Yavapai College
District Governing Board
Regular Meeting

Tuesday, May 17, 2022
Immediately following adjournment of Budget Adoption Meeting (estimated time 1:30 p.m.)

Prescott Campus Community Room # 19-147
1100 E. Sheldon Drive
Prescott, Az. 86301

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

Pursuant to A.R.S. §38-431.03.A.2, A.3 and A.4, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law; or to consult with and instruct its attorneys regarding its position on contracts, litigation or settlement discussions. If indicated 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 or closed caption, by contacting the Executive Assistant at (928)776-2307. Requests should be made as early as possible to allow time to arrange the accommodation.

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

AGENDA

1. General Functions: Procedural
   a. Call to Order {Time: 1}

   b. Pledge of Allegiance {Time: 1}

   c. Adoption of Agenda – **DECISION** {Time: 1}

2. Study Session
   a. President's Reports - Dr. Lisa Rhine - **INFORMATION** {Time: 60}
      i. College Council – Dr. Diane Ryan, Dr. Emily Weinacker, and Mr. Rodney Jenkins
         1. Faculty Senate – Dr. Karen Palmer *(Attached)*
         2. Staff Association – Shannon Johns
         3. Student Government Association – Brian Moultrup, YCSGA President *(Attached)*

      ii. 2022 Yavapai College Faculty Emeritus – Dr. Diane Ryan, Vice President of Academic Affairs **INFORMATION** (*Attached*)

1

      iii.   Yavapai College Legislative Report – Mr. Rodney Jenkins, Vice President of Community Relations, and Student Development **INFORMATION** *(Attached)*

      iv.   Budget to Actual Monthly Report and Cash Reserves Monthly Report **INFORMATION** (*Attached*)

  c. Yavapai County Wide Data and Yavapai College Academic Data Review, Dr. Diane Ryan, Vice President of Academic Affairs, and Dr. Clint Ewell, Vice President of Finance. **INFORMATION AND DISCUSSION** (*Attached*) {Time: 15}

  d. Yavapai College Space and Facility Rental – Dr. Clint Ewell, Vice President of Finance, **INFORMATION AND DISCUSSION** (*Attached)* {Time: 15)

  e. Board Liaisons' Reports - **INFORMATION AND DISCUSSION** {Time: 10}
      i.   Board Spokesperson – Board Chair McCasland
      ii. Arizona Association of Community College Trustee (AACCT) – Board Chair McCasland
      iii. Yavapai College Foundation – Board Chair McCasland

  f. Dates and Time of Future Meetings and Events - **INFORMATION AND DISCUSSION** {Time: 5}
      i. 2021-2022 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats (Attached)
      ii. 2021-2022 Dates, Times, and Places of Future College Events (Attached)
      iii. 2021-2022 Dates, Times, and Places of Future National, State, and Local Conferences (*Attached*)

3. Board Business
  a. Yavapai College Baccalaureate Degree Presentation – Dr. Diane Ryan, Vice President of Academic Affairs. **INFORMATION, DISCUSSION, AND DECISION** (*Attached)* {Time:60}

  b. Approval of naming "The Opal Allen's Founders Foyer"- Mr. Rodney Jenkins, Vice President of Student Development and Community Affairs **INFORMATION, DISCUSSION, AND DECISION** (*Attached)* {Time:10}

  c. District Governing Board Minutes and Records - Mr. Ray Sigafoos, Board Secretary, **INFORMATION, DISCUSSION, AND POSSIBLE DECISION**){Time: 30}

  d. Consent Agenda – **DECISION** {Time: 5}
      i. Board Regular Meeting Minutes – Tuesday, March 22, 2022 (*Attached*)
      ii. Receipt of Report on Revenues and Expenditures for March 2022 (*Attached*)
      iii. Yavapai College Summary of New Program and Deletions
         1. New - Emergency Medical Technician- Basic Certificate *(Attached)*
         2. Delete – Emergency Medical Technician Certificate *(Attached)*
         3. Delete – Canine Care and Handling Certificate *(Attached)*
         4. Delete - Service Dog Certificate *(Attached)*
         5. Delete – Therapy and Service Dog Team Skills Certificate*(Attached)*

  iv. Intergovernmental Agreement Sedona PAC Access with Sedona Oak Creek
    School District (*Attached*)

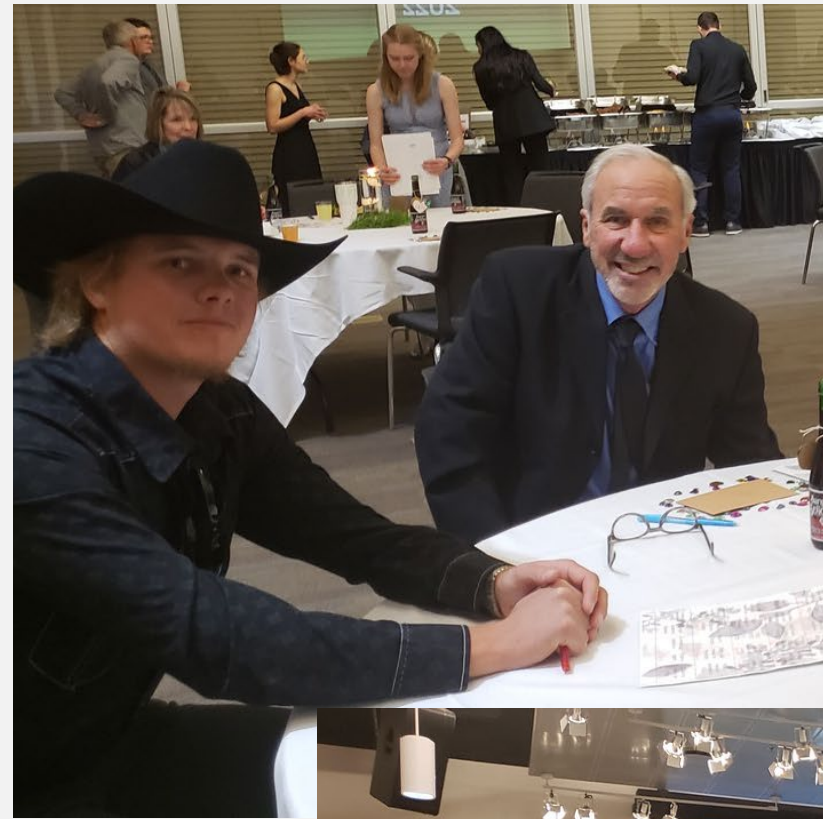4. Adjournment of Board Regular Meeting: Procedural - **DECISION** {Time: 1}

MAY UPDATE

YCfa
YAVAPAI COLLEGE
FACULTY ASSOCIATION
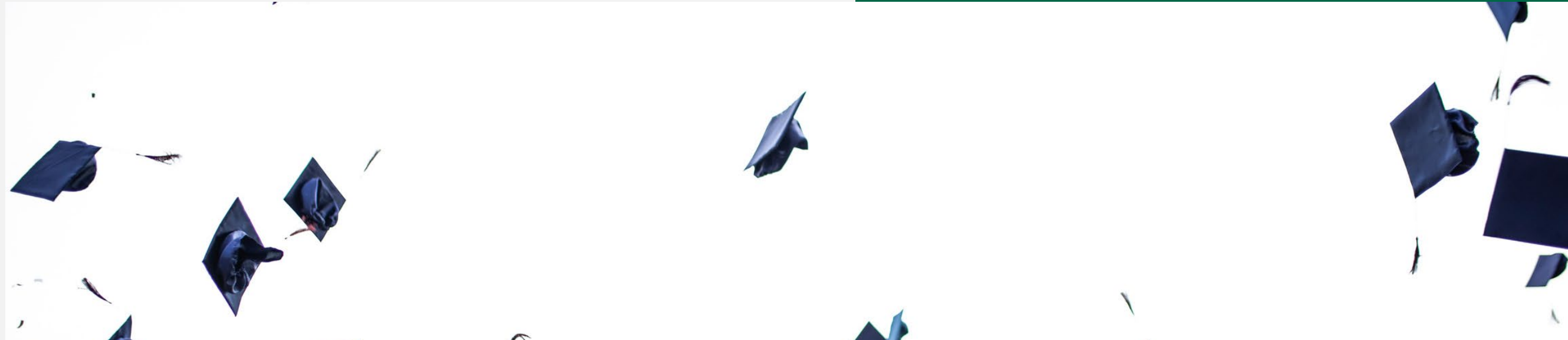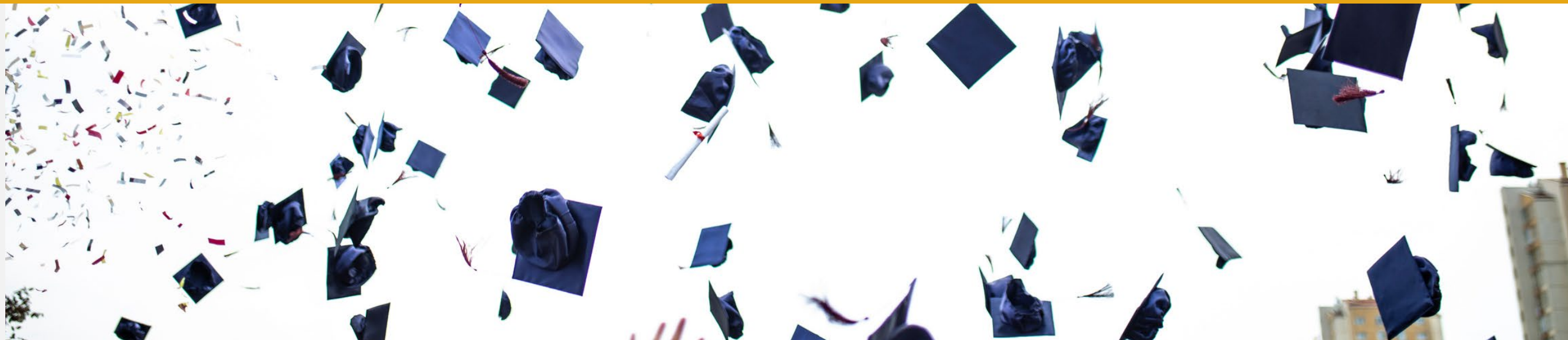
21-22

Faculty Appreciation Night

21-22 Evening of Recognition

More Photos: https://bill-leyden.smugmug.com/School/Yavapai-College/Events/YC-Evenings-of-Recognition-Apr-2022

A Special Thank You

Philip Reid, YC FA Interim Treasurer

Yavapai College Foundation

$50

~~$25~~ Gift Card

May 2022

Provided by your

SGA
STUDENT GOVERNMENT ASSOCIATION
Yavapai

Concerns and/or Questions

This form will carry your concern and/or question to the YC Student Government Association. We truly appreciate your VOICE!

yc.edu/inputsga

I VOTED

thank YOU:-)

SGA
STUDENT GOVERNMENT ASSOCIATION
Yavapai COLLEGE

Selina Bliss

Dr. Selina Bliss, Nursing Professor, started as adjunct faculty in the 1980s, became full-time faculty in 1989, then retired in 2021. Between the Prescott and Verde Campuses, worked with over 1,000 nursing graduates during her career to assist others to reach their professional goals and serve their communities through healthcare careers. Firmly believed excellence in education leads to excellence in student achievement and led by personal example. Service that exceeds the expected standards included numerous projects and awards for contributing to the furthering of education, certification, and professionalism in nursing.

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Yavapai COLLEGE

LeAnne Lawhead

LeAnne began as an adjunct in the Early Childhood/Education program at Yavapai College in 2002. LeAnne became a full-time faculty member in 2006 and served until September of 2020. It was LeAnne's great honor to serve the Yavapai County region by preparing teachers and caregivers of young children and to design and implement programs that serve our youngest children (including our own amazing FEC). LeAnne collaborated with county agencies to implement scholarship programs for YC students, literacy programs across our region, served as host for an annual ECE conference on the Verde Campus each spring. and began the Early Childhood Institute (ELI @ Yavapai) that is now offered each October on the Prescott Campus. In addition to instructional and college duties, LeAnne presented at several national and state conferences, served on state early childhood boards, and acted as faculty advisor to a very active student organization for early childhood students and community. LeAnne is currently serving as adjunct flute professor in Yavapai College's music department.

Jeri Hamilton

Jeri Hamilton was born and raised in Prescott. She received her Bachelor's and Master's degrees from Northern Arizona University. After teaching Math at Prescott High School for 18 years, she began the next phase of her career as a Math Professor at Yavapai College. After retiring from Yavapai College, Jeri continues to teach Mathematics at Embry-Riddle Aeronautical University.

Jeri and her husband, Doug, have two daughters and three grandchildren. Besides being a "Meemaw," Jeri enjoys gardening, spending time with friends and most recently, traveling.

FY23 Congressionally Directed Spending

United States Senate

What is a Congressionally Directed Spending (CDS) Request?

- Line-item spending included in the annual federal appropriations (budget) bills.

- Short-term, place-based federal funding outside of the normal federal grant funding opportunities.

- Recommended by individual Members of Congress to the Appropriations Committee, which then chooses final requests to be included in annual federal spending bills.

- Subject to strict disclosure and oversight guidelines

What makes a good CDS request?

- **Supported by Local, State, Tribal Government**

- **Place-Based:** Specific location or project

- **Short-term:** Projects that can be supported with a one-time infusion of funds

- **Shovel-Ready:** Pre-planned, ready to begin work upon receipt of funding.

Examples of FY22 CDS Requests

- **Army Corps of Engineers – Lower Santa Cruz River Study at Eloy** $100,000
The proposed project is to continue the Lower Santa Cruz River Feasibility Study with a focus on the Eloy Levee/Channel project, which is designed to mitigate Santa Cruz River flooding for the community of Eloy, Arizona.

- **Pima Community College – FIT Lab** $1,000,000
This will provide the equipment needed for the Flexible Industry Training (FIT) Lab at Pima County College's new Center of Excellence in Applied Technology, ranging from 3D scanners and printers to foundry and casting equipment. This center will partner with industry to train and upskill employees with the skills to meet the needs of the labor market and get good-paying jobs.

- **City of Tucson – Willard Apartments** $800,000
- This will allow for the complete remodel, including asbestos abatement, of much needed affordable housing units.

YC Projects (Invited to participate)

- **Proposal to fund our: Career Services Center ($1.1 million est.)**
  - Open to all Yavapai County Residents
  - Prepares people for the skills to become employable
    - Resume writing, cover letters,
    - Interview techniques and soft skills
    - Help connect residents to YC Pipeline
    - Host recruitment events-connecting employers with prospect employees

- **Expanding our CDL Program ($600,000 est.)**
  - Equipment/Vehicles in both Camp Verde & Chino

What are the rules?

- No more than **1% of discretionary spending** can be spent on CDS items. Funding is divided between House and Senate, Republicans and Democrats.

- **For-profit entities** are not eligible.

- Each Senator must **disclose their requests** on their website 15 days after submission.

What are the rules?

- The **Government Accountability Office** will audit a sample of enacted congressionally directed spending items.

- Only **certain accounts and programs** are eligible for congressionally directed spending items, and **subject to existing grantmaking rules**.

- Projects in which a Senator, or their family, **has a financial interest will not be considered.**

What is the process?

1. Submit a request to a Member of Congress
- **Senator Kelly:** kelly.senate.gov/fy23
- **Senator Sinema:** sinema.senate.gov/appropriations
- **Deadline:** April 6, 2022

2. Members submit requests to the Appropriations Committee (late April)
- Each Senator submits between $50 - $75 million in requests.
- Senators Sinema and Kelly coordinate with each other, and House offices to maximize funding requests

What is the process

3. Appropriations Committee Reviews Projects (May/June)
- Committee staff evaluate requests based on program eligibility, available funding, and project readiness

4. Legislation marked up by Appropriations Committee (June/July)
- Draft legislation is considered and passed by committee, will include a list of congressionally directed spending projects.
- No projects can be added after a bill is passed by Committee.

5. Senate / House Passage (August/September)
- House and Senate each pass their draft appropriations bill

What is the process?

6. House / Senate Reconcile Differences (Fall 2022)

- Committee staff combine congressionally directed spending requests in House and Senate. Duplicate requests are removed.

7. Final Debate and Passage (TBD)

- Senate rules allow any Congressionally Directed Spending project to be removed from the final bill via a "point of order" and majority vote.

8. Enactment (est. November 2022 – January 2023)

- Bill is signed into law.
- Agencies make funding available through Grants.gov

Timeline (Tentative)

- **Deadline to Submit:** April 6, 2022

- **Funding Submissions to Committee:** April/May 2022

- **Public Disclosure of request:** May 2022

- **Committee Funding Decisions Made:** August 2022

- **Budget Passed/Funding Available:** Late 2022, early 2023

The President's Monthly report below provides a brief financial status of each of the District's five funds as of March 31, 2022.

Source: Monthly Revenue and Expenditure
Financial Reports

General Fund

As of March 31, 2022, the General Fund has a surplus of $4,580,900. This is primarily the result of tuition and fee revenues being recorded for the spring 2022 semester, the one-time Rural Community College appropriation, unspent contingencies and vacancy savings.

For the fiscal year ended June 30, 2022, General Fund revenues are projected to be over budget by $740,000 and expenditures are projected to be under budget by $653,200 resulting in a net surplus of $1,393,200.

Auxiliary Fund

As of March 31, 2022, the Auxiliary Fund has a surplus mainly due to the collection of the spring 2022 semester room revenues, which will even out over the next several months, stronger than projected winery sales, and better than projected food service results. For the fiscal year ended June 30, 2022, the Auxiliary Fund is projected to be within budget.

Unexpended Plant Fund

As of March 31, 2022, the Unexpended Plant Fund has a deficit of $448,400 due to Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the remaining fiscal year. Supporting revenues received over the remaining fiscal year will be used to cover this deficit.

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 March 31, 2022, the Restricted Fund has a surplus and is expected to be under 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—as of March 31, 2022, there were no variances from budget.

The President's monthly report on cash reserves below displays the District's reserves at March 31, 2022, in relation to the District Governing Board's (DGB) reserve requirements.

<u>Source</u>: Banner Finance

Educational & General and Auxiliary Fund Reserve March 2022
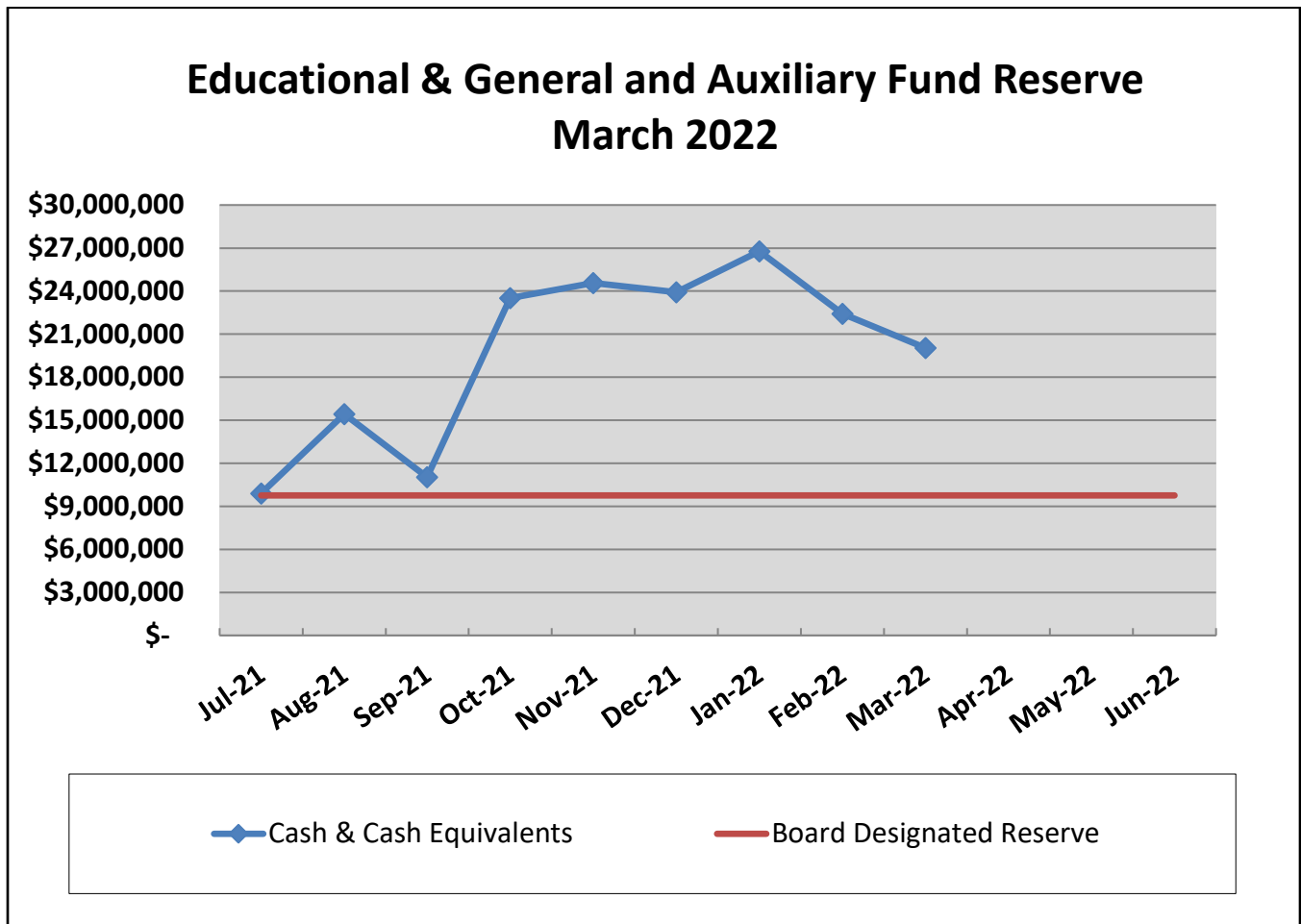
Current Fund Reserves shall not drop below seventeen percent (17%) of the operating budgets.

As of March 31, 2022, Current Fund reserves have exceeded the DGB's reserve requirements.

Plant Fund Reserve
March 2022
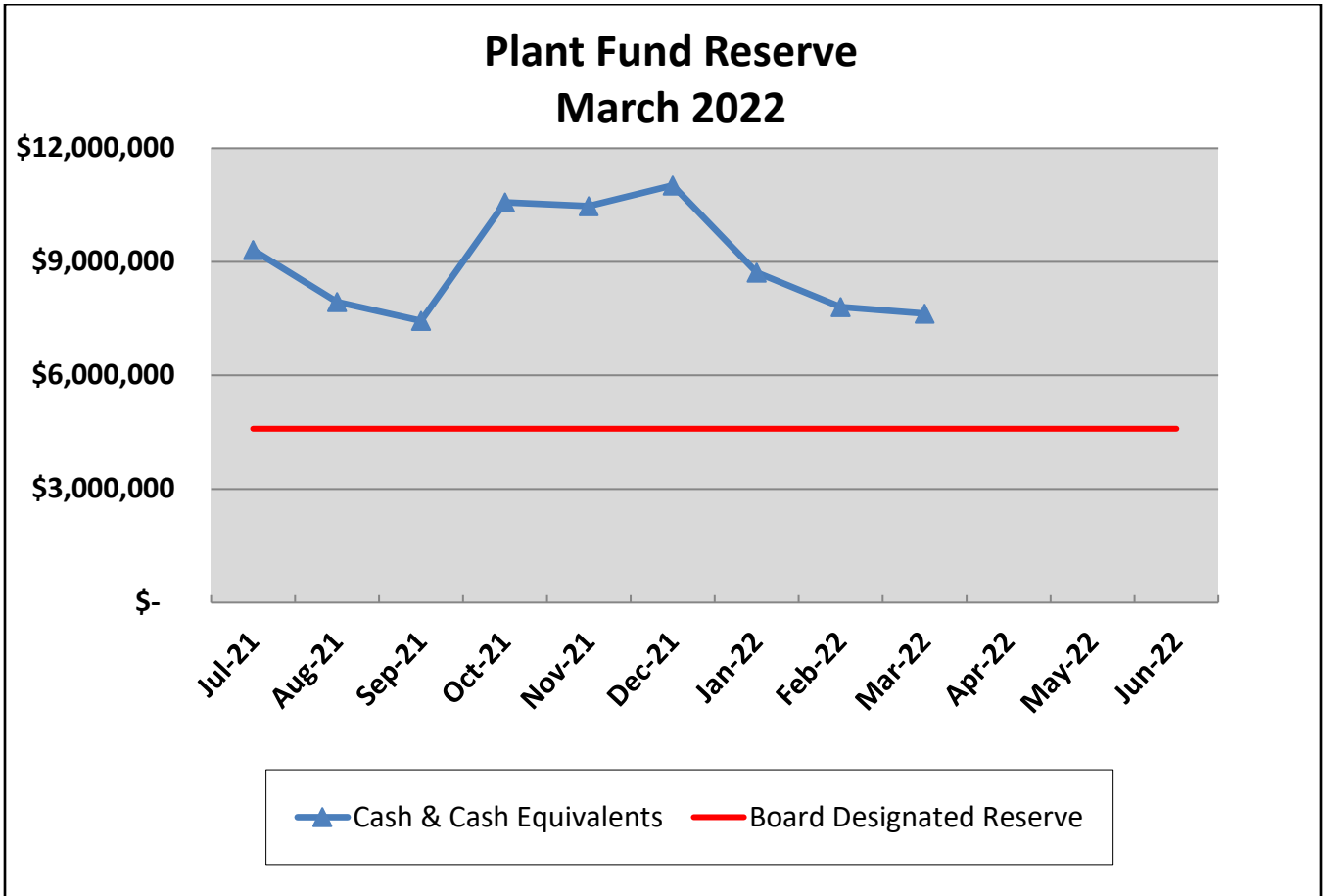
Plant Fund Reserves shall not drop below eight percent (8%) of the operating budgets.

As of March 31, 2022, Plant Fund reserves have exceeded the DGB's designated reserve.

Presentation to the District Governing Board

Meeting the Workforce & Baccalaureate Education Needs of Yavapai County

Diane Ryan & Clint Ewell

May 17, 2022

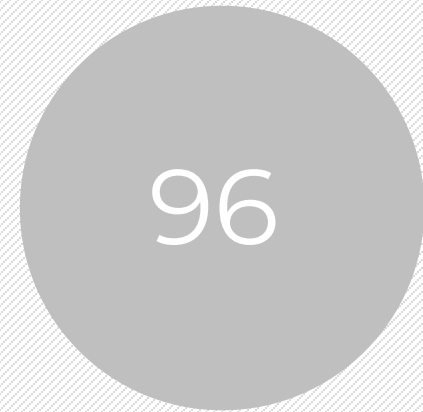# Verde Valley Job Count vs. West County

2010 Total Jobs

2020 Total Jobs

33%
20,994

67%
41,812

Small Gains

34%
24,883

66%
49,010

- W Yavapai County
- Verde Valley
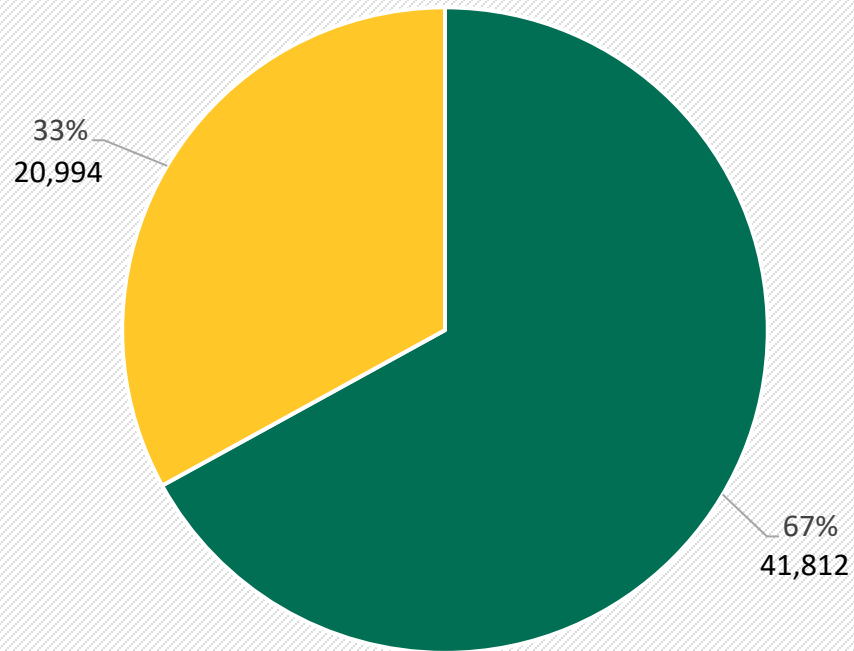
- W Yavapai County
- Verde Valley

28
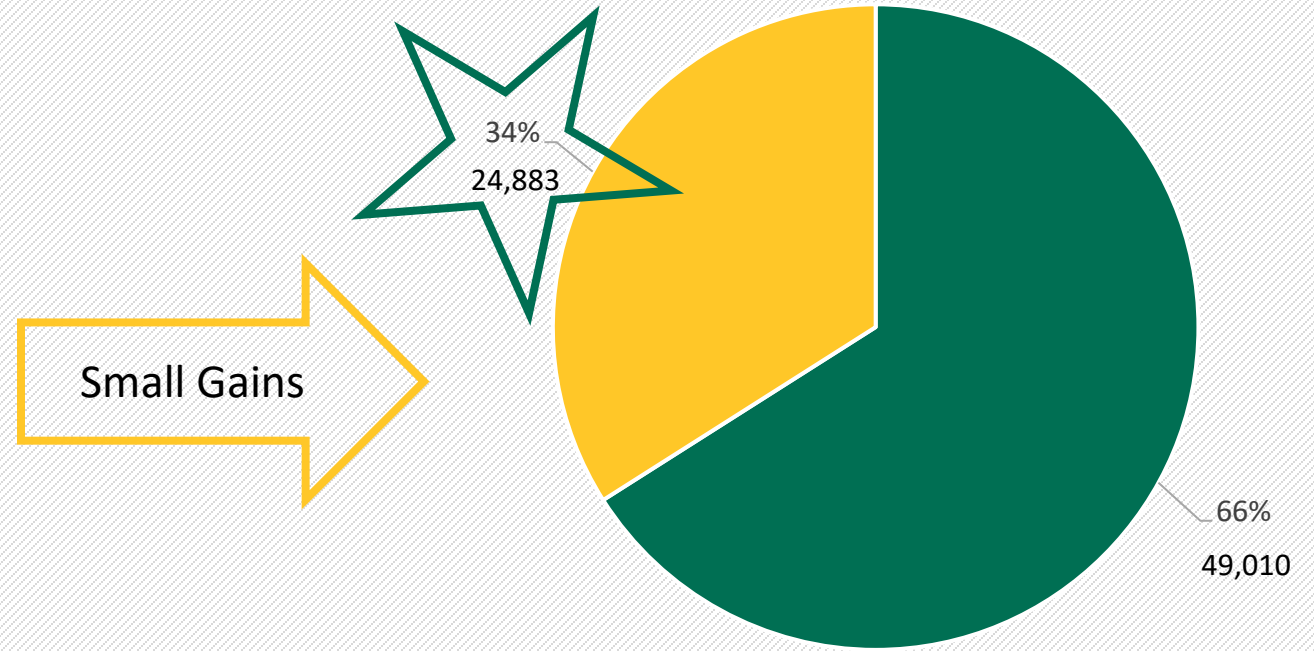
There are 694 Occupations in Yavapai County:
How many Occupations Represent 80% Workforce?

133

248

319

Emsi | burningglass

Within 80% Workforce, How Many Occupations Pay Living Wage?

Within the 80% Workforce that Pay Living Wage, How Many Require College?

