



**Regular Board Meeting  
Agenda Summary  
Tuesday, June 11, 2013  
1:30 PM**

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

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

*Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Board may vote to go into Executive Session, which will not be open to the public, for legal advice concerning any item on the agenda or to review, discuss and consider records exempt by law from public inspection, including the receipt and discussion of information or testimony that is specifically required to be maintained as confidential by state or federal law. As indicated in the agenda, the Board may also vote to go into executive session, which will not be open to the public, to discuss specific agenda items.*

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

*Please note that agenda item times are for planning purposes only and do not necessarily reflect the actual time of the agenda item. When regular board meetings, public hearings (both truth in taxation and budget adoption public hearings) and budget adoption special meetings are scheduled for the same date, each hearing or meeting will begin immediately upon adjournment of the preceding hearing or meeting. Members of the public wishing to attend those subsequent hearings or meetings are advised to arrive at the time that the first hearing or meeting is scheduled to begin.*

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:30 PM	449932
2	Call to Order - PROCEDURAL	0	1:30 PM	449933
3	Pledge of Allegiance - PROCEDURAL	1	1:30 PM	449934
4	Welcome to Guests and Staff - PROCEDURAL	1	1:31 PM	449935
5	Approval of May 14, 2013 District Governing Board Regular Meeting Minutes - DISCUSSION AND DECISION	3	1:32 PM	449936
6	Adoption of Agenda - DECISION	5	1:35 PM	449937
7	Open Call - Procedural	5	1:40 PM	449938
8	CONSENT AGENDA - HEADING	0	1:45 PM	449944
9	Receipt of Report on Revenues and Expenditures - May 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:45 PM	449947
10	President's Monthly Monitoring Report - Executive Limitations 2.3.1 - Budget Deviation - May 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	5	1:46 PM	449940

Item No.	Item	Time Req.	Start Time	Ref No.
11	President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - May 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	5	1:51 PM	449943
12	Approval of Intergovernmental Agreement between Yavapai Community College District and Yavapai Accommodation School District No. 99-RECEIPT, DISCUSSION, AND/OR DECISION	1	1:56 PM	456563
13	INFORMATION - HEADING	0	1:57 PM	449945
14	Information from the President RE: Nomination of Association of Community College Trustee's (ACCT) Equity Award; Recognition of Dr. Gillespie; Economic Development Update; Institutional Scholarship Update; College Highlights; Capital Improvement; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:57 PM	449948
15	Information from Instruction and Student Services to Include: Health and Sciences Division Update - June 2013 - INFORMATION AND/OR DISCUSSION	10	2:12 PM	450195
16	SHORT RECESS - PROCEDURAL	10	2:22 PM	450196
17	BOARD EDUCATION / STRATEGIC THINKING AND PLANNING - HEADING	0	2:32 PM	449942
18	Presentation of the Board's Obligations Pursuant to State Statutes and Changes that Govern Community Colleges by District Governing Board Legal Counsel, Lynne Adams - INFORMATION AND/OR DISCUSSION	10	2:32 PM	449939
19	Review of Arizona Revised Statute §41-725 Comprehensive database of receipts and expenditures of state monies; local reporting; definition - DISCUSSION	10	2:42 PM	453959
20	Planning of September 9, 2013 District Governing Board Retreat - DISCUSSION AND/OR DECISION	5	2:52 PM	456556
21	MONITORING REPORTS - HEADING	0	2:57 PM	449941
22	Receipt of President's Monitoring Report - Executive Limitation 2.3 - Financial Management - INFORMATION AND/OR DECISION	5	2:57 PM	453953
23	OWNERSHIP LINKAGE - HEADING	0	3:02 PM	453954
24	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT) and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	3:02 PM	453955
25	OTHER INFORMATION - HEADING	0	3:07 PM	453956
26	Correspondence to the Board - RECEIPT	5	3:07 PM	456819
27	Proposed Dates and Places of Future Meetings for the remainder of 2013 - DISCUSSION AND/OR DECISION	5	3:12 PM	450290
28	EXECUTIVE SESSION - A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation and Compensation - PROCEDURAL	30	3:17 PM	449949
29	Convene in Public Session with Possible Action RE: President's Evaluation and Compensation as a Result of Executive Session - DECISION	5	3:47 PM	449950

Item No.	Item	Time Req.	Start Time	Ref No.
30	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:52 PM	449951

**Presenter :** Ray Sigafoos

**Start Time :** 1:30 PM

**Item No :** 1

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/16/2013

**Item Type :** Heading

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

**Description :** CALL TO ORDER - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:30 PM

**Item No :** 2

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/16/2013

**Item Type :** Procedure Item

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

**Description :** Call to Order - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:30 PM

**Item No :** 3

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 5/16/2013

**Item Type :** Procedure Item

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

**Description :** Pledge of Allegiance - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:31 PM

**Item No :** 4

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 5/16/2013

**Item Type :** Procedure Item

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

**Description :** Welcome to Guests and Staff - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos  
**Proposed By :** Ray Sigafoos  
**Proposed :** 5/16/2013

**Start Time :** 1:32 PM  
**Time Req :** 3  
**Item Type :** Discussion

**Item No :** 5

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

**Description :** Approval of May 14, 2013 District Governing Board Regular Meeting Minutes - DISCUSSION AND DECISION

**Details :** To affirm discussion and record of actions and motions made and approved by the District Governing Board at the May 14, 2013 Regular Board meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decision approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public documents.)

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos  
**Proposed By :** Ray Sigafoos  
**Proposed :** 5/16/2013

**Start Time :** 1:35 PM  
**Time Req :** 5  
**Item Type :** Decision Item

**Item No :** 6

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

**Description :** Adoption of Agenda - DECISION

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:40 PM

**Item No :** 7

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 5/16/2013

**Item Type :** Procedure Item

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

**Description :** Open Call - Procedural

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

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

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:45 PM

**Item No :** 8

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/16/2013

**Item Type :** Heading

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

**Description :** CONSENT AGENDA - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:45 PM

**Item No :** 9

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 5/16/2013

**Item Type :** Consent Item

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

**Description :** Receipt of Report on Revenues and Expenditures - May 2013 - RECEIPT, DISCUSSION, AND/OR DECISION

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

District Governing Board Detail Budget Report, Expenditures & Vendors - May 2013

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

The report of Revenue and Expenditures for the eleventh month of FY 2012-2013 ending May 31, 2013 is attached. Expenditures are reported on the modified accrual basis of accounting.

**Attachments :**

Title	Created	Filename
Copy of YCFS May 2013 - Governing Board Budget Report.pdf	Jun 05, 2013	Copy of YCFS May 2013 - Governing Board Budget Report.pdf
Financial Update - May 2013 in June.pdf	Jun 05, 2013	Financial Update - May 2013 in June.pdf
Revenues__Expenditures_Cover_Sheet_May 2013 in June.pdf	Jun 05, 2013	Revenues__Expenditures_Cover_Sheet_May 2013 in June.pdf
YCFS May 2013_Summary.pdf	Jun 05, 2013	YCFS May 2013_Summary.pdf



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

**For the Eleven Months Ended May 31, 2013  
Fiscal Year 2012-2013**

**District Governing Board**

**Fiscal Year 2012-13 Appropriation:**

**\$ 183,027**

	<u>Purpose</u>	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>
<b>EXPENDITURES (note 1):</b>				
Salary Expenses	Staff Support	\$ 34,781	\$ 2,488	\$ 37,269
AZ Assoc. of District Governing Boards	Membership Dues	\$ 1,000	\$ -	1,000
Assoc. of Community College Trustees	Membership Dues	5,306	-	5,306
Assoc. of Community College Trustees	Conference Fees	4,847	-	4,847
Arizona Town Hall	Membership Dues	2,500	-	2,500
Bob Oliphant	Travel	2,200	-	2,200
Dale Fitzner	Travel	5,224	-	5,224
Herbert J. Paine	Consulting Services	3,800	-	3,800
Karen Jones	Travel	3,264	-	3,264
Marilyn Yetter	Travel	2,118	-	2,118
Osborn Maledon PA	Attorneys	31,995	20,825	52,820
Ourboardroom Technologies	Software maintenance	18,500	-	18,500
Patricia McCarver	Travel	1,624	-	1,624
Penelope Wills	Travel	2,742	-	2,742
Roswell Bookbinding	Board Minutes	579	421	1,000
Ray Sigafoos	Travel	1,411	-	1,411
Sodexo Inc.	Food Supplies	1,420	3,480	4,900
Steve Walker	Travel	2,380	-	2,380
Supplies/Other	Various Vendors	1,617	-	1,617
Thee Place	Food Supplies	1,109	891	2,000
Yavapai Broadcasting	Board Meetings	2,000	1,000	3,000
YC Printing Services	Printing	1,113	-	1,113

160,635

**Remaining Budget - May 31, 2013**

**\$ 22,392**

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

# **YAVAPAI COLLEGE**

## **FINANCIAL UPDATE**

May 2013

### **FY2011-2012 Close and Audit**

- The year-end close for FY2011-2012 was completed in October 2012.
- The auditors began their field work on October 22, 2012. The audit report (Comprehensive Annual Financial Report) was issued in mid-December 2012 in time to qualify for the Certificate of Achievement for Excellence in Financial Reporting award from the Government Finance Officers Association (GFOA). The Comprehensive Annual Financial Report (CAFR) for FY2011-2012 was presented to the Board at the February 2013 meeting.

### **FY 2012-2013 Budget**

#### **General Fund**

- Property taxes collected have historically been about .5% to 1% less than the levy. We expect this trend to continue.
- Tuition and fees is projected to be above budget by approximately 2.5% for the fiscal year. This is mainly due to growth in the fixed wing aviation program.
- Expenditures are expected to be below budget primarily due to unspent contingency budgets, a “healthcare premium” holiday in December, and from vacancy savings.

#### **Auxiliary Fund**

- The Performing Arts Center is expected to have a smaller net loss than projected. This is due to better than expected ticket sales from the major touring performances.
- Food Service has a larger loss than expected due to lower occupancy in the residence halls which affected meal plan revenues and costs.
- Custom Training Solutions (CTS) has a larger than expected net loss due to a decrease in revenues.

#### **Unexpended Plant Fund**

- The Unexpended Plant Fund currently has a deficit due to a significant amount of Capital Improvement Projects (CIP) being paid for and or encumbered through May 2013. The supporting revenues to cover this deficit will be received in June. Actual expenditures may exceed the budget of the Plant fund depending upon how much work is completed on the Residence Halls and PAC by June 30, 2013.

DATE June 11, 2013

**SUBJECT**

Acceptance of Report of Revenues and Expenditures

**REASON FOR CONSIDERATION BY THE BOARD**

The District Governing Board reviews the College financial report.

**BACKGROUND INFORMATION**

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

The report of Revenues and Expenditures for the eleven months of FY2012-2013 ending May 31, 2013, is attached. Expenditures are reported on the modified accrual basis of accounting.

The General Fund gross revenues exceed projections at 94.7% of budget. Tuition and fees revenues are 102.7% of budget due to growth in the fixed wing aviation program. State aid for the fourth quarter of the fiscal year was received in April 2013. General Fund expenditures represent 86.8% of the budget through eleven months. Currently, General Fund revenues exceed expenditures/encumbrances by \$3,092,000.

Total General Fund revenues are expected to be above budget by about \$191,000. This is mainly due to higher tuition and fees from growth in the fixed wing aviation program and other revenues being off-set by lower property tax collections. Property taxes collected have historically been about .5% to 1% less than the levy. We expect this trend to continue. General Fund expenditures are projected to be under budget by approximately \$1,111,000. This is a result of several factors including vacancy savings, a "healthcare premium" holiday in December, unspent contingency funds and the continuous efforts by departments to incorporate cost management practices in decision making.

The Auxiliary Fund accounts for enterprise activities and other student-related support activities such as scholarships and athletics. The presentation is separated into two sections consistent with the annual adopted budget. The first area presented is for those enterprise activities which are meant to be self-sufficient. Currently, those activities are in a deficit position as budgeted. The second presentation is for those areas supported by General fund tuition and fees. Currently, those activities are in a surplus position.

