



Regular Board Meeting
Agenda Summary
Tuesday, September 10, 2013
1:30 PM

Verde Valley Campus
601 Black Hills Road, Building M, Room 137
Clarkdale, Arizona 86324

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	460316
2	Call to Order - PROCEDURAL	0	1:30 PM	460317
3	Pledge of Allegiance - PROCEDURAL	1	1:30 PM	460318
4	Welcome to Guests and Staff - PROCEDURAL	1	1:31 PM	460319
5	Approval of August 6, 2013 Regular District Governing Board Meeting Minutes - DISCUSSION AND DECISION	3	1:32 PM	460325
6	Adoption of Agenda - DECISION	1	1:35 PM	460326
7	Open Call - PROCEDURAL	5	1:36 PM	460327
8	CONSENT AGENDA - HEADING	0	1:41 PM	461804
9	Receipt of Report on Revenues and Expenditures - Month of August 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:41 PM	461812
10	Receipt of the President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - August 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:42 PM	461814

Item No.	Item	Time Req.	Start Time	Ref No.
11	Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - August 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:43 PM	461815
12	INFORMATION - HEADING	0	1:44 PM	460328
13	Sabbatical Report from Patty McMullen-Mikels, Visual, Liberal and Performing Arts Faculty - INFORMATION AND/OR DISCUSSION	15	1:44 PM	460329
14	Information from the President to include: Employee Day Recap; Update on Search for Vice President for Instruction and Student Services; Fourth Annual Northern Arizona Joint District Governing Board/Legislator Summit; Capital Improvement; College Highlights; Other Related Issues - INFORMATION	20	1:59 PM	461810
15	Update from Instruction and Student Services to include: 2013 Fall Semester Update; Service Learning; Faculty Senate; First Year Experience - INFORMATION AND/OR DISCUSSION	35	2:19 PM	461805
16	SHORT RECESS - PROCEDURAL	10	2:54 PM	461819
17	MONITORING REPORTS - HEADING	0	3:04 PM	461806
18	Board Self-Evaluation - Governing Board Policy 3.6 - Board Committee Principles - MONITORING, DISCUSSION, AND/OR DECISION	5	3:04 PM	461807
19	Board Self-Evaluation - Board - President Linkage 4.1- Unity of Control - MONITORING, DISCUSSION, AND/OR DECISION	5	3:09 PM	461808
20	POLICY ISSUE - HEADING	0	3:14 PM	466361
21	Modification of the Intergovernmental Agreement Between Yavapai Community College and Mountain Institute Joint Technical Education (JTED) - RECEIPT, DISCUSSION, AND/OR DECISION	10	3:14 PM	466362
22	OWNERSHIP LINKAGE - HEADING	0	3:24 PM	461816
23	Board - President Linkage Policy 4.7 - President Succession Proposed Revision - DISCUSSION AND/OR DECISION	10	3:24 PM	464270
24	Review of the Board Meeting Evaluations (Quarterly) Process - DISCUSSION AND/OR DECISION	10	3:34 PM	466333
25	Select a Voting Board Representative for Association of Community College Trustees (ACCT) Annual Leadership Congress - DISCUSSION, AND/OR DECISION	5	3:44 PM	463643
26	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community College Trustees (ACCT); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	3:49 PM	461818
27	BOARD EDUCATION/STRATEGIC THINKING AND PLANNING - HEADING	0	3:54 PM	461823
28	Update from the September 9-10, 2013 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION	15	3:54 PM	461824
29	Review and Update 2013-2014 District Governing Board Calendars - DISCUSSION AND/OR DECISION	10	4:09 PM	461825

Item No.	Item	Time Req.	Start Time	Ref No.
30	OTHER INFORMATION - HEADING	0	4:19 PM	461826
31	Correspondence to the Board - RECEIPT	5	4:19 PM	461827
32	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	4:24 PM	463225

Presenter : Ray Sigafoos

Start Time : 1:30 PM

Item No : 1

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 8/8/2013

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 : 8/8/2013

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 : 8/8/2013

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 : 8/8/2013

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

Start Time : 1:32 PM

Item No : 5

Proposed By : Ray Sigafoos

Time Req : 3

Proposed : 8/8/2013

Item Type : Decision Item

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

Description : Approval of August 6, 2013 Regular District Governing Board 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 August 6, 2013 Regular District Governing 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 decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public meeting documents.)

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:35 PM

Item No : 6

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 8/8/2013

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 : Adoption of Agenda - DECISION

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:36 PM

Item No : 7

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 8/8/2013

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 : 1:41 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 8/13/2013

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 : 1:41 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 8/13/2013

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 - Month of August 2013 - RECEIPT, DISCUSSION, AND/OR DECISION

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

Included is the financial update report highlighting the status of several key financial indicators.

The report of Revenues and Expenditures for the second month of Fiscal Year 2013-2014 ending August 31, 2013 is attached. Expenditures are reported on the accrual basis of accounting.

Attachments :

Title	Created	Filename
Copy of YCFS Aug 2013 - Governing Board Budget Report.pdf	Sep 05, 2013	Copy of YCFS Aug 2013 - Governing Board Budget Report.pdf
Financial Update - Aug 2013 in Sept.pdf	Sep 05, 2013	Financial Update - Aug 2013 in Sept.pdf
Revenues__Expenditures_Cover_Sheet_Aug in Sept.pdf	Sep 05, 2013	Revenues__Expenditures_Cover_Sheet_Aug in Sept.pdf
Copy of YCFS August 2013_Summary.pdf	Sep 05, 2013	Copy of YCFS August 2013_Summary.pdf

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

**For the Two Months Ended August 31, 2013
Fiscal Year 2013-2014**

District Governing Board

Fiscal Year 2013-14 Appropriation:

\$ 179,447

	<u>Purpose</u>	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 4,935	\$ 22,922	\$ 27,857
Assoc. of Community College Trustees	Membership Dues	5,264	-	5,264
Assoc. of Community College Trustees	Conference Fees	1,620	-	1,620
Osborn Maledon PA	Attorneys	-	60,000	60,000
Ourboardroom Technologies	Software maintenance	9,250	9,250	18,500
Penelope Wills	Travel	387	-	387
Roswell Bookbinding	Board Minutes	215	1,285	1,500
Sodexo Inc.	Food Supplies	172	4,828	5,000
Thee Place	Food Supplies	-	2,000	2,000
Yavapai Broadcasting	Board Meetings	-	3,000	3,000
				<u>125,128</u>

Remaining Budget - August 31, 2013

\$ 54,319

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

YAVAPAI COLLEGE

FINANCIAL UPDATE

August 2013

FY2012-2013 Close and Audit

- The year-end close for FY2012-2013 is planned for October 2013.
- The auditors will begin their field work on October 21, 2013. The audit report (Comprehensive Annual Financial Report) will be issued in mid-December 2013 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 FY2012-2013 will be presented to the Board at the February 2014 meeting.