67

48

39
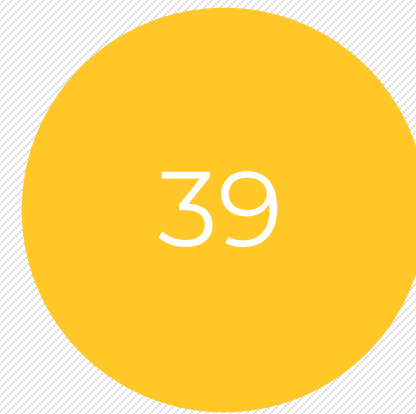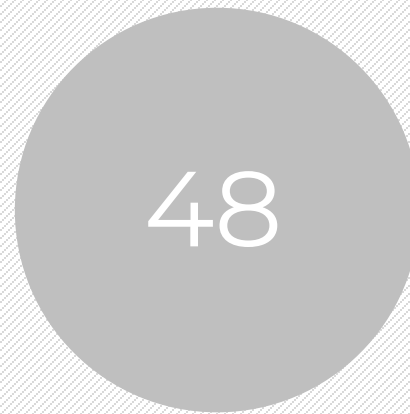
Bachelor of Applied Science (BAS) In Business

Acceptance into the Yavapai College's BAS program is contingent on the successful completion of an AA, AS, ABUS, AGS, or AAS degree from an institutionally accredited college. The total credits for the BAS degree is 120 (75 lower division and 45 upper division).

YC
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Lower Division Transferable Credits (15 credits)

Lower division credits allow flexibility for:
1. Transfer students with an AAS to complete required general education course,
2. All students to complete any missing, required prerequisites for Upper division courses, or
3. Lower division electives. Courses will differ for each student.

YC BAS Core (6 credits)

Experiential learning within our community organizations to reinforce "Power Skills" and solve "Pain Points".
- BUS 399: BA Mentor/Internship
- BUS 499: BA Capstone

BAS Core (24 credits)

- Foundations of Leadership
- Global Environment of Business
- Business Policy & Strategic Planning
- Principles of Finance
- Business Operations & Logistics
- Marketing & Social Media
- Business Strategies & Sustainability
- Project Management

BAS Upper Division Concentration (15 credits)

Accounting
- Accounting Information Systems
- Auditing
- Cost Accounting
- Data Analytics for Accounting & Finance
- Forensic Accounting

Entrepreneurship
- Digital Commerce
- Entrepreneurial Leadership
- Entrepreneurial Marketing
- Customer Relations & Service Management

Organizational Management & Leadership
- Change Leadership & Management
- Adaptive Leadership
- Process Improvement
- Managing Talent & Developing Leaders
- Diversity & Inclusion Management

Bachelor of Science In Nursing (BSN)

Acceptance into Yavapai College's BSN program is contingent upon the successful completion of an AAS degree in Nursing from an institutionally accredited college. The total credits for the BSN degree is 120 (75 lower division and 45 upper division).

General Education/Electives

(21.5 credits)

Major Classes (30 credits)

- Pathophysiology (4 credits)
- Health Assessment (3 credits)
- Health Promotion (3 credits)
- Transitions & Concepts in Professional Nursing (3 credits)
- Introduction into Statistics for the Professional Nurse (2 credits)
- Introduction into Nursing Research (2 credits)
- Community Health Nursing (3 credits)
- Trends & Issues in Health Care (3 credits)
- Professional Management & Leadership Concepts (3 credits)
- Clinical Capstone (4 credits)

Next steps:

- With DGB approval start the submittal process to the Higher Learning Commission

- For the Bachelor's of Applied Science in Business hire faculty and support personnel to build courses. Launch goal Fall 2023

- For RN to BSN program working with a curriculum consultant create 10 courses and file ACEN accreditation. Onboard support personnel. Launch goal Fall 2024

Thank you!
Four-Year Degree Taskforce

Joan Fisher, Stacey Hilton, Tom Hughes, Gino Romeo, Lisa Raygoza, Tania Sheldahl, Tyler Rumsey, Shelia Jarrell, Duane Ransom, & Diane Ryan

Special thank you to Marylou Mercado & Lauri Dreher

YC
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Yavapai College
Space and Facilities Use

Dr. Clint Ewell, Vice President

Policies

- **Board Policy 201** Asset Protection

- **College Policy 6.05** Use of College Facilities, Equipment & Materials

- **College Policy 6.06** Facility Use

Liability Insurance

- **Summary of Current Coverage:**

  ❖ General Liability including Governing Board and Professional Liability - $10M/occurrence

  ❖ Excess Liability coverage - $50M aggregate limit

  ❖ All Risk Property Insurance – Aggregate limit - $158M, replacement value/like kind

  ❖ Cyber Liability Endorsement - $5M aggregate limit

  ❖ Pandemic Endorsement - $2M aggregate limit

  ❖ Supplemental accident & medical insurance for students

Yavapai
COLLEGE

Usage of Facilities

- Academic Affairs
  - Classes
  - Recreation
    - Pool (hourly, pass)
    - Tennis (hourly, pass)
    - Weight Room (pass)
  - YCPAC
    - Contract
    - $1M Supplemental Insurance

- CRSD
  - External Events
    - FUA
    - $1M Supplemental Insurance
  - Residence Halls
    - Contract
    - Security Deposit

Thanks

2021-2022
District Governing Board
Calendar Dates

Month	Board Study Sessions	Board Meeting Type
Tuesday, May 24, 2022 9:00am-4:00pm **Chino Campus**		Board Self-Assessment Workshop

DATES AND PLACES OF COLLEGE HOSTED EVENTS – FY 2021-2022	
TYPE OF EVENT	DATE/DAY/TIME/LOCATION
GED Graduation Ceremony	May 21, 2022, 1:00 p.m. Location: Prescott Campus – Community Room
Northern Arizona Regional Training Academy (NARTA) Commencement	Thursday, June 2, 2022 – Time: 11AM Location: Prescott Performing Arts Center

LIST OF DATES AND PLACES OF NATIONAL, STATE, AND LOCAL CONFERENCES, CONGRESSES, WEBINARS, SEMINARS AND EVENTS – FY 2021-2022	
TYPE OF EVENT	**DATE/DAY/TIME/LOCATION**
ACCT Leadership Congress 2022	Wednesday, October 26 – Saturday, October 29, 2022 Location: New York, New York

Bachelors of Applied Science in Business with concentrations in Accounting, Entrepreneurship, Organizational Management & Leadership

03 - New Programs Only - Academic Program Planning & Concept Authorization - 2023-24

Description

To ensure that new academic programs implemented by Yavapai College are of the highest quality and are aligned with the District Governing Board's and College's strategic plans, the following criteria and process for new academic program authorization must be approved prior to submitting a new program proposal.

Prior to starting this proposal;

1. *Contact Tom Hughes* in Institutional Effectiveness and Research and request an Occupational overview for this proposed program. *You will need to attach the document(s) he provides to this proposal at the time of submission.*

Instructions

Turn on help text before starting this proposal by clicking ⓘ in the top right corner of the heading.
Complete Steps 1-5 below.
Questions? Make an appointment with the Curriculum Office.

Step 1: Proposed program information

Department*   Business Administration Department

Primary Campus*   Online

Program Type*   3 - 4 year degree

Program Name*   Bachelors of Applied Science in Business with concentrations in Accounting, Entrepreneurship, Organizational Management & Leadership

Projected Start Semester for   1 - Fall 2023

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Program*

Program Description* The Bachelors of Science in Business program trains individuals to assume management or supervisory positions in business, industry, and government. It provides basic skills in a broad range of business functions including accounting, computer usage, leadership, management and marketing. Students in the Business Administration program will be able to make transitions from an associates degree program to upper-level BAS degree programs. There are three additional track options offered to choose from: Accounting, Entrepreneurship, and Organizational Management & Leadership.

How does the program relate to the College mission?* The college mission statement has a vision of providing our community accessible workforce training. The goals of the mission are to provide the education and training necessary to compete in the global job market and to provide the leadership and skills necessary to promote economic development. By offering a Bachelors of Applied Science degree the program is focusing heavier on workplace skills to prepare our students for living wage jobs within our community. By offering concentrations in Organizational Management & Leadership and Entrepreneurship our program is preparing our students to open their own business or assume a leadership role in their current organization. By offering a concentration in Accounting, we are providing a workforce in an area our community shows great need.

How does the program relate to existing College programs and strategic initiatives?* This model supports our existing associates degrees and communities. Our academic areas serve our communities with quality associates degrees. Each of our campuses and centers have robust and specific associate degree programs that serve the particular needs of each community. By creating a Bachelors in Applied Science degree that is a 2 + 2 model, our program can support all of our campuses and centers by accepting their associates degrees into our BAS, and adding the upper division classes students need to move into a business, supervisory role or accounting role within their own community and using their current associates degree.

Will this proposed program have any compliance requirements with other agencies such as state education or licensing agencies, and where applicable, program accreditors?* ⦿ Yes   ◯ No

If yes, please summarize the steps that would need to be taken if this program concept is approved. Note: Any approvals by these agencies are required prior to this being sent to HLC for review. This program will need to go through the approval process for the Higher Learning Commission and our Arizona Department of Education.

Is there competition in the county for similar programs?* ◯ Yes   ⦿ No

If yes, is there a demand for this program or a gap that YC will be fulfilling that currently exists? Please explain.

Is this program required for entry-level positions in this field? * ○ Yes ⊙ No

What is the projected enrollment for this program over its first three years? * 100 unduplicated full-time students.

Based on the data provided by IER and attached to this proposal, please summarize how the data supports this proposal. Provide specific details. * Tom Hughes is providing this information.

Does the data provide any concerns about the success of this program in Yavapai County? * ○ Yes ⊙ No

Please explain. * We collected data from several sources before moving the BAS in Business Administration forward.

Are there plans to offer all or a portion of this program to students online? * ○ All ○ None ⊙ A portion

Will courses be offered in 8-week or 16-week scheduling blocks? * ○ 8-week ○ 16-week ⊙ Combination

Select the tuition level: * [05 – 4 year degree]

College resources required. Explain in detail what will be needed.

Personnel (Faculty/Staff):	We currently have faculty program directors for Business and Management. We need to hire a faculty position in Accounting. We will eventually need to add additional adjunct faculty to our staff and additional adjunct faculty stipend budget. We also need the following full-time employees: 1--Instructional Support Specialist 2--Career Navigator--Since our model is a 2 + 2, all of our students will be transferring in their associates degrees. The career navigator helps students complete a smooth transfer. This person also works with the business community to set up mentorships, internships and apprenticeship opportunities which is an important aspect of our BAS program. Our program will be following an experiential model so students are receiving real world experience and our businesses/organizations are receiving a quality workforce.
Capital (space modification, furniture, equipment or technology):	We need additional space for three new offices with equipment/technology and supplies. This can currently be accommodated in the top of building 3 if we return the current student writing lab back into office space. It has not been used as a writing lab once it moved online for COVID. The writing lab has not returned in person. We are requesting additional course design resources for our current Learning Management System so our classes in the BAS are professional and uniform. We are pricing 3rd party templates at about 10,000 non reoccurring budget. We are also exploring a more systemic upgrade at about $8,000 per year reoccurring funding. We are currently working with Thatcher and Patrick on this pricing.
Other Resources (Examples: supplies, marketing, library database or materials, additional advisor support, internship/service opportunities and/or community sites, additional support for tutoring, etc.):	We need a marketing budget: $15,000 first year for countywide awareness of new program [placed in marketing budget]. $5000 per year for additional years [placed in marketing budget]. No new library resources as our current databases suffice. We need a budget for guest speakers: $10,000 per year. We need additional tutors for accounting and possibly a designated embedded tutor. I believe there is embedded tutor money available already.

Step 2: LAUNCH to make the proposal active

LAUNCH proposal by clicking ▶ in the top left corner.

Step 3: ADD, EDIT & SAVE fields

ADD, EDIT & SAVE Review and edit fields as necessary. Click "Save" in each field as you make edits.

Step 4: ATTACH Required documentation

47

To attach files to your proposal, select the in the heading of the proposal toolbox, browse to your file and select it, and click the upload button.

Attach Occupational Overview and/or other supporting documentation obtained from Tom Hughes in Institutional Effectiveness & Research.

Attach completed *Program Planning Tools:* Curriculum Map and Progression Plan.

Program Planning: Curriculum Map - Download, complete and save the excel file. Attach to this proposal as indicated above.

Program Planning: Progression Plan - Fill out the Dynamic Form. Download and save the PDF to attach a copy to this proposal as indicated above.

Step 5: APPROVE form to move it to the next step

APPROVE Once the proposal is filled out completely, approve by clicking in the heading of the proposal toolbox. You MUST select "Approve" and "Make My Decision" to move the proposal to the next step.

Steps for Bachelors of Applied Science in Business with concentrations in Accounting, Entrepreneurship, Organizational Management & Leadership

Originator
Status: *Approved*

Participants

✅ **Joan Fisher** 3/31/2022 12:54 PM

Activity

Required Participation: *100% required*
Required for Approval: *100% required*
Date Completed: *3/31/2022 1254 PM*
Changes: *No*
Comments: *No*

▼

Dean
Status: *Approved*

Participants

✅ **Joan Fisher** 4/5/2022 9:14 AM

Activity

Required Participation: *100% required*
Required for Approval: *100% required*
Date Completed: *4/5/2022 914 AM*
Changes: *No*
Comments: *Yes*

▼

VP Academic Affairs
Status: *Approved*

Participants

✅ **Diane Ryan** 4/10/2022 9:12 AM

Activity

Required Participation: *100% required*
Required for Approval: *100% required*
Date Completed: *4/10/2022 912 AM*
Changes: *No*
Comments: *No*

▼

College Council (Representative)
Status: *Working*

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Bachelor of Applied Science (BAS) In Business

Yavapai COLLEGE

Acceptance into the Yavapai College's BAS program is contingent on the successful completion of an AA, AS, ABUS, AGS, or AAS degree from an institutionally accredited college. The total credits for the BAS degree is 120 (75 lower division and 45 upper division).

Degree Progression

Associate Degree Conferred (60 credits)

| Associate of Arts (AA) | Associate of Science (AS) | Associate in Business (ABUS) | Associate in General Studies (AGS) | Associate of Applied Science (AAS) |

Lower Division Transferable Credits (15 credits)

Lower division credits allow flexibility for:
1. Transfer students with an AAS to complete required general education course,
2. All students to complete any missing, required prerequisites for Upper division courses, or
3. Lower division electives. Courses will differ for each student.

YC BAS Core (6 credits)

Experiential learning within our community organizations to reinforce "Power Skills" and solve "Pain Points".
- BUS 399: BA Mentor/Internship
- BUS 499: BA Capstone

BAS Core (24 credits)

- Foundations of Leadership
- Global Environment of Business
- Business Policy & Strategic Planning
- Principles of Finance
- Business Operations & Logistics
- Marketing & Social Media
- Business Strategies & Sustainability
- Project Management

BAS Upper Division Concentration (15 credits)

Accounting
- Accounting Information Systems
- Auditing
- Cost Accounting
- Data Analytics for Accounting & Finance
- Forensic Accounting

Entrepreneurship
- Digital Commerce
- Entrepreneurial Leadership
- Entrepreneurial Marketing
- Customer Relations & Service Management

Organizational Management & Leadership
- Change Leadership & Management
- Adaptive Leadership
- Process Improvement
- Managing Talent & Developing Leaders
- Diversity & Inclusion Management

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Yavapai COLLEGE

Instructions:

This form is intended for new program planning only.

The purpose is to convey a tentative plan of how the new program will be laid out, including how many classes are being planned for the new program, as well as how long the new program may take students to complete. This allows everyone in the program planning workflow to understand the direction of the program, and the resources that may be required.

It is understood that this progression plan is tentative, and may be adjusted slightly as the curriculum is being developed in the later stages of the process. An official progression plan will be completed after the concept has been approved, at the time that the New Program Proposal is submitted.

- Complete the form as thoroughly as possible.
- Once submitted, download the PDF and attach it to the Curriculog proposal "New Programs Only - Academic Program Planning & Concept Authorization" proposal as indicated in the proposal steps.

First Name:	*Vikki	Last Name:	*Bentz	Email:	Vikki.Bentz@yc.edu
Name of Program:	*BAS BA Accounting Concent	Total Program Credits:	*122	Effective Term/Year:	*Fall 2024

Select the terms to be included in the progression plan

Note: The standard format for YC's current progression plans are for full-time students (12+ credits) who start in the fall term. For example, if a student can complete your program in 4 semesters if they attend full-time and start in the fall, you would select Fall Term 1, Spring Term 1, Fall Term 2, Spring Term 2. You will specify if the course is a full term or 8-week term in the next step.

Select Year 1 Terms:	Fall Term 1 ☑	Spring Term 1 ☑	Summer Term 1 ☐
Select Year 2 Terms:	Fall Term 2 ☑	Spring Term 2 ☑	Summer Term 2 ☐
Select Year 3 Terms:	Fall Term 3 ☑	Spring Term 3 ☑	Summer Term 3 ☐
Select Year 4 Terms:	Fall Term 4 ☑	Spring Term 4 ☑	Summer Term 4 ☐

Fall Term 1

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☑ 16 week courses and/or courses not scheduled in a part of term
☐ 1st 8 weeks
☐ 2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
ACC	121	INTRODUCTORY ACCOUNTING	3		Add another ☑
ACC	115	BASIC TAX	3		Add another ☑
BSA	131	INTRO TO BUSINESS	3		Add another ☑
CSA	126	MICROSOFT OFFICE	3		Add another ☑
ENG	101	COLLEGE COMPOSITION I	3	RECOMMENDED GEN ED	Add another ☐

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Spring Term 1

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☑ 16 week courses and/or courses not scheduled in a part of term
☐ 1st 8 weeks
☐ 2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
ACC	122	PAYROLL ACCOUNTING	3		Add another ☑
ACC	131	PRINCIPLES OF ACCOUNTING I	3		Add another ☑
ACC	160	COMPUTER ACCOUNTING WITH QU	3		Add another ☑
ACC	162	USING EXCEL AND ACCESS IN ACC	3		Add another ☑
ENG	102	TECHNICAL WRITING	3		Add another ☑
					Add another ☐

Fall Term 2

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☑ 16 week courses and/or courses not scheduled in a part of term
☐ 1st 8 weeks
☐ 2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
ACC	132	PRINCIPLES OF ACCOUNTING II	3		Add another ☑
ACC	233	INTNERMEDIATE ACCOUNTING I	3		Add another ☑
MAT	142	COLLEGE MATHEMATICS	3	OR MAT 152, COLLEGE ALGEBRA. TRANSFER STUDENTS, TRANSFER STUDENTS, CONFER WITH AN ADVISOR.	Add another ☑
PHI	101	INTRODUCTION TO PHILOSOPHY	3	RECOMMENDED ARTS & HUMANITIES. OTHER RECOMMENDATIONS INCLUDE ART 200, HIS 231. TRANSFER STUDENTS, CONFER WITH AN ADVISOR.	Add another ☑
PSY	101	INTRODUCTION TO PSYCHOLOGY	3	RECOMMENDED SOCIAL & BEHAVIORAL SCIENCE. ALSO RECOMMENDED: SOC 101. TRANSFER STUDENTS, CONFER WITH AN ADVISOR.	Add another ☐

Spring Term 2

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☑ 16 week courses and/or courses not scheduled in a part of term
☐ 1st 8 weeks
☐ 2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes

Prefix	Course Number	Course Title	Credits	Notes	
ACC	117	ADVANCED TAX	3		Add another ☑
ACC	234	INTERMEDIATE ACCOUNTING II	3		Add another ☑
ACC	296	INTERNSHIP: ACCOUNTING	3	OR OTHER PROGRAM ELECTIVES: CHOOSE 6 CREDITS FROM THE FOLLOWING: ACC 296, BSA 236, ECN 236, MGT 132 AND/OR MGT 233 (IF NOT USED TO FULFIL THE APPLIED COMMUNICATION GEN ED REQUIREMENT).	Add another ☑
GEO	103	INTRODUCTION TO PHYSICAL GEO	4	RECOMMENDED PHYSICAL & BIOLOGICAL SCIENCE. OTHER RECOMMENDATIONS: BIO 181 OR GLG 101.	Add another ☑
					Add another ☑
					Add another ☐

Fall Term 3

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☑ 16 week courses and/or courses not scheduled in a part of term
☐ 1st 8 weeks
☐ 2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
MGT	233	BUSINESS COMMUNICATIONS	3	IF NOT TAKEN AS PART OF AAS; OTHERWISE SUB ANOTHER COMMUNICATIONS COURSE FROM THE GEN ED LIST.	Add another ☑
PSY/SOC	230	INTRO TO STATS IN SOCIAL AND BE	3	OR MAT 167 ELEMENTARY STATISTICS	Add another ☑
BUS	3xx	GLOBAL ENVIRONMENT OF BUSINE	3		Add another ☑
ACC	3xx	PRINCIPLES OF FINANCE	3		Add another ☑
ACC	3xx	ACCOUNTING INFORMATION SYSTE	3		Add another ☐

Spring Term 3

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☑ 16 week courses and/or courses not scheduled in a part of term
☐ 1st 8 weeks
☐ 2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
BIO	181	BIOLOGY	4	RECOMMENDED PHYSICAL & BIOLOGICAL SCIENCE OR GLG 101.	Add another ☑
ECN	235	MACROECONOMICS	3		Add another ☑
BUS	3xx	BUSINESS OPERATIONS AND LOGI	3		Add another ☑
ACC	3xx	DATA ANALYTICS FOR ACCOUNTIN	3		Add another ☑
BUS	399	INTERNSHIP	3		Add another ☐

Fall Term 4

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☑ 16 week courses and/or courses not scheduled in a part of term
☐ 1st 8 weeks
☐ 2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
MGT	132	BUSINESS ETHICS	3	OR PHI 110 - LOGIC AND CRITICAL THINKING IN THE DIGITAL AGE IF ALREADY SATISFIED IN THE AAS.	Add another ☑
BUS	4xx	BUSINESS STRATEGIES & SUSTAIN	3		Add another ☑
ACC	4xx	AUDITING	3		Add another ☑
BUS	4xx	PROJECT MANAGEMENT	3		Add another ☑
BUS	4xx	BUSINESS POLICY AND STRATEGIC	3		Add another ☐

Spring Term 4

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☑ 16 week courses and/or courses not scheduled in a part of term
☐ 1st 8 weeks
☐ 2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
BUS	4xx	MARKETING & SOCIAL MEDIA	3		Add another ☑
BUS OR PSY	4xx	FUNDAMENTALS OF LEADERSHIP	3		Add another ☑
ACC	4xx	COST ACCOUNTING	3		Add another ☑
ACC	4xx	FORENSIC ACCOUNTING	3		Add another ☑
BUS	499	BA CAPSTONE	3		Add another ☑
					Add another ☐

Instructions:

This form is intended for new program planning only.

The purpose is to convey a tentative plan of how the new program will be laid out, including how many classes are being planned for the new program, as well as how long the new program may take students to complete. This allows everyone in the program planning workflow to understand the direction of the program, and the resources that may be required.

It is understood that this progression plan is tentative, and may be adjusted slightly as the curriculum is being developed in the later stages of the process. An official progression plan will be completed after the concept has been approved, at the time that the New Program Proposal is submitted.

- Complete the form as thoroughly as possible.
- Once submitted, download the PDF and attach it to the Curriculog proposal "New Programs Only - Academic Program Planning & Concept Authorization" proposal as indicated in the proposal steps.

First Name:	*Lauri	Last Name:	*Dreher	Email:	*Lauri.Dreher@yc.edu
Name of Program:	*BAS-Entrepreneurship	Total Program Credits:	*121	Effective Term/Year:	*Fall 2023 ⌄

Select the terms to be included in the progression plan

Note: The standard format for YC's current progression plans are for full-time students (12+ credits) who start in the fall term. For example, if a student can complete your program in 4 semesters if they attend full-time and start in the fall, you would select Fall Term 1, Spring Term 1, Fall Term 2, Spring Term 2. You will specify if the course is a full term or 8-week term in the next step.

Select Year 1 Terms:	Fall Term 1 ☑	Spring Term 1 ☑	Summer Term 1 ☑
Select Year 2 Terms:	Fall Term 2 ☑	Spring Term 2 ☑	Summer Term 2 ☑
Select Year 3 Terms:	Fall Term 3 ☑	Spring Term 3 ☑	Summer Term 3 ☑
Select Year 4 Terms:	Fall Term 4 ☑	Spring Term 4 ☐	Summer Term 4 ☐

Fall Term 1

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
MGT	120	Supervision Techniques	3		Add another ☑
ENG	101	College Comp 1	3		Add another ☑
MGT	132	Ethics in Business	3		Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes

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Prefix	Course Number	Course Title	Credits	Notes	
MGT	223	Human Resource Management	3		Add another ☑
MGT	111	Leadership & Innovation	1		Add another ☐

Spring Term 1

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
MGT	220	Principles of Management	3		Add another ☑
MGT	233	Business Communications	3		Add another ☑
MGT	230	Principles of Marketing	3		Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
MGT	229	Strategic Management	3		Add another ☑
MGT	140	Organizational Behavior	3		Add another ☐

Summer Term 1

Prefix	Course Number	Course Title	Credits	Notes	
SOC	101	Intro to Sociology	3		Add another ☑
CSA	126	Microsoft Office	3	RECOMMENDED: See Elective list or Advisor for options.	Add another ☐

Fall Term 2

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
MAT	152	College Alegebra	3	MAT142 or MAT152. Students planning to transfer, contact Advisor to discuss options.	Add another ☑
ENG	236	Technical Writing	3		Add another ☑
					Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
BSA	237	Legal Environment of Business	3	RECOMMENDED: See Elective list or Advisor for options.	Add another ☑
MGT	111	Leadership & Communication	1	RECOMMENDED: See Elective list or Advisor for options.	Add another ☑
ECN	236	Microeconomics	3	RECOMMENDED: See Elective list or Advisor for options.	Add another ☐

Spring Term 2

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
CHM	130	Fundamental Chemistry	4		Add another ☑
BSA	130	Business Financial Applications	3	RECOMMENDED: See Elective list or Advisor for options.	Add another ☑
MGT	112	Leadership & Collaboration	1	OPTIONAL: All 3 (MGT111, 112, and 113) transfer to ASU: OGL 200, Social-Behavioral Sciences.	Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
ENG	210	Introduction to Rhetoric	3		Add another ☑
CSA	110	Introduction to Computer Info System	3		Add another ☐

Summer Term 2

Prefix	Course Number	Course Title	Credits	Notes	
MGT	217	Introduction to Argumentation and De	3		Add another ☑
SOC	230	Introduction to Statistics in Social-Bel	3	OR MAT167 Elementary Statistics	Add another ☐

Fall Term 3

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
		Fundamentals of Leadership	3		Add another ☑

Prefix	Course Number	Course Title	Credits	Notes	
		Principles of Finance	3		Add another ☑
		Introduction to Entrepreneurship	3		Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
GEO	103	Introduction to Physical Geography	4		Add another ☑
ECN	235	Macroeconomics	3		Add another ☐

Spring Term 3

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

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☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
		Business Operations and Logistics	3		Add another ☑
		Project Management	3		Add another ☑
		Entrepreneurial Leadership	3		Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
COM	217	Introduction to Argumentation and De	3		Add another ☑
		Business Strategies & Sustainability	3		Add another ☐

Summer Term 3

Prefix	Course Number	Course Title	Credits	Notes	
		Entrepreneurial Marketing	3		Add another ☑
		Business Policy and Strategic Planni	3		Add another ☑
BUS	399	Internship	3		Add another ☐

Fall Term 4

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
		Marketing & Social Media	3		Add another ☑
		Global Environment of Business	3		Add another ☑
		Customer Relations and Service Mar	3		Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
		Digital Commerce	3		Add another ☑
BUS	499	BA Capstone	3		Add another ☐

Yavapai COLLEGE

Instructions:

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The purpose is to convey a tentative plan of how the new program will be laid out, including how many classes are being planned for the new program, as well as how long the new program may take students to complete. This allows everyone in the program planning workflow to understand the direction of the program, and the resources that may be required.

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- Complete the form as thoroughly as possible.
- Once submitted, download the PDF and attach it to the Curriculog proposal "New Programs Only - Academic Program Planning & Concept Authorization" proposal as indicated in the proposal steps.

First Name: *Lauri	Last Name: *Dreher	Email: *Lauri.Dreher@yc.edu	
Name of Program: *BAS-Organizational Manage	Total Program Credits: *121	Effective Term/Year: *Fall 2023	

Select the terms to be included in the progression plan

Note: The standard format for YC's current progression plans are for full-time students (12+ credits) who start in the fall term. For example, if a student can complete your program in 4 semesters if they attend full-time and start in the fall, you would select Fall Term 1, Spring Term 1, Fall Term 2, Spring Term 2. You will specify if the course is a full term or 8-week term in the next step.

Select Year 1 Terms:	Fall Term 1 ☑	Spring Term 1 ☑	Summer Term 1 ☑
Select Year 2 Terms:	Fall Term 2 ☑	Spring Term 2 ☑	Summer Term 2 ☑
Select Year 3 Terms:	Fall Term 3 ☑	Spring Term 3 ☑	Summer Term 3 ☑
Select Year 4 Terms:	Fall Term 4 ☑	Spring Term 4 ☐	Summer Term 4 ☐

Fall Term 1

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
MGT	120	Supervision Techniques	3		Add another ☑
ENG	101	College Comp !	3		Add another ☑
MGT	132	Ethics in Business	3		Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes

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Prefix	Course Number	Course Title	Credits	Notes	
MGT	223	Human Resource Management	3		Add another ☑
MGT	111	Leadership & Innovation	1		Add another ☐

Spring Term 1

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
MGT	220	Principles of Management	3		Add another ☑
MGT	233	Business Communications	3		Add another ☑
MGT	140	Organizational Behavior	3		Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
MGT	229	Strategic Management	3		Add another ☑
MGT	230	Principles of Marketing	3	Organizational Management Certificate (8 MGT courses) now complete.	Add another ☑
					Add another ☐

Summer Term 1

Prefix	Course Number	Course Title	Credits	Notes	
SOC	101	Intro to Sociology	3		Add another ☑
CSA	126	Microsoft Office	3	RECOMMENDED: See Electives list or Advisor for options.	Add another ☐

Fall Term 2

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
MAT	152	College Alegebra	3	MAT142 or MAT152. Students planning to transfer, contact Advisor to discuss options.	Add another ☑
ENG	236	Technical Writing	3		Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
BSA	237	Legal Environment of Business	3	RECOMMENDED: See Electives list or Advisor for options.	Add another ☑
MGT	111	Leadership & Communicatoin	1	RECOMMENDED: See Electives list or Advisor for options.	Add another ☑
ECN	236	Microeconomics	3	RECOMMENDED: See Electives list or Advisor for options.	Add another ☐

Spring Term 2

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
CHM	130	Fundamental Chemistry	4		Add another ☑
BSA	130	Business Financial Applications	3	RECOMMENDED: See Electives list or Advisor for options.	Add another ☑
MGT	112	Leadership & Collaboration	1	OPTIONAL: All 3 (MGT111, 112, and 113) transfer to ASU: OGL 200, Social-Behavioral Sciences.	Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
ENG	210	Introduction to Rhetoric	3		Add another ☑
CSA	110	Introduction to Computer Info System	3		Add another ☐

Summer Term 2

Prefix	Course Number	Course Title	Credits	Notes	
MGT	217	Introduction to Argumentation and De	3		Add another ☑
SOC	230	Introduction to Statistics in Social-Bel	3	OR MAT167 Elementary Statistics	Add another ☐

Fall Term 3

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
		Fundamentals of Leadership	3		Add another ☑

Prefix	Course Number	Course Title	Credits	Notes	
		Principles of Finance	3		Add another ☑
		Process Improvement Management	3		Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
GEO	103	Introduction to Physical Geography	4		Add another ☑
ECN	235	Macroeconomics	3		Add another ☐

Spring Term 3

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
		Business Operations and Logistics	3		Add another ☑
		Project Management	3		Add another ☑
		Diversity and Inclusion Management	3		Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
COM	217	Introduction to Argumentation and De	3		Add another ☑
		Business Strategies & Sustainability	3		Add another ☐

Summer Term 3

Prefix	Course Number	Course Title	Credits	Notes	
		Change Leadership and Managemen	3		Add another ☑
		Business Policy and Strategic Planni	3		Add another ☑
BUS	399	Internship	3		Add another ☐

Fall Term 4

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
		Marketing & Social Media	3		Add another ☑
		Global Environment of Business	3		Add another ☑
		Adaptive Leadership	3		Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
		Managing Talent and Developing Lea	3		Add another ☑
BUS	499	BA Capstone	3		Add another ☐

Program Planning Tool: Curriculum Map

Program Name: BAS in Business Administration - **Accounting Concentration** (in addition to AAS in Accounting outcomes)

Purpose: This form is intended to assist in planning for a new program, and is an abbreviated version of the Curriculum Map. This form will assist by:
- Outlining the concept to attach to the Academic Program Planning & Concept Authorization proposal in Curriculog.
- Mapping courses to the proposed program outcomes so it is known exactly which courses are needed.
- Displaying the proposals to be completed in Curriculog based on whether a course is new (Permanent Course Proposal), modified (Modified Course Proposal), or existing (No proposal needed).