Unexpended Plant Fund expenditures are above projections directly attributed to the encumbering of a portion of the Residence Hall and PAC renovation work that began in May. These projects were budgeted for FY13/14 but work needed to begin prior to July 1 to meet operational deadlines. Unexpended Plant Fund expenditures represented 99.9% of budget through eleven months and exceed the Unexpended Plant Fund revenues by \$1,153,000. The remaining revenues to cover these commitments will be received in June. Actual expenditures may exceed budget depending upon how much work is completed on the Residence Halls and PAC by June 30, 2013.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Eleven Months Ended May 31, 2013 - 91.7% of the Fiscal Year Complete**

**Fiscal Year 2012-2013**

**SUMMARY - ALL FUNDS**

	<u>Year-to-Date Revenues</u>				<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
General Fund	\$ 36,864,787				\$ 36,864,787	\$ 38,925,600	94.7%
Restricted Fund	13,125,504				13,125,504	13,230,000	99.2%
Auxiliary Fund	5,516,498				5,516,498	5,541,000	99.6%
Unexpended Plant Fund	13,541,975				13,541,975	14,712,400	92.0%
Debt Service Fund	4,761,867				4,761,867	5,200,000	91.6%
<b>TOTALS</b>	<b><u>73,810,631</u></b>				<b><u>73,810,631</u></b>	<b><u>77,609,000</u></b>	<b><u>95.1%</u></b>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>							
General Fund		\$ 33,230,627	\$ 1,701,524	\$ 1,159,570	\$ 33,772,581	\$ 38,925,600	86.8%
Restricted Fund		12,715,092	512,931	102,519	13,125,504	13,230,000	99.2%
Auxiliary Fund		5,191,984	217,393	138,815	5,270,562	5,541,000	95.1%
Unexpended Plant Fund		10,225,779	4,469,282	-	14,695,061	14,712,400	99.9%
Debt Service Fund		683,469	4,078,398	-	4,761,867	5,200,000	91.6%
<b>TOTALS</b>		<b><u>62,046,951</u></b>	<b><u>10,979,528</u></b>	<b><u>1,400,904</u></b>	<b><u>71,625,575</u></b>	<b><u>77,609,000</u></b>	<b><u>92.3%</u></b>
<b>SURPLUS/(DEFICIT)</b>					<b><u>2,185,056</u></b>	<b><u>-</u></b>	

**COMMENTS:**

Through the eleventh month, 92.3% of budget has been committed (excluding labor encumbrances) compared to 95.1% of revenues received.

The Budget currently has a surplus of \$2,185,056

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Eleven Months Ended May 31, 2013 - 91.7% of the Fiscal Year Complete**

**Fiscal Year 2012-2013**

**GENERAL FUND**

	<u>Year-to-Date Revenues</u>			<u>Total Revenues</u>	<u>FY 12/13 Budget</u>	<u>Percent of Budget</u>	<u>FY 12/13 Estimate</u>	<u>Budget to Estimate Variance</u>	
<b>REVENUES:</b>									
Primary Property Taxes	\$ 27,036,284			\$ 27,036,284	\$ 29,717,000	91.0%	\$ 29,538,700	\$ (178,300)	
Tuition and Fees	10,925,822			10,925,822	10,636,000	102.7%	10,900,000	264,000	
State Appropriations	957,600			957,600	957,600	100.0%	957,600	-	
Other Revenues	455,263			455,263	370,000	123.0%	470,000	100,000	
Interest Income	24,401			24,401	10,000	244.0%	15,000	5,000	
Fund Balance Applied to Budget	2,016,667			2,016,667	2,200,000	91.7%	2,200,000	-	
General Fund Transfer Out	(4,551,250)			(4,551,250)	(4,965,000)	91.7%	(4,965,000)	-	
<b>TOTAL REVENUES</b>	<b>36,864,787</b>			<b>36,864,787</b>	<b>38,925,600</b>	<b>94.7%</b>	<b>39,116,300</b>	<b>190,700</b>	
		<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 12/13 Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>	<u>FY 12/13 Estimate</u>	<u>Budget to Estimate Variance</u>
<b>EXPENDITURES (note 1):</b>									
Instruction		\$ 14,714,915	\$ 280,743	\$ 178,384	\$ 14,817,274	\$ 17,101,800	86.6%	\$ 16,390,000	\$ (711,800)
Academic Support		3,585,675	232,391	202,436	3,615,630	4,447,700	81.3%	4,336,000	(111,700)
Institutional Support		7,418,183	605,800	383,917	7,640,066	8,825,300	86.6%	8,627,000	(198,300)
Student Services		3,014,153	199,019	177,390	3,035,782	3,585,300	84.7%	3,496,000	(89,300)
Operation/Maintenance of Plant		4,481,006	373,571	217,443	4,637,134	4,875,500	95.1%	4,875,500	-
Public Service		16,695	10,000	-	26,695	90,000	29.7%	90,000	-
<b>TOTAL EXPENDITURES</b>		<b>33,230,627</b>	<b>1,701,524</b>	<b>1,159,570</b>	<b>33,772,581</b>	<b>38,925,600</b>	<b>86.8%</b>	<b>37,814,500</b>	<b>(1,111,100)</b>
<b>SURPLUS/(DEFICIT)</b>					<b>\$ 3,092,206</b>	<b>\$ -</b>			

**COMMENTS:**

Through the eleventh month, 86.8% of budget has been committed (excluding labor encumbrances) compared to 94.7% of revenues received.

Fourth quarter State Aid was received in April 2013.

Tuition and Fees revenues above budget due to summer 2013 tuition payments.

The Budget currently has a surplus of \$3,092,206.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Eleven Months Ended May 31, 2013 - 91.7% of the Fiscal Year Complete**

**Fiscal Year 2012-2013**

**RESTRICTED FUND**

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
Federal Grants and Contracts	\$ 11,283,642				\$ 11,283,642	\$ 12,170,000	92.7%
State Grants and Contracts	117,072				117,072	180,000	65.0%
Private Gifts, Grants and Contracts	230,454				230,454	350,000	65.8%
Proposition 301 Funds	500,646				500,646	530,000	94.5%
Reimbursement Due	993,690				993,690	N/A	N/A
<b>TOTAL REVENUES</b>	<b>13,125,504</b>				<b>13,125,504</b>	<b>13,230,000</b>	<b>99.2%</b>
		<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>							
Instruction		\$ 1,770,878	\$ 457,273	\$ 53,616	\$ 2,174,535	\$ 1,754,000	124.0%
Student Services		986,308	54,041	47,286	993,063	1,245,000	79.8%
Scholarships		9,847,198	-	-	9,847,198	10,110,000	97.4%
Public Service		110,708	1,617	1,617	110,708	121,000	91.5%
<b>TOTAL EXPENDITURES</b>		<b>12,715,092</b>	<b>512,931</b>	<b>102,519</b>	<b>13,125,504</b>	<b>13,230,000</b>	<b>99.2%</b>
<b>SURPLUS/(DEFICIT)</b>					<b>\$ -</b>		

**COMMENTS:**

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

Instruction expenditures above budget due to the Linesman grant that was awarded during the current fiscal year. This is a new grant for the college.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eleven Months Ended May 31, 2013 - 91.7% of the Fiscal Year Complete

Fiscal Year 2012-2013

AUXILIARY FUND

AREAS THAT ARE MEANT TO BE SELF-SUFFICIENT

	<u>Expenditures (note 1)</u>						
	<u>Revenues</u>	<u>Actual Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Year-to-date Profit/(Loss)</u>	<u>Budgeted Profit / (Loss)</u>
<b>AUXILIARY ENTERPRISES</b>							
Residence Halls	\$ 898,260	\$ 907,361	\$ 32,307	\$ 10,974	\$ 928,694	\$ (30,434)	\$ (37,000)
Food Service	34,296	143,117	-	-	143,117	(108,821)	(87,000)
Vending	25,726	-	-	-	-	25,726	25,000
Bookstore	194,441	23,694	-	-	23,694	170,747	174,000
Performing Arts Center	464,138	972,567	58,721	23,774	1,007,514	(543,376)	(649,000)
Edventures	212,818	185,295	3,522	3,522	185,295	27,523	(8,000)
Family Enrichment Center	470,835	639,558	43,760	32,978	650,340	(179,505)	(249,000)
Custom Training Solutions	37,804	112,042	6,464	6,464	112,042	(74,238)	(69,000)
<b>TOTAL ENTERPRISES</b>	<b>2,338,318</b>	<b>2,983,634</b>	<b>144,774</b>	<b>77,712</b>	<b>3,050,696</b>	<b>(712,378)</b>	<b>(900,000)</b>

AREAS SUPPORTED BY GENERAL TUITION AND FEES

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
Other Revenues	\$ 400,225				\$ 400,225	\$ 155,000	258.2%
Private Gifts	243,372				243,372	323,000	75.3%
General Fund Transfer In	2,534,583				2,534,583	2,765,000	91.7%
<b>TOTAL REVENUES</b>	<b>3,178,180</b>				<b>3,178,180</b>	<b>3,243,000</b>	<b>98.0%</b>
<b>EXPENDITURES (note 1):</b>							
Athletics		\$ 988,082	\$ 47,922	\$ 38,784	\$ 997,220	\$ 1,027,000	97.1%
Scholarships and Grants		703,100	-	-	703,100	740,000	95.0%
Public Service		86,675	2,975	2,975	86,675	95,000	91.2%
Other		430,493	21,722	19,344	432,871	381,000	113.6%
Contingency		-	-	-	-	100,000	0.0%
<b>TOTAL EXPENDITURES</b>		<b>2,208,350</b>	<b>72,619</b>	<b>61,103</b>	<b>2,219,866</b>	<b>2,343,000</b>	<b>94.7%</b>
<b>SURPLUS/(DEFICIT)</b>					<b>958,314</b>	<b>900,000</b>	
<b>ENTERPRISE SURPLUS/(DEFICIT)</b>					<b>(712,378)</b>	<b>(900,000)</b>	
<b>TOTAL AUXILIARY FUND</b>					<b>245,936</b>	<b>-</b>	

Comments:

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Eleven Months Ended May 31, 2013 - 91.7% of the Fiscal Year Complete**

**Fiscal Year 2012-2013**

**UNEXPENDED PLANT FUND**

	<b>Year-to-Date Revenues</b>				<b>Total Revenues</b>	<b>Budget</b>	<b>Percent of Budget</b>
<b>REVENUES:</b>							
Primary Property Taxes	\$ 9,579,692				\$ 9,579,692	\$ 10,514,600	91.1%
Master Plan Proceeds	155,551				155,551	200,000	77.8%
Yavapai College Foundation Donation	169,195				169,195	175,000	96.7%
Investment Income	13,070				13,070	15,000	87.1%
Fund Balance Applied to Budget	1,607,800				1,607,800	1,607,800	100.0%
General Fund Transfer In	2,016,667				2,016,667	2,200,000	91.7%
<b>TOTAL REVENUES</b>	<b>13,541,975</b>				<b>13,541,975</b>	<b>14,712,400</b>	<b>92.0%</b>
	<b>Year-to-Date Expenditures</b>	<b>Encumbered Obligations</b>	<b>Labor Encumbrances</b>	<b>Total Expenditures and Non-Labor Encumbrances</b>	<b>Budget</b>	<b>Percent of Actual and Non- Labor Encumbrances to Budget</b>	
<b>EXPENDITURES (note 1):</b>							
Buildings - Unplanned Maintenance	\$ 311,271	\$ 30,789	\$ -	\$ 342,060	\$ 250,000	136.8%	
Capital Improvement Projects	8,102,872	3,148,576	-	11,251,448	10,273,000	109.5%	
Capital Improvements - Future Projects	-	-	-	-	816,000	0.0%	
Master Plan Projects	96,062	59,489	-	155,551	200,000	77.8%	
Equipment	1,205,216	94,194	-	1,299,410	1,334,000	97.4%	
Library Books	92,689	52,619	-	145,308	124,000	117.2%	
Principal/Interest on Capital Leases	137,466	22,951	-	160,417	175,000	91.7%	
Principal/Interest on Pledged Revenue Obligations	280,203	1,040,164	-	1,320,367	1,440,400	91.7%	
Operating Contingency	-	20,500	-	20,500	100,000	20.5%	
<b>TOTAL EXPENDITURES</b>	<b>10,225,779</b>	<b>4,469,282</b>	<b>-</b>	<b>14,695,061</b>	<b>14,712,400</b>	<b>99.9%</b>	
<b>SURPLUS/(DEFICIT)</b>				<b>(1,153,086)</b>	<b>-</b>		

**COMMENTS:**

Through the eleventh month, 99.9% of budget has been committed (excluding labor encumbrances) compared to 92.0% of revenues received.

The Budget currently has a deficit of \$1,153,086 as a result of several significant projects being encumbered. The supporting revenues/transfers will be received over the remaining fiscal year.

