



**Yavapai College District Governing Board
Regular Board Meeting
Approved Minutes of Regular Meeting
Tuesday, February 13, 2018
1:00 PM
Verde Valley Campus – M-137
Clarkdale, 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 Harris.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of the District Governing Board January 16, 2018 Budget Workshop and Regular Meeting Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-12)

Member McCarver moved, seconded by Member Harris, to approve the District Governing Board January 16, 2018 Budget Workshop and 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. 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 recognized the following faculty members who have advanced to continuing contract status with Yavapai College:

- Dr. Stephanie Scovill - Nursing
- Jennifer Ritter - Nursing
- Nanette Hofer - Musical Theater
- Shane Gibson – Math

9. SHORT RECESS - PROCEDURAL

Meeting recessed at 1:08 p.m.; reconvened at 1:13 p.m.

10. MONITORING REPORT – HEADING

11. January Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 15-16)

At the January 16, 2018 meeting, the Board completed the 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.

12. OWNERSHIP LINKAGE – HEADING

13. Appointments of 2018 Board Member Liaisons - DISCUSSION AND/OR DECISION

Board Chair Sigafoos appointed Board Liaisons to serve one-year terms for the following committees:

- Board Spokesperson – Chair Sigafoos

- Arizona Association for District Governing Boards Representative (AADGB) – Members and Harris
- Yavapai College Foundation – Members McCarver and Irwin

14. Open Call – PROCEDURAL

The following owners addressed the Board:

- Bob Oliphant: Tuition
- Ruth Wick: 1976 class catalog
- Carol German: CTE
- Steve King: Achieve60AZ Video and College for Kids
- Bob Weir: VACTE
- Paul Chevalier: Technical Training
- Janet Aniol: Beaver Creek/Lake Montezuma
- Dick Dahl: Verde Valley Forum for Public Affairs

15. CONSENT AGENDA – HEADING

Member McCasland moved, seconded by Member Harris, to approve the Consent Agenda with the exception of item #18. Motion carried unanimously.

16. Receipt of Report on Revenues and Expenditures – Month of January 2018 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 19-28)

17. For Consideration for Approval of the Intergovernmental Agreement Between the Yavapai County Sheriff's Office and Yavapai College for a NARTA Academy Sergeant - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 29-35)

For Consideration for Approval of the Intergovernmental Agreement Between the Yavapai County Sheriff's Office and Yavapai College, to have the Sheriff's Office assign a Sergeant to supervise Northern Arizona Regional Training Academy (NARTA) at the College. The term of the agreement is 24 months ending December 31, 2019.

18. For Consideration for Approval Additions and Deletions of Curriculum Certificate Programs - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 36-79)

In accordance with A.R.S. §15-1445, the Board approves curriculum amendments as following:

- Addition of new curriculum for certificates for 3D Modeling and Animation; Cybersecurity Specialist; Advanced Hotel and Restaurant Management; Medical Office Assistant; and Programming.
- Deletion of the certificates for Creative Writing; Machine Bearing and Gear Technician; Machine Set and Alignment Tech; and Gerontology; and the deletion of AAS Emergency Management Applications.

Member McCasland moved, seconded by Member McCarver, to approve Consent Agenda item #18 as written. Motion carried unanimously.

19. INFORMATION - HEADING

20. Information from the President to Include Verde Valley Campus Update; Employee Service Recognition; Spring Open Forums; Budget to Actual Monthly Report; Cash Reserves Monthly Report; Yavapai Combined Trust Quarterly Report; College Highlights; Facilities Management News; and Other Related Information and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 81-115)

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

- Verde Valley Campus Update presented by Dr. James Perey to include strategic planning of academic and CTE programing.
- Employee Service Recognition - February 15, 2018 at the Verde Valley Campus and February 21, 2018 at the Prescott Campus.
- Spring Open Forums - February 15, 2018 at Prescott and Verde Valley Campuses.
- Budget To Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- Yavapai Combined Trust Quarterly Report - Attached
- College Highlights - Attached - Information Only

- Facilities Management News - Attached - Information Only

21. Information from Instruction and Student Development to Include Faculty Senate and Adjunct Advisor - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 116-122)

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

- Increase in the FY2017-18 enrollment.
- Faculty Senate Update - Dr. Matt Percy reported that Faculty Senate is working closely with administration regarding class scheduling; re-evaluating general education programs; and shared governance discussion.
- Adjunct Advisor – Attached – Information Only

22. POLICY ISSUES - HEADING

23. Receipt of the Comprehensive Annual Financial Report (CAFR), Independent Auditors' Report on Internal Controls and Independent Auditors' Report on Compliance for Each Major Federal Program - for the Fiscal Year Ended June 30, 2017 - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pg. 123)

Frank D'Angelo, Controller, provided a brief presentation of the FY2016-17 financial audit and operating results, Independent Auditors' Report on Internal Controls, and Independent Auditors' Report on compliance for each major federal program (Federal Single Audit).