Planned Courses		PO #1 — Apply key theories, models, and applications within the global business context. (Business Content Orientation)	PO #2 — Demonstrate critical thinking skills in business realted situations. (Analytical and Critical Thinking Orientation)	PO #3 — Employ empirical approaches to planning and descision-making using quantitative reporting mechanisms. (Quantitative Reasoning Orientation)	PO #4 — Demonstrate written and oral skills appropriate for business communication. (Communication Orientation)	PO #5 — Analyze buisiness and organizational situations using legal and ethical approaches to decision-making. (Ethics and Legal Orientation)	PO #6 — Apply technology to enable business growth, development, and sustainability. (Technology Orientation)	PO #7 — Use accounting and financial information to support business processes and practices, such as problem analysis and decision making.	PO #8 — Apply knowledge of generally accepted accounting principles (GAAP) and financial and managerial accounting theories to business organizations	PO #9 — Demonstrate mastery of costing systems, cost management systems, budgeting systems and performance measurement systems	PO #10 — Identify, investigate and discover fraud and other improper accounting activities.	PO #11 — Apply generally accepted auditing standards, perform audit reporting, and apply theory and methodology of auditing.
1. Global Environment of Business	☑ New ☐ Mod ☐ Exists	X										
2. Principles of Finance	☑ New ☐ Mod ☐ Exists			X				X				
3. Marketing and Social Media	☑ New ☐ Mod ☐ Exists					X						
4. Business Policy and Strategic Planning	☑ New ☐ Mod ☐ Exists				X							
5. Business Strategies and Sustainability	☑ New ☐ Mod ☐ Exists					X						
6. Foundations of Leadership	☑ New ☐ Mod ☐ Exists		X									
7. Operations Management and Logistics	☑ New ☐ Mod ☐ Exists			X								
8. Project Management	☑ New ☐ Mod ☐ Exists						X					
9. Business Internship	☑ New ☐ Mod ☐ Exists	X										
10. BA Capstone	☑ New ☐ Mod ☐ Exists		X									
11. Accounting Information Systems	☑ New ☐ Mod ☐ Exists							X				
12. Auditing	☑ New ☐ Mod ☐ Exists	X										X
13. Cost Accounting	☑ New ☐ Mod ☐ Exists									X		
14. Data Analytics for Accounting and Finance	☑ New ☐ Mod ☐ Exists						X	X				
15. Forensic Accounting	☑ New ☐ Mod ☐ Exists										X	

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Yavapai COLLEGE

Program Planning Tool: Curriculum Map

Program Name: BAS in Business Administration - **Entrepreneurship**

Purpose: This form is intended to assist in planning for a new program, and is an abbreviated version of the Curriculum Map. This form will assist by:

- Outlining the concept to attach to the Academic Program Planning & Concept Authorization proposal in Curriculog.
- Mapping courses to the proposed program outcomes so it is known exactly which courses are needed.
- Displaying the proposals to be completed in Curriculog based on whether a course is new (Permanent Course Proposal), modified (Modified Course Proposal), or existing (No proposal needed).

Planned Courses		BAS Core Proposed Program Outcomes						Entrepreneurship Program Outcomes			
		PO #1 — Apply key theories, models, and applications within the global business context. (Business Content Orientation)	PO #2 — Demonstrate critical thinking skills in business realted situations. (Analytical and Critical Thinkning Orientation)	PO #3 — Employ empirical approaches to planning and descision-making using quantitative reporting mechanisms. (Quantitative Reasoning Orientation)	PO #4 — Demonstrate written and oral skills appropriate for business communication. (Communication Orientation)	PO #5 — Analyze business and organizational situations using legal and ethical approaches to decision-making. (Ethics and Legal Orientation)	PO #6 — Apply technology to enable business growth, development, and sustainability. (Technology Orientation)	PO #7 — Demonstrate knowledge of entrepreneurial and leadership concepts, theories, and skills applied in driving innovation and growth.	PO #8 — Demonstrate understanding of need, benefits, and processes for creating sustainable customer value.	PO #9 — Apply key elements of the entrepreneurial process.	PO #10 — Develop e-commerce system by applying commerce theory and processes.
1. Global Environment of Business	☑ New ☐ Mod ☐ Exists	X									
2. Principles of Finance	☑ New ☐ Mod ☐ Exists			X							
3. Marketing and Social Media	☑ New ☐ Mod ☐ Exists					X					
4. Business Policy and Strategic Planning	☑ New ☐ Mod ☐ Exists				X						
5. Business Strategies and Sustainability	☑ New ☐ Mod ☐ Exists					X					
6. Foundations of Leadership	☑ New ☐ Mod ☐ Exists		X								
7. Operations Management and Logistics	☑ New ☐ Mod ☐ Exists			X							
8. Project Management	☑ New ☐ Mod ☐ Exists						X				
9. Business Intership	☑ New ☐ Mod ☐ Exists	X									
10. BA Capstone	☑ New ☐ Mod ☐ Exists		X								
11. Introduction to Entrepreneurship	☑ New ☐ Mod ☐ Exists									X	
12. Entrepreneurial Leadership	☑ New ☐ Mod ☐ Exists							X			
13. Entrepreneurial Marketing	☑ New ☐ Mod ☐ Exists										X
14. Customer Relations & Service Management	☑ New ☐ Mod ☐ Exists								X		

Planned Courses		BAS Core Proposed Program Outcomes						Entrepreneurship Program Outcomes			
		PO #1	PO #2	PO #3	PO #4	PO #5	PO #6	PO #7	PO #8	PO #9	PO #10
		Apply key theories, models, and applications within the global business context. (Business Content Orientation)	Demonstrate critical thinking skills in business realted situations. (Analytical and Critical Thinkning Orientation)	Employ empirical approaches to planning and descision-making using quantitative reporting mechanisms. (Quantitative Reasoning Orientation)	Demonstrate written and oral skills appropriate for business communication. (Communication Orientation)	Analyze business and organizational situations using legal and ethical approaches to decision-making. (Ethics and Legal Orientation)	Apply technology to enable business growth, development, and sustainability. (Technology Orientation)	Demonstrate knowledge of entrepreneurial and leadership concepts, theories, and skills applied in driving innovation and growth.	Demonstrate understanding of need, benefits, and processes for creating sustainable customer value.	Apply key elements of the entrepreneurial process.	Develop e-commerce system by applying commerce theory and processes.
15. Digital Commerce	☑ New ☐ Mod ☐ Exists										X

Yavapai COLLEGE

Program Planning Tool: Curriculum Map

Program Name: BAS in Business Administration - **Organizational Management and Leadership**

Purpose: This form is intended to assist in planning for a new program, and is an abbreviated version of the Curriculum Map. This form will assist by:
- Outlining the concept to attach to the Academic Program Planning & Concept Authorization proposal in Curriculog.
- Mapping courses to the proposed program outcomes so it is known exactly which courses are needed.
- Displaying the proposals to be completed in Curriculog based on whether a course is new (Permanent Course Proposal), modified (Modified Course Proposal), or existing (No proposal needed).

Planned Courses		PO #1 Apply key theories, models, and applications within the global business context. (Business Content Orientation)	PO #2 Demonstrate critical thinking skills in business realted situations. (Analytical and Critical Thinking Orientation)	PO #3 Employ empirical approaches to planning and decision-making using quantitative reporting mechanisms. (Quantitative Reasoning Orientation)	PO #4 Demonstrate written and oral skills appropriate for business communication. (Communication Orientation)	PO #5 Analyze business and organizational situations using legal and ethical approaches to decision-making. (Ethics and Legal Orientation)	PO #6 Apply technology to enable business growth, development, and sustainability. (Technology Orientation)	PO #7 Apply leadership and management theories, strategies, and skills needed for organizational effectiveness.	PO #8 Demonstrate an understanding of the importance of attracting, developing and retaining a high quality workforce.	PO #9 Demonstrate the ability to work with and/or lead a diverse team toward goal accomplishment.	PO #10 Identify behaviors and practices that sustain organizational improvements.
1. Global Environment of Business	☑ New ☐ Mod ☐ Exists	X									
2. Principles of Finance	☑ New ☐ Mod ☐ Exists			X							
3. Marketing and Social Media	☑ New ☐ Mod ☐ Exists					X					
4. Business Policy and Strategic Planning	☑ New ☐ Mod ☐ Exists				X						
5. Business Strategies and Sustainability	☑ New ☐ Mod ☐ Exists					X					
6. Foundations of Leadership	☑ New ☐ Mod ☐ Exists		X								
7. Operations Management and Logistics	☑ New ☐ Mod ☐ Exists			X							
8. Project Management	☑ New ☐ Mod ☐ Exists						X				
9. Business Intership	☑ New ☐ Mod ☐ Exists	X									
10. BA Capstone	☑ New ☐ Mod ☐ Exists		X								
11. Process Improvement Management	☑ New ☐ Mod ☐ Exists										X
12. Managing Talent and Developing Leaders	☑ New ☐ Mod ☐ Exists								X		
13. Diversity and Inclusion Management	☑ New ☐ Mod ☐ Exists									X	
14. Change Leadership and Management	☑ New ☐ Mod ☐ Exists							X			

BAS Core Proposed Program Outcomes

Organizational Management and Leadership Program Outcomes

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Planned Courses		BAS Core Proposed Program Outcomes						Organizational Management and Leadership Program Outcomes			
		PO #1 Apply key theories, models, and applications within the global business context. (Business Content Orientation)	PO #2 Demonstrate critical thinking skills in business realted situations. (Analytical and Critical Thinkning Orientation)	PO #3 Employ empirical approaches to planning and descision-making using quantitative reporting mechanisms. (Quantitative Reasoning Orientation)	PO #4 Demonstrate written and oral skills appropriate for business communication. (Communication Orientation)	PO #5 Analyze business and organizational situations using legal and ethical approaches to decision-making. (Ethics and Legal Orientation)	PO #6 Apply technology to enable business growth, development, and sustainability. (Technology Orientation)	PO #7 Apply leadership and management theories, strategies, and skills needed for organizational effectiveness.	PO #8 Demonstrate an understanding of the importance of attracting, developing and retaining a high quality workforce.	PO #9 Demonstrate the ability to work with and/or lead a diverse team toward goal accomplishment.	PO #10 Identify behaviors and practices that sustain organizational improvements.
15. Adaptive Leadership	☑ New ☐ Mod ☐ Exists							X			

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Business
in Yavapai County, AZ

Contents

What is Emsi Data?

Emsi data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumés, and job postings to give you a complete view of the workforce.

Emsi data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.

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Report Parameters

25 Occupations

11-1011	Chief Executives
11-1021	General and Operations Managers
11-2022	Sales Managers
11-2031	Public Relations and Fundraising Managers
11-3011	Administrative Services and Facilities Managers

11-3021	Computer and Information Systems Managers
11-3031	Financial Managers
11-3051	Industrial Production Managers
11-3061	Purchasing Managers
See Appendix A for all 25 Occupations	

1 County

4025	Yavapai County, AZ

Class of Worker

QCEW Employees, Non-QCEW Employees, and Self-Employed

The information in this report pertains to the chosen occupations and geographical area.

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Executive Summary

Light Job Posting Demand Over a Thin Supply of Regional Jobs

4,517	**$67,770**	**70**
Jobs (2022)	**Compensation**	**Job Posting Demand**
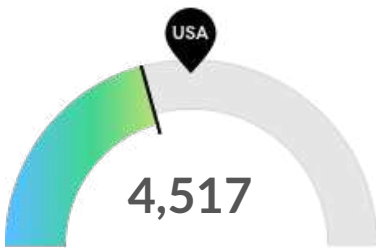
Yavapai County, AZ is not a hotspot for this kind of job. The national average for an area this size is 5,871* employees, while there are 4,517 here.
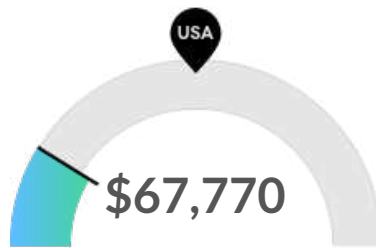
Earnings are low in Yavapai County, AZ. The national median salary for your occupations is $93,920, compared to $67,770 here.
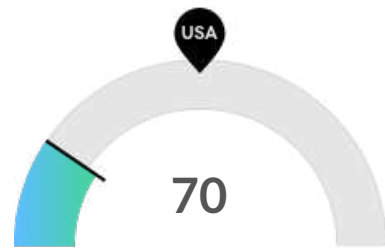
Job posting activity is low in Yavapai County, AZ. The national average for an area this size is 229* job postings/mo, while there are 70 here.

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and Yavapai County, AZ. In other words, the values represent the national average adjusted for region size.

Jobs

Regional Employment Is Lower Than the National Average

An average area of this size typically has 5,871* jobs, while there are 4,517 here. This lower than average supply of jobs may make it more difficult for workers in this field to find employment in your area.
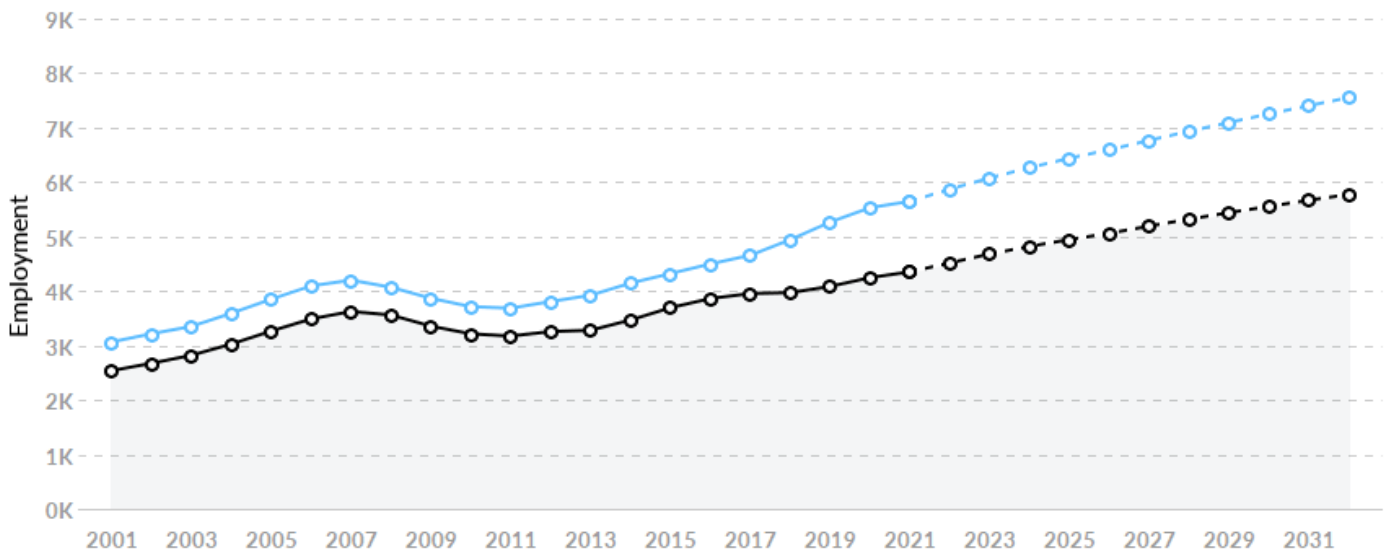
	Region	2022 Jobs	2032 Jobs	Change	% Change
●	Yavapai County, AZ	4,517	5,773	1,255	27.8%
●	National Average	5,871	7,552	1,682	28.6%

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and Yavapai County, AZ. In other words, the values represent the national average adjusted for region size.

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Regional Breakdown
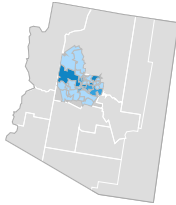
ZIP	2022 Jobs
Prescott, AZ 86301 (in Yavapai county)	914
Prescott Valley, AZ 86314 (in Yavapai county)	636
Cottonwood, AZ 86326 (in Yavapai county)	485
Prescott, AZ 86305 (in Yavapai county)	461
Sedona, AZ 86336 (in Yavapai county)	437

Most Jobs are Found in the Management, Scientific, and Technical Consulting Services Industry Sector
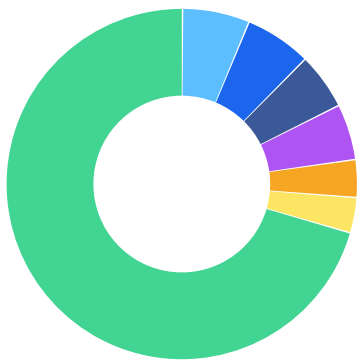
Industry	% of Occupation in Industry (2022)
Management, Scientific, and Technical Consulting Services	6.2%
Federal Government, Civilian	6.1%
Local Government, Excluding Education and Hospitals	5.2%
Residential Building Construction	5.2%
Other Specialty Trade Contractors	3.5%
Building Finishing Contractors	3.3%
Other	70.6%

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Compensation

Regional Compensation Is 28% Lower Than National Compensation

For your occupations, the 2020 median wage in Yavapai County, AZ is $67,770, while the national median wage is $93,920.
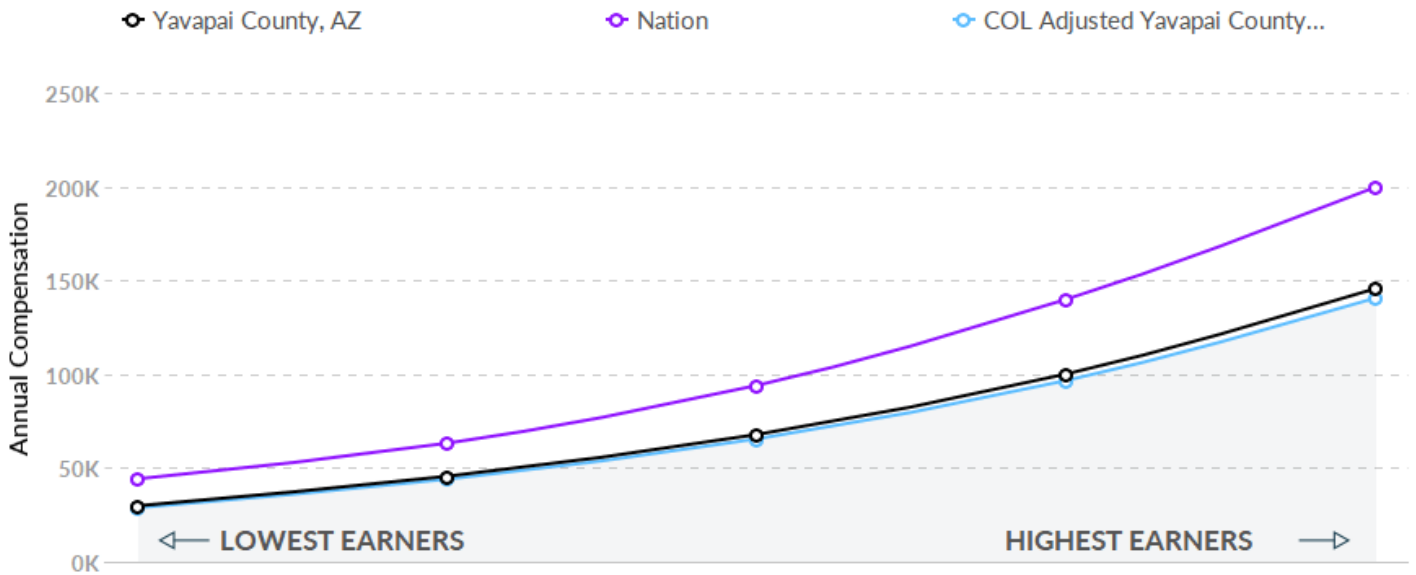
Job Posting Activity

139 Unique Job Postings

The number of unique postings for this job from Jan 2022 to Feb 2022.

54 Employers Competing

All employers in the region who posted for this job from Jan 2022 to Feb 2022.

More Hires Than Postings

More hires than postings may mean this position is filled via other methods.
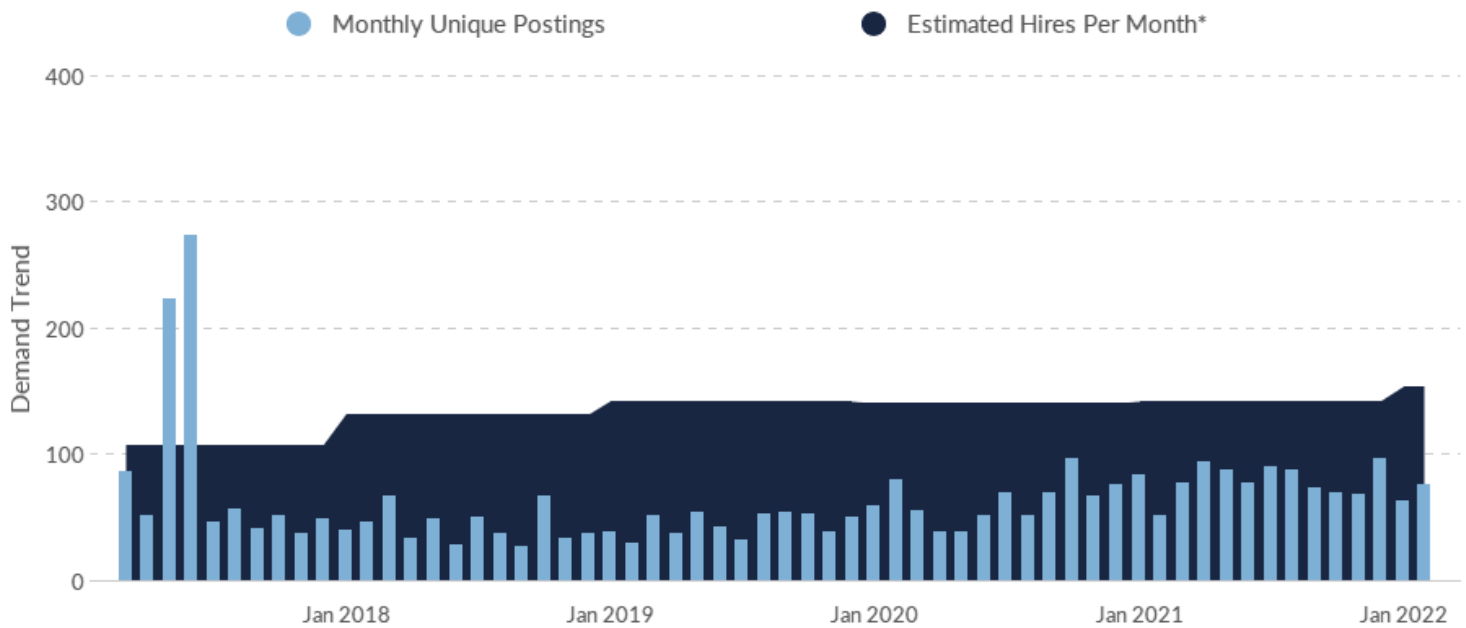
Occupation	Avg Monthly Postings (Jan 2022 - Feb 2022)	Avg Monthly Hires (Jan 2022 - Feb 2022)
Medical and Health Services Managers	14	8
Personal Service Managers, All Other; Entertainment and Recreation Managers, Except Gambling; and Managers, All Other	13	3
General and Operations Managers	5	64
Sales Managers	6	4

*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Emsi hires are calculated using a combination of Emsi jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

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Occupation	Avg Monthly Postings (Jan 2022 - Feb 2022)	Avg Monthly Hires (Jan 2022 - Feb 2022)
Financial Managers	8	6
Human Resources Specialists	4	10
Chief Executives	1	2
Construction Managers	5	7
Social and Community Service Managers	1	5
Administrative Services and Facilities Managers	1	5
Human Resources Managers	2	2
Management Analysts	1	6
Cost Estimators	1	9
Project Management Specialists and Business Operations Specialists, All Other	2	12
Industrial Production Managers	0	0
Public Relations and Fundraising Managers	2	0
Transportation, Storage, and Distribution Managers	1	2
Training and Development Managers	2	1
Computer and Information Systems Managers	1	2
Education Administrators, All Other	1	0
Natural Sciences Managers	0	0
Logisticians	0	2
Purchasing Managers	0	0
Insurance Underwriters	3	0
Compensation and Benefits Managers	0	0

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Top Companies	Unique Postings		Top Job Titles	Unique Postings	
Embry-Riddle Aeronautical Univ...	9		Underwriters	6	
Hilton	6		Assistant Operations Managers	4	
Freeport-McMoRan	4		Branch Managers	4	
L'Auberge De Sedona	4		Hospital Chief Financial Officers	3	
Allied Universal	3		Sales Managers	3	
B2B CFO	3		Security Specialists	3	
City Of Prescott	3		Utilities Managers	3	
CommonSpirit Health	3		Chief Technology Officers	2	
Dollar Tree	3		Directors of Finance	2	
United States Department of Ve...	3		Directors of Human Resources	2	

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Top Hard Skills
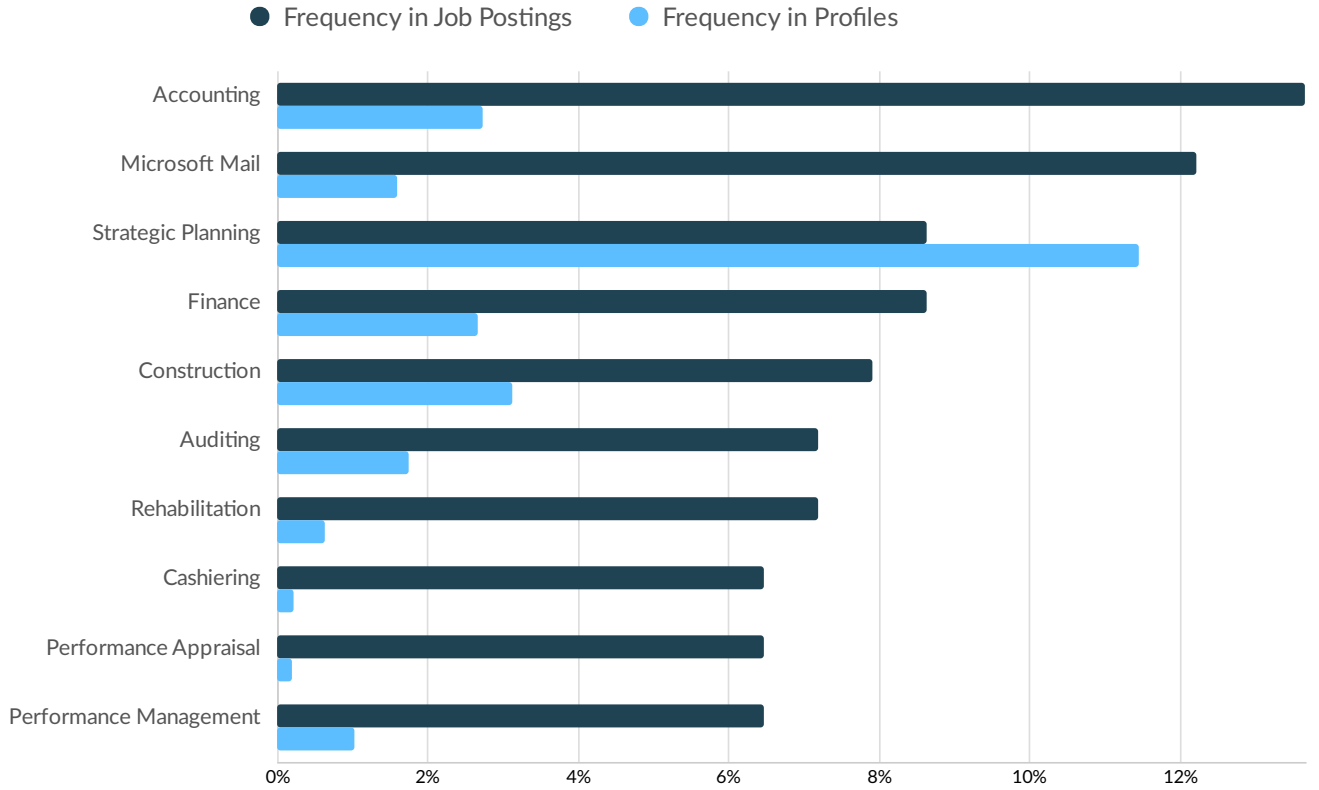
Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Accounting	19	14%	334	3%
Microsoft Mail	17	12%	195	2%
Strategic Planning	12	9%	1,404	11%
Finance	12	9%	328	3%
Construction	11	8%	382	3%
Auditing	10	7%	213	2%
Rehabilitation	10	7%	78	1%
Cashiering	9	6%	26	0%
Performance Appraisal	9	6%	23	0%
Performance Management	9	6%	125	1%

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Top Common Skills

● Frequency in Job Postings   ● Frequency in Profiles
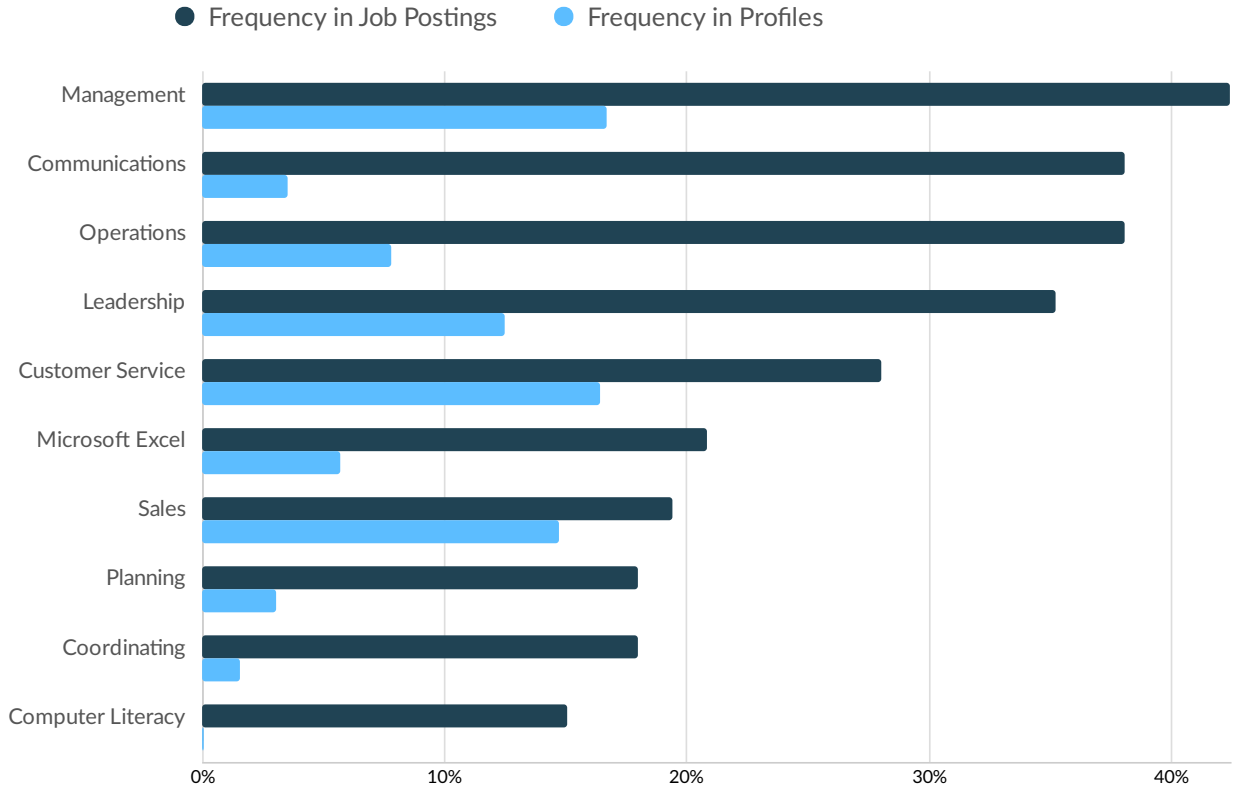
Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Management	59	42%	2,048	17%
Communications	53	38%	433	4%
Operations	53	38%	960	8%
Leadership	49	35%	1,534	13%
Customer Service	39	28%	2,016	16%
Microsoft Excel	29	21%	698	6%
Sales	27	19%	1,807	15%
Planning	25	18%	376	3%
Coordinating	25	18%	195	2%
Computer Literacy	21	15%	8	0%
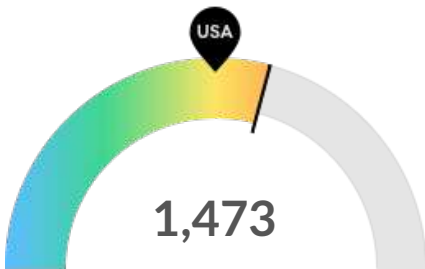
82

Demographics

Retirement Risk Is High, While Overall Diversity Is Low

1,473

Retiring Soon

Retirement risk is high in Yavapai County, AZ. The national average for an area this size is 1,166* employees 55 or older, while there are 1,473 here.
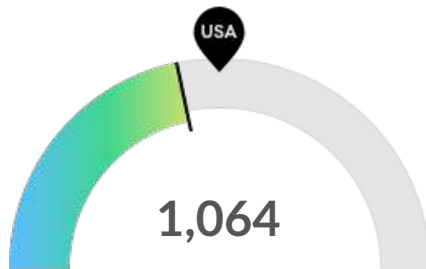
1,064

Racial Diversity

Racial diversity is low in Yavapai County, AZ. The national average for an area this size is 1,295* racially diverse employees, while there are 1,064 here.
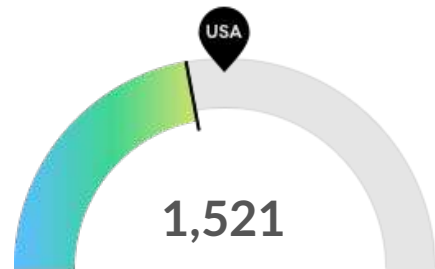
1,521

Gender Diversity

Gender diversity is low in Yavapai County, AZ. The national average for an area this size is 1,812* female employees, while there are 1,521 here.

