

**Regular Board Meeting
Agenda Summary
Tuesday, June 10, 2014
1:00 PM**

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

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 and A.3, 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 or 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. As indicated in 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 a reasonable accommodation, such as a sign language interpreter, by contacting Karen Jones at (928)776-2307. Requests should be made as early as possible to allow time to arrange the accommodation.

Please note that agenda item times are for planning purposes only and do 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. Members of the public wishing to attend those subsequent hearings or meetings are advised to arrive at the time that the first hearing or meeting is scheduled to begin.

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	503435
2	Call to Order - PROCEDURAL	0	1:00 PM	503436
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	503437
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	503438
5	Approval of May 13, 2014 District Governing Board Budget Public Hearing; Budget Adoption; and Regular Meeting Minutes - DISCUSSION AND DECISION	3	1:02 PM	503439
6	Adoption of Agenda - DECISION	5	1:05 PM	503440
7	EXECUTIVE SESSION - A.R.S.§38-431.03 (A)(3), (A)(7) - Sedona Cultural Park Real Property Exchange Agreement - PROCEDURAL	30	1:10 PM	514545
8	Convene in Public Session with Possible Action RE: Sedona Cultural Park Real Property Exchange Agreement - DECISION	5	1:40 PM	514546
9	Open Call - Procedural	30	1:45 PM	503441

Item No.	Item	Time Req.	Start Time	Ref No.
10	CONSENT AGENDA - HEADING	0	2:15 PM	503442
11	Receipt of Report on Revenues and Expenditures - May 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	2:15 PM	503443
12	Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.1 - Budget Deviation - May 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	5	2:16 PM	503444
13	Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - May 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	5	2:21 PM	503445
14	For Consideration of Approval of Public and Charter School Dual Enrollment Intergovernmental Agreements with Yavapai Community College District -RECEIPT, DISCUSSION, AND/OR DECISION	2	2:26 PM	512214
15	For Consideration for Approval of the First Amendment to the Intergovernmental Agreement (IGA) between the City of Prescott and Yavapai College for use of a Fire Training Facility - RECEIPT, DISCUSSION, AND/OR DECISION	1	2:28 PM	511222
16	INFORMATION - HEADING	0	2:29 PM	503447
17	Information from the President to Include: ACCT Outstanding Faculty Award Nomination; National Association of College and University Business Officers Award (NACUBO); Campus Master Plan Update; District Governing Board Ownership Survey Update; Yavapai Combined Trust Quarterly Report; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	2:29 PM	503448
18	Information from Instruction and Student Services to Include: Yavapai County School Superintendents Outreach; Update on Sedona Film School; Allied Health Presentation; and Other Related Issues - INFORMATION AND/OR DISCUSSION	20	2:44 PM	503449
19	Reports from Board Members - INFORMATION AND/OR DISCUSSION	5	3:04 PM	514549
20	SHORT RECESS - PROCEDURAL	10	3:09 PM	503450
21	MONITORING REPORTS - HEADING	0	3:19 PM	503455
22	Receipt of President's Monitoring Report - Executive Limitation 2.3 - Financial Management - MONITORING, DISCUSSION, AND/OR DECISION	5	3:19 PM	503456
23	BOARD EDUCATION / STRATEGIC THINKING AND PLANNING - HEADING	0	3:24 PM	503451
24	Presentation of the Board's Obligations Pursuant to State Statutes and Changes that Govern Community Colleges by District Governing Board Legal Counsel, Lynne Adams - INFORMATION AND/OR DISCUSSION	10	3:24 PM	503452
25	OWNERSHIP LINKAGE - HEADING	0	3:34 PM	503457
26	Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION	5	3:34 PM	512336
27	District Governing Board Open Seats for the November 4, 2014 Election - INFORMATION AND/OR DISCUSSION	2	3:39 PM	511225

Item No.	Item	Time Req.	Start Time	Ref No.
28	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT); Yavapai College Foundation; and Board Spokesman - INFORMATION AND/OR DISCUSSION	5	3:41 PM	503458
29	OTHER INFORMATION - HEADING	0	3:46 PM	503459
30	Correspondence to the Board - RECEIPT	5	3:46 PM	503460
31	Planning of September 8, 2014 District Governing Board Retreat With a Possible Follow-Up Session on September 9, 2014 - DISCUSSION AND/OR DECISION	9	3:51 PM	511703
32	Proposed Dates and Places of Future Meetings for the Remainder of 2014 and 2015 Draft - DISCUSSION AND/OR DECISION	5	4:00 PM	503461
33	EXECUTIVE SESSION - A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, Compensation, and Employment Agreement - PROCEDURAL	45	4:05 PM	503462
34	Convene in Public Session with Possible Action RE: President's Evaluation, Compensation, and Employment Agreement as a Result of Executive Session - DECISION	5	4:50 PM	503463
35	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	4:55 PM	503464

Presenter : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 1
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 3/21/2014 **Item Type :** Heading

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : CALL TO ORDER - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 2
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 3/21/2014 **Item Type :** Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Call to Order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:00 PM

Item No : 3

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/21/2014

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:01 PM

Item No : 4

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/21/2014

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Welcome to Guests and Staff - PROCEDURAL

Details : Chair Sigafoos will welcome all guests and staff. Mike Tennyson, property owner of Sedona Cultural Park, will be introduced as a special guest and will provide remarks to the Board.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:02 PM

Item No : 5

Proposed By : Ray Sigafoos

Time Req : 3

Proposed : 3/21/2014

Item Type : Discussion

Policy No.	Description	Ref No
3.5.4	Unless the Chair has delegated his or her authority otherwise pursuant to Policy 3.5.2.3, the Secretary fulfills the duties of the Chair in the absence of the Chair, including chairing Board meetings and signing documents on behalf of the Board and/or Yavapai College. The Secretary assures the accuracy of Board documents. The Board has its own documents so the accuracy of Board records are critical for historical purposes. The Secretary attests to the Board's adoption of policy.	429149

Description : Approval of May 13, 2014 District Governing Board Budget Public Hearing; Budget Adoption; and Regular Meeting Minutes - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the May 13, 2014 District Governing Board Budget Public Hearing; Budget Adoption; and Regular Board meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decision approved by the District Governing Board.(Executive Session minutes are confidential by statute and are; therefore, not included in public documents.)

Attachments :

Title	Created	Filename
Unapproved Budget Hearing Minutes -5-13-14.pdf	Jun 02, 2014	Unapproved Budget Hearing Minutes - 5-13-14.pdf
Unapproved Budget Adoption Minutes -5-13-14.pdf	Jun 02, 2014	Unapproved Budget Adoption Minutes - 5-13-14.pdf
Unapproved Regular Meeting Minutes -5-13-14.pdf	Jun 03, 2014	Unapproved Regular Meeting Minutes - 5-13-14.pdf



Yavapai College District Governing Board

Special Board Meeting
Budget Public Hearing
Unapproved Minutes
Tuesday, May 13, 2014
1:00 PM

Career and Technical Education Center (CTEC)
220 Ruger Road
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. Patricia McCarver, Chair/Secretary
Mr. Herald Harrington, Board Spokesperson Mr. Albert Filardo, Board Member

Absent:

Dr. Dale Fitzner, 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 – PROCEDURAL

Chair Sigafoos called the Yavapai College District Governing Board Budget Public Hearing to order at 1:00 p.m.

Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Mr. Sigafoos during the Budget Public Hearing.

2. FY 2014-2015 Yavapai County Community College District Budget Overview - INFORMATION

Dr. Clint Ewell, Vice President for Finance and Administration, presented the 2014-2015 final budget proposal. (refer to Board packet pgs. 3 – 10 and handout). Dr. Ewell discussed how the budget is the Mission, Vision, and Governing Board Ends stated in monetary terms: 78% for Education, 11% for Economic Development, and 11% for Social and Cultural Enrichment. Arizona community colleges reported that YC's 2013 spending resulted in 6% below the national cost average. Dr. Ewell highlighted revenue and expenditure changes from 2014 to 2015, with the total budget proposal of 1.8% decrease over last year.

3. Public Comment – INFORMATION

Pursuant to A.R.S. §15-1461 the following requests were received to address the Board:
Budget: Bob Oliphant, and Deborah McCasland,
Verde Valley Programs: Amber Marchant Lee, Carol German, Steve King, and Julie Larson

4. ADJOURNMENT OF BUDGET PUBLIC HEARING - PROCEDURAL

Mr. Harrington moved, seconded by Dr. McCarver, that the Budget Public Hearing be adjourned. Motion carried unanimously.

Budget Public Hearing adjourned at 1:35 p.m.

Respectfully submitted:

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

Date: June 10, 2014

_____/S/_____
Mr. Ray Sigafoos, Chair

_____/S/_____
Dr. Patricia McCarver, Secretary

Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www2.yc.edu. The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.



Yavapai College District Governing Board

Special Board Meeting
Budget Adoption
Unapproved Minutes
Tuesday, May 13, 2014
1:35 PM

Career and Technical Education Center (CTEC)
220 Ruger Road
Prescott, Arizona

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Members Present:

Mr. Ray Sigafoos, Chair Dr. Patricia McCarver, Chair/Secretary
Mr. Herald Harrington, Board Spokesperson Mr. Albert Filardo, Board Member

Absent:

Dr. Dale Fitzner, 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 – PROCEDURAL

Chair Sigafoos called the Yavapai College District Governing Board Budget Adoption meeting to order at 1:35 p.m.

2. Roll Call to Adopt FY 2014-2015 Yavapai County Community College District Budget As Proposed at the Budget Public Hearing – DISCUSSION AND/OR DECISION

Board discussed the link between the budget data and the Campus Master Plan. Dr. Ewell informed the Board that the 2014/2015 budget proposal encompasses Phase 1 of the Campus Master Plan and does not lock in any projects of Phase 2 that are currently planned 5 to 6 years out. Phase 1 projects such as the expansion of CTEC, and renovations of building 1 and 3 will cross into the 2015/2016 budget planning.

The Board requested that the Campus Master Plan be updated and published periodically. Dr. Ewell agreed to provide a Campus Master Plan progress reports to be published on the website with reporting to the Board under the President's report.

The Secretary took a roll call vote:

Mr. Albert Filardo – Yes
Dr. Dale Fitzner – Absent
Mr. Herald Harrington - Yes
Dr. Patricia McCarver – Yes
Mr. Ray Sigafoos – Yes

Mr. Sigafoos moved, seconded by Dr. McCarver, to adopt the FY 2014-2015 Yavapai County Community College District Budget as proposed at the Budget Public Hearing. Motion carried unanimously.

3. ADJOURNMENT OF BUDGET ADOPTION MEETING- PROCEDURAL

Dr. McCarver moved, seconded by Mr. Harrington, that the meeting be adjourned. Motion carried unanimously.

Budget Adoption Meeting adjourned at 1:45 p.m.

Respectfully submitted:

/S/ Ms. Karen Jones, Recording Secretary

Date: June 10, 2014

/S/ Mr. Ray Sigafoos, Chair

/S/ Dr. Patricia McCarver, Secretary

Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www2.yc.edu. The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.



Yavapai College District Governing Board

Regular Board Meeting Unapproved Minutes of Regular Meeting

Tuesday, May 13, 2014

1:46 PM

Career and Technical Education Center (CTEC)
220 Ruger Road
Prescott, Arizona

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Members Present:

Mr. Ray Sigafoos, Chair
Mr. Herald Harrington, Board Spokesperson
Dr. Patricia McCarver, Chair/Secretary
Mr. Albert Filardo, Board Member

Absent:

Dr. Dale Fitzner, 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 1:46 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Mr. Sigafoos during the Budget Hearing.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of District Governing Board April 15, 2014 Regular Meeting and Executive Session Minutes - DISCUSSION AND/OR DECISION

Mr. Harrington moved, seconded by Mr. Filardo, to approve the April 15, 2014 Regular Meeting and Executive Session Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Dr. McCarver moved, seconded by Mr. Harrington, to adopt the agenda as written. Motion carried unanimously.

7. Open Call - PROCEDURAL

The following requests were received to address the Board:

10 Year Campus Master Plan/Independent Verde Valley Community College – Bob Oliphant (handout) and Ruth Wicks (handout).

8. INFORMATION - HEADING

9. Recognition of Faculty Members' Advancement to Continuing Contract Status – INFORMATION AND DISCUSSION (refer to Board packet, pgs. 13-19)

Dr. Stuart Blacklaw, Vice President for Instruction and Student Services, introduced and recognized the following faculty members who have advanced to continuing contract status with Yavapai College:

Katherine Windsor – Nursing

Jerrad Smith – Automotive

Lori Riden - Nursing

Mark Balok – Philosophy

Lindsay Henning - Business and Computer Science

10. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:00 p.m.; reconvened at 2:12 p.m.

11. CONSENT AGENDA – HEADING

12. Receipt of Report on Revenues and Expenditures – Month of April 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 21-30)

13. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – April

2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 31-33)

The President reported compliance.

14. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – April 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 34-36)

The President reported compliance.

15. Board Self-Evaluation – Governance Process Policy 3.0 – Governance Process - MONITORING, DISCUSSION, AND/OR DECISION (refer to packet pgs. 37-38)

All Board members have evaluated Policy 3.0 to be in compliance with no comments.

16. Board Self-Evaluation – Governance Process Policy 3.4 – Agenda Planning - MONITORING, DISCUSSION, AND/OR DECISION (refer to packet pgs. 39-43)

All Board members have evaluated Policy 3.4 to be in compliance with no comments.

17. Board Self-Evaluation – Board-President Linkage Policy 4.5 - President Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION (refer to packet pgs. 44-45)

All Board members have evaluated Policy 4.5 to be in compliance with no comments.

18. Receipt Intergovernmental Agreement (IGA) between Superior Court in Yavapai County and Yavapai College to provide a Youth Summer Training and Enrichment Program (YouthSTEP) - RECEIPT, DISCUSSION, AND/OR DECISION (refer to packet pgs. 46-59)

For consideration for approval of the IGA between the Superior Court in Yavapai County Juvenile Court Center and Yavapai College to provide a Youth Summer Training and Enrichment Program (YouthSTEP) for the period from May 13, 2014 through September 30, 2014.

Mr. Harrington moved, seconded by Mr. Filardo, to adopt the consent agenda as written. Motion carried unanimously.

19. INFORMATION - HEADING - CONTINUED

20. Information from the President to Include: 2014 Commencement Ceremonies; Faculty Summer Institute; College Police Chief; Verde Valley Advisory Committee Update; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 60-71)

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

- 2014 Commencement Ceremonies
- Faculty Summer Institute running May 13 through 15, 2014
- College Police Chief – recognized Joe Cappelli for his years of service to Yavapai College and welcomed Frank Lopez as the interim Police Chief.
- Verde Valley Advisory Committee Update - James Perey, Dean of the Verde Valley Campus, defined the committee's mission to enhance an understanding of Yavapai College's mission and institutional goals; and the response of the Verde Valley campus to local needs and interests by soliciting community input. The composition of the committee will include representatives from K- 12, economic development, and each east Yavapai municipality. Yavapai College will be represented by a full time faculty; adjunct faculty; classified staff; student; and James Perey. Mr. Perey has begun contacting the municipalities and expecting the committee to meet in late June.

Mr. Filardo requested to be included in the Verde Valley Advisory Committee meetings, to gather information and community input.

- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Information – Dr. Ewell reported on the discrepancy total of property taxes that are being collected for east Yavapai County. Dr. Ewell and Mr. Frank D'Angelo, Controller, met with the Yavapai County Treasurer in order to better understand the methodology of the \$15.1M property taxes that Ruth Wicks and Bob Oliphant are reporting to be collected from east Yavapai County. The County Treasurer does not have a clear definition of the east county boundaries which creates a complex structure to identify the tax areas that should be included in the calculation. \$15.1M reported includes the secondary tax levy, which is \$1.6M nondiscretionary income for the College. The College has revised our total to \$12.5M (from \$12.2M) being collected in east Yavapai, which was calculated by using the County Treasurer's GIS map to identify tax area codes included in the east side of Yavapai county.

21. Update from Instruction and Student Services to Include: 2015 - 2016 Academic Calendar; Career and Technical Education Program; Report from Faculty Senate; Adjunct Faculty; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 72-94)

Dr. Stuart Blacklaw, Vice President for Instruction and Student Services Division, presented an update on the following:

- 2015 - 2016 Academic Calendar (see attached)
- Career and Technical Education Program - John Morgan, Dean, not in attendance but provided a [CTEC](http://www.yc.edu/v5content/district-governing-board/default.htm) video update presentation available on the District Governing Board website at <http://www.yc.edu/v5content/district-governing-board/default.htm> .

- Faculty Senate - Joani Fisher was recognized for her service as the Faculty Senate President during the 2013-2014 academic year.

- Adjunct Faculty Newsletter - Attached - Information Only

22. Quarterly Update from Yavapai College Advancement Division to Include: Yavapai College Foundation Endowment Building Campaign; - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 95-104)

Mr. Steve Walker, Vice President of College Advancement and Foundation, updated the Board on the Endowment Building Campaign which is to grow to \$16M by the year 2020. The strategy to achieve this goal includes outstanding leadership from Foundation Board members; excellent marketing materials; thoughtful and continuous activities; meet and know YC donors; and expect success. 2014 Endowment Campaign is currently at \$11M and on track to exceed the 2020 goal.

23. Reports from Board Members - INFORMATION AND/OR DISCUSSION

No reports from Board members.

24. SHORT RECESS – PROCEDURAL

No recess

25. MONITORING REPORTS – HEADING

26. Receipt of President's Monitoring Report - Executive Limitation 2.0 – Executive Limitation - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 107-111)

2.0 Executive Limitations

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

Mr. Harrington moved, seconded by Dr. McCarver, that we have read the President's Monitoring Report regarding Policy 2.0, 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 2.0. Motion carried unanimously.

27. Receipt of President's Monitoring Report - Executive Limitation 2.1.2 – Treatment of Students - MONITORING, DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 112-123)

Executive Limitation 2.1.2 Treatment of Students

The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on Student Success.

Dr. McCarver moved, seconded by Mr. Harrington, 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 the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1.2. Motion carried unanimously.

28. President's Evaluation Process - DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 124-128)

At the June 10, 2014 District Governing Board meeting, the Board is scheduled to evaluate the President's performance for FY 2013-2014. The evaluation will be based on the President's progress in meeting the Ends established by the Board and her compliance with the Executive Limitations and other applicable Board policies, as set forth in the Monitoring Reports. The following is the suggested schedule to complete the process:

1. The Board members will receive a performance summary from the President, applicable Monitoring Reports, other relevant information, and evaluation forms by May 16, 2014.
2. Board members are requested to complete the evaluation and forward to Lynne Adams, Legal Counsel, no later than May 30, 2014.
3. The information will be compiled by Lynne Adams.
4. The Board will present the compiled information to President Wills at the June 10, 2014 District Governing Board meeting in executive session.

Dr. McCarver moved, seconded by Mr. Harrington, to approve and adopt the President's evaluation form and process as written. Motion carried unanimously.

29. OWNERSHIP LINKAGE – HEADING

30. District Governing Board Ownership Survey- INFORMATION, DISCUSSION, AND/OR DECISION (see attached handout)

Tom Hughes, Director of Institutional Effectiveness and Research, presented a proposed District Governing Board Ownership On-line Survey. This survey will be an addition to the Board's Outreach Plan and provide ownership feedback/input for the September Retreat. Staff has consulted with Hanover Research, who suggested an online survey with paper surveys available. Staff is expecting a representative sample of 800 responses from both east and west counties. Timeline and sample survey are included in the handout. Marketing strategy will include postcards to the majority of households in Yavapai County. To eliminate duplicate responses, the survey system will only accept one response per IP address.

31. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT), and Yavapai College Foundation – INFORMATION AND/OR

DISCUSSION

- Arizona Association for District Governing Boards (AADGB) – No report
- Association of Community Colleges Trustees (ACCT) – No report
- Yavapai College Foundation – Dr. McCarver reported that the April 9, 2014 meeting included a presentation on dual enrollment, Southwest Wine Center fund raising activities, and election of new Officers and Board members. The Annual Foundation Meeting will be May 14th in the Performing Arts Center.
- Board Spokesperson – No report

32. OTHER INFORMATION – HEADING

33. Correspondence to the Board – RECEIPT

Correspondence received included: Yavapai County Treasurer email RE: Public Records Request for Yavapai College Collection and *Journal Extra* publication article “Bring jewelry classes back to Clarkdale.”

34. Planning of September 8, 2014 District Governing Board Retreat - DISCUSSION AND/OR DECISION

Board members discussed the planning of the September 8, 2014 District Governing Board Retreat;

- Facilitators - The Board suggested Linda Buchanan, Community Education-Outreach Coordinator, to facilitate.
- Proposed Topic - review multiple campus community college models that are successful in engaging with the community; Policy Governance role in improving the ownership connection; survey results;

Dr. Wills will compile several tools (not limited to Policy Governance models): Pima Community College’s “Report to the Community,” which includes open sessions for public input; National Endowment for the Humanities’ program for community engagement; and ACCT leadership in ownership linkage. The Marketing staff will also provide a report on the Focus Group discussions that were conducted this spring.

35. Proposed Dates and Places of Future Meetings for 2014 - DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 132-133)

Board members reviewed dates and places of future events/meetings.

36. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Dr. McCarver moved, seconded by Mr. Filardo, that the meeting be adjourned. Motion carried unanimously.

Regular meeting adjourned at 3:26 p.m.

Respectfully submitted:

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

Date: June 10, 2014

_____/S/_____
Mr. Ray Sigafoos, Chair

_____/S/_____
Dr. Patricia McCarver, Secretary

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www2.yc.edu.
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*

Presenter : Ray Sigafoos

Start Time : 1:05 PM

Item No : 6

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/21/2014

Item Type : Decision Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Adoption of Agenda - DECISION

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:10 PM

Item No : 7

Proposed By : Ray Sigafoos

Time Req : 30

Proposed : 6/2/2014

Item Type : Procedure Item

Policy No.	Description	Ref No
2.3.4	The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.	344944

Description : EXECUTIVE SESSION - A.R.S.§38-431.03 (A)(3), (A)(7) - Sedona Cultural Park Real Property Exchange Agreement - PROCEDURAL

Details : Pursuant to A.R.S. §38-431.03 (A)(3), (A)(7), Discussion regarding the Sedona Cultural Park Real Property Exchange Agreement.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:40 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 6/2/2014

Item Type : Decision Item

Policy No.	Description	Ref No
3.1	<p>The Board shall govern Yavapai College proactively rather than reactively. The Board shall stay adequately informed by incorporating within the Board meeting reports from the President on strategic issues and engaging the Board in strategic thinking on relevant issues and approach its task with a style which emphasizes:</p> <ul style="list-style-type: none">- outward vision rather than an internal preoccupation- diversity in viewpoints;- strategic leadership derived from future rather than past or present thinking;- clear distinction of Board and staff roles;- collective rather than individual decisions; and- emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects. <p>More specifically, the Board shall:</p>	396360

Description : Convene in Public Session with Possible Action RE: Sedona Cultural Park Real Property Exchange Agreement - DECISION

Details : 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.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:45 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 30

Proposed : 3/21/2014

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Open Call - Procedural

Details : This is an opportunity for residents of Yavapai County to provide their input on any issue within the jurisdiction of the Yavapai College District Governing Board. Under the Arizona Open Meeting Law, A.R.S. §38-431.01 (H), at the conclusion of the Open Call, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, or may ask that a matter be put on a future Board agenda. However, members of the public body shall not discuss or take legal action on matters raised during an Open Call to the public unless the matters are properly noticed for discussion and legal action.

