



Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, May 08, 2018
1:00 PM

Prescott - Susan N. Webb Community Room 19-147
 1100 E. Sheldon Street
 Prescott, Arizona

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	761462
2	Call to Order - PROCEDURAL	0	1:00 PM	761463
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	761464
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	761465
5	Approval of April 17, 2018 District Governing Board Regular Meeting Minutes - DISCUSSION AND/OR DECISION	2	1:02 PM	761466
6	Adoption of Agenda - DECISION	1	1:04 PM	761467
7	MONITORING REPORT - HEADING	0	1:05 PM	761492
8	April Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION	5	1:05 PM	761493
9	CONSENT AGENDA - HEADING	0	1:10 PM	761468
10	Receipt of Report on Revenues and Expenditures - Month of April 2018 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:10 PM	761469
11	POLICY - HEADING	0	1:11 PM	777869

Item No.	Item	Time Req.	Start Time	Ref No.
12	For Consideration to Approve the Real Property Donation from the Yavapai College Foundation to Yavapai College Located at the Prescott Campus - DISCUSSION AND/OR DECISION	10	1:11 PM	777871
13	INFORMATION - HEADING	0	1:21 PM	761473
14	Information from the President to Include: Summer Institute; Yavapai Combined Trust Quarterly Report; Yavapai Staff Association Newsletter; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; and Other Related Information - INFORMATION AND/OR DISCUSSION	10	1:21 PM	761474
15	Information from Instruction and Student Development to Include: Faculty Senate; College Honors Program; and Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION	20	1:31 PM	761475
16	SHORT RECESS - PROCEDURAL	10	1:51 PM	761476
17	MONITORING REPORT (CONTINUED) - HEADING	0	2:01 PM	761479
18	Receipt of President's Monitoring Report - Executive Limitation 2.0 - MONITORING, DISCUSSION, AND/OR DECISION	5	2:01 PM	761480
19	Receipt of the President's Monitoring Report - Executive Limitation 2.3 Financial Management - MONITORING, DISCUSSION, AND/OR DECISION	5	2:06 PM	761494
20	Content Review of Board - President Linkage Policy 4.5 President Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION	5	2:11 PM	761495
21	OWNERSHIP LINKAGE - HEADING	0	2:16 PM	761483
22	Reports from Board Liaisons - Board Spokesperson; Arizona Association for District Governing Boards (AADGB); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	2:16 PM	761484
23	OTHER INFORMATION - HEADING	0	2:21 PM	761485
24	District Governing Board Proposed Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION	3	2:21 PM	761486
25	EXECUTIVE SESSION - A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, and Consideration of President's Contract and Potential Retirement - PROCEDURAL	50	2:24 PM	761489
26	Convene in Public Session with Possible Action RE: President's Evaluation, and Consideration of President's Contract and Potential Retirement as a Result of Executive Session - DECISION	5	3:14 PM	761490
27	POLICY - HEADING (CONTINUED)	0	3:19 PM	781090
28	Consideration of Strategic Course of Action Regarding the President's Potential Retirement - DISCUSSION AND/OR DECISION	5	3:19 PM	781080
29	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:24 PM	761491

Presenter : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 1
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 1/18/2018 **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.	558881

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 : 1/18/2018 **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.	558881

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 : 1/18/2018

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.	558881

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 : 1/18/2018

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.	558881

Description : Welcome to Guests and Staff - PROCEDURAL

Details : Chair Sigafoos will welcome guests and staff.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:02 PM

Item No : 5

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 1/18/2018

Item Type : Decision Item

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.	558943

Description : Approval of April 17, 2018 District Governing Board Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the April 17, 2018 Regular Board Meeting Minutes. 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 decisions 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 Regular Meeting Minutes -Apr 17 2018.pdf	May 03, 2018	Unapproved Regular Meeting Minutes - Apr 17 2018.pdf



**Yavapai College District Governing Board
Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, April 17, 2018
1:00 PM**

Career and Technical Education Center
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	Mr. Steve Irwin, Secretary
Dr. Connie Harris, Board Member	Dr. Patricia McCarver, Board Member
Ms. Deb McCasland, Board Member	

Administration Present:

Dr. Penelope H. Wills, President	Lynne Adams, Board Attorney
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Other staff attending are on file in the District Office

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

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

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Irwin.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Approval of the District Governing Board March 6, 2018 Regular Meeting Minutes - DISCUSSION AND DECISION (refer to Board agenda, pgs. 6-10)

Member McCarver moved, seconded by Member Harris, to approve the District Governing Board March 6, 2018 Regular Meeting Minutes as written. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. Recognition of Faculty Emeritus Awardees for 2018: Jamie Bennett and Mary Verbout - INFORMATION AND DISCUSSION

Dr. Ron Liss, Vice President for Instruction and Student Development, introduced the new Faculty Emeritus Awardees:

- Ms. Jamie Bennett - Served Yavapai College from 1992-2007
- Ms. Mary Verbout - Served Yavapai College from 1991-2016

8. MONITORING REPORT – HEADING

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

The Board reviewed the March 6, 2018 compiled assessment of how the meeting was conducted; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring.

10. OWNERSHIP LINKAGE – HEADING

11. Open Call – PROCEDURAL

The following owners addressed the Board:

- Chris Kuknyo – Tax increase
- Bill Feldmeier – Preliminary budget

12. CONSENT AGENDA – HEADING

Member Harris moved, seconded by Member Irwin to approve the Consent Agenda as written. Motion carried unanimously.

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

14. For Consideration of Approval of Public and Charter School Dual Enrollment Intergovernmental Agreements with Yavapai Community College District - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 25-62)

The attached Intergovernmental Agreement (IGA's) will enable Yavapai College to provide Dual Enrollment Courses from July 1, 2018 through June 30, 2019, to eligible students for the following School Districts:

- 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
- Prescott Unified School District No. 1
- Sedona-Oak Creek Joint Unified School District No. 9
- Seligman Unified School District No. 40
- Valley Academy for Career and Technology Education District #01
- Tri-City College Preparatory High School

15. For Consideration for Approval of the Intergovernmental Agreement (IGA) between Yavapai College and the Superior Court in Yavapai County to provide a Youth Summer Training and Enrichment Program (YouthSTEP) - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 63-76)

For consideration for approval of the intergovernmental agreement (IGA) between Yavapai College and the Superior Court in Yavapai County Juvenile Court Center to provide a Youth Summer Training and Enrichment Program (YouthSTEP) effective upon execution and shall terminate on October 15, 2018.

16. For Consideration for Approval of the Second Amendment to the Intergovernmental Agreement Between Yavapai College and Valley Academy for Career & Technical Education for Educational Programs - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 77-79)

17. For Consideration for Approval of the Third Amendment to Intergovernmental Agreement Between Yavapai College and Mountain Institute Technical Education District (JTED) - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 80-83)

18. For Consideration for Approval of Addition of Curriculum Certificate Program - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 84-91)

In accordance with A.R.S. §15-1445, the Board approves curriculum amendments. - Addition of new curriculum for certificate for Additive Manufacturing Technician (RESA)

19. INFORMATION - HEADING

20. Information from the President to Include Government Finance Officers Association (GFOA) Certificate of Achievement; Phi Theta Kappa (PTK) Annual Convention; American Association of Community Colleges (AACC) Annual Convention; National Council for Marketing and Public Relations Gold Medal; Community Outreach; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; and Other Related Issues- INFORMATION AND/OR DISCUSSION (refer to Board agenda, 93-103)

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

- GFOA Certificate of Achievement - The College has received this Certificate for the FY17 annual financial report. This will be the 18th year the College has received this prestigious award.
- Phi Theta Kappa (PTK) Annual Convention was held on April 19-21, 2018 in Kansas City, MO. Dr. Wills was awarded the Shirley B. Gordon Award of Distinction.
- American Association of Community Colleges (AACC) Annual Convention will be on April 28 - May 1, 2018 in Dallas, TX.
- Yavapai College Marketing Department received the National Council for Marketing and Public Relations Gold Medal for Promotional Video (AACC affiliate).
- Community Outreach February, March, and April Presentations at City and Town Council meetings were completed by Executive Team.

- Budget to Actual Monthly Report - Attached
- Cash Reserves Monthly Report - Attached
- College Highlights - Attached - Information Only

21. Update from Instruction and Student Development to Include: Faculty Senate; Student Leadership Council; and Adjunct Advisor - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 104-108)

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

- Faculty Senate - Dr. Matt Pearcy reported that faculty is working on class caps. The Blue Ribbon Committee has drafted a shared governance statement and matrix. Faculty Senate is reviewing structure of committees and will complete this semester. The May report will summarize this year's accomplishments and goals for next year.
- Student Leadership Council - Heather Mulcaire, Associate Dean for Student Success, and Diana Dowling, Associate Dean for Student Development, and Students Alex Daniels, Sam DeKemper, Kennan King, Shannon Klasinski, Nicole Kreuziger, and Carl Muirhead presented the 2017-18 activities to include hosting a leadership conference, participation in Yavapalooza, and proposing changes to the SLC requirements that would allow part-time students to be members.
- Adjunct Advisor – Attached – Information Only

22. Yavapai College Guided Pathways Update - INFORMATION AND/OR DISCUSSION

Tania Sheldahl, Associate Vice President for Student Development, and Scott Farnsworth, Associate Vice President for Student Success and Dean for Science, Health & Public Safety provided an update on Pathways.

- First Year Academy
- Student Development Reorganization
 - Student Outreach
 - Communication Plan
 - Student Feedback
- Align High School to YC Pathways – Early College
- Align YC to University Pathways
- General Education Core
- Metrics - Dashboard

23. SHORT RECESS – PROCEDURAL

Meeting recessed at 1:47 p.m.; reconvened at 2:02p.m.

24. MONITORING REPORTS – HEADING

25. Receipt of President's Monitoring Report - Executive Limitation 2.1.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 122-128)

Member Harris moved, seconded by Member McCarver, that we have read the President's Monitoring Report regarding Policy 2.1.1, 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 2.1.1. Motion carried unanimously

26. Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 129-135)

Member McCarver moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.2, 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 2.2. Motion carried unanimously

27. Receipt of the President's Monitoring Report - Executive Limitation 2.3.4 - Real Property - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 136-144)

Member McCarver moved, seconded by Member Harris that we have read the President's Monitoring Report regarding Policy 2.3.4 and sub-policies, 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 2.3.4 and sub-policies. Motion carried unanimously.

28. Receipt of Board Self-Evaluation - Governance Process Policy 3.4 Agenda Planning - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 145-151)

29. Content Review of Board - President Linkage Policy 4.7 President Succession - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 152-153)

The Board performed the biennial content review for Policy 4.7 - President Succession. A compilation of the members' policy assessment and suggested edits to the policy are attached for consideration.

30. President's Evaluation Process - INFORMATION AND/OR DISCUSSION

The Board members will receive a performance summary from the President, applicable Monitoring Reports, other relevant information, and evaluation forms by April 19, 2018. Board members are requested to complete and forward to Lynne Adams by May 4, 2018.

31. POLICY – HEADING

32. Consideration of the Preliminary Budget FY 2018-2019 - INFORMATION, DISCUSSION, AND/OR DECISION

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the FY 2018-2019 Preliminary Budget for the Board's consideration.

33. BOARD EDUCATION – HEADING

34. Board Education on A.R.S. §38-431.01 (H) Regarding Open Call - INFORMATION AND DISCUSSION

Lynne Adams, District Governing Board Counsel, provided Board Education on A.R.S. §38-431.0 (H) related to Open Call.

35. OWNERSHIP LINKAGE - HEADING - CONTINUED

36. Reschedule Community Forums - DISCUSSION AND/OR DECISION

Member McCarver moved, Member Harris seconded, to explore alternate dates and report back to the Board in order to reschedule the forums in late summer. Motion carried unanimously.

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

- Board Spokesperson – no report.
- Arizona Association for District Governing Boards (AADGB) – Member McCasland reported that AADGB is working on procedures, liability insurance, and financial topics. The next meeting will be April 27 and will include proposed name change to Arizona Association of Community College Trustees, review of bylaws, and proposed memorandum of understanding regarding liability insurance.
- Yavapai College Foundation – Member McCarver reported the last meeting was March 7 and April 11 with reports regarding a College budget, auxiliary fund raising events, scholarship reception, and potential transaction to transfer buildings 11, 12, 20. The next Foundation meeting is May 9, 2018.

38. OTHER INFORMATION – HEADING

39. District Governing Board Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 166-169)

The Board reviewed the Proposed Dates and Places for Future meetings with reminder of the 48th Annual Commencement Ceremonies:

- Verde Valley Campus Commencement - Friday, May 4, 2018 at 6:00 p.m. - Mabery Pavilion
- Prescott Campus Commencement - Saturday, May 5, 2018 at 6:00 p.m. - Performing Arts Center
- Nursing Pinning Ceremony, Prescott - Saturday, May 5, 2018 at 1:00 p.m. - Performing Arts

Center

- Northern AZ Regional Training Academy (NARTA) - Thursday, May 24, 2018 at 11:00 a.m. - Performing Arts Center

Member Irwin moved, Member Harris seconded, to nominate Chair Raymond Sigafoos for the Association of Community College Trustee Leadership Award based on his years of service to the Yavapai College students, faculty, staff, and our communities across the county. Motion carried with 3 yes votes and 2 abstentions from Chair Sigafoos and Member McCasland.

40. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:26 p.m.

Respectfully submitted:

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

Date: May 8, 2018

*Board agenda, packet materials, handouts from meeting are on file in the District Office and posted on the College website: www.yc.edu.
The mission of Yavapai College is to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.*

Presenter : Ray Sigafoos	Start Time : 1:04 PM	Item No : 6
Proposed By : Ray Sigafoos	Time Req : 1	
Proposed : 1/18/2018	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.	558881

Description : Adoption of Agenda - DECISION

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos	Start Time : 1:05 PM	Item No : 7
Proposed By : Ray Sigafoos	Time Req : 0	
Proposed : 1/18/2018	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.	558881

Description : MONITORING REPORT - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:05 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 1/18/2018

Item Type : Monitoring Item

Policy No.	Description	Ref No
3.1.4	Shall monitor and regularly discuss the Board's 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 Board's 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.	560668

Description : April Board Meeting Evaluation - INFORMATION AND/OR DISCUSSION

Details : The Board will assess how meetings are conducted; commitment to governance style and processes; and the Board's performance according to the Board's Governance Process policies 3.1.4 Self-Evaluation and 3.5.3 Board Chair's Role in Monitoring. At the April 17, 2018 meeting, the Board completed the assessment for that meeting and staff compiled the results.

Attachments :

Title	Created	Filename
April Monthly Eval Compilation.pdf	Apr 18, 2018	April Monthly Eval Compilation.pdf

Yavapai College District Governing Board Board Meeting Self-Evaluation (Monthly)

Compilation for Month of: April 2018

During this Board Meeting, did we exhibit any of the following behaviors that need to be improved?

Yes	No	BEHAVIORS NEEDING IMPROVEMENT
2	3	Board focused on administrative/internal operations
	5	Board involved in making decisions in areas already delegated to CEO
	5	Decisions without considering ownership input, or led by a few vocal owners
1	4	Decisions without whole Board input, or led by a few vocal members
1	4	Board automatically approving decisions of individuals or committees without due consideration
	5	Board focused on present and/or past
	5	Board making reactive decisions rather than pro-active decisions
Other Comments: Sigafoos: The budget is a means discussion that is mandated by statute. It focused, by necessity on internal operations.		

Overall, keeping in mind the role of the Board and reflecting on our individual and collective behavior during this meeting, please rate the Board's performance in the following categories:

	1- Needs improvement	2- Satisfactory	3- Proficient	Brief comment of specific examples to support your response	
		1	2		3
The Board operates as a unit and honors Board decisions.		1	3	1	McCasland: Very little discussion of entire board in major subjects.
The Board's behavior demonstrates that its constituency is the entire county.			3	2	
Board members operate ethically and without conflicts of interest.			3	2	
Board decisions are made with the goal of supporting student learning and student success.			1	4	
What is the most important thing the Board could do to improve our function as a board? McCasland: More discussion by entire board.					

Presenter : Ray Sigafoos

Start Time : 1:10 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 1/18/2018

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.	558881

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:10 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 1/18/2018

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 escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.</p>	560679

Description : Receipt of Report on Revenues and Expenditures - Month of April 2018 - 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 of Expenditures - April 2018

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

The report of Revenue and Expenditures for the tenth month of FY 2017-2018 ending on April 30, 2018 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - April 2018 in May.pdf	May 04, 2018	Financial Update - April 2018 in May.pdf
YCFS Apr 2018 - Governing Board Budget Report.pdf	May 04, 2018	YCFS Apr 2018 - Governing Board Budget Report.pdf
YCFS April 2018_Summary.pdf	May 04, 2018	YCFS April 2018_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

April 2018

FY2016-2017 Close and Audit

- The year-end close for FY2016-2017 was done in November 2017.
- The auditors began their field work on October 16, 2017. The audit report (Comprehensive Annual Financial Report) was issued in December 2017 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 FY2016-2017 was presented to the Board in February 2018.

FY 2017-2018 Budget

General Fund

- Total property taxes collected have historically been approximately .4% less than the levy. Based on higher than average collections last fiscal year we expect collections to exceed the historical average.
- Tuition and fees is projected to exceed budget for the fiscal year due to the tuition contingency not being used.
- Expenditures are expected to come in under budget for the fiscal year due to vacancy savings and unused contingency budgets.

Auxiliary Fund

- The Auxiliary Fund is comprised of Auxiliary Enterprises and Public Services. Auxiliary Enterprises generally exists to furnish non-core goods or services to students and employees, charging a fee directly related to, although not necessarily equal to, the cost of the goods or services. Examples include Bookstore, Food Services, and Housing. Public Services are those non-instructional services provided primarily to benefit individuals and groups external to the institution, charging a fee directly related to, although not necessarily equal to, the cost of the goods or services. Examples include REDC and Community Events. While each Auxiliary Fund operation is managed as a self-supporting activity, the District historically and currently transfers funds from the General Fund to the Auxiliary Fund to subsidize various operations. This is most notable in the public services area where the District strives to balance offering these DGB-End-driven services with the charging of reasonable prices.

- The Regional Economic Development Center training revenue is below budget due to the Caregiver Training course program being moved to the Allied Health department subsequent to the FY 2017-18 budget being set.
- Instruction expenses and related ticket sale revenues were significantly above budget for the White Christmas and Beauty and the Beast productions, both exceeding projections.
- The total Auxiliary fund is projected to be within budget for the fiscal year.

Unexpended Plant Fund

- The Unexpended Plant Fund currently has a deficit due to a significant amount of Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the next two months.

