



**Yavapai College District Governing Board
Regular Board Meeting
Approved Minutes of Regular Meeting
Tuesday, January 10, 2017
1:00 PM
Rock House – Prescott Campus
1100 E. Sheldon Street
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:

Dr. Patricia McCarver, Chair Mr. Steve Irwin, Secretary
Dr. Connie Harris, 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 12:58 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Irwin.

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff.

5. Oath of Office - Administered to Board Members Ms. Deb McCasland and Dr. Connie Harris - PROCEDURAL

Mr. Tim Carter, Yavapai County School Superintendent, announced the following appointments and administered the Oath of Office to the following Yavapai College District Governing Board members:

- Re-election of Ms. Deb McCasland, Yavapai College Board Representative for District 2. This 6-year term is from January 1, 2017 through December 31, 2022.
- Appointment of Dr. Connie Harris, Yavapai College Board Representative for District 3. This 2-year term is from January 1, 2017 through December 31, 2018.

6. Approval of the District Governing Board November 1, 2016 Regular Meeting Minutes- DISCUSSION AND DECISION (refer to Board agenda, pgs. 11-14)

Member Sigafoos moved, seconded by Member Irwin, to approve the District Governing Board November 1, 2016 Regular Meeting Minutes as written. Motion carried unanimously.

7. Adoption of Agenda – DECISION

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

8. OWNERSHIP LINKAGE – HEADING

9. Election of Board Officers - Chair, Secretary, and Board Member Liaison Appointments for 2017 - DISCUSSION AND/OR DECISION

As required by A.R.S. §15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January. Dr. Patricia McCarver, Chair, and Steve Irwin, Secretary, are concluding the second year of their two-year term in these executive roles, therefore the Board elected both the Chair and Secretary with the following motions:

Member Irwin moved, Member McCarver seconded, in accordance with A.R.S §15-1443(B) the Board elects Mr. Ray Sigafoos the Board Chair for the 2017 term. Motion carried with three (3) yes votes, one (1) no vote from Member McCasland, and one (1) abstention from Member Harris.

Member Sigafoos moved, Member McCarver seconded, in accordance with A.R.S §15-1443(B) the Board elects Mr. Irwin the Board Secretary for the 2017 term. Motion carried with three (3) yes votes, one (1) no vote from Member McCasland, and one (1) abstention from Member Harris.

Mr. Sigafoos, Chair will appoint Board Liaisons at the February meeting to serve one-year terms for the following committees:

- Yavapai Foundation Liaison
- Arizona Association for District Governing Boards Representative
- Board Spokesperson

10. Open Call - PROCEDURAL

The following owners addressed the Board:
2016 Summary – Bob Oliphant

Verde Valley – Ruth Wicks
Chino Valley Motor Sports Track – Kathleen Rafters
Board – Jessica Williamson

11. CONSENT AGENDA – HEADING

Member McCasland requested that all items be removed from the Consent Agenda for discussion.

12. Receipt of Report on Revenues and Expenditures – Month of December 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 18-27)

Member McCasland moved, seconded by Member McCarver, to approve Report on Revenues and Expenditures – December 2016 as written. Motion carried unanimously.

13. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – December 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 28-30)

The President reported compliance.

Member McCasland moved, seconded by Member Harris, to approve the President's Monthly Monitoring Report – Executive Limitation 2.3.1 – Budget Deviation – December 2016 as written. Motion carried unanimously.

14. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – December 2016 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 31-33)

The President reported compliance.

Member McCasland moved, seconded by Member McCarver, to approve President's Monthly Monitoring Report – Executive Limitation 2.3.2 – December 2016 as written. Motion carried unanimously.