If you wish to address the Board, please complete a "Request to Speak" form, and give it to the recording Secretary and be prepared to limit your remarks to three minutes.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:15 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/21/2014

Item Type : Heading

Policy No.	Description	Ref No
3.4.3.4	The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making. Therefore, the Consent Agenda will be used to: a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract and b) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.	429146

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:15 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/21/2014

Item Type : Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none">a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract andb) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.	429146

Description : Receipt of Report on Revenues and Expenditures - May 2014 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : This item is on the consent agenda to comply with A.R.S. §15-1461 - District Budget

District Governing Board Detail Budget Report, Expenditures & Vendors - May 2014

Included is the Financial Update Report highlighting the status of several key financial indicators.

The report of Revenue and Expenditures for the eleventh month of FY 2013-2014 ending May 31, 2014 is attached. Expenditures are reported on the accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update _May in June.pdf	Jun 04, 2014	Financial Update _May in June.pdf
YCFS May 2014 - Governing Board Budget Report.pdf	Jun 04, 2014	YCFS May 2014 - Governing Board Budget Report.pdf
Revenues__Expenditures_Cover_Sheet_May in June.pdf	Jun 04, 2014	Revenues__Expenditures_Cover_Sheet_May in June.pdf
YCFS May 2014_Summary.pdf	Jun 04, 2014	YCFS May 2014_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

May 2014

FY2013-2014 Close and Audit

- The year-end close for FY2013-2014 is planned for September 2014.
- The auditors are scheduled to begin their preliminary field work in July, return in October, and wrap up in December. The audit report (Comprehensive Annual Financial Report) will be issued in mid-December 2014 in time to qualify for the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association (GFOA).
- The Comprehensive Annual Financial Report (CAFR) for FY2013-2014 will be presented to the Board in early 2015.

FY 2013-2014 Budget

General Fund

- Total property taxes collected have historically been approximately .5% less than the levy. We expect this trend to continue.
- Tuition and fees is projected to come in at budget for the fiscal year.
- Expenditures are expected to be below budget primarily due to **unspent contingency budgets, a "healthcare premium" holiday** that occurred in January, and from vacancy savings.

Auxiliary Fund

- Residence Hall and Food Service losses are expected to be higher than budgeted due to lower than expected occupancy.
- The Performing Arts Center is expected to have a larger net loss than budgeted. This is due to lower than expected net profit on shows and related food/beverage operations.

Unexpended Plant Fund

- The Unexpended Plant Fund currently has a surplus. Expenditures are expected to be below budget for the fiscal year ended June 30, 2014, as a result of less equipment and preventative maintenance expenditures being incurred.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
REPORT OF EXPENDITURES**

**For the Eleven Months Ended May 31, 2014
Fiscal Year 2013-2014**

District Governing Board

Fiscal Year 2013-14 Appropriation:

\$ 179,447

		Year-to-Date	Encumbered	Total
	Purpose	Expenditures	Obligations	Expenditures/ Encumbrances
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 31,073	\$ 2,662	\$ 33,735
Assoc. of Community College Trustees	Membership Dues	5,399	-	5,399
Assoc. of Community College Trustees	Conference Fees	5,615	-	5,615
Arizona Assoc of District Governing Brds	Membership Dues	1,000	-	1,000
Albert Filardo	Travel	725	-	725
Dale Fitzner	Travel	6,059	-	6,059
Jerry Brown PR	Consulting Services	2,748	-	2,748
Karen Jones	Travel	1,118	-	1,118
Osborn Maledon PA	Attorneys	27,280	32,720	60,000
Ourboardroom Technologies	Software maintenance	18,500	-	18,500
Penelope Wills	Travel	1,880	-	1,880
Ray Sigafos	Travel	1,184	-	1,184
Roswell Bookbinding	Board Minutes	215	1,285	1,500
Sharpsdots.com	Printing Services	-	4,447	4,447
Sodexo Inc.	Food Supplies	1,784	3,216	5,000
Supplies/Other	Various Vendors	443	-	443
Thee Place	Food Supplies	885	1,115	2,000
Yavapai Broadcasting	Board Meetings	2,250	750	3,000
YC Printing Services	Printing	3,560	-	3,560
				<u>157,913</u>
Remaining Budget - May 31, 2014				<u>\$ 21,534</u>

Note 1: Expenditures reported on the accrual basis of accounting.

DATE June 10, 2014

SUBJECT

Acceptance of Report of Revenues and Expenditures

REASON FOR CONSIDERATION BY THE BOARD

The District Governing Board reviews the College financial report.

BACKGROUND INFORMATION

Included is the Financial Update Report, highlighting the status of several key financial indicators.

The report of Revenues and Expenditures for the eleven months of FY2013-2014 ending May 31, 2014, is attached. Expenditures are reported on the accrual basis of accounting.

The General Fund gross revenues exceed projections at 94.0% of budget. Tuition and fees revenues are 100.2% of budget reflecting summer 2014 semester enrollments. State aid for the fourth quarter of the fiscal year was received in April 2014. General Fund expenditures represent 85.6% of the budget through eleven months. Currently, General Fund revenues exceed expenditures/encumbrances by \$3,469,800.

Total General Fund revenues are expected to be above budget by about \$8,400. General Fund expenditures are projected to be under budget by approximately \$1,424,500. This is a result of several factors including vacancy savings, unspent contingency funds, a "healthcare premium" holiday which occurred in January 2014, and the continuous efforts by departments to incorporate cost management practices in decision making.

The Auxiliary Fund accounts for enterprise activities and other college-related support activities. The presentation is separated into two sections consistent with the annual adopted budget. The first area presented is for those enterprise activities which are meant to be self-sufficient. Currently, those activities are in a deficit position as budgeted. The second presentation is for those areas supported by General fund tuition and fees. Currently, those activities are in a surplus position. Overall, the Auxiliary Fund, which was budgeted to break-even, is expected to have a deficit. This is due to the Residence Halls, Food Services (meal plans) and the Performing Arts Center having larger losses than projected.

Unexpended Plant Fund revenues are slightly above projections and expenditures are moderately below projections. Unexpended Plant Fund revenues represented 92.9% of budget through eleven months and exceed the Unexpended Plant Fund expenditures by \$1,213,100. For the fiscal year ended June 30, 2014, the Unexpended Plant Fund is projected to have a surplus.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eleven Months Ended May 31, 2014 - 91.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

SUMMARY - ALL FUNDS

	<u>Year-to-Date Revenues</u>				<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
General Fund	\$ 38,899,377				\$ 38,899,377	\$ 41,373,000	94.0%
Restricted Fund	13,020,971				13,020,971	14,586,000	89.3%
Auxiliary Fund	3,104,303				3,104,303	3,725,700	83.3%
Unexpended Plant Fund	17,124,742				17,124,742	18,442,600	92.9%
Debt Service Fund	6,320,260				6,320,260	6,928,000	91.2%
TOTALS	<u>78,469,653</u>				<u>78,469,653</u>	<u>85,055,300</u>	<u>92.3%</u>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):							
General Fund		\$ 34,703,713	\$ 2,040,745	\$ 1,314,843	\$ 35,429,615	\$ 41,373,000	85.6%
Restricted Fund		13,020,971	265,465	94,292	13,192,144	14,586,000	90.4%
Auxiliary Fund		3,221,837	146,547	96,077	3,272,307	3,725,700	87.8%
Unexpended Plant Fund		11,168,903	4,742,704	-	15,911,607	18,442,600	86.3%
Debt Service Fund		886,753	5,433,148	-	6,319,901	6,928,000	91.2%
TOTALS		<u>63,002,177</u>	<u>12,628,609</u>	<u>1,505,212</u>	<u>74,125,574</u>	<u>85,055,300</u>	<u>87.1%</u>
SURPLUS/(DEFICIT)					<u>4,344,079</u>	<u>-</u>	

COMMENTS:

Through the eleventh month, 87.1% of budget has been committed (excluding labor encumbrances) compared to 92.3% of revenues received.

The Budget currently has a surplus of \$4,344,079.

Note 1: Expenditures reported on the accrual basis of accounting.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eleven Months Ended May 31, 2014 - 91.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

GENERAL FUND

	<u>Year-to-Date Revenues</u>			<u>Total Revenues</u>	<u>FY 13/14 Budget</u>	<u>Percent of Budget</u>	<u>FY 13/14 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:								
Primary Property Taxes	\$ 28,326,001			\$ 28,326,001	\$ 31,134,600	91.0%	\$ 31,010,000	\$ (124,600)
Tuition and Fees	11,329,137			11,329,137	11,310,000	100.2%	11,310,000	-
State Appropriations	893,900			893,900	893,900	100.0%	893,900	-
Other Revenues	450,751			450,751	350,000	128.8%	460,000	110,000
Interest Income	45,047			45,047	25,000	180.2%	48,000	23,000
Fund Balance Applied to Budget	1,831,408			1,831,408	1,997,900	91.7%	1,997,900	-
General Fund Transfer Out	(3,976,867)			(3,976,867)	(4,338,400)	91.7%	(4,338,400)	-
TOTAL REVENUES	38,899,377			38,899,377	41,373,000	94.0%	41,381,400	8,400

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 13/14 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 13/14 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (note 1):								
Instruction	\$ 14,896,856	\$ 396,596	\$ 244,399	\$ 15,049,053	\$ 16,535,000	91.0%	\$ 16,204,300	\$ (330,660)
Academic Support	3,634,786	239,573	216,540	3,657,819	4,478,000	81.7%	4,388,440	(89,560)
Institutional Support	6,959,849	734,908	409,513	7,285,244	8,589,000	84.8%	8,417,220	(171,780)
Student Services	3,770,268	256,048	227,636	3,798,680	4,441,000	85.5%	4,352,180	(88,820)
Operation/Maintenance of Plant	4,727,886	385,994	210,255	4,903,625	5,885,000	83.3%	5,767,300	(117,700)
Scholarships	629,335	10,895	-	640,230	776,000	82.5%	716,000	(60,000)
Public Service	84,733	16,731	6,500	94,964	119,000	79.8%	103,000	(16,000)
Tuition Contingency	-	-	-	-	550,000	0.0%	-	(550,000)
TOTAL EXPENDITURES	34,703,713	2,040,745	1,314,843	35,429,615	41,373,000	85.6%	39,948,440	(1,424,520)
SURPLUS/(DEFICIT)				\$ 3,469,762	\$ -			

COMMENTS:

Through the eleventh month, 85.6% of budget has been committed (excluding labor encumbrances) compared to 94.0% of revenues received.

Fourth quarter State Aid was received in April 2014.

The Budget currently has a surplus of \$3,469,762.

Note 1: Expenditures reported on the accrual basis of accounting.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eleven Months Ended May 31, 2014 - 91.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>			<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:						
Federal Grants and Contracts	\$ 11,779,433			\$ 11,779,433	\$ 13,456,000	87.5%
State Grants and Contracts	78,612			78,612	180,000	43.7%
Private Gifts, Grants and Contracts	395,120			395,120	350,000	112.9%
Proposition 301 Funds	556,825			556,825	550,000	101.2%
Fund Balance Applied to Budget	50,000			50,000	50,000	100.0%
Reimbursement Due	160,981			160,981	N/A	N/A
TOTAL REVENUES	13,020,971			13,020,971	14,586,000	89.3%

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
Instruction	\$ 1,659,959	\$ 200,345	\$ 37,600	\$ 1,822,704	\$ 2,612,000	69.8%
Student Services	973,310	60,249	51,821	981,738	1,100,000	89.2%
Scholarships	10,306,391	-	-	10,306,391	10,753,000	95.8%
Public Service	81,311	4,871	4,871	81,311	121,000	67.2%
TOTAL EXPENDITURES	13,020,971	265,465	94,292	13,192,144	14,586,000	90.4%
SURPLUS/(DEFICIT)				\$ (171,173)		

COMMENTS:

Restricted Funds expended only to the extent that Grants and Gifts are received.

Note 1: Expenditures reported on the accrual basis of accounting.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eleven Months Ended May 31, 2014 - 91.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

AUXILIARY FUND

AREAS THAT ARE MEANT TO BE SELF-SUFFICIENT

	Expenditures (note 1)					Year-to-date Profit/(Loss)	Budgeted Profit / (Loss)	FY 13/14 Estimate	Budget to Estimate Variance
	Revenues	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances				
AUXILIARY ENTERPRISES									
Residence Halls	\$ 845,890	\$ 833,080	\$ 23,094	\$ 10,934	\$ 845,240	\$ 650	\$ -	\$ (30,000)	\$ (30,000)
Food Service	32,602	215,986	-	-	215,986	(183,384)	(79,400)	(190,000)	(110,600)
Vending	32,639	-	-	-	-	32,639	30,000	34,000	4,000
Bookstore	192,926	22,275	-	-	22,275	170,651	185,700	188,500	2,800
Performing Arts Center	347,030	983,760	47,254	26,137	1,004,877	(657,847)	(449,700)	(655,000)	(205,300)
Edventures	128,642	152,070	3,773	3,773	152,070	(23,428)	(21,000)	(10,000)	11,000
Family Enrichment Center	474,915	592,182	41,519	28,902	604,799	(129,884)	(194,300)	(180,000)	14,300
TOTAL ENTERPRISES	2,054,644	2,799,353	115,640	69,746	2,845,247	(790,603)	(528,700)	(842,500)	(313,800)

AREAS SUPPORTED BY GENERAL TUITION AND FEES

	Year-to-Date Revenues	Total Revenues	Budget	Percent of Budget	FY 13/14 Estimate	Budget to Estimate Variance
REVENUES:						
Other Revenues	\$ 256,942	\$ 256,942	\$ 195,200	131.6%	\$ 290,000	\$ 94,800
Private Gifts	239,342	239,342	308,000	77.7%	295,000	(13,000)
Fund Balance Applied to Budget	91,667	91,667	100,000	91.7%	100,000	-
General Fund Transfer In	608,375	608,375	657,500	92.5%	657,500	-
Auxiliary Fund Transfer Out	(146,667)	(146,667)	(160,000)	91.7%	(160,000)	-
TOTAL REVENUES	1,049,659	1,049,659	1,100,700	95.4%	1,182,500	81,800

	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget	FY 13/14 Estimate	Budget to Estimate Variance
EXPENDITURES (note 1):								
Auxiliary Enterprises	\$ 312,644	\$ 24,929	\$ 20,353	\$ 317,220	\$ 388,000	81.8%	\$ 344,000	\$ (44,000)
Public Service	109,840	5,978	5,978	109,840	84,000	130.8%	108,000	24,000
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	422,484	30,907	26,331	427,060	572,000	74.7%	452,000	(120,000)
SURPLUS/(DEFICIT)				622,599	528,700			
ENTERPRISE SURPLUS/(DEFICIT)				(790,603)	(528,700)			
TOTAL AUXILIARY FUND				(168,004)	-			

Note 1: Expenditures reported on the accrual basis of accounting.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eleven Months Ended May 31, 2014 - 91.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

UNEXPENDED PLANT FUND

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
Primary Property Taxes	\$ 8,727,834				\$ 8,727,834	\$ 9,591,300	91.0%
State Appropriations	248,600				248,600	-	100.0%
Yavapai College Foundation Donation	328,843				328,843	875,000	37.6%
Investment Income	19,657				19,657	10,000	196.6%
Revenue Bond Proceeds	4,300,000				4,300,000	4,300,000	100.0%
Fund Balance Applied to Budget	1,668,400				1,668,400	1,668,400	100.0%
General Fund Transfer In	1,831,408				1,831,408	1,997,900	91.7%
TOTAL REVENUES	17,124,742				17,124,742	18,442,600	92.9%
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):							
Preventative Maintenance		\$ 1,452,118	\$ 1,503,752	\$ -	\$ 2,955,870	\$ 4,246,000	69.6%
Unplanned Maintenance		444,344	14,285	-	458,629	500,000	91.7%
Capital Improvement Projects		7,669,286	2,947,007	-	10,616,293	10,045,000	105.7%
Equipment		1,301,488	210,816	-	1,512,304	2,473,000	61.2%
Furniture and Fixtures		161,186	1,277	-	162,463	250,000	65.0%
Library Books		73,377	43,094	-	116,471	98,700	118.0%
Principal/Interest on Capital Leases		67,104	22,473	-	89,577	82,600	108.4%
Operating Contingency		-	-	-	-	500,000	0.0%
Property Tax Contingency		-	-	-	-	247,300	0.0%
TOTAL EXPENDITURES		11,168,903	4,742,704	-	15,911,607	18,442,600	86.3%
SURPLUS/(DEFICIT)					1,213,135	-	

COMMENTS:

Through the eleventh month, 86.3% of budget has been committed (excluding labor encumbrances) compared to 92.9% of revenues received.

Fourth quarter State Aid was received in April 2014. The State restored the capital outlay appropriation beginning this fiscal year, the last appropriation was received in FY 2007-08.

The Budget currently has a surplus of \$1,213,135.

Note 1: Expenditures reported on the accrual basis of accounting.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eleven Months Ended May 31, 2014 - 91.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
Secondary Property Taxes	\$ 4,620,381				\$ 4,620,381	\$ 5,077,500	91.0%
Investment Income	10,462				10,462	7,500	139.5%
General Fund Transfer In	1,542,750				1,542,750	1,683,000	91.7%
Auxiliary Fund Transfer In	146,667				146,667	160,000	91.7%
Fund Balance Applied to Budget	-				-	-	100.0%
TOTAL REVENUES	6,320,260				6,320,260	6,928,000	91.2%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 3,611,667	\$ -	\$ 3,611,667	\$ 3,940,000	91.7%
Interest Payments	554,800	463,617	-	1,018,417	1,111,000	91.7%
Pledged Revenue Obligations						
Principal Payments	-	838,750	-	838,750	915,000	91.7%
Interest Payments	264,178	219,822	-	484,000	528,000	91.7%
Revenue Bonds						
Principal Payments	-	256,667	-	256,667	280,000	91.7%
Interest Payments	67,375	42,625	-	110,000	120,000	91.7%
Bank Fees	400	-	-	400	4,000	10.0%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	886,753	5,433,148	-	6,319,901	6,928,000	91.2%
SURPLUS/(DEFICIT)				359	-	

COMMENTS:

Through the eleventh month, 91.2% of budget has been committed (excluding labor encumbrances) compared to 91.2% of revenues received.

Note 1: Expenditures reported on the accrual basis of accounting.

Presenter : Ray Sigafoos

Start Time : 2:16 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/21/2014

Item Type : Consent Item

Policy No.	Description	Ref No
2.3.1	The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget.	344132

Description : Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.1 - Budget Deviation - May 2014 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : For consideration of approval of the monthly monitoring report for Executive Limitations 2.3.1 - Budget Deviation. The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget.

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 1_May in June.pdf	Jun 04, 2014	Monitoring Report Executive Limitations Policy 2 3 1_May in June.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
May 2014**

The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget.

President’s Interpretation:

The college budget is comprised of various categories (operating, capital, restricted, debt, and auxiliaries.) It is developed based on the information received from enrollment projections, state funding, local property tax projections, and estimated expenses based on Board Ends, Strategic Initiatives, and projected operating costs. The Board approves the budget in June for the upcoming year. As all of these projections are realized, the President will notify the Board of any material deviation of 5% or more variance for the individual funds. The college has established controls through Banner (e.g., approvals on requisitions, non-sufficient funds notifications, and fund security) to ensure early notification of any potential deviations. At all times, any budget transfers made between major funds may only be made within legal statutes and will require Board approval.

Supporting Evidence:

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the eleven months ended May 31, 2014, the General Fund has a surplus of \$3,469,800. This is primarily the result of tuition and fee revenues reflecting summer 2014 enrollments and expenditures being under budget.

For the fiscal year ended June 30, 2014, General Fund revenues are projected to be above budget by \$8,400 and expenditures are projected to be under budget by \$1,424,500, resulting in a net surplus of \$1,432,900 — a 3.4% positive variance.

Auxiliary Fund



For the fiscal year ended June 30, 2014, the Auxiliary Fund, which was budgeted to break-even, is expected to have a deficit. This is due to the Residence Halls, Food Services (meal plans) and the Performing Arts Center (PAC) having larger losses than projected. The District sold less meal plans than projected mainly due to lower residence hall occupancy. For the PAC, the net profit on shows and related food/beverage operations has been below projections.

The current projected deficit for the Auxiliary Fund is \$112,000, or 3.0% of the \$3,725,700 of budgeted expenditures. It is not expected that the Auxiliary Fund will have a deficit that exceeds 5% of budgeted expenditures at June 30, 2014.

Unexpended Plant Fund



- For the eleven months ended May 31, 2014, the Unexpended Plant Fund has a surplus of \$1,213,100.

For the fiscal year ended June 30, 2014, the Unexpended Plant Fund is projected to have a surplus.

Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. As of May 31, 2014, no significant negative variances from budget are expected.

Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long-term** bonds. College debt is at fixed rates of interest—for the eleven months ended May 31, 2014, there were no significant variances from budget.

President's Conclusion:

I report compliance.

Presenter : Ray Sigafoos

Start Time : 2:21 PM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/21/2014

Item Type : Consent Item

Policy No.	Description	Ref No
2.3.2	The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1million without specific Board authorization and a realistic recovery plan.	344943

Description : Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - May 2014 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : For consideration of approval of the monthly monitoring report for Executive Limitations 2.3.2 - Reserves. The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Funds reserves below \$1 million without specific Board authorization and a realistic recovery.

