



**Yavapai College District Governing Board  
Regular Board Meeting  
Approved Minutes of Regular Meeting  
Tuesday, May 8, 2018  
1:00 PM  
Prescott Campus - Building 19, Room 147  
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 McCarver.

**4. Welcome to Guests and Staff – PROCEDURAL**

Chair Sigafoos welcomed all guests and staff.

**5. Approval of District Governing Board April 17, 2018 Regular Meeting Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 5-10)**

Member McCarver moved, seconded by Member Harris, to approve the District Governing Board April 17, 2018 Regular Meeting Minutes as written. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

**6. Adoption of Agenda – DECISION**

Member Irwin moved, seconded by Member McCarver, to adopt the agenda as written. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

**7. MONITORING REPORT – HEADING**

**8. April Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION**

The Board reviewed the April 17, 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. CONSENT AGENDA – HEADING**

Member McCarver moved, seconded by Member Irwin, to approve Consent Agenda as presented. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

**10. Receipt of Report on Revenues and Expenditures – Month of April 2018 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 15-24)**

**11. POLICY – HEADING**

**12. For Consideration to Approve the Real Property Donation from the Yavapai College Foundation to Yavapai College Located at the Prescott Campus - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 25-30)**

During the April 10, 2018 Yavapai College Foundation Board meeting, the YCF Board approved to convey as a gift to Yavapai College, the title to real property owned by the Yavapai College Foundation and currently leased to Yavapai College described as 1) Building 20; 831 East Sheldon Street; 2) Building 11; 160 North Rush Street; and 3) Building 12; 155 North Rush Street.

Member McCarver moved, seconded by Member Harris, to accept the Yavapai Foundation's gift to Yavapai College of title real property as described. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

**13. INFORMATION - HEADING**

**14. Information from the President to Include: Summer Institute; Yavapai Combined Trust Quarterly Report; Yavapai College Staff Association Newsletter; Budget to Actual Monthly Report; Cash**

**Reserves Monthly Report; College Highlights; and Other Related Information - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 31-60)

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

- Summer Institute held on May 9 and 10
- Yavapai Combined Trust Quarterly Report - Attached - Information Only
- Yavapai College Staff Association Newsletter - Attached - Information Only
- Budget to Actual Monthly Report - Attached - Information Only
- Cash Reserves Monthly Report - Attached - Information Only
- College Highlights - Attached - Information Only

**15. Information from Instruction and Student Development to Include: Faculty Senate; College Honors Program; Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 61-75)

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

- Faculty Senate Update - Dr. Matt Percy reported he will be serving a two (2) year term as Faculty Senate President. He reviewed the 2018 accomplishments such as the student withdrawal policy and pathways regarding general education requirements. Next year goals will include shared governance and development education.
- College Honors Program (CHP) – Denise Woolsey, Program Director, and students, Elisabeth Rizk, Carissa Bond, Christopher Eis, and Killian Hays-George provided a recap of the CHP’s mission, service, learning, and activities.
- Introduced Dr. Joan Fisher as the new Dean for Arts and Humanities, Business and Computer Systems, and Social Sciences.
- Adjunct Faculty Newsletter - Attached - Information Only

**16. SHORT RECESS - PROCEDURAL**

No recess was taken.

**17. MONITORING REPORTS – HEADING**

**18. Receipt of President's Monitoring Report - Executive Limitation 2.0- MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 77-82)

2.0 Executive Limitation: The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with college policies.

Member Harris moved, seconded by Member McCarver, that we have read the President's Monitoring Report regarding Policy 2.0, and believe that the interpretation of the policies 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 2.0. Motion carried with 4 yes votes and 1 no vote (Irwin, Harris, McCarver, and Sigafos voting in favor; and McCasland voting against).

**19. Receipt of the President's Monitoring Report - Executive Limitation 2.3 Financial Management - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 83-88)

2.3 Executive Limitation: The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends priorities, jeopardizes financial solvency, or fails to be part of a multi-year strategic management plan, or violates applicable statutes.

Member McCarver moved, seconded by Member Harris, that we have read the President's Monitoring Report regarding Policy 2.3, and believe that the interpretation of the policies 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. Motion carried with 4 yes votes and 1 no vote (Irwin, Harris, McCarver, and Sigafos voting in favor; and McCasland voting against).