15. For Consideration for Approval of the Third Amendment to the Intergovernmental Agreement Between Yavapai College and the City of Prescott for use of the Yavapai College Performing Arts Center - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 34-55)

For consideration for approval of the third amendment to the intergovernmental agreement (IGA) between Yavapai College and the City of Prescott for the purpose of sharing public facilities. The amendment changes Exhibit A regarding the conditions of use of the Yavapai College Performing Arts Center (YCPAC) to allow the City use of the YCPAC for up to three days per Fiscal Year and rental fees will be waived.

Member McCarver moved, seconded by Member Harris, to approve the Third Amendment to the Intergovernmental Agreement between Yavapai College and the City of Prescott for use of the Yavapai College Performing Arts Center as written. Motion carried unanimously.

16. For Consideration for Approval the Intergovernmental Agreement Between Yavapai College and the City of Prescott for use of the City's Grace Sparks Memorial Activity Center - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 56-63)

For consideration for approval of the intergovernmental agreement (IGA) between City of Prescott and Yavapai College the purpose of authorizing use of the Grace Sparks Memorial Activity Center under emergency circumstances. The City will allow the College use of the Facility as an information and reunification center in the event that the College Emergency Operations Center Manager, law enforcement or fire/rescue order a full or partial evacuation of the Prescott campus or close the campus to traffic (including vehicle and/or pedestrian). The Facility will provide a secure location for families to reunite following a campus evacuation. It will also serve as a place for interested parties and media to gather for statements and updates and other purposes as outlined in the IGA. The agreement will continue in effect until June 30, 2021. The IGA may be extended for an additional five years upon mutual written consents.

Member McCasland moved, seconded by Member Irwin, to approve the intergovernmental agreement between City of Prescott and Yavapai College for the purpose of authorizing use of the Grace Sparks Memorial Activity Center under emergency circumstances as written. Motion carried unanimously.

17. For Consideration for Approval the Intergovernmental Agreement Between Valley Academy for Career and Technology Education (VACTE) and Yavapai College for Educational Programs - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 64-78)

For consideration for approval of the intergovernmental agreement (IGA) between Valley Academy for Career and Technology Education (VACTE) and Yavapai College for the implementation and administration of educational services and/or programs. The agreement will be in effect until June 30, 2020 with future addendums added as determined necessary and as executed in writing by both parties.

Member McCasland moved, seconded by Member Harris, to approve the intergovernmental agreement between Valley Academy for Career and Technology Education (VACTE) and Yavapai College as written. Motion carried unanimously.

18. Approval of Faculty Sabbatical Requests for 2017-2018 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 79-127)

This item is on the consent agenda to comply with A.R.S. §15-510 - Authorization of Leaves of Absence; Application; Preservation of Rights.

Four faculty members applied for a Sabbatical leave during FY 2017-2018 semesters. Applications were reviewed and prioritized by the Division Dean, Professional Growth Committee, Vice President for Instruction and Student Development, and the President. Upon review of available funding and prioritizing, the College will recommend that the District Governing Board approve the support of all four (4) requests.

- Mr. Mike Davis, Administration of Justice and Paralegal Studies, Business, Education and Social Sciences

Division, requests a sabbatical leave for Spring Semester 2018.

- Dr. Karly Way Schauwecker, Business, Education and Liberal Arts Division, requests a sabbatical leave for Fall Semester 2017 and Spring Semester 2018.
 - Mr. Josh Schmidt, Sciences, Health and Public Safety Division, requests a sabbatical leave for Fall Semester 2017.
 - Mr. Jason Whitesitt, Foundation Studies Division, requests a sabbatical leave for Fall Semester 2017.
- Member McCasland moved, seconded by Member McCarver, to approve the faculty sabbatical requests for 2017-2018 as written. Motion carried unanimously.