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 2_May in June.pdf	Jun 04, 2014	Monitoring Report Executive Limitations Policy 2 3 2_May in June.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.2 – Reserves
May 2014**

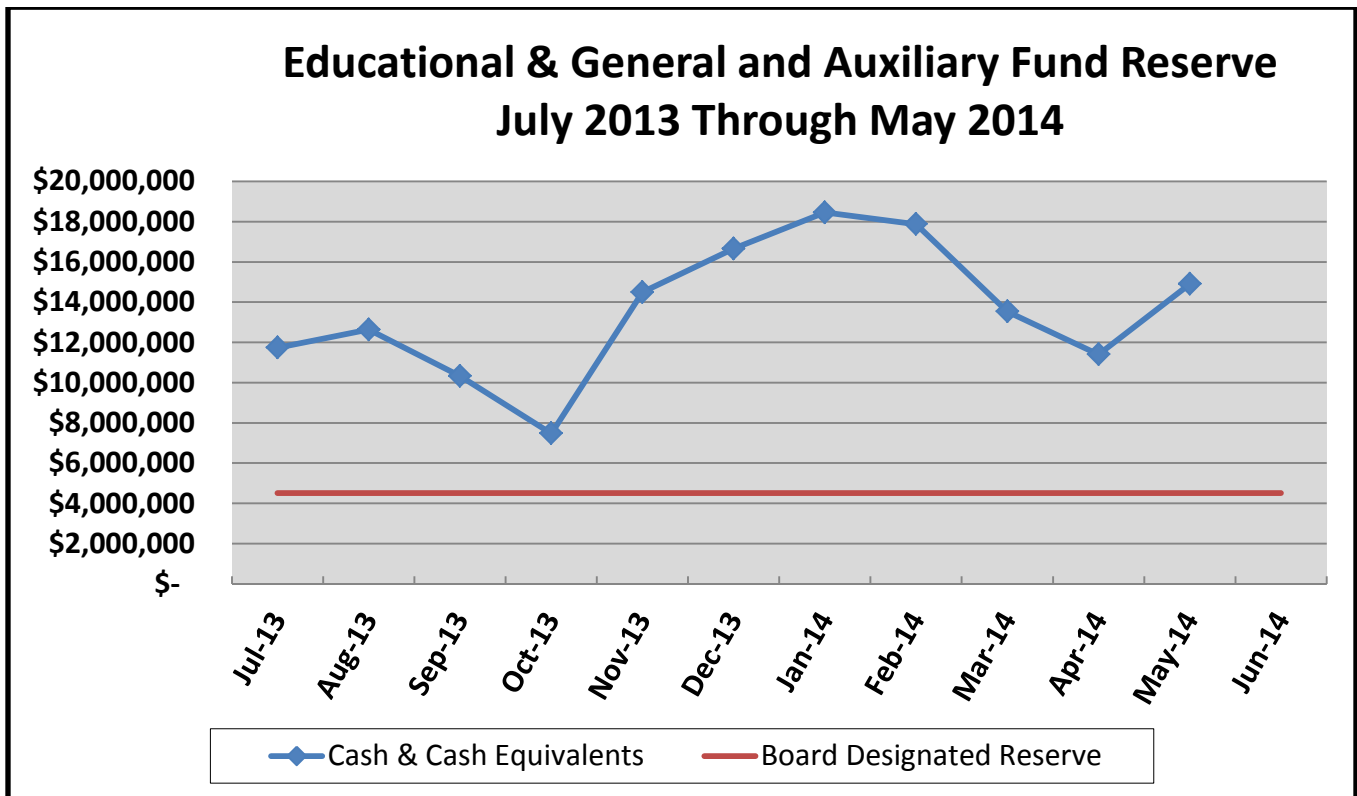
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

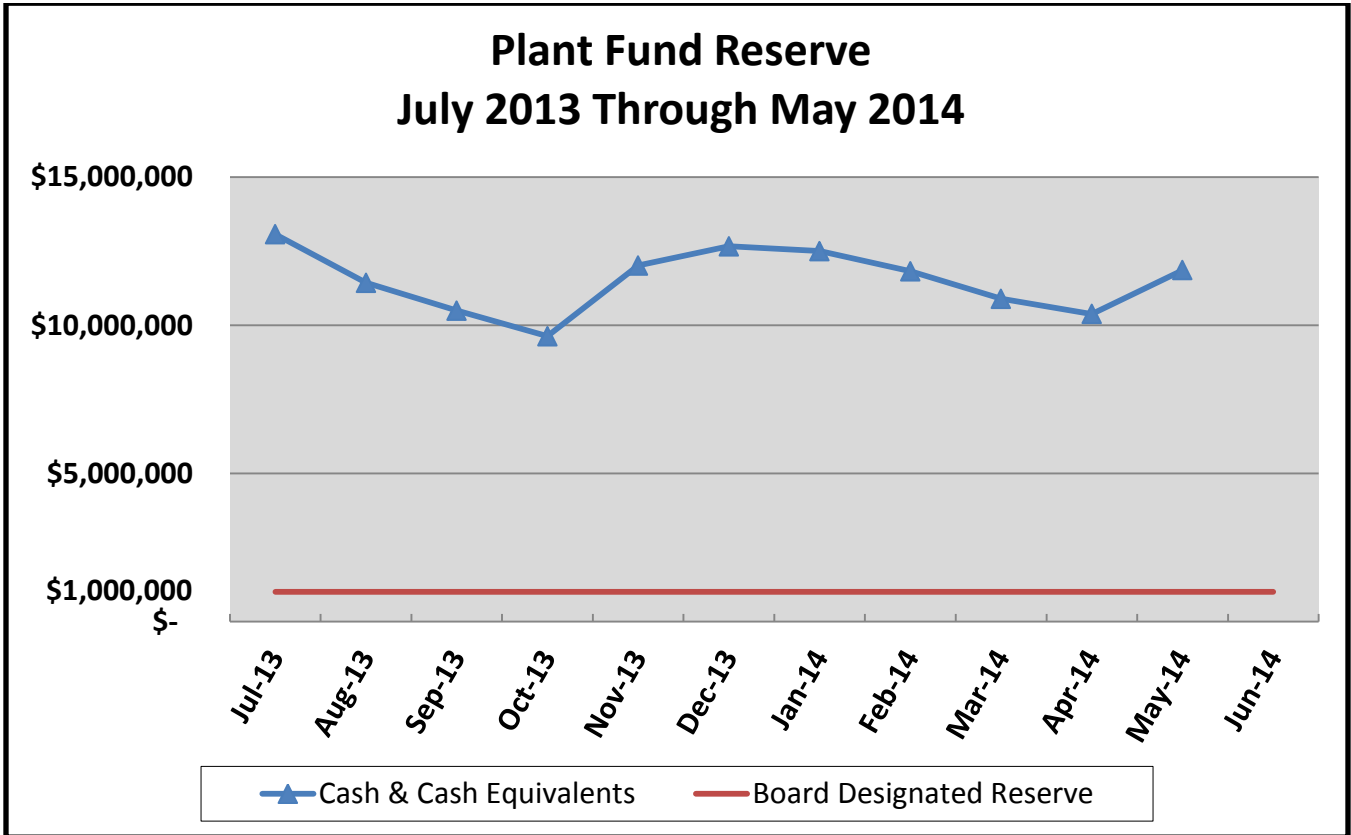
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves for more than a three-month period, below the 10% of the operating budgets and/or the Plant Fund Reserves below \$1 million, the college must seek Board approval. In the request, the administration must include in this budget adjustment request a realistic recovery plan to stabilize the reserves.

Supporting Evidence:

Source: Banner Finance



For the period July 1, 2013, through May 31, 2014, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2013, through May 31, 2014, Plant Fund reserves have exceeded the Governing Board’s designated reserve. As of May 31, 2014, Plant Fund reserves exceed the Governing Board’s designated reserve amount by \$10,859,000.

President’s Conclusion:

I report compliance.

Presenter : Ray Sigafoos

Start Time : 2:26 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 5/21/2014

Item Type : Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <p>a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract and</p> <p>b) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.</p>	429146

Description : For Consideration of Approval of Public and Charter School Dual Enrollment Intergovernmental Agreements with Yavapai Community College District -RECEIPT, DISCUSSION, AND/OR DECISION

Details : The attached Intergovernmental Agreement (IGA's) will enable Yavapai College to provide Dual Enrollment Courses from July 1, 2014 through June 30, 2015, to eligible students for the following School Districts:

- Ash Fork Joint Unified School District No. 31
- Bagdad Unified School District No. 20
- Camp Verde Unified School District No. 28
- Chino Valley Unified School District No. 51
- Humboldt Unified School District No. 22
- Mayer Unified School District No. 43
- Mingus Union High School District No. 4
- Mountain Institute Joint Technology Education District No. 2
- Northpoint Expeditionary Learning Academy
- Prescott Unified School District No. 1
- Sedona-Oak Creek Joint Unified School District No. 9
- Tri-City College Preparatory High School

Exhibit B - Type of Instruction Dual Enrollment Courses, identifies specific courses being offered with each institute.

Attachments :

Title	Created	Filename
Dual Enrollment IGA.pdf	Jun 04, 2014	Dual Enrollment IGA.pdf
Current Dual Enrollment Courses for All Yavapai County Schools for 2014-15.pdf	Jun 04, 2014	Current Dual Enrollment Courses for All Yavapai County Schools for 2014-15.pdf

**INTERGOVERNMENTAL AGREEMENT
BETWEEN**

AND

This Intergovernmental Agreement (“Agreement”) is entered into this _____ day of _____, 2014, between _____ (“College”), and _____ (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) § 11-951.

BACKGROUND

College and School District are authorized to enter into this Agreement pursuant to A.R.S. § 15-342(13), § 15-701.01(G), § 15-1444(B)(4), and § 15-1821.01. Grant schools are authorized to participate in this Agreement under the Tribally Controlled Schools Act, 25 U.S.C. § 2501 *et seq.* This Agreement and its use are mandated under A.R.S. § 15-1821.01(1).

College has determined that it is desirable to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

School District desires that College provide to high school students college level courses that may be counted toward both high school and college graduation.

AGREEMENT

In consideration of the mutual promises contained herein, the Parties agree as follows:

1. PURPOSE

The purpose of this Agreement is to set forth the understanding of the Parties as to their respective responsibilities and rights in providing Dual Enrollment Courses, as defined in Section 2 below, to eligible School District students.

2. DEFINITION

Pursuant to A.R.S. § 15-101(11), a “Dual Enrollment Course” is defined as a college level course that is conducted on the campus of a high school or on the campus of a joint technological education district, and that is:

- A. applicable to an established community college academic degree or certificate program, and transferable to a university under the jurisdiction of the Arizona Board of Regents; or

- B. applicable to a community college occupational degree or certificate program.
- C. Notwithstanding the foregoing, physical education shall not be available as a Dual Enrollment Course.

3. EFFECTIVE DATE AND TERM

- A. This Agreement shall be effective:
 - i. After the governing boards of School District and College have approved it; and
 - ii. On the date that authorized representatives of both Parties have signed it (“Effective Date”).
- B. The term of this Agreement shall be from the Effective Date through June 30, 2015 (“Term”).

4. OBLIGATIONS OF COLLEGE

4.1 General Course Requirements

- A. College will offer Dual Enrollment Courses to School District juniors and seniors, and to freshman and sophomore students subject to Paragraph F in this Section 4.1 who meet College’s prerequisites.
- B. Pursuant to A.R.S. § 15-1821.01(3), College will ensure that all Dual Enrollment Courses offered to School District students are:
 - 1. of a quality and depth to qualify for college credit as determined by College;
 - 2. evaluated and approved through the College curriculum approval process;
 - 3. at a higher level than taught by the School District high school;
 - 4. transferable to an Arizona public university or applicable to an established community college occupational degree or certificate program; and
 - 5. compliant with all other standards for College courses.

Dual Enrollment Courses offered pursuant to this Agreement are listed in Exhibit B attached to this Agreement.

- C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. A student who is under eighteen (18) years of age may be

granted admission if the student meets the pre-requisites for the Dual Enrollment Course and the student achieves any one of the following:

1. a composite score of ninety-three (93) or more on the preliminary scholastic aptitude test;
2. a composite score of nine hundred thirty (930) or more on the scholastic aptitude test;
3. a composite score of twenty-two (22) or more on the American college test;
4. a passing score on the relevant portions of the Arizona instrument to measure standards test;
5. the completion of a college placement test designated by College that indicates the student is at the appropriate college level for the course; or
6. is a graduate of a private or public high school or has a high school certificate of equivalency.

Home schooled students are exempt from Sections 1-6 of this Paragraph C. Notwithstanding the above, a student who enrolls in a vocational or occupational education course may be admitted on an individual basis with the approval of College if the student meets the established requirements of the course for which the student enrolls and College determine that the student's admission is in the best interest of the student. College retains the right to refuse admission to and remove a student from Dual Enrollment Courses in accordance with College policy.

D. College has the right to limit the number of semester hours in which a student may enroll in Dual Enrollment Courses to not less than six (6) credit hours per semester.

E. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*

F. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 5.1(E) below, College may waive the class status requirements set forth in Section 4.1(A) for up to twenty-five percent (25%) of the students enrolled for Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course which shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet the Dual Enrollment Course prerequisites are prepared to benefit from the college level course. College shall report all exceptions and the justification for each exception.

G. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.

H. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.

I. For each student, College will assign an identification number to the student that shall correspond to or reference the Student Accountability Information System (SAIS) number assigned to the student. School District will provide College with the SAIS number for each student as provided in Section 5.1(G).

J. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

4.2 Instructors and Instruction

A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.

B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

4.3 Assessment and Monitoring

A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.

B. College will involve full-time College faculty who teach a particular discipline in the selection, orientation, ongoing professional development and evaluation of School District faculty teaching Dual Enrollment Courses.

C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school Scope and Sequence, and to review and amend the course outlines as necessary.

D. College will provide career counseling and advisement for School District students while they are enrolled in Dual Enrollment Courses.

4.4 Policy and Procedure

A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.

B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.

C. College will provide School District access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to Title 34, Part 99, Section 99.31 of the Code of Federal Regulations, the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

4.5 Students with Disabilities

A. After notification from School District of a student's need, if College is providing the instructor, College will cooperate with School District to ensure the instructor complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Individuals with Disabilities Education Act ("IDEA"). College shall work with School District in determining appropriate accommodations, however, School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.

B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act ("ADA") and Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

4.6 Reporting

College will submit a report to the Joint Legislative Budget Committee pursuant to A.R.S. § 15-1821.01(2)(b) when necessary, and School District will provide College with data that is required for inclusion in any such report in a timely fashion, as specified in Section 5.6.

5. OBLIGATIONS OF SCHOOL DISTRICT

5.1 General Course Requirements

A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.

B. Pursuant to A.R.S. § 15-1821.01(6), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student and is currently enrolled in and attending a full-time instructional program, as defined in A.R.S. § 15-901, in a school in School District, except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.

C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the policies, regulations and instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at the School District facility during the day.

D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College's catalog and complies with College policies and this Agreement regarding student placement in courses.

E. The School District Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(F) above.

F. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.

G. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's SAIS number and provide that number to College.

5.2 Instructors and Instruction

A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.

B. School District will ensure that instructors teaching Dual Enrollment Courses provide instruction in accordance with policies, regulations and instructional standards of College and comply with College assessments.

C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding ten (10) consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

5.3 Assessment and Monitoring

A. School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school scope and sequence to review and amend the course outlines as necessary.

B. School District will provide counseling and advisement for School District students while they are enrolled in Dual Enrollment Courses.

5.4 Policy and Procedure

A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:

1. has completed the necessary registration forms;
2. has completed College assessment examinations, if required by College;
3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and

5. is aware of the requirements for determination of resident/nonresident tuition.

B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.

C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to FERPA, School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

5.5 Students with Disabilities

School District will determine the appropriate accommodations for each qualified student with disabilities in accordance with the ADA and Section 504 of the Rehabilitation Act of 1973, submit appropriate documentation on students with disabilities to the Disabilities Coordinator at College, and implement accommodations as required by Federal and State law and as negotiated between the College Disability Resource office and School District. School District shall work with College in determining appropriate accommodations. School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.

5.6 Reporting

School District will provide to College any data or other information that is required for the submission of the report required by A.R.S. § 15-1821.01(2)(b).

5.7 Facilities and Funding

A. School District will provide classroom/laboratory space in which Dual Enrollment Courses and activities will be conducted. Facilities and ancillary services provided for the delivery of Dual Enrollment Courses shall comply with all applicable provision of the state Fire Marshall Code, A.R.S. § 41-2161 et seq. (access for disabled persons), and all other applicable federal and state laws.

B. Payment, if any, for facilities and ancillary services shall be designated in Exhibit A attached to this Agreement.

6. MUTUAL AGREEMENTS

6.1 Instructor

A. Throughout the term of this Agreement, an instructor provided by School District shall remain an employee of School District, and shall be subject to the terms and conditions of the instructor's employment contract and School District policy, but shall also be subject to continuing approval by College. Should a School District instructor violate College procedure or policy, College may

withdraw authorization for the instructor to participate in the dual enrollment program and School District, upon such withdrawal of authorization, shall substitute another qualified instructor and notify College in writing of such substitution. The instructor must be approved by College pursuant to the terms of this Agreement.

B. Throughout the term of this Agreement, an instructor provided by College shall remain an employee of College, and shall be subject to the terms and conditions of the instructor's employment contract and College policy, but shall also be subject to School District policy. Should an instructor violate School District procedure or policy, School District may ask College to withdraw authorization for the instructor to participate in the dual enrollment program and College, upon such withdrawal of authorization, shall substitute another qualified instructor and notify School District in writing of such substitution.

6.2 Student

Each student enrolled in a Dual Enrollment Course, even though enrolled as a College student during the term of the Dual Enrollment Course, shall remain a student of School District and shall follow the schedule and calendar of classes as established by School District and approved by College.

6.3 Removal from Course

School District retains the right to refuse to allow a student to enroll in a Dual Enrollment Course and to discipline and/or remove any student from the Dual Enrollment Course in accordance with School District policies. College shall have the right to request School District to remove a student from a Dual Enrollment Course in accordance with College policy.

6.4 Schedule and Number of Students

School District and College shall mutually determine the schedule of, and maximum and minimum number of students to enroll in, each Dual Enrollment Course. Such schedule shall not be changed except by written agreement of School District and College. School District and College must mutually agree if any student who is not a student of School District will be enrolled in a Dual Enrollment Course; provided, however, that any such student must comply with the admissions requirements and course prerequisite requirement provisions of this Agreement.

6.5 Availability of Instructors

Availability of Dual Enrollment Courses offered by College shall be dependent on the availability of appropriately qualified instructors. College may compensate School District for the services of a qualified instructor provided by School District or, alternatively, College may provide a qualified instructor to deliver any Dual Enrollment Course.

6.6 Guidelines

School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual

enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

6.7 Rigor of Courses

College and School District agree that college level courses are rigorous and demanding courses, and the standards and criteria of any Dual Enrollment Course shall meet statutory and College criteria, and such criteria shall not be diminished for the purpose of the dual enrollment program.

7. FINANCIAL PROVISIONS AND FORMAT FOR BILLING: See Exhibit A attached.

7.1 Fees

Fees and charges for the Dual Enrollment Courses and program are provided on Exhibit A attached to this Agreement.

7.2 Supplies

School District will provide and pay for basic textbooks, workbooks, supplies and other costs related to the teaching of and the administration of Dual Enrollment Courses within School District.

7.3 Tuition

A. Either the student or School District shall be responsible for payment of tuition to College, as specified in Exhibit A.

B. College may provide grants, scholarships or financial aid in accordance with College policies and as set forth in Exhibit A. In addition, College may offset tuition payments owed to College by School District with payments due from College to School District.

C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the residency status of the student. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student under the age of nineteen years will be that of the student's parent or legal guardian, and any student who is not a legal resident of Arizona will be charged out of state tuition rates.

7.4 Billing Format

The format for the billing of all services pursuant to this Agreement is set forth on Exhibit A. The Billing Format shall include all information required by A.R.S. § 15-1821.01(1)(a).

8. CONTINUATION OF AGREEMENT

The continuation of this Agreement beyond the initial fiscal year is dependent on and subject to the appropriation and availability of funding for each Party in each subsequent fiscal year. If sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that

Party shall so notify the other Party and either Party may cancel this Agreement and have no further obligation to the other Party. In the alternative, the Parties may by mutual written agreement, modify this Agreement to reduce the level of compensation, services or other consideration provided.

9. RECORDS

All accounts, reports, files and other records relating to this Agreement shall be kept for a minimum of five (5) years after termination of this Agreement and shall be open to reasonable inspection and audit by the other party during that period. Audits may be conducted, at a time mutually agreed upon by the parties, by any appropriate political subdivision or agency of the State of Arizona or by representatives of the comptroller General of the United States or the Secretary of Education when required by applicable federal regulations.

10. CONFIDENTIALITY

All written student records shall be kept confidential in accordance with FERPA and regulations adopted pursuant to FERPA, the IDEA and regulations adopted thereunder, and applicable state laws and school board policies controlling the disclosure of personally identifiable information from a student's education records.

11. TERMINATION/DISPOSITION OF PROPERTY

11.1 Termination

Either Party may terminate this Agreement for any reason following written notice to the other Party of intent to terminate delivered not less than 90 days prior to the intended date of termination. Except as provided in this section 11, termination shall only be effective at the end of a semester, and no Dual Enrollment Course shall be terminated prior to such effective date.

11.2 Risk to Health or Safety

If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party's mission or operations, that Party may request that a meeting between the Parties be convened within 48 hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five working days of such meeting. If reconciliation is not achieved within the five day period, this Agreement will automatically terminate.

11.3 No Relief from Obligations

Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

11.4 Disposition of Property

The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program

shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

12. RESPONSIBILITY

12.1 Conduct of Operations

Each Party agrees to be responsible for the conduct of its operations and performance of contract obligations and the actions of its own personnel while performing services under this Agreement, and each party shall be solely responsible for supervision, daily direction, control of payment of salary (including withholding for payment of taxes and social security), workers' compensation and disability benefits.

12.2 Indemnification

Each Party, to the greatest extent legally permissible, shall indemnify, defend, and hold harmless the other Party from any liability resulting from the negligence, intentionally tortious, or willful misconduct of the indemnifying Party's employees, officers, students and agents.

13. CANCELLATION FOR CONFLICT OF INTEREST

This Agreement may be canceled pursuant to A.R.S. § 38-511, the pertinent provisions of which are fully incorporated herein by reference.

14. NON-ASSIGNABILITY

Neither Party may assign any right or delegate a duty or responsibility under this Agreement without the prior written consent of the other Party.

15. COMPLIANCE WITH NON-DISCRIMINATION LAWS

To the extent applicable, the Parties shall comply with all College policies and State and Federal laws and regulations, including Executive Order 99-4, which prohibit discrimination against any person based on race, religion, handicap, color, age, sex, sexual orientation, political affiliation or national origin, and the Parties shall prohibit discrimination in the employment or advancement in employment of a qualified person because of physical or mental disability including all applicable provisions of the ADA.

16. RIGHTS/OBLIGATIONS OF PARTIES ONLY

The terms of this Agreement are intended only to define the respective rights and obligations of the Parties. Nothing expressed herein shall create any rights or duties in favor of any potential third Party beneficiary or other person, agency or organization.

17. ENTIRE AGREEMENT

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained

herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

18. INVALIDITY OF PART OF THE AGREEMENT

If any part of this Agreement is held to be illegal, invalid or void by a court of competent jurisdiction, the remainder of this Agreement shall remain in full force and effect with those offending portions omitted.

19. GOVERNING LAW

This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing intergovernmental agreements and mandatory contract provisions of state agencies required by statute or executive order.

All statutes and regulations referenced in this Agreement are incorporated herein as if fully stated in their entirety in the Agreement. Each Party agrees to comply with and be responsible for the provisions, the statutes, and the regulations set out in this Agreement.

20. NOTICE

All notices, requests for payment, or other correspondence between the Parties regarding this Agreement shall be mailed United States postage prepaid or delivered personally to the respective parties at the following addresses:

If to College:

If to School District:

COLLEGE

SCHOOL DISTRICT

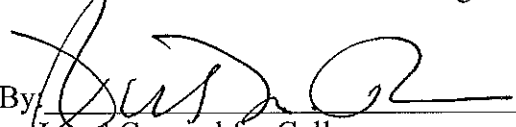
By:
Title:

By:
Title:

Date

Date

Attorney Approval: This Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the College.