The CAFR can be found at https://www.yc.edu/v5content/budget/docs/YCC_CAFR_6-30-17.PDF

24. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:23 p.m.; reconvened at 2:31 p.m.

25. POLICY ISSUES – HEADING (CONTINUED)

26. For Consideration for Approval of Proposed Tuition and Fees for Fiscal Year 2018-2019- DISCUSSION AND/OR DECISION (refer to handout)

Dr. Clint Ewell, Vice President of Finance and Administrative Services, presented the FY 2018-2019 Proposed Tuition and Fees. The changes to the FY 2018-2019 Tuition and Fees were developed with input from Administration, Deans, and Finance staff.

Member McCarver moved, seconded by Member Irwin, to adopt the increase in tuition and fees presented for 2018-2019. Motion carried with 4 yes votes and 1 no vote by Member McCasland.

27. MONITORING REPORTS – HEADING

28. Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 125-140)

Member Harris moved, seconded by Member McCarver, that we have read the President's Monitoring Report regarding Policy 2.1.2, 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 this policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1.2. Motion carried unanimously.

29. Receipt of President's Monitoring Report - Executive Limitation 2.3.3 - Certification Financial Records - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 141-146)

Member McCarver moved, seconded by Member Harris, that we have read the President's Monitoring Report regarding Policy 2.3.3, 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 these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.3.3. Motion carried unanimously.

30. Content Review of Governance Policy 3.1 - Governing Style - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 147-151)

The Board performed the biennial content review for Policy 3.1 - Governing Style. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Member Sigafoos moved, seconded by Member McCarver, to revise policy 3.1.1 as follows:

3.1.1 - Shall operate in all ways mindful of its civic trusteeship obligation to all the owners of its

district (all residents of the county) and its lawful obligations in compliance with Title 15, Chapter 12 Community Colleges of the Arizona Revised Statutes and all other applicable federal and state statutes and regulations.

Motion carried with 4 yes votes and 1 no vote from Member McCasland.

31. Content Review of Governance Policy 3.5 - Board Chair Role - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 152-158)

The Board performed the biennial content review for Policy 3.5 - Board Chair Role. A compilation of the members' policy assessment and suggested edits was reviewed for consideration.

32. OWNERSHIP LINKAGE - HEADING - CONTINUED

33. Ownership Linkage Plan Quarterly Update - INFORMATION, DISCUSSION, AND/OR DECISION

The Board will review the quarterly status report of the 2017-2018 Ownership Linkage Plan including a proposal for two (2) Community Forums.

Member Harris moved, seconded by Member McCarver, to approve the proposed Community Forum plan. Motion carried unanimously.

34. Review of Completed Board Members' 2018 Annual Conflict of Interest Forms - INFORMATION AND DISCUSSION

Board members shared information on their 2018 Annual Conflict of Interest forms that were distributed at the January 16, 2018 District Governing Board meeting. These forms shall be kept in a file maintained by the College and shall be open to public record.

35. 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 that the next meeting will be February 23 at Maricopa Community College.
- Yavapai College Foundation – Member McCarver reported the last meeting was January 17 with reports from Community Relations regarding future projects, President's speaker series, and financial reports. The next Foundation meeting is February 14, 2018.

36. OTHER INFORMATION – HEADING

37. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 162-164)

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

- Fiscal Year 2017-2018 District Governing Board proposed meetings.
- Fiscal Year 2018 - 2019 District Governing Board proposed meetings.
- Upcoming Association of Community College Trustees (ACCT) Leadership Congress in New York, NY October 24-27, 2018.

38. MONITORING REPORT - HEADING (CONTINUED)

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

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

40. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:35 p.m.

Respectfully submitted:

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

Date: March 6, 2018

_____/S/_____
Mr. Ray Sigafos, Chair

_____/S/_____
Mr. Steve Irwin, Secretary