19. INFORMATION - HEADING

20. Information from the President to Include Spring 2017 Convocation; Update on Advancement Division; 2017 All Arizona Academic Team; Cash for College; Stand With Me, Be Drug Free Week Proclamation; Yavapai College Staff Association Newsletter; Facilities Management News; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 129-170)

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

- Spring 2017 Convocation will be held on January 11, 2017 with Dr. Rob Johnstone as the keynote presenter that will be speaking to Pathways
- Update on the Advancement Division - search for the Vice President of Advancement expected to be complete in April 2017 with the new hire arriving in June 2017. Also introduced Paul Kirchgraber as the Interim Executive Director of the Foundation
- Announcement of the Yavapai College 2017 All Arizona Academic Team that will be honored at a statewide luncheon to be held on March 9, 2017
- Cash for College was held on December 5th and 6th on both the Prescott and Verde Valley campuses to provide scholarship information to Yavapai College students and the event was well attended
- Stand With Me, Be Drug Free Week Proclamation - Officer James Tobin presented the Proclamation
- Yavapai College Staff Association Newsletter - Attached, Information Only
- Facilities Management News - Attached, Information Only
- College Highlights - Attached, Information Only
- Other Related Issues – Yavapai College Southwest Wine Center received a gold medal for the Best Sauvignon Blanc at the Arizona Grand Wine Festival

21. Information from Instruction and Student Development to Include Faculty Senate Update; Professional Development for Faculty; Adjunct Advisor; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 171- 188)

Dr. Penny Wills 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, along with the work that faculty will be undertaking during Convocation and throughout the Spring semester to promote student success.
- Professional Development for Faculty - Stacey Hilton, Dean for Computer Technology and Instructional Support provided information regarding professional development opportunities for faculty to include: new faculty orientation, quality matters, summer/winter institute, and Teaching & eLearning Support.
- Adjunct Advisor – Information Only - Attached

22. SHORT RECESS - PROCEDURAL

Meeting recessed at 1:57 p.m.; reconvened at 2:10 p.m.

23. POLICY ISSUES – HEADING

24. Consideration of Preliminary Assumptions for 2017-2018 Budget Planning – INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 190-196)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented FY 2018 Preliminary Assumptions for budget planning for the Fiscal Year Ending June 30, 2018.

25. Acceptance of FY 2015-2016 Budget Modification–Expenditure Limitation – INFORMATION, DISCUSSION, AND OR DECISION

REASON FOR CONSIDERATION BY THE BOARD

Compliance with Expenditure Limitations, Arizona Revised Statutes (A.R.S. 41-1279.07)

Currently, before a budget modification/reduction, the budgeted expenditures (less exclusions for fiscal year 2015-2016) exceeded the expenditure limitation by \$3,895,549 (largely due to unexpended contingency funds, vacancy savings in the General Fund and amounts that were budgeted for capital projects that were not used during the fiscal year). Since the District's actual expenditures came in under budget it is advantageous to adjust the budget to actual. The proposed Budget Amendment for fiscal year 2015-2016 is shown in the attached document.

Member McCarver moved, seconded by Member Harris, to approve revisions to the General Fund, Restricted Fund, Auxiliary Fund, Unexpended Plant Fund, and Retirement of Indebtedness Fund budget for fiscal year 2015-2016 including the acknowledgement of any unbudgeted gifts, cash and capital, from private parties as presented on the ABELR. Motion carried with four (4) yes votes and one (1) no vote by Member McCasland.

26. Consideration to Amend Policy 2.3.2 Reserves - INFORMATION, DISCUSSION, AND/OR DECISION

At the August 9, 2016 District Governing Board Meeting, Administration requested that Policy 2.3.2 - Reserves be amended to increase the current fund target. Upon approval, the amended policy reads as follows:

2.3.2 Reserves

The President shall not allow the Current Fund Reserves to drop below seventeen percent (17%) or to exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization to remain outside the range. The President shall not allow the Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

Member McCarver moved, seconded by Member Harris, to approve Policy 2.3.2 be amended as written. Motion carried unanimously.

