



**Yavapai College District Governing Board
Regular Board Meeting
Approved Minutes of Regular Meeting
Tuesday, August 8, 2017
1:00 PM
Prescott Campus – Rock House
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:

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
Other staff attending are on file in the District Office

Lynne Adams, Board Attorney

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.

5. Approval of District Governing Board June 13, 2017 Regular Meeting Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-9)

Member McCarver moved, seconded by Member Harris, to approve the District Governing Board June 13, 2017 Regular Meeting Minutes as written. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. OWNERSHIP LINKAGE – HEADING

8. Open Call – PROCEDURAL

No owners requested to address the Board.

9. MONITORING REPORT – HEADING

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

The Board will assess how meetings are 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. At the June 13, 2017 meeting, the Board completed the assessment for that meeting. Staff compiled the results for the Board's review and discussion.

11. CONSENT AGENDA – HEADING

Member McCarver moved, seconded by Member Harris, to approve Consent Agenda items #13 and #14 as written. Motion carried unanimously.

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

The President reported compliance.

Member McCasland moved, seconded by Member Irwin, to approve Consent Agenda item #12: Report on Revenues and Expenditures – Month of June 2017 as written. Motion carried unanimously.

13. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – June 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 25-27)

The President reported compliance.

14. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – June 2017 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 28-30)

The President reported compliance.

15. For Consideration for Approval of the Intergovernmental Agreement Between Mayer Unified School District, Yavapai College, and Yavapai County Free Library District for Library District - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 31-42)

For Consideration for Approval of the Intergovernmental Agreement Between Mayer Unified School District (MUSD), Yavapai College (YC), and Yavapai County Free Library District (YCFLD) for Library Services in Spring Valley. MUSD has a suitable location for a library in the community of Spring Valley and YC currently maintains and leases space from MUSD at 17300 E. Mule Deer Drive, also known as Spring Valley Annex. YCFLD will provide library services at this location. YC will maintain and keep the Library Premises in good condition, pay the utilities, and provide furniture and technology. The initial term will begin on August 1, 2017 and terminate on July 31, 2020 with automatic renewals for two (2) successive three-year (3) terms.

The Board requested that section 11.2 be amended as follows:

Maintenance of Library Premises: As per Item 12 from the Lease Agreement between YAVAPAI COLLEGE and MUSD, YAVAPAI COLLEGE shall maintain and keep the Library Premises in good condition at YAVAPAI COLLEGE's expense throughout the term of the Agreement.

Member McCarver moved, seconded by Member Harris, to approve Consent Agenda item #15: Intergovernmental Agreement Between Mayer Unified School District, Yavapai College, and Yavapai County Free Library District with amendment to section 11.2. Motion carried unanimously.

16. For Consideration for Approval of the Second Amendment to Intergovernmental Agreement Between Yavapai College and Mountain Institute Technical Education District (JTED) - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 43-65)

For Consideration for Approval of the Second Amendment to the Intergovernmental Agreement (IGA) between Yavapai College and Mountain Institute Technical Education District (JTED) for implementation and administration of an educational program. The Second Amendment is to update the programs in the original IGA.

Member McCasland moved, seconded by Member McCarver, to approve Consent Agenda items #16: Second Amendment to Intergovernmental Agreement between Yavapai College and Mountain Institute Technical Education District as written. Motion carried unanimously.

17. INFORMATION - HEADING - CONTINUED

18. Information from the President to Include: Introduction of Vice President for Community Relations; Convocation; Sedona Center Grand Opening; Yavapai Combined Trust Quarterly Report; Yavapai College Staff Association Newsletter; Facilities Management News; College Highlights; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 67-124)

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

- Introduction of new Vice President for Community Relations, Rodney Jenkins
- Convocation, August 14, 2017
- Sedona Center Grand Opening, September 12, 2017
- Yavapai Combined Trust Quarterly Report - Attached
- Yavapai College Staff Association (YCSA) Newsletter - Attached
- Facilities Management News - Attached - Information Only
- College Highlights - Attached - Information Only
- Other Related Issues – Prescott Valley Economic Development Foundation awarded Yavapai College with an award for contributing to the economic vitality of Prescott Valley.