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

**For the Ten Months Ended April 30, 2018
Fiscal Year 2017-2018**

District Governing Board

Fiscal Year 2017-18 Budget:

\$ 171,300

		Year-to-Date	Encumbered	Total
	Purpose	Expenditures	Obligations	Expenditures/ Encumbrances
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 33,369	\$ 5,802	\$ 39,171
Association of Community College Trustees	Membership & Conference Fees	14,626	-	14,626
Connie Harris	Travel	2,405	-	2,405
Deborah McCasland	Travel	2,445	-	2,445
DGB Community Survey	Printing & Advertising	21,413	-	21,413
DGB Retreat	Room and Food Supplies	819	-	819
HF Group LLC	Binding	467	1,033	1,500
International Policy Governance Association	Policy Governance Certifications	5,900	-	5,900
International Policy Governance Association	Membership & Conference Fees	2,630	-	2,630
Karen Jones	Travel	1,759	-	1,759
Osborn Maledon PA	Legal Counsel	23,053	14,447	37,500
Ourboardroom Technologies	Software Maintenance	11,500	-	11,500
Patricia McCarver	Travel	834	-	834
Penelope Wills	Travel	1,791	-	1,791
Ray Sigafos	Travel	1,118	-	1,118
Sodexo Inc.	Food Supplies	2,165	2,835	5,000
Steve Irwin	Travel	1,099	-	1,099
Supplies/Other	Various Vendors	2,260	-	2,260
The Governance Coach	Consulting	10,101	-	10,101
VVTV	Board Meeting Broadcasts	1,900	1,100	3,150
YC Printing Services	Printing	3,269	-	3,269
				<u>170,290</u>
Remaining Budget - April 30, 2018				<u>\$ 1,010</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Ten Months Ended April 30, 2018 - 83.3% of the Fiscal Year Complete

Fiscal Year 2017-2018

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	\$ 38,579,771		\$ 38,579,771	\$ 44,078,000	87.5%
Restricted Fund	11,665,218		11,665,218	13,840,500	84.3%
Auxiliary Fund	3,940,712		3,940,712	4,634,800	85.0%
Unexpended Plant Fund	9,440,835		9,440,835	10,971,500	86.0%
Debt Service Fund	5,767,419		5,767,419	6,903,300	83.5%
TOTALS	<u>69,393,955</u>		<u>69,393,955</u>	<u>80,428,100</u>	<u>86.3%</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	\$ 35,278,741	\$ 4,487,224	\$ 3,423,326	\$ 36,342,639	\$ 44,078,000	82.5%
Restricted Fund	11,317,564	267,734	202,740	11,382,558	13,840,500	82.2%
Auxiliary Fund	3,647,547	370,632	229,380	3,788,799	4,634,800	81.7%
Unexpended Plant Fund	7,902,796	1,832,281	-	9,735,077	10,971,500	88.7%
Debt Service Fund	564,354	5,187,596	-	5,751,950	6,903,300	83.3%
TOTALS	<u>58,711,002</u>	<u>12,145,467</u>	<u>3,855,446</u>	<u>67,001,023</u>	<u>80,428,100</u>	<u>83.3%</u>
SURPLUS/(DEFICIT)				<u>2,392,932</u>	<u>-</u>	

COMMENTS:

Through the tenth month, 83.3% of budget has been committed (excluding labor encumbrances) compared to 86.3% of revenues received.

The budget currently has a surplus of \$2,392,932.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Ten Months Ended April 30, 2018 - 83.3% of the Fiscal Year Complete

Fiscal Year 2017-2018

GENERAL FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 17/18 Budget</u>	<u>Percent of Budget</u>	<u>FY 17/18 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Primary Property Taxes	\$ 29,534,920		\$ 29,534,920	\$ 35,620,000	82.9%	\$ 35,620,000	\$ -
Primary Property Taxes - Contingency	-		-	(150,000)	0.0%	(150,000)	-
Tuition and Fees	10,747,923		10,747,923	10,746,500	100.0%	10,781,500	35,000
Tuition and Fees - Contingency	(530,000)		(530,000)	(530,000)	0.0%	-	530,000
State Appropriations	639,400		639,400	640,000	99.9%	640,000	-
Other Revenues	368,138		368,138	416,500	88.4%	416,500	-
Interest Income	61,057		61,057	45,000	135.7%	68,000	23,000
Fund Balance Applied to Budget	750,000		750,000	900,000	83.3%	900,000	-
Restricted Fund Transfer In	100,000		100,000	100,000	100.0%	100,000	-
General Fund Transfer Out	(3,091,667)		(3,091,667)	(3,710,000)	83.3%	(3,710,000)	-
TOTAL REVENUES	38,579,771		39,109,771	44,078,000	88.7%	44,666,000	588,000

	<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 17/18 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 17/18 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (Note 1):								
Instruction	\$ 14,832,293	\$ 1,038,758	\$ 863,341	\$ 15,007,710	\$ 17,947,000	83.6%	\$ 17,677,810	\$ (269,150)
Academic Support	3,437,461	605,383	486,939	3,555,905	4,552,000	78.1%	4,415,440	(136,560)
Institutional Support	7,161,004	1,427,069	942,025	7,646,048	8,945,000	85.5%	8,765,500	(179,500)
Student Services	4,194,522	597,333	545,844	4,246,011	5,260,000	80.7%	5,154,800	(105,200)
Operation/Maintenance of Plant	4,827,700	800,220	574,008	5,053,912	6,328,000	79.9%	6,233,080	(94,920)
Scholarships	758,377	7,292	-	765,669	877,000	87.3%	877,000	-
Public Service	67,384	11,169	11,169	67,384	169,000	39.9%	96,330	(72,670)
TOTAL EXPENDITURES	35,278,741	4,487,224	3,423,326	36,342,639	44,078,000	82.5%	43,219,960	(858,000)
SURPLUS/(DEFICIT)				\$ 2,767,132	\$ -			

COMMENTS:

Fourth quarter State Aid was received in April 2018.

Tuition and Fees revenues above budget due to a significant amount of summer 2018 tuition payments being recorded. This will even out over the next couple of months.

Institutional Support expenditures above budget due to the payment and or encumbering of various expenses at the beginning of the fiscal year (e.g. insurance, software licenses, IT maintenance, dues, etc.).

Public Service expenditures are below budget due to position vacancies at the REDC and a part-time position moving to Student Services earlier in the fiscal year.

The Budget currently has a surplus of \$2,767,132

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

REPORT OF REVENUES AND EXPENDITURES

For the Ten Months Ended April 30, 2018 - 83.3% of the Fiscal Year Complete

Fiscal Year 2017-2018

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	\$ 9,458,050		\$ 9,458,050	\$ 11,255,400	84.0%
State Grants and Contracts	145,977		145,977	365,000	40.0%
Private Gifts, Grants and Contracts	710,605		710,605	856,000	83.0%
Proposition 301 Funds	621,862		621,862	700,000	88.8%
State Appropriation - STEM Workforce	717,000		717,000	639,100	112.2%
Fund Balance Applied to Budget	104,167		104,167	125,000	83.3%
Restricted Fund Transfer Out	(100,000)		(100,000)	(100,000)	100.0%
Reimbursement Due	7,557		7,557	N/A	N/A
TOTAL REVENUES	11,665,218		11,665,218	13,840,500	84.3%

	<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	\$ 1,900,502	\$ 147,420	\$ 84,626	\$ 1,963,296	\$ 2,791,500	70.3%
Student Services	855,571	106,753	106,753	855,571	1,372,500	62.3%
Scholarships	8,460,451	-	-	8,460,451	9,510,500	89.0%
Public Service	101,040	13,561	11,361	103,240	166,000	62.2%
TOTAL EXPENDITURES	11,317,564	267,734	202,740	11,382,558	13,840,500	82.2%
SURPLUS/(DEFICIT)				\$ 282,660		

COMMENTS:

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

Fourth quarter STEM Workforce appropriation was received in April 2018.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Ten Months Ended April 30, 2018 - 83.3% of the Fiscal Year Complete

Fiscal Year 2017-2018

AUXILIARY FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 17/18 Budget</u>	<u>Percent of Budget</u>	<u>FY 17/18 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Auxiliary Enterprises							
Residence Halls and Summer Conferences	\$ 1,131,697		\$ 1,131,697	\$ 1,250,600	90.5%	\$ 1,250,600	\$ -
Bookstore Rental and Commissions	176,242		176,242	185,000	95.3%	185,000	-
Food Services Sales	28,688		28,688	33,000	86.9%	33,000	-
Vending	32,542		32,542	40,000	81.4%	40,000	-
Edventures	308,364		308,364	280,000	110.1%	310,000	30,000
Winery - Tasting Room	116,841		116,841	100,000	116.8%	130,000	30,000
Family Enrichment Center	473,364		473,364	579,300	81.7%	579,300	-
Public Services							
Community Events	336,914		336,914	463,800	72.6%	463,800	-
Regional Economic Development Center - Training	-		-	55,000	0.0%	-	(55,000)
Other Revenues							
Yavapai College Foundation	320,372		320,372	438,000	73.1%	438,000	-
Other	294,438		294,438	244,600	120.4%	345,600	101,000
Fund Balance Applied to Budget	-		-	100,000	0.0%	100,000	-
General Fund Transfer In	1,058,083		1,058,083	1,269,700	83.3%	1,269,700	-
Auxiliary Fund Transfer Out	(336,833)		(336,833)	(404,200)	83.3%	(404,200)	-
TOTAL REVENUES	3,940,712		3,940,712	4,634,800	85.0%	4,740,800	106,000

	<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 17/18 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 17/18 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (Note 1):								
Instruction	\$ 232,638	\$ 4,809	\$ -	\$ 237,447	\$ 99,600	238.4%	\$ 245,000	\$ 145,400
Student Services	584,930	73,339	57,923	600,346	689,200	87.1%	689,200	-
Auxiliary Enterprises	1,056,813	146,836	93,319	1,110,330	1,541,200	72.0%	1,479,600	(61,600)
Public Service	747,916	145,648	78,138	815,426	974,500	83.7%	989,101	14,600
Facilities & Administrative Allocation Expense	1,025,250	-	-	1,025,250	1,230,300	83.3%	1,230,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	3,647,547	370,632	229,380	3,788,799	4,634,800	81.7%	4,633,201	(1,600)
SURPLUS/(DEFICIT)				\$ 151,913	\$ -			

COMMENTS:

Edventures sales and related expenditures are ahead of budget due to most of the November 2017 New Zealand trip's revenues and expenditures being received and incurred. Note, Edventures expenditures are part of Auxiliary Enterprise Regional Economic Development Center Training revenue is below budget due to the Caregiver Training course program being moved to the Allied Health department subsequent to the above budget being set/approved. Instruction expenses are above budget due to the White Christmas and Beauty and the Beast performance expenses exceeding projections. Related revenues, which are included in the Other category, exceeded budget as well.

The Budget currently has a surplus of \$151,913.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Ten Months Ended April 30, 2018 - 83.3% of the Fiscal Year Complete

Fiscal Year 2017-2018

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	\$ 6,874,210		\$ 6,874,210	\$ 8,290,500	82.9%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	33,899		33,899	25,000	135.6%
Other	18,393		18,393	20,000	92.0%
Fund Balance Applied to Budget	1,681,000		1,681,000	1,681,000	100.0%
General Fund Transfer In	833,333		833,333	1,000,000	83.3%
TOTAL REVENUES	9,440,835		9,440,835	10,971,500	86.0%

	<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	\$ 3,170,646	\$ 612,243	\$ -	\$ 3,782,889	\$ 3,674,000	103.0%
Unplanned Maintenance	196,237	38,761	-	234,998	250,000	94.0%
Capital Improvement Projects	2,973,277	386,583	-	3,359,860	4,208,800	79.8%
Equipment	1,292,326	709,915	-	2,002,241	2,240,000	89.4%
Furniture and Fixtures	207,716	56,755	-	264,471	250,000	105.8%
Library Books	62,594	28,024	-	90,618	98,700	91.8%
Operating Contingency	-	-	-	-	250,000	0.0%
TOTAL EXPENDITURES	7,902,796	1,832,281	-	9,735,077	10,971,500	88.7%
SURPLUS/(DEFICIT)				(294,242)	-	

COMMENTS:

The Budget currently has a deficit of \$294,242 as a result of the majority of Capital Improvement and Preventative Maintenance projects being encumbered for the fiscal year. The supporting revenues/transfers will be received over the remaining two months.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Ten Months Ended April 30, 2018 - 83.3% of the Fiscal Year Complete

Fiscal Year 2017-2018

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	\$ 4,087,693		\$ 4,087,693	\$ 4,928,800	82.9%
Secondary Property Taxes - Contingency	-		-	(30,000)	0.0%
Investment Income	17,643		17,643	10,000	176.4%
General Fund Transfer In	1,200,250		1,200,250	1,440,300	83.3%
Auxiliary Fund Transfer In	336,833		336,833	404,200	83.3%
Fund Balance Applied to Budget	125,000		125,000	150,000	83.3%
TOTAL REVENUES	5,767,419		5,767,419	6,903,300	83.5%

	<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	\$ -	\$ 3,662,500	\$ -	\$ 3,662,500	\$ 4,395,000	83.3%
Interest Payments	330,402	220,265	-	550,667	660,800	83.3%
Pledged Revenue Obligations						
Principal Payments	-	891,667	-	891,667	1,070,000	83.3%
Interest Payments	185,151	123,432	-	308,583	370,300	83.3%
Revenue Bonds						
Principal Payments	-	258,333	-	258,333	310,000	83.3%
Interest Payments	47,101	31,399	-	78,500	94,200	83.3%
Bank Fees	1,700	-	-	1,700	3,000	56.7%
TOTAL EXPENDITURES	564,354	5,187,596	-	5,751,950	6,903,300	83.3%
SURPLUS/(DEFICIT)				15,469	-	

COMMENTS:

Through the tenth month, 83.3% of budget has been committed (excluding labor encumbrances) compared to 83.5% of revenues received.

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

Presenter : Ray Sigafoos

Start Time : 1:11 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 4/10/2018

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.	558881

Description : POLICY - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:11 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 4/10/2018

Item Type : Policy & Decision

Policy No.	Description	Ref No
2	The President shall not cause or allow any practice, activity, decision or organizational circumstance that is unlawful, unethical, or imprudent.	764155

Description : For Consideration to Approve the Real Property Donation from the Yavapai College Foundation to Yavapai College Located at the Prescott Campus - DISCUSSION AND/OR DECISION

Details : During the April 10, 2018 Yavapai College Foundation Board meeting, the Board approved to convey as a gift to Yavapai College, the title to real property owned by the Yavapai College Foundation and currently leased to Yavapai College described as 1) Building 20; 831 East Sheldon Street; 2) Building 11; 160 North Rush Street; and 3) Building 12; 155 North Rush Street. Attached is the Real Property Donation Transfer between Yavapai County Community College District and Yavapai College Foundation for Board action.

Attachments :

Title	Created	Filename
Gift Deed.pdf	May 04, 2018	Gift Deed.pdf

When recorded mail to:
 MICHAEL E. J. MONGINI, ESQ.
 Hufford, Horstman, Mongini, Parnell
 & Tucker
 120 N. Beaver Street
 Flagstaff, AZ 86001

GIFT DEED

Effective Date: _____, 2018	County and State where property is located: Yavapai County, State of Arizona
GRANTOR (Name, Address and Zip): Yavapai College Foundation, a non profit Arizona corporation 1100 E. Sheldon Street Box 6904 Prescott, AZ 86301	GRANTEE (Name, Address and Zip): Yavapai College District, a political subdivision of the State of Arizona 1100 E. Sheldon Street Box 6904 Prescott, AZ 8630
Subject Real Property (Address or Location): Yavapai County Parcel Numbers 114-04-031B 114-04-030B 114-04-039B	Legal Description proofed by person whose initials appear in this box: jb

Subject Real Property (Legal Description): See attached Legal Description, Exhibit "A"

EXEMPT PURSUANT TO A.R.S. § 11-1134 (A)(7)

The effective date of this Deed of Gift shall be the _____ day of _____, 2018.

GRANTOR, for consideration of its relationship with Grantee hereinabove named, and for the better maintenance, support, protection and livelihood of Grantee, hereby gives and grants to Grantee, its successors and assigns forever, all right, title and interest of Grantor in the subject real property described in Exhibit "A" hereto.

DATED this _____ day of _____, 2018.

GRANTOR
Yavapai College Foundation

By: Donald Michelman
Its: President

Acknowledged and accepted by: GRANTEE
Yavapai College District

By: Raymond Sigafos
Its: District Governing Board Chair

STATE OF ARIZONA)
) ss.
County of Yavapai)

On this ____ day of _____, 2018, before me personally appeared _____, on behalf of Yavapai College Foundation, Grantor, whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that he/she executed the same.

Notary Public

STATE OF ARIZONA)
) ss.
County of Yavapai)

On this ____ day of _____, 2018, before me personally appeared _____, on behalf of Yavapai College District, Grantee, whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this instrument, and acknowledged that he/she executed the same.

Notary Public

EXHIBIT "A"

Parcel 1:

Lots 3 and 4, Block "C", JOSLIN-WHIPPLE SUBDIVISION, according to Book 3 of Maps, Page 88, records of Yavapai County, Arizona, as dedicated and replatted in Plat of Abandonment and Dedication and Replat of Lots 1 and 5, Blk. F, and 2, 3 and 4, Blk. C and Blk. I, described as New Parcel 1, at Book 47, Page 45 of Yavapai County, Arizona records.

Parcel 2:

Lot 2, Block "C", JOSLIN-WHIPPLE SUBDIVISION, according to the plat of record on file in the office of the County Recorder, Yavapai County, Arizona in Book 3 of Maps, Page 88, and Lot 1, Block "F", JOSLIN-WHIPPLE SUBDIVISION, according to Book 3 of maps, Page 88, records of Yavapai County, Arizona, lying South of the South boundary line of Prescott-Ashfork Highway, alternate Route U.S. Highway 89, as dedicated and replatted in Plat of Abandonment and Dedication and Replat of Lots 1 and 5, Blk. F, and 2, 3 and 4, Blk. C and Blk. I, as described as New Parcel 2, at Book 47, Page 45 of Yavapai County, Arizona records.

Parcel 3:

Lot 5, Block "F", JOSLIN-WHIPPLE SUBDIVISION, according to Book 3 of Maps, Page 88, records of Yavapai County, Arizona., as dedicated and replatted in Plat of Abandonment and Dedication and Replat of Lots 1 and 5, Blk. F, and 2, 3 and 4, Blk. C and Blk. I, described as New Parcel 3, at Book 47, Page 45 of Yavapai County, Arizona records.

ORDINANCE NO. 4749

BEFORE ME, the City Clerk of the City of Prescott, Arizona, the following persons appeared and acknowledged to me that they executed the foregoing instrument for the purposes and consideration therein expressed.

Handwritten signature
CITY CLERK

Handwritten signature
CITY ENGINEER

DEDICATION

...of the City of Prescott, Arizona, and the following persons appeared and acknowledged to me that they executed the foregoing instrument for the purposes and consideration therein expressed.

Handwritten signature
CITY ENGINEER

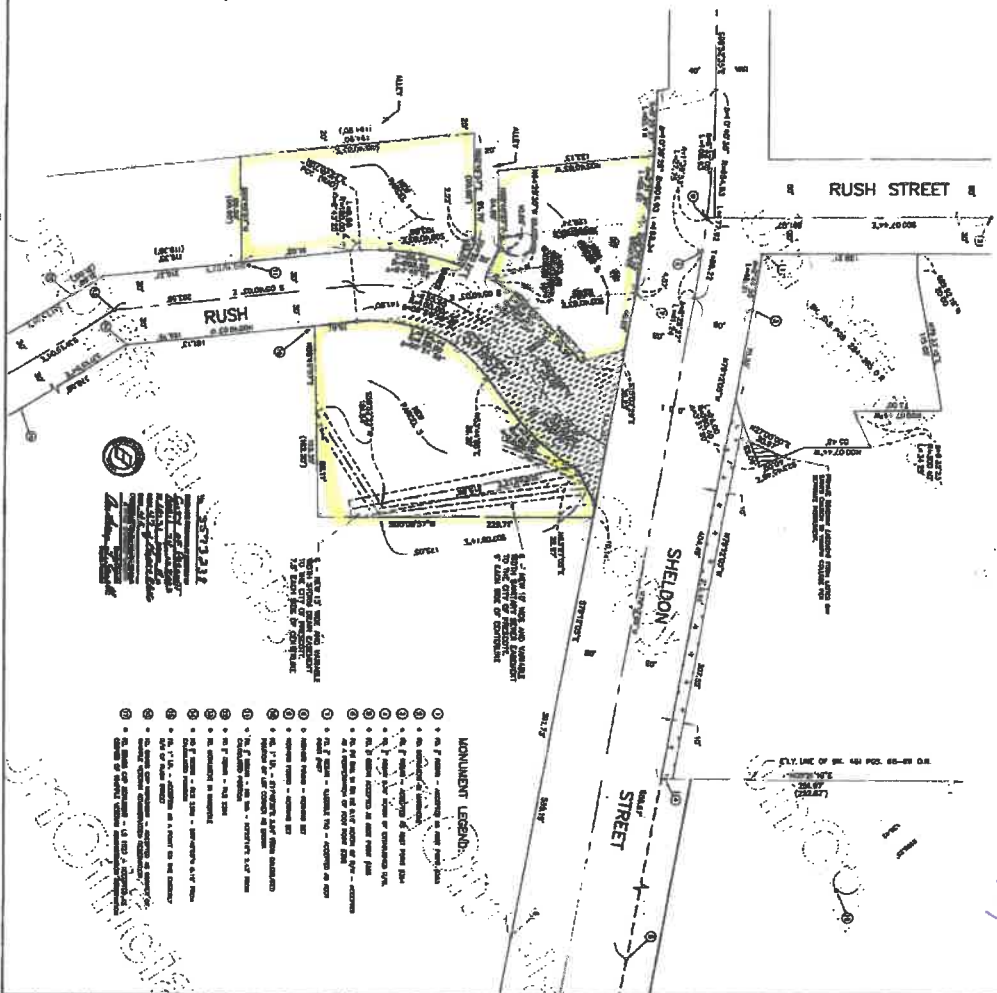
Handwritten signature
CITY ENGINEER

Handwritten signature
CITY ENGINEER

...of the City of Prescott, Arizona, and the following persons appeared and acknowledged to me that they executed the foregoing instrument for the purposes and consideration therein expressed.