27. Consideration of Revision to Board - President Linkage Policy 4.3.2 - INFORMATION, DISCUSSION, AND/OR DECISION

At the November 1, 2016 District Governing Board Meeting, the Board requested that Policy 4.3.2 - Executive Limitations Policies, be revised to roll the sub-policies 4.3.2.1 and 4.3.2.2 into 4.3.2. Upon approval, the amended policy reads as follows:

4.3.2 Executive Limitations Policies

The Board shall develop policies which limit the latitude the President may exercise in choosing appropriate organizational means. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Executive Limitations policies. Single limitations below the global level do not limit the scope of the foregoing level.

Member Irwin moved, seconded by Member McCarver, to approve Policy 4.3.2 be amended as written. Motion carried unanimously.

28. MONITORING REPORTS – HEADING

29. Receipt of President's Monitoring Report - Executive Limitations - 2.5 Communication and Support to the District Governing Board and 2.5.1 Compliance- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 204-208)

Member McCarver moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.5 and 2.5.1, 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 2.5 and 2.5.1. Motion carried with four (4) yes votes and one (1) no vote by Member McCasland.

30. Receipt of President's Monitoring Report - Executive Limitations - 2.6 Presidential Continuity and Absences- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 209-211)

Member Irwin moved, seconded by Member McCarver, that we have read the President's Monitoring Report regarding Policy 2.6, 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 2.6. Motion carried unanimously.

31. Board Evaluation of Governance Policy 3.1 - Governing Style - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 212-217)

The Board requested that this policy be reviewed for further clarification based upon Board member comments within the evaluation.

32. Board Evaluation of Governance Policy 3.7 - Cost of Governance- RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 218-219)

The Board requested that this policy be reviewed for further clarification based upon Board member comments within the evaluation.

33. BOARD EDUCATION/STRATEGIC THINKING AND PLANNING - HEADING

34. Board Education regarding Open Meeting Law, Ethics, and Conflict of Interest Declaration - INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 221-267)

Lynne Adams, District Governing Board Counsel, provided Board Education related to Open Meeting Law for Board members, with particular emphasis on ethics and the conflict of interest statutes.

Board members were asked to complete the Annual Conflict of Interest Declaration, as required by Board Policy 3.3. Conflict of Interest forms were provided in the Board packet to be completed and returned to the Executive Assistant by January 31, 2017. The Conflict of Interest forms will be shared and reviewed by all Board members at the February 14, 2017 Regular Board meeting. This form shall be kept in a file maintained by the College and which shall be open to the public.

35. February 13, 2017 District Governing Board Annual Workshop – DISCUSSION AND/OR DECISION

Board members discussed the February 13, 2017 District Governing Board Annual Workshop.

– Location: Rock House - Prescott Campus

– Time: 9:00 a.m. to 3:00 p.m.

– Facilitator: Dr. Pam Fisher, Association of Community College Trustee (ACCT)

– Proposed Topics: Role and Responsibilities of the Board, Trustee Orientation, Board Ethics, And Best Practices.

The Board requested to postpone the review of Executive Limitations and Governance Process Policies for a later date.

Member Irwin moved, seconded by Member McCarver, to move forward with the Workshop facilitator, Dr. Pam Fisher and topics regarding Board relations.

36. OWNERSHIP LINKAGE (CONTINUED) - HEADING

37. 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 Foundation did not convene in December and the next meeting will be January 18, 2017.

38. OTHER INFORMATION - HEADING

39. Correspondence to the Board – RECEIPT

Correspondence received included: Greater Prescott Area Prayer Breakfast Invitation, YC 2016-2017 Strategic Actions, and Osher Lifelong Learning Institute Spring Schedule.

40. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 270-271)

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

The International Policy Governance Association (IPGA) Conference is being held in San Diego, CA from June 22-24, 2017. Registration is open and early bird registration ends January 31st.

The Board requested that staff register the following members for the IPGA Conference: Harris, Irwin, McCarver, and McCasland.

41. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:42 p.m.

Respectfully submitted:

_____/S/
Ms. Karen Jones, Recording Secretary

Date: February 14, 2017

_____/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.*