FY 2012-2013 Budget

General Fund

- Total property taxes collected have historically been approximately .5% less than the levy. We expect this trend to continue.
- Tuition and fees is projected to come in at budget for the fiscal year.

Auxiliary Fund

- Auxiliary Enterprises, which are those areas meant to be self-sufficient, are projected to be on budget for the fiscal year.

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 during the first half of the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

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 two months of FY2013-2014 ending August 31, 2013, is attached. Expenditures are reported on the accrual basis of accounting.

The General Fund gross revenues exceed projections at 26.2% of budget. Tuition and fees revenues are 50.8% of budget reflecting fall 2013 semester enrollments. State aid for the first quarter of the fiscal year was received in August 2013. General Fund expenditures represent 17.1% of the budget through two months. Instructional expenditures are under budget due to faculty contracts beginning in mid-August. Institutional Support is over budget due to annual payments for liability insurance, maintenance agreements and other fees. Scholarships are at 49.5% of budget due to fall 2013 financial aid awards. Currently, General Fund revenues exceed expenditures/encumbrances by \$3,772,200.

Total General Fund revenues are expected to be below budget by about \$125,000. This is mainly due to property tax collections being less than the levy. Property taxes collected have historically been about .5% less than the levy. We expect this trend to continue. General Fund expenditures are projected to be under budget by approximately \$750,000. This is a result of several factors including vacancy savings, 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 college-related support activities. The presentation is separated into two sections consistent with the annual adopted budget. The first area presented is for those enterprise activities which are meant to be self-sufficient. Currently, those activities are in a surplus position. This is primarily a result of housing reflecting fall 2013 room fees. 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 revenues and expenditures are above projections directly attributed to the encumbering of the remaining expenses related to the residence hall renovations. Unexpended Plant Fund expenditures represented 51.0% of budget through two months and exceed the Unexpended Plant Fund revenues by \$1,520,300 . The remaining revenues to cover these commitments will be received over the remaining fiscal year.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2013 - 16.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

SUMMARY - ALL FUNDS

	<u>Year-to-Date Revenues</u>				<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
General Fund	\$ 10,836,185				\$ 10,836,185	\$ 41,373,000	26.2%
Restricted Fund	5,202,075				5,202,075	14,586,000	35.7%
Auxiliary Fund	771,186				771,186	3,725,700	20.7%
Unexpended Plant Fund	7,888,981				7,888,981	18,442,600	42.8%
Debt Service Fund	1,149,001				1,149,001	6,928,000	16.6%
TOTALS	<u>25,847,428</u>				<u>25,847,428</u>	<u>85,055,300</u>	<u>30.4%</u>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):							
General Fund		\$ 5,381,881	\$ 18,984,602	\$ 17,302,534	\$ 7,063,949	\$ 41,373,000	17.1%
Restricted Fund		4,950,145	1,277,266	1,025,336	5,202,075	14,586,000	35.7%
Auxiliary Fund		531,268	968,347	830,441	669,174	3,725,700	18.0%
Unexpended Plant Fund		1,295,104	8,114,145	-	9,409,249	18,442,600	51.0%
Debt Service Fund		-	1,149,001	-	1,149,001	6,928,000	16.6%
TOTALS		<u>12,158,398</u>	<u>30,493,361</u>	<u>19,158,311</u>	<u>23,493,448</u>	<u>85,055,300</u>	<u>27.6%</u>
SURPLUS/(DEFICIT)					<u>2,353,980</u>	<u>-</u>	

COMMENTS:

Through the second month, 27.6% of budget has been committed (excluding labor encumbrances) compared to 30.4% of revenues received.

The Budget currently has a surplus of \$2,353,980 .

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2013 - 16.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

GENERAL FUND

	<u>Year-to-Date Revenues</u>			<u>Total Revenues</u>	<u>FY 13/14 Budget</u>	<u>Percent of Budget</u>	<u>FY 13/14 Estimate</u>	<u>Budget to Estimate Variance</u>	
REVENUES:									
Primary Property Taxes	\$ 5,150,182			\$ 5,150,182	\$ 31,134,600	16.5%	\$ 31,010,000	\$ (124,600)	
Tuition and Fees	5,750,628			5,750,628	11,310,000	50.8%	11,310,000	-	
State Appropriations	223,475			223,475	893,900	25.0%	893,900	-	
Other Revenues	100,912			100,912	350,000	28.8%	350,000	-	
Interest Income	1,072			1,072	25,000	4.3%	25,000	-	
Fund Balance Applied to Budget	332,983			332,983	1,997,900	16.7%	1,997,900	-	
General Fund Transfer Out	(723,067)			(723,067)	(4,338,400)	16.7%	(4,338,400)	-	
TOTAL REVENUES	10,836,185			10,836,185	41,373,000	26.2%	41,248,400	(124,600)	
		<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 13/14 Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>	<u>FY 13/14 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (note 1):									
Instruction		\$ 1,111,040	\$ 8,180,070	\$ 7,837,384	\$ 1,453,726	\$ 16,535,000	8.8%	\$ 16,452,325	\$ (82,635)
Academic Support		744,313	2,029,664	1,908,712	865,265	4,478,000	19.3%	4,455,610	(22,390)
Institutional Support		1,851,543	4,271,622	3,600,495	2,522,670	8,589,000	29.4%	8,546,055	(42,945)
Student Services		538,574	1,975,024	1,951,747	561,851	4,441,000	12.7%	4,418,795	(22,205)
Operation/Maintenance of Plant		751,012	2,461,722	1,947,696	1,265,038	5,885,000	21.5%	5,855,575	(29,425)
Scholarships		383,888	-	-	383,888	776,000	49.5%	776,000	-
Public Service		1,511	66,500	56,500	11,511	119,000	9.7%	119,000	-
Tuition Contingency		-	-	-	-	550,000	0.0%	-	(550,000)
TOTAL EXPENDITURES		5,381,881	18,984,602	17,302,534	7,063,949	41,373,000	17.1%	40,623,360	(749,600)
SURPLUS/(DEFICIT)					\$ 3,772,236	\$ -			

COMMENTS:

Through the second month, 17.1% of budget has been committed (excluding labor encumbrances) compared to 26.2% of revenues received.

First quarter State Aid was received in August 2013.

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

Instructional expenditures under budget due to faculty contracts beginning in mid-August.

Institutional Support expenditures above budget due to the encumbering and or payment of annual insurance, maintenance and other fees.