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and Yavapai County, AZ. In other words, the values represent the national average adjusted for region size.

Occupation Age Breakdown

		% of Jobs	Jobs
●	14-18	0.1%	3
●	19-24	2.4%	103
●	25-34	13.8%	599
●	35-44	24.4%	1,063
●	45-54	25.5%	1,111
●	55-64	23.7%	1,031
●	65+	10.2%	442

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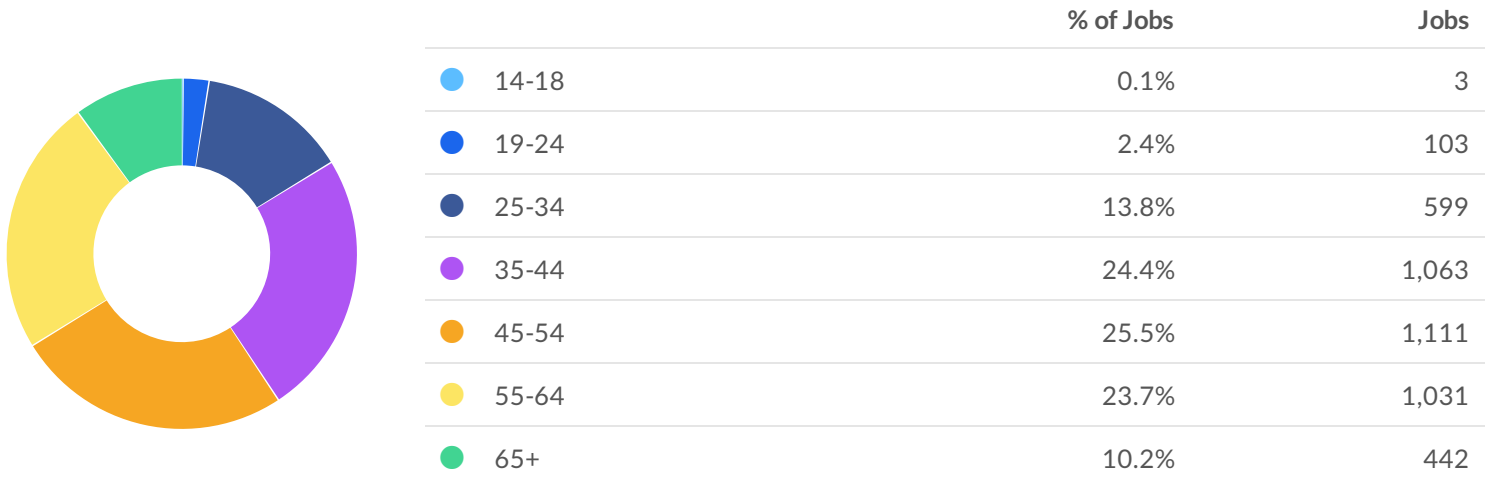
Occupation Race/Ethnicity Breakdown
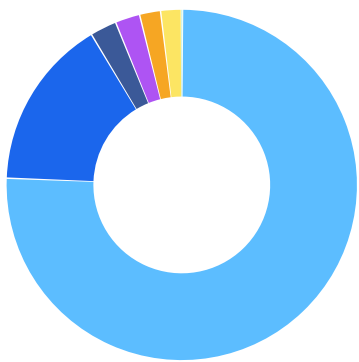
	% of Jobs	Jobs
● White	75.5%	3,288
● Hispanic or Latino	15.8%	686
● Black or African American	2.5%	107
● Two or More Races	2.3%	99
● Asian	1.9%	84
● American Indian or Alaska Native	1.9%	83
● Native Hawaiian or Other Pacific Islander	0.1%	5

Occupation Gender Breakdown

	% of Jobs	Jobs
● Males	65.0%	2,831
● Females	35.0%	1,521

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Occupational Programs

46 Programs

Of the programs that can train for this job, 46 have produced completions in the last 5 years.

1,606 Completions (2020)

The completions from all regional institutions for all degree types.

443 Openings (2020)

The average number of openings for an occupation in the region is 14.

CIP Code	Top Programs	Completions (2020)	
24.0102	General Studies	718	
49.0101	Aeronautics/Aviation/Aerospace Science and Technology, G...	112	
45.0901	International Relations and Affairs	106	
51.3801	Registered Nursing/Registered Nurse	90	
52.0205	Operations Management and Supervision	54	
03.0103	Environmental Studies	47	
11.1003	Computer and Information Systems Security/Auditing/Infor...	43	
52.0299	Business Administration, Management and Operations, Oth...	41	
11.0901	Computer Systems Networking and Telecommunications	40	
43.0403	Cyber/Computer Forensics and Counterterrorism	38	

Top Schools	Completions (2020)	
Yavapai College	1,048	
Embry-Riddle Aeronautical University-Prescott	403	
Prescott College	155	

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Appendix A (Occupations)

Code	Description
11-1011	Chief Executives
11-1021	General and Operations Managers
11-2022	Sales Managers
11-2031	Public Relations and Fundraising Managers
11-3011	Administrative Services and Facilities Managers
11-3021	Computer and Information Systems Managers
11-3031	Financial Managers
11-3051	Industrial Production Managers
11-3061	Purchasing Managers
11-3071	Transportation, Storage, and Distribution Managers
11-3111	Compensation and Benefits Managers
11-3121	Human Resources Managers

Code	Description
11-3131	Training and Development Managers
11-9021	Construction Managers
11-9039	Education Administrators, All Other
11-9111	Medical and Health Services Managers
11-9121	Natural Sciences Managers
11-9151	Social and Community Service Managers
11-9198	Personal Service Managers, All Other; Entertainment and Recreation Managers, Except Gambling; and Managers, All Other
13-1051	Cost Estimators
13-1071	Human Resources Specialists
13-1081	Logisticians
13-1111	Management Analysts
13-1198	Project Management Specialists and Business Operations Specialists, All Other

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Code	Description
13-2053	Insurance Underwriters

Appendix B - Data Sources and Calculations

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Occupation Data

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates are also affected by county-level Emsi earnings by industry.

Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

Cost of Living Data

Emsi's cost of living data is based on the Cost of Living Index published by the Council for Community and Economic Research (C2ER).

Emsi Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

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Business
in Arizona

Contents

What is Emsi Data?

Emsi data is a hybrid dataset derived from official government sources such as the US Census Bureau, Bureau of Economic Analysis, and Bureau of Labor Statistics. Leveraging the unique strengths of each source, our data modeling team creates an authoritative dataset that captures more than 99% of all workers in the United States. This core offering is then enriched with data from online social profiles, resumés, and job postings to give you a complete view of the workforce.

Emsi data is frequently cited in major publications such as *The Atlantic*, *Forbes*, *Harvard Business Review*, *The New York Times*, *The Wall Street Journal*, and *USA Today*.

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Report Parameters

25 Occupations

11-1011	Chief Executives
11-1021	General and Operations Managers
11-2022	Sales Managers
11-2031	Public Relations and Fundraising Managers
11-3011	Administrative Services and Facilities Managers

11-3021	Computer and Information Systems Managers
11-3031	Financial Managers
11-3051	Industrial Production Managers
11-3061	Purchasing Managers
See Appendix A for all 25 Occupations	

1 State

4	Arizona

Class of Worker

QCEW Employees, Non-QCEW Employees, and Self-Employed

The information in this report pertains to the chosen occupations and geographical area.

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Executive Summary

Aggressive Job Posting Demand Over an Average Supply of Regional Jobs
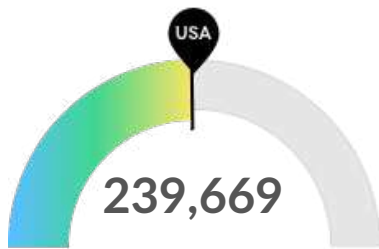
239,669

Jobs (2022)

Arizona is about average for this kind of job. The national average for an area this size is 242,761* employees, while there are 239,669 here.
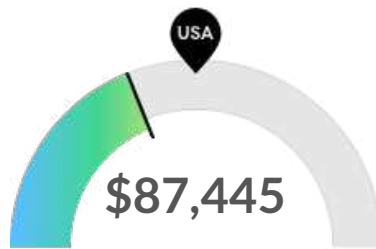
$87,445

Compensation

Earnings are low in Arizona. The national median salary for your occupations is $93,920, compared to $87,445 here.
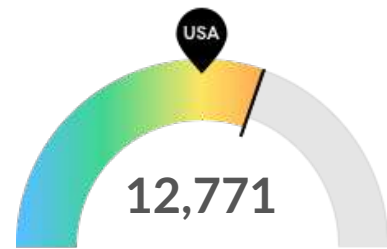
12,771

Job Posting Demand

Job posting activity is high in Arizona. The national average for an area this size is 9,466* job postings/mo, while there are 12,771 here.

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and Arizona. In other words, the values represent the national average adjusted for region size.

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Jobs

Regional Employment Is About Equal to the National Average

An average area of this size typically has 242,761* jobs, while there are 239,669 here.
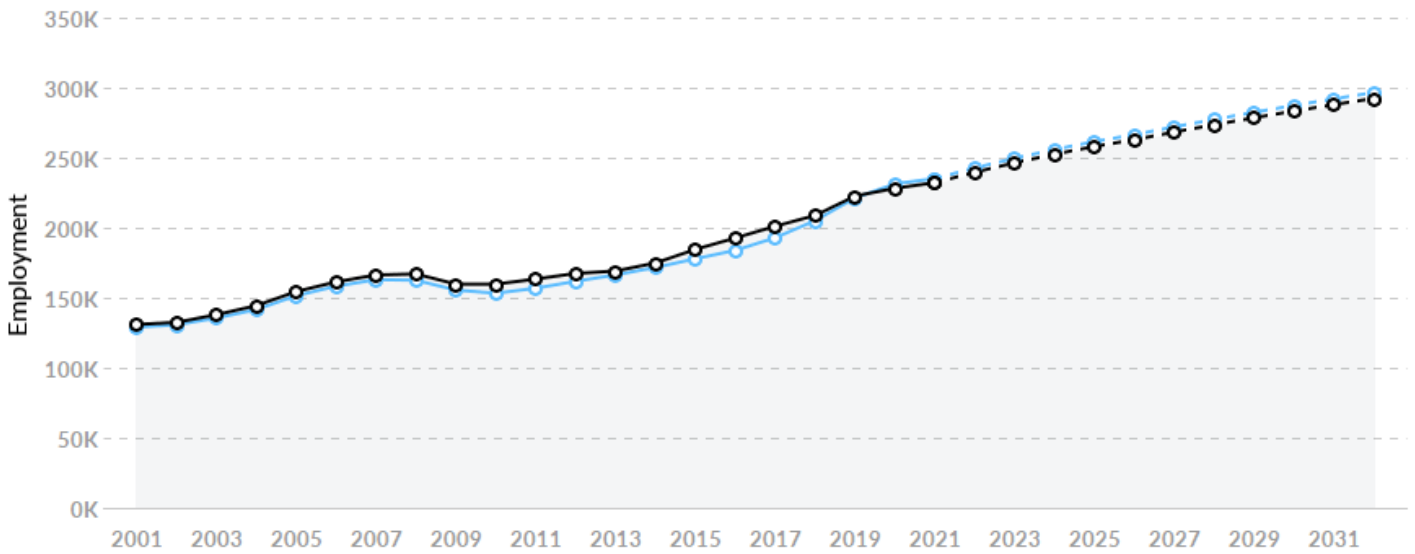
	Region	2022 Jobs	2032 Jobs	Change	% Change
●	Arizona	239,669	292,402	52,732	22.0%
●	National Average	242,761	296,600	53,839	22.2%

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and Arizona. In other words, the values represent the national average adjusted for region size.

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Regional Breakdown
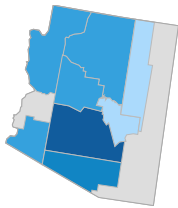
MSA	2022 Jobs
Phoenix-Mesa-Chandler, AZ	182,694
Tucson, AZ	27,850
Prescott Valley-Prescott, AZ	4,517
Yuma, AZ	4,078
Flagstaff, AZ	3,665

Most Jobs are Found in the Management, Scientific, and Technical Consulting Services Industry Sector
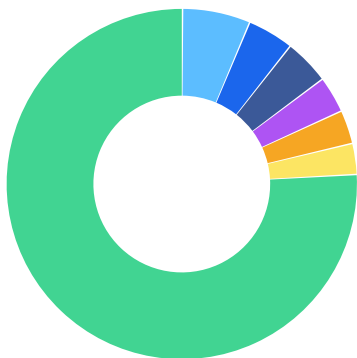
Industry	% of Occupation in Industry (2022)
● Management, Scientific, and Technical Consulting Services	6.3%
● Federal Government, Civilian	4.3%
● Employment Services	4.2%
● Management of Companies and Enterprises	3.4%
● Computer Systems Design and Related Services	3.1%
● Local Government, Excluding Education and Hospitals	2.9%
● Other	75.9%

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Compensation

Regional Compensation Is 7% Lower Than National Compensation

For your occupations, the 2020 median wage in Arizona is $87,445, while the national median wage is $93,920.

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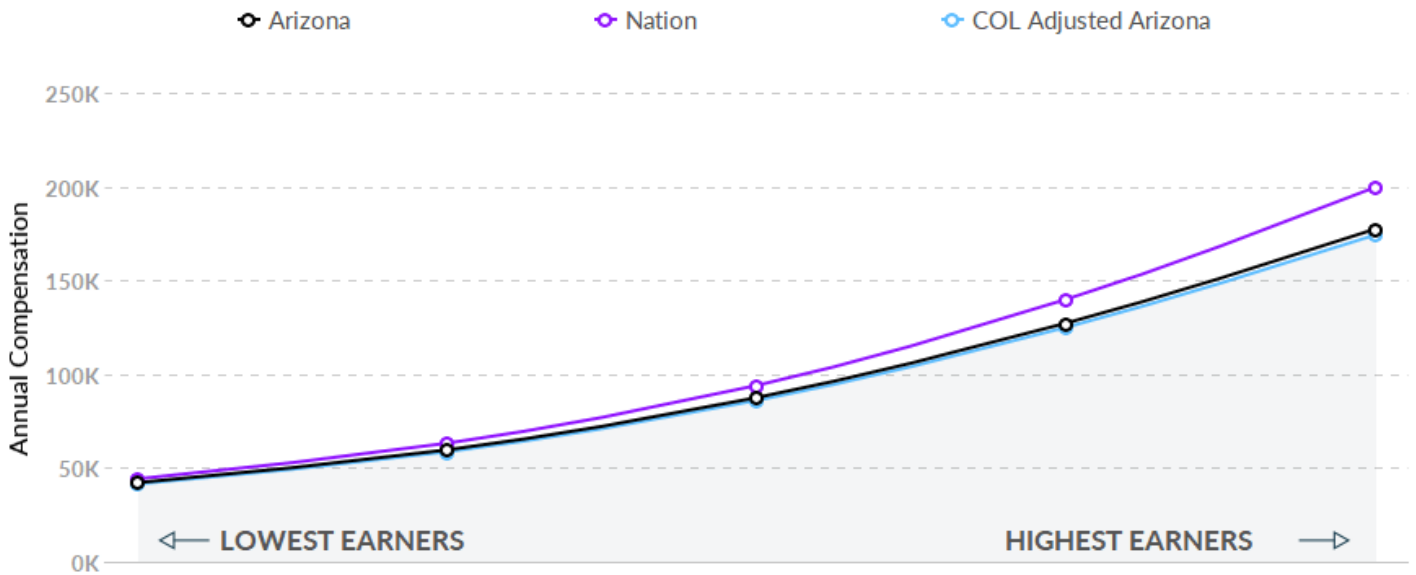
Job Posting Activity

25,541 Unique Job Postings

The number of unique postings for this job from Jan 2022 to Feb 2022.

5,451 Employers Competing

All employers in the region who posted for this job from Jan 2022 to Feb 2022.

4 Out of 5 Positions Filled

The ratio of estimated hires* to unique postings for this job from Jan 2022 to Feb 2022.

● Monthly Unique Postings   ● Estimated Hires Per Month*
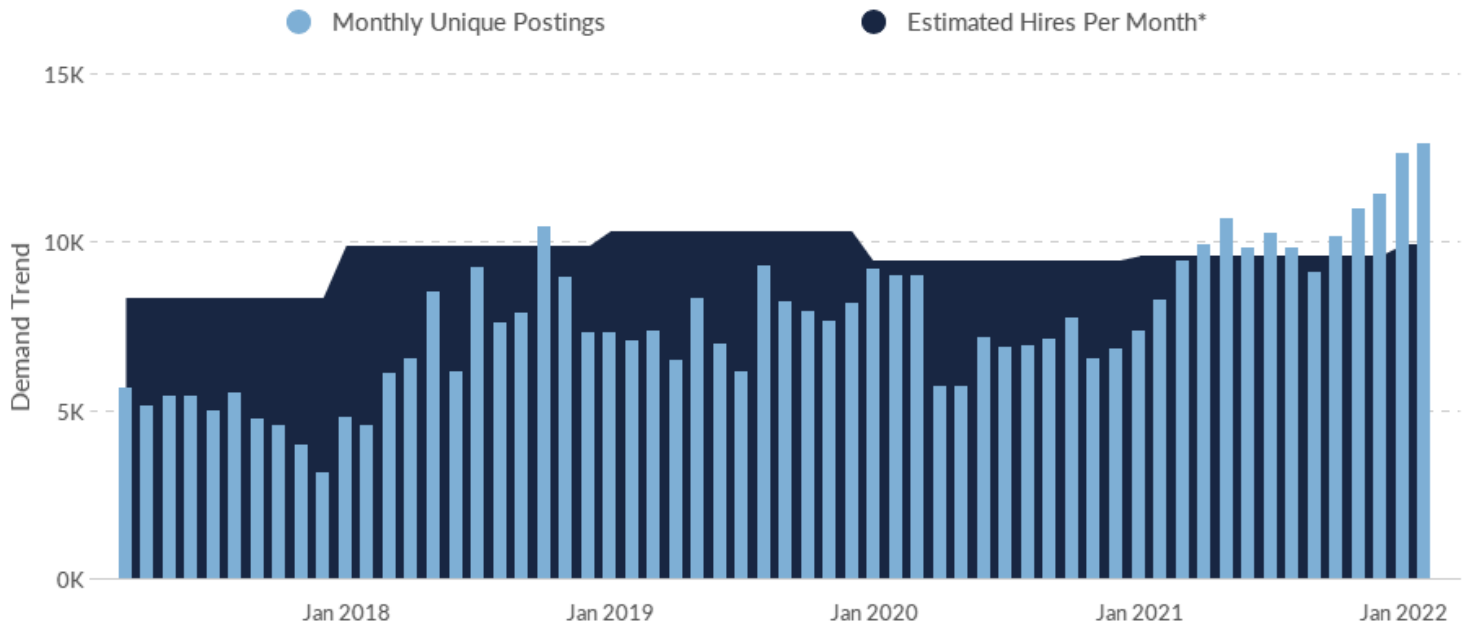
Occupation	Avg Monthly Postings (Jan 2022 - Feb 2022)	Avg Monthly Hires (Jan 2022 - Feb 2022)
Personal Service Managers, All Other; Entertainment and Recreation Managers, Except Gambling; and Managers, All Other	2,622	328
Medical and Health Services Managers	1,418	372
Human Resources Specialists	1,402	1,246

*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Emsi hires are calculated using a combination of Emsi jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.
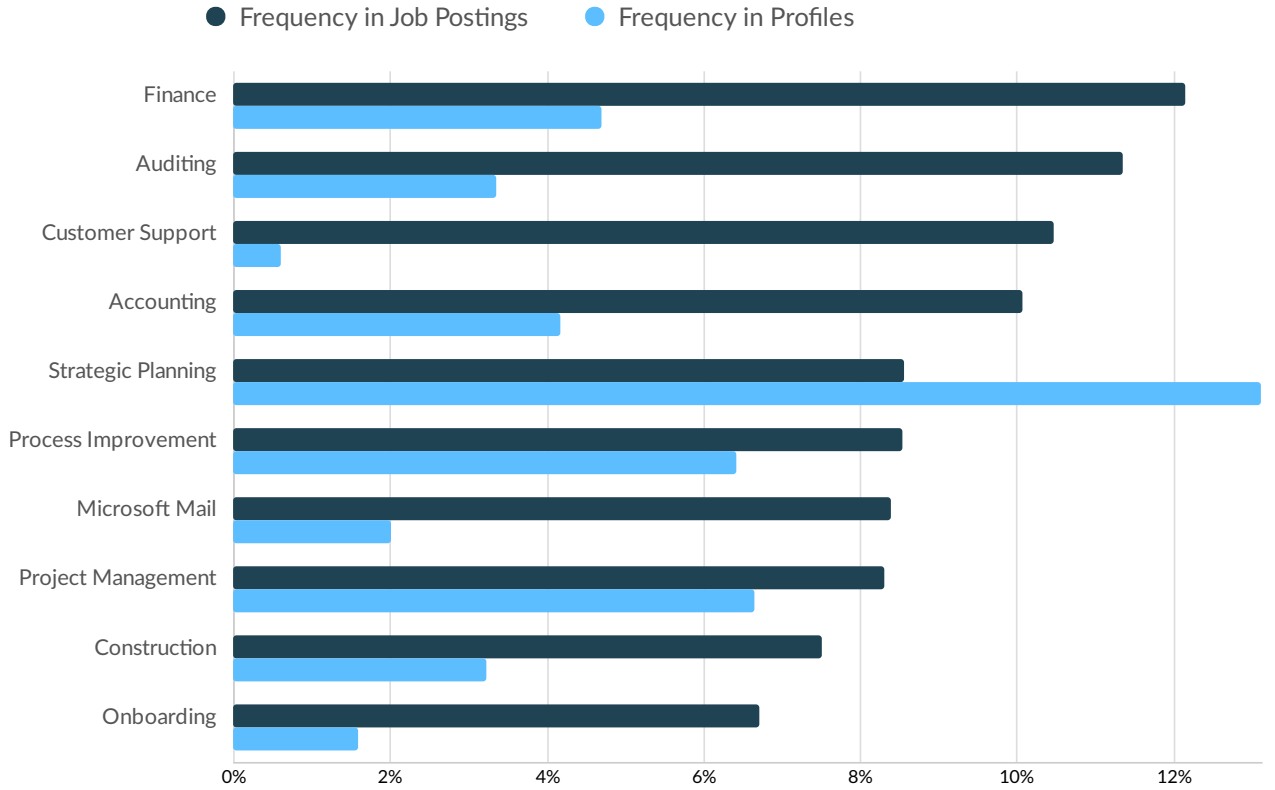
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Occupation	Avg Monthly Postings (Jan 2022 - Feb 2022)	Avg Monthly Hires (Jan 2022 - Feb 2022)
General and Operations Managers	1,252	2,653
Sales Managers	1,019	425
Management Analysts	772	710
Financial Managers	835	664
Construction Managers	649	343
Human Resources Managers	408	149
Cost Estimators	260	290
Administrative Services and Facilities Managers	266	314
Industrial Production Managers	216	76
Transportation, Storage, and Distribution Managers	239	112
Project Management Specialists and Business Operations Specialists, All Other	182	1,090
Public Relations and Fundraising Managers	237	63
Logisticians	211	177
Social and Community Service Managers	116	137
Insurance Underwriters	90	98
Natural Sciences Managers	105	26
Purchasing Managers	130	49
Computer and Information Systems Managers	104	370
Chief Executives	78	113
Training and Development Managers	68	51
Education Administrators, All Other	60	27
Compensation and Benefits Managers	37	15

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Top Companies	Unique Postings		Top Job Titles	Unique Postings	
Wells Fargo	437	▬	Project Managers	508	▬
USAA	324	▬	Human Resources Generalists	268	▬
GPAC	305	▬	Recruiters	239	▬
Bank of America	225	▬	Business Analysts	207	▬
UnitedHealth Group	209	▬	Controllers	199	▬
Intel	176	▬	Operations Managers	192	▬
Deloitte	170	▬	Human Resources Managers	183	▬
Banner Health	169	▬	Project Coordinators	167	▬
Amazon	167	▬	Program Managers	159	▬
Jobot	150	▬	Business Development Managers	149	▬

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Top Hard Skills

● Frequency in Job Postings   ● Frequency in Profiles

Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Finance	3,104	12%	29,694	5%
Auditing	2,898	11%	21,183	3%
Customer Support	2,676	10%	3,818	1%
Accounting	2,571	10%	26,273	4%
Strategic Planning	2,189	9%	82,705	13%
Process Improvement	2,180	9%	40,553	6%
Microsoft Mail	2,147	8%	12,753	2%
Project Management	2,122	8%	41,975	7%
Construction	1,920	8%	20,443	3%
Onboarding	1,713	7%	10,033	2%

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Top Common Skills

● Frequency in Job Postings   ● Frequency in Profiles
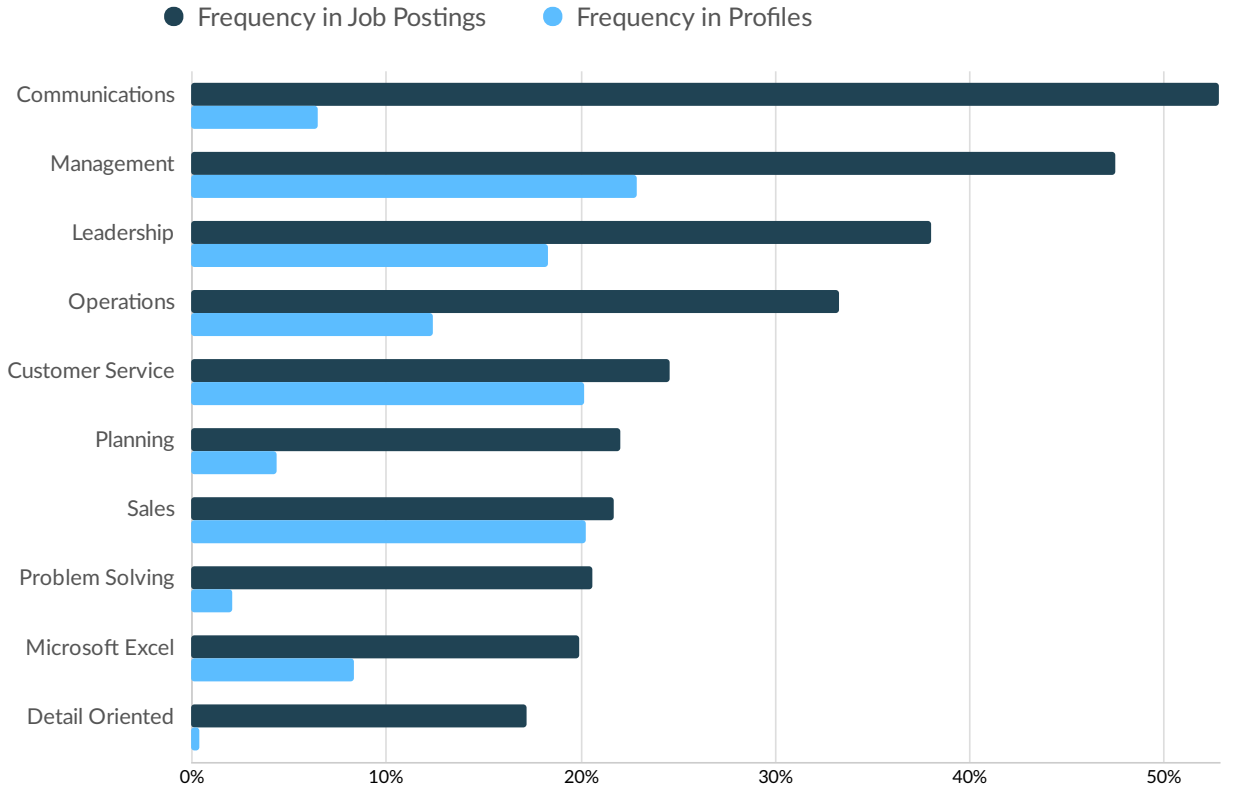
Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Communications	13,497	53%	41,207	7%
Management	12,138	48%	144,603	23%
Leadership	9,720	38%	115,797	18%
Operations	8,513	33%	78,497	12%
Customer Service	6,295	25%	127,482	20%
Planning	5,633	22%	27,852	4%
Sales	5,545	22%	127,713	20%
Problem Solving	5,260	21%	13,223	2%
Microsoft Excel	5,107	20%	52,884	8%
Detail Oriented	4,407	17%	2,884	0%

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Demographics

Retirement Risk Is About Average, While Overall Diversity Is About Average
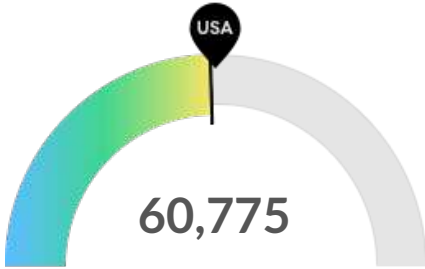
60,775

Retiring Soon

Retirement risk is about average in Arizona. The national average for an area this size is 62,200* employees 55 or older, while there are 60,775 here.
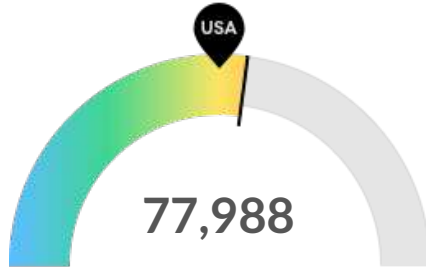
77,988

Racial Diversity

Racial diversity is high in Arizona. The national average for an area this size is 69,082* racially diverse employees, while there are 77,988 here.
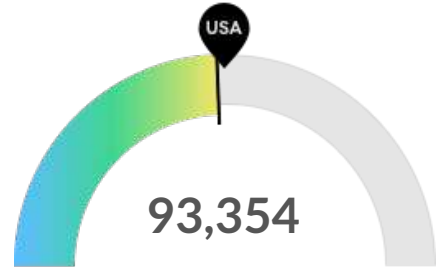
93,354

Gender Diversity

Gender diversity is about average in Arizona. The national average for an area this size is 96,679* female employees, while there are 93,354 here.