By:  _____
Legal Counsel for College

Attorney Approval: This Agreement has been reviewed pursuant to A.R.S. § 11-952 by the undersigned attorney who has determined that it is in proper form and is within the powers and authority granted under the laws of Arizona to the Governing Board of the School District.

By: _____
Legal Counsel for School District

EXHIBIT A

FINANCIAL PROVISIONS

Fill in the blanks. If the information is not applicable, indicate NA in the blank. Additional directions for completing this form are in italics.

1. INSTRUCTORS

Instructors shall be provided as follows: *(Check the appropriate line)*

- School District shall provide and pay all instructors.
 - College shall provide and pay all instructors.
 - Each party shall provide and pay for instructors as follows: _____
-

2. PAYMENTS TO THE SCHOOL DISTRICT

For each course for which the School District provides and pays for the instructor, the College shall pay the School District _____ Dollars (\$____) per credit hour for each properly enrolled student, capped at _____ Dollars (\$____) per credit hour for each course. *(Indicate NA if there is no cap.)* Invoices from the District to the College shall be based on College course rosters and include the information listed in Exhibit B of this Agreement.

3. PAYMENTS OF TUITION AND FEES/COSTS TO THE COLLEGE

TUITION:

College tuition is _____ Dollars (\$____) per credit hour for each in-state student and _____ Dollars (\$____) per credit hour for each student who, pursuant to A.R.S. §15-1802 or A.R.S. §15-1803, does not qualify for in-state student status.

ADDITIONAL FEES AND/OR COSTS:

Set out below are additional fees and costs and, for each, a designation as to whether the School District or student is responsible for payment of each fee or cost.

Fees and Costs (Including special course fees; assessment costs, if any; etc.)	<i>For each fee or cost, check the appropriate line to indicate whether the School District or student is responsible for payment to the College of the fee or cost. .</i>
1.	District _____ Student _____
2.	District _____ Student _____
3.	District _____ Student _____

4. COLLECTION AND PAYMENT OF TUITION AND FEES/COSTS

Check the appropriate line:

- School District is responsible for payment of tuition to the College.
- Each student is responsible for payment of tuition to the College.

For tuition and fee/cost payments required to be made by the School District to the College:

- A. School District is authorized and retains the discretion to collect tuition and fee/cost payments from its students to the extent School District deems appropriate; and
- B. School District may reduce its required payment of tuition and fees/costs owed to the College pursuant to paragraph 3 by the amount of any payment owed to School District by the College

pursuant to paragraph 2.

For any tuition and fee/cost payment required to be made by a student to the College, the College shall establish an individual billing account for that student and the billing for such tuition and/or fees and costs shall occur in accordance with College policies and procedures.

5. FINANCIAL AID

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program.

If tuition and/or additional fees and costs are the responsibility of individual students, a student may be eligible for tuition and fee and cost scholarships in compliance with College policies and procedures.

6. FORMAT OF INVOICES BETWEEN THE SCHOOL DISTRICT AND COLLEGE

The School District and College shall send invoices to the other to the attention and at the address listed below no later than thirty (30) days after the end of each semester. Each invoice shall detail any payments due. Payments shall be due within thirty (30) days of receipt of an invoice.

Invoices to be sent to the College:
(specify administrator and address)

Invoices to be sent to the School District:
(specify administrator and address)

7. FULL TIME STUDENT EQUIVALENT FINANCIAL INFORMATION

Amount College received in FTSE in prior academic year:

(Specify dollar amount)

\$ _____

Portion of that FTSE distributed to School District:

(Specify percentage or dollar amount)

Amount School District returned to College:

(Specify percentage or dollar amount)

EXHIBIT B

TYPE OF INSTRUCTION DUAL ENROLLMENT COURSES

COURSES AND CREDITS

For complete course descriptions, refer to the current College catalog.

All courses listed with an asterisk are also offered to freshmen and sophomore students.

The number of students admitted for any Dual Enrollment Course shall not be less than **six (6)** students per section and shall not exceed a maximum of **thirty (30)** students per section.

Ash Fork Joint Unified School District #31

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR
Arc I	WLD 140	4	1	Tiedeman
Arc II	WLD 145	4	2	Tiedeman

Bagdad Unified School District #20

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR
Principles of Management	BSA 220	3	3	Myers
Administrative Office Management	BSA 225	3	3	Myers
College Mathematics	MAT 142	3	1	Diehl
Elementary Statistics	MAT 167	3	2	Diehl

Camp Verde Unified School District #28

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Introduction to Animal Industry	AGS 120	4	3	Taylor	
Agricultural Mechanics	AGS 215	3	3	Taylor	
Engine Repair Technology	AUT 108	4	2	Tudor	
Auto/Diesel Electrical Systems	AUT 109	4	1	Tudor	
College Composition I	ENG 101	3	1	Lawrence	22
College Composition II	ENG 102	3	2	Lawrence	22
Hazardous Materials First Responder Operations	FSC 104	2	1	Darby & Nargessi	
Firefighter I & II Certification Academy	FSC 105	12	3	Darby	
College Mathematics	MAT 142	3	1	Lewis	
Elementary Statistics	MAT 167	3	2	Lewis	
Precalculus	MAT 187	5	3	Wall	
Calculus & Analytic Geometry I	MAT 220	5	1	Schafer	
Calculus & Analytic Geometry II	MAT 230	5	2	Schafer	
Intermediate Spanish I	SPA 201	4	1	Kresge	
Intermediate Spanish II	SPA 202	4	2	Kresge	

Chino Valley Unified School District #51

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Aquaculture Science	AGS 261	4	3	Watkins	
Human Biology for Allied Health	BIO 156	4	3	Pande	
College Composition I	ENG 101	3	1	Palm	22
College Composition II	ENG 102	3	2	Palm	22
College Mathematics	MAT 142	3	2	Petaisto	
College Algebra	MAT 152	3	1	Petaisto	
Precalculus	MAT 187	5	3	Petaisto	
Calculus and Analytic Geometry I	MAT 220	5	3	Petaisto	
<u>Introduction to Viticulture</u>	<u>VEN 100</u>	<u>3</u>	<u>3</u>	<u>Farnsworth</u>	

Humboldt Unified School District #22

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Nursing Assistant	AHS 114	5	3	McCulley	20
Entrepreneurship	BSA 221	3	3	Campbell	
Principles of Marketing	BSA 230	3	3	Campbell	
Intro to Computer Networking Technology	CNT 100	3	1	Cutter	24
A+ Computer Technician Certification	CNT 110	4	1	Cutter	24
Network+: Networking Technologies Certification	CNT 115	4	2	Cutter	24
Introduction to Windows Server	CNT 120	3	2	Cutter	24
College Composition I	ENG 101	3	1	Goligoski	22
College Composition I	ENG 101	3	1	Minarik	22
College Composition II	ENG 102	3	2	Goligoski	22
College Composition II	ENG 102	3	2	Minarik	22
College Algebra	MAT 152	3	2	Schmidt	
College Algebra	MAT 152	3	2	TBD	
<u>Precalculus</u>	<u>MAT 187</u>	<u>5</u>	<u>3</u>	<u>Young</u>	

Mayer Unified School District #43

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR
Agribusiness Management	AGS 102	3	3	Masters
Business Financial Applications	BSA 130	3	2	Burgess
Introduction to Business	BSA 131	3	3	Burgess
Principles of Management	BSA 220	3	3	Burgess
Microsoft Office	CSA 126	3	1	Burgess
<u>Introduction to Viticulture</u>	<u>VEN 100</u>	<u>3</u>	<u>3</u>	<u>Masters</u>

Mingus Union High School District #4

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Introduction to Equine Science	AGE 100	3	1	Banuelos	
Introduction to Animal Industry	AGS 120	4	1	Banuelos	
Aquaculture Science	AGS 261	4	2	Banuelos	
Nursing Assistant	AHS 114	5	1	Cooper	12
Auto/Diesel Preventative Maintenance	AUT 100	2	1	Tankesley	
Engine Repair Technology	AUT 108	4	2	Tankesley	
Auto/Diesel Electrical Systems	AUT 109	4	1	Tankesley	
Automotive Brakes	AUT 123	4	1	Tankesley	
Auto/Diesel Suspension & Steering	AUT 126	4	2	Tankesley	
College Composition I	ENG 101	3	1	McKean	22
College Composition II	ENG 102	3	2	McKean	22
College Algebra	MAT 152	3	3	TBD	
Precalculus	MAT 187	5	3	Mai	
<u>Introduction to Viticulture</u>	<u>VEN 100</u>	<u>3</u>	<u>3</u>	<u>Banuelos</u>	

Mountain Institute Joint Technology Education District #02

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Fundamentals of Healthcare	AHS 100	3	3	Diehl	
Fundamentals of Healthcare	AHS 100	3	3	TBD	
Medical Terminology for Patient Care Staff	AHS 130	3	TBD	TBD	
Introduction to Education	EDU 200	3	2	Woods	
First Aid/CPR/AED and Safety	PHE 153	2	TBD	TBD	

Northpoint Expeditionary Learning Academy

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
College Composition I	ENG 101	3	1	Roseman-Orr	22
College Composition II	ENG 102	3	2	Roseman-Orr	22
<u>Precalculus</u>	<u>MAT 187</u>	<u>5</u>	<u>3</u>	<u>Swenson</u>	

Prescott Unified School District #1

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Principles of Accounting I	ACC 131	3	3	Dreher	
Auto/Diesel Preventative Maintenance	AUT 100	2	1	Chaney	24
Engine Repair Technology	AUT 108	4	2	Chaney	24
Auto/Diesel Electrical Systems	AUT 109	4	1	Chaney	24
Automotive Brakes	AUT 123	4	2	Chaney	24
Auto/Diesel Suspension & Steering	AUT 126	4	1	Chaney	24
Auto/Diesel Heating & Air Conditioning	AUT 128	4	2	Chaney	24
Principles of Management	BSA 220	3	3	Dreher	
Entrepreneurship	BSA 221	3	3	Dreher	
Intro to Computer Networking Technology	CNT 100	3	1	Miller	26
A+ Computer Technician Certification	CNT 110	4	2	Miller	26
Network+: Networking Technologies Certification	CNT 115	4	1	Miller	26

Introduction to Windows Server	CNT 120	3	2	Miller	26
College Composition I	ENG 101	3	1	Willard	22
College Composition I	ENG 101	3	1	Yargo-Gatchell	22
College Composition II	ENG 102	3	2	Willard	22
College Composition II	ENG 102	3	2	Yargo-Gatchell	22
College Algebra	MAT 152	3	1	Neely	
College Algebra	MAT 152	3	3	TBD	
Elementary Statistics	MAT 167	3	2	Neely	
Precalculus	MAT 187	5	3	Jacobs	
Precalculus	MAT 187	5	3	TBD	
Intermediate Spanish I	SPA 201	4	1	Van Oss	
Intermediate Spanish II	SPA 202	4	2	Van Oss	

Sedona-Oak Creek Joint Unified School District #9

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Administrative Office Management	BSA 225	3	2	TBD	
Microsoft Office	CSA 126	3	1	TBD	
College Composition I	ENG 101	3	1	Rigg	22
College Composition II	ENG 102	3	2	Rigg	22
Intermediate Spanish I	SPA 201	4	1	Petree	
Intermediate Spanish II	SPA 202	4	2	Petree	

Tri-city College Preparatory High School

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
Intro to Human Anatomy & Physiology	BIO 160	4	3	Muchna	
Personal Finance	BSA 110	3	1	Wilson	
Intro to Computer Networking Technology	CNT 100	3	1	Halvorson	
Network+: Networking Technologies Certification	CNT 115	4	2	Halvorson	
College Composition I	ENG 101	3	1	Furlow	22

College Composition II	ENG 102	3	2	Furlow	22
College Mathematics	MAT 142	3	2	Winters	
College Algebra	MAT 152	3	1	Winters	
Precalculus	MAT 187	5	3	Winters	
Calculus & Analytic Geometry I	MAT 220	5	1	Mezeske	
<u>Calculus & Analytic Geometry II</u>	<u>MAT 230</u>	<u>5</u>	<u>2</u>	<u>Mezeske</u>	

Presenter : Ray Sigafoos

Start Time : 2:28 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 5/8/2014

Item Type : Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none">a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract andb) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.	429146

Description : For Consideration for Approval of the First Amendment to the Intergovernmental Agreement (IGA) between the City of Prescott and Yavapai College for use of a Fire Training Facility - RECEIPT, DISCUSSION, AND/OR DECISION

Details : For consideration for approval of the First Amendment to the IGA between the City of Prescott and Yavapai College of a facility at 2900 Sundog Ranch Road to be used as a fire training facility for the period from July 1, 2014 through June 30, 2015.

Attachments :

Title	Created	Filename
Amendment #1 Sun Dog facility Fire Sci Prescott.pdf	Jun 03, 2014	Amendment #1 Sun Dog facility Fire Sci Prescott.pdf
Sun Dog IGA Original.pdf	Jun 03, 2014	Sun Dog IGA Original.pdf

AMENDMENT NO. 1 TO
INTERGOVERNMENTAL AGREEMENT
CITY CONTRACT NO. 2013-105A1

This First Amendment to Intergovernmental Agreement is entered into by and between the City of Prescott, an Arizona municipality (hereinafter referred to as "the CITY") and Yavapai County Community College District, a community college district duly organized under the laws of the State of Arizona (hereinafter referred to as "THE COLLEGE").

1. RECITALS.

1.1 The CITY and the COLLEGE entered into an Intergovernmental Agreement (hereinafter referred to as "the AGREEMENT") for the USE by the College of a facility at 2900 Sundog Ranch Road, Prescott, Arizona, to be used as a fire training facility for the period from August 1, 2012, through July 1, 2014.

1.2 The COLLEGE desires to renew the AGREEMENT to extend it through June 30, 2015, pursuant to paragraph 4, "Term".

NOW, THEREFORE, IT IS MUTUALLY AGREED BY THE COLLEGE AND THE CITY THAT SAID AGREEMENT IS AMENDED AS FOLLOWS:

1. **The term of the AGREEMENT is extended from July 1, 2014, through June 30, 2015.**
2. Section 2 "USE" is amended to add the following sentence at the end of the paragraph: "The College may use the newly acquired burn trailer, including, but not necessarily limited to live fire training."
3. Section 16 "NOTICE" is amended to reflect the correct address for notice to the Prescott Fire Chief as "201 S. Cortez."
4. Except as expressly amended herein, the pricing, terms and conditions set forth in said original Amended Intergovernmental Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS FIRST AMENDMENT TO AGREEMENT TO BE SIGNED ON THEIR BEHALF BY THEIR DULY AUTHORIZED REPRESENTATIVES.

CITY OF PRESCOTT, ARIZONA

YAVAPAI COLLEGE

By: 
MARLIN D. KUKENDALL

By: _____

Title: Mayor

Title: _____

Date: _____
Relating to: _____


Date: _____

CITY OF PRESCOTT CLERK'S ORIGINAL

Resolution 4228437


ATTEST:

ATTEST:


DANA R. DeLONG
City Clerk

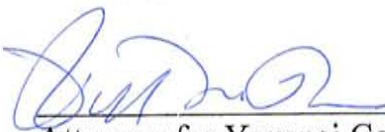
DETERMINATION OF COUNSEL

In accordance with A.R.S. § 11-952, this Agreement has been reviewed by the undersigned legal counsel who has determined that this Agreement is in appropriate form and within the powers and authority granted to the City of Prescott.

By: 
JON M. PALADINI
Prescott City Attorney

DATE: 5-28-14

Pursuant to A.R.S. § 11-952, this Agreement has been reviewed by the undersigned legal counsel who has determined that this Agreement is in appropriate form and within the powers and authority granted to the Yavapai Community College District.

By: 
Attorney for Yavapai County
Community College District

DATE: 6/2/14

**Intergovernmental Agreement
Between**

**Yavapai Community College District
And**

City of Prescott
(Facility Owner)

1. PARTIES

The Parties to this Contract are Yavapai Community College District, hereinafter referred to as "College", and City of Prescott, hereinafter referred to "Owner".

This agreement is made with reference to the following facts:

- Owner has agreed that College can utilize the facility located at 2900 Sun Dog Ranch Road, Prescott Arizona, 86301, for instructional use for the **2012-2014** academic years.
- College represents that the facility will only be used for the purpose so stated.

Nothing in the Contract shall be construed to make either party the legal representative or agent of the other party, nor shall either party have the right or authority to assume, create or incur any liability or any obligation of any kind, either expressed or implied, in the name of or on behalf of the other party. The relationship created by the Contract shall be that of independent Facility Owner, not joint venture, agent or business partners.

2. USE

The College agrees to conduct its activities in the facility in a careful and safe manner. When using the facility, or any portion thereof, College agrees to comply with all applicable state, federal or city laws and regulations, and with the policies and regulations of the College pertaining to the use and occupancy of the facility. The College agrees to take good care of the facility and any equipment and furniture located therein, and to leave the facility at all times in as good order and conditions as existed prior to College's use thereof. The College reserves the right to cancel a class if enrollment does not meet current college policies. The College will notify the owner, in writing, of any changes affecting the class meeting times, dates or places within their facility.

3. SCHEDULING

The Facilities will be made available at least thirty minutes prior to class time. College will notify the Owner in writing of the schedule of classes to be offered in their facilities.

4. TERM

The term of this agreement shall commence on 8/1/2012, and end on July 1, 2014, at which time College's rights to use the facility under this agreement shall automatically expire unless otherwise extended in writing, by the College and agreed upon by the owner.

5. COMPENSATION

The College will compensate the owner for use of the facility as follows **\$10 per enrolled student per class due each semester (Fall 2012, Spring 2013, Summer 2013, Fall 2013, Spring 2014, Summer 2014:** Invoice in duplicate to Yavapai College Accounts Payable 1100 E. Sheldon Street, Prescott, AZ 86301.

6. INSURANCE

The College, agrees to procure, at its expense, and maintain during the course of this Agreement, insurance against claims for injury to persons or damage to property which may arise from or in connection with this Agreement with limits of liability not less than \$1,000,000/\$2,000,000 Aggregate; the City of Prescott shall be named as an additional insured on the Certificate of Insurance and the Certificate shall be provided to the City evidencing same. The amount and type of insurance coverage requirements set forth herein will in no way be construed as limited the scope of indemnity in this Agreement.

7. INDEMNIFICATION

Each party (as indemnitor) agrees to indemnify, defend, and hold harmless any other party (as indemnitee) from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereafter referred to as claims) arising out of bodily injury of any person (including death) or property damage, but only to extent that such claims which result in vicarious/derivative liability to the indemnitee are not caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents employees or volunteers.

8. ENTIRE CONTRACT

This agreement embodies the entire contract between Owner and College. The parties shall not be bound by or be liable for any statement or representation of any nature not set forth in this agreement. Changes of any of the provisions of this contract shall not be valid unless completed in writing and signed by both parties.

9. SUSPENSION AND TERMINATION

A non-breaching party may terminate this Contract for the failure of the other party to comply with this Contract by giving that other party (30) thirty-day written notice of the failure to comply. The College may terminate this Contract immediately if the Owner files for bankruptcy or receivership,

or takes any actions relating to insolvency, such as an assignment for the benefit of creditors. The College may terminate this Contract under A.R.S. Section 38-511 for a violation of that statute.

Any changes to the contract, must be agreed to by both parties, and approved in writing by the College Contract Manager or his/her designee and the authorized representative of the Owner.

10. ASSIGNMENT AND SUBLETTING

The College or the Owner shall not have the right to assign this Agreement or allow any other person or entity to use or occupy this portion of the facility without the prior written consent of both parties

11. ARBITRATION

In the event of a dispute hereunder, the parties agree to use arbitration insofar as applicable by Section 12-1518, Arizona Revised Statutes, and rules promulgated there under.

12. CONFLICT OF INTEREST

The parties understand that this Agreement is subject to cancellation pursuant to Section 38-511 of the Arizona Revised Statutes, without penalty or further obligation on the part of the College, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the College is, at any time while this Agreement or any extension hereof is in effect, an employee or agent of the Owner, in any capacity, or a consultant to the Owner, with respect to the subject matter of this Agreement.

13. GOVERNING LAW

The laws of the State of Arizona shall govern this Agreement, the courts of which state shall have jurisdiction of the subject matter hereof.

14. WAIVER OF JURY TRIAL

The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court.

15. WAIVER OF ATTORNEY'S FEES

The parties hereto expressly covenant and agree that in the event of litigation arising from this Agreement, neither party shall be entitled to an award of attorney fees, either pursuant to the Contract, pursuant to ARS Section 12-341.01 (A) and (B), or pursuant to any other state or federal statute, court rule, case law or common law.

16. NOTICE

Any notice by either party to the other shall be considered duly served if delivered in person to the office of the authorized representative listed below, or if deposited in the U.S. mail, properly stamped with required postage, and addressed to the authorized representative listed below. Either party may change its representative or the address thereof giving the other written notice. Unless changed, notices shall be sent to the following:

City: Fire Chief
221 S. Cortez
City of Prescott
Prescott, AZ 86303

Yavapai Community: Fire Science Department
College District Yavapai Community College
6955 Panther Path
Prescott Valley, AZ 86314

Copy to: Yavapai Community College District
Att: Purchasing
1100 E. Sheldon Street
Prescott, AZ 86301

17. AUTHORITY

The individual signing below on behalf of the Owner hereby represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of the Owner and that this Agreement is binding upon the Owner in accordance with its terms.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives, this 13th day of November 2012.

“College”

“Owner”

NAME: Dr. Penelope H. Wills

City of Prescott

SIGNATURE: [Signature]

[Signature]
Marlin D. Kuykendall, Mayor

TITLE: President of Yavapai College

Date: 11/13/12

Date: 12/20/12

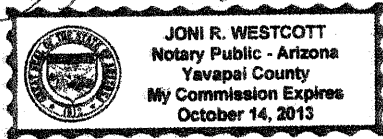
ATTEST:

[Signature]
Ray Sigafos
Secretary of the Board

ATTEST:

[Signature]
Lynn Mulhall
City Clerk

[Signature] 11/13/12



**Determination of Counsel
Intergovernmental Agreement**

In accordance with A.R.S. § 11-952, this Agreement has been reviewed by the undersigned legal counsel who has determined that this contract is in appropriate form and within the powers and authority granted to the City of Prescott.

By [Signature] Date 12/20/2012
G. Eugene Neil
Counsel for the City of Prescott

Pursuant to A.R.S. Section 11-952(D), the foregoing Agreement has been reviewed by the undersigned attorney for the Yavapai Community College District, who has determined that the Agreement is in proper form and is within the powers and authority granted under the laws of this State to the Yavapai Community College District.