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



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Eleven Months Ended May 31, 2013 - 91.7% of the Fiscal Year Complete**

**Fiscal Year 2012-2013**

**DEBT SERVICE FUND**

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
Secondary Property Taxes	\$ 4,725,862				\$ 4,725,862	\$ 5,192,500	91.0%
Investment Income	6,412				6,412	7,500	85.5%
Fund Balance Applied to Budget	29,593				29,593	-	0.0%
<b>TOTAL REVENUES</b>	<u>4,761,867</u>				<u>4,761,867</u>	<u>5,200,000</u>	<u>91.6%</u>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>							
Principal Payments		\$ -	\$ 3,300,000	\$ -	\$ 3,300,000	\$ 3,600,000	91.7%
Interest Payments		682,769	778,398	-	1,461,167	1,594,000	91.7%
Bank Fees		700	-	-	700	6,000	11.7%
<b>TOTAL EXPENDITURES</b>		<u>683,469</u>	<u>4,078,398</u>	<u>-</u>	<u>4,761,867</u>	<u>5,200,000</u>	<u>91.6%</u>
<b>SURPLUS/(DEFICIT)</b>					<u>-</u>	<u>-</u>	

**COMMENTS:**

Through the eleventh month, 91.6% of budget has been committed (excluding labor encumbrances) compared to 91.6% of revenues received.

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

**Presenter :** Ray Sigafoos

**Start Time :** 1:46 PM

**Item No :** 10

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 5/16/2013

**Item Type :** Consent Item

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

**Description :** President's Monthly Monitoring Report - Executive Limitations 2.3.1 - Budget Deviation - May 2013 - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** Executive Limitations 2.3.1 - Budget Deviation  
The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget.

At the January 20, 2012 Board Work Session - Discussion of the President's Interpretations and Review of District Governing Board's Annual Calendar - Board members requested a monthly report of Policies 2.3.1 - Budget Deviation and 2.3.2 - Reserves.

**Attachments :**

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 1_May 2013 in June.pdf	Jun 05, 2013	Monitoring Report Executive Limitations Policy 2 3 1_May 2013 in June.pdf

**Monitoring Report - Monthly**  
**Executive Limitations Policy 2.3.1 – Budget Deviations**  
**May 2013**

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

**President’s Interpretation:**

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

**Supporting Evidence:**

Source: Monthly Revenue and Expenditure  
Financial Reports

General Fund



For the eleven months ended May 31, 2013, the General Fund has a surplus of \$3,092,000. This is primarily the result of tuition and fee revenues for the summer 2013 semester and expenses being less than budgeted.

For the fiscal year ended June 30, 2013, General Fund revenues are projected to be above budget by \$191,000 and expenditures are projected to be under budget by \$1,111,000, resulting in a net surplus of \$1,302,000 — a 3.3% positive variance. This is due to higher tuition and fee revenues and expenses being less than budgeted (contingency budgets not being expended, a “healthcare premium” holiday in December, vacancy savings and under spending in other areas).

Auxiliary Fund



Highlights:

- The Performing Arts Center is expected to have a smaller net loss than projected. This is due to better than expected ticket sales from the major touring performances.
- Food Service has a larger loss than expected due to lower occupancy in the residence halls which affected meal plan revenues and costs.

- Custom Training Solutions (CTS) has a larger than expected net loss due to a decrease in revenues.

For the fiscal year ended June 30, 2013, the Auxiliary fund is projected to have a surplus.

#### Unexpended Plant Fund



- For the eleven months ended May 31, 2013, the Unexpended Plant Fund has a deficit of \$1,153,000 mainly due to the encumbering of the Residence Hall and PAC renovation work that began in May. These projects were budgeted for FY13/14 but work needed to begin prior to July 1 to meet operational deadlines. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 2013, there is a small chance that actual expenditures may exceed budget by more than 5% depending upon how much work is completed on the Residence Halls and PAC by June 30, 2013.

#### 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. For the fiscal year ended June 30, 2013, Restricted fund revenues are projected to cover all expenditures.

#### Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's general obligation bonds. College debt is at fixed rates of interest—for the eleven months ended May 31, 2013, there were no significant variances from budget.

#### **President's Conclusion:**

I report compliance.

Policy 2.3.1 aligns with Ends Statement No. 1 – Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost.

**Presenter :** Ray Sigafoos

**Start Time :** 1:51 PM

**Item No :** 11

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 5/16/2013

**Item Type :** Consent Item

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

**Description :** President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - May 2013 - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** Executive Limitations 2.3.2 - Reserves

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

At the January 20, 2012 Board Work Session - Discussion of the President's Interpretations and Review of District Governing Board's Annual Calendar - Board members requested a monthly report of Policies 2.3.1 - Budget Deviation and 2.3.2 - Reserves.

**Attachments :**

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 2_May 2013 in June.pdf	Jun 05, 2013	Monitoring Report Executive Limitations Policy 2 3 2_May 2013 in June.pdf

**Monitoring Report - Monthly  
Executive Limitations Policy 2.3.2 – Reserves  
May 2013**

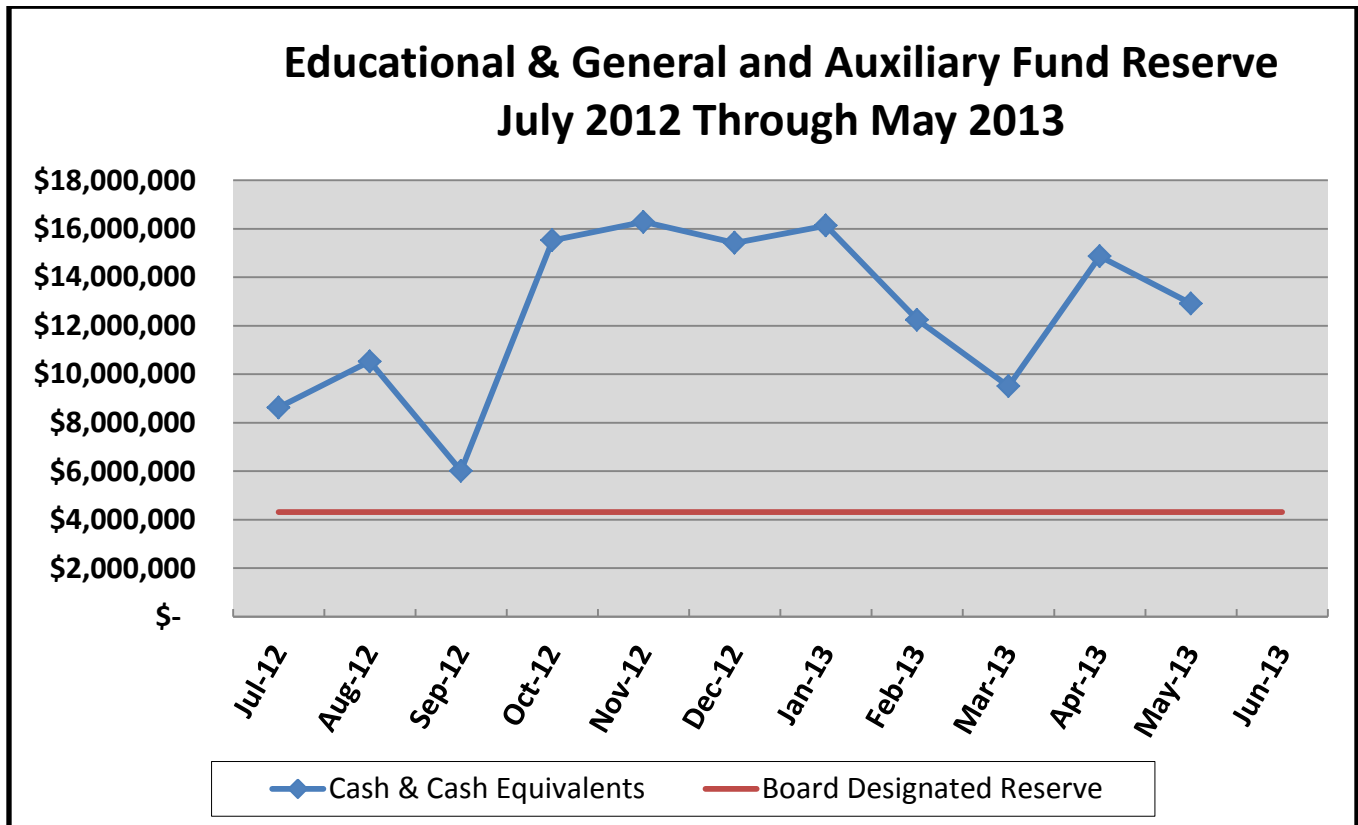
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

**President’s Interpretation:**

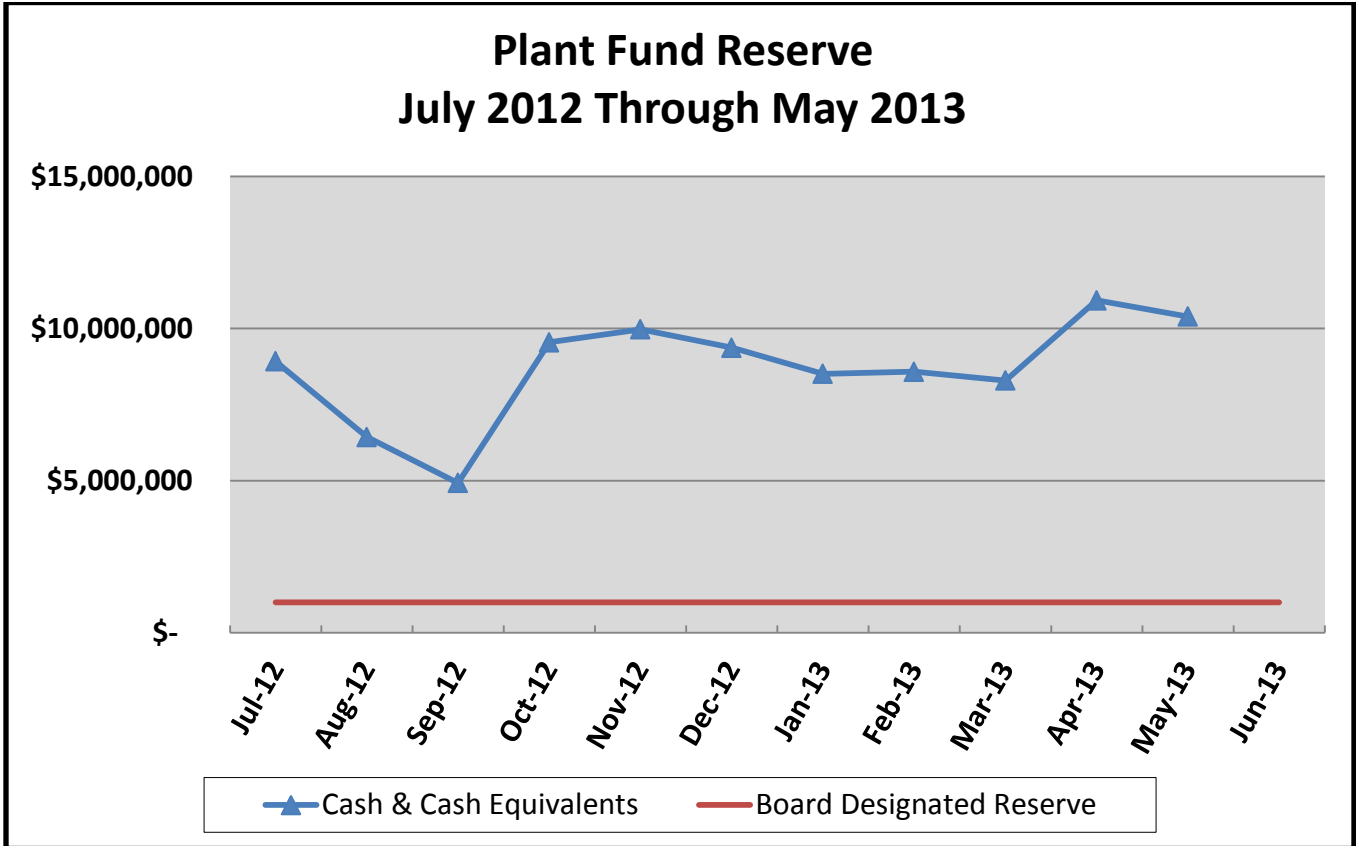
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves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

**Supporting Evidence:**

Source: Banner Finance



For the period July 1, 2012, through May 31, 2013, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2012, through May 31, 2013, Plant Fund reserves have exceeded the Governing Board’s designated reserve. As of May 31, 2013, Plant Fund reserves exceed the Governing Board’s designated reserve amount by \$9,396,000.