*National average values are derived by taking the national value for your occupations and scaling it down to account for the difference in overall workforce size between the nation and Arizona. In other words, the values represent the national average adjusted for region size.

Occupation Age Breakdown
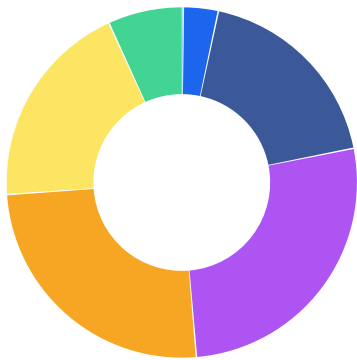
	% of Jobs	Jobs
14-18	0.1%	171
19-24	3.2%	7,448
25-34	18.5%	43,003
35-44	26.8%	62,217
45-54	25.2%	58,592
55-64	19.3%	44,777
65+	6.9%	15,999

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Occupation Race/Ethnicity Breakdown
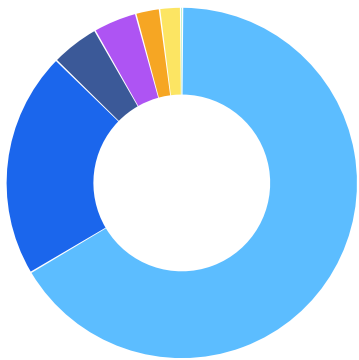
	% of Jobs	Jobs
● White	66.4%	154,219
● Hispanic or Latino	20.8%	48,375
● Black or African American	4.4%	10,299
● Asian	4.0%	9,317
● Two or More Races	2.2%	5,118
● American Indian or Alaska Native	1.9%	4,481
● Native Hawaiian or Other Pacific Islander	0.2%	399

Occupation Gender Breakdown

	% of Jobs	Jobs
● Males	59.8%	138,853
● Females	40.2%	93,354

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Occupational Programs

290 Programs

Of the programs that can train for this job, 290 have produced completions in the last 5 years.

107,117 Completions (2020)

The completions from all regional institutions for all degree types.

22,289 Openings (2020)

The average number of openings for an occupation in the region is 544.

CIP Code	Top Programs	Completions (2020)	
52.0201	Business Administration and Management, General	17,490	
51.3801	Registered Nursing/Registered Nurse	9,922	
24.0101	Liberal Arts and Sciences/Liberal Studies	9,405	
24.0102	General Studies	3,715	
42.0101	Psychology, General	2,358	
11.0103	Information Technology	2,238	
52.0301	Accounting	2,066	
51.0702	Hospital and Health Care Facilities Administration/Manage…	1,910	
43.0103	Criminal Justice/Law Enforcement Administration	1,905	
52.1001	Human Resources Management/Personnel Administration, …	1,672	

.ıl' **Emsi**

Top Schools	Completions (2020)	
University of Phoenix-Arizona	24,932	
Grand Canyon University	16,671	
Arizona State University Campus Immersion	14,999	
University of Arizona	7,418	
Arizona State University Digital Immersion	7,142	
Northern Arizona University	5,910	
Pima Community College	3,189	
American InterContinental University	3,056	
Glendale Community College	2,430	
Mesa Community College	2,410	

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Appendix A (Occupations)

Code	Description
11-1011	Chief Executives
11-1021	General and Operations Managers
11-2022	Sales Managers
11-2031	Public Relations and Fundraising Managers
11-3011	Administrative Services and Facilities Managers
11-3021	Computer and Information Systems Managers
11-3031	Financial Managers
11-3051	Industrial Production Managers
11-3061	Purchasing Managers
11-3071	Transportation, Storage, and Distribution Managers
11-3111	Compensation and Benefits Managers
11-3121	Human Resources Managers

Code	Description
11-3131	Training and Development Managers
11-9021	Construction Managers
11-9039	Education Administrators, All Other
11-9111	Medical and Health Services Managers
11-9121	Natural Sciences Managers
11-9151	Social and Community Service Managers
11-9198	Personal Service Managers, All Other; Entertainment and Recreation Managers, Except Gambling; and Managers, All Other
13-1051	Cost Estimators
13-1071	Human Resources Specialists
13-1081	Logisticians
13-1111	Management Analysts
13-1198	Project Management Specialists and Business Operations Specialists, All Other

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Code	Description
13-2053	Insurance Underwriters

Appendix B - Data Sources and Calculations

Location Quotient

Location quotient (LQ) is a way of quantifying how concentrated a particular industry, cluster, occupation, or demographic group is in a region as compared to the nation. It can reveal what makes a particular region unique in comparison to the national average.

Occupation Data

Emsi occupation employment data are based on final Emsi industry data and final Emsi staffing patterns. Wage estimates are based on Occupational Employment Statistics (QCEW and Non-QCEW Employees classes of worker) and the American Community Survey (Self-Employed and Extended Proprietors). Occupational wage estimates are also affected by county-level Emsi earnings by industry.

Staffing Patterns Data

The staffing pattern data in this report are compiled from several sources using a specialized process. For QCEW and Non-QCEW Employees classes of worker, sources include Occupational Employment Statistics, the National Industry-Occupation Employment Matrix, and the American Community Survey. For the Self-Employed and Extended Proprietors classes of worker, the primary source is the American Community Survey, with a small amount of information from Occupational Employment Statistics.

Cost of Living Data

Emsi's cost of living data is based on the Cost of Living Index published by the Council for Community and Economic Research (C2ER).

Emsi Job Postings

Job postings are collected from various sources and processed/enriched to provide information such as standardized company name, occupation, skills, and geography.

Institution Data

The institution data in this report is taken directly from the national IPEDS database published by the U.S. Department of Education's National Center for Education Statistics.

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RN to BSN Completion

03 - New Programs Only - Academic Program Planning & Concept Authorization - 2023-24

Description

To ensure that new academic programs implemented by Yavapai College are of the highest quality and are aligned with the District Governing Board's and College's strategic plans, the following criteria and process for new academic program authorization must be approved prior to submitting a new program proposal.

Prior to starting this proposal;

1. *Contact Tom Hughes* in Institutional Effectiveness and Research and request an Occupational overview for this proposed program. *You will need to attach the document(s) he provides to this proposal at the time of submission.*

Instructions

Turn on help text before starting this proposal by clicking 🛈 in the top right corner of the heading.
Complete Steps 1-5 below.
Questions? **Make an appointment** with the Curriculum Office.

Step 1: Proposed program information

Department*   Nursing Department

Primary Campus*   Prescott Campus

Program Type*   3 - 4 year degree

Program Name*   RN to BSN Completion

Projected Start Semester for Program*   1 - Fall 2023

Program Description* RN to BSN has been identified by YC as one of three four year degrees to be offered by YC.

This would be a 2+2 program offering articulating the AAS Nursing degree with the RN to BSN completion program through YC, meeting state and national approval, expectations, and program outcomes for the professional nurse.

This degree pathway meets the employment demands and job opportunities contributing to the workforce in our communities.

How does the program relate to the College mission?* Affordable degree completion and work credentials to work as a professional nurse with job opportunity advancement and increased living wage.

How does the program relate to existing College programs and strategic initiatives?* This directly addresses the strategic priority of the adult learning in earning a living wage while meeting the increased demand for highly trained nurses within Yavapai County.

Will this proposed program have any compliance requirements with other agencies such as state education or licensing agencies, and where applicable, program accreditors?* ⦿ Yes ◯ No

If yes, please summarize the steps that would need to be taken if this program concept is approved. Note: Any approvals by these agencies are required prior to this being sent to HLC for review.
1) State Board of Nursing Approval
2) Accreditation Commission for Education in Nursing Approval

Application for adding an RN to BSN curriculum to the nursing program; courses and curricular review, adequacy of resources, cause and effect on faculty, student, clinical agencies and YC.

It is our opinion that this application is within reason and within our ability to achieve this new program goal. We believe the college and the nursing program is well positioned to meet the expectations and requirements of the accrediting agencies.

Is there competition in the county for similar programs?* ⦿ Yes ◯ No

If yes, is there a demand for this program or a gap that YC will be fulfilling that currently exists? Please explain. There are current concurrent enrollment programs with ASU, NAU, and GCU with representatives of their program on YC advising YC nursing students within these options; these programs are done online.

Is this program required for entry-level positions in this field?* ○ Yes ◉ No

What is the projected enrollment for this program over its first three years?* Required for job placement advancement, increase living wage, and increase job opportunities.

Based on the data provided by IER and attached to this proposal, please summarize how the data supports this proposal. Provide specific details.* IER has provided EMSI data supporting BSN job placement opportunities and the escalated need for nurses in Yavapai County and throughout the state

Does the data provide any concerns about the success of this program in Yavapai County?* ○ Yes ◉ No

Please explain.* No, not according to the EMSI data provided by IER.

Are there plans to offer all or a portion of this program to students online?* ○ All ○ None ◉ A portion

Will courses be offered in 8-week or 16-week scheduling blocks?* ○ 8-week ○ 16-week ◉ Combination

Select the tuition level:* 04 - Market-based

College resources required. Explain in detail what will be needed.

Personnel (Faculty/Staff): One additional faculty member
One additional Instructional Support Specialist

Capital (space modification, furniture, equipment or technology): No.

Other Resources (Examples: supplies, marketing, library database or materials, additional advisor support, internship/service opportunities and/or community sites, additional support for tutoring, etc.):	Additional clinical rotation at their place of employment or a clinical agency of their choice. Yes, additional advising for the admission process and support.

Step 2: LAUNCH to make the proposal active

LAUNCH proposal by clicking ▶ in the top left corner.

Step 3: ADD, EDIT & SAVE fields

ADD, EDIT & SAVE Review and edit fields as necessary. Click "Save" in each field as you make edits.

Step 4: ATTACH Required documentation

To attach files to your proposal, select the 🗎 in the heading of the proposal toolbox, browse to your file and select it, and click the upload button.

> Attach Occupational Overview and/or other supporting documentation obtained from Tom Hughes in Institutional Effectiveness & Research.
>
> Attach completed *Program Planning Tools:* Curriculum Map and Progression Plan.

>> Program Planning: Curriculum Map - Download, complete and save the excel file. Attach to this proposal as indicated above.
>>
>> Program Planning: Progression Plan - Fill out the Dynamic Form. Download and save the PDF to attach a copy to this proposal as indicated above.

Step 5: APPROVE form to move it to the next step

APPROVE Once the proposal is filled out completely, approve by clicking ✓ in the heading of the proposal toolbox. You MUST select "Approve" and "Make My Decision" to move the proposal to the next step.   110

Steps for RN to BSN Completion

Originator

Status: *Approved*

Participants

✅ **Marylou Mercado** 4/4/2022 5:36 PM

Activity

Required Participation:
100% required
Required for Approval:
100% required
Date Completed:
4/4/2022 536 PM
Changes: *No*
Comments: *No*

▼

Dean

Status: *Approved*

Participants

✅ **Scott Farnsworth** 4/11/2022 2:42 PM

Activity

Required Participation:
100% required
Required for Approval:
100% required
Date Completed:
4/11/2022 242 PM
Changes: *No*
Comments: *No*

▼

VP Academic Affairs

Status: *Approved*

Participants

✅ **Diane Ryan** 4/11/2022 4:11 PM

Activity

Required Participation:
100% required
Required for Approval:
100% required
Date Completed:
4/11/2022 411 PM
Changes: *No*
Comments: *No*

▼

College Council (Representative)

Status: *Working*

Participants

Stacey Hilton

Activity

Required Participation:
100% required
Required for Approval:
100% required
Time Spent: *7 days*
Changes: *No*
Comments: *No*

Curriculum Office

Status: *Incomplete*

Participants

Angie Poland

Patti Schlosberg

Step Details

Required Participation:
50% required
Required for Approval:
0% required
Work: *edit, comment*

Bachelor of Science In Nursing (BSN)

Acceptance into Yavapai College's BSN program is contingent upon the successful completion of an AAS degree in Nursing from an institutionally accredited college. The total credits for the BSN degree is 120 (21.5 general education, 68.5 pre-requisite requirements for the program, and 30 major classes).

Degree Progression

Pre-Requisite Requirements for Program

AAS in Nursing 68.5 – 90 credits

General Education

(21.5 credits)

Major Classes

- Pathophysiology (4 credits)
- Health Assessment (3 credits)
- Health Promotion (3 credits)
- Transitions & Concepts in Professional Nursing (3 credits)
- Introduction into Statistics for the Professional Nurse (2 credits)
- Introduction into Nursing Research (2 credits)
- Community Health Nursing (3 credits)
- Trends & Issues in Health Care (3 credits)
- Professional Management & Leadership Concepts (3 credits)
- Clinical Capstone (4 credits)

Yavapai COLLEGE

Instructions:

This form is intended for new program planning only.

The purpose is to convey a tentative plan of how the new program will be laid out, including how many classes are being planned for the new program, as well as how long the new program may take students to complete. This allows everyone in the program planning workflow to understand the direction of the program, and the resources that may be required.

It is understood that this progression plan is tentative, and may be adjusted slightly as the curriculum is being developed in the later stages of the process. An official progression plan will be completed after the concept has been approved, at the time that the New Program Proposal is submitted.

- Complete the form as thoroughly as possible.
- Once submitted, download the PDF and attach it to the Curriculog proposal "New Programs Only - Academic Program Planning & Concept Authorization" proposal as indicated in the proposal steps.

First Name:	Marylou	Last Name:	Mercado	Email:	Marylou.Mercado@yc.edu
Name of Program:	RN to BSN Degree Complet	Total Program Credits:	120	Effective Term/Year:	Fall 2023

Select the terms to be included in the progression plan

Note: The standard format for YC's current progression plans are for full-time students (12+ credits) who start in the fall term. For example, if a student can complete your program in 4 semesters if they attend full-time and start in the fall, you would select Fall Term 1, Spring Term 1, Fall Term 2, Spring Term 2. You will specify if the course is a full term or 8-week term in the next step.

Select Year 1 Terms:	Fall Term 1 ☑	Spring Term 1 ☐	Summer Term 1 ☐
Select Year 2 Terms:	Fall Term 2 ☑	Spring Term 2 ☐	Summer Term 2 ☐
Select Year 3 Terms:	Fall Term 3 ☐	Spring Term 3 ☐	Summer Term 3 ☐
Select Year 4 Terms:	Fall Term 4 ☐	Spring Term 4 ☐	Summer Term 4 ☐

Fall Term 1

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
NSG	402	Pathophysiology	4		Add another ☑
NSG	443	Health Assessment	3		Add another ☑
NSG	450	Health Promotion	3		Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes

114

| NSG | 470 | Transitions and Concepts in Profess | 3 | | Add another ☑ |
| NSG | 442 | Introduction to Statistics for the Profe | 2 | | Add another ☐ |

Fall Term 2

Select if this semester has full term (and/or courses not scheduled in an 8 wk part of term), 1st 8 weeks or 2nd 8 week courses.

Note: Multiple selections can be made, as needed.

☐ 16 week courses and/or courses not scheduled in a part of term
☑ 1st 8 weeks
☑ 2nd 8 weeks

1st 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
NSG	443	Introduction into Nursing Research	2		Add another ☑
NSG	472	Community Health Nursing	3		Add another ☑
NSG	440	Trends and Issues in Healthcare	3		Add another ☐

2nd 8 weeks

Prefix	Course Number	Course Title	Credits	Notes	
NSG	480	Professional Management and Lead	3		Add another ☑
NSG	490	Clinical Capstone	4		Add another ☐

Program Planning Tool: Curriculum Map

Program Name: RN to BSN Completion Four Year Degree

Purpose: This form is intended to assist in planning for a new program, and is an abbreviated version of the Curriculum Map. This form will assist by:
- Outlining the concept to attach to the Academic Program Planning & Concept Authorization proposal in Curriculog.
- Mapping courses to the proposed program outcomes so it is known exactly which courses are needed.
- Displaying the proposals to be completed in Curriculog based on whether a course is new (Permanent Course Proposal), modified (Modified Course Proposal), or existing (No

Planned Courses:		PO #1 Patient Centered Care	PO #2 Teamwork and Collaboration	PO #3 Evidence-Based Practice	PO #4 Quality Improvement	PO #5 Safety	PO #6 Informatics
1. NSG402 Pathophysiology, 4 cr	☑ New ☐ Mod ☐ Exists	x		x		x	
2. NSG443 Health Assessment, 3 cr	☑ New ☐ Mod ☐ Exists	x				x	
3. NSG440 Trends and Issues in HealthCare, 3 cr	☑ New ☐ Mod ☐ Exists	x	x	x	X	x	
4. NSG450 Health Promotion, 3 cr	☑ New ☐ Mod ☐ Exists	x		x		x	x
5. NSG470 Transitions and Concepts in Professional Nursing, 3 cr	☑ New ☐ Mod ☐ Exists	x		x	x	x	
6. NSG472 Community Health Nursing, 3 cr	☑ New ☐ Mod ☐ Exists	x	x	x	x	x	
7. NSG442 Introduction into Statistics for Professional Nurse, 2 cr	☑ New ☐ Mod ☐ Exists			x	X		x
8. NSG443 Introduction into Nursing Research, 2 cr	☑ New ☐ Mod ☐ Exists	x	x	x	x	x	x
9. NSG480 Professional Management and Leadership Concepts, 3 cr	☑ New ☐ Mod ☐ Exists	x	x	x	x	x	x
0. NSG490 Clinical Capstone, 4 cr	☑ New ☐ Mod ☐ Exists	x	x	x	x	x	x

Registered Nurses
in Yavapai County, AZ

Contents

What is Emsi Data?

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Report Parameters

1 Occupation

29-1141	Registered Nurses

1 County

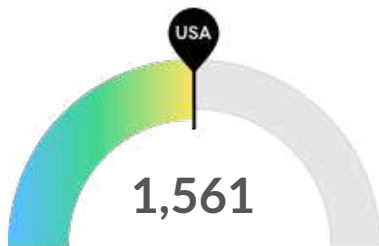|	
4025	Yavapai County, AZ

Class of Worker

QCEW Employees, Non-QCEW Employees, and Self-Employed

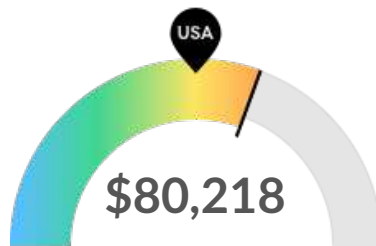The information in this report pertains to the chosen occupation and geographical area.

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Executive Summary

## Aggressive Job Posting Demand Over an Average Supply of Regional Jobs

1,561

Jobs (2022)

Yavapai County, AZ is about average for this kind of job. The national average for an area this size is 1,562* employees, while there are 1,561 here.

$80,218

Compensation

Earnings are high in Yavapai County, AZ. The national median salary for Registered Nurses is $75,282, compared to $80,218 here.

112
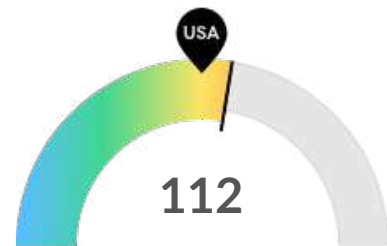
Job Posting Demand

Job posting activity is high in Yavapai County, AZ. The national average for an area this size is 96* job postings/mo, while there are 112 here.

*National average values are derived by taking the national value for Registered Nurses and scaling it down to account for the difference in overall workforce size between the nation and Yavapai County, AZ. In other words, the values represent the national average adjusted for region size.

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Jobs

## Regional Employment Is About Equal to the National Average

An average area of this size typically has 1,562* jobs, while there are 1,561 here.
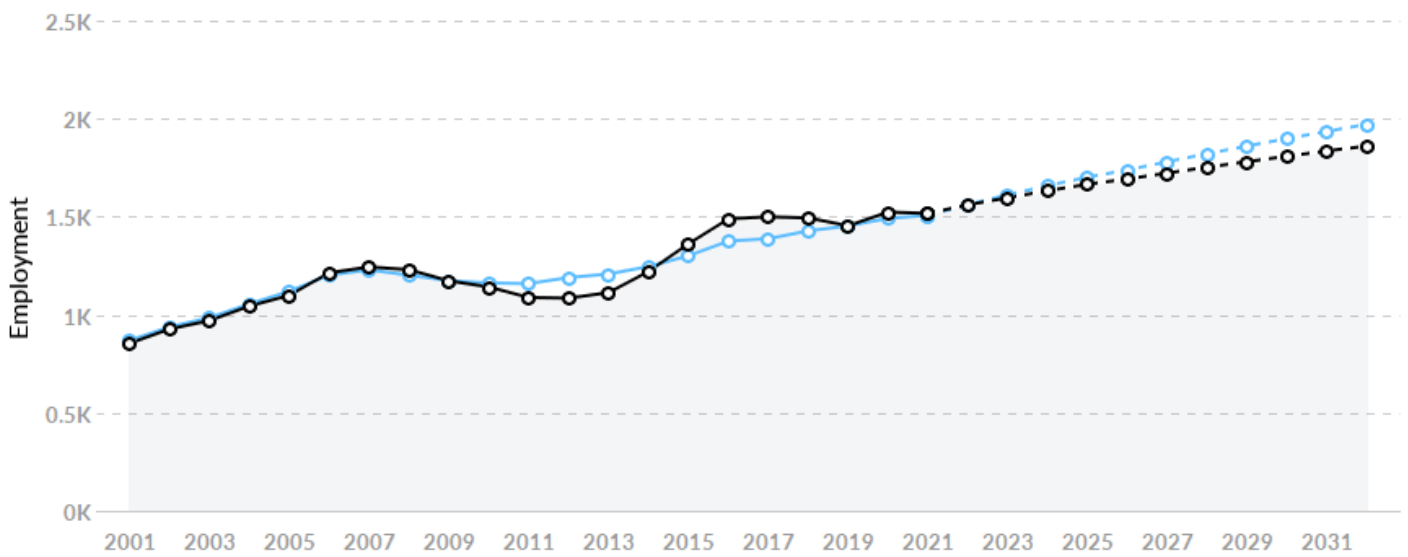
|	Region	2022 Jobs	2032 Jobs	Change	% Change
●	Yavapai County, AZ	1,561	1,861	301	19.3%
●	National Average	1,562	1,972	410	26.3%

*National average values are derived by taking the national value for Registered Nurses and scaling it down to account for the difference in overall workforce size between the nation and Yavapai County, AZ. In other words, the values represent the national average adjusted for region size.

Regional Breakdown
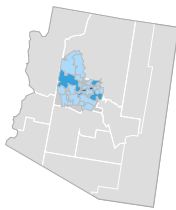
ZIP	2022 Jobs
Cottonwood, AZ 86326 (in Yavapai county)	424
Prescott, AZ 86301 (in Yavapai county)	413
Prescott Valley, AZ 86314 (in Yavapai county)	327
Prescott, AZ 86305 (in Yavapai county)	108
Sedona, AZ 86336 (in Yavapai county)	52

## Most Jobs are Found in the General Medical and Surgical Hospitals Industry Sector
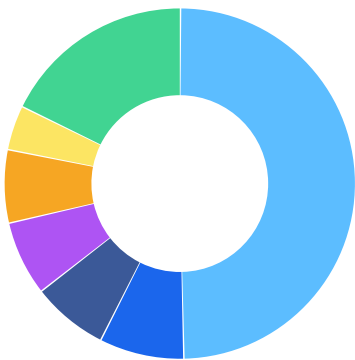
Industry	% of Occupation in Industry (2022)
General Medical and Surgical Hospitals	49.6%
Outpatient Care Centers	7.8%
Federal Government, Civilian	7.0%
Nursing Care Facilities (Skilled Nursing Facilities)	6.9%
Offices of Physicians	6.7%
Education and Hospitals (Local Government)	4.1%
Other	17.8%

Compensation

Regional Compensation Is 7% Higher Than National Compensation

For Registered Nurses, the 2020 median wage in Yavapai County, AZ is $80,218, while the national median wage is $75,282.

124
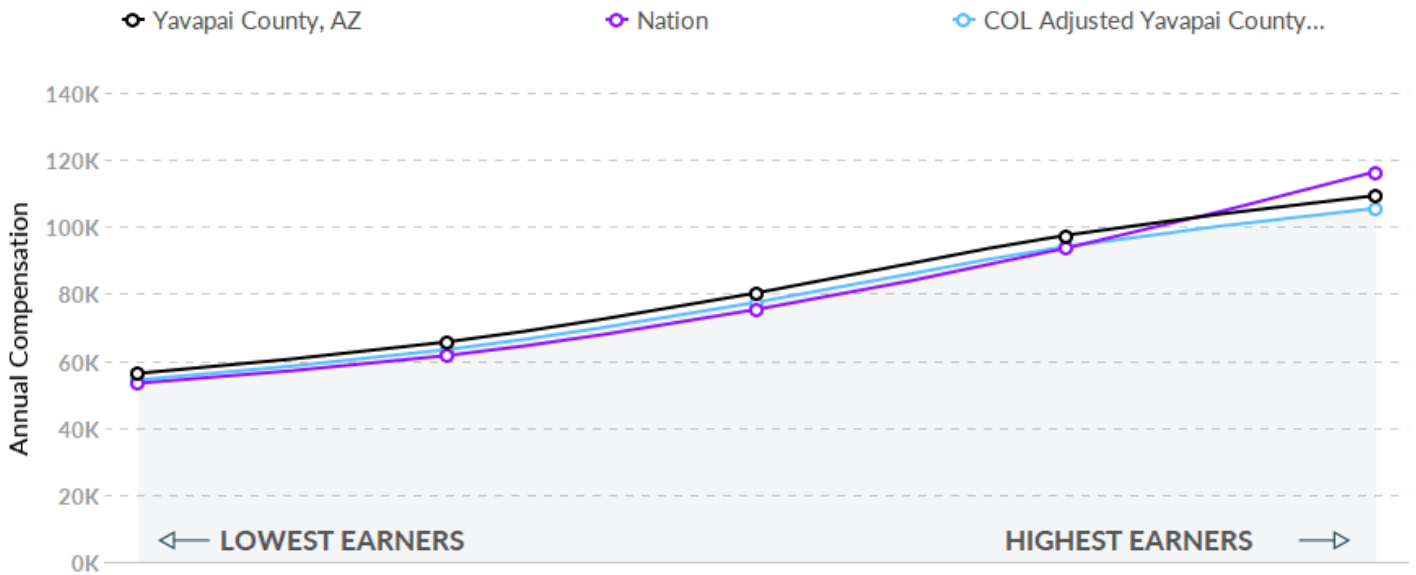
Job Posting Activity

223 Unique Job Postings

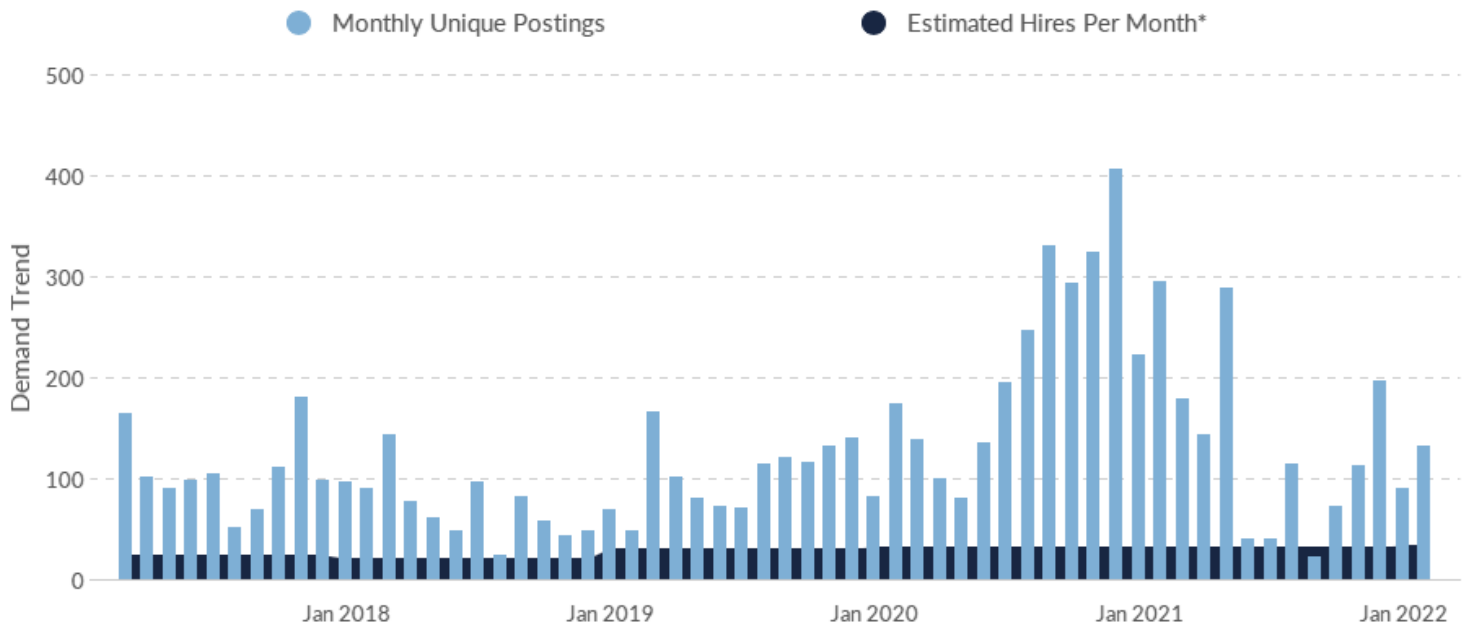The number of unique postings for this job from Jan 2022 to Feb 2022.