[Signature]
[Signature], Attorney for Yavapai Community College District

Presenter : Ray Sigafoos

Start Time : 2:29 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/21/2014

Item Type : Heading

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:29 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 3/21/2014

Item Type : Information Item

Policy No.	Description	Ref No
2.5	The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.	344945

Description : Information from the President to Include: ACCT Outstanding Faculty Award Nomination; National Association of College and University Business Officers Award (NACUBO); Campus Master Plan Update; District Governing Board Ownership Survey Update; Yavapai Combined Trust Quarterly Report; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION

Details : Dr. Penny Wills will report on the following topics with discussion from the Board:

- ACCT Outstanding Faculty Award Nomination of Dr. Matt Pearcy (Biology)
- NACUBO Award for Innovation - Instructional Cost Dashboard
- Campus Master Plan Update
- District Governing Board Ownership Survey Update
- Yavapai Combined Trust Quarterly Update - Rose Hurley, Human Resources Director
- College Highlights - June 2014 - Attached - Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
TheYavapaiCollegeInstructionalCostDashboa rd0414.pdf	Jun 05, 2014	TheYavapaiCollegeInstructionalCostDa shboard0414.pdf
DGB survey.pdf	Jun 05, 2014	DGB survey.pdf
YCT Summary Report for DGB June 14.pdf	Jun 05, 2014	YCT Summary Report for DGB June 14.pdf
YCT_ 2013-14 Monthly Report_Thru January.pdf	Jun 05, 2014	YCT_ 2013-14 Monthly Report_Thru January.pdf
June 2014 College Highlights.pdf	Jun 05, 2014	June 2014 College Highlights.pdf

The Yavapai College Instructional Cost Dashboard

Innovation:

Yavapai College's innovative and interactive Instructional Cost Dashboard is a unique web-based reporting tool that seamlessly integrates a college's instructional cost and productivity information with data from the National Higher Education Benchmarking Institute's Kansas Study of Community College Instructional Costs and Productivity. In addition to providing users with benchmark data, the dashboard provides "what if" scenarios at the discipline level to demonstrate the impact that management decisions such as tuition changes, staffing decisions, and increased/decreased class capacity have on instructional costs and productivity.

Challenge:

State disinvestment in higher education has been rapid and severe. The Center on Budget and Policy Priorities reported that states are spending 28 percent less per student than they did five years ago and some states such as Arizona and New Hampshire have slashed their higher education budgets by 50 percent (Oliff, Palacios, Johnson, & Leachman, 2013). For Arizona community colleges, the cuts have been even more drastic. With a new economic reality in postsecondary education, now, more than ever, easy and quick access to relevant cost data is necessary for informed decision making.

Solution:

The Yavapai College Instructional Cost Dashboard is a web-based business intelligence tool that automates the production of discipline level instructional cost and faculty productivity data. The web-based, interactive report reduces the time required to deliver tailored cost and productivity information to executive and program-level decision makers.

The Instructional Cost Dashboard as an Innovation:

The Yavapai College Instructional Cost Dashboard was born out of a necessity to better understand instructional costs and productivity so that limited resources could be aligned to ensure academic quality and optimize return for stakeholders. The Instructional Cost Dashboard is a unique

innovation in cost analysis that combines finance, student, and human resources data into a single interactive management tool that is both complex and detailed, but easy to use and interpret.

In 2010, Yavapai College began participating in the Kansas Study, a national project designed specifically for community colleges to measure and benchmark instructional costs and productivity. While the information gained through participating in the Kansas Study was valuable it required navigating multiple Excel spreadsheets and interpreting data that were not intuitive for the lay audience that required the information. Collaboration between the offices of Budgeting and Institutional Effectiveness and Research worked to create a seamless tool that incorporates data visualization graphs and is interactive so that the user can easily and quickly locate cost information.

Within Yavapai College, the Instructional Cost Dashboard has become a respected and relied upon tool for budgeting, tuition setting, academic program review, and accreditation. Yavapai College received accolades from peer reviewers last year during a reaccreditation visit for excellence in providing and using empirical cost data in planning and measuring institutional performance. Additionally, Yavapai College has been invited to demonstrate this innovative tool at regional (Arizona Association of Institutional Research, 2013) and national conferences (National Higher Education Benchmarking Conference, 2013). The reviews and feedback from these presentations has been extremely positive and have generated multiple inquiries into how this tool could be implemented at other institutions. Most recently, Yavapai College has had a presentation of the Instructional Cost Dashboard accepted for the Higher Learning Commission's 2014 Annual Meeting.

Impact:

The Instructional Cost Dashboard's impact has been extensive and diverse. From a macro level the dashboard has provided College staff and faculty a much needed understanding of instructional costs, faculty workload, and students taught by full-time and adjunct faculty all at the discipline level. The dashboard has also created a forum for dialogue between faculty and administrators about the importance of understanding costs and faculty workload. Information from the dashboard has led to the reallocation of costs, determining tuition pricing, adjustments to class capacities, informing staffing decisions,

program planning, profit and loss reporting, and sparked innovative and entrepreneurial ideas to generate new revenue. With increasing demands for accountability, the Instructional Cost Dashboard has been used as evidence of data driven planning for accreditation. From a monetary perspective, the Instructional Cost Dashboard has been instrumental in helping the College reduce instructional costs by approximately \$450,000 dollars since project inception; over the same time period \$680,000 of faculty raises were given for a net improvement in excess of \$1M per year! The dashboard is invaluable in helping the College identify where to make difficult cost reductions and reallocations.

Required Resources:

Yavapai College's Instructional Cost Dashboard was developed using Cognos, an IBM business intelligence product. To obtain national benchmark data the project also involves annual participation in the Kansas Study which requires a nominal participation fee. No additional financial investments were required beyond existing staffing support from Institutional Research, Budgeting, and the VP of Finance & Administrative Services. Programming accolades go to Carl Moody, a Senior Programmer Analyst in the office of Institutional Effectiveness and Research for his research, database expertise, and extensive coding skills. The College's Assistant Director of Budgeting, Duane Ransom, was instrumental in helping to navigate the complex finance and human resources data tables, and to validate that costs were accurately attributed to disciplines per Kansas Study methodology.

References

Oloff, P., Palacios, V., Johnson, I., & Leachman, M. (2013). Recent deep state higher education cuts may harm students and the economy for years to come. Retrieved from <http://www.cbpp.org/cms/?fa=view&id=3927>

DGB Survey Publicity Plan & Costs

As of 6/2/14

Survey runs June 4 - July 12

Activity	Dates
Print ad (3 col. x 8") in county newspapers 28 times (Daily Courier, Verde Independent, CV Bugle, Chino Valley Review, Prescott Valley Tribune, Sedona Red Rock News)	June 8 - July 11
Direct mail postcard (8½" x 5½") to 90K Yavapai County households	Mail June 9
Online leaderboard ads on Daily Courier, Verde Indy/CV Bugle, Kudos, Prescott Valley, Chino Valley, Dewey-Humboldt web sites	June 9 - July 12
Email to Chambers of Commerce	June 5
News release to area media and posted on YC homepage	June 4
Landing page on YC website	June 3
Radio PSA (30-second)	June 9
DGB spokesperson interviews	TBD
Social media postings	June 4 - July 12
YC internal news flash	TBD

To: Yavapai College District Governing Board

June 4, 2014

Re: Yavapai Combined Trust Update

The Yavapai Combined Trust Board meets quarterly.

The Yavapai Combined Trust Board last met on March 6, 2014. Key items discussed included:

- Financial Update
 - o The Plan generated a surplus of \$679,180 for the initial seven months of the fiscal year.
 - o Overall, the Plan is running well.
- Discuss/Approve rates for 2014-2015:
 - o The Board approved an overall premium increase of 1.5%
- The Board approved several vendor renewals:
 - o Blue Cross Blue Shield, Summit Third Party Administrator, Catamaran Pharmacy Provider, American Health Group, Holman Group Employee Assistance Plan, and Standard Voluntary Life Insurance.
- The next Board meeting is scheduled for Thursday, June 12th, 2014

The Yavapai Combined Trust Advisory Group meets monthly.

The Yavapai Combined Trust Advisory Group last met on April 10, 2014. Key items discussed included:

- Wellness Programs/Wellness Coordinator Position
 - o Posted and currently setting up 1st interviews with 7 candidates.
- Discuss/Plan for open enrollment
 - o Includes offering a new plan: High Deductible with Health Savings Account.
 - o Note: Yavapai College has had 8 employees enroll in the new plan during May open enrollment.
- Planning for both Mammogram and Prostate screenings in the fall.
- The next Advisory Group meeting is scheduled for Thursday June 12, 2014

◆ Yavapai College

◆ Yavapai County

◆ City of Prescott

◆ Town of Chino
Valley



Monthly Report

Reporting Period: Jul-2013 through Jun-2014

(Data Through Jan-2014)

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 Segal Consulting



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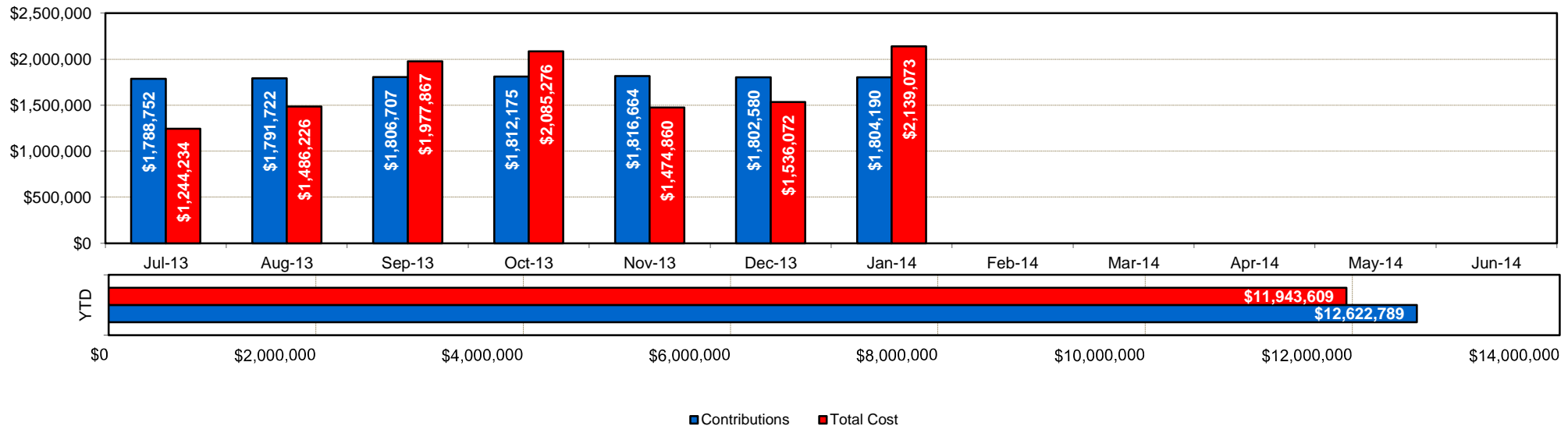


Yavapai Combined Trust Summary of Self-Funded Plan Costs Plan Year: 2013-2014

	Medical		Paid Claims					Plan	Total Cost	Surplus or (Loss)
	Enrollment	Contributions	Medical	Pharmacy	Dental	Vision	STD	Expenses		
Jul-2013	2,288	\$1,788,752	\$719,710	\$222,441	\$111,105	\$55,235	\$186	\$135,558	\$1,244,234	\$544,517
Aug-2013	2,285	\$1,791,722	\$852,815	\$240,682	\$158,379	\$67,690	\$3,947	\$162,713	\$1,486,226	\$305,496
Sep-2013	2,288	\$1,806,707	\$1,393,042	\$241,156	\$125,184	\$45,881	\$9,673	\$162,930	\$1,977,867	-\$171,160
Oct-2013	2,300	\$1,812,175	\$1,407,987	\$257,289	\$164,768	\$33,018	\$19,453	\$202,761	\$2,085,276	-\$273,102
Nov-2013	2,310	\$1,816,664	\$907,955	\$240,410	\$107,206	\$23,334	\$15,945	\$180,010	\$1,474,860	\$341,804
Dec-2013	2,320	\$1,802,580	\$970,928	\$264,633	\$95,023	\$24,694	\$15,861	\$164,933	\$1,536,072	\$266,508
Jan-2014	2,320	\$1,804,190	\$1,460,958	\$347,734	\$123,717	\$27,611	\$13,690	\$165,364	\$2,139,073	-\$334,883
Feb-2014										
Mar-2014										
Apr-2014										
May-2014										
Jun-2014										
FYE 2014 Total	16,111	\$12,622,789	\$7,713,395	\$1,814,345	\$885,382	\$277,462	\$78,754	\$1,174,270	\$11,943,609	\$679,180
FYE 2014 Mo. Avg.	2,302	\$1,803,256	\$1,101,914	\$259,192	\$126,483	\$39,637	\$11,251	\$167,753	\$1,706,230	
FYE 2013 Mo. Avg.	2,278	\$1,796,107	\$902,876	\$225,047	\$129,575	\$27,244	\$3,127	\$168,241	\$1,456,109	

All claims are shown on a paid basis. Plan expenses include admin fees, stop loss premiums & Rx rebates but excludes salaries of benefits staff and other ancillary costs that the Trust may incur.

>January Rx claims are estimated due to unavailability of actual





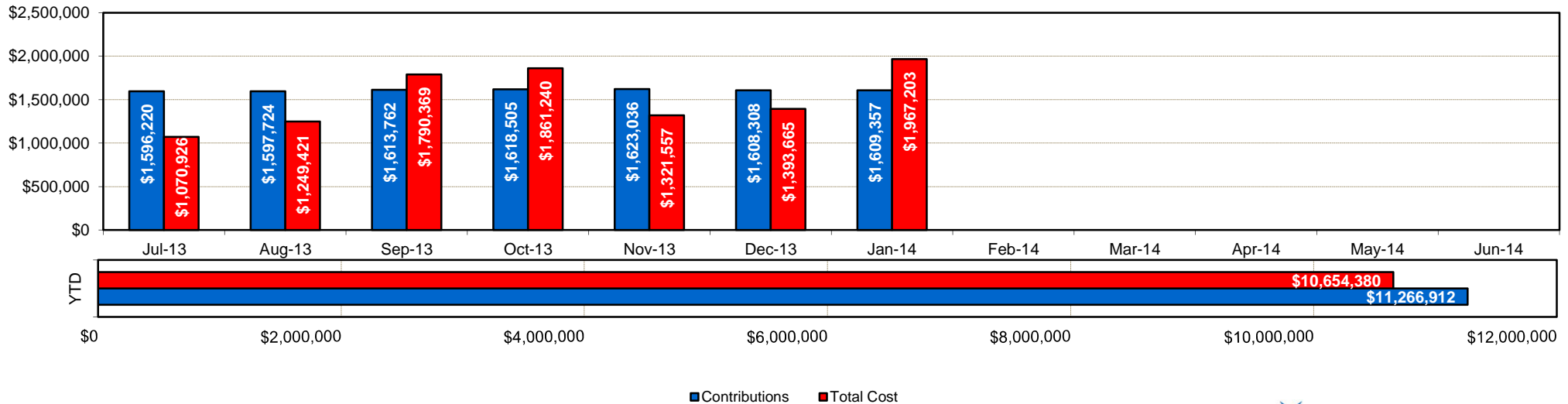
Yavapai Combined Trust

Summary of Medical/Rx Self-Funded Plan Costs

Plan Year: 2013-2014

	Paid Claims					Total Medical	Rx	Stop Loss & Other Refunds	Rx Rebates	Plan Expenses	Total Cost	Surplus or (Loss)
	Medical Enrollment	Contributions	Premier	Basic Plus								
Jul-2013	2,288	\$1,596,220	\$508,656	\$211,279	\$719,935	\$222,441	-\$225	-\$29,703	\$158,478	\$1,070,926	\$525,294	
Aug-2013	2,285	\$1,597,724	\$583,654	\$269,380	\$853,034	\$240,682	-\$219	\$0	\$155,923	\$1,249,421	\$348,303	
Sep-2013	2,288	\$1,613,762	\$893,685	\$501,392	\$1,395,077	\$241,156	-\$2,035	\$0	\$156,171	\$1,790,369	-\$176,607	
Oct-2013	2,300	\$1,618,505	\$1,034,621	\$374,618	\$1,409,240	\$257,289	-\$1,253	\$0	\$195,964	\$1,861,240	-\$242,735	
Nov-2013	2,310	\$1,623,036	\$710,428	\$202,780	\$913,208	\$240,410	-\$5,253	\$0	\$173,192	\$1,321,557	\$301,479	
Dec-2013	2,320	\$1,608,308	\$730,384	\$240,544	\$970,928	\$264,633	\$0	\$0	\$158,104	\$1,393,665	\$214,643	
Jan-2014	2,320	\$1,609,357	\$1,115,952	\$345,006	\$1,460,958	\$347,734	\$0	\$0	\$158,511	\$1,967,203	-\$357,846	
Feb-2014												
Mar-2014												
Apr-2014												
May-2014												
Jun-2014												
FYE 2014 Total	16,111	\$11,266,912	\$5,577,380	\$2,145,000	\$7,722,380	\$1,814,345	-\$8,984	-\$29,703	\$1,156,343	\$10,654,380	\$612,532	
FYE 2014 Mo. Avg.	2,302	\$1,609,559	\$796,769	\$306,429	\$1,103,197	\$259,192	-\$1,283	-\$4,243	\$165,192	\$1,522,054		
FYE 2013 Mo. Avg.	2,278	\$1,594,938	\$664,701	\$241,233	\$905,934	\$225,047	-\$3,058	-\$3,735	\$171,976	\$1,296,164		

All claims are shown on a paid basis. Plan expenses include administrative fees and stop loss premiums but excludes salaries of benefits staff and other ancillary costs that the Trust may incur.





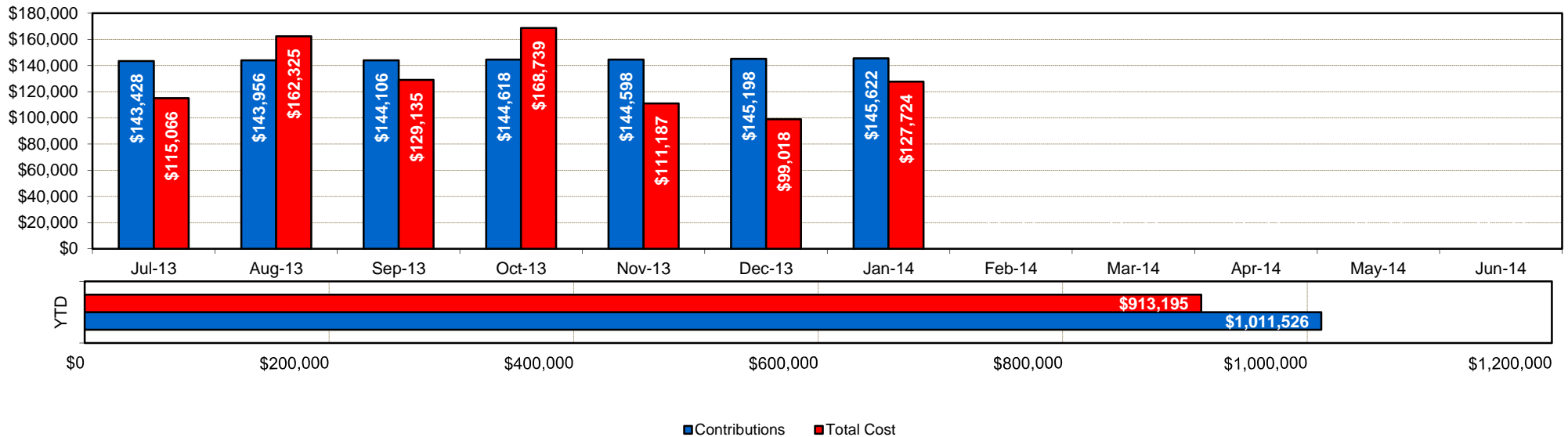
Yavapai Combined Trust

Summary of Dental Self-Funded Plan Costs

Plan Year: 2013-2014

	Dental Enrollment	Contributions	Paid Claims			Plan Expenses	Total Cost	Surplus or (Loss)
			Comprehensive	Preventive	Total Dental			
Jul-2013	2,263	\$143,428	\$109,295	\$1,810	\$111,105	\$3,960	\$115,066	\$28,362
Aug-2013	2,255	\$143,956	\$152,051	\$6,328	\$158,379	\$3,946	\$162,325	-\$18,369
Sep-2013	2,258	\$144,106	\$118,415	\$6,769	\$125,184	\$3,952	\$129,135	\$14,971
Oct-2013	2,269	\$144,618	\$155,580	\$9,189	\$164,768	\$3,971	\$168,739	-\$24,121
Nov-2013	2,275	\$144,598	\$102,337	\$4,869	\$107,206	\$3,981	\$111,187	\$33,411
Dec-2013	2,283	\$145,198	\$89,930	\$5,094	\$95,023	\$3,995	\$99,018	\$46,180
Jan-2014	2,290	\$145,622	\$119,931	\$3,786	\$123,717	\$4,008	\$127,724	\$17,898
Feb-2014								
Mar-2014								
Apr-2014								
May-2014								
Jun-2014								
FYE 2014 Total	15,893	\$1,011,526	\$847,538	\$37,844	\$885,382	\$27,813	\$913,195	\$98,331
FYE 2014 Mo. Avg.	2,270	\$144,504	\$121,077	\$5,406	\$126,483	\$3,973	\$130,456	
FYE 2013 Mo. Avg.	2,241	\$147,372	\$126,110	\$3,465	\$129,575	\$0	\$129,575	

Paid claims include runouts from Meritain. Plan expenses reflect administrative fees but excludes salaries of benefits staff and other ancillary costs that the Trust may incur.