Scholarships at 49.5% of budget due to fall 2013 financial aid awards.

The Budget currently has a surplus of \$3,772,236.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2013 - 16.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
Federal Grants and Contracts	\$ 4,400,544				\$ 4,400,544	\$ 13,456,000	32.7%
State Grants and Contracts	-				-	180,000	0.0%
Private Gifts, Grants and Contracts	154,028				154,028	350,000	44.0%
Proposition 301 Funds	171,833				171,833	550,000	31.2%
Fund Balance Applied to Budget	50,000				50,000	50,000	100.0%
Reimbursement Due	425,670				425,670	N/A	N/A
TOTAL REVENUES	5,202,075				5,202,075	14,586,000	35.7%

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
Instruction	\$ 247,569	\$ 863,889	\$ 619,643	\$ 491,815	\$ 2,612,000	18.8%
Student Services	129,430	401,469	393,785	137,114	1,100,000	12.5%
Scholarships	4,565,992	-	-	4,565,992	10,753,000	42.5%
Public Service	7,154	11,908	11,908	7,154	121,000	5.9%
TOTAL EXPENDITURES	4,950,145	1,277,266	1,025,336	5,202,075	14,586,000	35.7%
SURPLUS/(DEFICIT)				\$ -		

COMMENTS:

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

Scholarships at 42.5% of budget due to fall 2013 financial aid awards.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2013 - 16.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

AUXILIARY FUND

AREAS THAT ARE MEANT TO BE SELF-SUFFICIENT

	Expenditures (note 1)					Year-to-date Profit/(Loss)	Budgeted Profit / (Loss)	FY 13/14 Estimate	Budget to Estimate Variance
	Revenues	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances				
AUXILIARY ENTERPRISES									
Residence Halls	\$ 457,547	\$ 155,096	\$ 212,087	\$ 126,982	\$ 240,201	\$ 217,346	\$ -	\$ -	\$ -
Food Service	1,042	9,890	-	-	9,890	(8,848)	(79,400)	(79,400)	-
Vending	866	-	-	-	-	866	30,000	30,000	-
Bookstore	6,752	4,050	-	-	4,050	2,702	185,700	185,700	-
Performing Arts Center	36,475	133,851	245,065	245,065	133,851	(97,376)	(449,700)	(449,700)	-
Edventures	68,493	75,176	32,796	32,796	75,176	(6,683)	(21,000)	(21,000)	-
Family Enrichment Center	78,535	93,783	252,734	215,941	130,576	(52,041)	(194,300)	(194,300)	-
TOTAL ENTERPRISES	649,710	471,846	742,682	620,784	593,744	55,966	(528,700)	(528,700)	-

AREAS SUPPORTED BY GENERAL TUITION AND FEES

	Year-to-Date Revenues	Total Revenues	Budget	Percent of Budget	FY 13/14 Estimate	Budget to Estimate Variance
REVENUES:						
Other Revenues	\$ 5,215	\$ 5,215	\$ 195,200	2.7%	\$ 195,200	\$ -
Private Gifts	16,678	16,678	308,000	5.4%	308,000	-
Fund Balance Applied to Budget	16,667	16,667	100,000	16.7%	100,000	-
General Fund Transfer In	109,583	109,583	657,500	16.7%	657,500	-
Auxiliary Fund Transfer Out	(26,667)	(26,667)	(160,000)	16.7%	(160,000)	-
TOTAL REVENUES	121,476	121,476	1,100,700	11.0%	1,100,700	-

	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget	FY 13/14 Estimate	Budget to Estimate Variance
EXPENDITURES (note 1):								
Auxiliary Enterprises	\$ 50,061	\$ 183,761	\$ 183,761	\$ 50,061	\$ 388,000	12.9%	\$ 388,000	\$ -
Public Service	9,361	41,904	25,896	25,369	84,000	30.2%	84,000	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	59,422	225,665	209,657	75,430	572,000	13.2%	472,000	(100,000)
SURPLUS/(DEFICIT)				46,046	528,700			
ENTERPRISE SURPLUS/(DEFICIT)				55,966	(528,700)			
TOTAL AUXILIARY FUND				102,012	-			

Comments:

Residence Halls net profit above budget due to fall 2013 room payments.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2013 - 16.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

UNEXPENDED PLANT FUND

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
Primary Property Taxes	\$ 1,586,560				\$ 1,586,560	\$ 9,591,300	16.5%
Yavapai College Foundation Donation	-				-	875,000	0.0%
Investment Income	1,038				1,038	10,000	10.4%
Revenue Bond Proceeds	4,300,000				4,300,000	4,300,000	100.0%
Fund Balance Applied to Budget	1,668,400				1,668,400	1,668,400	100.0%
General Fund Transfer In	332,983				332,983	1,997,900	16.7%
TOTAL REVENUES	7,888,981				7,888,981	18,442,600	42.8%
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):							
Preventative Maintenance		\$ 32,634	\$ 582,221	\$ -	\$ 614,855	\$ 4,246,000	14.5%
Unplanned Maintenance		69,679	190,265	-	259,944	500,000	52.0%
Capital Improvement Projects		973,460	7,136,899	-	8,110,359	10,045,000	80.7%
Equipment		217,863	69,044	-	286,907	2,473,000	11.6%
Furniture and Fixtures		1,020	36,106	-	37,126	250,000	1.5%
Library Books		448	85,843	-	86,291	98,700	34.5%
Principal/Interest on Capital Leases		-	13,767	-	13,767	82,600	16.7%
Operating Contingency		-	-	-	-	500,000	0.0%
Property Tax Contingency		-	-	-	-	247,300	0.0%
TOTAL EXPENDITURES		1,295,104	8,114,145	-	9,409,249	18,442,600	51.0%
SURPLUS/(DEFICIT)					(1,520,268)	-	

COMMENTS:

Through the second month, 51.0% of budget has been committed (excluding labor encumbrances) compared to 42.8% of revenues received.

The Budget currently has a deficit of \$1,520,268 as a result of several significant projects being encumbered and taking place in the 1st half of the fiscal year.