70 Employers Competing

All employers in the region who posted for this job from Jan 2022 to Feb 2022.

1 Out of 3 Positions Filled

The ratio of estimated hires* to unique postings for this job from Jan 2022 to Feb 2022.

● Monthly Unique Postings   ● Estimated Hires Per Month*

Occupation	Avg Monthly Postings (Jan 2022 - Feb 2022)	Avg Monthly Hires (Jan 2022 - Feb 2022)
Registered Nurses	112	34

*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Emsi hires are calculated using a combination of Emsi jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

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Top Companies	Unique Postings		Top Job Titles	Unique Postings	
All Medical Personnel	18	▬▬▬	Registered Nurses	31	▬▬▬▬
Triage	8	▬	ICU Registered Nurses	16	▬▬
BAYADA Home Health Care	6	▬	Emergency Room Travel Registe…	10	▬
Cynet Health	6	▬	ICU Travel Registered Nurses	10	▬
Good Samaritan Society	6	▬	Labor and Delivery Registered N…	10	▬
LRS Healthcare	6	▬	Telemetry Registered Nurses	10	▬
Yavapai Regional Medical Center	6	▬	Labor and Delivery Travel Regist…	7	▬
BluePipes	5	▬	Medical Surgical Travel Register…	7	▬
CoreMedical Group	5	▬	Emergency Room Registered Nu…	6	▬
GO Healthcare Staffing	5	▬	Home Health Registered Nurses	5	▬

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Top Hard Skills
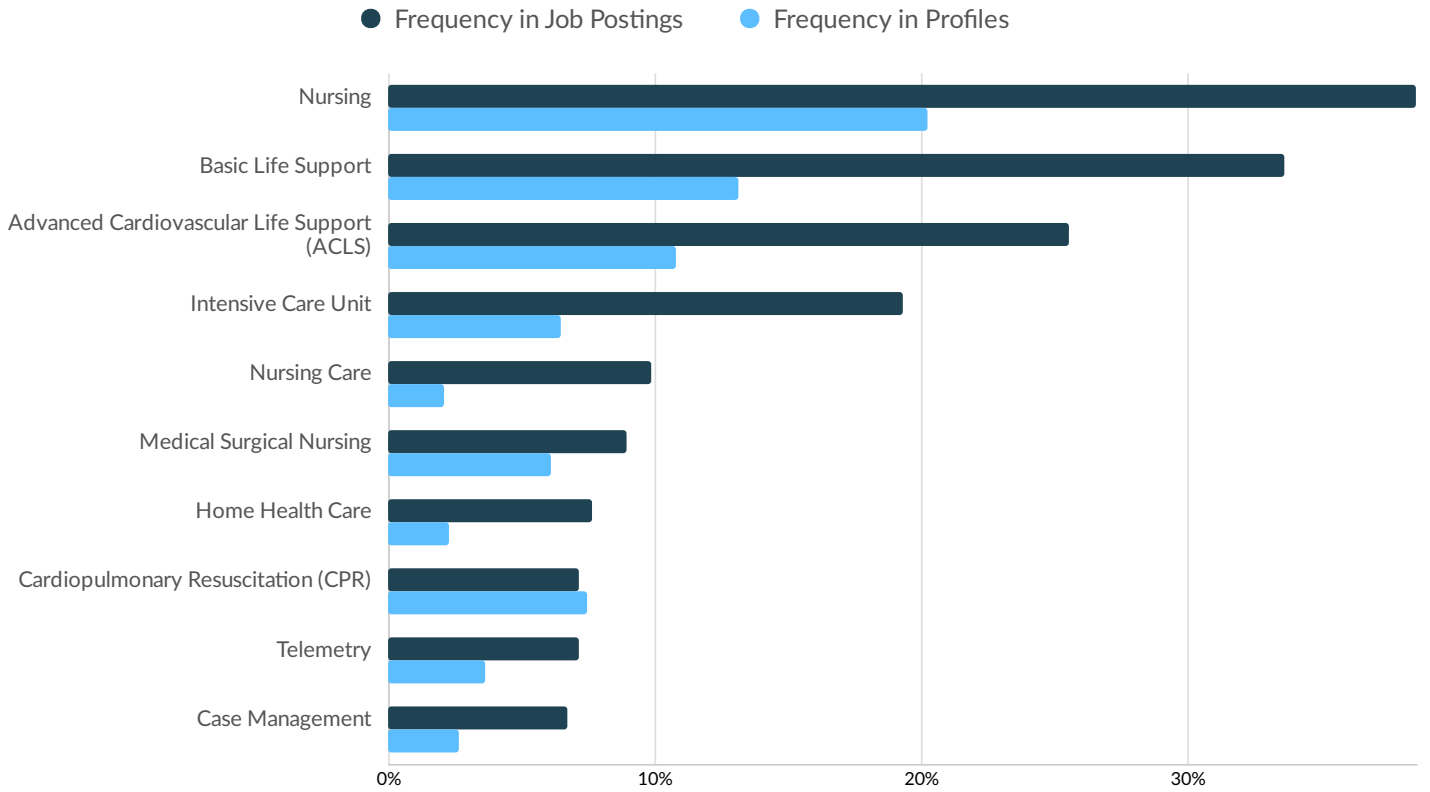
Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Nursing	86	39%	223	20%
Basic Life Support	75	34%	145	13%
Advanced Cardiovascular Life Support (ACLS)	57	26%	119	11%
Intensive Care Unit	43	19%	71	6%
Nursing Care	22	10%	23	2%
Medical Surgical Nursing	20	9%	67	6%
Home Health Care	17	8%	25	2%
Cardiopulmonary Resuscitation (CPR)	16	7%	82	7%
Telemetry	16	7%	40	4%
Case Management	15	7%	29	3%

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Top Common Skills

● Frequency in Job Postings   ● Frequency in Profiles
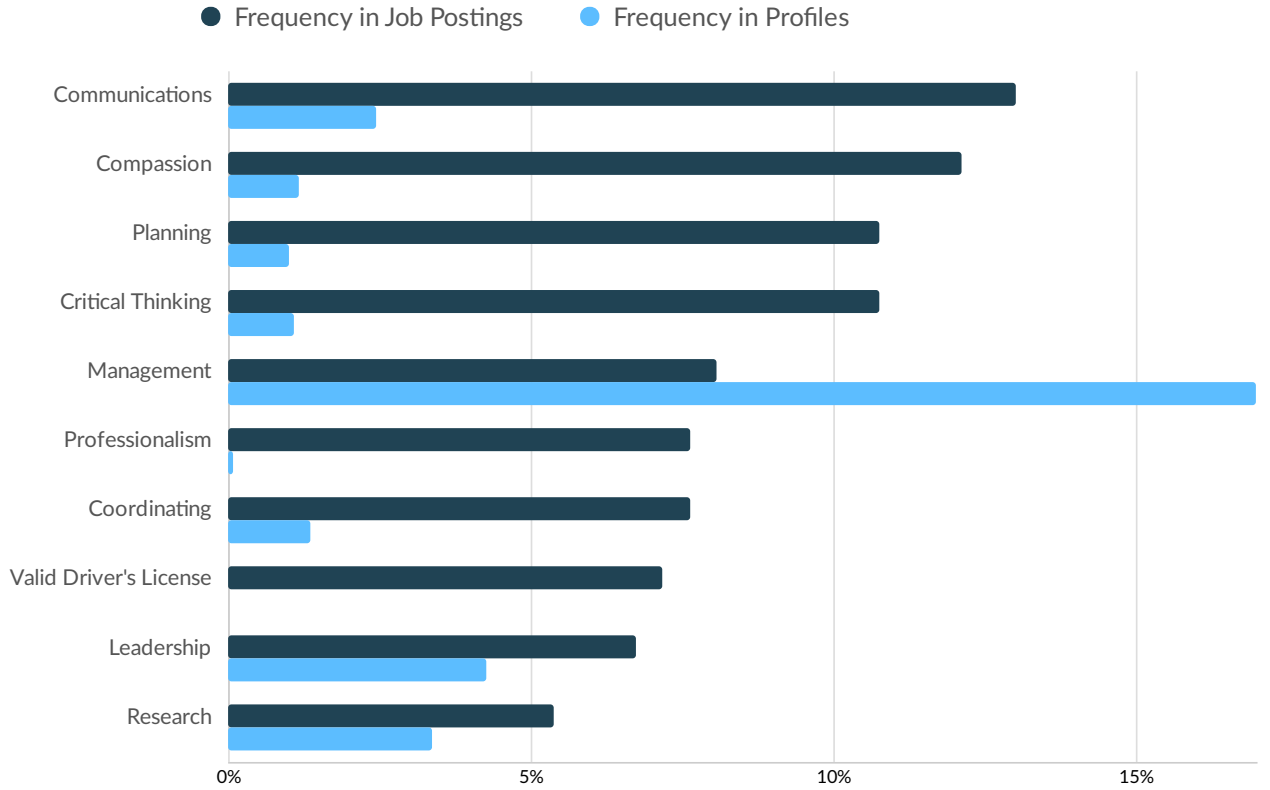
Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Communications	29	13%	27	2%
Compassion	27	12%	13	1%
Planning	24	11%	11	1%
Critical Thinking	24	11%	12	1%
Management	18	8%	187	17%
Professionalism	17	8%	1	0%
Coordinating	17	8%	15	1%
Valid Driver's License	16	7%	0	0%
Leadership	15	7%	47	4%
Research	12	5%	37	3%
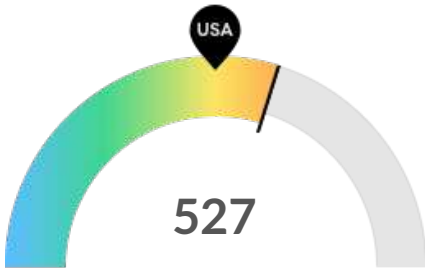
128

Demographics

Retirement Risk Is High, While Overall Diversity Is Low

527
Retiring Soon

Retirement risk is high in Yavapai County, AZ. The national average for an area this size is 402* employees 55 or older, while there are 527 here.
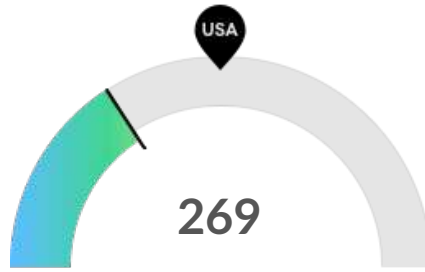
269
Racial Diversity

Racial diversity is low in Yavapai County, AZ. The national average for an area this size is 488* racially diverse employees, while there are 269 here.
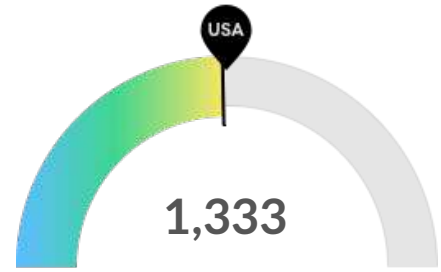
1,333
Gender Diversity

Gender diversity is about average in Yavapai County, AZ. The national average for an area this size is 1,358* female employees, while there are 1,333 here.

*National average values are derived by taking the national value for Registered Nurses and scaling it down to account for the difference in overall workforce size between the nation and Yavapai County, AZ. In other words, the values represent the national average adjusted for region size.

Occupation Age Breakdown

	% of Jobs	Jobs
14-18	0.0%	0
19-24	2.7%	41
25-34	16.6%	252
35-44	21.5%	326
45-54	24.4%	371
55-64	27.1%	411
65+	7.7%	116

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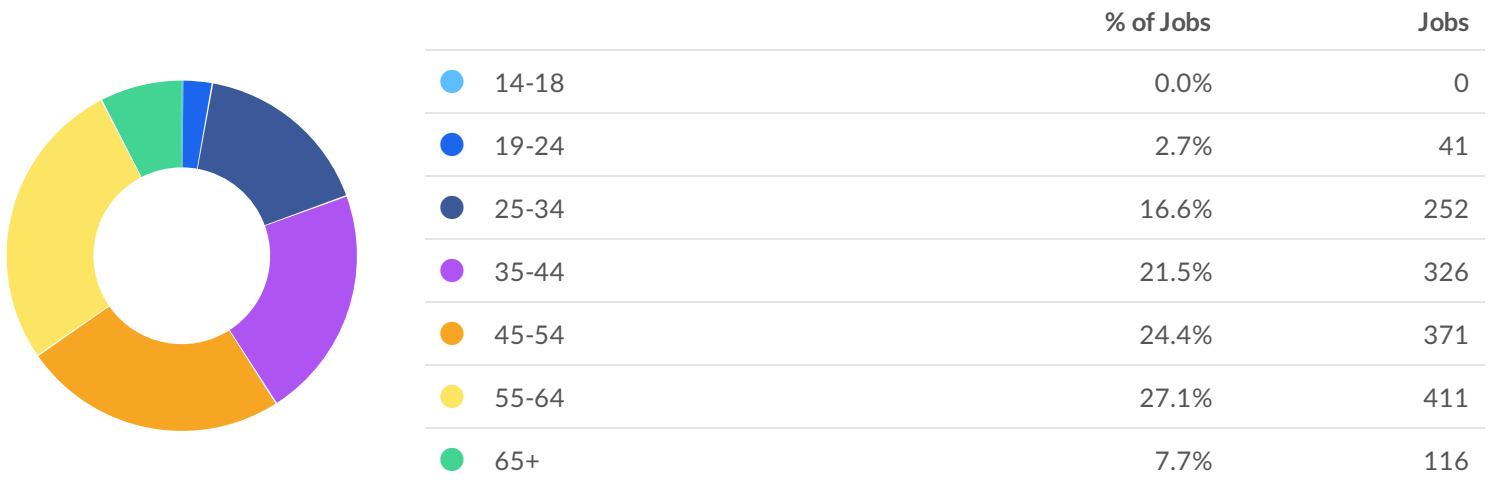
Occupation Race/Ethnicity Breakdown
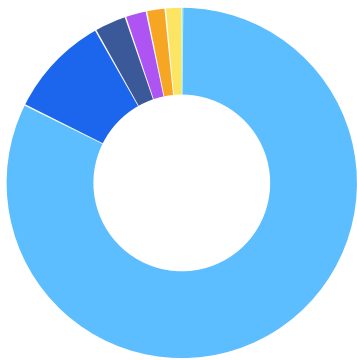
		% of Jobs	Jobs
●	White	82.3%	1,248
●	Hispanic or Latino	9.5%	144
●	Asian	3.0%	45
●	American Indian or Alaska Native	2.0%	30
●	Black or African American	1.7%	26
●	Two or More Races	1.5%	23
●	Native Hawaiian or Other Pacific Islander	0.1%	1

Occupation Gender Breakdown
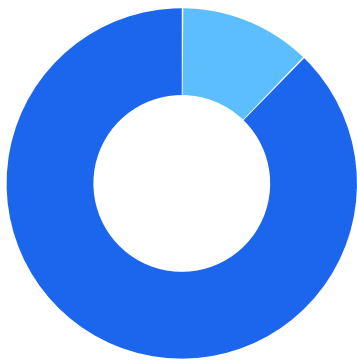
		% of Jobs	Jobs
●	Males	12.2%	185
●	Females	87.8%	1,333
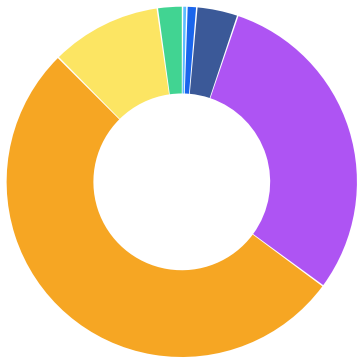
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National Educational Attainment

		% of Jobs
🔵	Less than high school diploma	0.4%
🔵	High school diploma or equivalent	0.9%
🔵	Some college, no degree	3.8%
🟣	Associate's degree	29.9%
🟠	Bachelor's degree	52.5%
🟡	Master's degree	10.2%
🟢	Doctoral or professional degree	2.3%

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Occupational Programs

1 Program

Of the programs that can train for this job, 1 has produced completions in the last 5 years.

90 Completions (2020)

The completions from all regional institutions for all degree types.

81 Openings (2020)

The average number of openings for an occupation in the region is 14.

CIP Code	Top Programs	Completions (2020)
51.3801	Registered Nursing/Registered Nurse	90

Top Schools	Completions (2020)
Yavapai College	90

Appendix A

Registered Nurses (SOC 29-1141):
Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Includes Clinical Nurse Specialists. Excludes Nurse Anesthetists (29-1151), Nurse Midwives (29-1161), and Nurse Practitioners (29-1171).

Sample of Reported Job Titles:
Registered Nurse (RN)
Public Health Nurse (PHN)
Staff Nurse
Progressive Care Unit Registered Nurse
Psychiatric Mental Health Nurse (PMH Nurse)
Psychiatric Clinical Nurse Specialist
ICU Nurse (Intensive Care Unit Nurse)
Critical Care Registered Nurse (CCRN)
Clinical Nurse Specialist
Pediatric Clinical Nurse Specialist

Related O*NET Occupations:
Registered Nurses (29-1141.00)
Acute Care Nurses (29-1141.01)
Advanced Practice Psychiatric Nurses (29-1141.02)
Critical Care Nurses (29-1141.03)
Clinical Nurse Specialists (29-1141.04)

Registered Nurses
in Arizona

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Report Parameters

1 Occupation

29-1141	Registered Nurses

1 State

4	Arizona

Class of Worker

QCEW Employees, Non-QCEW Employees, and Self-Employed

The information in this report pertains to the chosen occupation and geographical area.

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Executive Summary

Aggressive Job Posting Demand Over an Average Supply of Regional Jobs
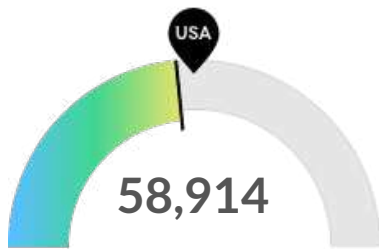
58,914

Jobs (2022)

Arizona is about average for this kind of job. The national average for an area this size is 64,592* employees, while there are 58,914 here.
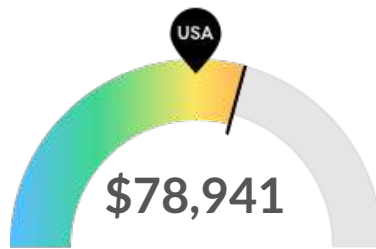
$78,941

Compensation

Earnings are about average in Arizona. The national median salary for Registered Nurses is $75,282, compared to $78,941 here.
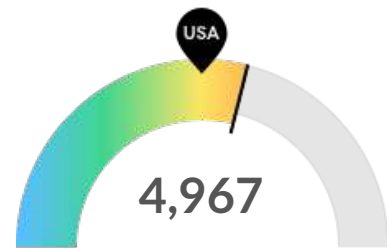
4,967

Job Posting Demand

Job posting activity is high in Arizona. The national average for an area this size is 3,983* job postings/mo, while there are 4,967 here.

*National average values are derived by taking the national value for Registered Nurses and scaling it down to account for the difference in overall workforce size between the nation and Arizona. In other words, the values represent the national average adjusted for region size.

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Jobs

Regional Employment Is About Equal to the National Average

An average area of this size typically has 64,592* jobs, while there are 58,914 here.
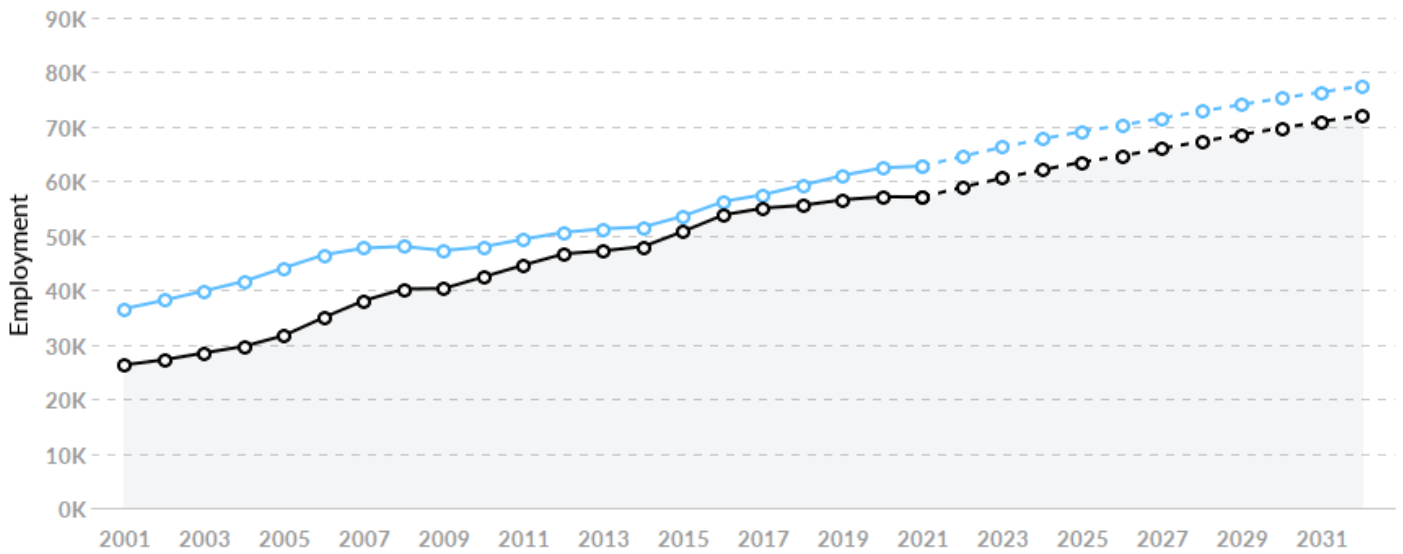
	Region	2022 Jobs	2032 Jobs	Change	% Change
●	Arizona	58,914	72,075	13,161	22.3%
●	National Average	64,592	77,458	12,865	19.9%

*National average values are derived by taking the national value for Registered Nurses and scaling it down to account for the difference in overall workforce size between the nation and Arizona. In other words, the values represent the national average adjusted for region size.

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Regional Breakdown
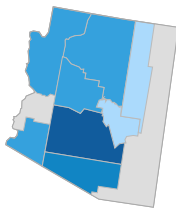
MSA	2022 Jobs
Phoenix-Mesa-Chandler, AZ	40,515
Tucson, AZ	9,540
Prescott Valley-Prescott, AZ	1,561
Flagstaff, AZ	1,487
Yuma, AZ	1,352

Most Jobs are Found in the General Medical and Surgical Hospitals Industry Sector
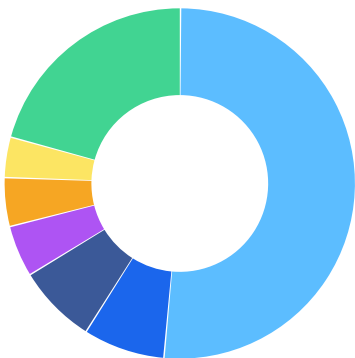
Industry	% of Occupation in Industry (2022)
General Medical and Surgical Hospitals	51.4%
Offices of Physicians	7.5%
Outpatient Care Centers	7.3%
Education and Hospitals (Local Government)	4.8%
Home Health Care Services	4.5%
Federal Government, Civilian	3.7%
Other	20.8%

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Compensation

Regional Compensation Is 5% Higher Than National Compensation

For Registered Nurses, the 2020 median wage in Arizona is $78,941, while the national median wage is $75,282.
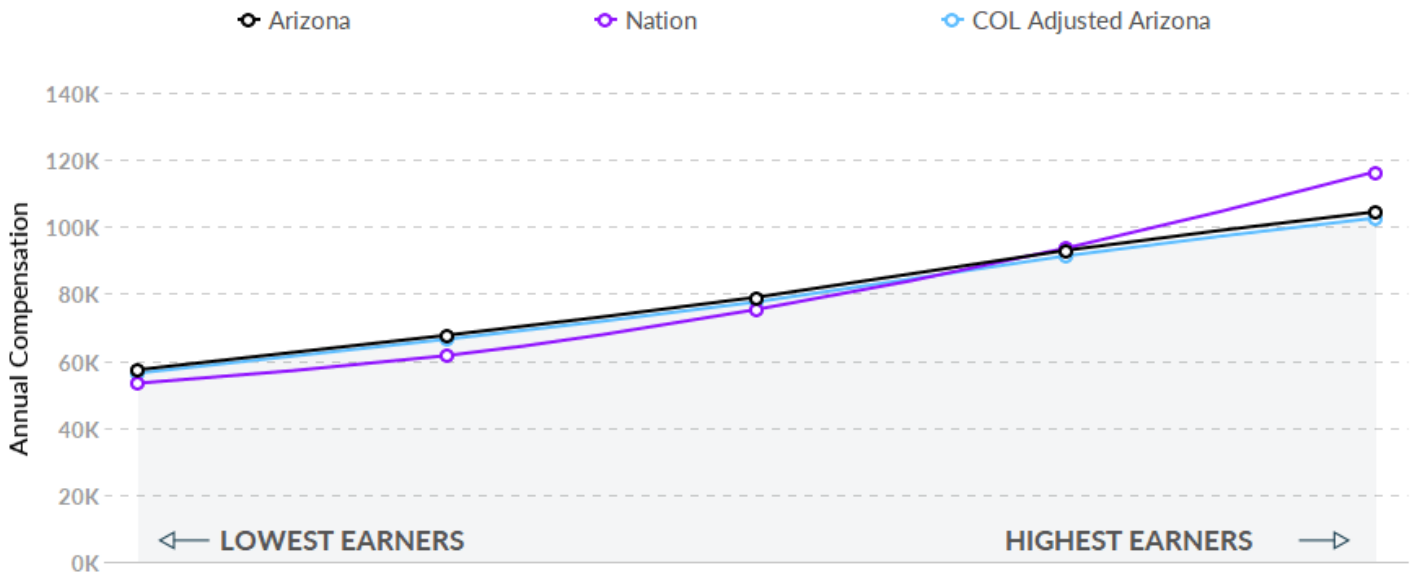
Job Posting Activity

9,934 Unique Job Postings

The number of unique postings for this job from Jan 2022 to Feb 2022.

936 Employers Competing

All employers in the region who posted for this job from Jan 2022 to Feb 2022.

1 Out of 4 Positions Filled

The ratio of estimated hires* to unique postings for this job from Jan 2022 to Feb 2022.
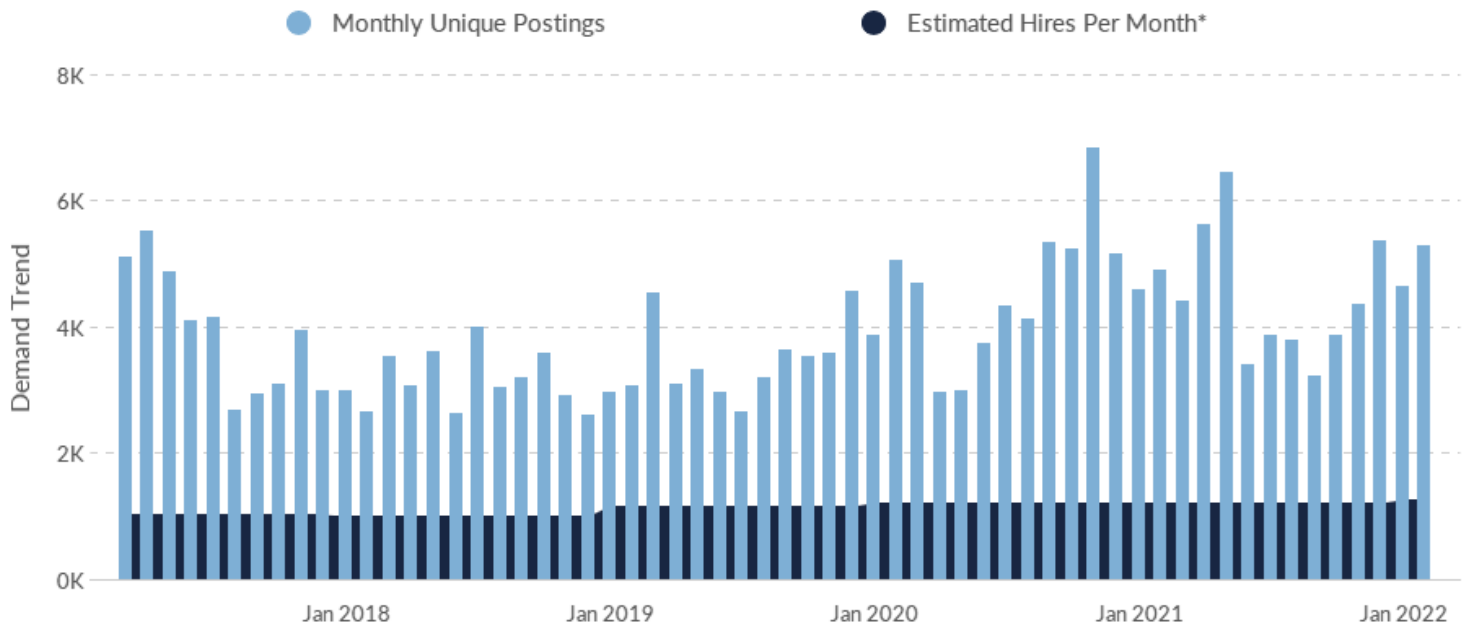
Occupation	Avg Monthly Postings (Jan 2022 - Feb 2022)	Avg Monthly Hires (Jan 2022 - Feb 2022)
Registered Nurses	4,967	1,255

*A hire is reported by the Quarterly Workforce Indicators when an individual's Social Security Number appears on a company's payroll and was not there the quarter before. Emsi hires are calculated using a combination of Emsi jobs data, information on separation rates from the Bureau of Labor Statistics (BLS), and industry-based hires data from the Census Bureau.