Plant Fund reserves have exceeded the amounts that were estimated during the fiscal year 2012-13 budget planning process. Several factors have contributed to higher reserves including the receipt/payment of less construction bills during the first six months of the fiscal year, the majority of capital equipment purchases being pushed out to the second half of the fiscal year, higher property taxes from new construction and more cash and cash equivalents being carried over from the prior year.

**President’s Conclusion:**

I report compliance.

Executive Limitation 2.3.2 aligns with Ends Statement No. 1 – Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment.

To that end, maintaining adequate operating reserves provides the necessary cash flow for the District to deliver its programs and increases the District’s ability to respond to temporary adverse operating conditions such as an unforeseen decrease in operating revenues.

**Presenter :** Ray Sigafoos

**Start Time :** 1:56 PM

**Item No :** 12

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 6/5/2013

**Item Type :** Consent Item

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

**Description :** Approval of Intergovernmental Agreement between Yavapai Community College District and Yavapai Accommodation School District No. 99- RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** The attached Intergovernmental Agreement will enable Yavapai College to provide Dual Enrollment Courses to eligible students for the Yavapai Accommodation School District No. 99.

**Attachments :**

Title	Created	Filename
IGA-Yavapai Accommodation School Dist No 99.pdf	Jun 05, 2013	IGA-Yavapai Accommodation School Dist No 99.pdf



**INTERGOVERNMENTAL AGREEMENT  
BETWEEN  
YAVAPAI COMMUNITY COLLEGE DISTRICT  
AND  
YAVAPAI ACCOMMODATION SCHOOL DISTRICT NO. 99**

This Intergovernmental Agreement (“Agreement”) is entered into this 15<sup>th</sup> day of January, 2013 between Yavapai Community College District, (“College”), and Yavapai Accommodation School District No. 99 (“School District”) (collectively “Parties”). Both Parties are public agencies of the State of Arizona as defined in Arizona Revised Statutes (“A.R.S.”) § 11-951.

**BACKGROUND**

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

College has determined that it is in the best interests of the citizens of the district to offer college level courses that may be counted toward both high school and college graduation requirements at the high school during the school day.

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

**AGREEMENT**

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

**1. PURPOSE**

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

**2. DEFINITION**

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

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

C. Notwithstanding the foregoing, physical education shall not be available as a Dual Enrollment Course.

### **3. EFFECTIVE DATE AND TERM**

This Agreement shall be effective:

- A. After the governing boards of School District and College have approved it; and
- B. On the date that authorized representatives of both Parties have signed it (“Effective Date”).

The term of this Agreement shall be from the Effective Date through June 30, 2013 (“Term”).

### **4. OBLIGATIONS OF COLLEGE**

#### **4.1 General Course Requirements**

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

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

- C. Students enrolled in Dual Enrollment Courses shall be admitted to College for college level credit under current procedures for admission of students to College, and in compliance with A.R.S. § 15-1821.01 and A.R.S. § 15-1805.01. A student who is under eighteen (18) years of age may be granted admission if the student meets the pre-requisites for the Dual Enrollment Course and the student achieves any one of the following:
  - 1. a composite score of ninety-three (93) or more on the preliminary scholastic aptitude test;

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

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

- D. College has the right to limit the number of semester hours in which a student may enroll in Dual Enrollment Courses to not more than six (6) credit hours per semester.
- E. College shall determine residency status of students for tuition purposes in accordance with A.R.S. § 15-1801 *et seq.*
- F. Pursuant to A.R.S. § 15-1821.01(2)(b) and subject to Section 5.1(E) below, College may waive the class status requirements for up to twenty-five percent (25%) of the students enrolled for Dual Enrollment Courses by College. College shall have written criteria for waiving the requirement for each Dual Enrollment Course which shall include a demonstration, by an examination of the specific purposes and requirements of the course, that freshman and sophomore students who meet the Dual Enrollment Course prerequisites are prepared to benefit from the college level course. College shall report all exceptions and the justification for each exception.
- G. College will provide to School District the instructional information necessary to meet the goals of the courses delivered, including but not limited to College approved textbook titles, syllabi, course outlines and grading standards applicable to the Dual Enrollment Courses.
- H. College will ensure that instructors of Dual Enrollment Courses follow the Dual Enrollment Course guidelines, and that the same standards of expectation and assessment that are applied to other College courses are applied to the Dual Enrollment Courses.

- I. For each student, College will assign an identification number to the student that shall correspond to or reference the Student Accountability Information System (SAIS) number assigned to the student. School District will provide College with the SAIS number for each student as provided in Section 5.1(G).
- J. College will grant College credit for a Dual Enrollment Course when a student satisfactorily completes the course.

#### **4.2. Instructors and Instruction**

- A. College will ensure that School District instructors teaching Dual Enrollment Courses have valid College teaching qualifications in the field being taught and are selected and evaluated by College using the same procedure and criteria that are used for instructors at College campus.
- B. If College is providing the instructor for a Dual Enrollment Course, College will provide at College's expense a substitute instructor, as necessary and as agreed upon by School District, to cover the absence of any College instructor teaching a Dual Enrollment Course.

#### **4.3. Assessment and Monitoring**

- A. Except for vocational and occupational Dual Enrollment Courses, and if required by College policy, College will assess each student who seeks enrollment in a Dual Enrollment Course through an assessment test prior to, or at the time of, enrollment to determine and assure proper placement in the Dual Enrollment Courses.
- B. College will involve full-time College faculty who teach a particular discipline in the selection, orientation, ongoing professional development and evaluation of School District faculty teaching Dual Enrollment Courses.
- C. College will designate a liaison officer to assist with dual enrollment activities and to meet with the liaison designated by School District as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school Scope and Sequence, and to review and amend the course outlines as necessary.
- D. College will provide career counseling and advisement for School District students enrolled in Dual Enrollment Courses for the duration of the term of this Agreement.

#### **4.4 Policy and Procedure**

- A. College will comply with all applicable procedures and requirements for the Dual Enrollment Courses set out in state statute and College policy.
- B. College will provide School District with College policies and procedures applicable to students enrolling in Dual Enrollment Courses.

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

#### **4.5 Students with Disabilities**

- A. After notification from School District of a student's need, if College is providing the instructor, College will cooperate with School District to ensure the instructor complies with Section 504 of the Rehabilitation Act of 1973, as amended, and the Individuals with Disabilities Education Act. College shall work with School District in determining appropriate accommodations, however, School District shall have the primary financial and administrative responsibility for providing and implementing necessary accommodations.
- B. College will provide training and guidance to instructors and other personnel in the area of compliance with the Americans with Disabilities Act (ADA) and Rehabilitation Act of 1973, as amended, as the Acts specifically relate to instructing students in a postsecondary education situation.

- 4.6. Reporting and Tracking.** College and School District shall timely assist and cooperate in providing information required by the other party to satisfy any reporting requirements to which the party is subject under state law or regulations.

### **5. OBLIGATIONS OF SCHOOL DISTRICT**

#### **5.1 General Course Requirements**

- A. School District will provide an opportunity for School District students who meet criteria pursuant to Paragraph B of this Section 5.1 to enroll in Dual Enrollment Courses and to receive college credit and credit toward high school graduation.
- B. Pursuant to A.R.S. § 15-1821.01(6), School District will ensure that each student who enrolls for a Dual Enrollment Course pursuant to this Agreement is a full-time student, as defined in A.R.S. § 15-901(A)(1)(b), and is currently enrolled in and attending a full-time instructional program in the School District; except that high school seniors who satisfy high school graduation requirements with less than a full-time instructional program shall be exempt from this provision.
- C. If School District is providing the instructor for the Dual Enrollment Course, School District will provide instruction in accordance with the policies, regulations and

instructional standards of College in courses designated as Dual Enrollment Courses to students of School District at the School District facility during the day.

- D. School District will verify that each student enrolled in a Dual Enrollment Course, including those not electing to enroll for College credit, satisfies the prerequisites for the Dual Enrollment Course as published in College's catalog and complies with College policies and this Agreement regarding student placement in courses.
- E. The School District Superintendent or designee may allow freshman and sophomore students to enroll in Dual Enrollment Courses subject to Section 4.1(F) above.
- F. School District will adopt and utilize College approved textbooks, course outlines, and grading standards applicable to the Dual Enrollment Courses being taught. School District shall provide textbooks for the students according to School District policies. Each student shall be responsible to purchase other supplies, if any, required for the Dual Enrollment Course. Classroom supplies normally supplied by College are included in tuition charges.
- G. For each student enrolling in a Dual Enrollment Course, School District will enroll the student using the student's SAIS number and provide that number to College.

## **5.2 Instructors and Instruction**

- A. If School District is to provide the instructor, School District will nominate an instructor qualified in the appropriate subject area for each Dual Enrollment Courses and submit each instructor's name and credentials to College for approval.
- B. School District will ensure that instructors teaching Dual Enrollment Courses provide instruction in accordance with policies, regulations and instructional standards of College and comply with College assessments.
- C. If School District is providing the instructor, School District will provide at School District's expense a substitute instructor, as necessary and as agreed upon by College, to cover the absence of a School District instructor who teaches a Dual Enrollment Course. In the case of substitutions exceeding ten (10) consecutive school days, School District shall notify College in writing of the name and credentials of the substitute instructor.

## **5.3 Assessment and Monitoring**

- A. School District will designate a liaison officer to assist with dual enrollment activities and to meet with the College designated liaison as necessary and, at least once within a two-year period, to review Dual Enrollment Course outlines and School District's high school Scope and Sequence to review and amend the course outlines as necessary.
- B. School District will provide counseling and advisement for School District students enrolled in Dual Enrollment Courses for the duration of the term of this Agreement.

#### **5.4 Policy and Procedure**

- A. School District will ensure that each student seeking enrollment in a Dual Enrollment Course:
  - 1. has completed the necessary registration forms;
  - 2. has completed College assessment examinations, if required by College;
  - 3. is aware the student is subject to both School District policies and procedures and College policies and procedures;
  - 4. is aware the student is participating in a college level course, even though provided at the School District, and should act appropriately; and
  - 5. is aware of the requirements for determination of resident/nonresident tuition.
  
- B. School District will ensure that each instructor of Dual Enrollment Courses agrees to be subject to School District policies and procedures and College policies and procedures, including the right of College to withdraw authorization of the instructor's participation in the dual enrollment program for failure to follow College requirements.
  
- C. School District will provide College access to the educational records of students as necessary to carry out the terms of this Agreement, and limit access to such records to employees who have a legitimate interest and a need to know the substance of the particular record, understanding that students enrolled in the Dual Enrollment Courses will be enrolled in both School District and College. Pursuant to Title 34, Part 99, Section 99.31 of the Code of Federal Regulations, the Family Educational Rights and Privacy Act of 1974, as amended ("FERPA"), School District and College may disclose educational records of students to each other as "officials of another school system" where the student is enrolled.

#### **5.5 Students with Disabilities**

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

#### **5.6 Reporting and Tracking**

By September 1 of each year, School District will provide to College information required by the Legislature for submission of reports as specified in Section 4.6 above.

## **5.7 Facilities and Funding**

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

## **6. MUTUAL AGREEMENTS**

### **6.1. Instructor.**

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

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

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



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

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

**6.6. Guidelines.** School District and College shall ensure that each student enrolled in a Dual Enrollment Course, and all personnel of School District and all personnel of College who are involved in the dual enrollment program are provided with dual enrollment guidelines, and that such persons agree to review and comply with the guidelines.

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

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

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

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

**7.3. Tuition.**

A. The student or School District shall be responsible for payment of tuition to College. Please refer to Exhibit A, Financial Provisions, Section 1.

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

C. School District understands and agrees that tuition charges for students enrolled under this program may vary from student to student depending upon the total number of student credit hours for which each student has enrolled each term, and depending upon the residency status of the student. Pursuant to A.R.S. § 15-1802(C), the residency of an unemancipated student is that of the student's parent or legal guardian, and any student

who is not a legal resident of Arizona will be charged out of state tuition rates.

## **8. CONTINUATION OF AGREEMENT**

The continuation of this Agreement beyond the initial fiscal year is dependent on and subject to the appropriation and availability of funding for each Party in each subsequent fiscal year. If sufficient funding is not made available to allow a Party to continue meeting its contractual obligations under this Agreement, that Party shall so notify the other Party and either Party may cancel this Agreement and have no further obligation to the other Party. In the alternative, the Parties may by mutual written agreement, modify this Agreement to reduce the level of compensation, services or other consideration provided.