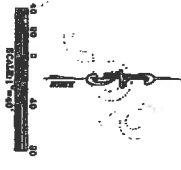
PLAN OF ABANDONMENT AND DEDICATION AND REPEAT OF LOTS 1 AND 6, BLK. F, AND 8, 3 AND 4, BLK. C AND BLK. I, LOCATED IN A PORTION OF THE SOUTH 1/4 OF SECTION 34, T14N, R9E, Q.33N.M.

47/45
Book Page



MONUMENT LEGEND:

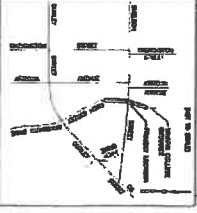
- 1. 1/4 Section - Subdivided into 4 lots
- 2. 1/2 Section - Subdivided into 2 lots
- 3. 3/4 Section - Subdivided into 3 lots
- 4. 1/4 Section - Subdivided into 4 lots
- 5. 1/2 Section - Subdivided into 2 lots
- 6. 3/4 Section - Subdivided into 3 lots
- 7. 1/4 Section - Subdivided into 4 lots
- 8. 1/2 Section - Subdivided into 2 lots
- 9. 3/4 Section - Subdivided into 3 lots
- 10. 1/4 Section - Subdivided into 4 lots
- 11. 1/2 Section - Subdivided into 2 lots
- 12. 3/4 Section - Subdivided into 3 lots
- 13. 1/4 Section - Subdivided into 4 lots
- 14. 1/2 Section - Subdivided into 2 lots
- 15. 3/4 Section - Subdivided into 3 lots



DEDICATION/ABANDONMENT LEGEND:

- 1. DEDICATED
- 2. ABANDONED
- 3. DEDICATED AND ABANDONED
- 4. DEDICATED AND ABANDONED
- 5. DEDICATED AND ABANDONED

Vicinity/Location Map



CITY OF PRESCOTT
PUBLIC WORKS DEPARTMENT
CITY ENGINEER
2025 754-1000

RUSH STREET REALIGNMENT
PRESCOTT, AZ

Scale	1" = 40'
Sheet No.	1 of 1
Date	07/15/2025
Drawn By	...
Checked By	...
Approved By	...

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 1/18/2018

Start Time : 1:21 PM
Time Req : 0
Item Type : Heading

Item No : 13

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.	558881

Description : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 1/18/2018

Start Time : 1:21 PM
Time Req : 10
Item Type : Information Item

Item No : 14

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

Description : Information from the President to Include: Summer Institute; Yavapai Combined Trust Quarterly Report; Yavapai Staff Association Newsletter; Budget to Actual Monthly Report; Cash Reserves Monthly Report; College Highlights; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

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

Attachments :

Title	Created	Filename
YCT - January Report.pdf	Apr 18, 2018	YCT - January Report.pdf
YCSA Update-May 2018.pdf	Apr 27, 2018	YCSA Update-May 2018.pdf
Budget to Actual Montly Report.pdf	May 04, 2018	Budget to Actual Montly Report.pdf
Cash Reserve Monthly Report.pdf	May 04, 2018	Cash Reserve Monthly Report.pdf
May 2018 College Highlights.pdf	May 04, 2018	May 2018 College Highlights.pdf



Yavapai Combined Trust

Monthly Report

Reporting Period: July 2017 through June 2018

(Updated through January 2018)

 Segal Consulting

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• Self-Funded Plan Expense Detail	10
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• Interim Fund Balance	12
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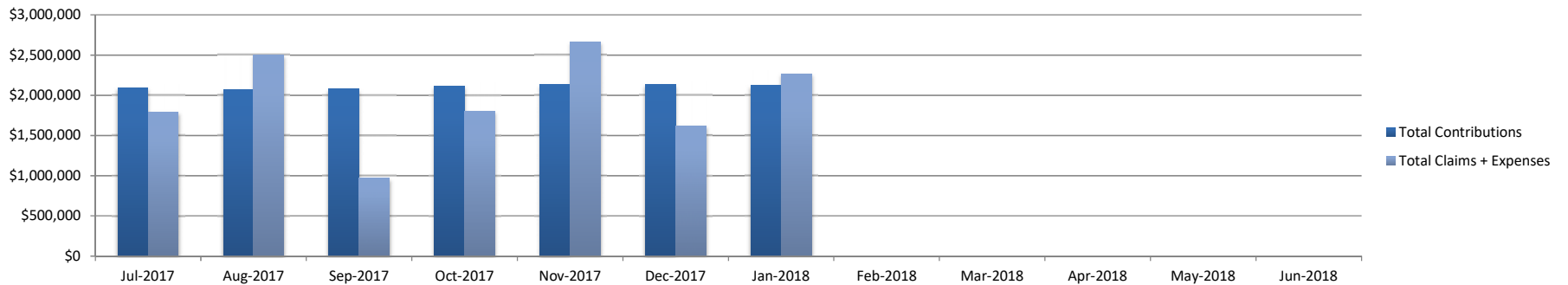


Yavapai Combined Trust Executive Summary

- During January 2018, expenses exceeded contributions by \$147,373 (7.0% of contributions).
- Plan-year-to-date, contributions exceeded expenses by \$1,122,544 (7.6% of contributions).
- The medical plan loss ratio YTD is 100.4% when not including stop loss refunds and pharmacy rebates. That loss ratio drops to 92.2% when they are included.
- Average Monthly Medical claims, adjusted for paid stop-loss refunds, has changed by -2.6% from the prior year.
- Average Monthly Pharmacy claims, adjusted for paid Pharmacy rebates, has changed by -12.9% from the prior year.



Yavapai Combined Trust Monthly Contributions vs. Expense Report

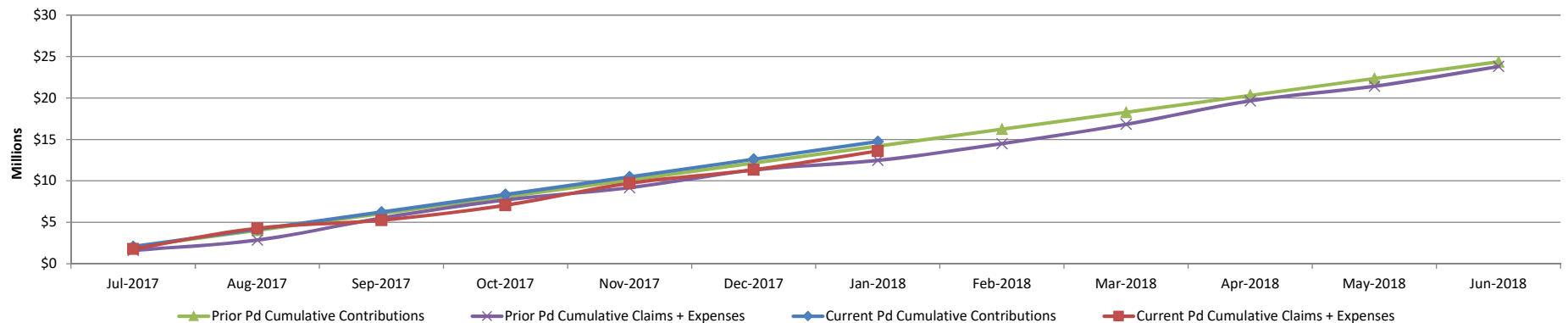


	Medical Enrollment	Contributions ¹	-----Paid Claims-----					Total Claims	Expenses	Net Surplus/(Loss)	Loss Ratio
			Medical ²	Pharmacy ³	Dental	Vision	STD				
Jul-2017	2,391	\$2,093,911	\$1,133,976	\$288,002	\$132,366	\$41,834	\$4,977	\$1,601,154	\$192,215	\$300,542	85.6%
Aug-2017	2,383	\$2,067,928	\$1,820,774	\$172,910	\$225,162	\$80,280	\$13,938	\$2,313,065	\$182,817	(\$427,953)	120.7%
Sep-2017	2,389	\$2,076,266	\$328,809	\$268,937	\$139,678	\$33,283	\$14,521	\$785,228	\$185,094	\$1,105,944	46.7%
Oct-2017	2,416	\$2,118,855	\$1,188,792	\$300,870	\$84,897	\$23,858	\$18,976	\$1,617,393	\$187,765	\$313,697	85.2%
Nov-2017	2,422	\$2,130,467	\$2,135,790	\$69,454	\$188,656	\$41,698	\$9,580	\$2,445,178	\$216,695	(\$531,406)	124.9%
Dec-2017	2,412	\$2,130,228	\$1,076,061	\$254,684	\$89,319	\$27,611	\$4,738	\$1,452,413	\$168,723	\$509,093	76.1%
Jan-2018	2,404	\$2,119,735	\$1,607,400	\$298,529	\$143,628	\$26,851	\$0	\$2,076,408	\$190,700	(\$147,373)	107.0%
Feb-2018											
Mar-2018											
Apr-2018											
May-2018											
Jun-2018											
TOTAL	16,817	\$14,737,390	\$9,291,602	\$1,653,385	\$1,003,707	\$275,415	\$66,730	\$12,290,839	\$1,324,008	\$1,122,544	92.4%
Average	2,402	\$2,105,341	\$1,327,372	\$236,198	\$143,387	\$39,345	\$9,533	\$1,755,834	\$189,144	\$160,363	92.4%
Prior Pd (7 month) Avg	2,372	\$2,027,450	\$1,144,896	\$285,306	\$131,760	\$33,855	\$5,806	\$1,601,622	\$181,349	\$244,479	87.9%
Change from Prior Pd	1.3%	3.8%	15.9%	-17.2%	8.8%	16.2%	64.2%	9.6%	4.3%	n/a	n/a
Prior Plan Year Avg	2,382	\$2,031,277	\$1,362,806	\$271,160	\$133,897	\$31,905	\$7,674	\$1,807,441	\$175,928	\$47,908	97.6%
Change from Prior PY Avg	0.9%	3.6%	-2.6%	-12.9%	7.1%	23.3%	24.2%	-2.9%	7.5%	n/a	n/a

(1) Includes COBRA contributions

(2) Medical claims include stop loss refunds

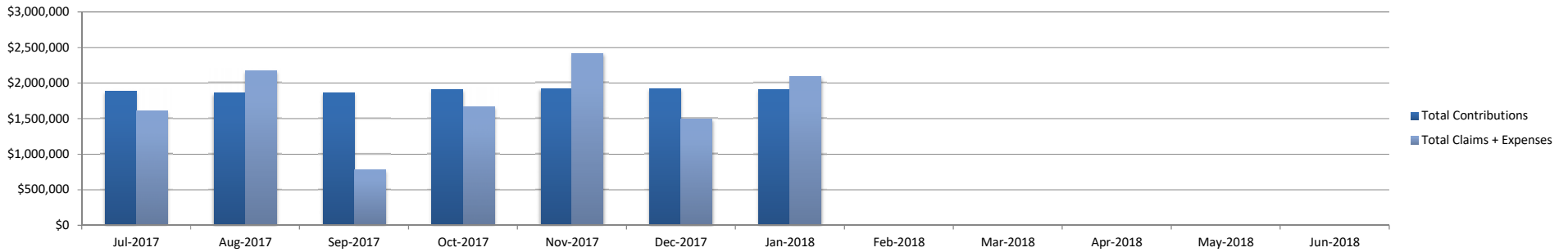
(3) Pharmacy claims include pharmacy rebates





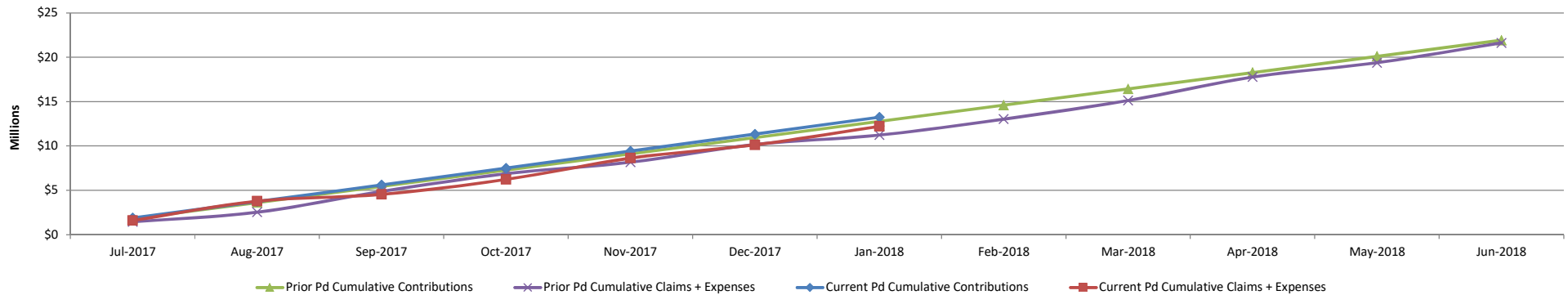
Yavapai Combined Trust

Monthly Contributions vs. Expense Report - Medical / Pharmacy



	Enrollment	Contributions ¹	Paid Claims					Stop Loss Refunds	Pharmacy Rebates	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Premier	Basic Plus	HDHP	Medical	Pharmacy						
Jul-2017	2,391	\$1,882,145	\$738,126	\$302,147	\$100,072	\$1,140,344	\$288,002	(\$6,368)	\$0	\$185,156	\$1,607,134	\$275,011	85.4%
Aug-2017	2,383	\$1,857,539	\$1,182,463	\$478,440	\$159,871	\$1,820,774	\$308,939	\$0	(\$136,029)	\$175,808	\$2,169,492	(\$311,953)	116.8%
Sep-2017	2,389	\$1,865,368	\$724,810	\$206,202	\$76,889	\$1,007,902	\$268,937	(\$679,093)	\$0	\$178,076	\$775,822	\$1,089,547	41.6%
Oct-2017	2,416	\$1,905,836	\$817,270	\$263,414	\$108,108	\$1,188,792	\$300,870	\$0	\$0	\$180,675	\$1,670,336	\$235,499	87.6%
Nov-2017	2,422	\$1,916,494	\$1,176,872	\$743,830	\$228,053	\$2,148,756	\$274,946	(\$12,966)	(\$205,492)	\$209,584	\$2,414,827	(\$498,333)	126.0%
Dec-2017	2,412	\$1,916,646	\$579,328	\$362,491	\$134,242	\$1,076,061	\$254,684	\$0	\$0	\$161,630	\$1,492,375	\$424,271	77.9%
Jan-2018	2,404	\$1,906,130	\$819,953	\$664,434	\$162,989	\$1,647,376	\$298,529	(\$39,976)	\$0	\$183,618	\$2,089,547	(\$183,417)	109.6%
Feb-2018													
Mar-2018													
Apr-2018													
May-2018													
Jun-2018													
TOTAL	16,817	\$13,250,158	\$6,038,822	\$3,020,959	\$970,224	\$10,030,005	\$1,994,906	(\$738,403)	(\$341,521)	\$1,274,546	\$12,219,534	\$1,030,624	92.2%
Average	2,402	\$1,892,880	\$862,689	\$431,566	\$138,603	\$1,432,858	\$284,987	(\$105,486)	(\$48,789)	\$182,078	\$1,745,648	\$147,232	92.2%
Prior Pd (7 month) Avg	2,372	\$1,823,979	\$710,993	\$362,194	\$97,987	\$1,171,174	\$336,258	(\$26,278)	(\$50,952)	\$174,359	\$1,604,561	\$219,418	88.0%
Change from Prior Pd	1.3%	3.8%	21.3%	19.2%	41.5%	22.3%	-15.2%	301.4%	-4.2%	4.4%	8.8%	n/a	n/a
Prior Plan Year Avg	2,382	\$1,826,997	\$816,942	\$503,771	\$104,244	\$1,424,956	\$323,811	(\$62,151)	(\$52,651)	\$168,906	\$1,802,871	\$24,126	98.7%
Change from Prior PY Avg	0.9%	3.6%	5.6%	-14.3%	33.0%	0.6%	-12.0%	69.7%	-7.3%	7.8%	-3.2%	n/a	n/a