**20. Content Review of Board - President Linkage Policy 4.5 President Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 89-90)

The Board performed the biennial content review for Policy 4.5 - President Compensation and Benefits.

**21. OWNERSHIP LINKAGE - HEADING**

**22. Reports from Board Liaisons – Board Spokesperson; Arizona Association for District Governing Boards (AADGB); and Yavapai College Foundation – INFORMATION, AND/OR DISCUSSION**

- Board Spokesperson – Chair Sigafos spoke with the Verde Valley Independent regarding President Wills’ retirement.
- Arizona Association for District Governing Boards (AADGB) – Member Harris reported a new name was adopted of the Arizona Association of Community College Trustees along with new bylaws, mission statement, and 2018-19 goals.

- Yavapai College Foundation - Dr. Patricia McCarver reported the next meeting will be the Annual Meeting on May 9, 2018.

**23. OTHER INFORMATION - HEADING**

**24. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION**

(refer to Board agenda, pgs. 92-95)

**Proposed Dates and Places of Future Meetings for the District Governing Board.**

- **Community Forums are scheduled for August 16, 2018 at the Prescott Campus and August 17, 2018 at the Verde Valley Campus.**
- **Association of Community College Trustee Leadership Congress in New York, NY on October 24-27, 2018 - please note that May 20, 2018 is the last date to receive the early bird lodging discount.**

**25. EXECUTIVE SESSION - A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, and Consideration of President's Contract and Potential Retirement - PROCEDURAL**

Pursuant to A.R.S. §38-431.03(A)(1), Review and consideration of President Wills' annual evaluation, employment agreement and potential retirement (the employee has been notified in writing).

Member Harris moved, seconded by Member McCarver, to convene into Executive Session pursuant to Arizona Revised Statutes §38-431.03(A)(1) for the review of the President's Annual Evaluation, Employment Agreement and Potential Retirement. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

Executive Session convened at 1:54 p.m.

Executive Session recessed at 2:46 p.m.; Regular session reconvened at 2:50 p.m.

**26. Convene in Public Session with Possible Action RE: President's Evaluation, Consideration of President's Contract and Potential Retirement as a Result of Executive Session – DECISION**

Pursuant to A.R.S. §38-431.03(D) - Legal action involving a final vote for decision shall not be taken at an executive session, except that the public body may instruct its attorney or representatives as provided in subsection A, paragraphs 4, 5, and 7 of this section. A public vote shall be taken before any legal action binds the public body.

Member McCarver and Chair Sigafoos expressed a great sense of gratitude for Dr. Wills' seven years of service to the YC students, faculty, staff, and our communities and her outstanding leadership.

Member McCarver moved, seconded by Member Harris, to approve a \$3,000 salary increase for the remainder of Dr. Wills' contract. Motion carried 4 yes votes; 1 no vote (Irwin, Harris, McCarver, Sigafoos voting in favor and McCasland voting against).

Chair Sigafoos moved, seconded by Member Harris, to accept Dr. Wills' retirement as of December 31, 2018 and modify her contract in accordance. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

**27. POLICY – HEADING (CONTINUED)**

**28. Consideration of Strategic Course of Action Regarding the President's Potential Retirement - DISCUSSION AND/OR DECISION**

The Board considered options for a strategic course of action regarding the President's potential retirement.

Chair Sigafoos moved, seconded by Member Irwin, to appoint Dr. McCarver as Chair of the Presidential search committee and recommend a search consultant, timeline, procedures, qualifications, and constitute a search committee of staff, faculty, students, and community members. Motion carried 4 yes votes; 1 no vote (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor and McCasland voting against).

**29. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**

Member McCarver moved, seconded by Member Irwin, to adjourn the meeting. Motion carried unanimously (Irwin, Harris, McCasland, McCarver, Sigafoos voting in favor).

Regular meeting adjourned at 3:17 p.m.

Respectfully submitted:

\_\_\_\_\_/S/\_\_\_\_\_  
Ms. Karen Jones, Recording Secretary

Date: September 11, 2018

\_\_\_\_\_/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](http://www.yc.edu).  
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.