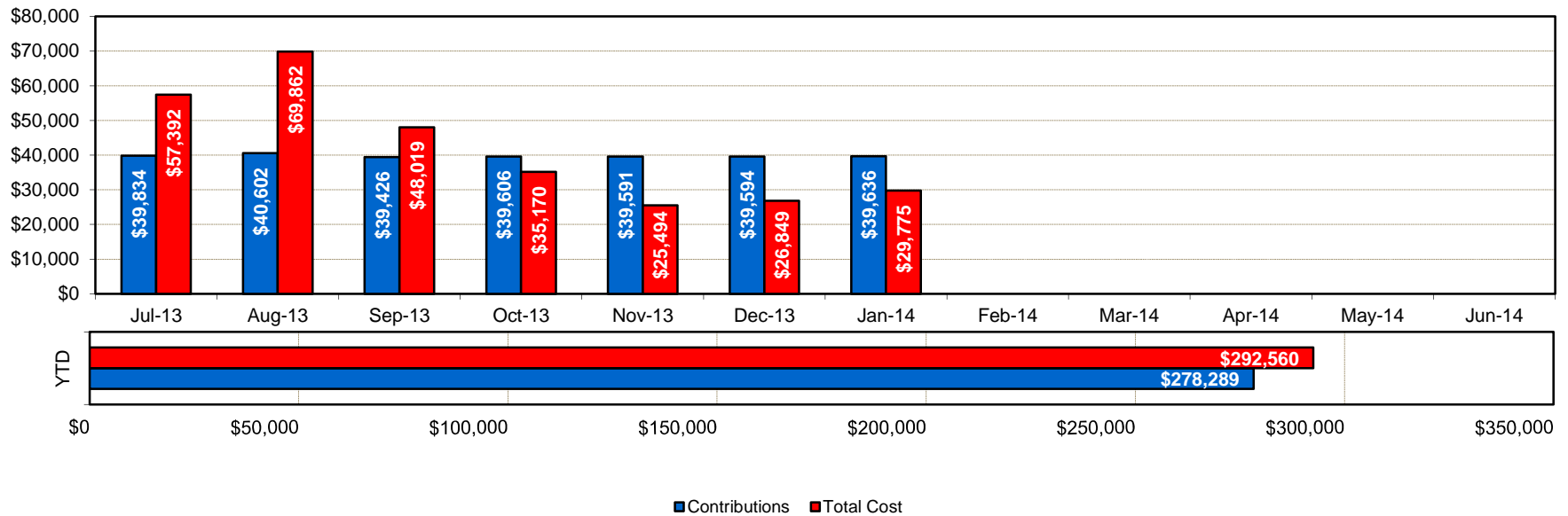
Yavapai Combined Trust

Summary of Vision Self-Funded Plan Costs

Plan Year: 2013-2014

	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Surplus or (Loss)
Jul-2013	1,726	\$39,834	\$55,235	\$2,158	\$57,392	-\$17,558
Aug-2013	1,738	\$40,602	\$67,690	\$2,173	\$69,862	-\$29,260
Sep-2013	1,710	\$39,426	\$45,881	\$2,138	\$48,019	-\$8,593
Oct-2013	1,722	\$39,606	\$33,018	\$2,153	\$35,170	\$4,436
Nov-2013	1,728	\$39,591	\$23,334	\$2,160	\$25,494	\$14,097
Dec-2013	1,724	\$39,594	\$24,694	\$2,155	\$26,849	\$12,745
Jan-2014	1,731	\$39,636	\$27,611	\$2,164	\$29,775	\$9,861
Feb-2014						
Mar-2014						
Apr-2014						
May-2014						
Jun-2014						
FYE 2014 Total	12,079	\$278,289	\$277,462	\$15,099	\$292,560	-\$14,271
FYE 2014 Mo. Avg.	1,726	\$39,756	\$39,637	\$2,157	\$41,794	
FYE 2013 Mo. Avg.	1,805	\$42,907	\$27,244	\$0	\$27,244	

Paid claims include runouts from Meritain. Plan expenses reflect administrative fees but excludes salaries of benefits staff and other ancillary costs that the Trust may incur.





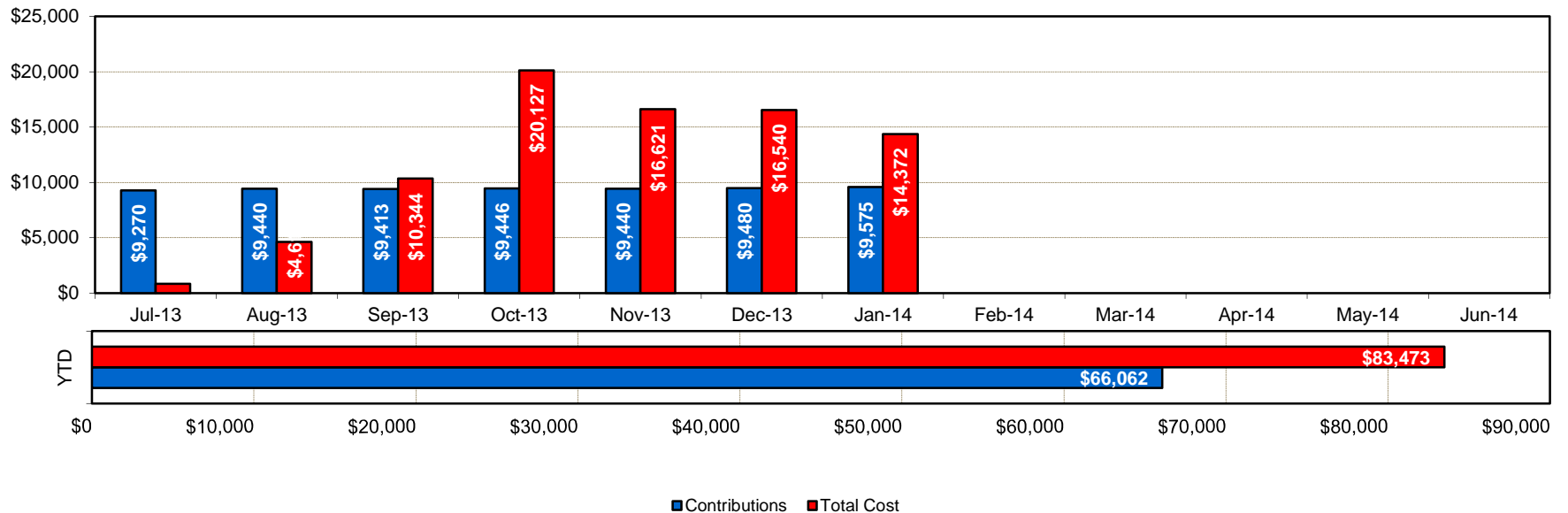
Yavapai Combined Trust

Summary of Short Term Disability Self-Funded Plan Costs

Plan Year: 2013-2014

	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Surplus or (Loss)
Jul-2013	2,217	\$9,270	\$186	\$665	\$851	\$8,419
Aug-2013	2,238	\$9,440	\$3,947	\$671	\$4,618	\$4,821
Sep-2013	2,236	\$9,413	\$9,673	\$671	\$10,344	-\$931
Oct-2013	2,248	\$9,446	\$19,453	\$674	\$20,127	-\$10,682
Nov-2013	2,256	\$9,440	\$15,945	\$677	\$16,621	-\$7,182
Dec-2013	2,263	\$9,480	\$15,861	\$679	\$16,540	-\$7,060
Jan-2014	2,272	\$9,575	\$13,690	\$682	\$14,372	-\$4,797
Feb-2014						
Mar-2014						
Apr-2014						
May-2014						
Jun-2014						
FYE 2014 Total	15,730	\$66,062	\$78,754	\$4,719	\$83,473	-\$17,411
FYE 2014 Mo. Avg.	2,247	\$9,437	\$11,251	\$674	\$11,925	
FYE 2013 Mo. Avg.	2,278	\$10,890	\$3,127	\$0	\$3,127	

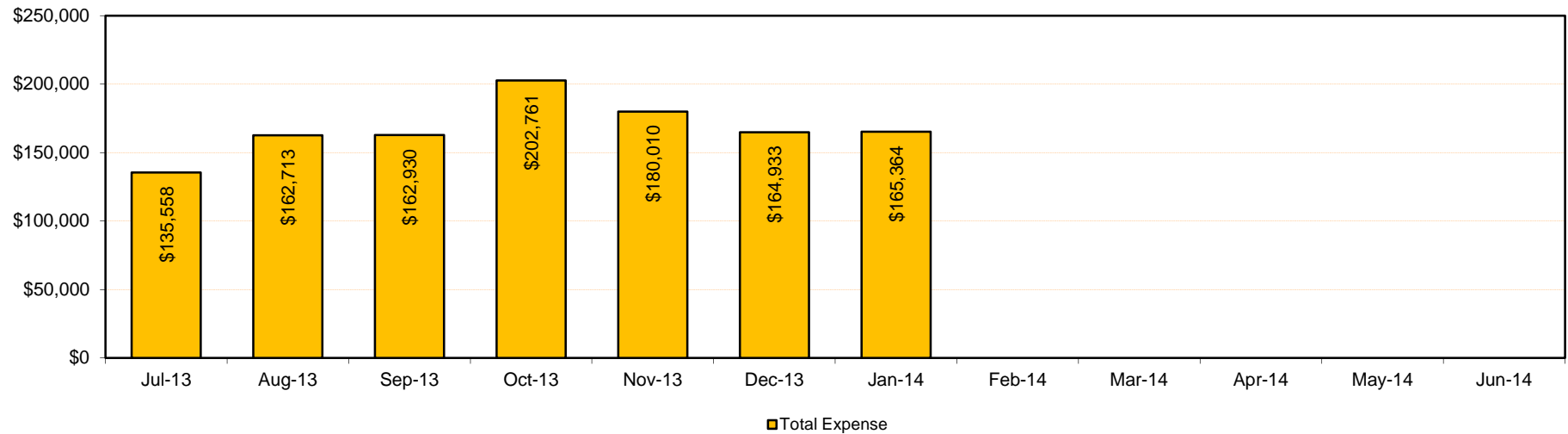
Plan expenses reflect administrative fees but excludes salaries of benefits staff and other ancillary costs that the Trust may incur.





Yavapai Combined Trust Self-Funded Plan Expense Detail Plan Year: 2013-2014

	Claim Admin	Medical Network Access	Stop Loss	Utilization Review	Case Management	EAP	Rx Rebate	Consulting Fee	Miscellaneous	TOTAL
Jul-2013	\$36,264	\$33,273	\$76,148	\$0	\$7,110	\$8,227	-\$29,703	\$0	\$4,238	\$135,558
Aug-2013	\$36,342	\$33,361	\$76,814	\$0	\$1,125	\$8,249	\$0	\$6,648	\$175	\$162,713
Sep-2013	\$36,618	\$33,638	\$77,349	\$0	\$0	\$8,317	\$0	\$7,007	\$0	\$162,930
Oct-2013	\$36,560	\$29,312	\$76,976	\$4,253	\$0	\$8,299	\$0	\$7,177	\$40,184	\$202,761
Nov-2013	\$36,735	\$29,465	\$77,219	\$4,275	\$0	\$8,343	\$0	\$7,265	\$16,708	\$180,010
Dec-2013	\$36,867	\$29,567	\$77,472	\$4,290	\$0	\$8,372	\$0	\$6,960	\$1,405	\$164,933
Jan-2014	\$36,914	\$29,606	\$77,563	\$4,296	\$0	\$8,382	\$0	\$7,103	\$1,500	\$165,364
Feb-2014										
Mar-2014										
Apr-2014										
May-2014										
Jun-2014										
TOTAL	\$256,302	\$218,223	\$539,541	\$17,114	\$8,235	\$58,190	-\$29,703	\$42,159	\$64,209	\$1,174,270



Expense detail does not include staffing, other associated administrative expenses, and other related costs incurred by the Trust.

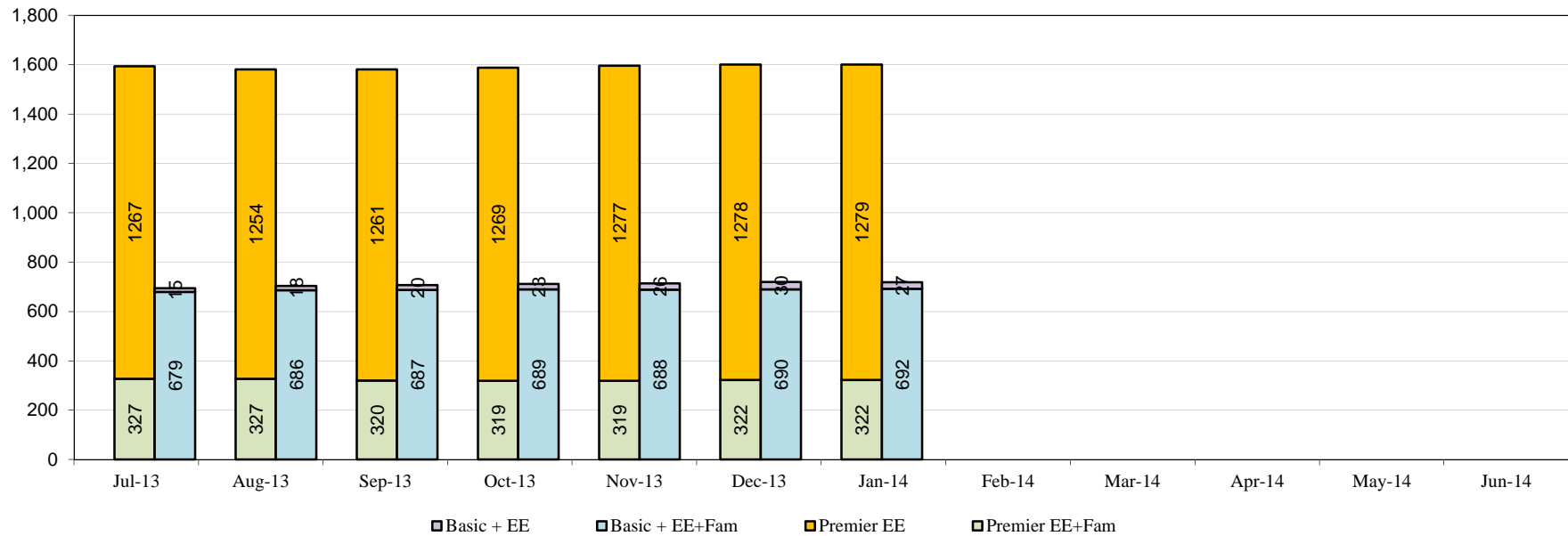


Yavapai Combined Trust

Medical Enrollment By Rate Tier & Coverage

Plan Year: 2013-2014

	Premier			Basic Plus			Total EEs
	EE	EE+Fam	Total	EE	EE+Fam	Total	
Jul-2013	1,267	327	1,594	15	679	694	2,288
Aug-2013	1,254	327	1,581	18	686	704	2,285
Sep-2013	1,261	320	1,581	20	687	707	2,288
Oct-2013	1,269	319	1,588	23	689	712	2,300
Nov-2013	1,277	319	1,596	26	688	714	2,310
Dec-2013	1,278	322	1,600	30	690	720	2,320
Jan-2014	1,279	322	1,601	27	692	719	2,320
Feb-2014							
Mar-2014							
Apr-2014							
May-2014							
Jun-2014							
FYE 2014 Mo. Avg.	1,269	322	1,592	23	687	710	2,302
FYE 2013 Mo. Avg.	1,271	344	1,614	22	642	664	2,278



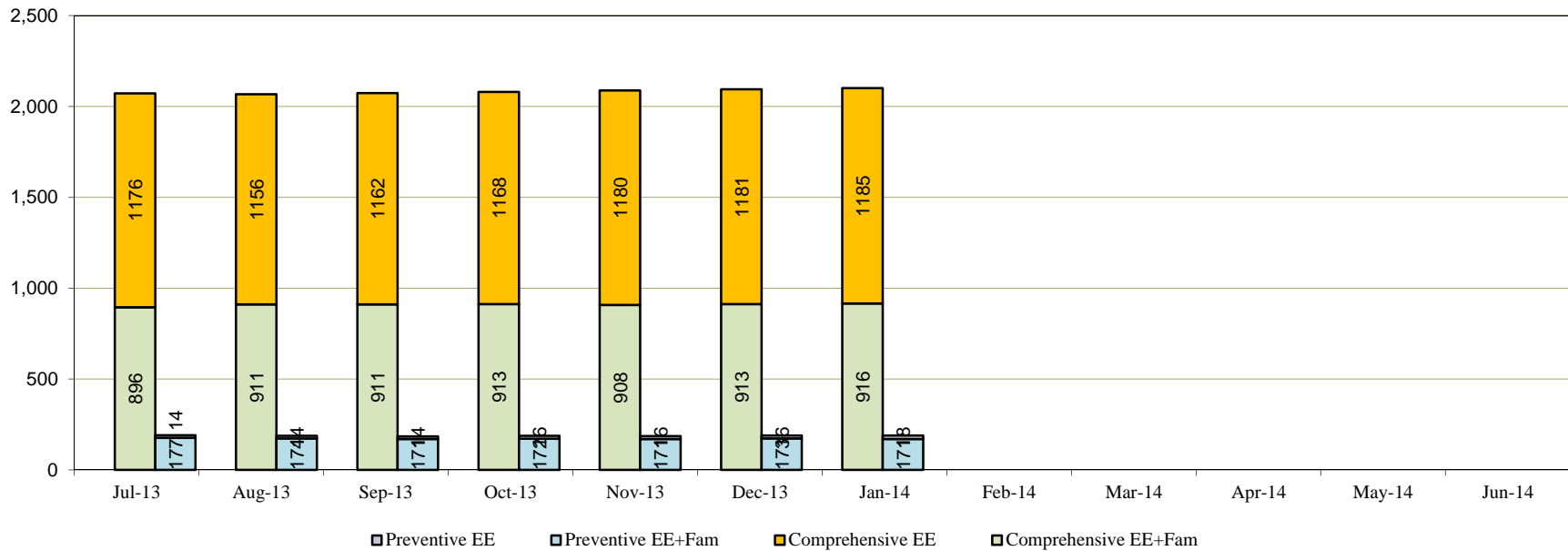


Yavapai Combined Trust

Dental Enrollment By Rate Tier & Coverage

Plan Year: 2013-2014

	Comprehensive			Preventive			Total EEs
	EE	EE+Fam	Total	EE	EE+Fam	Total	
Jul-2013	1,176	896	2,072	14	177	191	2,263
Aug-2013	1,156	911	2,067	14	174	188	2,255
Sep-2013	1,162	911	2,073	14	171	185	2,258
Oct-2013	1,168	913	2,081	16	172	188	2,269
Nov-2013	1,180	908	2,088	16	171	187	2,275
Dec-2013	1,181	913	2,094	16	173	189	2,283
Jan-2014	1,185	916	2,101	18	171	189	2,290
Feb-2014							
Mar-2014							
Apr-2014							
May-2014							
Jun-2014							
FYE 1 Mo. Avg.	2,177	1,691	2,084	202	147	161	2,245
FYE Mo. Avg.	1,157	967	2,124	12	109	121	2,245

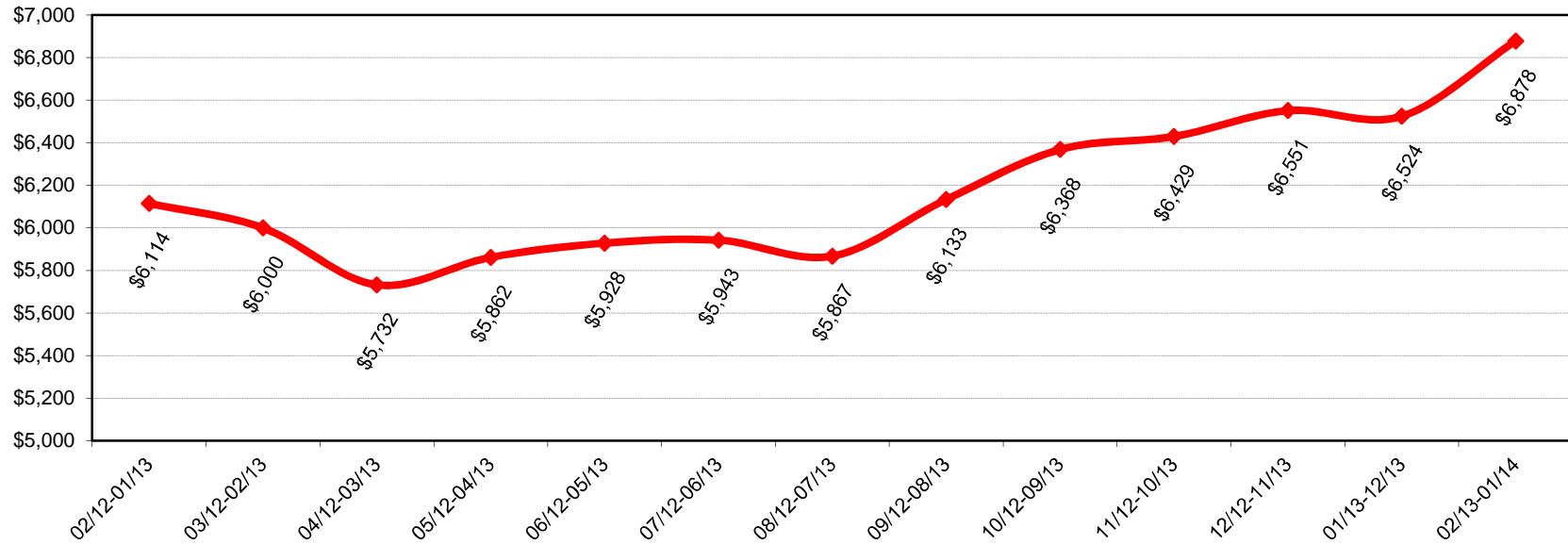




Yavapai Combined Trust

Rolling 12 Months Accumulated Medical/Rx Claims

Per Employee Per Year



Beg. Date	End Date	Medical Paid Claims PEPY	Rx Paid Claims PEPY	Total
Feb-2013	thru Jan-2014	\$5,566	\$1,312	\$6,878
Feb-2012	thru Jan-2013	\$4,943	\$1,171	\$6,114
Percent Change		13%	12%	12%

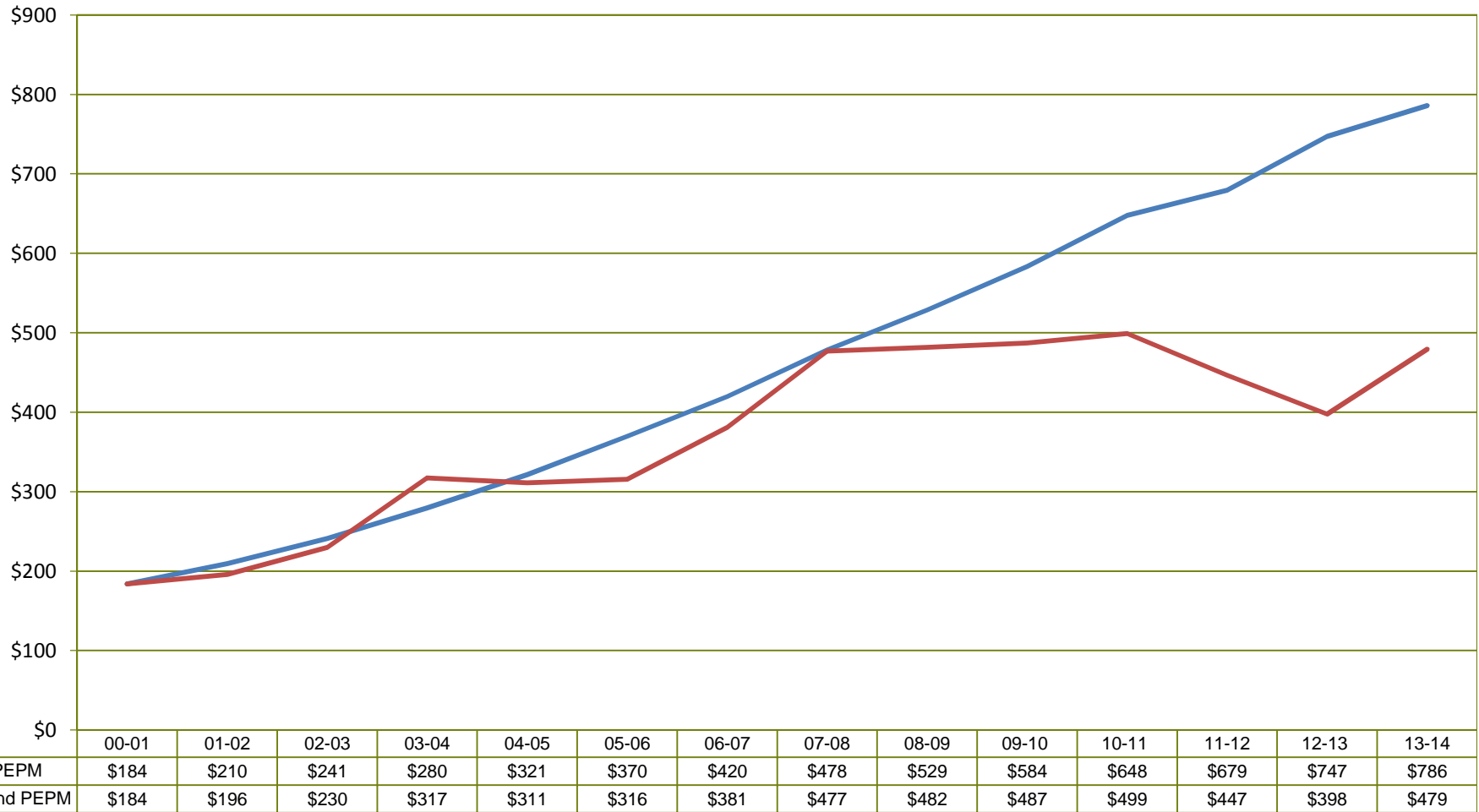
Each data point in the chart represents the cost for that 12 month reporting period divided by average enrolled employees. This allows the ability to look at cost trends over a period of time while reducing the effects of seasonality and enrollment changes. Amounts reflect stop loss reimbursements.