## **9. RECORDS**

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

## **10. CONFIDENTIALITY**

All written student records shall be kept confidential in accordance with the Family Rights and Privacy Act (20 USC 1232(g)) ("FERPA") and regulations adopted pursuant to FERPA, the Individuals with Disabilities Education Act ("IDEA") and regulations adopted thereunder, and applicable state laws and school board policies controlling the disclosure of personally identifiable information from a student's education records.

## **11. TERMINATION/DISPOSITION OF PROPERTY**

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

**11.2. Risk to Health or Safety.** If either Party has reason to suspect that any activities undertaken pursuant to this Agreement present a risk to the health or safety of students or is contrary to the Party's mission or operations, that Party may request that a meeting between the Parties be convened within 48 hours and promptly confirm the meeting in writing. In such circumstances, the Parties to this Agreement will attempt to reconcile differences within five (5) working days of such meeting. If reconciliation is not achieved within the five (5) day period, this Agreement will automatically terminate.

**11.3. No Relief from Obligations.** Termination shall not relieve either Party from its obligation to pay for services provided prior to termination and those for any student already

admitted and enrolled in a course or courses and obtaining dual credit at the time of termination or notice thereof.

**11.4. Disposition of Property.** The Parties do not contemplate joint acquisition of any property pursuant to this Agreement. Upon termination of this Agreement, equipment furnished or purchased by College for the program shall be retained by College, and equipment furnished or purchased by School District for the program shall be retained by School District.

## **12. RESPONSIBILITY**

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

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

## **13. CANCELLATION FOR CONFLICT OF INTEREST**

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

## **14. NON-ASSIGNABILITY**

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

## **15. COMPLIANCE WITH NON-DISCRIMINATION LAWS**

To the extent applicable, the Parties shall comply with all College policies and State and Federal laws and regulations which prohibit discrimination against any person based on race, religion, handicap, color, age, sex, sexual orientation, political affiliation or national origin, and the Parties shall prohibit discrimination in the employment or advancement in employment of a qualified person because of physical or mental disability including all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. §§ 12101-12213).

## **16. RIGHTS/OBLIGATIONS OF PARTIES ONLY**

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

#### **17. ENTIRE AGREEMENT**

This Agreement, and its attachments as noted herein, constitutes the entire agreement between the Parties, and, except as previously noted, all prior or contemporaneous oral or written agreements are superseded by this Agreement. There are no representations or other provisions other than those contained herein, and any amendment or modification of this Agreement shall be made in writing and signed by the Parties to this Agreement.

#### **18. INVALIDITY OF PART OF THE AGREEMENT**

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

#### **19. GOVERNING LAW**

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

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

#### **20. NOTICE**

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

If to College:

Yavapai College  
Attn: Purchasing and Contracting Department  
1100 Sheldon Street  
Prescott, AZ 86301

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If to School District:

Mr. Jim Taylor, Administrator  
Yavapai Accommodation School District No. 99  
2970 Centerpointe East  
Prescott, AZ 86301

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IN WITNESS WHEREOF, the Parties have executed this Agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

COLLEGE

SCHOOL DISTRICT


By: \_\_\_\_\_, CEO

By: Tim Carter, Superintendent

Date \_\_\_\_\_

Date 6/3/13

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

By:  5/29/13  
Legal Counsel for College

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

By:  6/4/2013  
Legal Counsel for School District

## **EXHIBIT A**

### **FINANCIAL PROVISIONS**

#### **1. APPROVED TUITION AND FEES APPLICABLE TO THIS AGREEMENT**

Given that the College and the School District both obtain a public benefit through this Agreement, the College waives tuition for dual enrollment classes taught by a credentialed School District instructor.

#### **2. ADDITIONAL CHARGES**

Fees shall not be charged for assessment tests, used for placement purposes. Assessment fees, if any, will be charged subject to and in compliance with College policies and procedures, and relevant state statutes and regulations.

#### **3. FINANCIAL AID POLICIES**

Except as indicated in this section, College offers no grant, scholarship or financial aid for the dual enrollment program. The provision, if any, of any grant, scholarship or financial aid shall be subject to and in compliance with College policies and procedures, and relevant state statutes and regulations.

#### **4. FORMAT FOR BILLING**

Charges will be assessed each semester and invoices shall be sent no later than ten (10) days after the end of the semester. Payment shall be due within thirty (30) days of receipt of the invoice.

**EXHIBIT B**  
**Addendum January 15, 2013**

**TYPE OF INSTRUCTION**  
**DUAL ENROLLMENT COURSES**

**COURSES AND CREDITS**

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

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

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

TITLE	COURSE	CREDITS	SEMESTER	INSTRUCTOR	MAX
<u>Microsoft Office</u>	<u>CSA 126</u>	<u>3</u>	<u>2</u>	<u>Ansell</u>	



**Presenter :** Ray Sigafoos

**Start Time :** 1:57 PM

**Item No :** 13

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/16/2013

**Item Type :** Heading

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

**Description :** INFORMATION - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:57 PM

**Item No :** 14

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 5/16/2013

**Item Type :** Information Item

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

**Description :** Information from the President RE: Nomination of Association of Community College Trustee's (ACCT) Equity Award; Regognition of Dr. Gillespie; Economic Development Update; Institutional Scholarship Update; College Highlights; Capital Improvement; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Present certificate to acknowledge Dr. Fitzner's nomination for the Association of Community College Trustee's Equity Award
- Recognition of Dr. Greg Gillespie, Vice President for Instruction and Student Services and his contributions to Yavapai College. Dr. Gillespie has accepted the Presidency of Ventura Community College as of July 2013.
- Economic Development Update - Steve Walker, Vice President for College Development and Foundation
- Institutional Scholarship Update - Steve Walker, Vice President for College Development and Foundation
- College Highlights - May 2013 - Attached - Information Only
- Capital Improvement - May 2013 - Attached - Information Only
- Other Related Issues

**Attachments :**

Title	Created	Filename
certificate.pdf	Jun 05, 2013	certificate.pdf
Economic Development.pdf	Jun 05, 2013	Economic Development.pdf
June 2013 College Highlights.pdf	Jun 05, 2013	June 2013 College Highlights.pdf
june_2013_the_prescott_campus_construction_news.pdf	Jun 05, 2013	june_2013_the_prescott_campus_construction_news.pdf
june_2013_the_verde_valley_campus_construction_news.pdf	Jun 05, 2013	june_2013_the_verde_valley_campus_construction_news.pdf

*This certificate is bestowed to:*

***Dr. Dale Fitzner***

*In recognition of his nomination for the:*

***Association of Community College Trustee's Equity Award***

*This award recognizes exemplary commitment of leadership in setting policies, championing an environment of inclusivity, and ensuring results for the enhancement and expansion of opportunities for Yavapai County citizens.*

*Yavapai College is proud to nominate Dr. Fitzner*

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*Mr. Ray Sigafos, Board Chair*

*Date*

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*Dr. Penny Wills, President*

*Date*

## **Economic Development**

- ✓ **New Regional Economic Development Division (REDD)**
  - **Redeploying Existing Resources to Create REDD**
  - **Hiring New REDD Director (position advertised)**
  - **Refilling SBDC Director (position advertised) under REDD**
  - **REDD Office Locations on YC Prescott and YC Verde Campuses**
  - **Completing Feasibility Study for Possible Business Incubator**
  - **Liaison with Regional ED Groups (GPREP and VVREO) ongoing**

## College Highlights

June 2013

### Foundation Studies

- The Speech Communication Department hosted the 9<sup>th</sup> annual Thumb Butte Speech Festival on April 26<sup>th</sup>. Local elementary and homeschool children learned about the history and importance of public speaking. This year's festival events included Roman Oratory Training, Great Military Speakers, face-to-face conversations with Abraham Lincoln and Stephen Douglas (played by YC Student actors), Nathan Hale's struggle for Freedom of Speech and a mock suffragette rally including a freedom march for all elementary school students. In addition, the elementary students competed in oral interpretation presentations and were judged on their performance. 109 Yavapai College Students assisted in the day's activities.
- Yavapai College hosted the Yavapai County 6<sup>th</sup> grade math contest on May 3<sup>rd</sup>. This event had 9 schools represented with 24 teams of 5 students. The contest consisted of two individual and two team events. The students also participated in a tower building contest in the gymnasium. **Jeri Hamilton**, Math Professor, coordinated the event and Mu Alpha Theta students from Bradshaw Mountain High School assisted with the contest and helped grade papers.
- Mathematics instructor **Brian Brockert** increased his success rate in the MAT100 courses this semester from 55% to 70%. He attributes this increase in part to his implementation of Livescribe technology that allows him to capture written and audio presentations of material that students can reference outside the classroom.
- **Mary Verbout** successfully defended her dissertation, "Predictive Validity of a Multiple-Choice Test for Placement in a Community College" on May 3, 2013 at Indiana University of Pennsylvania, in Indiana, PA. Mary will be awarded a Doctor of Philosophy degree on August 13, 2013 and she is grateful for the support she received from her Deans and colleagues at Yavapai College.

### Instructional Support and Improvement

- Yavapai College held the Eighth Annual Summer Institute May 14-16, 2013. The institutes were hosted by the Teaching & eLearning Support (TeLS) Department and Great Ideas for Teaching (GIFT) Center and focused on best practices in the classroom, as well as technology topics for enhancing the student learning experience. This year, 47 sessions offered over the course of 3 days.

Since the institutes began, faculty and staff have conducted approximately 505 workshop sessions with 1,640 participants and 10,561 total engagement hours. (data as of Winter 2012; Summer 2013 data still being tabulated.) During the summer institutes, there are typically 32% of adjunct faculty, 42% of full time faculty and 26% of staff and outside guests that participate.

The General Sessions included the First Year Experience team. The team provided research and insight into strategies for implementing a First Year Experience at Yavapai College.

The Keynote Speaker was Alan Levine. Alan is well known in the field of educational technology and discussed Amazing Stories of Openness.

The GIFT Fellowship Award for Teaching Excellence was awarded to **Tom Gerczynski**, adjunct Faculty in the Arts Division.

In addition to the many workshop offerings by YC faculty and staff, there were presenters from Prescott College and Scottsdale Community College, as well as participants from ERAU. Please view the full schedule at: [https://courseweb.yc.edu/tels-fs/SummerInstitute/Summer\\_Institute\\_2013\\_Schedule.pdf](https://courseweb.yc.edu/tels-fs/SummerInstitute/Summer_Institute_2013_Schedule.pdf)

### Sciences and Health

- Former Yavapai College soccer player, **Roger Espinoza**, led Wigan Athletic to their first Football Association Cup title in its 81 year history by beating heavily favored Manchester City 1-0 at Wembley Stadium in London, England. In one of the greatest FA Cup final upsets of all time, Espinoza played the entire match for Wigan which featured the winning goal coming off a corner kick in the 90th minute. The Football Association Cup is a knockout cup competition in English Football and is the oldest association football competition in the world dating back to 1871. Both Wigan Athletic and Manchester City play in the English Premier League.

Roger Espinoza played 50 matches for the YC Roughriders in 2005 and 2006 before moving on to the Ohio State University. The NJCCA Hall of Famer is a member of the Honduras National Team and played in the most recent World Cup.

### Sedona Film School of Yavapai College

- The joint project with the YMCA and Sedona Film School will be continued for another session - again taught by an SFS alumnus.
- The Sedona International Film Festival Best Comedy winner, "Fanie Fourie's Lobola," screened at the SFS Shorts Film Festival on May 25. Filmmaker Kweku Mandela, grandson of Nelson Mandela, personally endorsed the film school and sent the film to be screened.
- The 13th Annual SFS Shorts Film Festival was a huge success. Attendance was at a record high and Larson Newspapers sent a reporter to cover the awards ceremony.
- Five of our 2013 graduates have started their own production companies and two more have secured internships with local companies.

### Visual, Performing and Liberal Arts

**Lauren McCrea**, Professor of Art and Graphic Design, reports three student success stories:

- Christy Stauffenberg, a YC Graphic Design Program graduate and who was recognized two years ago as the outstanding Art and Graphic Design Student has a new graphic design job in Montana, "It is wonderful. I couldn't have imagined a better job. The design department is so bogged down with work that the Art Director hasn't even had time to really train me. BUT with my education and experience I am able to just jump right in. I kind of feel like a super hero. Ha-ha."
- Earlier this year Lauren McCrea advised Elizabeth Guerra, Youth Services Librarian with the Cottonwood Public Library, on operational and capital expenses related to writing a Teen Grant. The library was notified in early May that they had received the grant. Recent

YC graduate Jessy Jenkins will be helping the Cottonwood Library set up workshops for teens to teach digital literacy skills. The grant covered the purchase of software, hardware, furniture and Jessy's salary!

