

Yavapai College
District Governing Board
Special Board Meeting

Monday, August 17, 2026
Rock House and Virtually
10:00 a.m.

The YouTube channel and Rock House will be open to the public at **9:45 a.m.** at the latest. All individuals attending the meeting in person will be allowed to bring clear bags **ONLY** into the meeting. In addition, the College has implemented advanced weapons detections systems/metal detectors for attendees. These requirements are similar for attendees at any sporting event or concert, and they are intended to ensure safety. Please plan accordingly.

Prescott Campus
Rock House
1100 E Sheldon Street
Prescott, AZ 86301

Livestream Link:
<https://www.youtube.com/user/YavapaiCollege>

Pursuant to Arizona Revised Statutes (A.R.S.) §38-431.02, notice is hereby given to the members of the Yavapai College District Governing Board and to the general public that the Board will hold a public meeting, open to the public as specified below. The Board reserves the right to change the order of items on the agenda. One or more members of the Board may participate in the meeting by telephonic communication.

Pursuant to A.R.S. §38-431.03.A.2, A.3 and A.4, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law; or to consult with and instruct its attorneys regarding its position on contracts, litigation or settlement discussions. If indicated on the agenda, the Board may also vote to go into executive session, which will not be open to the public, to discuss specific agenda items.

Persons with a disability may request reasonable accommodation, such as a sign language interpreter or closed captions, by contacting the Executive Assistant at (928)776-2307. Requests should be made as early as possible to allow time to arrange the accommodation.

Please note that the meeting conclusion time is included for planning purposes only and does not necessarily reflect the actual time of the agenda item. When regular board meetings, public hearings (both truth in taxation and budget adoption public hearings) and budget adoption special meetings are scheduled for the same date, each hearing or meeting will begin immediately upon adjournment of the preceding hearing or meeting.

If the agenda includes an Open Call, members of the public will have no more than 3 minutes to speak. The time allotted for each speaker may be less than 3 minutes, depending on the number of individuals wishing to address the board at the meeting and the board president's determination of the total time available for open call at the meeting, given the other matters on the board's agenda. *In addition, if there are a number of people who wish to speak about the same issue and who have the same viewpoint about that issue, the board president may direct them to appoint a representative or representatives to speak for the entire group. Members of the board may not discuss items that are not specifically identified on the agenda but that are raised in Open Call. Matters raised during Open Call that are on the current board agenda may be discussed and/or decided by the board at the appropriate time on the agenda.

Yavapai College District Governing Board operates as a policy governance Board. This means that the Board makes all the policy decisions, adopts an annual budget, and hires the college president. The college president oversees daily operations and supervises college employees.

AGENDA

1. General Functions: Procedural
 - a. Call to Order
 - b. Pledge of Allegiance {Time: 1}
 - c. Call to the Public – **INFORMATION ONLY** – {Time: 10}
 - d. Adoption of Agenda – Board Chair Steve Bracety – **DECISION** {Time: 5}
2. Board Business
 - a. Presidential Search Firm Contract and Recruitment Process – Dr. Janet Nix, CHRO, and Sheila Lehker, Cizek Associates – **INFORMATION, DISCUSSION, AND DECISION** {Time: 30} (*Attached*)
 - b. Yavapai College District Governing Board Committee Representation - Board Chair Steve Bracety - **INFORMATION, DISCUSSION AND DECISION** {Time: 10}
3. Request for Future Agenda Items – **INFORMATION, DISCUSSION, AND DECISION** {Time: 10}
4. Adjournment of Board Special Meeting: Procedural – **DECISION** {Time: 1}

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Retained Executive Search Services Agreement
President - Yavapai College
Prescott, Arizona



Cizek Associates, Inc. will provide the following search services:

Discovery and Research

- Stakeholder input; gather data (inclusive of surveys/townhalls)
- Identification of opportunities and challenges/goals and objectives
- Finalize Position Profile
- Develop recruitment materials, inclusive of Presidential brochure
- Assistance with advertising announcement copy, as requested
- Assistance with Client website information devoted to the search, as requested
- Identification of potential candidate and source universe

Broadcast and Recruitment Effort

- Develop a recruitment plan that will reach qualified professionals including those from diverse backgrounds/underrepresented groups
- Contact potential candidate and source universe; seek out and actively recruit qualified professionals, including candidates from diverse backgrounds/underrepresented groups
- Screen and evaluate all applications guided by the Position Profile

Telephone Interviews

- Creation of telephone interview questions guided by Position Profile
- Screen and evaluate potential prospects guided by the Position Profile
- Public Domain background and reference checks of Interim Report prospects

Interim Report

- Client Letter – captures all search process intelligence to date
- Prospect List – usually not more than fifteen
- Prospect resumes, cover letters, references
- Supplemental question responses, one-way video
- All applications and Interim Report available in secure cloud space

Search Committee Interviews Semifinal Candidates

- Assist search committee with the development of interview questions guided by the Position Profile
- Committee interviews candidates selected from the Interim Report
- Facilitate feedback discussion on interviewed candidates
- Facilitate discussion resulting in the recommendation of not less than two final candidates

Reference Checking

- Comprehensive reference checks on each final candidate for the Board/Board Chair consumption in preparation for final interviews
- Workplace behaviors assessment of each final candidate

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- Written reference report provided to Client. At the College's request, Contractor shall conduct comprehensive background investigations of THE finalist candidate. Such investigations may include criminal history review, civil litigation review, education verification, employment verification, professional credential verification, media review, and reference checks. Contractor shall provide a written summary of findings to the College. Costs associated with such investigations shall be disclosed in advance and shall be subject to the approved reimbursable expense provisions of this Agreement.