The supporting revenues/transfers will be received over the remaining fiscal year.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2013 - 16.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
Secondary Property Taxes	\$ 839,904				\$ 839,904	\$ 5,077,500	16.5%
Investment Income	370				370	7,500	4.9%
General Fund Transfer In	280,500				280,500	1,683,000	16.7%
Auxiliary Fund Transfer In	26,667				26,667	160,000	16.7%
Fund Balance Applied to Budget	1,560				1,560	-	100.0%
TOTAL REVENUES	1,149,001				1,149,001	6,928,000	16.6%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 656,667	\$ -	\$ 656,667	\$ 3,940,000	16.7%
Interest Payments	-	185,167	-	185,167	1,111,000	16.7%
Pledged Revenue Obligations						
Principal Payments	-	152,500	-	152,500	915,000	16.7%
Interest Payments	-	88,000	-	88,000	528,000	16.7%
Revenue Bonds						
Principal Payments	-	46,667	-	46,667	280,000	16.7%
Interest Payments	-	20,000	-	20,000	120,000	16.7%
Bank Fees	-	-	-	-	4,000	0.0%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	-	1,149,001	-	1,149,001	6,928,000	16.6%
SURPLUS/(DEFICIT)				-	-	

COMMENTS:

Through the second month, 16.6% of budget has been committed (excluding labor encumbrances) compared to 16.6% of revenues received.

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

Presenter : Ray Sigafoos

Start Time : 1:42 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 8/13/2013

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 : Receipt of the President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - August 2013 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitation 2.3.1 - Budget Deviations

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

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 1_Aug in Sept.pdf	Sep 05, 2013	Monitoring Report Executive Limitations Policy 2 3 1_Aug in Sept.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
August 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 potential deviations. At all times, any budget transfers made between major funds may only be made within legal statutes and will require Board approval.

Supporting Evidence:

Source: Monthly Revenue and Expenditure Financial Reports

General Fund



For the two months ended August 31, 2013, the General Fund has a surplus of \$3,772,000. This is primarily the result of tuition and fee revenues for the fall 2013 semester.

For the fiscal year ended June 30, 2014, General Fund revenues are projected to be below budget by \$125,000 and expenditures are projected to be under budget by \$750,000, resulting in a net surplus of \$625,000 — a 1.5% positive variance.

Auxiliary Fund



For the fiscal year ended June 30, 2014, the Auxiliary fund is projected to be within budget.

Unexpended Plant Fund



- For the two months ended August 31, 2013, the Unexpended Plant Fund has a deficit of \$1,520,000 due to a significant amount of Capital Improvement Projects (CIP) being paid for and or encumbered during the first half of the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 2014, the Unexpended Plant Fund is projected to be within budget.

Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. As of August 31, 2013, no significant variances from budget are expected.

Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds. College debt is at fixed rates of interest—for the two months ended August 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 : 1:43 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 8/13/2013

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 : Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - August 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.

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 2_Aug in Sept.pdf	Sep 05, 2013	Monitoring Report Executive Limitations Policy 2 3 2_Aug in Sept.pdf

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

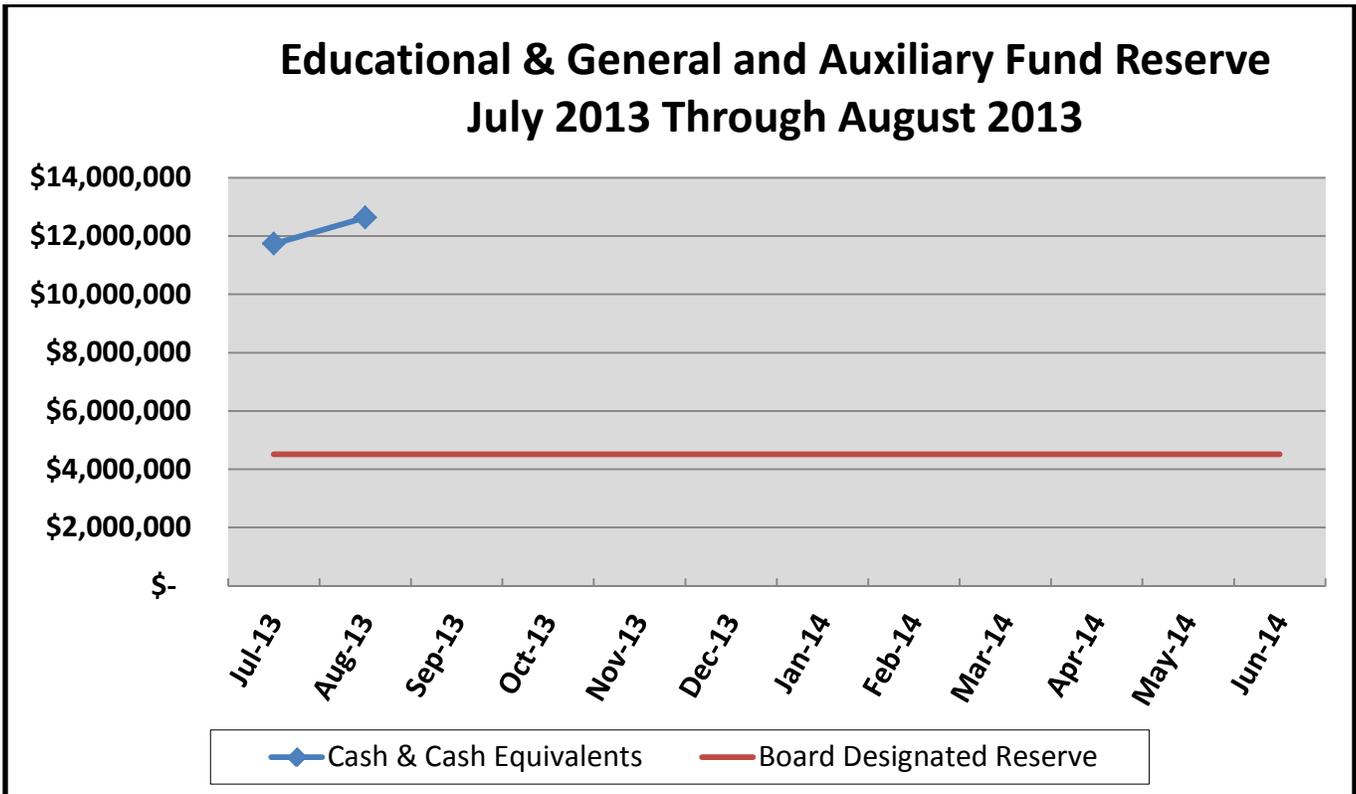
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