Yavapai Combined Trust

Forecast Medical Trend vs. YCT Actual Medical Trend PEPM

Base Year = 2000-2001



Data represents medical cost only (excluding prescription drug card expense) and prior to stop loss reimbursements
 PEPM = Per Employee Per Month



Yavapai Combined Trust
Estimated Fund Balance

Calculation as of 01/31/2014

	Recommended Funding Policy	Fund Balance as of 01/31/14 ⁽³⁾
Estimated Expenses/Claims For One Month ⁽¹⁾	\$1,657,000	
	+	
Estimated Risk Corridor ⁽²⁾	<u>\$4,464,000</u>	
	=	
Total Estimated Fund Balance	<u>\$6,121,000</u>	
Total Net Assets		<u>\$13,329,247</u>
	+	+
Estimated Recommended Reserve for Incurred But Not Reported (IBNR)	<u>\$2,555,000</u>	
IBNR Liability		<u>\$1,985,000</u>
	=	=
Total Recommended Reserves	<u>\$8,676,000</u>	
Total Liabilities and Net Assets		<u>\$15,314,247</u>
Reserve Surplus/(Shortage)	<u>\$6,638,247</u>	

⁽¹⁾ One month average claims and expenses based on most current 12 month period.

⁽²⁾ Based on 25% of total paid claims for the past 12 months (excluding stop loss refunds).

⁽³⁾ Total Net Assets and Total Liabilities & Net Assets from Statement of Net Assets provided by EBZH.



Yavapai Combined Trust Data Sources / Disclaimer

Data Element	Source	Notes
Enrollment counts	Summit	Data from invoices
Paid claims	Summit	Data from BCBS monthly invoices
Total Expenses	Summit	Calculated (reported enrollment x unit fees)
Stop loss premiums	Summit	Calculated (reported enrollment x unit rates)
Dental Admin fees		Calculated (enrollment x unit fees)
Vision Admin fees		Calculated (enrollment x unit fees)
STD Admin fees		Calculated (enrollment x unit fees)

The data received from Summit has not been audited by The Segal Company. The accuracy and reliability of this report is dependent on the information available to The Segal Company at the time the report was prepared. Any changes to the underlying data will affect the results reported in this report. This report will reflect any eligibility retroactivity that Summit reports in its system. This may lead to a restatement of prior month(s)' data. Subrogation recoveries other than reported by Summit are NOT included in this report.

June 2014 College Highlights

Foundation Studies

- Yavapai College hosted the County Sixth Grade Math Contest on May 2nd. The following schools attended: Bagdad, Congress, Camp Verde, Granite Mountain Middle School, Prescott Mile High Middle School, Humboldt Elementary, Lake Valley Elementary, Mountain View Elementary, Granville Elementary, and Skyview School. Over 100 students participated in two individual math contests and a team problem-solving event. The highlight of the day was the "Marble Run" where students had to work in their schools to create a maze in which a marble would travel down an incline in the slowest amount of time. **Jeri Hamilton**, Professor of Math, organized the event with help from The North Central Arizona Mathematics and Science Consortium (NCAMSC), which was a co-sponsor of the contest.
- On May 12th, 18 faculty members and 10 advisors met to spend a full day preparing for the launch of our new First Year Experience course (FYE 103) for the Fall 2014 Semester. The faculty members came from a wide range of disciplines including English, Sociology, Physical Education, Nursing, Modern Languages, Business, and GED. This course is connected with our New Student Orientations, and is designed to help students make a successful transition to college. 12 sections are currently planned for the fall semester.
- Approximately 300 students and 25 faculty and staff were involved with Service Learning projects in their classes and through their clubs during the Spring 2014 semester. These students provided over 3,700 hours of service to more than 75 organizations in the county, which equates to \$82,000 of service (using the National Volunteer Hour Rate of \$22.18). This program is coordinated by **Mark Shelley**, Professor of Psychology & Sociology, and **Brent Roberts**, retired Professor of Mathematics. They received great support from **Lloyd Weathers**, who is a VISTA member working for Yavapai College through Arizona Serve.

Instructional Support and Improvement

- **Teaching & eLearning Support (TeLS)**

The Summer Institute was held on Tuesday, May 13th, Wednesday, May 14th and Thursday, May 15th. The Institutes are a teaching and learning event regarding best practices in the classroom, as well as technology topics for enhancing student learning. The Institutes are hosted by the Teaching & eLearning Support Department and Great Ideas For Teaching (GIFT) Committee.

The three day event held 28 sessions with two Keynotes from colleagues at neighboring institutions. Melody Buckner, Instructional Designer from the University of Arizona shared the journey U of A has taken introducing Quality Matters to the institution.

Dr. Donna Gaudet and Dr. Lisa Young from Scottsdale Community College shared the idea of the Maricopa Millions Project. This comprehensive strategic plan is to accomplish the goal of saving Maricopa students \$5 million over 5 years in course materials.

- The GIFT Fellowship Award for Teaching Excellence was presented at the institute to **Dr. Matt Percy**, Biology Instructor in the Sciences and Health Division.
- **Prescott Library**
YC Archives display features the highly decorated YC Soccer champs under the tutelage of Coaches **Mike Pantalione** and **Hugh Bell** with past years' banners, photos, articles, pennants and soccer souvenirs. Slides and film coverage of the teams are broadcast on the library's InfoPortal video display.

Daneke Kanarian, part-time library staff, displays some of her quilling creations in the glass case near the library entrance.

Steve Simmonds, former YC student, "Faces of the World" photographs are on display in the library's reading room glass case.

Student paintings on display from **Ken Ottinger's** Art 190 Oil/Acrylic Painting I and Art 191: Oil/Acrylic Painting II, as well as Ken's original paintings.

- **Verde Library**
Art in Public Places at Verde Library features **Mariah McKennon**, student artist, display of paintings in oil and acrylic.

Visual Performing and Liberal Arts

- The ECE/EDU Advisory Board was launched on February 27, 2013, with a broad representation of educators from the community. The Advisory Board functions to enhance Yavapai College Early Childhood Education and Education programs with an interface with the community. During the 2013-14 academic year the Advisory Board held four (4) regular meetings (October, February, March, and April), in which we explored the development of a strategic role of promoting more of an interface between the ECE/EDU program with the various ECE programs and services in Yavapai County. The Advisory Board expanded its membership to provide even greater representation, with our members listed below:
Martha Baden, Public Service Manager, Prescott Public Library
Lori Barbe, Director, American Lutheran Church Preschool
Charla Boley, AmeriCorps/Vista Volunteer, First Things First
Teresa Bruso, Principal, Lincoln Elementary School
Brandy Cox, Kindergarten Teacher, Territorial Elementary School
Carol Darrow, Director, Primavera School
Larry Grimm, Professor of Early Childhood Education & Psychology, Yavapai College
Cheryl Klaas, Field Service Manager, Northern Arizona University
Le Anne Lawhead, Professor of Early Childhood Education, Yavapai College
Claire Louge, Outreach Coordinator, First Things First
Paula Masterman, Director, Prescott Head Start
Scott McCreey, Director, Skyview School

Catherine Mulligan, Education Program Manager, NACOG Head Start
Tara O'Neil, Associate Professor Education, Yavapai College
Judy Paris, Director, the Spot Children's Museum
Lindsey Pierce, Preschool Teacher, DEW Family Enrichment Center
Stephanie Rowe, Director, Special Services, Humboldt Unified School District
JoAnne Scholeman, Associate Director, Buena Vista Children's Services
Carolyn Shelley, Raising a Reader Program
Linda Williams Tuenge, Coordinator, Pathways Scholarship
Vicky Young, Professor of Early Childhood Education, Prescott College
Al Zalfini, Educator (former YC student and recent NAU graduate)

On April 30th, Yavapai College hosted the first ECE Forum to discuss education needs throughout our county with twelve (12) invited guests (see below), with this Forum exploring the need for additional collaborative efforts to address education issues (teacher preparation, professional development, and teacher certification).

Dr. Stuart Blacklaw (YC Vice President for Instruction & Student Services)

Tim Carter (Yavapai County School Superintendent)

Doug Small (NAU, Associate Dean of Distant Learning)

Sheobaghn Arambula (Associate Director, NACOG Head Start)

Vickey La Motte (Director, DEW Family Enrichment Center)

Erin Mabery (Director, Buena Vista Children's Services)

Lisa Blyth (First Things First, Yavapai Regional Director)

Sara Lienau (Director, Trinity Presbyterian Church Preschool)

Wendy Watson (Early Childhood Learning Collaborative)

Becky Ruffner (Executive Director, Prevent Child Abuse Arizona)

Lisa Grell (Director, Cougar Lane Preschool, HUSD)

Cindy Pemberton (Director, Child Care Coalition)

Since the inception of the ECE/EDU Advisory Board, the function has been broadened to address a variety of education issues. The group decided on the new name, PIECE (Partners Improving Early Childhood Education experience) and launched a List Serve for members. PIECE (the ECE/EDU Advisory Board) is exploring the prospect of hosting three (3) ECE Forums (with probable themes of higher education, professional development, and standards/certification) for the 2014-15 academic year, and plans to invite a representative cross-section of educators to each forum

Presenter : Ray Sigafoos

Start Time : 2:44 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 20

Proposed : 3/21/2014

Item Type : Information Item

Policy No.	Description	Ref No
2.5	The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.	344945

Description : Information from Instruction and Student Services to Include: Yavapai County School Superintendents Outreach; Update on Sedona Film School; Allied Health Presentation; and Other Related Issues - INFORMATION AND/OR DISCUSSION

Details : Instruction and Student Services will present and update on the following:

- Yavapai County School Superintendents Outreach - Dr. Stuart Blacklaw
- Sedona Film School Update - Dr. Stuart Blacklaw
- Allied Health Presentation - Nancy Bowers, Allied Health Director
- Other Related Issues

Attachments :

Title	Created	Filename
Allied Health District Governing Board Meeting 061014.pdf	Jun 05, 2014	Allied Health District Governing Board Meeting 061014.pdf

Division of Sciences and Health

Department of Allied Health

Nancy Bowers, BSN, RN
Program Director



What is “Allied Health”?

Professions distinct from nursing, medicine, and pharmacy.



Allied Health Care Practitioners:

- Receive formal education and clinical training
- Receive credentials through certification, registration, or licensure
- Collaborate with physicians and other members of the healthcare team
- Deliver high quality patient care services for the identification, prevention, and treatment of diseases, disabilities and disorders.



Why it's Important to Train Allied Health Professionals

- Decrease cost and improve quality of patient care
- Comprise 60% of the healthcare workforce
- Includes more than 85 distinct occupations, exclusive of physicians, nurses, and pharmacists
 - Approximately 6 million allied healthcare providers in U.S.
- *There is a workforce shortage **greater** than that currently seen in Nursing*



Education

- Allied Health professionals typically attend 2 or 4 year educational programs
 - Certificate and degree programs
- Approximately 1,000 programs in the U.S.
- Approximately 30,000 students are enrolled in the U.S. annually



Top 10 Highest Paying Allied Health Professions

- **Occupational Health and Safety Technicians**
 - HS diploma or equivalent, \$45,330
- **Medical Lab Technologists**
 - Bachelors, \$46,680
- **Medical Lab Technician**
 - Associate, \$32,840
- **Occupational Therapy Assistants**
 - Associate, \$47,490
- **Cardiovascular Technologists**
 - Associate, \$49,410
- **Respiratory Therapists**
 - Associate, \$54,280
- **Radiologic Technologists**
 - Associate, \$54,340
- **Diagnostic Medical Sonographers**
 - Associate, \$64,380
- **Dental Hygienists**
 - Associate, \$68,250
- **Nuclear Medicine Technologists**
 - Associate, \$68,560
- **Radiation Therapists**
 - Associate, \$78,980

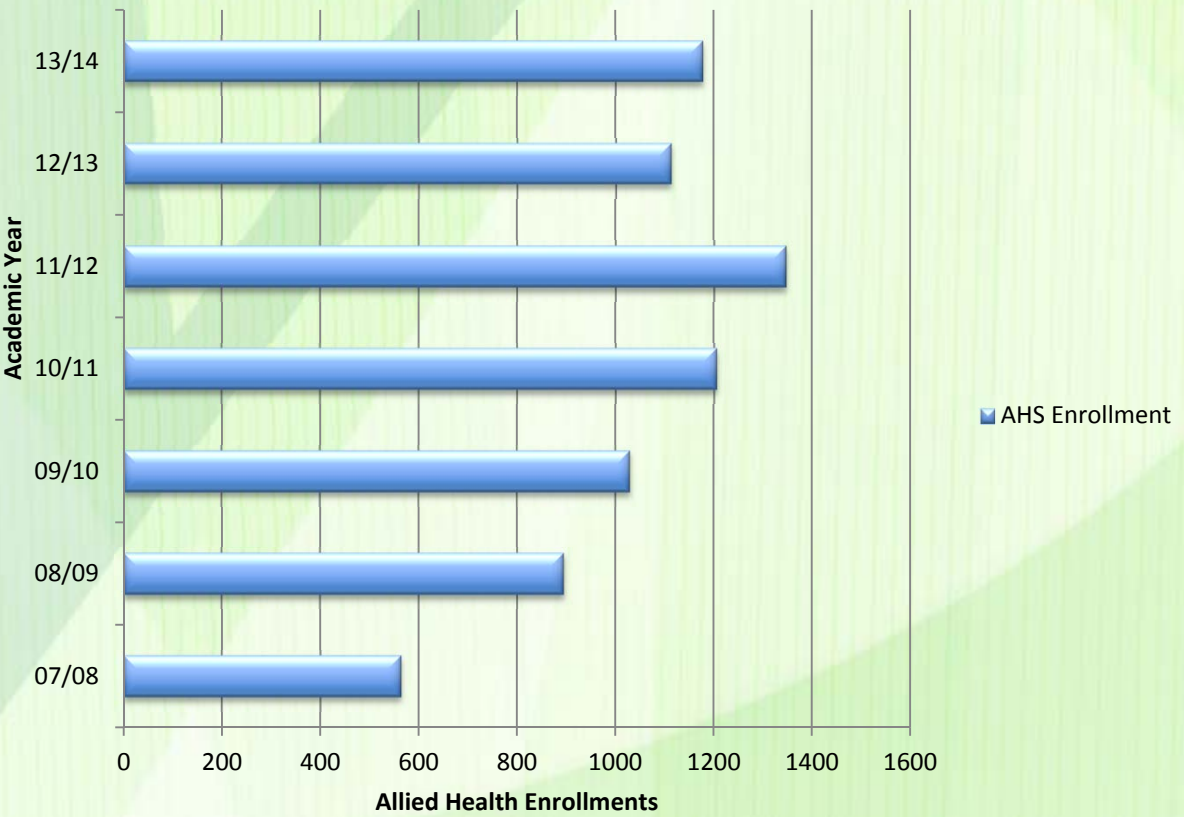


Allied Health Programs Currently Offered at Yavapai College

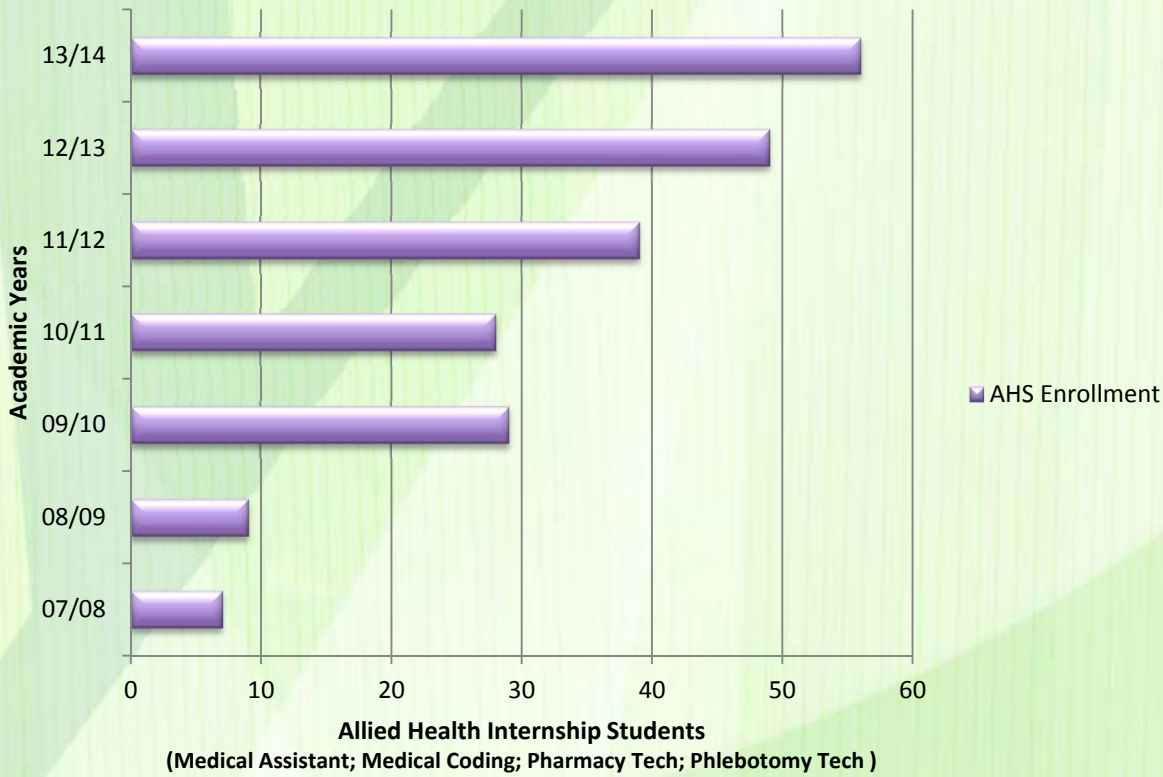


- Medical Assistant-Held on MJTED campus
- Nursing Assistant-Prescott and Verde
- Phlebotomy-Held on MJTED campus
- Pharmacy Technician-Prescott (hybrid)
- Health Information Technology-hybrid
- Medical Records Technician-hybrid
- Radiologic Technology-Prescott
- Exercise Science/Sports Medicine-Prescott and Verde
- Emergency Medical Technician-Prescott Valley (CTEC)
- Paramedic-Prescott Valley (CTEC)

Allied Health Program Enrollment by Academic Year



Allied Health Program Internships by Academic Year



AHS Projected Enrollment
FALL 2014

856

Includes MJTED-200 Dual- and
Concurrently- Enrolled Students



Projected Allied Health Enrollment with VACTE 2014-15

AHS 114 Nursing Assistant
will begin as concurrent enrollment
on Verde campus in Spring 2015
with 20 students



Challenges...



- Skills Labs for Medical Assisting, Nursing Assistant, and Phlebotomy
- Number of Available Internship Sites
- Recruitment of Qualified Instructors
- Marketing and Program Visibility
- Program Expansion to Verde Campus
- Tracking Job Placement after Graduation



Successes...



- Development of New Programs
- Job Preparedness and Placement
 - *YC students are often offered employment before they have finished their internships!*
- Allied Health Department assists local employers with job postings-Contact us!



Successes...



Certification...

- Pharmacy Technician Certification Exam Pass Rate:
 - Spring 2012 - **100%**
 - Spring 2013 - **100%**
 - Spring 2014 - **100%**



Successes...

- Partnerships with Community Healthcare Providers and Educational Institutions

Thank you for your continued support!



Presenter : Ray Sigafoos

Start Time : 3:04 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 6/3/2014

Item Type : Information Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Reports from Board Members - INFORMATION AND/OR DISCUSSION

Details : Board members will provide information regarding current events.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:09 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 3/21/2014

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:19 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/21/2014

Item Type : Heading

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : MONITORING REPORTS - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:19 PM

Item No : 22

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/21/2014

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.3	The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.	344942

Description : Receipt of President's Monitoring Report - Executive Limitation 2.3 - Financial Management - MONITORING, DISCUSSION, AND/OR DECISION

Details : Executive Limitation 2.3 - Financial Management

The President shall not cause or 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.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.3, 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 the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 2.3 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.3. I move that the President provide the Board with a new Monitoring Report for Policy 2.3 [at the X board meeting] [within X amount months] that includes a new interpretation.

3. Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 2.3 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.3. I move that the President provide the Board with a new Monitoring Report for Policy 2.3 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 - June 2014.pdf	Jun 03, 2014	Monitoring Report Executive Limitations Policy 2 3 - June 2014.pdf
Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.3.pdf	Jun 04, 2014	Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.3.pdf

Monitoring Report
Executive Limitations 2.3 – Financial Management
June 2014

Executive Limitations 2.3 – Financial Management

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.