19. Information from Instruction and Student Development to Include: Faculty Senate; Pathways; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 125-132)

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

- Faculty Senate Update - Dr. Matt Percy thanked Dr. Selina Bliss for her service as the 2016-17 Faculty Senate President and extending her service to include the summer. During 2017-18 Faculty Senate will be working on reviewing Shared Governance, structure of the faculty community, faculty workload, and faculty handbook.
- Pathways Update by Scott Farnsworth, Associate Vice President for Student Success and Tania Sheldahl, Associate Vice President for Student Development, to include both academic and non-academic goals, exploring the Pathway webpage, curriculum maps, and year two goals will include:
 - o Establish baseline metrics to access progress
 - o Align YC Gen Ed block to Pathways

- Align YC to University Pathways
- Align High School to Pathways
- Develop mandatory First Year Experiences
- Development of CRM and student tracking

Dr. Liss presented the new Academic Re-organization (see handout) that supports the structure of Pathways and reflects the academic schools, course scheduling, and student tracking.

20. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:18 p.m.; reconvened at 2:31 p.m.

21. MONITORING REPORTS – HEADING

22. Board Self-Evaluation of Governing Board Policy 3.0 - Governance Process- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 134-135)

3.0 Governance Process: The purpose of the Yavapai College Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.

23. Board Evaluation of Governance Policy 3.2 - Board Job Description - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 136 -141)

Governance Policy 3.2 - Board Job Description: As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance.

24. Board Self-Evaluation - Governing Board Policy 4.0 - Board/President Linkage - MONITORING AND/OR DISCUSSION (refer to Board agenda pgs. 142-143)

Policy 4.0 - Board/President Linkage: The Board's sole official connection to the operational organization, its achievements, and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.

25. Board Self-Evaluation - Governing Board Policy 4.7 - President Succession; and Possible Update of Policy - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda pgs. 144-147)

In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.

When the President is absent or unavailable, the Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; or Vice President for Community Relations; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; and Vice President for Community Relations.

Member McCarver moved, seconded by Member Harris, to revise policy 4.7 as proposed in the agenda (see above). Motion carried unanimously.

26. OWNERSHIP LINKAGE - HEADING

27. Report from the International Policy Governance Association (IPGA) Conference - INFORMATION AND/OR DISCUSSION

The Board shared information from the International Policy Governance Association (IPGA) Conference in San Diego, CA on June 22-24, 2017.

28. 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) – Members McCasland and Harris reported the next AADGB meeting will be August 24, 2017.
- Yavapai College Foundation - Dr. Patricia McCarver reported the next meeting will be August 9, 2017.

29. OTHER INFORMATION - HEADING

30. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 150-151)

The Board reviewed the Proposed Dates and Places for Future Meetings for Fiscal Year 2017 - 2018:

- September 11, 2017 - Board Retreat at the Hassayampa Inn from 9:00 a.m. to 4:00 p.m.
- September 12, 2017 - Tour of the Sedona Center Facilities at 12:15 p.m. prior to Regular Board Meeting

- September 12, 2017 - Sedona Center Grand Opening and Ribbon Cutting at 3:45 p.m.
- September 25-28, 2017 - ACCT Conference in Las Vegas, NV
- Proposal to change April 10, 2018 meeting date to April 17, 2018

31. MONITORING REPORT - HEADING (CONTINUED)

32. Board Meeting Evaluation (Monthly) - DISCUSSION, AND/OR DECISION

(refer to Board agenda, pgs. 152-153)

The Board completed the Monthly Board Meeting Evaluation for today's meeting.

33. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:00 p.m.

Respectfully submitted:

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

Date: September 12, 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.*