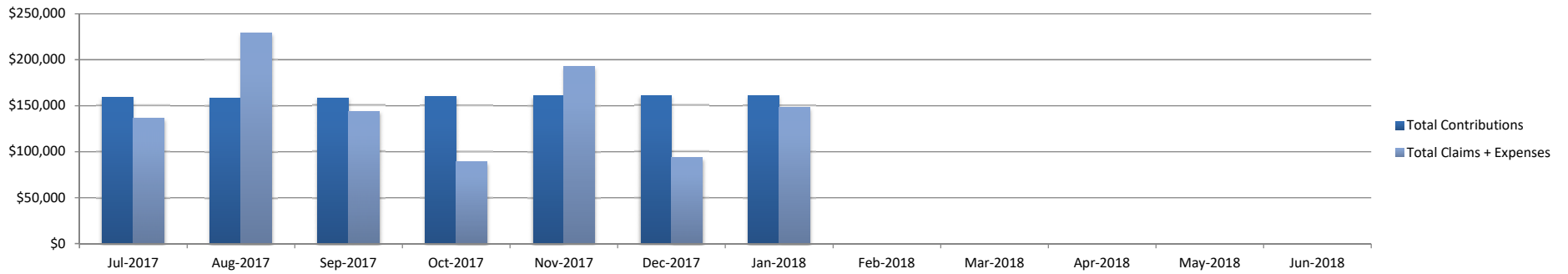
(1) Includes COBRA contributions



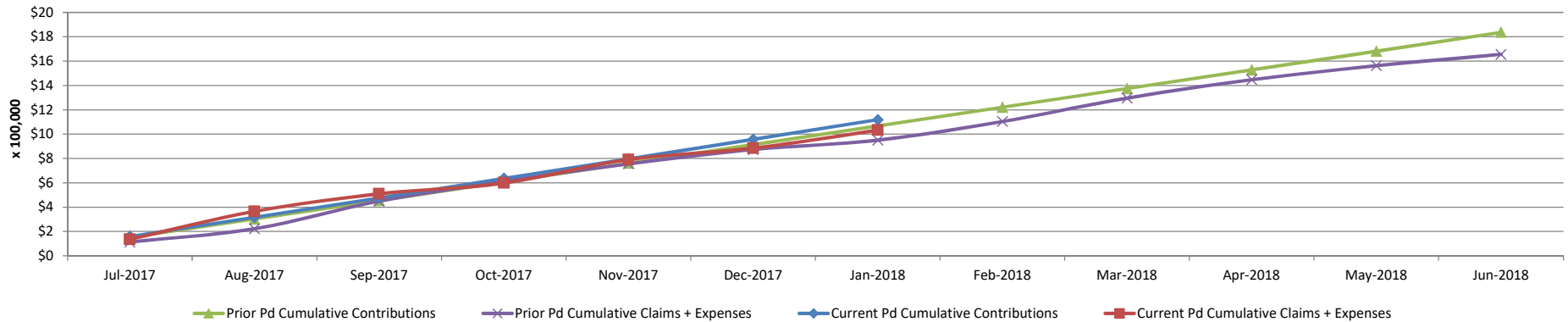


Yavapai Combined Trust

Monthly Contributions vs. Expense Report - Dental



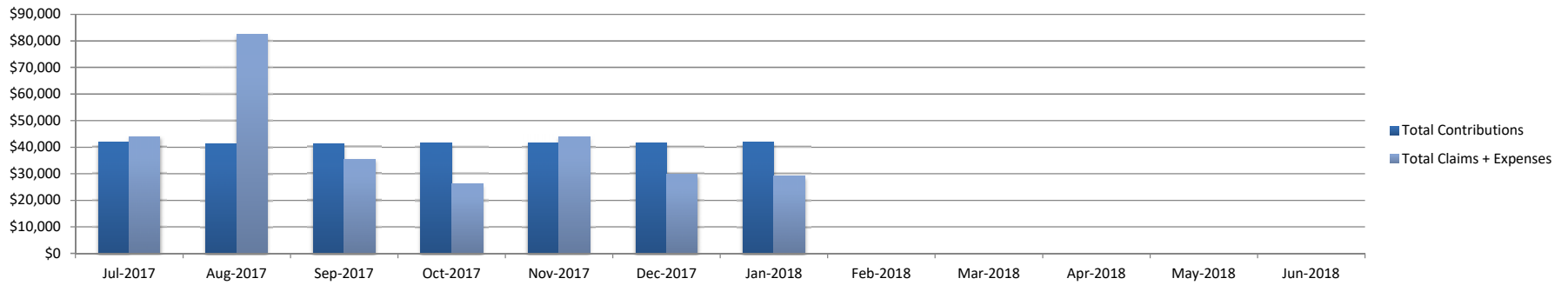
	Enrollment	Contributions	Paid Claims			Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Comprehensive	Preventive	Total Dental				
Jul-2017	2,343	\$158,878	\$130,034	\$2,332	\$132,366	\$4,100	\$136,466	\$22,412	85.9%
Aug-2017	2,334	\$158,225	\$217,336	\$7,826	\$225,162	\$4,085	\$229,247	(\$71,022)	144.9%
Sep-2017	2,337	\$158,659	\$133,960	\$5,718	\$139,678	\$4,090	\$143,768	\$14,891	90.6%
Oct-2017	2,364	\$160,397	\$82,389	\$2,508	\$84,897	\$4,137	\$89,034	\$71,363	55.5%
Nov-2017	2,370	\$161,097	\$181,853	\$6,803	\$188,656	\$4,148	\$192,804	(\$31,707)	119.7%
Dec-2017	2,364	\$160,728	\$86,830	\$2,489	\$89,319	\$4,137	\$93,456	\$67,272	58.1%
Jan-2018	2,358	\$160,697	\$138,954	\$4,674	\$143,628	\$4,127	\$147,754	\$12,943	91.9%
Feb-2018									
Mar-2018									
Apr-2018									
May-2018									
Jun-2018									
TOTAL	16,470	\$1,118,681	\$971,356	\$32,351	\$1,003,707	\$28,823	\$1,032,529	\$86,152	92.3%
Average	2,353	\$159,812	\$138,765	\$4,622	\$143,387	\$4,118	\$147,504	\$12,307	92.3%
Prior Pd (7 month) Avg	2,327	\$152,476	\$126,613	\$5,146	\$131,760	\$4,072	\$135,831	\$16,645	89.1%
Change from Prior Pd	1.1%	4.8%	9.6%	-10.2%	8.8%	1.1%	8.6%	n/a	n/a
Prior Plan Year Avg	2,336	\$153,049	\$128,897	\$4,999	\$133,897	\$4,088	\$137,985	\$15,064	90.2%
Change from Prior PY Avg	0.7%	4.4%	7.7%	-7.6%	7.1%	0.7%	6.9%	n/a	n/a



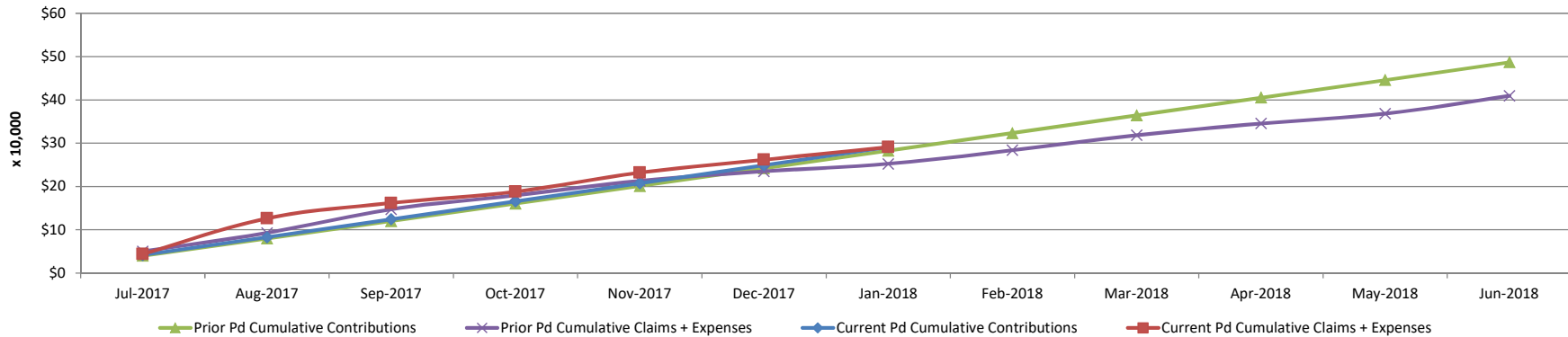


Yavapai Combined Trust

Monthly Contributions vs. Expense Report - Vision



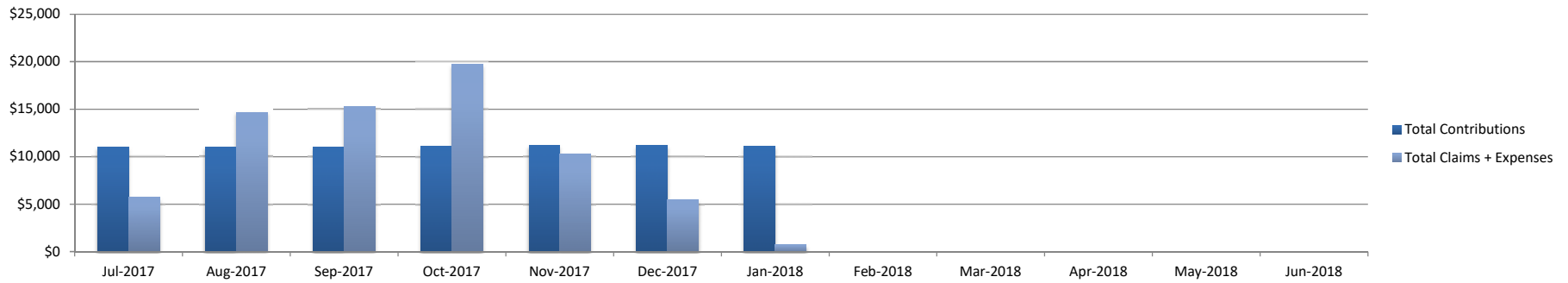
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2017	1,785	\$41,867	\$41,834	\$2,231	\$44,065	(\$2,198)	105.2%
Aug-2017	1,760	\$41,184	\$80,280	\$2,200	\$82,480	(\$41,296)	200.3%
Sep-2017	1,762	\$41,236	\$33,283	\$2,203	\$35,486	\$5,750	86.1%
Oct-2017	1,776	\$41,512	\$23,858	\$2,220	\$26,078	\$15,434	62.8%
Nov-2017	1,782	\$41,712	\$41,698	\$2,228	\$43,925	(\$2,213)	105.3%
Dec-2017	1,777	\$41,681	\$27,611	\$2,221	\$29,832	\$11,849	71.6%
Jan-2018	1,777	\$41,791	\$26,851	\$2,221	\$29,072	\$12,719	69.6%
Feb-2018							
Mar-2018							
Apr-2018							
May-2018							
Jun-2018							
TOTAL	12,419	\$290,983	\$275,415	\$15,524	\$290,939	\$44	100.0%
Average	1,774	\$41,569	\$39,345	\$2,218	\$41,563	\$6	100.0%
Prior Pd (7 month) Avg	1,760	\$40,386	\$33,855	\$2,201	\$36,055	\$4,331	89.3%
Change from Prior Pd	0.8%	2.9%	16.2%	0.8%	15.3%	n/a	n/a
Prior Plan Year Avg	1,769	\$40,576	\$31,905	\$2,211	\$34,116	\$6,460	84.1%
Change from Prior PY Avg	0.3%	2.4%	23.3%	0.3%	21.8%	n/a	n/a



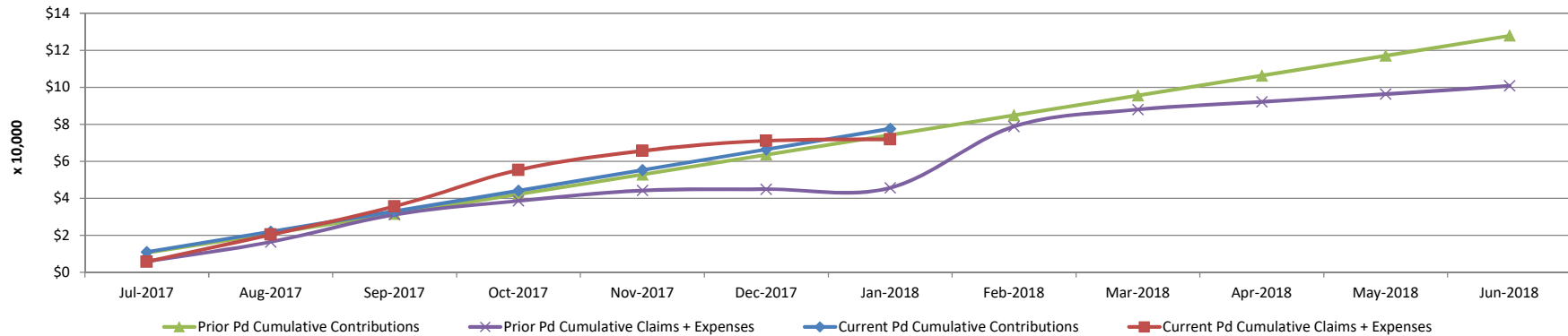


Yavapai Combined Trust

Monthly Contributions vs. Expense Report - Short Term Disability



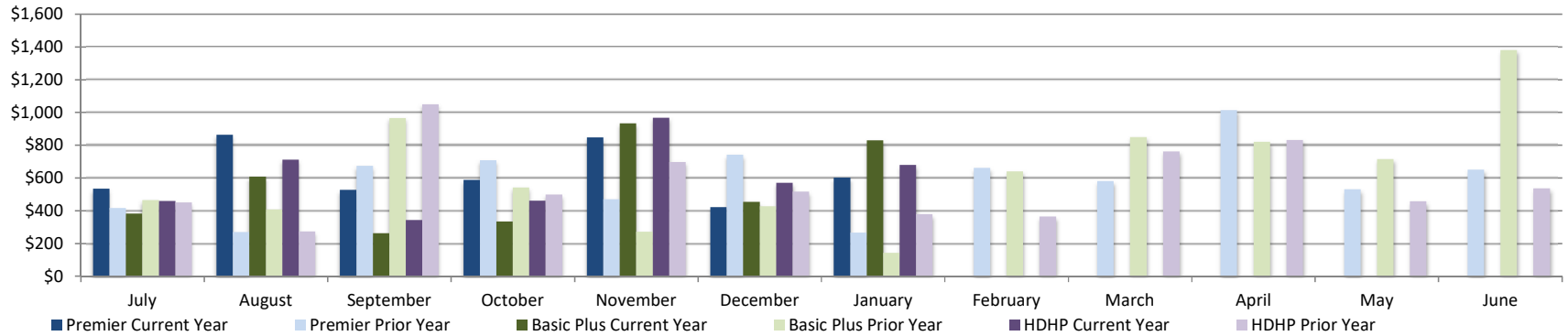
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2017	2,425	\$11,021	\$4,977	\$728	\$5,704	\$5,317	51.8%
Aug-2017	2,414	\$10,980	\$13,938	\$724	\$14,662	(\$3,683)	133.5%
Sep-2017	2,419	\$11,003	\$14,521	\$726	\$15,246	(\$4,244)	138.6%
Oct-2017	2,444	\$11,111	\$18,976	\$733	\$19,709	(\$8,599)	177.4%
Nov-2017	2,454	\$11,165	\$9,580	\$736	\$10,317	\$848	92.4%
Dec-2017	2,449	\$11,173	\$4,738	\$735	\$5,472	\$5,701	49.0%
Jan-2018	2,446	\$11,117	\$0	\$734	\$734	\$10,383	6.6%
Feb-2018							
Mar-2018							
Apr-2018							
May-2018							
Jun-2018							
TOTAL	17,051	\$77,568	\$66,730	\$5,115	\$71,845	\$5,723	92.6%
Average	2,436	\$11,081	\$9,533	\$731	\$10,264	\$818	92.6%
Prior Pd (7 month) Avg	2,395	\$10,610	\$5,806	\$718	\$6,524	\$4,085	61.5%
Change from Prior Pd	1.7%	4.4%	64.2%	1.7%	57.3%	n/a	n/a
Prior Plan Year Avg	2,409	\$10,655	\$7,674	\$723	\$8,397	\$2,258	78.8%
Change from Prior PY Avg	1.1%	4.0%	24.2%	1.1%	22.2%	n/a	n/a



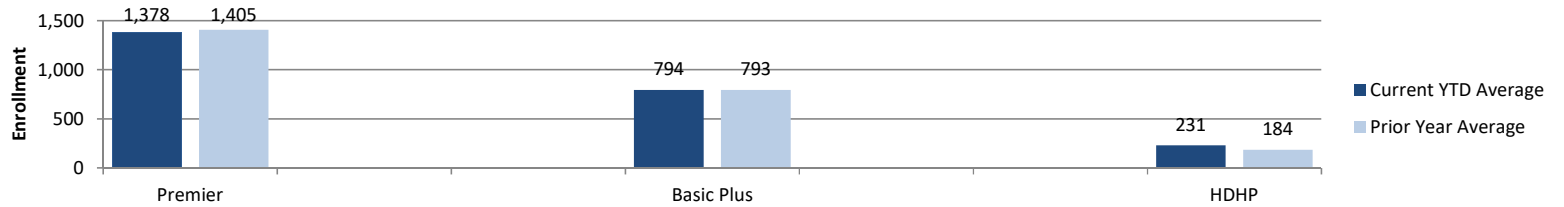


Yavapai Combined Trust Medical Paid Claims and Enrollment by Plan

Paid Claims PEPM



	Premier	Basic Plus	HDHP
Current YTD PEPM	\$626.24	\$543.44	\$600.76
Prior Average PEPM	\$581.59	\$635.21	\$567.31
% Change	7.7%	-14.4%	5.9%

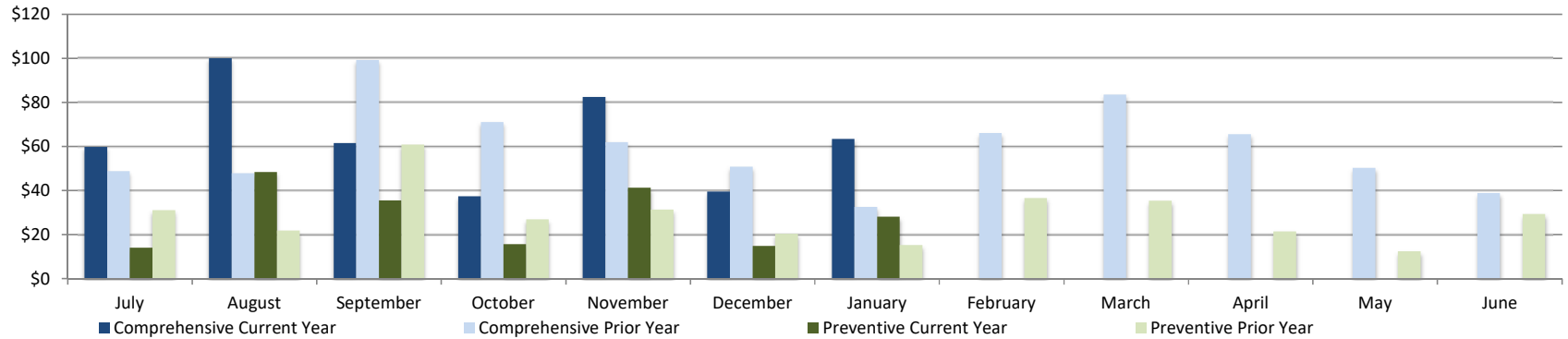


	TOTAL		
	Premier	Basic Plus	HDHP
Jul-2017	1,382	791	218
Aug-2017	1,369	789	225
Sep-2017	1,374	790	225
Oct-2017	1,390	791	235
Nov-2017	1,389	797	236
Dec-2017	1,377	799	236
Jan-2018	1,362	802	240
Feb-2018			
Mar-2018			
Apr-2018			
May-2018			
Jun-2018			
Average	1,378	794	231
% of Total	57.3%	33.1%	9.6%
Prior Year Average	1,405	793	184
Change	-1.9%	0.1%	25.6%