- Jeff Lowry, a 2006 graduate from Yavapai College with an AAS in Graphic Design and who earned a BFA in Illustration from U of A in 2013, was recently notified that he is the recipient of this year's Jack Kent Cooke Foundation Graduate of Arts Award which will pay the entirety of his graduate education. Upon accepting the award, Jeff thanked the University of Arizona Visual Communication Faculty and also said, "Thank you Yavapai College and the amazing faculty that helped me start this amazing journey of creativity!" Jeff received first place in the 37th Annual Visual Communication Show at the University of Arizona and was a 2012-2013 Arizona winner in the Society of Illustrators competition. Jeff currently works at the University of Arizona in the student affairs marketing department doing graphic design.

# THE PRESCOTT CAMPUS CONSTRUCTION NEWS

June 2013

Greetings from Facilities!

Here is the June edition edition of the Prescott Campus Construction News for your reading enjoyment. This edition contains the latest information concerning major construction activity on the Prescott campus. If you have questions about any of the projects please e-mail me at [david.laurence@yc.edu](mailto:david.laurence@yc.edu). The news letter will also be posted on the Facilities web site.

## Yavapai College Performing Arts Center

Construction is underway for the conversion of spaces 208, 308A and 315A to serving and concessions areas and space 311 into a main support/catering kitchen. Renovating these spaces is scheduled to conclude August 31.

The seating configuration schematic is nearing completion for the replacement seating. In addition to the new seats, there will be improved access on the main floor with the creation of an aisle from the front of house (public seating area) to the stage. Removable seats near the back of front of house will be installed to create an aisle when events are not sold out.

As with any renovation of this magnitude, the new design will meet the latest building, fire and ADA regulations.



Framing of Serving Room 308A





Framing of Serving Room 315

GLHN Architects and Engineers

Haley Construction

### Kachina Renovation

Furniture is moved out and construction has started. Demolition is occurring and the installation of new piping to serve the individual room heating and cooling units is progressing.

In addition to the new energy efficient individual room HVAC systems, the building will receive new carpet and paint along with extensive upgrades to the kitchen and laundry areas. New furniture will be installed in the common areas and student rooms which includes new wardrobes. Improvements will be made related to sound attenuation and internet access and new security features will be installed. The exterior will receive new paint and extensive landscaping upgrades including shade structures for gathering areas. Construction is scheduled to conclude August 10, 2013.



Kachina Main Entry



Installation of Piping for Room Heating and Cooling Units

GLHN Architects and Engineers

Haley Construction

## Marapai Renovation

Design is wrapping up with the final user group review scheduled for May 30.

Furniture is being moved out in preparation for interior demolition. The building will receive a major renovation that will include compliance with new building codes such as life safety and ADA with a fire sprinkler system and improvements to accessibility. The building will be fitted with an elevator, new common areas, study rooms and mechanical improvements along with a complete makeover of the laundry and kitchen facilities. New furniture is also planned for this project.

The building will also receive a new roof, exterior paint and extensive landscaping.

The construction is scheduled to begin in early June 2013 and conclude prior to the start of the fall 2014 semester.



Furniture Removed from Marapai in Preparation for Construction

DLR Group

Haley Construction

### Residence Hall Furniture

Facilities personnel are sorting furniture into one of four categories; a) furniture that will replace Supai furniture; b) furniture returning to Kachina; c) furniture to be sold at auction and d) furniture beyond repair. This is an extensive project and will proceed through the middle of June.



Residence Hall Furniture Storage

### **Other Projects**

#### CTEC Electrical and Instrumentation Renovation

The contractor will begin work in early June on the reconfiguration of space for a new classroom, labs and offices. The project is scheduled for completion in early August.

GLHN

B's Construction

### College Wide Campus Master Plan

During the week of May 13, the college's partner Smith Group JJR met with Deans, the Campus Advisory Committee and Executive Committee to collect further information related to the physical needs of the college to support academics for the next 10 years. The team also shared an analysis of the information collected to date. This report will be available soon at the Facilities web page.

The team also met with members of the college community at the Prescott and Verde Valley campuses to seek the public's input concerning the building and infrastructure needs of the college.

Smith Group JJR will be back on campus May 29 and 30 to meet with available faculty and staff to obtain further information to be incorporated into the next stage of the master plan development.

The team will present the most recent findings to the Campus Advisory Committee and Executive Committee on July 9. The master plan is scheduled to be completed in late October 2013.

### Campus Electronic Sign Project

Work is set to begin in June related to the installation of a new electronic sign at the Sheldon Street entrance to the campus. The new sign will use LCD technology to deliver messages and announcements about college events with a picture quality similar to the likes of high definition television.

Large letters spelling out "Yavapai College" will also be installed at the uppermost façade of the Performing Arts Center.

### **Facilities Energy Corner by Bruce Hustedt**

This month topic is related to lighting.

The EIA (US Energy Information Administration) estimates that in 2011, about 461 billion kilowatt-hours (kWh) of electricity were used for lighting by the residential and commercial sectors. This was equal to about 17% of the total electricity consumed by both of these sectors and about 12% of total U.S. electricity consumption.

Leaving the room? Turn out the lights!

Well that's all for this edition of the Prescott Campus Construction News. Please visit the Facilities website for other construction projects occurring throughout the College.

# THE VERDE VALLEY CAMPUS CONSTRUCTION NEWS

June 2013

Greetings from Facilities!

Here is the June edition of The Verde Valley Campus Construction News for your reading pleasure. If you have any questions as you read through the construction updates below, please continue to e-mail me at [david.laurence@yc.edu](mailto:david.laurence@yc.edu). The news letter will also be posted on the Facilities web site.

## Southwest Wine Center

The design for the Southwest Wine Center is progressing slowly but surely towards the development of construction documents. The construction is still targeted to begin in July of 2013 and conclude in July 2014 with occupancy scheduled for the fall 2014 semester.

An agreement to provide reclaimed water to the vineyard is finalized between the town of Cottonwood and Yavapai College. The City will need to obtain an easement from the Cottonwood Ranch subdivision located east of the campus to allow for the passage of the infrastructure. The design is nearing completion and construction of the infrastructure to support this project and could begin in late June. Thanks to Jeff Rose and Phyllis Lewellen for the efforts needed to secure the agreement with the town.

The vineyard irrigation building is under construction and scheduled for completion in June.

## Campus Renovation Odds and Ends

The installation of white boards is winding down along with the requests for window coverings. Please continue to submit work orders for individual items for your space.

## Electronic Security Project

The college has selected Red Hawk Security to install security components and monitoring equipment at the Verde Valley campus. Work began the week of May 21 with the installation of infrastructure to support cameras and key card access devices throughout the campus. The Red Hawk technicians are uniformed and wear identification badges and will be in each building and on roofs to install security equipment. Eventually one door at each building will be fitted with a key card access reader which faculty and staff can enter the building after hours with the use of a key card. Stay tuned to future editions of the Verde Valley Construction Newsletter for more information about the new security system and obtaining a key card.

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Well that's all for this edition of the Verde Valley Campus Construction News. Please visit the Facilities website for other construction projects occurring throughout the College.

**Presenter :** Ray Sigafoos

**Start Time :** 2:12 PM

**Item No :** 15

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 5/21/2013

**Item Type :** Information Item

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

**Description :** Information from Instruction and Student Services to Include: Health and Sciences Division Update - June 2013 - INFORMATION AND/OR DISCUSSION

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

- Health & Sciences - Scott Farnsworth, Dean

**Attachments :**

Title	Created	Filename
SSHL DGB June 13 Presentaion.pdf	Jun 05, 2013	SSHL DGB June 13 Presentaion.pdf



# Sciences and Health Division

**Biology, Chemistry, Geology, Physics, Physical Education, Health, Dance, Recreation Management, Nursing, Nursing Assistant, Radiology Technology, Medical Assistant, Health Information Technology, Nutrition, Phlebotomy, and Pharmacy Technology**

# What we offer;

- **Degrees- Associate of Applied Science (AAS) in Health Information Technology, Nursing and Radiology Technology**
- **Certificates- Exercise Science, Fitness Instructor, Medical Assistant, Medical Records, Nursing Assistant, Pharmacy Technology, Phlebotomy Technology.**
- **Transfer- Associate of Science, AGEC**
- **Life Long Learning/Personal interest**

# Our Faculty & Staff;

- 38 FT Faculty
- 10 hold PhD or equivalent
- 3 Probationary
- 60+ Adjuncts
- 15 FT Staff- Admin. Assistants, Lab Techs, AD & Coaches
- 8 PT Staff- Admin. Assistants, Assist. Coaches
- 3 Program Directors

# Athletics: a 40 yr. Tradition

- “The Front Porch of the College”
- 14 National Championships: Baseball- 3, Cross-Country- 2, Softball- 2, Soccer- 7
- 56 Arizona Conference Championships
- 4 Sports; Baseball, Softball, Soccer & Volleyball
- M/W Basketball, M/W Cross-Country, M/W Tennis, Golf, Swimming, Rodeo

# Athletic Organization

- **NJCAA- National Junior College Athletic Association; 544 colleges, 75<sup>th</sup> anniversary (CCCCAA- 107 colleges, NWAACC- 35 colleges) over 62% of all CC in USA sponsor Athletics**
- **ACCAC- Arizona Community College Athletic Assoc.; 16 CC's in AZ (Mojave, NPC, Coconino)**
- **YC Competes at Division I (AWC, EAC, CAC, CC)**
- **NJCAA regulates Division I, II, III programs.**

# YC Athletic Scholarships

- NJCAA regulates scholarships based on sport and division.
- Typical YC Athletic Scholarship covers less than 55% of costs (tuition, fees, books, room & board), students pay balance.
- Less than 10% of YC SA get “Full Ride”
- Allows us to recruit talented students, sponsor competitive teams.
- 2011 Athletics Program was reduced by 33% as part of budget reductions.

# What is the ROI

- **Athletics/Sports generate public interest; Local, State, and National exposure**
- **Contributes to the “Collegiate” atmosphere of the college.**
- **Student Athletes (SA) learn; time management, how to deal with competition and adversity, goal setting, work ethic, sportsmanship, cooperation/team work, adherence to rules, (application of life and work skills)**
- **Student Body Diversity- ethnicity and culturally**

# ROI Continued

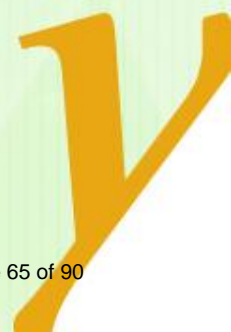
- SA have comparable GPA's as the general student body and higher GPA's than their peers in the residence halls.
- SA are enrolled FT, 95% of SA transfer to 4 yr. colleges/universities.
- SA have higher Retention and Persistence rates.
- Directly connected to the College's mission (cultural opportunities) and Board Ends (transfer and job preparation).



# Questions?

*Yavapai*  
COLLEGE

life explored



**Presenter :** Ray Sigafoos

**Start Time :** 2:22 PM

**Item No :** 16

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 5/21/2013

**Item Type :** Procedure Item

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

**Description :** SHORT RECESS - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:32 PM

**Item No :** 17

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/16/2013

**Item Type :** Heading

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

**Description :** BOARD EDUCATION / STRATEGIC THINKING AND PLANNING -  
HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:32 PM

**Item No :** 18

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 5/16/2013

**Item Type :** Board Education

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

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

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

**Attachments :**

Title	Created	Filename
Yavapai College Legislative Changes to Community College Statutes Presentation.pdf	Jun 04, 2013	Yavapai College Legislative Changes to Community College Statutes Presentation.pdf

# Legislative Changes to Community College Statutes



Lynne C. Adams  
Osborn Maledon

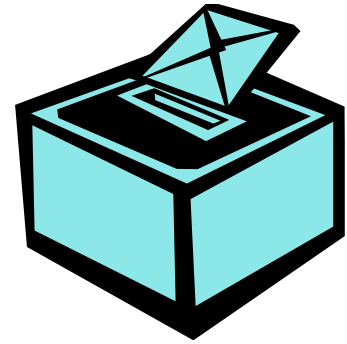
June 11, 2013

# The Good News

The Legislature mostly ignored  
community colleges this year!

