior Associate from Governance Coach, led the Board in revision and development of the Yavapai College District Governing Board Executive Limitations within a Policy Governance framework.

13. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:07 p.m.; reconvened at 2:17 p.m.

14. Review of Yavapai College District Governing Board Executive Limitations Policies - INFORMATION, DISCUSSION, AND/OR DECISION

Richard Stringham, Senior Associate from Governance Coach, led the Board in revision and development of the Yavapai College District Governing Board Executive Limitations within a Policy Governance framework.

Member McCarver moved, seconded by Member Harris, to approve the Executive Limitation revisions in substance with further review of the final Executive Limitations revisions for wording and grammar. Motion carried with 3 yes votes and 1 no vote from Member McCasland.

The Board will review the proposed Executive Limitations revisions to be approved at the January 16, 2018.

15. ADJOURNMENT OF BOARD RETREAT - PROCEDURAL

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

Board Retreat adjourned at 3.55 p.m.

Respectfully submitted:

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

Date: January 16, 2018

_____/S/_____
Mr. Ray Sigafos, 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.*