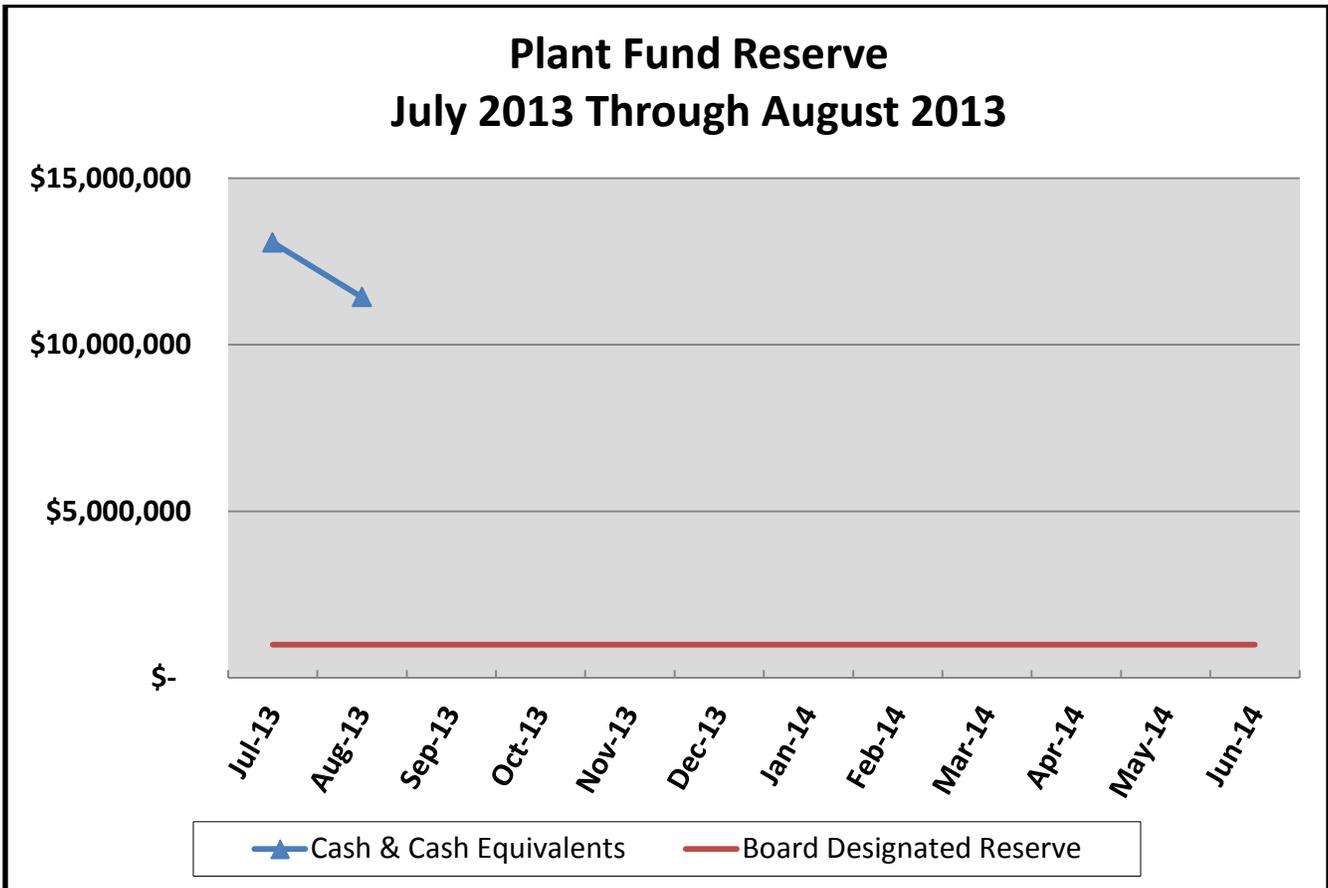
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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, 2013, through August 31, 2013, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2013, through August 31, 2013, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of August 31, 2013, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$10,431,000.

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 :** 1:44 PM **Item No :** 12
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 8/8/2013 **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 :** 1:44 PM **Item No :** 13
Proposed By : Ray Sigafoos **Time Req :** 15
Proposed : 8/8/2013 **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 : Sabbatical Report from Patty McMullen-Mikels, Visual, Liberal and Performing Arts Faculty - INFORMATION AND/OR DISCUSSION

Details : Patty McMullen-Mikels, Visual, Liberal and Performing Arts Faculty will report on the sabbatical leave she was awarded during the Spring Semester 2013 to pursue independent painting research while focusing on Student Success and Satisfaction, Quality and Effectiveness of Instruction, Employee Development, Community Development and Partnerships.

Attachments :

Title	Created	Filename
saPATTYcal.pdf	Sep 03, 2013	saPATTYcal.pdf

saPATTYcal

Artwork by Patricia Mikles
from the Spring Semester of 2013
Sabbatical Leave
Yavapai College

The Portraits

Acrylic on Canvas
12" x 12"



Goth Boy 12"x12"



Bye Dad 12"x12"



Lost 12" x 12"



My T 12" x 12"



Julie Jean 12”x 12”

Large Canvases

Acrylic on Canvas



Sky 24"x 36"

Woman in a Box 24" x 36"





Containing the Pain
24" x 36"

It's Over 24" x 36"



Series on Paper

Mixed media

Watercolor, Gesso, Acrylic, Water Soluble Oil Pastel, and
Graphite on Watercolor Paper



Against the Wind

14.5" x 14.5"



Dreaming of the East

14.5" x 14.5"



Number 1

14.5" x 14.5"