Finalist Interviews

- Coordinate and assist final candidates with all logistics, scheduling, and travel associated with candidate time for interviews.
- Facilitate in-person public forums at YC, allowing finalists to interact with campus constituents and stakeholders, as requested and appropriate.
- Implement an online survey to gather feedback from forum attendees on each finalist, as requested.
- Present feedback summaries, reference findings, and finalist profiles.
- Attend special meeting of the Governing Board for presentation of nominee(s) recommended by search committee and selected by the Board for possible appointment, as requested and appropriate.
- Timely communication with all stakeholders throughout the search including non-interest notification to applicants.

Fee **\$70,000** + out-of-pocket expenses

While our flat fee is based upon 30% of the midpoint of the cash compensation range for the position pursuant to the E&I Cooperative Service contract Number EI00267~2022MA (as negotiated with client)(midpoint \$305,000, fee \$91,500); as a long-standing client with an additional search performed within the past 12 months (an automatic additional 5% discount), Cizek Associates, Inc. offers an additional discounted flat fee for this search of \$70,000 . We also bill for out-of-pocket expenses. *We never charge an administrative fee.*

Billing Practices:

- 1st invoice is the first third of the entire fee upon project engagement and assigned Purchase Order/Contract Signed
- 2nd invoice is the second third of the entire fee upon delivery of the interim report
- 3rd invoice is the last third of the entire fee upon selection of finalist with a start date/offer issued



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The professional fee for services shall be \$70,000. Reimbursable expenses shall be limited to actual, reasonable, and necessary expenses incurred in performance of the services and supported by detailed documentation and receipts. Reimbursable expenses shall not exceed \$10,000 without the College's prior written approval. Any expense that would cause total reimbursable expenses to exceed the approved amount must receive advance written authorization from the College's authorized procurement representative.

Cancellation: You retain the right to cancel the engagement at any time, in which case your obligation would be only for our accrued expenses and fees to the point of cancellation.

All invoices are due Net 30 from receipt of invoice. Any expenses incurred are added to the 1st, 2nd and/or 3rd invoice at the point in time of incurring expense, with most expenses billed in the 3rd invoice. Note that expenses are not included in the above billing practices.

Timeframe for the search is three months; however, the timeframe may be adjusted to ensure a successful outcome.

Professional and Ethical Commitments

First of all, if candidates we recommend are rejected, we will conduct another search, charging only out-of-pocket expenses. In fact, it is our goal to complete your search successfully. Client satisfaction is everything to us.

If, due to circumstances within our control as executive search consultants (e.g. material facts falsified and presented as true), a successful candidate leaves the institution's employ within 12 months of his/her start date, **Cizek Associates, Inc.** will conduct another search free, charging only out-of-pocket expenses. If extenuating circumstances are present and a candidate leaves within the first 12 months of employment, Cizek Associates will make every effort to craft a solution that will satisfy client needs.

Cizek Associates, Inc. will not solicit interest from a placed candidate for a minimum of two years from the date of successful placement.

Cizek Associates, Inc. policy discourages the practice of parallel processing – we will not simultaneously present the same final candidate to more than one client institution, unless our client/s authorize this practice.

Cizek Associates, Inc. is an Equal Employment Opportunity management-consulting firm. We do not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical conditions, marital status, age, veteran status, or sex or sexual orientation, as representatives of our client organizations. In addition, **we make every effort to identify and attract qualified women, under-represented, and diverse candidates who meet specific client requirements.**



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Cizek Associates, Inc. (CAI) Proprietary and Confidential Information: The Parties acknowledge that Yavapai College is subject to the Arizona Public Records Law, A.R.S. § 39-101 et seq. Nothing in this Agreement shall be construed as requiring the College to withhold records or information that must be disclosed under applicable law. If Contractor contends that any information submitted to the College constitutes confidential, proprietary, or trade secret information, Contractor shall clearly identify such information in writing at the time of submission and provide the legal basis supporting nondisclosure. The College shall make an independent determination regarding any public records request and shall not be bound by Contractor's designation of confidentiality. The Parties acknowledge that presidential search activities may involve sensitive candidate information. To the extent permitted by Arizona law, the College will make reasonable efforts to protect confidential candidate information until disclosure is required by law, Board action, court order, or applicable public records requirements.

Governing Law: This Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. Any action arising out of or relating to this Agreement shall be brought exclusively in a court of competent jurisdiction located in Yavapai County, Arizona.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives:

Consultant:

Client:

Sheila Lehker, President

Ed Lacasse, Director of Procurement

Date: _____

Date: _____

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602-553-1066

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Prescott, AZ 86301
480-381-3623

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