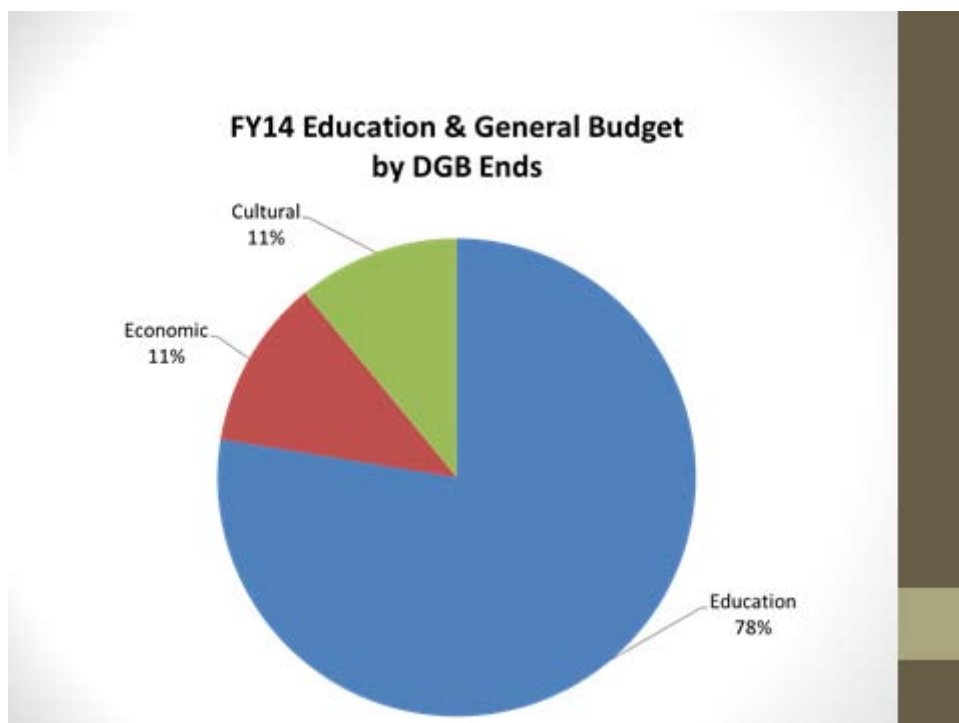
President’s Interpretation:

Financial management of the College’s resources is not an end to itself. The fiscal stewardship is an essential component of meeting the Board’s Ends. As the Board annually reviews its Ends, it is the responsibility of the administration to plan the budget to ensure achievement of the Ends, the College’s strategic initiatives, and financial solvency. The College’s budgetary plan must be responsive to not only legal requirements, but also revenues’ and expenses’ projections from local, state, and federal incomes as well as enrollment projections and endowed funds.

Supporting Evidence:

Financial Planning & Budgeting that aligns with the Board’s Ends priorities

During the Board’s discussion of the College Budget in May, we presented an estimate of the college Education & General Budget Budget, allocating expenses to the Boards’ Ends of Education, Economic Development, or Cultural Enrichment. In the case where a department supports multiple ends, the budget or asset was split 50%-50%. The results are depicted in the following slide:



As part of the Preliminary Budget presentation to the DGB, the College provides 5 year projections of Revenues and Expenses to project both financial solvency and compliance with the AZ Expenditure Limitation statute.

Financial Solvency

The College has established minimal fund reserves for both the Operating and Capital Funds. As was demonstrated through Monitoring Report 2.3.2 – Reserves, these fund reserve targets have been consistently exceeded over the past decade. Moreover, as has been demonstrated in the annual Budget Book, the College has created contingency expense budgets to cover the eventuality that the revenue targets are not achieved in any given year. The College's sound fiscal stewardship is reflected in part in our credit ratings from Standard & Poor's Global Credit portal Ratings Direct® of AA- and Moody's Aa2.

Budget Alignment with Multi-Year Strategic Management Plan

The College developed a four year Strategic Plan in the Fall of 2010. This plan aligns with the Board's Ends as we strive to improve academic excellence, economic development, and cultural enrichment.

<https://www.yc.edu/v5content/strategic-planning/docs/Strat-Init-Linked-Board-Ends-1-10-12.pdf> The Strategic Plan will be updated during FY2014-15.

The Budget Cycle is integrated with the Strategic Planning Cycle, as can be seen from the following link

http://www.yc.edu/v5content/strategic-planning/docs/SP_CycleV7.pdf

Over a series of months, the Administration systematically presents a series of budget-related information to the Board as is documented on our college's budget website. <http://www.yc.edu/v5content/budget/>

As was discussed in the February Board meeting, the College practice is to present its capital budget in a multi-year format for Preventative Maintenance Plans, Equipment Replacement Plans, and Capital Improvement Plans (CIP). Because of the time required to plan and execute large capital projects such as those found in the CIP, and because many of those projects are best completed over the Summer term (approximately May 15 through August 15), the first two years of the CIP are considered firm when the Board approves the annual budget, and the remaining budget years are for preliminary planning purposes. The college performs a multi-year fund reserve projection when preparing the above capital budgets.

Budgets do not violate applicable statutes

Yavapai College has received the Certificate of Achievement from GFOA for the past fourteen years in a row, and has had unqualified audit opinions during that same timeframe.

President's Conclusion:

I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.3 – Financial Management
Compilation - May 2014

This worksheet is intended to assist you in assessing the monitoring report, and expediting RELEVANT discussion at the Board meeting. For EACH ITEM and sub-item in the attached monitoring report, please note your responses to the following questions:

Executive Limitation 2.3	Financial Management 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.	
Is the interpretation reasonable?	YES 3	NO
Does the data demonstrate compliance with the interpretation?	YES 3	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES 3	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES	NO 3
Comments:		

The following questions will apply to the WHOLE policy:		
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?	YES 3	NO
Is there reason to doubt the integrity of the information presented?	YES	NO 3
Comments: My responses are based on a limited view due to the fact I have only been in this position for two and a half months. I am basing my responses on the information provided by the President.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Ray Sigafoos

Start Time : 3:24 PM

Item No : 23

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/21/2014

Item Type : Heading

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : BOARD EDUCATION / STRATEGIC THINKING AND PLANNING -
HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:24 PM

Item No : 24

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 3/21/2014

Item Type : Board Education

Policy No.	Description	Ref No
2.5	The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.	344945

Description : Presentation of the Board's Obligations Pursuant to State Statutes and Changes that Govern Community Colleges by District Governing Board Legal Counsel, Lynne Adams - INFORMATION AND/OR DISCUSSION

Details : In accordance with the District Governing Board Annual Calendar, Lynne Adams, District Governing Board Legal Counsel, will present and discuss with the Board recent legislative changes to the statutes that govern community colleges and their boards.

Attachments :

Title	Created	Filename
State Statutes Presentation.pdf	May 27, 2014	State Statutes Presentation.pdf

Legislative Changes to Community College Statutes (Exciting 2014 Edition!)



**Lynne C. Adams
Osborn Maledon**

June 10, 2014

Little to Report. . .



Lots of legislative efforts,
but few bills passed.

Financial Reporting



- **HB2654: Expanded the information that must be included on the College’s website.**
 - Previously included “information on taxes or fees controlled by” the College. More detail now required:
 - Total amount of taxes on a per capita basis, along with a statewide average of all similar community college districts, as calculated by the Arizona Department of Administration.
 - Total value of all outstanding debt obligations and the equivalent amount on a per capita basis. This includes any “unfunded pension liabilities” and the equivalent amount on a per capita basis.

Non-Resident Reporting



- **HB2005: Requires community colleges to report number of non-resident students.**
 - College must include in its annual report to the Governor and Legislature the number of students whose residence is in other counties and the number of students whose residence is in other states. Previously did not have to be separated – just indicate who does not reside in the district.
 - Removes requirement that in-state/out-of-county student file an affidavit stating that he or she had resided in the county for at least 50 days before classes began.

Distance Learning



- **HB2577: Permits an IGA for managing distance learning.**
 - Allows ABOR, community college districts, and the State Board for Private Postsecondary Education to agree to jointly enter into an interstate reciprocity agreement to manage distance education in the state.
 - Only one community college district needs to participate, i.e., it doesn't have to be you!
 - The IGA would be limited to overseeing a distance education reciprocity agreement for postsecondary institutions that have a principal place of business in Arizona.

Failed Efforts



- **Bills that died or were vetoed (for now . . .)**
 - Firearms/concealed weapons. HB2186 (faculty members), HB2339 (public places except “educational institutions”—vetoed), SB1063 (storage at public places), HB2517 (prohibited regulation—vetoed), HB2412 (school safety program)
 - Supplemental appropriations. HB2341, HB2588
 - Appropriation for veterans services, counselors. HB2177
 - Financial audit posting requirements. SB1316

Failed Efforts (continued)



- **Bills that died or were vetoed (for now . . .)**
 - Mandatory tuition and fee reduction for students pursuing certain degrees. SB1228
 - Elimination of all state aid in favor of vouchers for certain students to use for tuition at any community college or university. SB1229
 - Resetting/Increasing property tax levy amounts. HB2340
 - Prohibiting assisting federal agencies with electronic data collection. SB1156

Presenter : Ray Sigafoos

Start Time : 3:34 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/21/2014

Item Type : Heading

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:34 PM

Item No : 26

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/27/2014

Item Type : Procedure Item

Policy No.	Description	Ref No
3.1.4	Shall monitor and regularly discuss the Boards own process and performance through a) regular monitoring by the full Board of its Governance Process and Board-President Linkage policies. b) review of the Boards overall performance as a governing body. Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3.	413190

Description : Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION

Details : The Board assesses how meetings are conducted on a quarterly basis. Dr. Fitzner acted as the Board Evaluator and completed the review for February 2014 to April 2014. The Board Evaluator will evaluate the Board's commitment and consistency to act with Policy Governance:

1. The Board provided strategic leadership by focusing on Ends.
2. The Board obtained and/or considered ownership input.
3. The Board encouraged diversity of viewpoints
4. The Board was proactive and future-focused.
5. The Board limited their decisions to items that related to the Board's governance job.
6. Decisions were made collectively.

The Board Evaluator will determine if any of the following areas need improvement:

1. Internal preoccupation, focus on administrative means.
2. Decisions without ownership input, or self-selected input only.
3. Board "led" by a few vocal members.
4. Board involved in making decisions in areas delegated to CEO.
5. Board "rubber-stamping" decisions of individuals or committees.
6. More focus on present and/or past than on future.
7. Reacting to CEO recommendations rather than making governance decisions.

Attachments :

Title	Created	Filename
Second Board meeting Self Eval.pdf	Jun 03, 2014	Second Board meeting Self Eval.pdf

Yavapai College District Governing Board

Meeting Self-Evaluation (Quarterly)

June 10, 2014

During this evaluation, have we acted consistently with Policy Governance to which we have committed ourselves?

<p>The Board provided strategic leadership by focusing on Ends</p> <p><input type="checkbox"/> Always <input type="checkbox"/> Rarely</p> <p><input checked="" type="checkbox"/> Most of the time <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>Brief comment of specific examples to support your response</p> <p>Board ends addressed this quarter were: Economic (2/04/15)-new Certificate programs with job potential were approved; an agreement on the Sedona Cultural Park property configuration advanced and has potential economic impact for Sedona and Yavapai County Education ((2/04/14)-curriculum proposals for new certificate programs for students were approved; (3/04/14)-Curriculum proposals to add new programs for therapy and canine services were approved. Community (4/15/14)-a letter of Intent was authorized to advance completion of an agreement on the Sedona Cultural Park property; would have potential impact on community cultural opportunities; the YC Performance Hall improvements are in process, enabling more performance opportunities when completed.</p>
<p>The Board obtained and/or considered ownership input</p> <p><input type="checkbox"/> Always <input type="checkbox"/> Rarely</p> <p><input checked="" type="checkbox"/> Most of the time <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>Ownership needs are a consideration in all board actions; obtaining Ownership input on current agenda items is an ongoing challenge. This quarter Ownership input was obtained through reports from staff who meet regularly with community groups and through community presentations in the Board meeting Open Call segment.</p>
<p>The Board encouraged diversity of viewpoints</p> <p><input checked="" type="checkbox"/> Always <input type="checkbox"/> Rarely</p> <p><input type="checkbox"/> Most of the time <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>A diversity of viewpoints can enhance understanding and add valuable perspective as each agenda action item is reviewed, debated and voted on by trustees. Each trustee is encouraged express his/her personal opinion and insights before the final vote on each action item.</p>
<p>The Board was proactive and future-focused</p> <p><input checked="" type="checkbox"/> Always <input type="checkbox"/> Rarely</p> <p><input type="checkbox"/> Most of the time <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>Future focused Board action this quarter (2/04/14) included the proactive approval of faculty proposals for new curriculum programs that will add new Certificate Programs that could enhance career opportunities.</p>
<p>The Board limited their decisions to items that related to the board's governance job</p> <p><input checked="" type="checkbox"/> Always <input type="checkbox"/> Rarely</p> <p><input type="checkbox"/> Most of the time <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>The annual evaluation of the YC president is a Board Governance responsibility that is addressed through the receipt and evaluation of the president's monitoring reports on compliance with the Board Ends and Executive Limitations (reviewed & approved at the 2/04 & 3/04 meetings). No issue or area that is identified as a management responsibility of the president is "voted" on by the Board.</p>
<p>Decisions were made collectively</p> <p><input checked="" type="checkbox"/> Always <input type="checkbox"/> Rarely</p> <p><input type="checkbox"/> Most of the time <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>A Collective decision making process is employed by the YC trustees in reviewing, discussing and then voting to approve or reject action items on the agendas of monthly and special board meetings.</p>

During this evaluation, did we fall into any of the following behaviors that need to be improved?

Yes	No	BEHAVIORS NEEDING IMPROVEMENT	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Internal preoccupation, focus on administrative means
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2	Decisions without ownership input, or self-selected input only
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	Board "led" by a few vocal members
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	Board involved in making decisions in areas already delegated to CEO
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5	Board "rubber-stamping" decisions of individuals or committees*
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	More focus on present and/or past than on future
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	Reacting to CEO recommendations rather than making governance decisions

*except for items deliberately handled on the Required Approvals Agenda

What is the most important thing the board could do to improve our function as a board? The Board needs to improve communication between trustees and the "owners" so that owners have an enhanced understanding of YC's operations, goals, needs, etc., and trustees have relevant feedback that reflects the perceptions (opinions, concerns, preferences and recommendations) of owners for better informed Board decisions.

Presenter : Ray Sigafoos

Start Time : 3:39 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 5/8/2014

Item Type : Information Item

Policy No.	Description	Ref No
3.2.1	Ownership Linkage shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	470151

Description : District Governing Board Open Seats for the November 4, 2014 Election - INFORMATION AND/OR DISCUSSION

Details : Yavapai College District Governing Board Candidate information and the required documents are available on-line at www.ycesa.com/school-elections.

Please notify the Elections Department in writing or by e-mail no later than July 7, 2014 for participation in the upcoming election.

Please file nomination and petitions no later than August 6, 2014 for participation in the upcoming election.

For additional inquiries please contact Laurin Custis, School Elections Coordinator at 928-442-5138 or Tim Carter, Yavapai County School Superintendent at 928-925-6560.

Yavapai College District will have a total of four (4) seats open for the November 4, 2014 election:

- District #2 - Incumbent Herald Harrington
- District #3 - Incumbent Albert Filardo
- District #4 - Incumbent Patricia McCarver
- District #5 - Incumbent Dale Fitzner

Attachments :

Title	Created	Filename
Election Info.pdf	May 08, 2014	Election Info.pdf



180-Day Notice

In accordance with A.R.S. §16-205, you are hereby notified the next election date is **November 4, 2014**.

Per A.R.S. §16-204(F), beginning with elections held in 2014 and later that are not candidate elections, an election held for or on behalf of any political subdivision of this state, and including a special election to fill a vacancy or a recall election, may only be held on the following dates:

- The second Tuesday in March.
- The third Tuesday in May.
- The tenth Tuesday before the first Tuesday after the first Monday in November.
- The first Tuesday after the first Monday in November.

Please notify the Elections Department in writing or by e-mail no later than **July 7, 2014**, if you are planning on participating in the upcoming election.

s/s: Lynn A. Constabile, Elections Director
Yavapai County Elections Department
1015 Fair Street, Room 228
Prescott, AZ 86305
(928) 771-3250 / e-mail: web.elections@yavapai.us

Thank you,

Desi Zurcher
Elections Database Programmer
Yavapai County Elections
1015 Fair Street, Rm. 228
Prescott, AZ 86305
Tel: 928.771.3250
Fax: 928.771.3446

Presenter : Ray Sigafoos

Start Time : 3:41 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/21/2014

Item Type : Information Item

Policy No.	Description	Ref No
3.5.5	<p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committee. Board liaisons should provide advice and input to their assigned committee, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committee. The positions are:</p> <ol style="list-style-type: none">1) Foundation Liaison2) AADGB Representative3) Board Spokesperson	436609

Description : Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT); Yavapai College Foundation; and Board Spokesman - INFORMATION AND/OR DISCUSSION

Details : Arizona Association for District Governing Boards (AADGB) - Dr. Dale Fitzner

Association of Community Colleges Trustees (ACCT) - Dr. Dale Fitzner

Yavapai College Foundation - Dr. Patricia McCarver

Board Spokesperson - Mr. Herald Harrington

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:46 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/21/2014

Item Type : Heading

Policy No.	Description	Ref No
3.4	<p>To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.</p>	26041

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:46 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/21/2014

Item Type : Information Item

Policy No.	Description	Ref No
3.2.1	Ownership Linkage shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	470151

Description : Correspondence to the Board - RECEIPT

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:51 PM

Item No : 31

Proposed By : Ray Sigafoos

Time Req : 9

Proposed : 5/14/2014

Item Type : Decision Item

Policy No.	Description	Ref No
3.1.5	To ensure the continual development of governance capability, shall include orientation of new Board members in the Boards governance process and periodic Board training and discussion of process improvement.	396376

Description : Planning of September 8, 2014 District Governing Board Retreat With a Possible Follow-Up Session on September 9, 2014 - DISCUSSION AND/OR DECISION

Details : Board members will discuss the planning of the September 8, 2014 District Governing Board Retreat with a possible follow-up session on September 9, 2014:

- Topic - Policy Governance Role - Ownership Linkage
- Facilitator - Candidates to be discussed

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:00 PM

Item No : 32

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/21/2014

Item Type : Decision Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : Proposed Dates and Places of Future Meetings for the Remainder of 2014 and 2015 Draft - DISCUSSION AND/OR DECISION

Details : The Board will discuss the Proposed Dates and Places of Future Meetings for:

- Remainder of 2014
- Draft for 2015

Attachments :

Title	Created	Filename
2014- Proposed Dates and Places of Future Meetings.pdf	May 28, 2014	2014- Proposed Dates and Places of Future Meetings.pdf
2015- Proposed Dates and Places of Future Meetings.pdf	Jun 03, 2014	2015- Proposed Dates and Places of Future Meetings.pdf

PROPOSED DATES AND PLACES OF FUTURE MEETINGS 2014

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
Regular Board Meeting	January 14, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus–Rock House
Regular Board Meeting	February 4, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	March 4, 2014, Tuesday, 1:00 p.m. * Location: Sedona Campus
Work Session	March 5, 2014, Wednesday, 9:00 a.m. Location: Prescott Campus – Rock House
Roughrider Community Tennis Center Ground Breaking	March 6, 2014, Thursday, 11:00 a.m. Location: Prescott Campus – Roughrider Community Tennis Center
Regular Board Meeting	April 15, 2014, Tuesday, 11:30 a.m.* Location: Prescott Campus-Rock House
Nursing Pinning Ceremony	May 7, 2014, Wednesday, 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 8, 2014, Thursday, 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 9, 2014, Friday, 6:00 p.m. Location: Verde Valley Campus
Prescott Commencement	May 10, 2014, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
Regular Board Meeting	May 13, 2014, Tuesday, 1:00 p.m. Location: Career & Technical Education Center (CTEC) Rm 105
Regular Board Meeting	June 10, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
JULY 2014 – NO BOARD MEETING	
Regular Board Meeting	August 12, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board Retreat - Strategic Planning	September 8, 2014, Monday – 9:00 a.m. Location: Prescott Campus-Rock House
Regular Board Meeting	September 9, 2014, Tuesday, 1:00 p.m. Location: Verde Campus Room M-137
Regular Board Meeting	October 14, 2014, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center Rm 120/121
Association of Community College Trustees (ACCT) Leadership Congress	October 22 – October 25, 2014 Location: Chicago, IL
Regular Board Meeting	November 18, 2014, Tuesday, 1:00 p.m.* Location: Town of Prescott Valley Auditorium
Northern Arizona Regional Training Academy (NARTA) Commencement	December 2014 - TBD Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 2014 - TBD Location: Prescott Campus – Performing Arts Center
Annual Board Retreat	December 2014 - TBD Location: Prescott Campus – Rock House
Regular Board Meeting	December 9, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House

* February 4, 2014 (First Tuesday of the Month) changed due to out of state conferences

* March 4, 2014 (First Tuesday of the Month) changed due to Spring Break scheduled for March 10th – 14th

* November 18, 2014 (Third Tuesday of the Month) changed due to Veteran’s Day November 11

* April 15, 2014 (Third Tuesday of the Month) - Mr. Sigafos is requesting third Tuesday of the month, due to his tax season workload.

PROPOSED DATES AND PLACES OF FUTURE MEETINGS 2015

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
Regular Board Meeting	January 13, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	February 10, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	March 3, 2015, Tuesday, 1:00 p.m. Location: Sedona Campus
Regular Board Meeting	April 14, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Nursing Pinning Ceremony	May 9, 2015, Saturday, 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 7, 2015, Thursday, 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 8, 2015, Friday, 6:00 p.m. Location: Verde Valley Campus
Prescott Commencement	May 9, 2015, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
Regular Board Meeting	May 12, 2015, Tuesday, 1:00 p.m. Location: Career & Technical Education Center (CTEC) Rm 105
Regular Board Meeting	June 9, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
JULY 2015 – NO BOARD MEETING	
Regular Board Meeting	August 11, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board Retreat - Strategic Planning	September TBD, 2015, XXXday – 9:00 a.m. Location: Prescott Campus-Rock House
Regular Board Meeting	September 8, 2015, Tuesday, 1:00 p.m. Location: Verde Campus Room M-137
Regular Board Meeting	October 13, 2015, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center Rm 120/121
Association of Community College Trustees (ACCT) Leadership Congress	October 14 – October 17, 2015 Location: San Diego, CA
Regular Board Meeting	November 10, 2015, Tuesday, 1:00 p.m. Location: Town of Prescott Valley Auditorium
Northern Arizona Regional Training Academy (NARTA) Commencement	December 2015 - TBD Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 2015 - TBD Location: Prescott Campus – Performing Arts Center
Annual Board Retreat	December 2015 - TBD Location: Prescott Campus – Rock House
Regular Board Meeting	December 8, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House

* March 3, 2015 (First Tuesday of the Month) changed due to Spring Break scheduled for March 9th – 13th

Presenter : Ray Sigafoos

Start Time : 4:05 PM

Item No : 33

Proposed By : Ray Sigafoos

Time Req : 45

Proposed : 3/21/2014

Item Type : Procedure Item

Policy No.	Description	Ref No
4.5	The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President. President remuneration shall be decided in or about June of each year and shall be consistent with any existing contract, after a review of monitoring reports received in the last year.	429157

Description : EXECUTIVE SESSION - A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, Compensation, and Employment Agreement - PROCEDURAL

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

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:50 PM

Item No : 34

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/21/2014

Item Type : Decision Item

Policy No.	Description	Ref No
3.2	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. Accordingly, the Board:	429130
4	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.	396329

Description : Convene in Public Session with Possible Action RE: President's Evaluation, Compensation, and Employment Agreement as a Result of Executive Session - DECISION

Details : 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.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:55 PM

Item No : 35

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/21/2014

Item Type : Procedure Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.	26041

Description : ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Details :

Attachments :

No Attachments