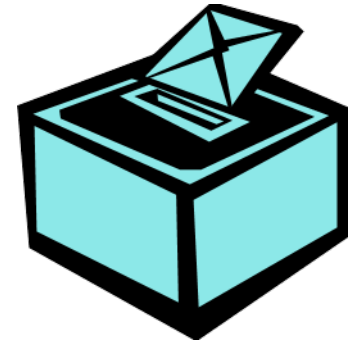


# Elections



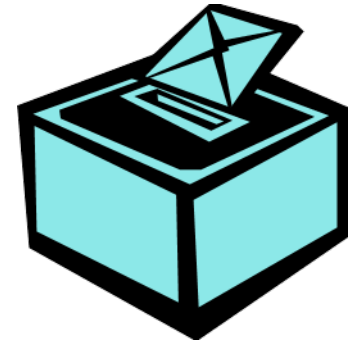
- **HB 2156 “Public Resources and Elections”**

- Further clarifies the type of community college resources that cannot be spent or used to influence the outcome of an election
  - *monies, accounts, credit, facilities, vehicles, postage, telecommunications, computer hardware and software, webpages*, personnel, equipment, materials, buildings, **or any other thing of value** – items in italics have been added to clarify scope of prohibition.
- Informational reports for bond elections are allowed if they “present factual information in a neutral manner.”



# Elections (continued)

- **HB 2156 “Public Resources and Elections”**
  - Allows a community college to use its resources to host a forum or debate as long as the college remains “impartial and the events are purely informational and provide an equal opportunity to all viewpoints.”
    - “Forum or debate” must be open to the public or to invited members of the public,” and the purpose must be to inform the public about an issue or proposition that is before the voters.
    - Rental of a college facility by a private entity that wants to influence the outcome of an election is ok “if it does not occur at the same time and place” as a college-sponsored forum or debate.



# Elections (continued)

- **HB 2156 “Public Resources and Elections”**
  - Defines “influencing the outcome of an election”
    - “Supporting or opposing a candidate for nomination or election to public office or the recall of a public officer or supporting or opposing a ballot measure, question or proposition, including any bond, budget or override election and supporting or opposing the circulation of a petition for the recall of a public officer or a petition for a ballot measure, question or proposition in any manner that is not impartial or neutral.”
  - Increases the civil penalty from \$500 to \$5,000 per violation.



# Medical Marijuana



- **SB 1443 “Medical Marijuana Research”**

- Allows medical research projects involving marijuana conducted on a community college campus

- ***If*** they are authorized by applicable federal agencies, such as the FDA, the DEA, or the national institutes on drug abuse, and
- ***If*** they are approved by “any applicable university institutional review board.”



# Fingerprinting

- **HB 2317 “Fingerprint Clearance Card”**
  - Current law allows a community college to require health sciences students to submit a valid fingerprint clearance card before admission to the program or participation in clinical training.
  - Permits the use of an expired fingerprint clearance card as long as the person submits an affidavit stating the following:
    - The person submitted a completed application for a new fingerprint clearance card within 90 days before the expiration of the current fingerprint clearance card.
    - The person is not awaiting trial on and has not been convicted of a criminal offense that would make the person ineligible for a fingerprint clearance card.



# Mixed Martial Arts

- **HB 2263 “Boxing Commission and Mixed Martial Arts”**
  - Exempts community colleges that host or conduct amateur mixed martial arts contests from regulation by the Arizona State Boxing and Mixed Martial Arts Commission.
  - Similarly exempts associations or organizations composed exclusively of schools, community colleges, colleges, or universities, when each contestant is a student enrolled in a school, community college, or university, from regulation by the Arizona State Boxing and Mixed Martial Arts Commission.
  - Clarifies that no one under 18 may participate in a mixed martial arts contest of any kind.

# Public Libraries



- **HB 2165 “Public Libraries and Privacy”**

- A.R.S. § 41-151.22 currently prohibits a library or library system supported by public funds from disclosing any information that identifies a library patron as requesting or obtaining specific materials or services.
- New legislation includes e-books in the materials and services that cannot be disclosed about library patrons.
- Under current law, library may disclose information about library patrons if it is necessary for the reasonable operation of the library, on written consent of the user, on receipt of a court order, or if required by law.

**Presenter :** Ray Sigafoos

**Start Time :** 2:42 PM

**Item No :** 19

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 5/29/2013

**Item Type :** Information Item

Policy No.	Description	Ref No
3.1.1.1	Board members will comply with the Open Meeting Law. Board members will not engage in any communication by any means, including any technological means, outside of a Board meeting with a quorum of the Board concerning a matter that may foreseeably come before the Board for action. This prohibition includes communication via email, Twitter, Facebook, or similar electronic means of communication. (Yavapai College District Governing Board Policy Regarding E-mail Use, Legal Opinion was received and adopted November 15, 2005, Executive Session and Regular Meeting).	396362

**Description :** Review of Arizona Revised Statute §41-725 Comprehensive database of receipts and expenditures of state monies; local reporting; definition - DISCUSSION

**Details :** At the May 2013 District Governing Board Meeting the Board requested to address the College's compliance with the reporting requirements set forth in Arizona Revised Statute §41-725 Comprehensive database of receipts and expenditures of state monies; local reporting; definition. The Board will discuss current and proposed tools to remain compliant with this statute.

In addition to the Yavapai College website, another option is OpenBooks.az.gov which is the State of Arizona's official transparency web site, created in accordance with Arizona Revised Statutes (A.R.S.) Section §41-725. It is a searchable, user-friendly public site that serves as a single point of reference for citizens to view information about the financial activities of the State of Arizona. This site also contains information for certain State of Arizona local governments, including: counties, cities, towns, community college districts, school districts and state universities.

**Attachments :**

Title	Created	Filename
ARS 41-725.1.pdf	Jun 05, 2013	ARS 41-725.1.pdf



Fifty-first Legislature - First Regular Session

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[ARS TITLE PAGE](#) [NEXT DOCUMENT](#) [PREVIOUS DOCUMENT](#)**41-725. [Comprehensive database of receipts and expenditures of state monies: local reporting: definition](#)**

A. The department shall establish and maintain an official internet website that is electronically searchable by the public at no cost and that contains a comprehensive database of receipts and expenditures of state monies. The database shall include the information as prescribed in the comprehensive annual financial report of a budget unit that has been made by a certified public accountant or public accountant who is currently licensed by the Arizona state board of accountancy and who is not an employee of the department. The report shall be made in accordance with generally accepted auditing standards and shall contain financial statements that are in conformity with generally accepted accounting principles. If the department has a comprehensive annual financial report of a budget unit that has been presented with a certificate of achievement for excellence in financial reporting by the governmental finance officers association, the department may post such a financial report to satisfy the requirements of this subsection.

B. The department must present information in the database in a manner that is intuitive to members of the general public, including graphical representations. The database must allow users to:

1. Search and aggregate payments by individual budget units and programs.
2. Search and aggregate payments by individual vendors, including the total amount of state funding awarded by all budget units to individual vendors.
3. Download information yielded by a search of the database.
4. Access electronic versions of contracts that relate to expenditures.

C. The database shall include the following information:

1. Annual receipts of revenues, including:
  - (a) Receipts or deposits by each state budget unit into funds established in the state treasury.
  - (b) Taxes.
  - (c) Earnings by each budget unit, including amounts collected for merchandise sold, services performed and licenses, certifications and permits issued.
  - (d) Revenue from the use of publicly owned money or property, including leases and licenses.
  - (e) Gifts, donations and grants received, including amounts received from the federal government.
  - (f) Any other type of public revenue, however denominated or derived, deposited into the state treasury.
2. Annual expenditures and disbursements of state revenues by each state budget unit from funds established in the state treasury, as applicable, including:
  - (a) Bond payments, debt service and redemption charges and fees.
  - (b) Contractual services and cooperative agreements.
  - (c) Commodities.
  - (d) Capital outlay.
  - (e) Revenue sharing and other aid to other levels of government, including tribal governments.
  - (f) Any other expenditure or disbursement of state revenue from the state treasury, however denominated or structured.

D. Expenditure data shall list:

1. The manner of payment, including check or warrant or credit, debit or other purchase card.
2. The funding source, including categorical codes and the state accounts the expenditure is appropriated from.
3. A standardized descriptive title of the type and purpose of the transaction.
4. The date and amount of each payment.
5. The state agency or budget unit making the payment.
6. The name of the person or entity receiving the payment, including to the extent practical a parent entity of the recipient if the recipient is owned by another entity.
7. The primary location of performance under the contract, including the county, city or town and legislative district.

E. The database shall not include:

1. Tax payment or refund data that include confidential taxpayer information.
2. Data relating to payments of state assistance to individual recipients.
3. Payees' addresses or telephone numbers, but the department may allow public access in the database to information identifying the county in which the payee is located.
4. Work product in anticipation of litigation or information subject to attorney-client privilege.
5. Any other information that is designated by law as confidential or preapproved as confidential by the department pursuant to rule. The department and any officer or employee of the department:
  - (a) May rely on a determination made by a budget unit regarding confidentiality of information relating to the budget unit's expenditures.
  - (b) Are immune from civil liability for posting confidential information under this section if the posting is in reliance on the budget unit's determination relating to confidentiality.

F. Each budget unit shall cooperate with the department as necessary to implement and administer this section. Each budget unit shall provide to the department any additional data in a manner and schedule prescribed by the department that are required to be included in the database. The database shall be updated within thirty days after the end of each fiscal year and may be updated as new data become available. The data shall be retained in the database for at least ten full fiscal years.

G. The governor, secretary of state, state treasurer and legislature shall include a link to the database under this section in their individual official websites. Each budget unit that maintains a generally accessible internet website, or for which a generally accessible website is maintained, shall include a link on that website to the database under this section.

H. On or before January 1, 2013, each local government shall establish and maintain an official internet website that is accessible to the public at no cost and that contains a comprehensive reporting of all revenues and expenditures over five thousand dollars of local monies in as nearly as practicable the same manner and consistent with the provisions of subsections B through E. The database shall include the information as prescribed in the comprehensive annual financial report of a budget unit that has been made by a certified public accountant or public accountant who is currently licensed by the Arizona state board of accountancy and who is not an employee of the local government. The report shall be made in accordance with generally accepted auditing standards and shall contain financial statements that are in conformity with generally accepted accounting principles. If a local government has a comprehensive annual financial report of a budget unit that has been presented with a certificate of achievement for excellence in financial reporting by the governmental finance officers association, the local government may post such a financial report to satisfy the requirements of this subsection. A link to this data shall be displayed in a prominent place on the local government's official internet website or on a website of an association of cities and towns for cities and towns that do not have official websites and on the department's official internet website as prescribed in this section. The data shall be updated no less frequently than every three months and may be updated as new data becomes available. The data shall be retained and accessible online for at least three fiscal years.

I. For the purposes of this section "local government" means:

1. A county, city or town with a population of more than twenty-five hundred persons.
2. Any community college district and school district having a student count of more than six hundred pupils.
3. A state university.

**Presenter :** Ray Sigafoos

**Start Time :** 2:52 PM

**Item No :** 20

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 6/4/2013

**Item Type :** Decision Item

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

**Description :** Planning of September 9, 2013 District Governing Board Retreat -  
DISCUSSION AND/OR DECISION

**Details :** Board members will discuss the planning of the September 9, 2013 District Governing Board Retreat;

- Location
- Facilitators
- Topics

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:57 PM

**Item No :** 21

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/16/2013

**Item Type :** Heading

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

**Description :** MONITORING REPORTS - HEADING

**Details :**

**Attachments :**

No Attachments



**Presenter :** Ray Sigafoos

**Start Time :** 2:57 PM

**Item No :** 22

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 5/29/2013

**Item Type :** Monitoring & Decision

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

**Description :** Receipt of President's Monitoring Report - Executive Limitation 2.3 - Financial Management - INFORMATION AND/OR DECISION

**Details :** Executive Limitation 2.3 - Financial Management

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

**MOTION OPTIONS:**

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3.