IRIS

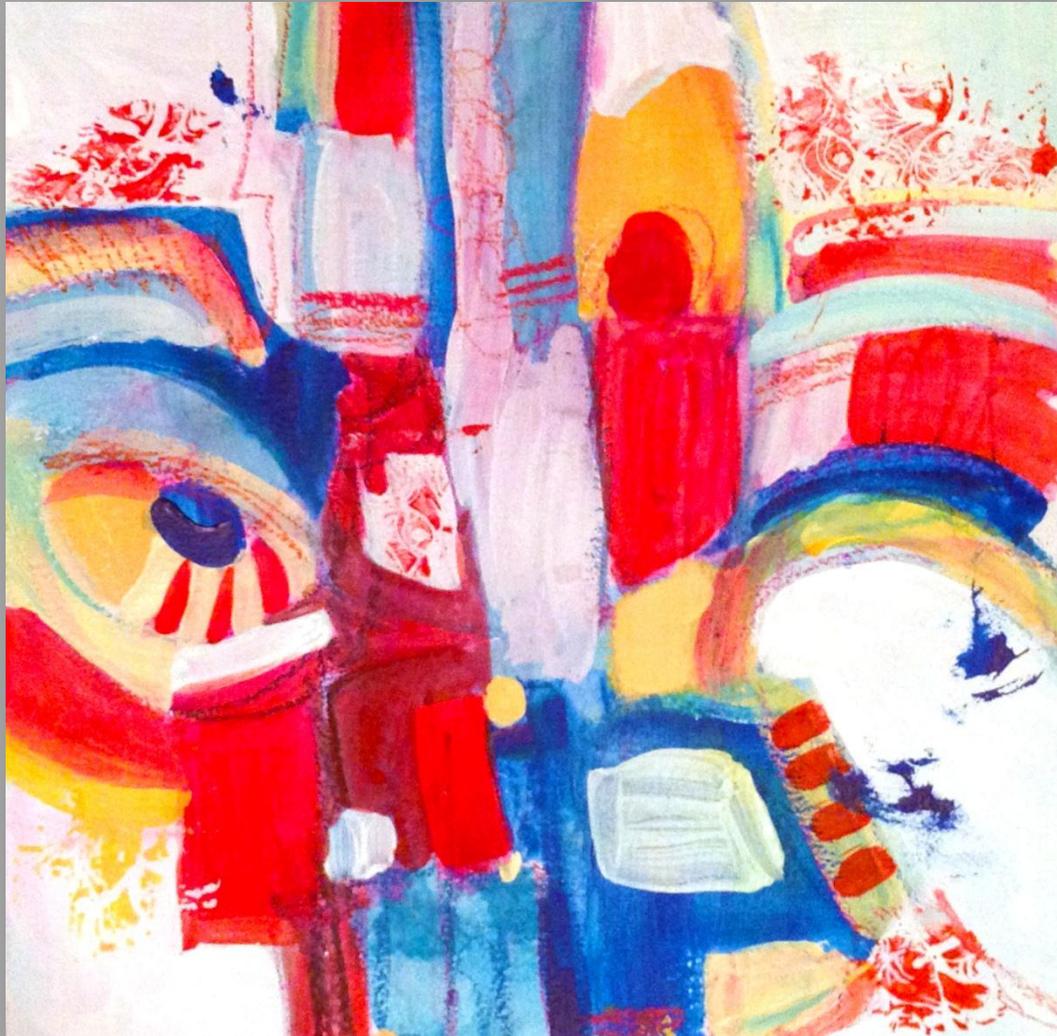
14.5" X 14.5"



Woods 13"x13"



Joy 14.5" x 14.5"



Self-Portrait

14.5" x 14.5"





Moving On

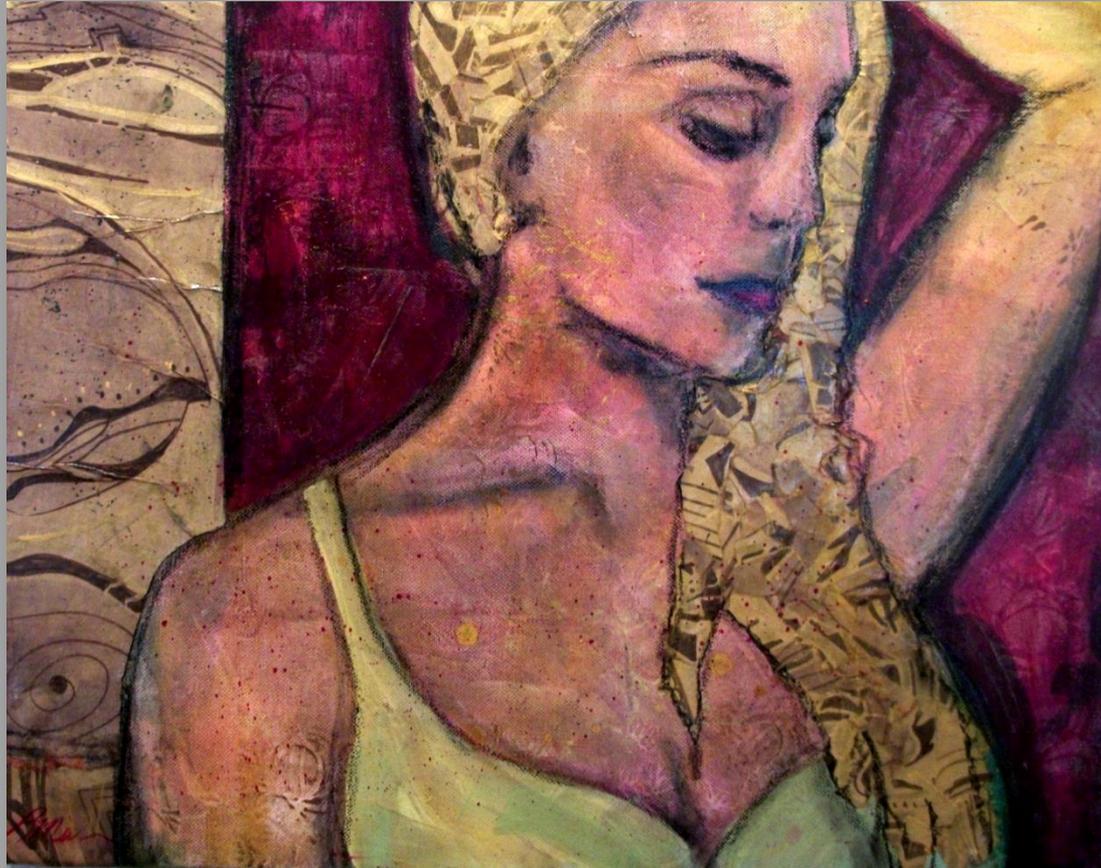
14.5" x 14.5"



Yolk

14.5" x 14.5"

Assorted other works



Saint Cherry of the Pies
Collage and Acrylic on Canvas

20" x 16"



Hey, Are You Lookin' at Me?

12" x 24"

Cotton Fabrics, cotton threads,
buttons and acrylic paint on
Canvas



Freedom 12" x 16"
Acrylic on Art Board

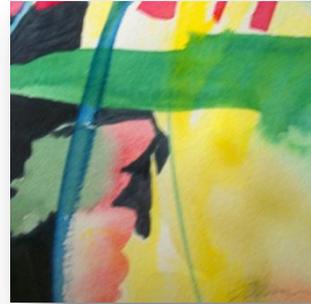


How She Looked In Her Kimono 16" x 20"
Acrylic on Art Board

The Miniatures

Watercolor, Collage and Acrylic on Paper

5" x 5"



With Gratitude For:

Those Who Approved this Sabbatical:

The Yavapai College Professional Growth Committee
Jill Fitzgerald
Dr. Greg Gillespie
Dr Penny Wills
The Yavapai College Governing Board

And Those Who Covered For Me:

Teresa Schwickerath
Tom Schumacher
Betty Carr
Jill Fitzgerald
Dr. Amy Illona Stien

Presenter : Ray Sigafoos

Start Time : 1:59 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 20

Proposed : 8/13/2013

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 to include: Employee Day Recap; Update on Search for Vice President for Instruction and Student Services; Fourth Annual Northern Arizona Joint District Governing Board/Legislator Summit; Capital Improvement; College Highlights; Other Related Issues - INFORMATION

