



**Yavapai College District Governing Board
Regular Board Meeting
Approved Minutes of Regular Meeting
Tuesday, March 6, 2018
1:00 PM
Prescott Campus – 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
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
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 Irwin.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff. Chief Monahan introduced fellow colleagues representing the law force community.

5. Approval of the District Governing Board February 13, 2018 Regular Meeting Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-10)

Member McCarver moved, seconded by Member Harris, to approve the District Governing Board February 13, 2018 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 written. Motion carried unanimously.

7. MONITORING REPORT – HEADING

8. February Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 12-13)

The Board reviewed the February 13, 2018 compiled assessment of how the meeting was conducted; 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.

9. OWNERSHIP LINKAGE – HEADING

10. Open Call – PROCEDURAL

The following owners addressed the Board:

Robert Oliphant – Ownership as a whole

Chief Bryan Jarrell – Northern Arizona Regional Training Academy (NARTA)

Chief Debora Black – Support of NARTA Capital Plan

11. CONSENT AGENDA – HEADING

Member Irwin moved, seconded by Member McCarver, to approve the Consent Agenda as written. Motion carried unanimously.

12. Receipt of Report on Revenues and Expenditures – Month of February 2018 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 16-25)

13. For Consideration for Approval of the Lease of Space for Resa Wearables - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 26-35)

For consideration for approval of the lease of 3700 square feet at Yavapai College, Career Technical Education Center, 220 Ruger Road for use by Resa Wearables, Inc. The term of the

lease is for three (3) years expiring on February 28, 2021. The Lessee has an option to extend, in writing, for an additional 2-year period in accordance with the terms and conditions of the lease subject to approval by the Lessor.

14. INFORMATION - HEADING

15. Information from the President to Include Recognition by Yavapai County Free Library District; Employee Service Recognition; Yavapai College Staff Association (YCSA) Report; Spring 2018 Community Update; Budget to Actual Monthly Report; Cash Reserves Monthly Report; YCSA Newsletter; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs.37-58)

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

- Corey Christians, Director of the Yavapai County Free Library District, recognized Yavapai College's assistance with the Spring Valley Library with honorable mention of Patrick Burns.
- Employee Service Recognition - February 15, 2018 at the Verde Valley Campus and February 21, 2018 at the Prescott Campus
- YCSA Report - Report by Lisa Schlegel, Association President
- Spring 2018 Community Update - Attached
- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- YCSA Newsletter - Attached
- College Highlights - Attached - Information Only

16. Information from Instruction and Student Development to Include Faculty Senate; Enrollment Update; Broad Perspective on Pathways; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 59-62)

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

- Faculty Senate - Dr. Matt Percy reported that faculty is working on the General Education Assessment and drafted recommendations regarding the historical perspective and critical thinking outcomes, which will improve the integrity of dual education programs, course offerings, and transfer credit to the four-year schools. He also distributed the shared governance survey results that are being utilized to craft a College shared governance statement and to create a decision/process matrix.
- Enrollment Update (see Enrollment handout)
- Broad Perspective on Pathways – Dr. Liss highlighted that both faculty and student development staff are advancing this initiative; and are recognized as leaders in the state.
- Adjunct Advisor – Attached – Information Only

17. SHORT RECESS - PROCEDURAL

Meeting recessed at 1:43 p.m.; reconvened at 1:57p.m.

18. MONITORING REPORTS – HEADING

19. Content Review of Governance Policy 3.3 - Board Members Code of Ethics - MONITORING, DISCUSSION, AND/OR DECISION (refer to handout Policy 3.3 Revised Compilation)

Policy 3.3 - The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

The Board performed the biennial content review for Policy 3.3. The compilation of the members' policy assessment and suggested edits to the policy is attached for consideration. No revisions were made.

20. Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, AND/OR DISCUSSION (refer to handout Policy 4.4 Revised Compilation)

Policy 4.4 - Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on

Executive Limitations.

21. Overview of the President's Evaluation Process - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 75-80)

The Board reviewed the process and resources to effectively analyze the President's job performance during FY 2016-2017. The following suggested resources will be presented at the April 17, 2018 District Governing Board Meeting for completion and evaluation at the May 8, 2018 Board Meeting.

- President's Summary of Performance
- Summary of President's Monitoring Reports
- Board's Evaluation and Comments for the President

22. POLICY ISSUES - HEADING

23. Review of the District Governing Board Budget Proposal for FY 2018-2019 - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pg. 82)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the District Governing Board budget history from FY 2015 through 2018 and a proposed budget for the next fiscal year 2018-2019.

Member McCarver moved, seconded by Member Harris, to adopt the proposed District Governing Board Budget for 2018-2019. Motion carried unanimously.

24. Consideration of the Campus Master Plan - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Campus Master Plan Update handout)

Dr. Clint Ewell provided an update of the Campus Master Plan (CMP) for consideration for approval by the Board in order for the budget preparation process to move forward.

Member McCarver moved, seconded by Member Irwin, to adopt the revised Campus Master Plan as presented. Motion carried unanimously.

25. Review of the Preliminary Capital Budget for FY 2018-2019 - INFORMATION AND/OR DISCUSSION (refer to Capital Budget handout)

Dr. Clint Ewell presented the Capital Budget Information for FY 2018-2019. These assumptions provide information about the budget preparation as well as set the general parameters for internal deliberation of the budget for FY 2018-2019.

The Board requested the proposed business plan of the CTEC food service; multi-purpose field.

26. OWNERSHIP LINKAGE - HEADING - CONTINUED

27. Ownership Linkage - Community Forums - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 84-87)

The Board reviewed the upcoming Community Forums that were approved in the 2017-2018 Ownership Linkage Plan.

The Board requested that this linkage process include a deliberate Board review and discussion, and a process to link/report back to owners.

28. Receipt of the Third District Governing Board Annual Report- INFORMATION AND DISCUSSION

The Board received the Yavapai College District Governing Board Annual Report 2017.

29. Planning of September 2018 District Governing Board Retreat - DISCUSSION AND/OR DECISION

The Board discussed the planning of the September 2018 District Governing Board Retreat:

- Proposed Topics – Ends Statements Review; Ownership Linkage Plan, and Annual Calendar
- Member McCarver moved, seconded by Member Harris, to hold a Board Retreat on September 10, 2018 at 9:00 a.m. at the Prescott Campus – Rock House and additional details forthcoming. Motion carried unanimously.

30. 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 attempted to

participate in the February 23 meeting at Maricopa Community College via phone but was not able to connect. The next meeting will be April 27 and will include name change to Arizona Association of Community College Trustees, review of bylaws, and proposed memorandum of understanding regarding liability insurance.

- Yavapai College Foundation – Member McCarver reported the last meeting was February 14 with reports regarding the 50th Anniversary Celebration, Achieve60AZ, and the activities of the Foundation Auxiliary committees including Family Enrichment Center, Friends of the Performing Arts, and Southwest Center. The next Foundation meeting is March 7, 2018.

31. OTHER INFORMATION – HEADING

32. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 107-109)

The Board reviewed the Proposed Dates and Places for Future meetings with reminder of:

- International Policy Governance (IPGA) Conference in Savannah, GA on June 21-23, 2018.
- Association of Community College Trustees (ACCT) Leadership Congress in New York, NY on October 24-27, 2018.

33. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:29 p.m.

Respectfully submitted:

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

Date: April 17, 2018

_____/S/_____
Mr. Ray Sigafoos, Chair

_____/S/_____
Mr. Steve Irwin, Secretary

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