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Top Companies	Unique Postings		Top Job Titles	Unique Postings	
Aya Healthcare	492		Registered Nurses	828	
Banner Health	449		ICU Registered Nurses	276	
TotalMed	245		Medical Surgical Registered Nur…	250	
All Medical Personnel	178		Operating Room Registered Nur…	218	
Honorhealth	176		Telemetry Registered Nurses	208	
Maxim Healthcare Services	148		Emergency Room Registered Nu…	203	
UnitedHealth Group	116		PACU Registered Nurses	185	
Saint Joseph Hospital	114		Medical Surgical Travel Register…	163	
BAYADA Home Health Care	111		Labor and Delivery Registered N…	138	
Tenet	111		Case Managers	137	

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Top Hard Skills

● Frequency in Job Postings   ● Frequency in Profiles
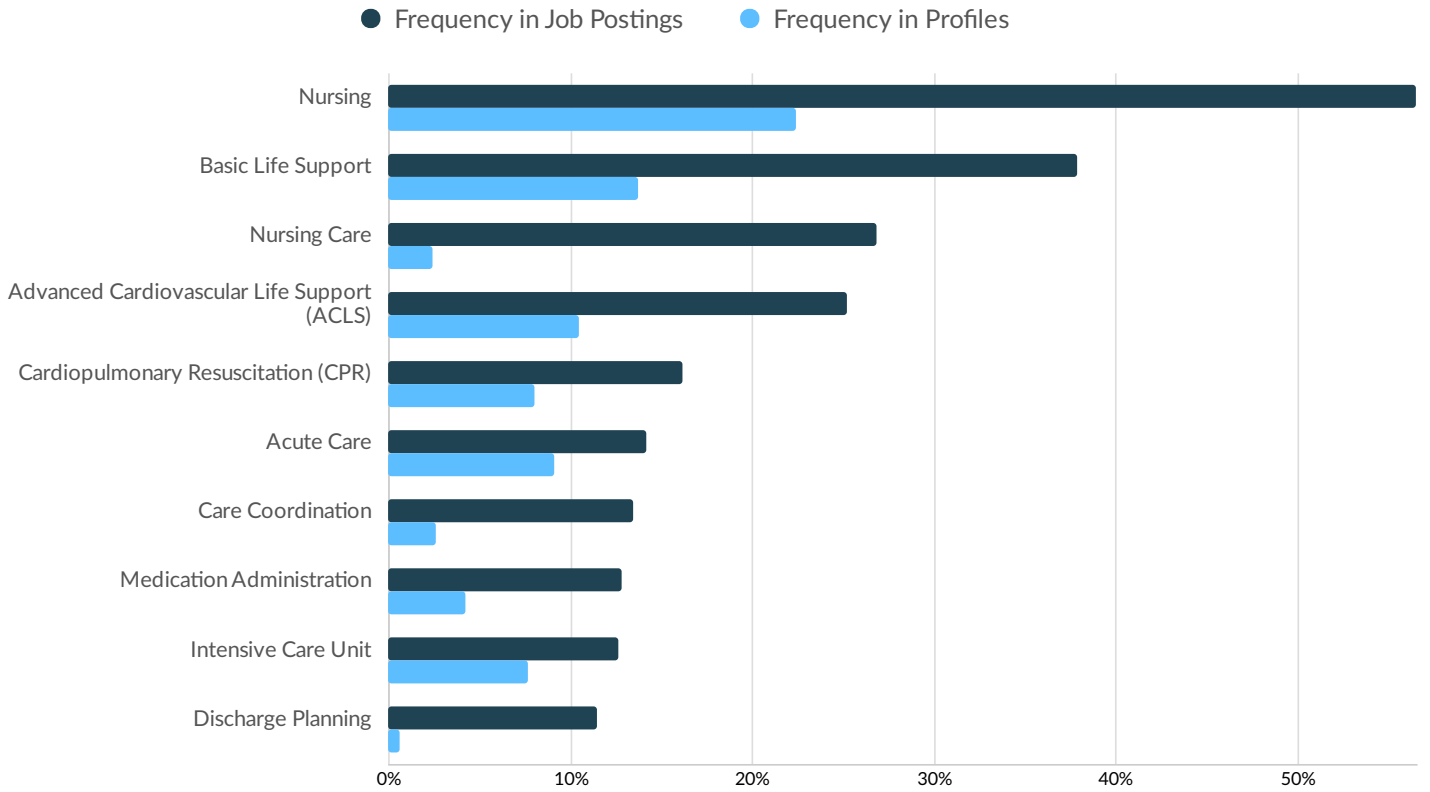
Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Nursing	5,616	57%	10,344	22%
Basic Life Support	3,767	38%	6,328	14%
Nursing Care	2,670	27%	1,129	2%
Advanced Cardiovascular Life Support (ACLS)	2,506	25%	4,820	10%
Cardiopulmonary Resuscitation (CPR)	1,606	16%	3,717	8%
Acute Care	1,414	14%	4,208	9%
Care Coordination	1,340	13%	1,191	3%
Medication Administration	1,278	13%	1,965	4%
Intensive Care Unit	1,259	13%	3,547	8%
Discharge Planning	1,145	12%	284	1%

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Top Common Skills

● Frequency in Job Postings   ● Frequency in Profiles
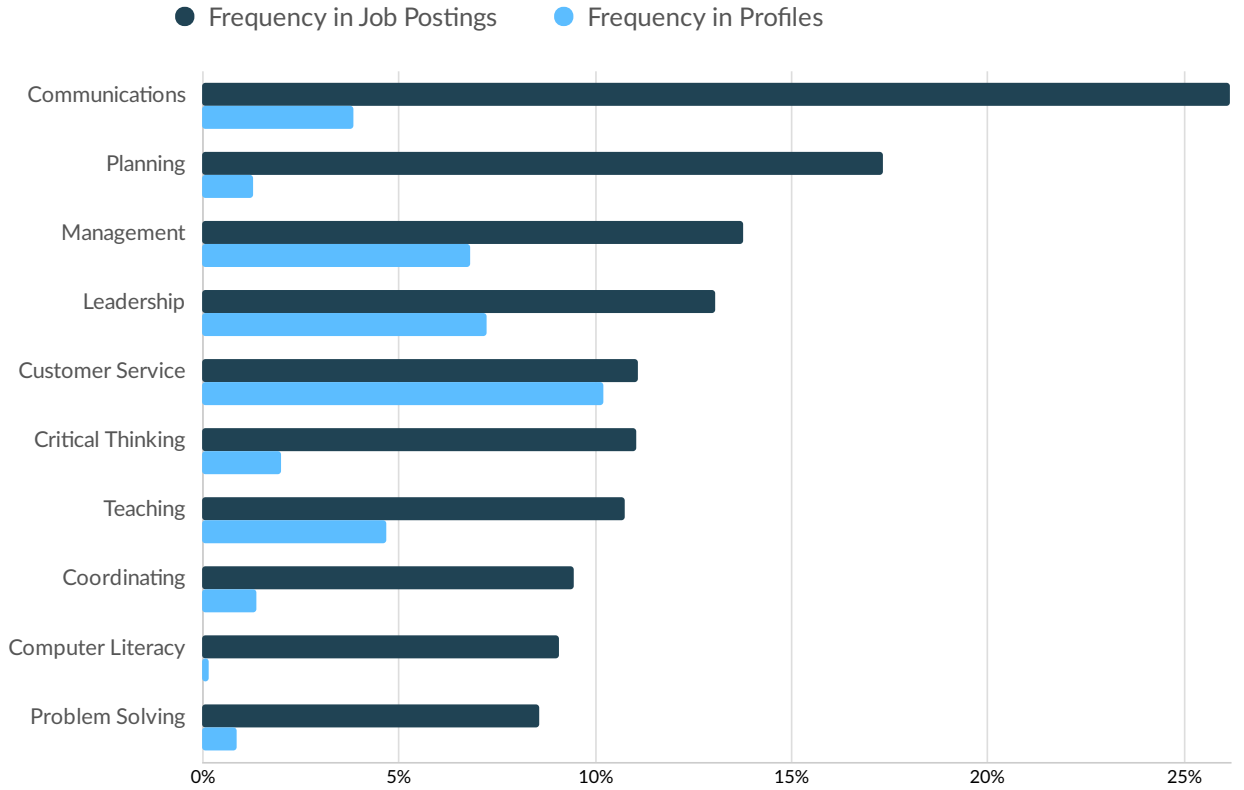
Skills	Postings	% of Total Postings	Profiles	% of Total Profiles
Communications	2,602	26%	1,784	4%
Planning	1,725	17%	604	1%
Management	1,369	14%	3,149	7%
Leadership	1,298	13%	3,337	7%
Customer Service	1,105	11%	4,707	10%
Critical Thinking	1,100	11%	917	2%
Teaching	1,072	11%	2,158	5%
Coordinating	942	9%	638	1%
Computer Literacy	904	9%	70	0%
Problem Solving	854	9%	409	1%

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Demographics

Retirement Risk Is About Average, While Overall Diversity Is About Average
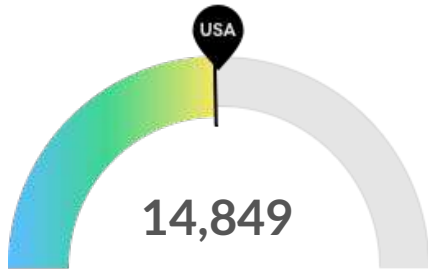
14,849

Retiring Soon

Retirement risk is about average in Arizona. The national average for an area this size is 15,110* employees 55 or older, while there are 14,849 here.
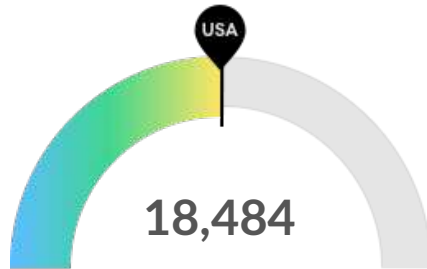
18,484

Racial Diversity

Racial diversity is about average in Arizona. The national average for an area this size is 18,367* racially diverse employees, while there are 18,484 here.
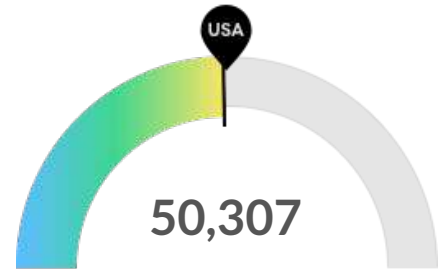
50,307

Gender Diversity

Gender diversity is about average in Arizona. The national average for an area this size is 51,086* female employees, while there are 50,307 here.

*National average values are derived by taking the national value for Registered Nurses and scaling it down to account for the difference in overall workforce size between the nation and Arizona. In other words, the values represent the national average adjusted for region size.

Occupation Age Breakdown

	% of Jobs	Jobs
● 14-18	0.0%	4
● 19-24	3.0%	1,706
● 25-34	22.2%	12,643
● 35-44	26.0%	14,826
● 45-54	22.9%	13,051
● 55-64	20.1%	11,460
● 65+	5.9%	3,389

146
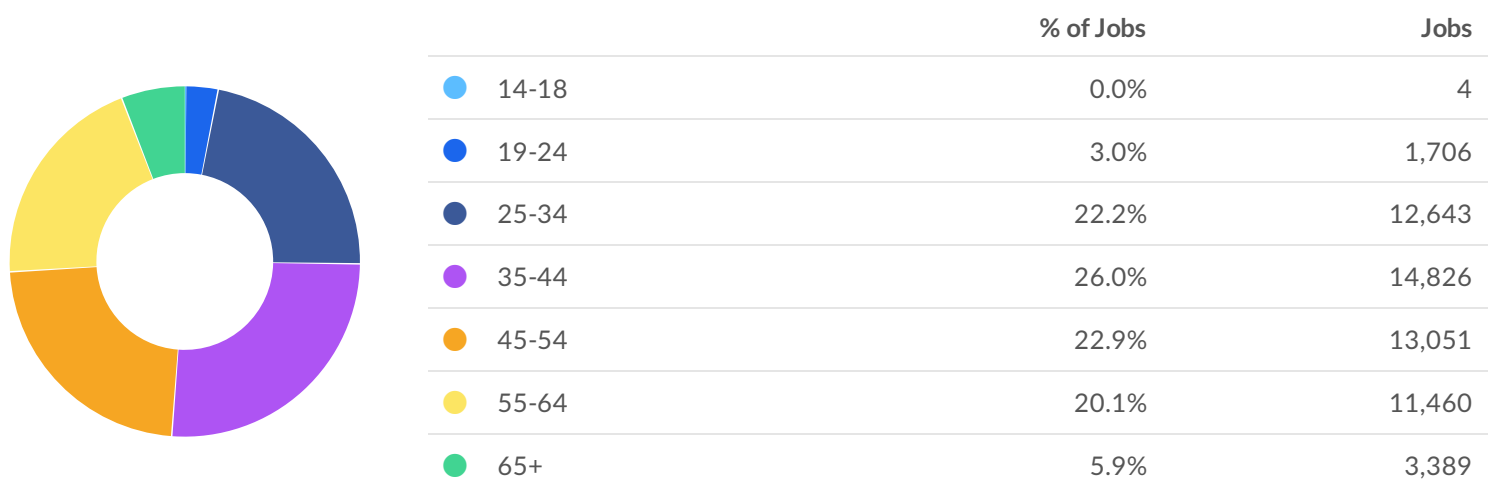
Occupation Race/Ethnicity Breakdown
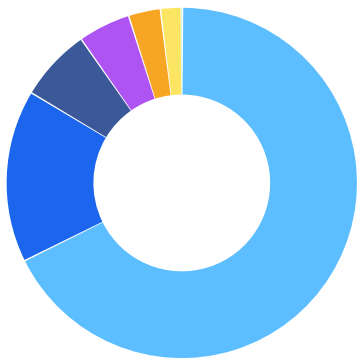
		% of Jobs	Jobs
●	White	67.6%	38,595
●	Hispanic or Latino	15.9%	9,079
●	Asian	6.7%	3,818
●	Black or African American	4.8%	2,749
●	American Indian or Alaska Native	2.9%	1,683
●	Two or More Races	1.9%	1,091
●	Native Hawaiian or Other Pacific Islander	0.1%	65

Occupation Gender Breakdown

		% of Jobs	Jobs
●	Males	11.9%	6,772
●	Females	88.1%	50,307

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National Educational Attainment
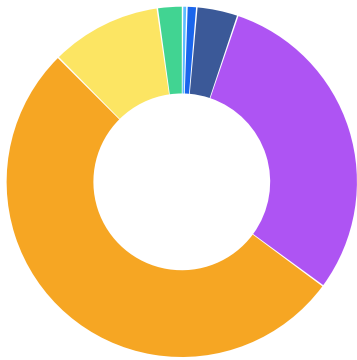
		% of Jobs
🔵	Less than high school diploma	0.4%
🔵	High school diploma or equivalent	0.9%
🔵	Some college, no degree	3.8%
🟣	Associate's degree	29.9%
🟠	Bachelor's degree	52.5%
🟡	Master's degree	10.2%
🟢	Doctoral or professional degree	2.3%

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Occupational Programs

15 Programs

Of the programs that can train for this job, 15 have produced completions in the last 5 years.

12,455 Completions (2020)

The completions from all regional institutions for all degree types.

3,176 Openings (2020)

The average number of openings for an occupation in the region is 544.

CIP Code	Top Programs	Completions (2020)	
51.3801	Registered Nursing/Registered Nurse	9,922	
51.3802	Nursing Administration	1,131	
51.3818	Nursing Practice	469	
51.3805	Family Practice Nurse/Nursing	391	
51.1199	Health/Medical Preparatory Programs, Other	249	
51.3811	Public Health/Community Nurse/Nursing	157	
51.3814	Critical Care Nursing	108	
51.3899	Registered Nursing, Nursing Administration, Nursing Resear...	16	
51.3808	Nursing Science	8	
51.3810	Psychiatric/Mental Health Nurse/Nursing	3	

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Top Schools	Completions (2020)	
Grand Canyon University	6,743	████████
University of Phoenix-Arizona	1,275	██
Northern Arizona University	584	▌
Arizona State University Digital Immersion	532	▌
Arizona State University Campus Immersion	511	▌
University of Arizona	418	▌
GateWay Community College	254	│
Chamberlain University-Arizona	223	│
Mesa Community College	207	│
Glendale Community College	180	│

Appendix A

Registered Nurses (SOC 29-1141):
Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Includes Clinical Nurse Specialists. Excludes Nurse Anesthetists (29-1151), Nurse Midwives (29-1161), and Nurse Practitioners (29-1171).

Sample of Reported Job Titles:
Registered Nurse (RN)
Public Health Nurse (PHN)
Staff Nurse
Progressive Care Unit Registered Nurse
Psychiatric Mental Health Nurse (PMH Nurse)
Psychiatric Clinical Nurse Specialist
ICU Nurse (Intensive Care Unit Nurse)
Critical Care Registered Nurse (CCRN)
Clinical Nurse Specialist
Pediatric Clinical Nurse Specialist

Related O*NET Occupations:
Registered Nurses (29-1141.00)
Acute Care Nurses (29-1141.01)
Advanced Practice Psychiatric Nurses (29-1141.02)
Critical Care Nurses (29-1141.03)
Clinical Nurse Specialists (29-1141.04)

Opal Allen Naming Rationale

When the story is told, by the ones who were there, about the founding of Yavapai College; the first name out of everyone's mouth – to a person – is Opal Allen.

In the book commemorating the College's 50th anniversary, hers is the first name in print at the start of the historical timeline. As PTA district board president in 1965, she was looking for an educational project that would benefit the community. She initially got the idea for a junior college from her brother-in-law, Dr. Richard A. Parry.

From there, she was off to the races and became the driving force behind formation of the steering committee as well as a campaign within the community to pass a ballot measure to form a county-wide college district. The Courier used the term "ramrod" for her untiring efforts. From inception of the idea to inaugural meeting of the Yavapai College Board: One year.

This was the work of Opal Allen.

And the work continued. Later campaigning for the necessary funding among county voters and playing a key role in the formation of the Yavapai College Foundation. She was dubbed "The Mother of Yavapai College" by former college president Dr. Joe Russo. This moniker was so important to her, and so integral to the story of her life and the life of our community, that it was etched into her headstone at the Arizona Pioneers Cemetery.

Opal never went to college. She *was* awarded an honorary degree from Yavapai College in 2000, along with former District Governing Board member Charles "Chuck" Mabery. This was meaningful to her and members of her family, of course, but it's interesting to note that while Opal's name is first in the story of the founding of Yavapai College, her name is nowhere to be found at the six campuses and centers we now have across this county.

Most of the men involved in the early formation of the college have been commemorated with named buildings and prominent spaces on our campuses – including Opal's own brother, Boyd, who served as an Arizona State Senator for nearly 20 years; honored with naming of the Boyd Tenney Library on the Prescott Campus in 2005. Even among family members, it's understood that the longevity and intensity of Opal's dedication to Yavapai College reasonably eclipsed Boyd's.

Of course, there is more to Opal than Yavapai College. She was mother of eight, and grandmother of 45. She served as a Republican Party Precinct Committeeperson for 65 years, served in all local levels of the Parent-Teacher Association, including Arizona State PTA President. She was active in all manner of community affairs, and in her church – serving in teaching and leadership positions.

We come to you today to try and put right something that the Daily Courier was trying to call attention to nearly 30 years ago when the school celebrated it's 25th anniversary. To quote an article published in November of 1993: "Although she was one of the college's founders, she has yet to receive the recognition she deserves. Recently, she was not even invited to the College's investiture, which brought back founding [board] members, faculty, and students … Hopefully this article will be the beginning of recognition that is long overdue."

If recognition of Opal was overdue in 1993, what can we even call it now?

The President of Yavapai College, Dr. Lisa Rhine, with the support of the Yavapai College Foundation propose naming the entrance hall of Building 19, The Opal Tenney Goodman Allen Founder's Foyer. Building 19, which houses the Library named for her brother, is one of the most publicly-accessed spaces on any of our campuses, and we can't think of a better place to welcome students, visitors, and all manner of community members to Yavapai College with the name and story of Opal Allen.

Yavapai College
District Governing
Board Regular Meeting

Tuesday, April 12, 2022
1:00 p.m.

The Rock House
1100 E. Sheldon Drive
Prescott, AZ 86301

Members Present
Ms. Deb McCasland, Board Chair
Mr. Ray Sigafoos, Secretary
Mr. Paul Chevalier, Board Member
Mr. Mitch Padilla, Board Member
Mr. Chris Kuknyo, Board Member
Administration Present
Dr. Lisa B. Rhine, President
Atty. Lynne Adams
Ms. Yvonne Sandoval, Executive Assistant
Ms. Beckey Massey, Coordinator to the District Governing Board

MINUTES
https://yavapai.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=eb791564-f715-4a4f-a8cf-ae75018937c0

1. General Functions: Procedural
   a. Call to Order {Time: 1} **(Recording at 0:08)**
      Chair McCasland called the meeting to order at 1:00 p.m.

   b. Pledge of Allegiance: Procedural {Time: 1} **(Recording at 0:16) Member Kukyno led the Pledge of Allegiance.**
   c. Adoption of Agenda - **DECISION** {Time: 1} **(Recording at 0:40)**
      Member Sigafoos moved, seconded by Member Kukyno, to adopt the agenda.

Mr. Chevalier asked to make a comment before the vote. He stated that at the last meeting he had requested that the ideas presented at the open call be placed on the agenda for discussion and possible action.

Chair McCasland responded by confirming that she had considered his request and had determined that the agenda was full of Board matters and that the majority of the items raised in open call were not Board business. The motion passed unanimously (Ayes: McCasland, Sigafoos, Chevalier, Padilla, and Kukyno

2. Study Session
    a. Open Call- **INFORMATION** {Time: 10} **(Recording at 2:45)**
       There were no requests to speak during Open Call.

    b. Arizona Auditor General Report- Mr. Frank D'Angelo, Director of Business
       Services & Controller {Time:10}, **INFORMATION** {Time: 10}**(Recording
       at 3:05)**
       **Mr. Frank D'Angelo introduced members from the Arizona Auditor General's
       Office. Donna Miller, Director, Financial Audit Division, David Glennon,
       Financial Audit Manager and Stephanie Gerber, Financial Audit Manager.
       The Auditors shared the 2021-22 Audit report with the Yavapai College
       District Governing Board.**

    c. President's Reports- Dr. Lisa Rhine -**INFORMATION** {Time:60} **(Recording at 17:24)**
       **Dr. Diane Ryan, Vice President of Academic Affairs, introduced the new interim
       Dean for the Verde Valley Campus, Dr. Karen Reed.**

        i.   President's Report on Board Policy 101, College Priorities – Dr. Diane Ryan, Vice-
              President of Academic Affairs and Mr. Rodney   Jenkins**,** Vice-President of
              Student Development and Community   Affair {Time30} **(Recording at 20:25)**
              **Dr. Diane Ryan and Mr. Rodney Jenkins presented the President's Report
              on Board Policy 101 College Priorities.**

        ii.   College Council – Dr. Diane Ryan, Dr. Emily Weinacker, and Mr. Rodney Jenkins
                    1. Faculty Senate - Dr. Karen Palmer **(Recording at 41:12**)
                       **Dr. Ryan introduced Dr. Karen Palmer to provide a
                       Faculty Senate update.**
                    2. Student Government Association – Jamie Oltersdorf,
                       YCSGA Online Senator, Prescott Campus **(Recording at 45:30)**
                       **Mr. Rodney Jenkins introduced Jamie Oltersdorf to present the
                       Student Government Association presentation.**
                    3. Staff Association – Karen Anderson **(Recording at 52:09)**
                       **Dr. Emily Weinacker introduced Karen Anderson to give the update
                       for Staff Association**
        iii. Yavapai College Legislative Report- Mr. Rodney Jenkins **(Recording at 55:50)**
              **Mr. Rodney Jenkins updated the Governing Board on the latest Legislative
              happenings. Mr. Jenkins asked Dean Morgan to speak on H2034: CTED
              Associate Degrees. Mr. Morgan explained that this will not likely impact
              our local CTEDs' operations and was requested by CTEDs in the more
              metropolitan areas of the state.**
        iv.   Budget to Actual Monthly Report and Cash Reserves Monthly Report
              (Recording at 1:11)
              Dr. Rhine indicated this information was provided in the Board Packet.

              **Chair McCasland called for a five-minute break.
              Chair McCasland moved item 3a up on the agenda.**

3. Board Business

    a.   Consent Agenda – **DECISION** {Time: 5} **(Recording at 1:12)**

          i.   Board Regular Meeting Minutes – Tuesday, March 22, 2022

          ii.   Receipt of Report on Revenues and Expenditures for February 2022 (*Attached*)

          iii.   Intergovernmental Agreement with Charter Schools for 2022-2024 Academic Year

          iv.   Intergovernmental Agreement with School District for 2022-2024 Academic School Year

          v.   Intergovernmental Agreement with School District with Computer Network Technologies 2022-2024 Academic Year

          vi.   Acceptance of President's Report on Board Policy 101 College Priorities

Mr. Sigafoos asked that item 3.a.i Regular Board Meeting Minutes be removed from the consent agenda for comment.

Mr. Sigafoos moved, seconded by Member Padilla, to approve the remainder of the consent agenda. The motion passed unanimously (Ayes: McCasland, Sigafoos, Padilla, Chevalier, Kukyno).

Regarding item 3.a.i, Mr. Sigafoos indicated that he does not like the current meeting minutes format because it refers to the meeting recording for details regarding discussions that took place. Attorney Adams expressed that the minutes meet all legal requirements, and this format makes the minutes easier to create. Mr. Sigafoos suggested that at a future meeting this be a topic of discussion.

Mr. Sigafoos moved, seconded by Member Kuknyo, to approve the Regular Board Meeting minutes from March 22, 2022. Member Kukyno asked where the minutes were stored and how long are they required to be stored for. Attorney Adams said this information can be provided at the next meeting. The motion passed unanimously (Ayes: McCasland, Sigafoos, Padilla, Chevalier, and Kukyno).

2. Study Session – Continued

    d. 2022-2023 Yavapai College Preliminary Budget – Dr. Clint Ewell, Vice President of Finance, **INFORMATION AND DISCUSSION** {Time: 120} **(Recording at 1:17) Dr. Clint Ewell presented the Board with the 2022-2023 Yavapai College Preliminary Budget.**

        Chair McCasland proposed a round table for questions by each Board member and these questions and answers are provided on the recording.

3. Board Business – Continued

    b. Report on Board Self-Assessment-Board Chair McCasland, **INFORMATION, AND DISCUSSION** {Time:10} **(Recording at: 2:38)**

        Chair McCasland reviewed the top three categories the Board members identified f or further discussion at a future workshop on the report on the Board Self-Assessment: 1. Policy Role & Direction 2. Board Leadership 3. Advocating for the Board

        Member Chevalier asked to make a comment about comments that he assumed were made about him on one of the Board Self-Assessment forms submitted by another board member. (Recording at 2:39)

    c. 2022-2023 Yavapai College District Governing Board Schedule, Board Chair McCasland, **INFORMATION, DISCUSSION AND DECISION** {Time:10} (**Recording at 2:44)**

        i.   2022-2023 Board Policy Review/Edit Schedule
        ii.   2022-2023 District Governing Board Calendar Meeting Dates

Chair McCasland and the Board discussed the dates, times, and locations of the 2022-2023 Governing Board meetings.

Member Chevalier moved, seconded by Member Padilla, to approve the 2022-2023 calendar dates and locations as proposed. The motion passed unanimously (Ayes: McCasland, Sigafoos, Padilla, Chevalier and Kukyno).

4. Study Session – Continued

    a. Board Liaison's Reports- INFORMATION AND DISCUSSION {Time: 10} (**Recording at 2:53)**
            i.   Board Spokesperson – Board Chair McCasland
            ii.   Arizona Association of Community College Trustee (ACCT) Board Chair McCasland
            iii.   Yavapai College Foundation- Board Chair McCasland
      Chair McCasland gave the Board an update on these committee events.

    b. Dates and Times of Future Meetings and Events – **INFORMATION AND DISCUSSION** {Time:5} **(Recording at 2:56)**
        i**.** 2021-2022 Dates, Times, and Places of Future Board Meetings, Workshops, and Retreats
        ii. 2021-2022 Dates, Times, and Places of Future College Events
        iii. 2021-2022 Dates, Times and Places of Future National, State and Local Conferences
All remaining dates were reviewed for this fiscal year.

(Recording at 3:00) Member Padilla asked that at a future board meeting, the College administration provide an initial report on how to obtain data county-wide regarding meeting the needs of all County areas, including a timeline for obtaining the date and the scope of what data would be obtained.
At a future meeting, he would also like the College to provide information regarding private individuals' or groups' use of all College facilities, including the tennis/pickle ball courts. Member Chevalier asked that the Sedona Performing Arts Center be included in this request.

Chair McCasland reminded the Board that what goes on the agenda is what has an impact on Board decisions and not operational issues. She will determine whether this issue will be placed on the agenda.

5. Adjournment of Board Regular Meeting: Procedural
  DECISION {Time: 1} **(Recording at 3:02)**
  Member Sigafoos moved, seconded by Member Padilla, to adjourn the meeting. The motion passed unanimously (Ayes: McCasland, Sigafoos, Chevalier, Padilla, Kukyno).

Meeting Adjourned: 4:26 p.m.

Respectfully submitted:

_____   _____
Beckey Massey, Recording Secretary   **Date**

_____   _____
Ms. Deb McCasland, Board Chair   **Mr. Ray Sigafoos, Board Secretary**

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
REPORT OF EXPENDITURES

For the Nine Months Ended March 31, 2022
Fiscal Year 2021-2022

District Governing Board

Fiscal Year 2021-22 Budget: **$ 183,000**

	Purpose	Year-to-Date Expenditures	Encumbered Obligations	Total Expenditures/ Encumbrances	
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	$ 44,046	$ 18,400	$ 62,446	
Association of Community College Trustees	Membership & Conference Fees	16,046	-	16,046	
Association of Community College Trustees	Consulting & Facilitation Fees	3,995	7,850	11,845	
Catering/Food - Various	Food	4,171	-	4,171	
Chris Kuknyo	Travel	4,173	-	4,173	
Conference Travel - Air, Lodging, Group Meals	Travel	9,395	-	9,395	
Deborah McCasland	Travel	4,309	-	4,309	
HF Group LLC	Binding	315	-	315	
Mitch Padilla	Travel	677	-	677	
Osborn Maledon PA	Legal Counsel	44,192	13,308	57,500	
Paul Chevalier	Travel	406	-	406	
Ray Sigafoos	Travel	631	-	631	
Supplies/Other	Various Vendors	3,471	-	3,471	
Yavapai Broadcasting	Board Meeting Broadcast	750	-	750	
YC Printing Services	Printing	932	-	932	
Yvonne Sandoval	Travel	658	-	658	
				177,725	

Remaining Budget - March 31, 2022   **$ 5,275**

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2022 - 75.0% of the Fiscal Year Complete

Fiscal Year 2021-2022

SUMMARY - ALL FUNDS

	Year-to-Date Revenues		Year-to-Date Revenues	Budget	Percent of Budget
REVENUES:					
General Fund	$ 41,699,419		$ 41,699,419	$ 51,504,800	81.0%
Restricted Fund	16,155,018		16,155,018	23,618,500	68.4%
Auxiliary Fund	4,034,475		4,034,475	5,368,200	75.2%
Unexpended Plant Fund	9,338,356		9,338,356	9,654,300	96.7%
Debt Service Fund	1,698,604		1,698,604	2,260,900	75.1%
TOTALS	**72,925,872**		**72,925,872**	**92,406,700**	**78.9%**

	Year-to-Date Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget
EXPENDITURES (note 1):						
General Fund	$ 36,361,917	$ 7,530,407	$ 6,773,778	$ 37,118,546	$ 51,504,800	72.1%
Restricted Fund	15,459,008	930,827	390,501	15,999,334	23,618,500	67.7%
Auxiliary Fund	3,418,700	511,215	422,082	3,507,833	5,368,200	65.3%
Unexpended Plant Fund	8,036,945	1,749,823	-	9,786,768	9,654,300	101.4%
Debt Service Fund	59,800	1,634,350	-	1,694,150	2,260,900	74.9%
TOTALS	**63,336,370**	**12,356,622**	**7,586,361**	**68,106,631**	**92,406,700**	**73.7%**
SURPLUS/(DEFICIT)				**$ 4,819,241**	**-**	

COMMENTS:

Through the ninth month, 73.7% of budget has been committed (excluding labor encumbrances) compared to 78.9% of revenues received.

The budget currently has a surplus of $4,819,241.