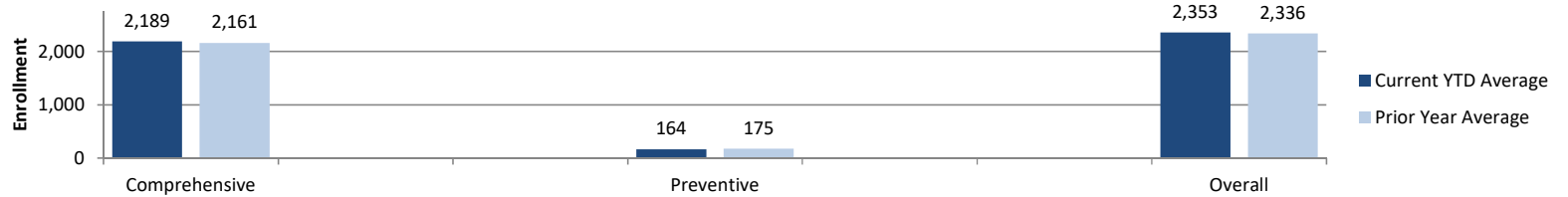


Yavapai Combined Trust Dental Paid Claims and Enrollment by Plan

Paid Claims PEPM



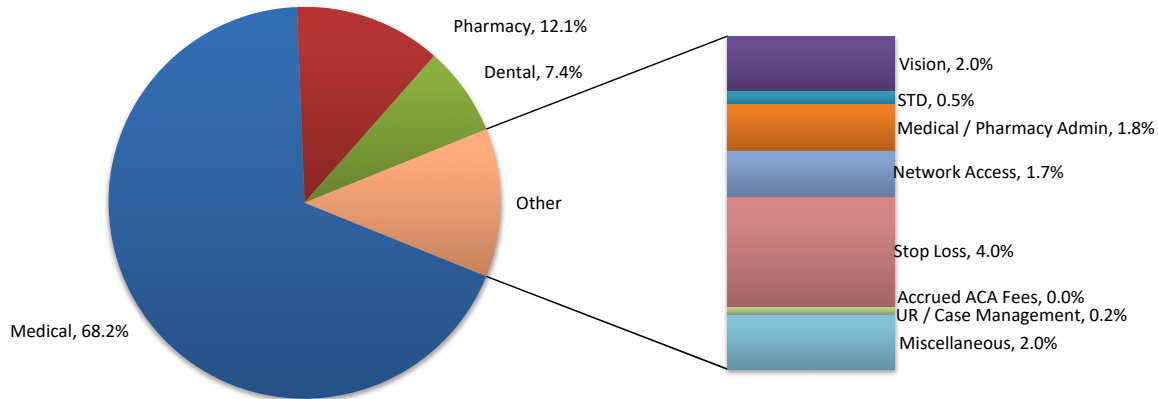
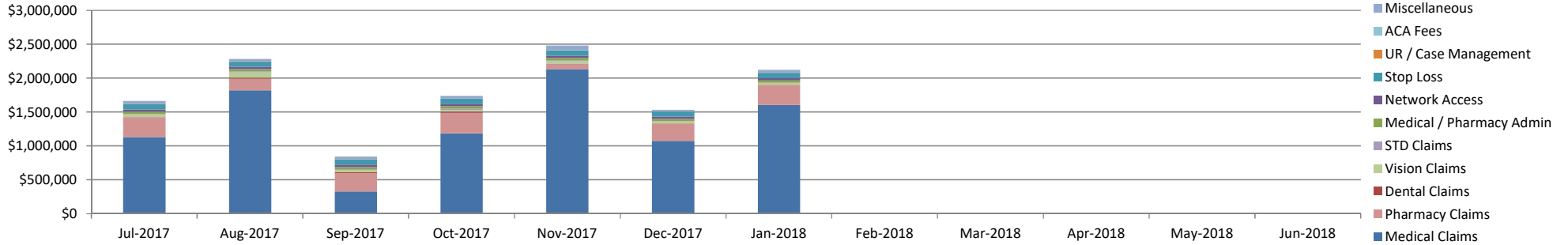
	Comprehensive	Preventive	Overall
Current YTD PEPM	\$63.40	\$28.16	\$60.94
Prior Average PEPM	\$59.65	\$28.53	\$57.31
% Change	6.3%	-1.3%	6.3%



	Comprehensive	Preventive	Overall
Jul-2017	2,177	166	2,343
Aug-2017	2,172	162	2,334
Sep-2017	2,176	161	2,337
Oct-2017	2,203	161	2,364
Nov-2017	2,205	165	2,370
Dec-2017	2,196	168	2,364
Jan-2018	2,192	166	2,358
Feb-2018			
Mar-2018			
Apr-2018			
May-2018			
Jun-2018			
Average	2,189	164	2,353
% of Total	93.0%	7.0%	100.0%
Prior Year Average	2,161	175	2,336
Change	1.3%	-6.3%	0.7%



Yavapai Combined Trust Claims and Non-Claim Expenses



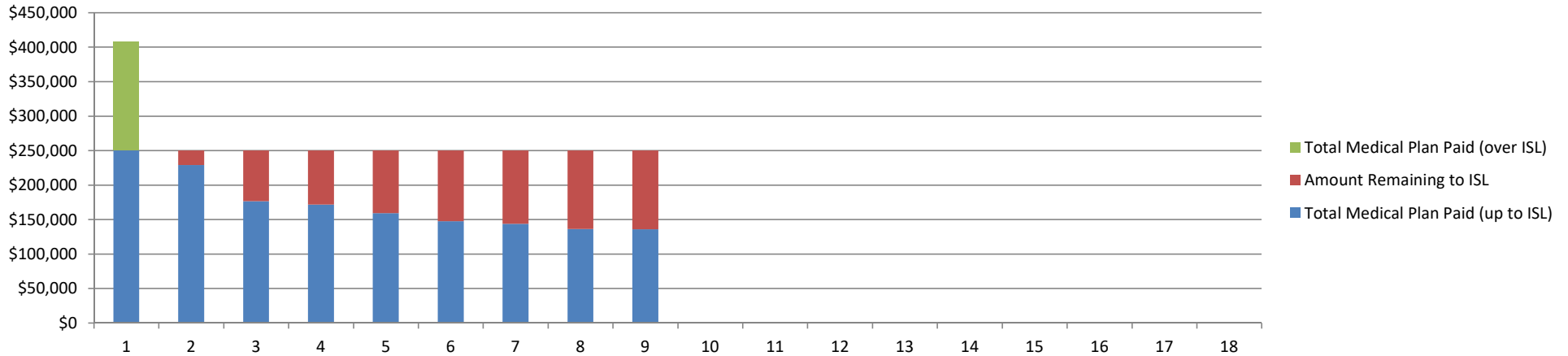
	Paid Claims						Non-Claim Expenses					
	Medical Enrollment	Medical	Pharmacy	Dental	Vision	STD	Medical / Pharmacy Admin	Network Access	Stop Loss	UR / Case Management	Accrued ACA Fees	Miscellaneous
Jul-2017	2,391	\$1,133,976	\$288,002	\$132,366	\$41,834	\$4,977	\$33,661	\$32,945	\$78,099	\$4,552	\$935	\$42,023
Aug-2017	2,383	\$1,820,774	\$172,910	\$225,162	\$80,280	\$13,938	\$33,465	\$32,780	\$77,580	\$4,530	\$931	\$33,531
Sep-2017	2,389	\$328,809	\$268,937	\$139,678	\$33,283	\$14,521	\$33,615	\$32,890	\$77,853	\$4,545	\$934	\$35,257
Oct-2017	2,416	\$1,188,792	\$300,870	\$84,897	\$23,858	\$18,976	\$33,982	\$33,248	\$78,716	\$4,594	\$944	\$36,281
Nov-2017	2,422	\$2,135,790	\$69,454	\$188,656	\$41,698	\$9,580	\$34,031	\$33,303	\$79,098	\$4,602	\$947	\$64,715
Dec-2017	2,412	\$1,076,061	\$254,684	\$89,319	\$27,611	\$4,738	\$33,870	\$33,151	\$78,789	\$4,581	\$943	\$17,389
Jan-2018	2,404	\$1,607,400	\$298,529	\$143,628	\$26,851	\$0	\$33,811	\$33,083	\$78,659	\$4,571	\$940	\$39,636
Feb-2018												
Mar-2018												
Apr-2018												
May-2018												
Jun-2018												
Average	2,402	\$1,327,372	\$236,198	\$143,387	\$39,345	\$9,533	\$33,776	\$33,057	\$78,399	\$4,568	\$939	\$38,405
PEPM Avg		\$552.51	\$98.32	\$59.68	\$16.38	\$3.97	\$14.06	\$13.76	\$32.63	\$1.90	\$0.39	\$15.99
Prior Plan Year Avg	2,382	\$1,362,806	\$271,160	\$133,897	\$31,905	\$7,674	\$33,492	\$32,194	\$65,422	\$4,412		\$33,943
PEPM Avg		\$572.25	\$113.86	\$56.22	\$13.40	\$3.22	\$14.06	\$13.52	\$27.47	\$1.85		\$14.25
% Change	0.9%	-3.4%	-13.7%	6.2%	22.2%	23.1%	0.0%	1.8%	18.8%	2.6%		12.2%

Medical claims include stop loss refunds; Pharmacy claims include pharmacy rebates.

5509203v4



Yavapai Combined Trust Claimants over \$125,000 through January 2018



One claimant has exceeded the \$250,000 individual stop-loss deductible during the current plan year through January 2018.

Claimant #	Status	Major Diagnosis	Medical Paid	Pharmacy Paid	Total Plan Paid
1	Terminated	Multiple Myeloma/Bone Marrow Transplant	\$390,040	\$17,118	\$407,158
2	Active	Cardiac Difibrillator for Heart Disease	\$227,372	\$1,572	\$228,944
3	Terminated	Heart Valve Disease	\$162,118	\$14,378	\$176,496
4	Terminated	Heart Disease	\$171,697	\$0	\$171,697
5	Active	Lung Cancer	\$157,615	\$1,593	\$159,209
6	Active	Heart Disease	\$147,411	\$0	\$147,411
7	Terminated	Replacement of Cardioverter	\$143,669	\$0	\$143,669
8	Active	Cancer of the Face and Skull	\$136,048	\$229	\$136,277
9	Active	Heart Disorder	\$135,658	\$0	\$135,658
10					
11					
12					
13					
14					
15					
16					
17					
18					
Total			\$1,671,629	\$34,891	\$1,706,519
% of Medical/Rx Claims			15.3%	0.3%	15.6%
Total Exceeding Stop Loss Deductible					\$157,158
Aggregating Specific Deductible					\$100,000
Estimated Reimbursement Due and/or Paid					\$57,158



Yavapai Combined Trust Estimated Fund Balance

Calculation as of January 31, 2018

	Recommended Funding Policy	Fund Balance as of 1/31/18
Estimated Expenses/Claims For One Month ¹	\$2,078,000	
	+	
Estimated Risk Corridor ²	<u>\$5,692,000</u>	
	=	
Total Estimated Fund Balance	<u>\$7,770,000</u>	
Total Equity³		<u>\$12,180,639</u>
	+	+
Estimated Recommended Reserve for Incurred But Not Reported (IBNR) ⁴	\$3,218,000	
IBNR Liability		\$3,160,000
	+	+
Current Liabilities Other Than IBNR		<u>\$711</u>
	=	=
Total Recommended Reserves	<u>\$10,988,000</u>	
Total Liabilities and Equity³		<u>\$15,341,350</u>
Reserve Surplus/(Shortage)	<u>\$4,353,350</u>	

(1) One month average claims and expenses based on 12 month period ending January 31, 2018.

(2) Based on 25% of total net paid claims for the past 12 months

(3) "Total Equity" and "Total Liabilities and Equity" reflect Balance Sheet provided by Summit.

(4) IBNR calculation based on IBNR Reserve as a % of prior 12 months paid claims from June 30, 2017 certification and paid claims during the 12 month period ending January 31, 2018.



Yavapai Combined Trust Data Sources / Disclaimer

Data Element	Source	Notes
Enrollment counts	Summit	
Medical claims	Summit	
Rx claims	Optum	
Dental claims	Summit	
Admin fees	Summit / Calculated	Dental, Vision, & STD administration are calculated: Enrollment X Rates
Large claimant information	Summit	
Other expenses	Summit	
Rx rebates	Summit	
ACA Fees	Calculated	ACA fees are shown on an accrued basis and are calculated: Est. Membership X Fees

The data received from vendors has not been audited by Segal Consulting. The accuracy and reliability of this report is dependent on the information available to Segal Consulting at the time the report was prepared. Any changes to the underlying data will affect the results reported in this report.

IN THIS ISSUE

- ◇ President's Welcome
- ◇ 2018 Commencement Ceremonies
- ◇ Calendar Reminders
- ◇ Celebrating Our Employees
- ◇ YCSA Request for Nominations
- ◇ Wellness Update
- ◇ Summer Safety
- ◇ Summer Work Hours
- ◇ YC Job Fair
- ◇ YCSA Committee Updates



SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

YCSA President's Welcome

Can you believe that the academic year is almost over? Graduation is right around the corner and I encourage all staff to attend the Verde Valley graduation ceremony on Friday, May 4 at 6pm or Prescott graduation ceremony on Saturday, May 5 at 6pm. These ceremonies are so meaningful for our students and they will remind you why we work here at Yavapai College.

Thank you to the staff members who participated at the YCSA Giant Jenga booth at Yavapalooza on April 20:

Judy Brennen, Monica Belknap, Wendy Weiland, Paula Fuhst, Ruth Lillie, Linda Chalcraft, Jerry Zaryczny, Christy Kalback, Cassidy Grantham, Jane Hersh, and Jacque Mounce! I hope you all had as much fun as I did! We even saw some VPs out for a bit of fun. And, I couldn't resist including a picture of Cathy Gertsch leading the dance party a couple of booths down!



Enjoy this spring season, even with the wind, and take the time to recharge this summer with three-day weekends.

Lisa Schlegel
Coordinator, Community Relations



2018 Commencement Ceremonies

Yavapai College Commencement ceremonies are held in May of each academic year. Below is a list and information regarding this year's Spring Graduation events:

Verde Valley Campus: May 4, 6:00pm — Mabery Pavilion Verde Valley Campus: seating is on a first-come, first-serve basis. The pavilion can accommodate approximately an average of four guests per graduate.

Nursing Pinning: May 5, 1:00pm — Performing Arts Center (YCPAC): open seating.

Prescott Campus: May 5, 6:00pm — YCPAC: seating is limited and guest tickets are required. Additional open seating (no tickets required) and live streaming of the commencement will be available in Building 2, the Walraven Gymnasium.

Northern AZ Regional Training Academy (NARTA) Completion Ceremony: May 24, 11:00am — YCPAC: open seating

Congratulations to all 2018 YC Graduates!

Calendar Reminders



- May 4 Spring Semester Ends
- May 4 Verde Valley Campus Graduation
- May 5 Nursing Pinning Ceremony
- May 5 Prescott Campus Graduation
- May 7 Begin Summer Work Hours
- May 24 NARTA Graduation
- May 28 Memorial Day Holiday *(all campuses closed)*
- June 4 Summer Session Begins
- July 4 Independence Day Holiday *(all campuses closed)*
- July 26 End of Summer Session
- Aug. 3 End Summer Work Hours

Celebrating Our Employees

Welcome to our new employees!

Name	Department
Elizabeth Larimer	Verde Custodial
Felicia Toliver	Academic & Career Advising
Gwendolyn Payne	Answer Center
Nancy Terkelsen	Answer Center
Stephanie Menei	Human Resources
Stuart Harris	PPO General
Susanne Stock	School of Social Sciences
Zully James	FEC

Watch for YCSA Request for Nominations

Two YCSA board positions are up for election this summer. You may self-nominate or nominate a colleague. All full-time or regular part-time staff may be considered for these positions. In early June, nominations will be requested from the YCSA membership via a Call for Nominations distributed by email to all YCSA members. Nominees are required to obtain the approval of their immediate supervisor prior to accepting the nomination. Watch for nomination forms to be distributed in June.

Open positions for 2018-2020 are:

- ◆ **Vice President**
The Vice President will preside at meetings in the absence of the President/Chairperson and will assist the President/Chairperson as needed. (2 year term)
- ◆ **Secretary**
The Secretary will be responsible for taking and posting minutes, keeping records, and keeping the membership list current. (2 year term)

Participation as a YCSA officer allows you to: represent your peers providing input on what staff finds important; help brainstorm solutions to employee issues; work collaboratively with a creative and enthusiastic team; develop leadership skills; and most important — have fun.



Wellness Update



Why YCSA Members Should Participate in the YCT Wellness Program

A recent study asked people why they were not participating in their employee wellness program. Here are a few of their answers:

1. Can make changes on their own
2. Believe they are already healthy
3. Lack the time
4. Worry that their employer will know their personal health information
5. Don't know enough about the program(s)

Let's address these reasons one at a time:

1. Most human beings know when they need to make a behavior/lifestyle change, but don't know where to begin. Making changes happen is challenging. It is even harder when trying to do it on your own. Employee Wellness Programs help by offering support, whether it be from your colleagues participating in the same program or from the support staff associated with the program. It's okay (and much more productive!) to ask for help.
2. Taking the time to fill out a Health Risk Appraisal (HRA) will confirm whether you are healthy or not. Knowing your numbers (i.e. heart rate, blood pressure, cholesterol levels) can be a lifesaver. Not knowing could be dangerous. The YCT Wellness Program offers a chance for you to participate in a Wellness Screening every year in conjunction with our flu shot clinics. It's important to find out if you really ARE healthy or not.
3. Finding time to get healthy is not a luxury, it is a necessity. You owe it to yourself to MAKE the time to participate in your journey to better health and wellness. Isn't it better to find the time now than to wish you had later on!
4. Whenever you participate in an employee wellness program your information is completely confidential. Even when information is shared with the Wellness Coordinator, it is done in aggregate form, meaning only numbers, percentages and statistics are used. Names are NEVER used and your personal information is never shared.
5. It's easy to stay in touch with what is going on with the YCT Wellness Program. Simply log on to the YCT Wellness Website www.yctwellness.com, submit your name and email address, and you will begin to receive regular updates about what is going on in the program. You could also always contact Paula Tomitz at ext. 2238 or paula.tomitz@yc.edu. She'd love to hear from you!

The bottom line is that if you are interested in improving/maintaining your health and becoming more involved in your own wellness journey, consider participating in on one of the many programs the YCT Wellness Program has to offer.

Summer Safety — Carol Beard

It's that time again! Summer is upon us and that means barbecues, parties, travel, and more! And that means it's time for me to give a safety shout-out.

Being out in the sun is fantastic after being cooped up in the office all day. But, remember the sun protection and the water bottle. Sunburns are no joke and can really make you sick, which means less fun all around. Likewise, not taking in enough water can lead to headaches, cramps, and other nasty things. Arizona is very sunny and very dry so think ahead and keep having fun!

As for those awesome barbecues and parties, don't forget to stay close by to your grills! It is very easy for a grill to put off enough heat to melt siding or start a fire. So keep an eye on those burgers and hotdogs!

Go have fun this summer. Have the party and do the things that bring you joy! A little safety goes a long way to having a ton of fun in the sun!

KAISER PERMANENTE presents

stay safe

ER visits peak in the summer months.

Avoid these five common summer-related accidents and illnesses.

- 1 sunburn**
Use a sunscreen with an SPF of 30+ and reapply every two hours
- 2 dehydration**
Drink plenty of water and avoid sugary, caffeinated and alcoholic drinks
- 3 burns**
Use caution when dealing with flammable liquids, open flames, campfires and even barbecues
- 4 outdoor injuries**
Wear appropriate attire and safety gear during activities like bike riding and hiking; water recreation should be monitored by an adult who knows CPR
- 5 food poisoning**
Don't eat food left out of refrigeration for more than one hour when the temperature is above 90° F

Summer Work Hours

For 13 weeks during the summer, work hours will change for regular YC full-time employees (both exempt and non-exempt). This begins the week of Monday, May 7 and continues through Friday, August 3, 2018. Employees will work a 36-hour week, nine hours a day Monday through Thursday. YC business hours will be Monday through Thursday from 8am to 5pm and, with a few exceptions, the college will be generally closed on Fridays. Supervisors will work with staff to determine each employee's specific work schedules and discuss any other concerns they may have regarding their duties during this period. Have a safe and happy summer and enjoy your three-day weekends!

Yavapai College Job Fairs

YC collaborates with many of our community partners to coordinate Job Fairs throughout the county: Chino Valley, Cottonwood, Prescott, Prescott Valley, Sedona, Camp Verde, and the Young Adult Fair in Prescott. The common goal with these fairs is to help our local workforce find employment, while at the same time helping our local employers find the qualified job seekers they need to fill their open positions.

At this point in 2018, we have held four job fairs, with:

- 208 businesses participated
- 810 job seekers attended
- 22 individuals offered employment (*this is only the reported number, actual number is higher*)

The upcoming Young Adult Career & Job Fair, focuses on the 16-24 age group. This year's theme, "Investing in the local community starting with the leadership of tomorrow...our youth" demonstrates how important the Job Fair Committee believes this event is for our young adults. Many who attended last year's event, did not know how to approach an employer, what to say, or even how to dress appropriately.