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

- August 12, 2013 Employee Day Recap - "Engaging Today's Generation of Students" Video
- Search for Vice President for Instruction and Student Services
- Fourth Annual Northern Arizona Joint District Governing Board/Legislator Summit - September 20, 2013 in Flagstaff
- Capital Improvement - August 2013 - Attached - Information Only
- College Highlights - August 2013 - Attached - Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
Employee Day Recap.pdf	Sep 04, 2013	Employee Day Recap.pdf
Vice President for Instruction and Student Services.pdf	Sep 04, 2013	Vice President for Instruction and Student Services.pdf
Joint DGB Leg Summit Agenda 2013.pdf	Sep 04, 2013	Joint DGB Leg Summit Agenda 2013.pdf
September 2013 THE YAVAPAI COLLEGE CONSTRUCTION NEWS.pdf	Sep 04, 2013	September 2013 THE YAVAPAI COLLEGE CONSTRUCTION NEWS.pdf
September 2013 College Highlights.pdf	Sep 04, 2013	September 2013 College Highlights.pdf

Employee Day Recap

Video

**“Engaging Today’s
Generation of
Students”**

**Vice President for
Instruction and
Student Services**

Search Results to Date

Fourth Annual Joint District Governing Board/Legislator Summit

Presented by:

Northern Arizona Community Colleges

- ◆ *Coconino Community College* ◆ *Mohave Community College*
◆ *Northland Pioneer College* ◆ *Yavapai Community College*

September 20, 2013

Coconino Community College
2800 S. Lone Tree
Flagstaff, AZ 86001

Agenda

- | | |
|---|--------------------|
| I. Check-In, Campus Tours, and Buffet Lunch | 11:30 – 12:30 p.m. |
| II. Welcome & Introductions
Mr. Patrick Hurley, Board Chair, Coconino Community College | 12:30 – 12:40 p.m. |
| III. Introduction of Arizona Community College Coordinating Council (ACCCC)
President Michael Kearns | 12:40 – 1:00 p.m. |
| IV. Discussion with Legislators
Facilitation: Dr. Julie Bare, Board Chair, Mohave Community College | 1:00 – 2:30 p.m. |
| A. Impact of Community College's in Statewide Economic and Work Force Development | |
| B. State Support of Arizona Community Colleges | |
| C. Educational Pathways – K-12, Community Colleges, and Arizona Board of Regents | |
| V. Short Recess | 2:30 – 2:45 p.m. |
| VI. District Governing Boards/Presidents Discussion | 2:45 – 3:45 p.m. |
| VII. Wrap Up and Thank You
Mr. Ray Sigafos, Board Chair, Yavapai College | 3:45 – 4:00 p.m. |

YAVAPAI COLLEGE CONSTRUCTION NEWS

September 2013

Greetings from Facilities!

I hope you enjoy reading the latest edition of the construction newsletter which contains information about major construction projects occurring college-wide. If you have questions about any of the projects please e-mail me at david.laurence@yc.edu. The news letter will also be posted on the Facilities web site.

College Wide Campus Master Plan

On August 8, an open house was held for those in the college community interested in the progress towards the development of the Campus Master Plan. Three distinct options were presented based on the information gathered to date from meetings with the Campus Advisory Committee, Executive Committee, academic divisions, college community, best practices and experience with institutions of higher education nationwide. The three options were presented to encourage attendees to engage in conversation with representatives from the college's partner Smith Group JJR and provide feedback.

Those who were unable to attend the open house were invited by Dr. Ewell through an August 22 Newsflash to provide feedback by August 28. The three options are posted on the Facilities web site.

Smith Group JJR will use the feedback to develop a draft Campus Master Plan which will be presented to the District Governing Board, the College Community, and the Yavapai County Community in October. The Campus Master Plan will be finalized by the end of the fall semester.

CTEC Electrical and Instrumentation Renovation

Electrical and Instrumentation has moved from room 194-A to room 161. The renovation of the new space is 95% complete with a list of punch list items remaining for correction by the contractor. The new space includes a classroom, offices, process control lab, motor training lab, electrical shop and work area consisting of 2,800 square feet.



Electronics Shop



Robotics

GLHN Architects and Engineers

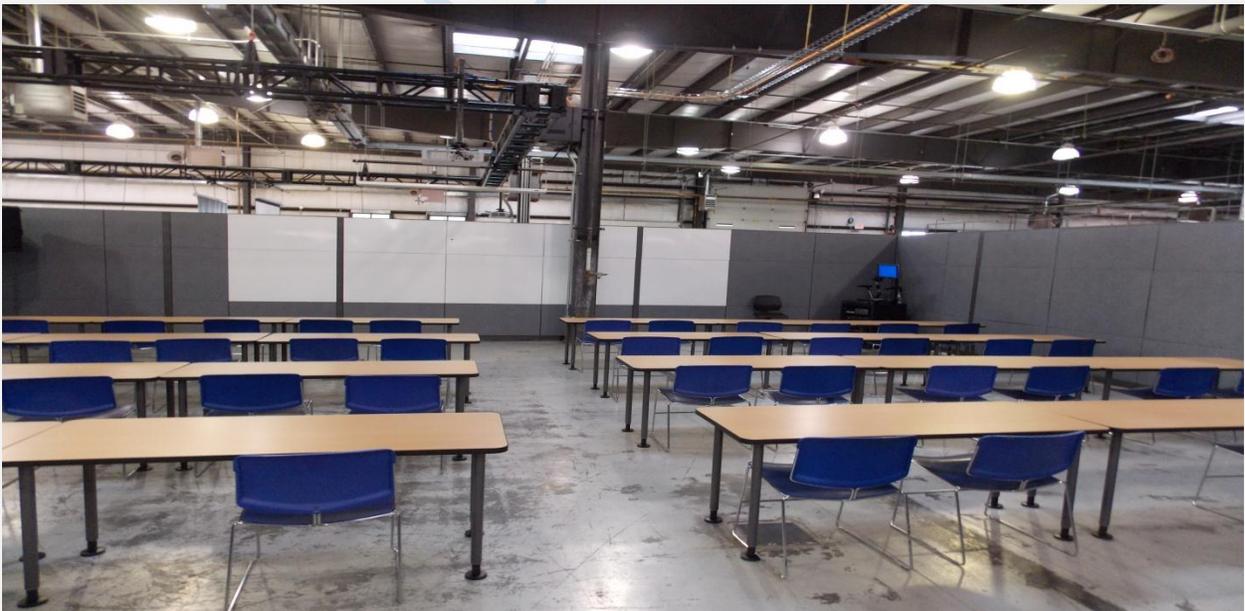
B's Contractors

CTEC Temporary Classroom Space Room 158

Partition walls are installed along with classroom technology to make use of room 158 as temporary classroom/lecture space. There are three spaces with a capacity of 25 students each and one space configured for 50.