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

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GENERAL FUND

	Year-to-Date Revenues		Total Revenues	FY 21/22 Budget	Percent of Budget	FY 21/22 Estimate	Budget to Estimate Variance	FY 20/21 Actuals	Percent Change (Current Versus Prior Year)
REVENUES:									
Primary Property Taxes	$ 30,664,179		$ 30,664,179	$ 41,008,600	74.8%	$ 41,008,600	$ -	$ 29,247,929	4.8%
Primary Property Taxes - Contingency	-			(930,000)	0.0%	(330,000)	600,000	-	0.0%
Tuition and Fees	10,148,995		10,148,995	10,574,000	96.0%	10,574,000	-	9,527,093	6.5%
Tuition and Fees - Contingency	-			(530,000)	0.0%	(100,000)	430,000	-	0.0%
State Appropriation - Maintenance	442,875		442,875	596,500	74.2%	596,500	-	439,350	0.8%
State Appropriation - Rural Aid	2,690,175		2,690,175	3,500,000	76.9%	3,500,000	-	-	100.0%
Other Revenues	263,204		263,204	615,100	42.8%	335,100	(280,000)	199,796	31.7%
Interest Income	24,541		24,541	50,000	49.1%	40,000	(10,000)	31,442	-21.9%
Fund Balance Applied to Budget	-			-	0.0%	-	-	1,476,300	-100.0%
General Fund Transfer In/(Out)	(2,534,550)		(2,534,550)	(3,379,400)	75.0%	(3,379,400)	-	(3,458,775)	-26.7%
TOTAL REVENUES	41,699,419		41,699,419	51,504,800	81.0%	52,244,800	740,000	37,463,135	11.3%

	Year-to-Date Expenditures	Total Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	FY 21/22 Budget	Percent of Actual and Non-Labor Encumbrances to Budget	FY 21/22 Estimate	Budget to Estimate Variance	FY 20/21 Actuals	Percent Change (Current Versus Prior Year)
EXPENDITURES (Note 1):										
Instruction	$ 13,437,317	$ 2,044,676	$ 1,947,446	$ 13,534,547	$ 20,306,400	66.7%	$ 19,656,600	$ (649,800)	$ 12,541,413	7.1%
Academic Support	3,507,711	908,143	880,279	3,535,575	4,740,800	74.6%	4,740,800	-	3,331,280	5.3%
Institutional Support	7,890,891	1,955,061	1,642,999	8,202,953	10,482,900	78.3%	10,430,500	(52,400)	7,534,964	4.7%
Student Services	4,975,014	1,215,909	1,173,727	5,017,196	6,943,700	72.3%	6,895,100	(48,600)	4,349,300	14.4%
Operation/Maintenance of Plant	4,367,389	1,075,398	916,957	4,525,830	6,542,400	69.2%	6,477,000	(65,400)	4,112,924	6.2%
Scholarships	1,424,426	-	-	1,424,426	1,013,200	140.6%	1,250,000	236,800	590,256	141.3%
Public Service	759,169	331,220	212,370	878,019	1,475,400	59.5%	1,401,600	(73,800)	257,081	195.3%
TOTAL EXPENDITURES	36,361,917	7,530,407	6,773,778	37,118,546	51,504,800	72.1%	50,851,600	(653,200)	32,717,218	11.1%

SURPLUS/(DEFICIT)				$ 4,580,873	$ -			

COMMENTS:

Third quarter State Aid was received in January 2022.

Most of the Primary Property Taxes - Contingency will not be used because the State covered substantially all of the Transwestern property tax claim refund.

Tuition and Fees revenues above budget due to most of the revenue related to the spring 2022 semester being recorded. This will even out over the next few 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 licensese, IT maintenance, dues, etc.).

Scholarships over budget and increased from the prior year due to the one class free intiative for the fall 2021 semester. Federal HEERF monies that were transferred to the General Fund covered this initiative.

Public Service increased from the prior year due to the current REDC expansion/intiative, as budgeted.

The Budget currently has a surplus of $4,580,873.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND EXPENDITURES BY NACUBO NATURAL EXPENSE CATEGORIES

For the Nine Months Ended March 31, 2022 - 75.0% of the Fiscal Year Complete

Fiscal Year 2021-2022

	Year to Date	Prior Year	Percent Change	
Salaries	$ 21,308,926	$ 20,164,757	5.7%	**1**
Benefits	6,706,022	6,460,310	3.8%	
Supplies	1,859,224	1,431,610	29.9%	**2**
Contractual Services and Other	3,194,094	2,707,488	18.0%	**3**
Utilities & Communications	1,240,860	1,070,024	16.0%	**4**
Travel, Conferences & Memberships	628,365	292,773	114.6%	**5**
Scholarships	1,424,426	590,256	141.3%	**6**
	$ 36,361,917	$ 32,717,218	11.1%	

1 - Salaries increased due to annual raises, less vacancies and personnel added to the
   REDC as budgeted.
2 - Supplies increased from the prior year due to the post COVID-19
   re-opening; mainly in instructional supplies, computer/phone/tech and food.
3 - Contractual Services and Other increased from the prior year due higher software
   maintenance costs and more advertising, consulting and professional services.
4 - Utilities & Communications increased from the prior year due to the post COVID-19 re-opening
   and higher utility utilization.
5 - Travel, Conferences & Memberships increased from the prior year as a result of increased
   travel, both in-state and out-of-state, due to the post COVID-19 re-opening.
6 - Scholarships increased due to the one-class free initiative done for the fall 2021 semester.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2022 - 75.0% of the Fiscal Year Complete

Fiscal Year 2021-2022

RESTRICTED FUND

	Year-to-Date Revenues		Total Revenues	Budget	Percent of Budget
REVENUES:					
Federal Grants and Contracts	$ 13,292,553		$ 13,292,553	$ 19,520,000	68.1%
State Grants and Contracts	229,079		229,079	410,000	55.9%
Private Gifts, Grants and Contracts	609,941		609,941	983,200	62.0%
Proposition 301 Workforce Development	895,197		895,197	880,000	101.7%
Proposition 207 Workforce Development	603,848		603,848	900,000	67.1%
State Appropriation - STEM Workforce	524,400		524,400	701,300	74.8%
Fund Balance Applied to Budget	-		-	224,000	0.0%
TOTAL REVENUES	16,155,018		16,155,018	23,618,500	68.4%

	Year-to-Date Expenditures	Total Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget
EXPENDITURES (Note 1):						
Instruction	$ 1,951,488	$ 623,034	$ 197,810	$ 2,376,712	$ 4,839,600	49.1%
Academic Support	34,140	-	-	34,140	1,100,000	3.1%
Institutional Support	76,123	69,972	-	146,095	2,300,000	6.4%
Student Services	1,001,087	190,351	161,221	1,030,217	1,632,700	63.1%
Operation/Maintenance of Plant	62,972	-	-	62,972	3,700	1701.9%
Scholarships	12,202,320	-	-	12,202,320	13,128,500	92.9%
Public Service	130,878	47,470	31,470	146,878	614,000	23.9%
TOTAL EXPENDITURES	15,459,008	930,827	390,501	15,999,334	23,618,500	67.7%
SURPLUS/(DEFICIT)				$ 155,684		

COMMENTS:

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

Third quarter STEM Workforce appropriation was received in January 2022.
Operation/Maintenance of Plant expenses are COVID-19 related (e.g. sanitizer, gloves, air filters etc.) and are reimbursed under the federal HEERF grant.
Scholarships at 92.9% of budget due to the spring 2022 financial aid awards being made. This will even out over the next few months.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2022 - 75.0% of the Fiscal Year Complete

Fiscal Year 2021-2022

<u>UNEXPENDED PLANT FUND</u>

	Year-to-Date Revenues		Total Revenues	Budget	Percent of Budget
REVENUES:					
Primary Property Taxes	$ 5,900,121		$ 5,900,121	$ 7,890,500	74.8%
Primary Property Taxes - Contingency	-		-	(45,000)	0.0%
Investment Income	12,873		12,873	30,000	42.9%
Other	49,285		49,285	30,000	164.3%
Yavapai College Foundation Contribution	300,177		300,177	350,000	85.8%
Fain Land Purchase Contribution	440,000		440,000	-	100.0%
General Fund Transfer In	600,000		600,000	600,000	100.0%
Fund Balance	2,035,900		2,035,900	798,800	254.9%
TOTAL REVENUES	**9,338,356**		**9,338,356**	**9,654,300**	**96.7%**

	Year-to-Date Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget
EXPENDITURES (Note 1):						
Planned Maintenance	$ 2,992,355	$ 761,950	$ -	$ 3,754,305	$ 3,974,000	94.5%
Unplanned Maintenance	319,610	25,844	-	345,454	275,600	125.3%
Capital Improvement Projects	1,359,923	289,834	-	1,649,757	1,735,000	95.1%
Capital Improvement Projects - PV Land Purchase	2,197,100	-	-	2,197,100	960,000	228.9%
Equipment	967,047	569,225	-	1,536,272	2,091,000	73.5%
Furniture and Fixtures	150,587	22,331	-	172,918	257,500	67.2%
Library Books	50,323	20,639	-	70,962	98,700	71.9%
Capital Contingency	-	60,000	-	60,000	262,500	22.9%
TOTAL EXPENDITURES	**8,036,945**	**1,749,823**	**-**	**9,786,768**	**9,654,300**	**101.4%**
SURPLUS/(DEFICIT)				**$ (448,412)**	**-**	

COMMENTS:

The Budget currently has a deficit of ($448,412) as a result of the remaining Capital Improvement and Preventative Maintenance projects encumbered for the fiscal year.
The $2.2M PV land purchase, approved by the DGB, exceeded the amount budgeted. Fund balance maintained in the capital accumulation account was used to cover this overage.

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

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YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2022 - 75.0% of the Fiscal Year Complete

Fiscal Year 2021-2022

AUXILIARY FUND

	Budgeted Revenues	Budgeted Expenses	Budgeted Surplus/ (Deficit)	Actual Revenues	Actual Expenditures and Non-Labor Encumbrances	Year-to-date Surplus/ (Deficit)
AUXILIARY ENTERPRISES						
Residence Halls and Summer Conferences	$ 1,252,000	$ 423,900	$ 828,100	$ 1,152,979	$ 240,795	$ 912,184
Transfer To Debt Fund to Pay Revenue Bonds	(402,800)	-	(402,800)	(302,100)	-	(302,100)
Subtotal - Residence Halls and Summer Conferences	849,200	423,900	425,300	850,879	240,795	610,084
Bookstore Rental and Commissions	80,000	-	80,000	68,666	-	68,666
Food Service & Vending	100,000	224,900	(124,900)	114,212	118,103	(3,891)
Edventures	371,100	381,000	(9,900)	38,995	43,186	(4,191)
Winery - Tasting Room	205,000	323,000	(118,000)	260,420	215,664	44,756
Family Enrichment Center	710,500	913,700	(203,200)	422,860	498,205	(75,345)
Community Events	777,200	1,024,300	(247,100)	485,505	711,324	(225,819)
Performing Arts Productions	247,000	242,000	5,000	195,137	243,390	(48,253)
SBDC (Federal Grant Match Requirement)	-	100,500	(100,500)	1,000	73,289	(72,289)
Yavapai College Foundation	443,000	443,000	-	345,465	315,387	30,078
Other Auxiliary Enterprises	171,600	101,100	70,500	191,136	171,881	19,255
General Fund Transfer In	1,413,600	-	1,413,600	1,060,200	-	1,060,200
Contingency	-	100,000	(100,000)	-	-	-
Facilities & Administrative Allocation	-	1,090,800	(1,090,800)	-	876,609	(876,609)
	$ 5,368,200	$ 5,368,200	$ -	$ 4,034,475	$ 3,507,833	$ 526,642

Comments:

Residence Halls and Summer Conferences have a large surplus due to all of the spring 2022 semester room revenues being recorded. This will even out over the next few months as the expenses catch up.
The Budget currently has a surplus of $526,642.

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

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YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2022 - 75.0% of the Fiscal Year Complete

Fiscal Year 2021-2022

DEBT SERVICE FUND

	Year-to-Date Revenues		Total Revenues	Budget	Percent of Budget
REVENUES:					
Secondary Property Taxes	$ 307,011		$ 307,011	$ 410,500	74.8%
Secondary Property Taxes - Contingency	-		-	(5,000)	0.0%
Investment Income	1,393		1,393	1,800	77.4%
General Fund Transfer In	1,024,350		1,024,350	1,365,800	75.0%
Auxiliary Fund Transfer In	302,100		302,100	402,800	75.0%
Fund Balance Applied to Budget	63,750		63,750	85,000	75.0%
TOTAL REVENUES	1,698,604		1,698,604	2,260,900	75.1%

DEBT SERVICE FUND **EXPENDITURES (Note 1):**	Year-to-Date Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget
General Obligation Bonds						
Principal Payments	$ -	$ 352,500	$ -	$ 352,500	$ 470,000	75.0%
Interest Payments	9,400	4,700	-	14,100	18,800	75.0%
PRO Refunding Revenue Bonds						
Principal Payments	-	997,500	-	997,500	1,330,000	75.0%
Interest Payments	17,900	8,950	-	26,850	35,800	75.0%
Revenue Bonds						
Principal Payments	-	255,000	-	255,000	340,000	75.0%
Interest Payments	31,400	15,700	-	47,100	62,800	75.0%
Bank Fees	1,100	-	-	1,100	3,500	31.4%
TOTAL EXPENDITURES	59,800	1,634,350	-	1,694,150	2,260,900	74.9%
SURPLUS/(DEFICIT)				$ 4,454	$ -	

COMMENTS:

Through the ninth month, 74.9% of budget has been committed compared to 75.1% of revenues received.

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

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Emergency Medical Technician - Basic Certificate

The Emergency Medical Technician - Basic certificate provides fundamental knowledge and emergency medical procedures and techniques. Yavapai College offers students entry-level emergency response training with its EMT-Basic program. It prepares the student to become an EMT through relevant coursework and extensive hands-on practical training, clinical work, and instructors who have years of experience and know what is needed to succeed. Successful completion of this program will prepare the students for the required Arizona and National Registry EMT exams. Our EMT students have excellent pass rates on the National Registry Exam.

Accreditation: This program is approved by the Arizona Department of Health Services, Bureau of Emergency Medical Services toward certification as an EMT in the both the state of Arizona and in the USA.

Credit Hours Required: 16

Program Requirements

AHS 130 Medical Terminology for Patient Care Staff
EMS 142 Emergency Medical Technician
EMS 142L EMS 142L Emergency Medical Technician Lab
EMS 143 Emergency Medical Technician Practicum

Program Goals and Objectives

The goal of the EMT programs at Yavapai College is to prepare the student as a competent entry-level EMT.

The three main objectives to reach this goal are as follows:

-Upon completion of the program, the student will demonstrate the ability to comprehend, apply, analyze, and evaluate information relevant to his or her role as an entry-level EMT.
-Upon completion of the program, the student will demonstrate technical proficiency in all the skills necessary to fulfill the role of an entry-level EMT.
-Upon completion of the program, the student will demonstrate personal behavior consistent with professional employer expectations for the entry-level EMT.
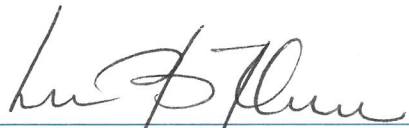
These goals and objectives meet with standards from the Arizona Department of Health Services, Bureau of Emergency Medical Services, United States Department of Transportation National Emergency Medical Services Education Standards, and the Essentials and Guidelines from the Committee on Accreditation of Emergency Medical Services Programs (CoAEMSP).

Program Outcomes

Upon successful completion of the Emergency Medical Technician Certificate program, the learner will be able to:

1 Perform one and two person cardiopulmonary resuscitation (CPR) for the adult, child and infant patient according to the latest American Heart Association, Basic Life Support for Healthcare Provider standards.
2. Manage scene safety including personal protective equipment in the workplace.
3. Determine priorities of care.
4. Define the role, scope of practice, legal and ethical responsibilities of an EMT.
5. Assess, manage, and stabilize patients of all ages suffering airway obstructions, respiratory arrest and cardiac arrest with the use of CPR, automated external defibrillator, ventilatory assistance and oxygen.
6. Assess, manage, and stabilize patients of all ages with medical emergencies and emergency childbirth.
7. Assess, manage, and stabilize patients of all ages suffering bleeding, shock, soft tissue injuries, burns, fractures, nervous system injuries, head, chest and abdominal injuries.
8. Prepare the patient for transport to an appropriate medical facility with a minimum of aggravation to the patient's illness or injury.
9. Prepare a comprehensive patient care report for each patient assessed in the hospital clinical setting.

President

Signature: _____ Date: 5.9.22

☒ Approved ☐ Not Approved

☐ Approved/Change Noted: _____

Governing Board

Board Meeting Agenda Item: _____ Date: _____

☐ Approved ☐ Not Approved

☐ Approved/Change Noted: _____

Emergency Medical Technician Certificate

The Emergency Medical Technician certificate (EMS 132) provides fundamental knowledge about emergency medical procedures and techniques. These include artificial respiration, cardio-pulmonary resuscitation, control of bleeding, splinting, extrication and light rescue, and ten hours of hospital training and observation to give Emergency Medical Technicians improved clinical knowledge of the profession. Successful completion of EMS 132, with a grade of "C" or better, qualifies the student to take the National Registry of EMT Certification examination for EMT.

Credit Hours Required: 10

Reason(s) for deleting the program:

- [ ] Program content and learning outcomes outdated
- [ ] No longer meets needs of employers
- [x] Has been replaced by another program (specify replacement program below)
- [ ] Enrollment not adequate
- [ ] Other (specify below)

If replaced by another program or "Other", specify: Emergency Medical Technician - Basic Certificate

Teach-Out Plan Paralegal Studies Certificate

No teach-out plan is needed to sunset this program,

President

Name: _____ Date: 5.9.22

- [x] Approved [ ] Not Approved
- [ ] Approved/Change Noted: _____

Governing Board

Board Meeting Agenda item: _____ Date: _____

- [ ] Approved [ ] Not Approved
- [ ] Approved/Change Noted: _____

Canine Care and Handling Certificate

The Canine Care and Handling Certificate prepares students for entrepreneurship, employment or advancement in a variety of canine fields by developing student/canine handling skills, communication skills, health care and business operations knowledge. Students also complete the training requirements for the Therapy & Service Dog Team Skills Certificate which provides skills needed to take the Canine Good Citizen (CGC) test and a therapy dog evaluation exam offered by evaluators with national therapy team organizations.

Credit Hours Required: 16

Reason(s) for deleting the program:

- ☐ Program content and learning outcomes outdated
- ☐ No longer meets needs of employers
- ☐ Has been replaced by another program (specify replacement program below)
- ☑ Enrollment not adequate
- ☐ Other (specify below)

Teach-Out Plan Canine Care and Handling Certificate

See attached canine programs Teach-Out Plan.

President

Name: _____ Date: 5.9.22

☒ Approved ☐ Not Approved

☐ Approved/Change Noted: _____

Governing Board

Board Meeting Agenda item: _____ Date: _____

☐ Approved ☐ Not Approved

☐ Approved/Change Noted: _____

Service Dog Certificate

The Service Dog Program offers advanced canine handling skills needed for service dogs. It provides basic canine health care and focus on public interactions and laws for service dogs. It includes specific service task training so dogs are able to fulfill service responsibilities and specialized tasks for the handler or designated recipient. It includes extensive public access skills so dogs are able to handle the stress of public environments while still performing needed tasks. Students pursuing the Service Dog Certificate are expected to work with one designated canine throughout the program. American with Disabilities Act states that only a person with a recognized medical disability may have a Service Dog.

Credit Hours Required: 24

Reason(s) for deleting the program:
- [ ] Program content and learning outcomes outdated
- [ ] No longer meets needs of employers
- [ ] Has been replaced by another program (specify replacement program below)
- [x] Enrollment not adequate
- [ ] Other (specify below)

Teach-Out Plan Service Dog Certificate

See attached canine programs Teach-Out Plan.

President

Name: _____ Date: 5.9.22

[x] Approved ☐ Not Approved

☐ Approved/Change Noted: _____

Governing Board

Board Meeting Agenda item: _____ Date: _____

☐ Approved ☐ Not Approved

☐ Approved/Change Noted: _____

Therapy and Service Dog Team Skills Certificate

The Therapy and Service Dog Team Skills Certificate provides the student and canine with skills required for therapy dog team work and the canine behavior foundation skills for the student/canine team to continue on with advanced service dog training from a third party provider or the Yavapai College Service Dog Certificate. The student/canine team will also gain the skills needed to take the Canine Good Citizen (CGC) test and the therapy dog evaluation exam offered by third party evaluators from three national therapy dog organizations.

Credit Hours Required: 8

Reason(s) for deleting the program:	☐ Program content and learning outcomes outdated
	☐ No longer meets needs of employers
	☐ Has been replaced by another program (specify replacement program below)
	☑ Enrollment not adequate
	☐ Other (specify below)

Teach-Out Plan Therapy and Service Dog Team Skills Certificate

See attached canine programs Teach-Out Plan.

President

Name: _~~Lu B Rhine~~_ Date: 5.9.22

☑ Approved ☐ Not Approved

☐ Approved/Change Noted: _____

Governing Board

Board Meeting Agenda item: _____ Date: _____

☐ Approved ☐ Not Approved

☐ Approved/Change Noted: _____

Teach out plan for Therapy & Service Dog Team Skills certificate, Canine Care & Handling certificate, and Service Dog certificate.

Program summary update for active students in academic years 18/19, 19/20, and 20/21:

35 students have declared Therapy & Service Dog as a program of study
- 16 completed the program
- 3 are pending conferral
- 13 did not attend or complete a single canine class
- 3 did not complete the program, but may be in progress
- Of the 13 students who have NOT completed the program, only two have attended a canine class within the past three most recent academic years

66 students have declared Canine Care & Handling as a program of study
- 13 completed the program, 7 of those also completed Therapy & Service Dog
- 2 students are pending conferral
- 37 did not attend or complete a single canine class
- 14 did not complete the program, but may be in progress
- Of the 14 students who have not completed, 10 have attended a canine class within the past year

50 students have declared Service Dog as a program of study
- 4 students completed the program
- 1 student is pending conferral
- 27 have not completed or attended a single canine class
- 12 have not completed or attended a Service Dog class
- 6 students did not complete the program, but may be in progress
- Of the 6 students who have not completed, only 3 have attended within the past year

Communication plan:

Students will receive the letter below via email which includes the teach out plan which will end Summer of 2023.

Chino Valley Center staff will contact active students informing them of the sunset and teach out plan and encourage them to complete.

Student affairs and the CTE advisor will be notified of the changes.

"Dean Canine Student,

The college is sunsetting all canine programs: Therapy & Service Dog Team Skills, Canine Care & Handling, and Service Dog. However, active students will be given the opportunity to complete their certificates through a teach out program over the course of the next year.
https://www.yc.edu/v6/lifelong-learning/community-education/

No new declarations of any of the three canine certificates as a program of study will be permitted.

The classes will be offered as non-credit, meaning they are not financial aid eligible, but the classes can be converted to credit for the purpose of certificate completion during the 2022/2023 academic year.

Teach out plan:

Fall 2022

AGC190 – Canine Behavior & Psychology I
AGC193 – Intro to Canine Health Care
AGC197 – Introduction to Service Dogs
AGC215 – Service Dob Public Access & Task Training I

Spring 2023

AGC192 – Canine Behavior & Psychology II
AGC195 – Canine Public Skills
AGC194 – Canine Business
AGC225 – Service Dog Public Access & Task Training II

Summer 2023

AGC196

Please contact the folks at community education for help scheduling your classes and contact your academic advisor if you need help determining which classes you still need.

As an additional note, these classes should all continue to be offered through the non-credit platform.

Sincerely,

Max Bledsoe
Associate Dean, Chino Valley Center

Yavapai College
Academic Affairs

Date: May 3, 2022
To: Dr. Lisa Rhine
From: Dr. Diane Ryan
RE: Curriculum Proposals

The following curriculum proposals have been reviewed by the appropriate faculty, deans, and the Curriculum Committee. I recommend the addition of an Emergency Medical Technician - Basic Certificate along with the deletion of the current Emergency Medical Technician Certificate. I also recommend deleting the canine programs: the Canine Care and Handling, the Service Dog, and the Therapy and Service Dog Team Skills Certificates.

Overview of the deletion of the existing Emergency Medical Technician Certificate and the addition of the Emergency Medical Technician - Basic Certificate

The Emergency Medical Technician Certificate is being replaced by a new Emergency Medical Technician – Basic Certificate. The original certificate consists of one 10 credit-hour course (EMS 132). The new certificate consists of four courses. Three of these result from the separation of EMS 132 into three distinct courses: a lecture, a lab, and a clinical practicum. The fourth is the addition of a course in medical terminology, a value to this program and a part of other health-related pathways at the College.

The current certificate is not open to or available for federal financial aid. At 16 credit hours, the newly designed certificate becomes eligible for this financial aid, providing an accessible career program that allows for equity to under-privileged demographic groups.

Due to these changes to the program, our HLC Liaison recommended that we delete the current program and add a new one instead of submitting a program modification.

Overview of Canine Program Deletions

The canine certificates: Canine Care and Handling, Service Dog, Therapy, and Service Dog Team Skills are being deleted due to low enrollment. No new declarations of any of the three canine certificates will be permitted as a program of study. Active students will be given the opportunity to complete their certificates over the next year through a teach-out program through Community Education. The classes will be offered as non-credit and can be converted to credit for certificate completion during the 2022-2023 academic year.

As an additional note, these classes should all continue to be offered through the non-credit platform.

INTERGOVERNMENTAL AGREEMENT
USE OF SEDONA PERFROMING ARTS CENTER

SEDONA OAK CREEK UNIFIED SCHOOL DISTRICT
AND
YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

THIS INTERGOVERNMENTAL AGREEMENT (IGA), entered into upon date of final signature, is by and between the SEDONA OAK CREEK SCHOOL DISTRICT, a municipal corporation of Arizona, hereinafter the "District", and YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, a community college district of the State of Arizona, hereinafter the "College", and referred to collectively hereinafter as the "Parties":

WITNESSETH:

WHEREAS, in 2017, Parties entered into an IGA formalizing the arrangements pertaining to improvements provided by College and access to the Sedona Performing Arts Center, hereinafter the "Facility", granted by District; and

WHEREAS, Parties desire to establish a new IGA with revised terms and conditions for continuation of the arrangements and collaborative efforts supporting mutually beneficial opportunities; and

WHEREAS, ARS §11-952 authorizes two or more public agencies (including the College and the District) to contract for services or jointly exercise any powers common to the contracting parties, if the agreement meets certain requirements set forth in §11-952; and

WHEREAS, the College and District desire to formally re-state Facility arrangements by entering into this IGA; and

NOW, THEREFORE, for and in consideration of the mutual covenants and promises herein, the parties hereto agree as follows:

Section 1. PURPOSE. The purpose of the IGA is to memorialize good faith efforts by Parties for Facility improvements and expanding accessibility to College in support of increasing events at Facility in support of the student experience and community outreach.

Section 2. OBLIGATIONS OF THE COLLEGE.   College shall coordinate with District to determine mutually agreed upon obligations on behalf of College for improvements to Facility in support of the Purpose of this IGA.

Section 3. OBLIGATIONS OF THE DISTRICT. District shall allow College access to

Facility at no charge for College-sanctioned classes and events and community programming as part of College curriculum. District shall be responsible for the maintenance and care of Facility.

Section 4. SCHEDULING. Prior to each semester administration from the College and the District shall meet to determine needs, curriculum, and scheduling. Scheduling may include but is not limited to afternoon, evening, nights and weekends for each semester including summer. In addition, scheduling is not limited to the black box theater and may include other classrooms and spaces for programming including the auditorium and stage facilities.

Section 5. TERM. The term of this Agreement shall be from July 1, 2022 through June 30, 2027, unless sooner terminated as set forth in Section 6 herein. The Parties may extend the IGA up to five years at any time upon mutual written consents.

Section 6. TERMINATION. This Agreement may be terminated by either party for any reason whatsoever, effective 60 days after receipt of notice. In the event that the agreement is terminated the District must allow the College to complete coursework through the current semester. In addition, if less than 5 years left on the agreement the District agrees to reimburse the College $750/month of the remaining agreement.

Section 7. INDEMNIFICATION. Each party (as 'indemnitor') agrees to indemnify, defend, and hold harmless the other party (as 'idemnitee') for, from and against any and all claims, losses, liability costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.

Section 8. INSURANCE AND LIABILITY. The parties hereto shall maintain such insurance programs (including policies of insurance, participation in risk retention pools, and self-insurance plans) as they individually deem necessary to indemnify against liability resulting from actions taken by their respective employees and officers under this Agreement. In the event of any claim, action, settlement or judgment against any party based upon acts pursuant to this Agreement, that party shall bear sole responsibility for defense and payment of the same.

Section 9. NO PARTNERSHIP; NOT EMPLOYEES. Nothing herein is intended to create a partnership or joint venture between the parties, nor does it create an employment relationship between the personnel of the College and the District, or the personnel of the District and the College.

Section 10. NOTICES. All notices provided in connection with this Agreement shall be in writing and shall be deemed to have been sufficiently delivered or served when presented personally or upon the third (3rd) day after being deposited in the United States mail, postage prepaid, by registered or certified mail, addressed as follows:

College: Yavapai Community College

1100 E. Sheldon Street
Prescott, Arizona 86301
Attn: Purchasing & Contracting

District: Sedona Oak Creek Unified School District

Section 11. ASSIGNMENT. This Agreement shall not be assigned by either party hereto.

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

Section 13. CONFLICT OF INTEREST. The Parties understand that this Agreement is subject to cancellation pursuant to Section 38-511 of the Arizona Revised Statutes, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement is or becomes, at any time while this Agreement or any extension hereof is in effect, an employee or agent of the other party, specifically with respect to the subject matter of this Agreement.

Section 14. GOVERNING LAW. The laws of the State of Arizona shall govern this Agreement, the courts of which state shall have jurisdiction of the subject matter hereof.

Section 15. WAIVER OF JURY TRIAL. The parties hereto expressly covenant and agree that in the event of a dispute arising from this Agreement, each of the parties hereto waives any right to a trial by jury. In the event of litigation, the parties hereby agree to submit to a trial before the Court.

Section 16. WAIVER OF ATTORNEYS' FEES. The parties hereto expressly covenant and agree that in the event of litigation arising from this Agreement, neither party shall be entitled to an award of attorney fees, whether pursuant to the Agreement, to ARS Section 12 341.01 (A) and (B), or to any other state or federal statute, court rule, case law, or common law.

Section 17. FURTHER INSTRUMENTS. Each party hereto shall, promptly upon the request of the other, have acknowledged and delivered to the other any and all further instruments and assurances reasonably requested or appropriate to evidence or give effect to the provisions of this Agreement.

Section 18. AMENDMENT AND CONSTRUCTION. This Agreement sets forth the entire understanding of the parties as to the matters set forth herein as of the date of this Agreement and cannot be altered or otherwise amended except pursuant to an instrument in writing signed by each of the parties hereto. This Agreement is intended to reflect the mutual intent of the parties with respect to the subject matter hereof, and no rule of strict construction shall be applied against any party.

Section 19. AUTHORITY. The individual signing below on behalf of each party hereby represents and warrants that he/she is duly authorized to execute and deliver this Agreement on behalf of the respective party, and that this Agreement is binding upon the Parties according to its terms.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representatives the day and year first-above written.

<div align="right">
SEDONA OAK CREEK UNIFIED SCHOOL DISTRICT, a municipal corporation of Arizona, (District)
</div>

_____
Signee Name, Title

ATTEST:

_____
Witness Name, Title

The foregoing Intergovernmental Agreement has been submitted to me as Attorney for Sedona-Oak Creek Unified School District review prior to its execution, pursuant to ARS §11-952(D), and I have determined that it is in proper form and is within the powers and authority granted to the District under the laws of Arizona.

_____
Attorney Name, District Attorney

YAVAPAI COUNTY COMMUNITY COLLEGE, a community college district of the State of Arizona (hereinafter "College");

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Ms. Deb McCasland, College District Governing Board Chair

ATTEST:

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Ms. Yvonne Sandoval, Executive Assistant to the President & District Governing Board

The foregoing Intergovernmental Agreement has been submitted to me as Attorney for Sedona-Oak Creek Unified School District review prior to its execution, pursuant to ARS §11-952(D), and I have determined that it is in proper form and is within the powers and authority granted to the District under the laws of Arizona.

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C. Benson Hufford, College Attorney