This event is different than the other job fairs, as this is about more than just finding a job, it is about providing our younger community the resources and abilities they will need in the future. Resume and interview assistance will be provided, as well as information on future career choices depending on the college or technical path one may choose.

The event will be held May 16 from 1pm to 5pm at the Yavapai Juvenile Justice Center in the outside lawn area. Representatives from business, healthcare, military, and education will be in attendance.

YCSA Committee Updates

Social/Community Service

YC's Social Community Service team has been busy planning their part of Yavapalooza this semester. Team members volunteered for duties on the day of the event and leading up to the event. On the day of the event, team members volunteered to sell water, work at YCSA Jenga game, and even helped kids bounce in one of the bouncy houses. Yavapalooza was a great success, and we hope to see it again next year. Currently, we are reaching out to YC Staff members to come and fill open positions on our committee. The committee's purpose is to provide opportunities for YC staff to build positive relationships and engage within the college and community. This is a very small commitment, so sign up and come and join in on the fun. If you are interested please contact Janice Soutee (Janice.Soutee@yc.edu) or Linda Brannock (Linda.brannock@yc.edu) for more information.

Newsletter

Our next newsletter will be published during the summer, tentatively early July. If you have any suggestions for articles or topics you would like to see covered in our next edition, please let us know!

We would love to have staff from all of our campuses be part of the Newsletter Committee and share events and happenings from all over YC. No need to attend meetings in person; committee members can attend via zoom. Interested? Please email katherine.anderson@yc.edu.

Employee Benefits & Professional Development

Employee Benefits & Professional Development Committee convened on January 30, 2018.

Agenda items discussed: need for new chairperson, membership confirmation, and other related employee topics.

- ◇ Co-chairs nominated and accepted by Alex Helm (Verde Valley) and Jane Hersh (Prescott)
- ◇ Confirmed continuing membership of those present including Karen Leja, Robb Ferguson, Paula Tomitz, Sureka Wrublik, Alex Helm, Jane Hersh. Others not present are asked to confirm membership by contacting Alex or Jane.
- ◇ Employee topics suggested for discussion with the new HR Director:
 - ◆ FMLA clarification
 - ◆ Succession planning
 - ◆ FSLA status – exempt versus non-exempt status
 - ◆ Other topics will be considered from YCSA membership via survey in the future

Next meeting scheduled for late May. The agenda will include review of old business, surveying YCSA members to prioritize HR concerns, and any new business items brought forward from committee members.

YCSA Committees 2018

Employee Benefits & Professional Development

Alexandra Helm, Co-Chair
alexandra.helm@yc.edu ext. 6511
Jane Hersh, Co-Chair
jane.hersh@yc.edu ext. 2091
Linda Brannock, Chair
linda.brannock@yc.edu ext. 2170
Katherine Anderson, Chair
katherine.anderson@yc.edu ext. 2008

Social/Community Service (SCS)

Newsletter

YCSA Board 2018

Lisa Schlegel — President	928-776-2257	lisa.schlegel@yc.edu
Janice Soutee — Vice President	928-776-2125	janice.soutee@yc.edu
Katherine Anderson — Secretary	928-776-2008	katherine.anderson@yc.edu
Karen Smith — Treasurer	928-717-7760	karen.smith@yc.edu
Alexandra Helm — Committee Co-Chair	928-634-6511	alexandra.helm@yc.edu
Jane Hersh — Committee Co-Chair	928-776-2091	jane.hersh@yc.edu
Linda Brannock — Committee Chair	928-776-2170	linda.brannock@yc.edu

Yavapai College
Budget to Actual Status by Fund
April 2018

The President's monthly report below **provides a brief financial status of each of the District's** five funds for the period July 1, 2017, through April 30, 2018.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund



For the ten months ended April 30, 2018, the General Fund has a surplus of \$2,767,100. This is primarily the result of tuition and fee revenues being recorded for the summer 2018 semester, prior to expenses being incurred, as well as general vacancy savings, non-labor savings and unused contingency budgets.

For the fiscal year ended June 30, 2018, General Fund revenues are projected to be above budget by \$588,000 due to the tuition contingency not being needed and expenditures are projected to be below budget by \$858,000, resulting in a net surplus of \$1,446,000 — a 3.3% positive variance.

Auxiliary Fund



For the ten months ended April 30, 2018, the Auxiliary Fund has a small surplus and for the fiscal year ended June 30, 2018, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund



For the ten months ended April 30, 2018, the Unexpended Plant Fund has a deficit of \$294,300 due to substantially all of the Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the next two months.

For the fiscal year ended June 30, 2018, the Unexpended Plant Fund is projected to be within budget.

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 April 30, 2018, the Restricted Fund has a small surplus and is expected to be within budget for the fiscal year.

Debt Service Fund

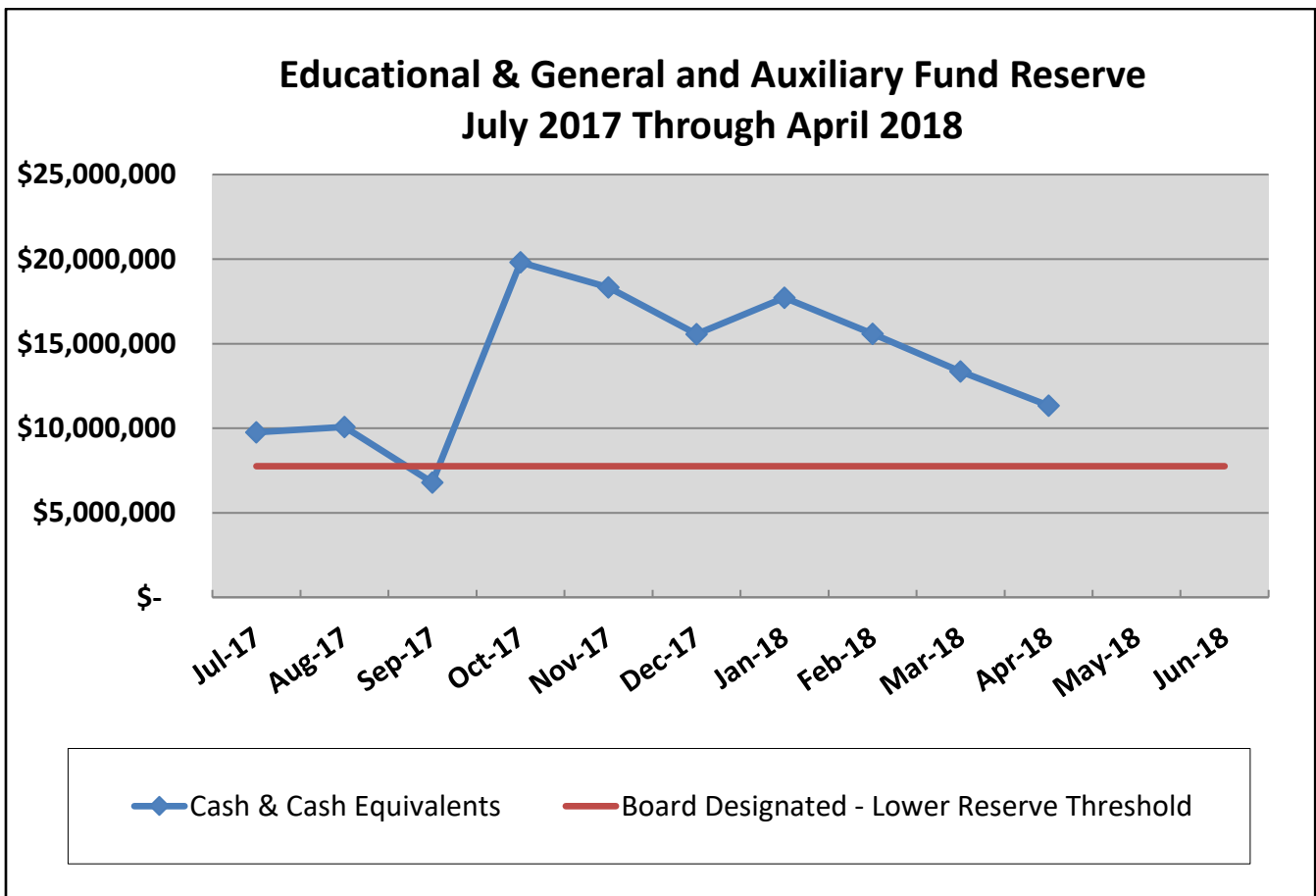


The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long**-term bonds. College debt is at fixed rates of interest—for the ten months ended April 30, 2018, there were no variances from budget.

Yavapai College
Cash Reserves
April 2018

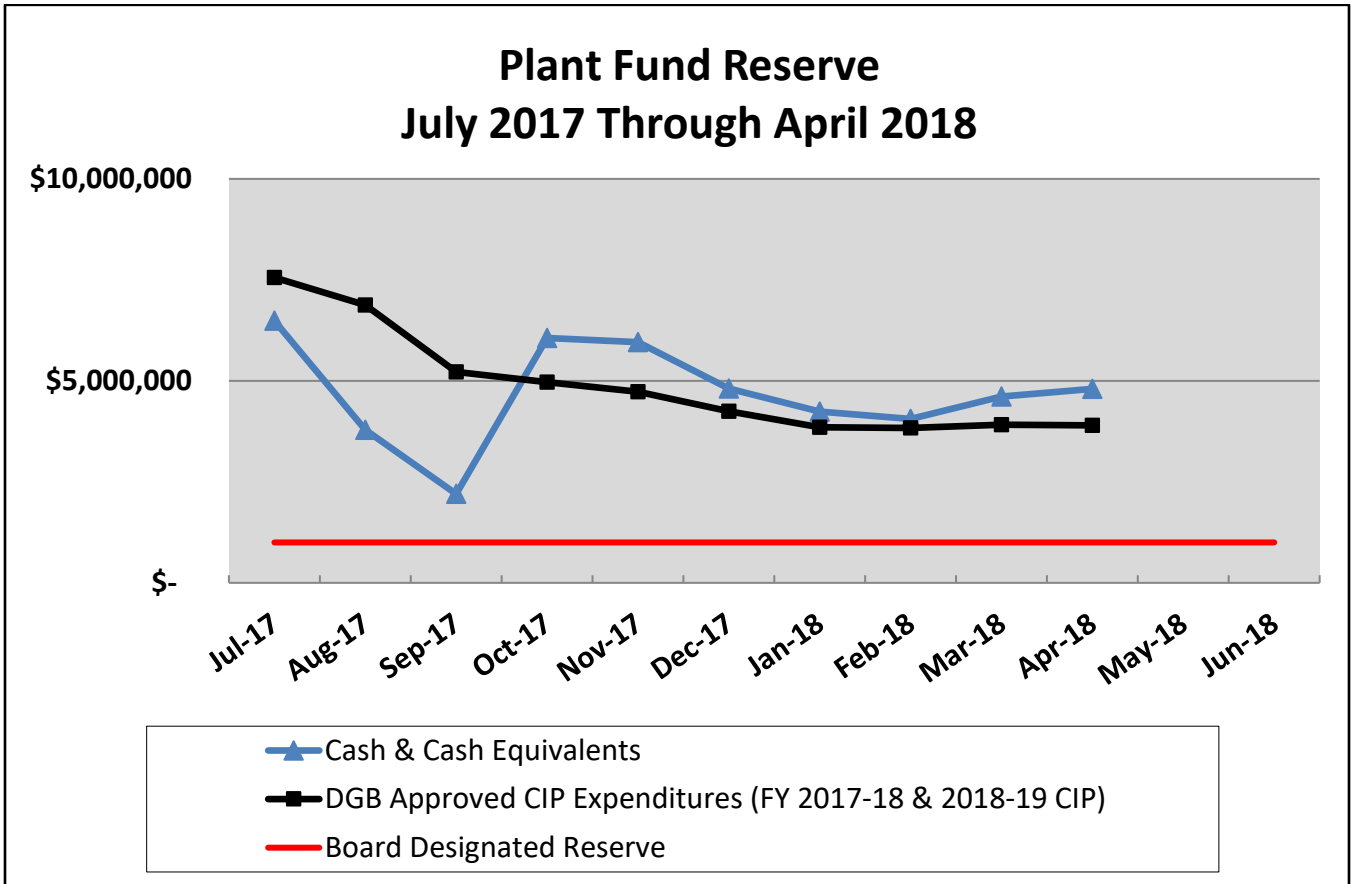
The President's monthly report on cash reserves below displays the District's reserves from July 1, 2017, through April 30, 2018, in relation to the District Governing Board's (DGB) reserve requirements.

Source: Banner Finance



Current Fund Reserves shall not drop below seventeen percent (17%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves above the minimum or specific Board authorization to remain below.

For the period July 1, 2017, through April 30, 2018, Current Fund reserves have been in compliance with the DGB's reserve requirements.



For the period July 1, 2017, through April 30, 2018, Plant Fund reserves have exceeded the DGB's \$1,000,000 designated reserve and are currently above the amount of monies needed to cover the next fourteen months of CIP that have been approved by the DGB.

May 2018 College Highlights

School of Career and Technical Education

- The Yavapai College Equine Program held their All-Breed Spring Horse Show on April 14th. This year's show had the best turnout in two years! There were 26 contestants competing in 31 classes. Contestants ranged in age from two years old to golden agers. Winners earned ribbons and trophy boards. Proceeds from the show went to Equine Scholarships for Yavapai College student. The April show produced \$800 for the scholarship fund! Yavapai College partners with AAEC (Arizona Agribusiness and Equine Center) charter high school for the show. AAEC students competed and volunteered to run the concession stand.





- On Saturday, May 5th, the Giant Yavapai College Plant Sale took place at the Chino Valley Center greenhouse. More than 300 plant enthusiasts attended the sale which ran from at 8 am until the plants were completely sold out. Proceeds from the sale were reinvested back into the Agriculture program for supplies and scholarships. This annual event provides an excellent opportunity to showcase YC Agriculture Programs and student successes.





- Yavapai College is launching a CDL (Commercial Drivers' License) training class summer 2018 to assist our Lineworker graduates to meet the criteria they need to apply for jobs in the industry. A CDL is required for various positions in the construction industry. This training will help address the demand for CDL qualified drivers in the workforce.

School of Health and Wellness

- All seven students of the first ever, for credit, caregiver class, passed their state board exams. Congratulations to these very deserving students.
- The Yavapai College Adult Basic Education program provides adult education services (Adult Basic and Secondary Education, English Language Acquisition for Adults, Integrated English Literacy and Civics Education, Workplace Preparation, and Integrated Education and Training) to students and clients throughout Yavapai County. Services are provided at no cost, as YC is funded by state and federal grants. Services are provided primarily out of the Yavapai College campuses in Prescott, Prescott Valley, Clarkdale, and Chino Valley, and are expanding into Sedona and several YC Remote Learning Centers at public libraries in Camp Verde, Yarnell, Bagdad and Ash Fork. YC is currently negotiating with representatives of the Yavapai-Apache Nation and the Cottonwood Workforce Development Center to provide:
 - A dedicated GED class at a site of their choosing. The class would meet for three hours, twice a week at a convenient time for potential students and partners. All ABE classes are free of charge to eligible students.
 - A dedicated IET (Integrated Education and Training), a specific career-based adult education class built around a particular career pathway. Enrollment in the IET program also makes students eligible for YC for-credit classes, paid for by

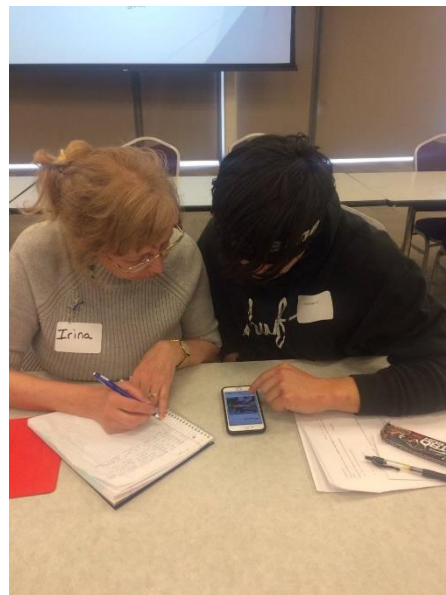
Adult Basic Education. We currently offer a "Bridge to Healthcare" IET and are working on a Business/Entrepreneurial program, in conjunction with YC's Regional Economic Development Center. Other IET's could be developed based on a partner's individual needs.

- Access to the "YC Promise" scholarship, which allows anyone who completes a GED in Yavapai County to take credit classes at Yavapai College tuition-free.

As an ongoing service to our students, we are dedicated to broadening and deepening our collaboration with WIOA (Workforce Innovation and Opportunity Act) partners in Yavapai County throughout the course of this grant, from FY2018 to FY2020.

School of Social Sciences

- On Thursday, April 19th, Dr. Karly Way Schauwecker's SOC 101 students hosted another "How Do I Use This Thing" workshop. In this popular service learning project, sociology students tutor OLLI seniors one-on-one, answering their many questions and offering "show-and-tell" how-to instructions for using their smart phones, tablets and laptops.



Instructional Support

- We are excited to announce the very first offering of the "Improve Your Online Course" workshop will be held on May 10th as part of YC's Summer Institute.
- The activities of this half-day workshop are based on the 21 Essential Specific Review Standards of the Quality Matters Rubric upon which YC's Essential Design and Teaching Standards are based. Attendees will come away with a better understanding of those Essentials and a plan for course improvement that they can include in their online or hybrid course self-reviews.



- **Patti Schlosberg**, Curriculum and Articulation Coordinator, and **Angie Poland**, Academic Support Systems Specialist, attended the 2018 Ellucian Degree Works forum in San Diego, CA from April 5th - 8th. Patti and Angie attended back-to-back sessions on Degree Works, our degree audit software, covering functional, technical, and general topics. Patti and Angie were also able to meet in person with Ellucian representatives to help resolve Degree Works questions specific to Yavapai College.
- College staff attended the AZTransfer Summit in Scottsdale on April 12th - 13th. This conference was held for faculty and staff in public postsecondary education as a way to network, share best practices, and learn more about the Arizona Transfer System.

Library

- The Library stayed open until Midnight for Reading Week and Finals Week: April 23 – 26 and April 30 – May 2.
- Once again, to help students gear up for finals, we kept them fueled with our Roving Snack Cart. Today we had a special Guest, come push the cart around the Library: **Stacey Hilton**, Dean of Instructional Support.



- On April 12th, the Library hosted Dr. Wills as part of our Distinguished Guest Lecture Series:



YC Library's Distinguished Guest Lecture Series

APR 12 Should College Tuition Be Free? Who Came Up With This Idea?
Public - Hosted by Yavapai College Library

- And on April 26th the Library hosted:



YC Library's Distinguished Guest Lecture Series

APR 26 Fostering Puppies & Dogs - Are You Tough Enough?| Library Series

TeLS

- TeLS and the TLC are organized and sponsored The 13th Annual Summer Institute, held on the Prescott Campus in Building 19, May 9th and 10th. Twenty workshops, roundtable discussions and peer-led presentations were offered on Wednesday, May 9th, including an inspiring Keynote by Lisa Young and Andrea Sherrer from SCC: “A Sense of Purpose”, about helping develop students' purpose and motivation for their educational path. On Thursday, May 10th, a special half-day Quality Matters training will be offered, called: “Improving Your Online Course”. The Pathways Celebration will be in the Community Room from 2:00 to 3:30.