2. If Board intends to not accept Monitoring Report:

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

3. Insufficient Evidence:

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

**Attachments :**

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 - June 2013.pdf	Jun 04, 2013	Monitoring Report Executive Limitations Policy 2 3 - June 2013.pdf
Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.3.pdf	Jun 06, 2013	Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.3.pdf

**Monitoring Report**  
**Executive Limitations 2.3 – Financial Management**  
**June 2013**

**Executive Limitations 2.3 – Financial Management**

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

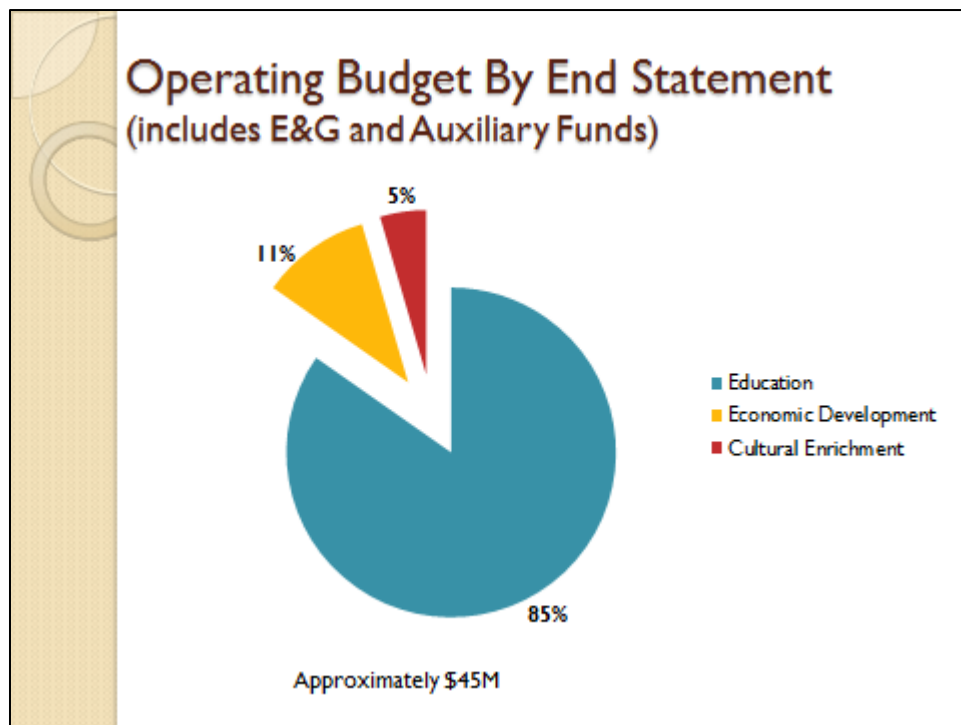
**President’s Interpretation:**

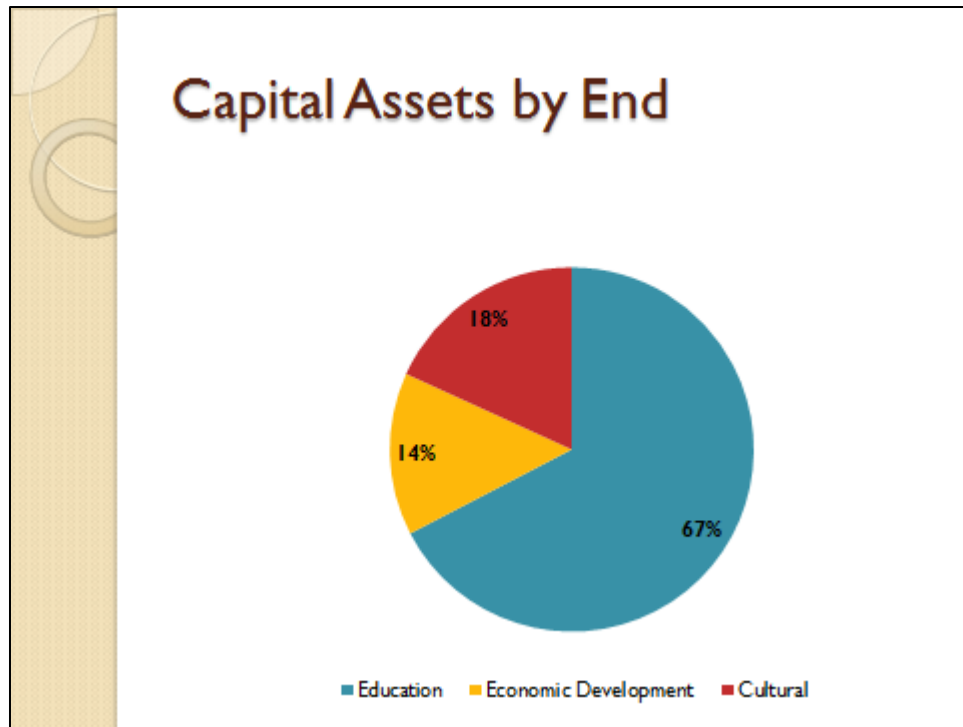
Financial management of the College’s resources is not an end to itself. The fiscal stewardship is an essential component of meeting the Board’s Ends. As the Board annually reviews its Ends, it is the responsibility of the administration to plan the budget to ensure achievement of the Ends, the College’s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

**Supporting Evidence:**

**Budgeting that aligns with the Board’s Ends priorities**

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





### Financial Solvency

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

### Budget Alignment Multi Year Strategic Management Plan

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

<https://www.yc.edu/v4content/strategic-planning/docs/Strat-Init-Linked-Board-Ends-1-10-12.pdf>

The Budget Cycle is integrated with the Strategic Planning Cycle, as can be seen from the following link [www.yc.edu/v4content/strategic-planning/docs/SP\\_Cycle.pdf](http://www.yc.edu/v4content/strategic-planning/docs/SP_Cycle.pdf). Over a series of months, the

Administration systematically presents a series of Budget-related information to the Board as is documented on our college’s budget website. <http://www.yc.edu/v4content/budget/>

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

### Budgets do not violate applicable statutes

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

### **President’s Conclusion:** **I report compliance.**

**Presidential Monitoring Worksheet for Executive Limitations Policies**  
**Policy 2.3 – Financial Management**  
**Compilation - June 2013**

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

<b>Executive Limitation 2.3</b>	<b>Financial Management</b> The President shall not allow annual financial planning and budgeting that deviates materially from the Board’s Ends priorities, jeopardizes financial solvency, or fails to be part of a multi-year strategic management plan, or violates applicable statutes.	
Is the interpretation reasonable?	YES <b>5</b>	NO
Does the data demonstrate compliance with the interpretation?	YES <b>5</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES <b>5</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES	NO <b>5</b>
Comments: (Please complete if any highlighted boxes are checked)		

<b>The following questions will apply to the WHOLE policy:</b>		
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?	YES <b>5</b>	NO
Is there reason to doubt the integrity of the information presented?	YES	NO <b>5</b>
Comments: (Please complete if any highlighted boxes are checked)		

**SHADED ITEMS** should be raised for discussion at the meeting.

**Presenter :** Ray Sigafoos

**Start Time :** 3:02 PM

**Item No :** 23

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/29/2013

**Item Type :** Heading

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

**Description :** OWNERSHIP LINKAGE - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:02 PM

**Item No :** 24

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 5/29/2013

**Item Type :** Information Item

Policy No.	Description	Ref No
3.5.5	All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committee. Board liaisons should provide advice and input to their assigned committee, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committee. The positions are:  1) Foundation Liaison 2) AADGB Representative 3) Board Spokesperson	436609

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

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

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

Yavapai College Foundation - Dr. Patricia McCarver

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:07 PM

**Item No :** 25

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/29/2013

**Item Type :** Heading

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

**Description :** OTHER INFORMATION - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:07 PM

**Item No :** 26

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 6/7/2013

**Item Type :** Information Item

Policy No.	Description	Ref No
3.2.1	Shall be the link between the organization and its "ownership" - the taxpayers of Yavapai County and of the State of Arizona.	396931

**Description :** Correspondence to the Board - RECEIPT

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:12 PM

**Item No :** 27

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 5/23/2013

**Item Type :** Decision Item

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

**Description :** Proposed Dates and Places of Future Meetings for the remainder of 2013 - DISCUSSION AND/OR DECISION

**Details :** The Board will discuss the Proposed Dates and Places of Future Meetings for 2013 - attached

- Change of date for the August, 2013 Regular District Governing Board Meeting from the 13th to the 6th
- Added date and location of the September 9, 2013 District Governing Board Retreat
- Change of location for the September 10, 2013 Regular District Governing Board Meeting
- Change of location for the October 8, 2013 Regular District Governing Board Meeting
- Change of location for the November 12, 2013 Regular District Governing Board Meeting
- Determined dates for December Commencements

**Attachments :**

Title	Created	Filename
2013- Proposed Dates and Places of Future Meetings - 2.pdf	Jun 05, 2013	2013- Proposed Dates and Places of Future Meetings - 2.pdf

## PROPOSED DATES AND PLACES OF FUTURE MEETINGS 2013

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
Regular Board Meeting	January 11, 2013, Friday, 1:00 p.m. Location: Prescott Valley Auditorium/Council Chambers
Open House- Social Event No business of the public body will be discussed and no action will be taken.	January 25, 2013, Friday, 2:00 p.m. Executive Assistant's Retirement Event Location: Prescott Campus – Building 32
Work Session	February 5, 2013, Tuesday, 11:15 a.m. Budget Work Session – 11:15 a.m. – 12:30 a.m. Location: Prescott Campus Building 32, Rm 119
Regular Board Meeting	Board Meeting – 1:00 p.m. Location: Prescott Campus–Rock House
Special Board Meeting – Higher Learning Commission Accreditation	March 5, 2013, Tuesday, 11:00 a.m. Briefing Session – 11:00 a.m. – 11:30 a.m. Location: Prescott Campus – Building 32, Rm 119 Meeting Higher Learning Commission Site Team 11:30 a.m. – 12:15 a.m. Location: Prescott Campus – Building 32, Rm 119
Regular Board Meeting	March 5, 2013, Tuesday, 1:00 p.m. * Location: Prescott Campus – Rock House
Regular Board Meeting	April 16, 2013, Tuesday, 1:00 p.m. * Location: Verde Valley Campus, Building M, Rm 137
Regular Board Meeting	May 14, 2013, Tuesday, 1:00 p.m. Location: Prescott Campus–Rock House
Northern Arizona Regional Training Academy (NARTA) Commencement	May 9, 2013 Location: Prescott Campus - Performance Hall
Verde Valley Commencement	May 10, 2013 Location: Verde Valley Campus
Nursing Pinning Ceremony	May 11, 2013 Location: Prescott Campus - Performance Hall
Prescott Commencement	May 11, 2013 Location: Prescott Campus - Performance Hall
<b>Regular Board Meeting</b>	<b>June 11, 2013</b> , Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
<b>JULY, 2013 No Board Meeting</b>	
<b>Regular Board Meeting</b>	<b>August 6, 2013</b> , Tuesday, 1:00 p.m. Location: Career & Technical Education Center (CTEC), Rm 144
<b>Board Retreat - Strategic Planning</b>	<b>September 9, 2013</b> Monday, 11:30 a.m. <b>Location: Prescott Campus – Rock House</b>
<b>Board Retreat – Strategic Planning</b> <b>Regular Board Meeting</b>	<b>September 10, 2013</b> , Tuesday, <b>11:00 a.m.</b> <b>1:00 p.m.</b> <b>Location: Verde Valley Campus, Building M, Rm 137</b>
<b>Regular Board Meeting</b>	<b>October 8, 2013</b> , Tuesday, 1:00 p.m. <b>Location: Chino Valley Agribusiness Center, Rm 120&amp;121</b>
<b>Regular Board Meeting</b>	<b>November 12, 2013</b> , Tuesday, 1:00 p.m. <b>Location: Prescott Campus – Rock House</b>
<b>Northern Arizona Regional Training Academy (NARTA) Commencement</b>	<b>December 5, 2013</b> Location: Prescott Campus - Performance Hall
<b>Nursing Pinning Ceremony</b>	<b>December 14, 2013</b> Location: Prescott Campus - Performance Hall
<b>Annual Board Retreat</b>	<b>December 2013 - TBD</b> Location: Prescott Campus – Rock House
<b>Regular Board Meeting</b>	<b>December 10, 2013</b> , Tuesday, 1:00 p.m. Location: Prescott Valley Campus, Room 110 & 111

\* March 5, 2013 (First Tuesday of the Month) changed due to Spring Break scheduled for March 11<sup>th</sup> – 15<sup>th</sup>

\* April 16, 2013 (Third Tuesday of the Month) - Mr. Sigafos is requesting third Tuesday of the month, due to his tax season workload.



**Presenter :** Ray Sigafoos

**Start Time :** 3:17 PM

**Item No :** 28

**Proposed By :** Ray Sigafoos

**Time Req :** 30

**Proposed :** 5/16/2013

**Item Type :** Procedure Item

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

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

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

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:47 PM

**Item No :** 29

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 5/16/2013

**Item Type :** Decision Item

Policy No.	Description	Ref No
3.2	As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance.  Accordingly, the Board:	429130
4	The Board's sole official connection to the operational organization, its achievements and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.	396329

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

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

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:52 PM

**Item No :** 30

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 5/16/2013

**Item Type :** Procedure Item

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

**Description :** ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

**Details :**

**Attachments :**

No Attachments