Peruse the entire schedule right now: <https://tinyurl.com/yazseac7>

Presenter : Ray Sigafoos

Start Time : 1:31 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 20

Proposed : 1/18/2018

Item Type : Information Item

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

Description : Information from Instruction and Student Development to Include: Faculty Senate; College Honors Program; and Adjunct Faculty Newsletter - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate Update - Dr. Matt Percy, Faculty Senate President
- College Honors Program - Denise Woolsey, College Honors Program Director, and students.
- Adjunct Faculty Newsletter - Attached - Information Only

Attachments :

Title	Created	Filename
CHP.pdf	May 04, 2018	CHP.pdf
AA Vol 52c Issue 10 May 2018.pdf	May 04, 2018	AA Vol 52c Issue 10 May 2018.pdf

YAVAPAI COLLEGE HONORS PROGRAM

2017-2018

YEAR IN REVIEW



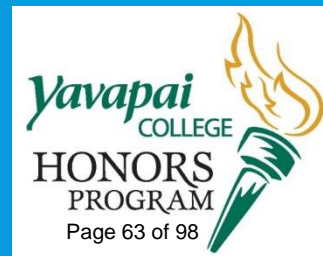
MISSION

The Yavapai College Honors Program provides educational enrichment opportunities and scholarship incentives

for exceptional Yavapai College students. The program fosters an environment of service, intellectual curiosity, academic achievement, and social responsibility.

Its members offer both classroom and campus leadership.

Its graduates go forth to further their education, serve their community, and make the world a better place.



INTELLECTUAL CURIOSITY

- We examined American Culture, only to realize how difficult it is to define.
- We researched and debated the resolution “Is the American Culture in Decline” Our debate taught us that there are at least two sides to every complex issue.
- We read, studied and discussed the book *American Nations: A History of the Eleven Rival Regional Cultures of North America*.
- We observed and participated in democracy in action.
- We walked through and experienced all three branches of our Federal Government.



EDUCATIONAL ENRICHMENT

- We explored many aspects of American Culture
- We meet and interacted with ASU's Humphrey's Fellows.
- We were the invited guests to the Phoenix Symphony
- We attended the Washington National Opera
- We met and interacted with Arizona Senator Jeff Flake in a 30 minute meeting
- We gave solemn respect to those who served and those that were victims of injustice



THE PROGRAM FOSTERS AN ENVIRONMENT OF SERVICE

SERVICE TO THE COLLEGE

Just a few of our projects.

- Chalk for Change
- Yavapalooza
- Volunteered for YC Food Pantry
- Hospitality Tent @ Soccer Nationals
- Assisted with Cast's Club Haunted House
- The Foundation's Thank-a-thon



SERVICE TO THE COMMUNITY

A few of our projects.

- Warm for the Winter
- Christmas – Angel Wings
- Habitat For Humanity Worksite Build
- Granite Creek Clean Up
- Teen Maze
- Monday night soup kitchen
- YRMC Volunteer
- Chalk for Change – On the road @ Willow Creek Charter School



NEW TRADITIONS

- Out reach to high school seniors in our first our Honors Reception.
- Called over 400 donors in a Thank-a-thon on behalf of the Foundation.
- Partnered with PTK and participated in Teen Maze.
- Took “Chalk For Change” on the road to a local elementary school.
- Students completed the Certified Peer Educator Program



EDUCATIONAL ENRICHMENT TRAVEL

- We took 8 day educational trip to Washington DC
- In keeping with our theme of American Culture, we visited the National Archives, The Supreme Court, The Capitol, The Senate Chamber, The White House, Mount Vernon, Arlington, American Portrait Gallery, Holocaust Museum, Air and Space Museum, and National History Museum
- We benefitted from dozens of historical sites, uniquely positioned to educate about American Culture in both the past and the present



WHAT'S NEXT FOR YC HONORS STUDENTS?



ACADEMIC ACHIEVEMENT

Four CHP students were named to the All Arizona Academic Team

Where are the graduates headed?

- Four students are transferring to the University of Arizona.
- Two students have been accepted into Barrett Honors College at Arizona State University
- Four students are transferring out of State to: California State University- Stanislaus; Baylor; Utah Valley University; Franciscan University



2018-2019: WHAT'S INSTORE



- Expanding current projects to the Verde Valley Campus including:
 - Chalk for Change
 - High School Honors Reception
- Joining with PTK for Dollars For Scholars Fun Run

STUDENT PARTING THOUGHTS





In This Issue

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Testing Center	2
Graduation Message	2
TeLs Summer Institute 2018	2

Congratulations Graduates!

"I was convinced that the only thing I wanted to do, ever, was to write novels. However, my parents...took the view that my overactive imagination was an amusing personal quirk that would never pay a mortgage or secure a pension. I know that the irony strikes with the force of a cartoon anvil now."

J.K. Rowling
Harvard University Graduation , 2008

APRIL—MAY HAPPENINGS

- April 26 - Last Date for Faculty-Initiated Withdraw—Spring semester
- April 27 - Last Pay Date for Adjunct Faculty Spring semester
- Apr 30 - May 4 Final Exam Week
- May 4 - Regular Semester Ends
- May 4 - Verde Valley Commencement; 6:00 pm in the Mabery Pavilion
- May 4 - Nursing Pinning Ceremony; 1:00 pm Prescott Performing Arts Center
- May 5 - Prescott Commencement; 6:00 pm Performing Arts Center
- May 9 Arizona SciTech Signature event Xplor-Ology: Discover Steam in the Verde Valley—Sir Harrison Band Mabery Pavilion 5:30—7:00 pm
- May 9-10-- Summer Institute - See more Page 2
- May 11 - Final Grades due 12:00 Noon**
- May 11 Arizona SciTech Signature event Xplor-Ology: Discover Steam in the Verde Valley—3:00 to 6:00 pm
- May 24 - NARTA Graduation 11:00 am at Prescott PAC
- May 30 - Memorial Day - All Offices / Campuses closed
- June 4 - Summer Session Begins

From our Registrar... Sheila Jarrell

Dear Faculty!

Thank you for a great semester! Here are dates that will be helpful as the Spring 2018 semester comes to a close:

- Last date for **instructor- initiated withdraw: Thursday, April 26**
 - Login to www.yc.edu
 - Go to My Services/Faculty/Faculty Withdraw
- Final grading will open April 27
- Final grades are due: **Noon Friday, May 11**
 - Login to www.yc.edu
 - Go to My Services/Faculty/Submit Final Grades

(Dual enrollment withdraw deadline is also April 26, but dual enrollment final grading dates are later.)

All grades must be submitted for records processing to begin. My goal is to have all transcripts (grades & GPA) updated and viewable for students by end of the day, Tuesday, May 15.

Thank you, Sheila

Questions? Contact me...

Email registrar@yc.edu

Phone 928.776.2107

You are welcome to visit my office on the Prescott Campus: Bldg. 1 Room 111.

COME ONE, COME ALL! EXPERIENCE XPLOR-OLGY IN THE VERDE VALLEY!

Please join us as we celebrate STEAM on the Verde Valley Campus.

May 9 5:30 PM - We celebrate the "A" in STEAM with a free blues/rock concert held out under the stars in the Mabery Pavilion with the SIR HARRISON BAND. Our award-winning student wine will be available for purchase along with sodas, water, and snacks.

May 11 3-6 PM - We continue to "explore" STEAM in our community with our signature AZ SciTech event -Xplor-Ology: Discover STEAM in the Verde Valley. The event includes hands-on activities, demonstrations, and exhibits highlighting all things STEAM. Our Cafe will be open along with the SWC, which will be open for tours and tastings (over 21). Anyone under 21 can register to be entered in a drawing at this event for a new Samsung tablet courtesy of our wonderful sponsors.



Both events are family friendly and FREE!

Visit: <https://www.yc.edu/articles/Verde-Valley-SciTech-Expo-/5267>



School is COOL...

So urge your student to Register Today

So they get the classes they need!

The Adjunct Advisor

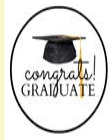
Published for Yavapai College Adjunct Faculty

1100 E. Sheldon Street— Prescott, AZ 86301

Elsie Gibbs Freeman, Editor

Phone: 928-634-6562 (Verde)

Email: egibbsf@instructor.yc.edu



FINANCIAL AID UPDATES

Classes:

Summer 2018 – There are additional PELL grants for Summer! Summer aid has already been awarded. For the most part, students must attend at least ½ time (6 credits) in order to be eligible for a PELL grant for summer. Unlike Fall or Spring if they are below ½ time at the end of add/drop we are required to take away their complete PELL grant, in most cases. Please help us make sure that students know this!

For student loans, the student must complete a Summer Loan Request Form and MUST be attending at least 6 credits.

Fall 2018 – Students must complete the 2018-2019 FAFSA to be eligible for the upcoming Fall semester. Award notices for Fall 2018/ Spring 2019 have already begun. Grants and scholarships are being awarded as we sleep. We award nightly (E-mail notification).

No Shows:

For Summer

Classes start June 4th; drop No Show students by end of day on June 11th. We appreciate your efforts in this. We continue to pay students financial aid who never attended class which can result in us losing our Financial Aid institutional eligibility, and we are trying to prevent this! (See the Registrar's updates on the first page for more information.)

Book Advances & Disbursements:

Summer

First Disbursement of Financial Aid June 14th
Refund checks may be affected by Late Start classes and are based on attending hours. Students can begin charging summer books to our bookstore on May 24th both online and in person. On June 11th bookstore charging based on Summer Financial Aid will cease and will not re-open until June 18th.

Questions? Please call me!

Ray Ceo

Director of Financial Aid

Prescott Campus, Bldg 1

Tel: (928) 776-2110

TESTING CENTER HOURS – FINAL EXAM WEEK ~ APRIL 30 - MAY 4, 2018

Faculty, as you prepare students for final projects/exams remind them about:

- Tell students the days that their test/s will be available.
- Tell students about any special test rules, aids permitted, time limits, etc.
- Advise students of procedures for the specific location where they will test.
- Prescott Campus is a walk-in service.
- Send students to the Testing Center, Bldg. 1-217.
- Students must arrive with enough time to finish before posted closing time.
- All other campus sites: Instruct students to call for an appointment at least 24 hours in advance of the deadline for taking the test.
- Tests left in the Testing Center after their deadlines will still be administered if a student asks for them.
- They will have the time and date taken clearly written on the test and a note that the test was taken after your deadline. It will be clearly communicated to the student that they are testing after the deadline and it is at the faculty member's sole discretion to give credit, or not, for the exam.

IMPORTANT:

- **Valid photo ID required to test:** YC student ID, state ID, driver's license, passport ...
- **No food, gum, or drinks are allowed.**
- **Power OFF cell phone, or better yet -- leave it in the car**

Prescott Campus – Building 1-217 ~ ONLY campus with Walk-in Service

Monday – Thursday: 8:00 am to 6:45 pm

Friday: 8:30 am to 2:45 pm

Note: All other campuses

Students **MUST** make an **APPOINTMENT**

Chino Valley 928-717-7729

Prescott Valley-Room 127 928-776-2200

Verde Valley -Building 1-I20 928-634-6561



“Be bold, be courageous, be your best!”

Former Rep. Gabrielle Giffords to Bard College, 2013

Teaching & eLearning Support **TeLS**

TeLS 13th Annual Summer Institute 2018

May 9 & 10

It's time to relax, learn and connect at The Summer Institute. Twenty workshops, round table discussions and peer-led presentations are offered on Wednesday, May 9th, including an inspiring Keynote by our friends Lisa Young and Andrea Sherrer from SCC: “A Sense of Purpose”, about developing purpose within your students - and yourself. And don't forget the Final Faculty Standing competition and a chance to win a new iPad Air 2!

On Thursday, May 10th, get into course design with a special half-day Quality Matters training: “Improving Your Online Course”, which includes breakfast and lunch. Then, join the celebration of the Pathways Initiative in the Community Room from 2:00 to 3:30.

Click this link to peruse the entire amazing schedule right now:

<https://tinyurl.com/yazseac7>

Then use the YC training site to register: <https://training.yc.edu>

Sign up for **all** the sessions you plan on attending, including Breakfast and Lunch. **Questions?** Please contact the Teaching & eLearning Support Department

Presenter : Ray Sigafoos

Start Time : 1:51 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 1/18/2018

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.	558881

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:01 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 1/18/2018

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.	558881

Description : MONITORING REPORT (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:01 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 1/18/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2	The President shall not cause or allow any practice, which is either illegal, unethical, imprudent, or inconsistent with college policies.	344940

Description : Receipt of President's Monitoring Report - Executive Limitation 2.0 - MONITORING, DISCUSSION, AND/OR DECISION

Details : 2.0 Executive Limitations

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

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

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.

2. If Board intends to not accept Monitoring Report:

If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.0 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 2.0. I move that the President provide the Board with a new Monitoring Report for Policy 2.0 [at the X board meeting] [within X amount months] that includes a new interpretation.

If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.0 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 2.0. I move that the President provide the Board with a new Monitoring Report for Policy 2.0 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
2.0 Exec Limitation Monitoring Report.pdf	Apr 26, 2018	2.0 Exec Limitation Monitoring Report.pdf
2.0 Compilation.pdf	May 03, 2018	2.0 Compilation.pdf

President's Monitoring Report
Executive Limitations 2.0 – Executive Limitations
May 2018

Executive Limitations 2.0 – Executive Limitations

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

President's Interpretation:

All College employees must strive to achieve the highest quality in fulfilling their job responsibilities. All must be cognizant of and abide by current legal aspects related to their specific roles; be versed in and practice ethical behavior; be knowledgeable and support all College policies; and maintain and incorporate their understanding of best practices in their fields. It is expected that all employees will remain cognizant and support the mission of Yavapai College and the Ends Statements established annually by the Board.

Supporting Evidence:

The supporting evidence for Executive Limitation 2.0 is dependent on two primary sources. First, the President will report the highest quality in fulfilling job responsibilities which is demonstrated within the Executive Limitations 2.1 through 2.6 Monitoring Reports. On the following page is a summary **of all the Monitoring Reports to date identifying the President's Outcomes and the Board's Conclusions and Comments.**





Second, the President must report any known practice by employees which is inappropriate as described above. As there are no known actions in violation of laws, ethics, prudence, or consistency, it is the absence of such data which indicates compliance.

President's Conclusion:

I report compliance




Summary of Executive Limitations for July 2017 – May 2018

The District Governing Board has evaluated the President performance through the Monitoring Reports of the Executive Limitations submitted in Fiscal Year 2017-2018. Below is a summary of all the Monitoring Reports to date identifying the President's outcomes, and the Board's conclusions with comments. Please note that the reports reflect the Policy wording in effect at the time of the reporting period.

Executive Limitation	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p>Policy 2.0 – Executive Limitations – The President shall not cause or allow any practice, which is either illegal, unethical, imprudent or inconsistent with college policies.</p>	<p>May 2018 President reported In Compliance- President's Monitoring Rpt</p>	
<p>2.1 Service to the Public – The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual's privacy or limits accessibility, nor fail to provide a grievance process.</p>	<p>Nov 2017 President reported In Compliance- President's Monitoring Rpt</p>	<p>Board Accepted Monitoring Report 2.1  Approved Minutes - Nov 2017</p>
<p>2.1.1 Treatment of Employees – The President shall not cause or allow personnel policies and procedures that are illegal, unethical or not in conformance with college policies or best practices.</p>	<p>April 2018 President reported In Compliance- President's Monitoring Rpt</p>	<p>Board Accepted Monitoring Report 2.1.1  Pending Approved Minutes - April 2018</p>
<p>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 or best practices that ensure a college-wide focus on student success.</p>	<p>Feb 2018 - President reported In Compliance- President's Monitoring Rpt</p>	<p>Board Accepted Monitoring Report 2.1.2  Approved Minutes - Feb 2018</p>
<p>2.2 Compensation and Benefits – The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.</p>	<p>April 2018 President reported In Compliance- President's Monitoring Rpt</p>	<p>Board Accepted Monitoring Report 2.2  Pending Approved Minutes - April 2018</p>
<p>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, fails to be part of a multi-year strategic management plan, or violates applicable statutes.</p>	<p>May 2018 President reported In Compliance- President's Monitoring Rpt</p>	
<p>2.3.1 Budget Deviations – The President shall not fail to promptly inform the Board when there are materially significant deviations from the budget. Report Monthly.</p>	<p>May 2018 President reported In Compliance- President's Monitoring Rpt</p>	






*The Board's acceptance of the President's Monitoring Reports concludes that the interpretation of the policy is reasonable and the evidence is sufficient to support the conclusion of compliance.

Summary of Executive Limitations for July 2017 – May 2018

Executive Limitation	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p>2.3.2 Reserves – The President shall not allow the Current Fund Reserves to drop below seventeen percent (17%) or to exceed thirty-four percent (34%) of the Current Fund budget for more than a three-month continuous period without a realistic plan to bring the reserves within this range or specific Board authorization to remain outside the range.</p> <p>The President shall not allow the Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.</p>	<p>May 2018 President reported In Compliance- President's Monitoring Rpt</p>	
<p>2.3.3 Certification Financial Records – The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.</p>	<p>Feb 2018 - President reported In Compliance- President's Monitoring Rpt</p>	<p>Board Accepted Monitoring Report 2.4</p>  <p>Approved Minutes - Feb 2018</p>
<p>2.3.4 Real Property – 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.</p>	<p>April 2018 President reported In Compliance- President's Monitoring Rpt</p>	<p>Board Accepted Monitoring Report 2.3.4</p>  <p>Pending Approved Minutes - April 2018</p>
<p>2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property – Pursuant to A.R.S. §15-1444(B)(2), the Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the college without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board. The President shall not enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year without Board authorization.</p>	<p>April 2018 President reported In Compliance- President's Monitoring Rpt</p>	<p>Board Accepted Monitoring Report 2.3.4.1</p>  <p>Pending Approved Minutes - April 2018</p>

*The Board's acceptance of the President's Monitoring Reports concludes that the interpretation of the policy is reasonable and the evidence is sufficient to support the conclusion of compliance.

Summary of Executive Limitations for July 2017 – May 2018

Executive Limitation	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p>2.3.4.2 Improvements to Leased Property – The President shall not make improvements to any real property, structure, or land leased by the District without notifying the Board; any lease improvements over \$10,000 requires the Board's approval.</p>	<p>April 2018 President reported In Compliance- President's Monitoring Rpt</p>	<p>Board Accepted Monitoring Report 2.3.4.2  Pending Approved Minutes - April 2018</p>
<p>2.4 Asset Protection - The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.</p>	<p>Jan 2018 - President reported In Compliance- President's Monitoring Rpt</p>	<p>Board Accepted Monitoring Report 2.4  Approved Minutes - Jan 2018</p>
<p>2.5 Communication and Support to the District Governing Board – The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.</p>	<p>Jan 2018 - President reported In Compliance- President's Monitoring Rpt</p>	<p>Board Accepted Monitoring Report 2.5  Approved Minutes - Jan 2018</p>
<p>2.5.1 Compliance – The President shall not fail to advise the Board, if in the President's opinion, the Board is not in compliance with one or more of its own policies particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.</p>	<p>Jan 2018 - President reported In Compliance- President's Monitoring Rpt</p>	<p>Board Accepted Monitoring Report 2.5.1  Approved Minutes - Jan 2018</p>
<p>2.6 Presidential Continuity and Absences - The President shall not fail to appoint a College Vice President, or designee, to act in the President's place when the President is absent or unavailable, and to communicate this information to the Board prior to the absence.</p>	<p>Jan 2018 - President reported In Compliance- President's Monitoring Rpt</p>	<p>Board Accepted Monitoring Report 2.6  Approved Minutes - Jan 2018</p>

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.0 – Executive Limitations

Compilation - May 2018

Executive Limitation 2.0	Executive Limitations The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with College policies.	
Is the interpretation reasonable?	YES 5	NO 1
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 3	NO 1
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 4
Comments: McCasland: I believe there are numerous situations where policies are not being enforced.		

SHADED ITEMS should be discussed at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:06 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 1/18/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.4	<p>The President shall not permit planning that allocates resources in a way that deviates materially from Board-stated Ends priorities, risks fiscal jeopardy, or does not enable the long-term ability of the College to achieve Ends.</p> <p>Further, without limiting the scope of the above statement by the following list, the President shall not:</p>	764095

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

Details : 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.

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:

If for Unreasonable 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.

If for 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
Policy 2.3 Report.pdf	Apr 26, 2018	Policy 2.3 Report.pdf
Compilation 2.3.pdf	May 03, 2018	Compilation 2.3.pdf

Monitoring Report
Executive Limitations 2.3 – Financial Management
May 2018

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.

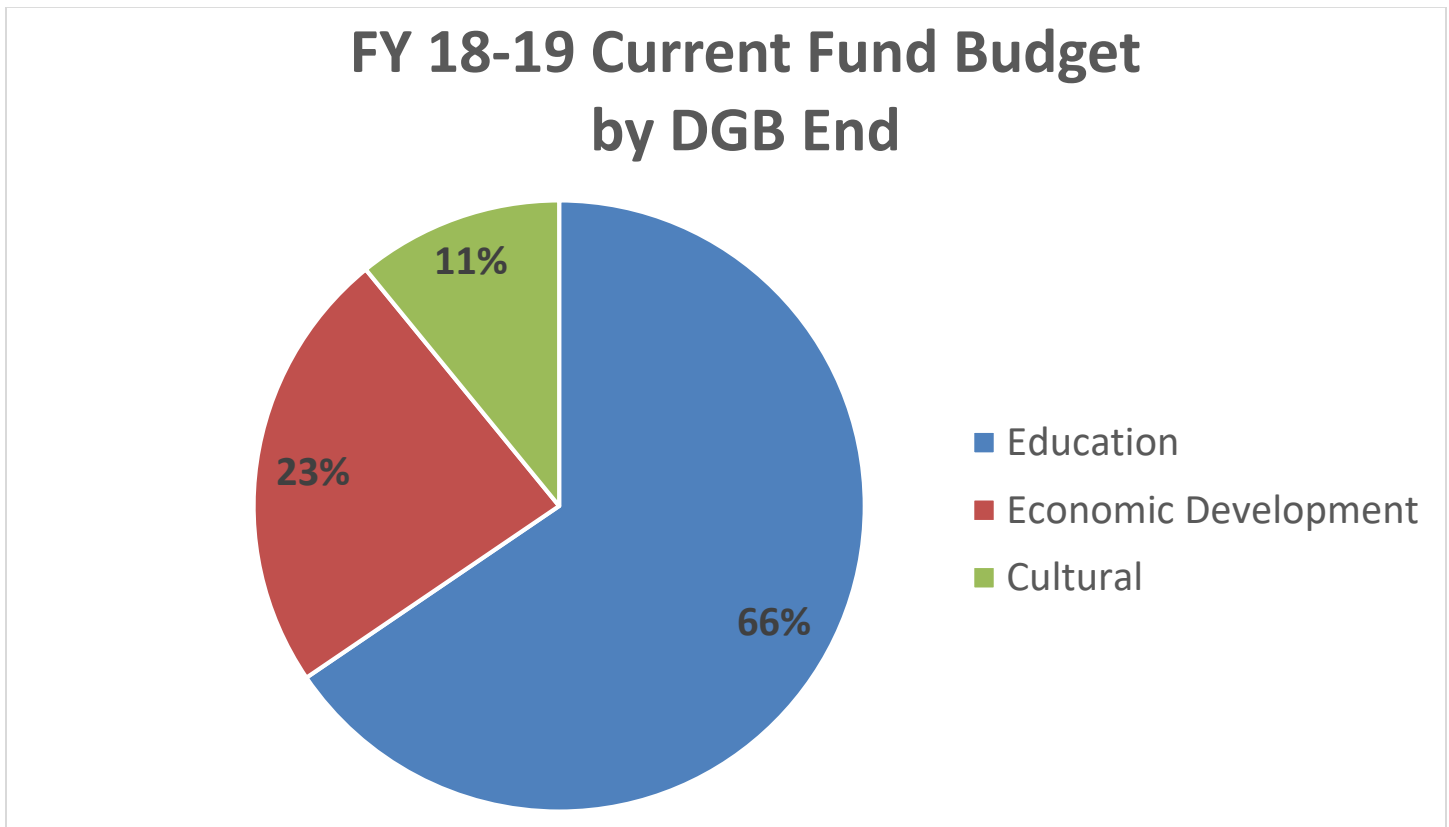
President’s Interpretation:

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

The following is an estimate of the College Education & General Fund Budget allocating expenses to the Board’s Ends of Education, Economic Development, or Cultural Enrichment. In the case where a department supports multiple ends, the budget was typically split 50%-50%.



Budget Alignment with Multi-Year Strategic Management Plan

The College *adopted* the 2015 – 2020 Strategic Plan in the fall of 2015 ([2015_2020 Strategic Plan](#)). This plan aligns with the Board’s Ends as we strive to improve academic excellence, economic development, and cultural enrichment at a justifiable cost. The Budget Cycle is integrated with the Strategic Planning Cycle, as can be seen from the following link [Budget Cycle and Strategic Planning](#)

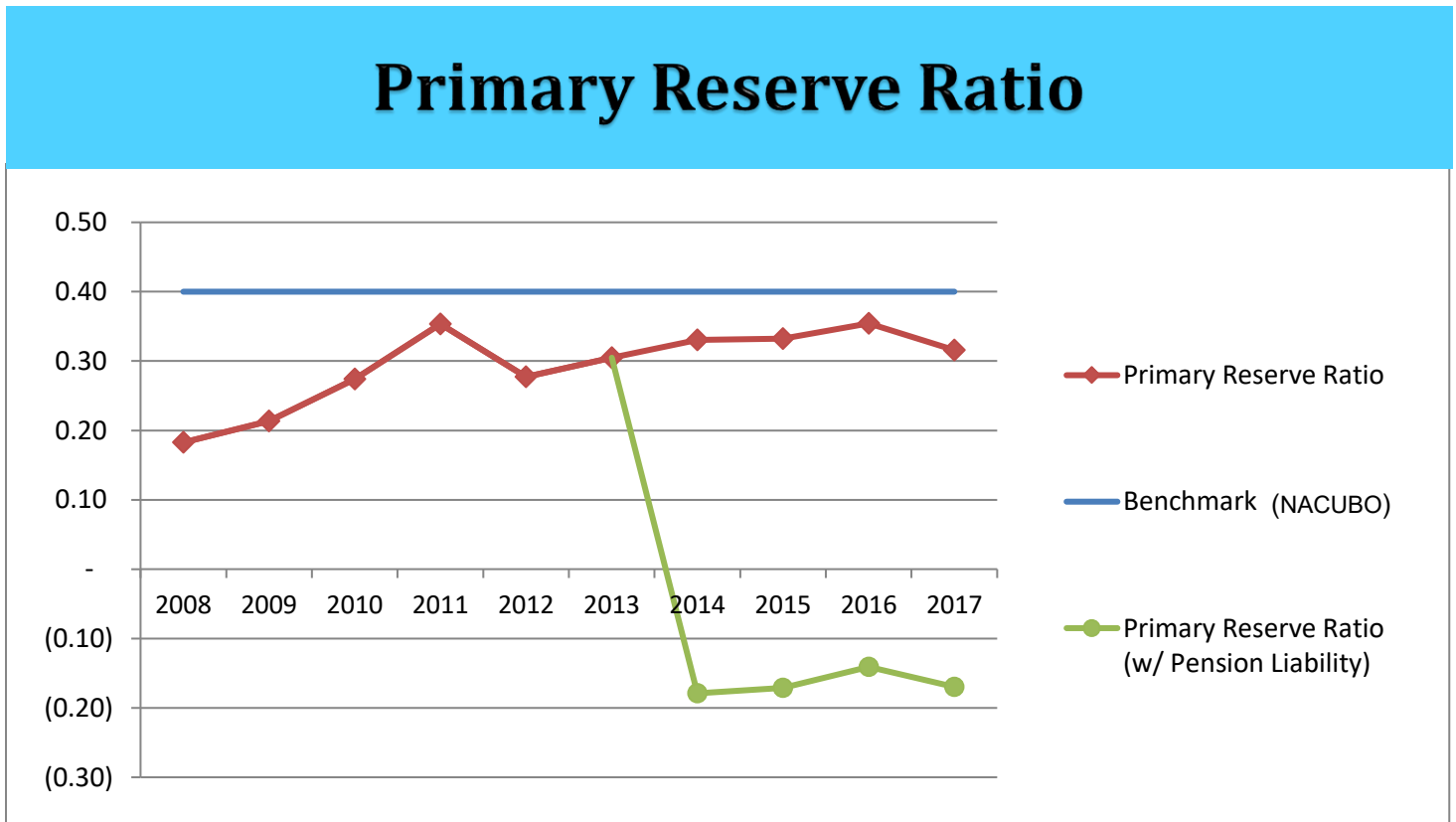
The President’s interpretation and supporting evidence of Executive Limitation 2.3 is directly sustained by Strategic Initiative 5 “Fiscal Stewardship” which ensures the College continues to model fiscal stewardship. In fact, the college has adopted a variety of best practices in this area including transparency, annual benchmarking exercises, monthly financial reports, healthy contingencies and reserves, conservative budget assumptions, etc. Strategic Initiative 5 also requires the College to evaluate the Capital Improvement Plan and align it with student success initiatives. Therefore, the College proposes updates to the Board on at least an annual basis. These recommendations are incorporated into the annual Budget process and ultimately approved by the Board.

Throughout the year, the Administration systematically presents a series of budget-related information to the Board as is documented on our College’s budget website. [Yavapai College Budget](#)

Financial Solvency

The Board has established fund reserve minimums for both the Operating and Capital Funds. As was demonstrated through the Cash Reserves Monthly Reports, these fund reserve targets have been consistently exceeded. 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 reports four financial ratios to our accrediting agency, the Higher Learning Commission (HLC), on an annual basis. As you can see from the chart below, the College reserves are below the HLC target but have been fairly consistent since 2011. As discussed with the Board earlier this year, the primary reserve ratio is negative when considering the College’s ASRS pension liability. This situation is mitigated as a result of the ASRS pension liability being paid over many years through the required actuarially determined contribution rate.



College Administration purposefully exceeds the minimum reserve thresholds established by the Board, both to address cash flow concerns and to improve the Primary Reserve Ratio which is monitored by investors. 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.

Legal Requirements and Projections

As part of the Preliminary Budget presentation to the Board, the College provides five year projections of Revenues and Expenses to project both financial solvency and compliance with the AZ Expenditure Limitation statute. The College also presents its capital budget in a multi-year format to forecast Preventative Maintenance Plans, Equipment Replacement Plans, and Capital Improvement Plans (CIP).

Yavapai College has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for over 18 years in a row, and has had unqualified audit opinions during that same timeframe. The GFOA established the Certificate of Achievement for Excellence to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that demonstrate transparency and full disclosure.

President's Conclusion:

I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.3 – Financial Management

Compilation - May 2018

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 5	NO 1
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 4	NO 1
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES 1	NO 3
<p>Comments:</p> <p>McCasland: The Board's end''s are so vague that almost any activity can be changed. The addition of a \$500,000 food service facility at CTEC was never part of a multi-year strategic plan. The budget reports are so vague that monies can be easily diverted for another use without the knowledge of the Board.</p>		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:11 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 1/18/2018

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.5	<p>The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President.</p> <p>The President's 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.</p>	560686

Description : Content Review of Board - President Linkage Policy 4.5 President Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION

Details : The Board performed the biennial content review for Policy 4.5 - President Compensation and Benefits. A compilation of the members' policy assessment and suggested edits to the policy is attached for consideration.

Attachments :

Title	Created	Filename
Review 4.5 Compilation.pdf	May 02, 2018	Review 4.5 Compilation.pdf

District Governing Board Policy **Review**
 Review of Board-President Linkage Policies
 Policy 4.5 President Compensation and Benefits
Compilation - May 2018

4.5 President Compensation and Benefits	The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President. The President's 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.	
It this policy still relevant and useful to the governance process?		
	Check One	If No, why is it not relevant or useful?
Yes	5	
No		
If "No", does this policy need to be:		
	Check One	If Revised/Replaced, provide suggested revision.
Revised/Replaced		
Removed		
Are there any additions that you would suggest for this set of policies?		
	Check One	If Yes, provide suggested additions.
Yes		
No	4	

Suggested changes/additions should be discussed at the meeting.

Presenter : Ray Sigafoos	Start Time : 2:16 PM	Item No : 21
Proposed By : Ray Sigafoos	Time Req : 0	
Proposed : 1/18/2018	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.	558881

Description : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos	Start Time : 2:16 PM	Item No : 22
Proposed By : Ray Sigafoos	Time Req : 5	
Proposed : 1/18/2018	Item Type : Information Item	

Policy No.	Description	Ref No
3.5.5	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 committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are: 1) Foundation Liaison 2) AADGB Representative 3) Board Spokesperson	560681

Description : Reports from Board Liaisons - Board Spokesperson; Arizona Association for District Governing Boards (AADGB); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION

Details : Board Spokesperson - Chair Sigafoos

Arizona Association for District Governing Boards (AADGB) - Deb McCasland and Dr. Connie Harris

Yavapai College Foundation - Dr. Patricia McCarver and Steve Irwin

Attachments :

No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 1/18/2018

Start Time : 2:21 PM
Time Req : 0
Item Type : Heading

Item No : 23

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.	558881

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 1/18/2018

Start Time : 2:21 PM
Time Req : 3
Item Type : Decision Item

Item No : 24

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.	558881

Description : District Governing Board Proposed Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION

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

- Community Forums are scheduled for August 16, 2018 at the Prescott Campus and August 17, 2018 at the Verde Valley Campus.

- Association of Community College Trustee Leadership Congress in New York, NY on October 24-27, 2018 - please note that May 20, 2018 is the last date to receive the early bird lodging discount.

Attachments :

Title	Created	Filename
FY17-18- Proposed Dates and Places of Future Meetings.pdf	Apr 24, 2018	FY17-18- Proposed Dates and Places of Future Meetings.pdf
FY18-19- Proposed Dates and Places of Future Meetings.pdf	May 03, 2018	FY18-19- Proposed Dates and Places of Future Meetings.pdf

PROPOSED DATES AND PLACES OF FUTURE MEETINGS – FY 2017-2018

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY 2017 – NO BOARD MEETING	
Regular Board Meeting	August 8, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Board Retreat	September 11, 2017, Monday, 9:00 a.m. Location: Hassayampa Inn, Prescott
Regular Board Meeting	September 12, 2017, Tuesday, 1:00 p.m. Location: Sedona Center - Rm 34
Regular Board Meeting*	October 24, 2017, Tuesday, 1:00 p.m. Location: Prescott Valley Center Rooms 110/111
Regular Board Meeting	November 14, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board Workshop	December 11, 2017, Monday 9:00 a.m. Location: Prescott Campus-Rock House
DECEMBER 2017 – NO BOARD MEETING	
Budget Preview Work Session	January 16 2018, Tuesday, 10:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	January 16, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 13, 2018, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting*	March 6, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting**	April 17, 2018, Tuesday, 1:00 p.m. Location: CTEC - 181
Truth In Taxation Hearing	May 8, 2018, Tuesday, 10:30 a.m. Location: Prescott Campus-Community Room 19-147
Truth in Taxation Special Meeting	May 8, 2018, Tuesday, 11:00 a.m. Location: Prescott Campus-Community Room 19-147
Budget Public Hearing	May 8, 2018, Tuesday, 11:15 a.m. Location: Prescott Campus-Community Room 19-147
Budget Adoption Meeting	May 8, 2018, Tuesday, 11:40 p.m. Location: Prescott Campus-Community Room 19-147
Regular Board Meeting	May 8, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2018 – NO BOARD MEETING	

*March meeting changed due to Spring Break *October, January, April meetings changed at Board request Rev. 4/10/18

DATES AND PLACES OF EVENTS – FY 2017-2018

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Board Tour	September 12, 2017, Tuesday, 12:15 p.m. Location: Sedona Center – Rm 34
Sedona Center Grand Re-Opening	September 12, 2017, Tuesday, 3:45 p.m. Location: Sedona Center
Association of Community College Trustees (ACCT) Leadership Congress	September 25–28, 2017 Location: Las Vegas, NV
Prescott Valley Center Ribbon Cutting	October 24, 2017, Tuesday, 11:00 a.m. Location: Prescott Valley Center
GISS and Leadership Institute on Diversity	November 29-30, 2017 Location: Rio Salado College, Tempe, AZ
Nursing Pinning Ceremony	December 8, 2017, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	December 14, 2017, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Performing Arts Bldg. 15 Ribbon Cutting	March 6, 2018, Tuesday, 4:00 p.m. Location: Prescott Campus – Building 15
Verde Valley Commencement	May 4, 2018, Friday, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 5, 2018, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 5, 2018, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 24, 2018, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
International Policy Governance Association (IPGA) Conference	June 21-23, 2018 Location: Savannah, GA

PROPOSED DATES AND PLACES OF FUTURE MEETINGS – FY 2018-2019

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
JULY & AUGUST 2018 – NO BOARD MEETINGS	
Board Retreat	September 10, 2018, Monday, 9:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	September 11, 2018, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	October 9, 2018 Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	November 13, 2018, Tuesday, 1:00 p.m. Location: Sedona Center – Room 34
DECEMBER 2018 – NO BOARD MEETING	
Regular Board Meeting*	January 15, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Annual Board Workshop	February 11, 2019 – Monday, 10:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	February 12, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 5, 2019, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting*	April 16, 2019, Tuesday, 1:00 p.m. Location: Prescott Valley Center Rooms 110/111
Regular Board Meeting	May 14, 2019, Tuesday, 1:00 p.m. Location: Prescott Campus, Community Room 19-147
JUNE 2019 NO BOARD MEETING	

*January meeting changed due to Semester Break; March due to Spring Break; April at Board Request.

DATES AND PLACES OF EVENTS – FY 2018-2019

TYPE OF EVENT	DATE/DAY/TIME/LOCATION
Community Forum	August 16, 2018, Thursday – 1:00 p.m. Location: Prescott Campus, Room 32-119
Community Forum	August 17, 2018, Friday – 10:00 a.m. Location: Verde Valley Campus, Room G-106
Association of Community College Trustees (ACCT) Leadership Congress	October 24-27, 2018 Location: New York, NY
Nursing Pinning Ceremony	December 14, 2018, Friday – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	December 13, 2018, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 10, 2019, Friday, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 11, 2019, Saturday, 1:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 11, 2019, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 23, 2019, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
International Policy Governance Association (IPGA) Conference	June xx-xx, 2019 Location: xxxxxxxxxxxx

Presenter : Ray Sigafoos

Start Time : 2:24 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 50

Proposed : 1/18/2018

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. The President's 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.	560686

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

Details : Pursuant to A.R.S. §38-431.03(A)(1),the Board will review the President's annual evaluation, and discuss or consider the terms of Dr. Wills' contract and potential retirement. (The employee has been notified in writing as required)

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:14 PM

Item No : 26

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 1/18/2018

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

Description : Convene in Public Session with Possible Action RE: President's Evaluation, and Consideration of President's Contract and Potential Retirement 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 : 3:19 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 5/4/2018

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.	558881

Description : POLICY - HEADING (CONTINUED)

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:19 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 5/3/2018

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.	558881

Description : Consideration of Strategic Course of Action Regarding the President's Potential Retirement - DISCUSSION AND/OR DECISION

Details : The Board will consider options for a strategic course of action regarding the President's potential retirement.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:24 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 1/18/2018

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.	558881

Description : ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Details :

Attachments :

No Attachments