Partitions and New Structure to Support Technology Needs



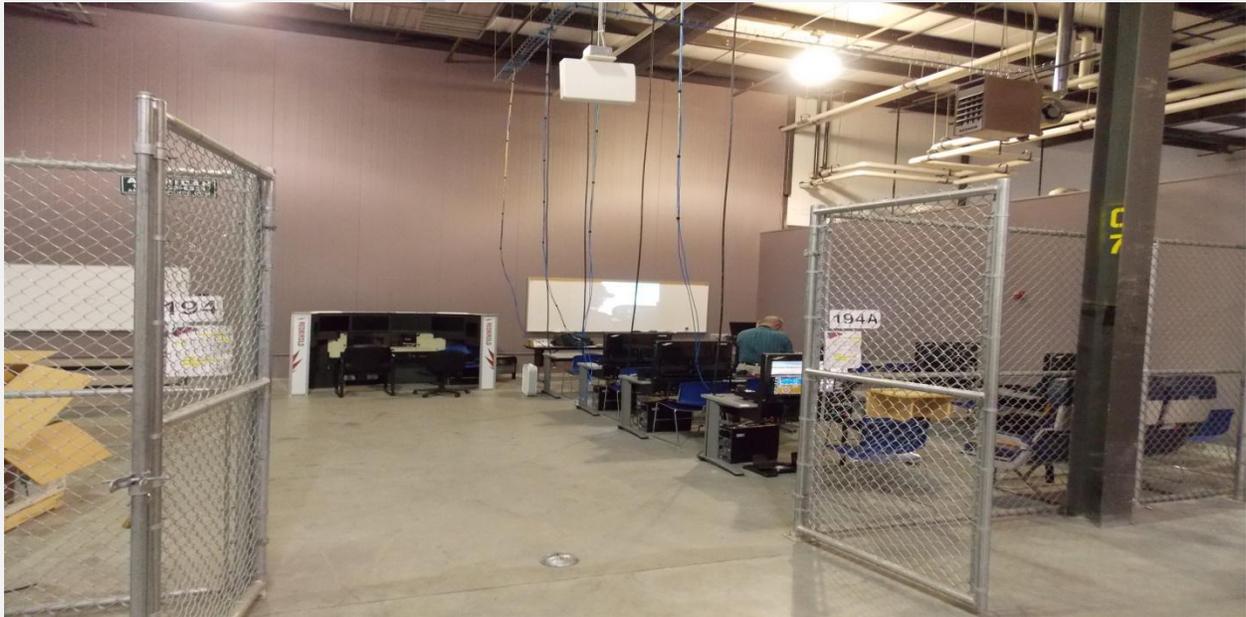
Partition Walls and Technology

CTEC Air Traffic Control

Work has started to prepare room 193 for the Air Traffic Control Classroom and room 194-A for the Flight Simulator Lab. Work will include installation of simulators and lighting to create a realistic work environment. The new ATC simulators are expected to be installed by early November.



Paint Applied to Room 193 to aid in Simulator Viewing during Low Light Conditions



Room 194-A Flight Simulator Lab

Mayer/ Spring Valley Site

The college has partnered with Mayer Unified School District to provide a new electronic sign on state highway 69 adjacent to Mayer High School. The sign will be used to display messages for the school district and the college. Facilities personnel are working with the school district and the county to address codes and regulations and hope to have the sign up and running soon.

Kachina Hall Renovation

The renovation of Kachina is 95% complete with punch list items awaiting correction by the contractor. New furniture is set and temporary access to the campus is established while work continues in the Marapai/Kachina corridor. Landscaping including a Ramada for grilling and gathering along with a new basket ball/sports court will be completed as the Marapai renovation winds down in July 2014.



Renovated Lobby with New Furniture



Typical Renovated Room



Second Floor Concourse



New Kachina Exterior Paint



Temporary Campus Access from Supai and Kachina

GLHN Architects and Engineers

Haley Construction

Marapai Hall Renovation

Demolition is almost complete and work is underway related to the mechanical system supporting the rooms. Preparation work continues for the new elevator and supporting mechanical equipment. Exterior demolition continues and the concrete for the new drive and walk way between the two residence halls is scheduled to be poured in October. .

The renovation will consist of updates to comply with new building codes such as life safety and ADA. The building will be fitted with security features, renovated common areas, study rooms and a complete makeover of the laundry and kitchen facilities. New furniture is also planned for common areas and resident's rooms.

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

The construction is scheduled to conclude prior to the start of the fall 2014 semester.



Lobby Demolition



Chilled Water Line fed From Chiller Plant for Marapai Cooling



Grading for Pedestrian Accessibility and Vehicle Access

DLR Group

Haley Construction

Prescott Campus Mechanical Improvements

The building 4 fume hoods are in the commissioning process to verify systems are functioning as designed. Building 19 library team rooms are receiving mechanical improvements and additional ceiling insulation to regulate the temperature in these spaces to improve user comfort. The building 19 Data Center cooling system is being replaced with a new more energy efficient system that operates through the central plant.

Yavapai College Performing Arts Center

Construction continues 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 September 20. Space 208 will be early October.

Components for the new seats are arriving and installation will begin the first week of September. The old seats will be installed in the Mile High Middle School Auditorium. Epoxy coating of the floor is complete in preparation for the new seats



Epoxy Coating of Floor in Room 311 Serving Kitchen



Floor Preparation for new Seating



Old Seating Awaiting Transportation to Mile High

GLHN Architects and Engineers

Haley Construction

Verde Valley Campus Southwest Wine Center

I feel like a broken record regarding this project (for those of us who remember vinyl LPs) extending an actual start date, however the final revisions to the design are being incorporated into the construction documents and it looks as if the project will finally go out to bid during the month of October. Thanks to Phyllis and Ryan for working with the design team to schedule the bidding. The plan is still for the construction to conclude in July 2014 with occupancy scheduled for the fall 2014 semester.

The City of Cottonwood has awarded the bid for the reclaimed water project and construction is scheduled to begin September 3. The scope of work includes the construction of over a mile of piping from the reclaimed water facility to the newly constructed pump house located at the upper vineyard. This project is scheduled to take 90 days to complete.



Vineyard Pump House and Storage Building

Verde Campus Electronic Security Project

Cameras are up and running and ITS is diligently working on the interface between the key card access system and Blackboard. Once the software is up and running, key cards will be issued to Verde campus personnel which will probably be in November. The contractor is working with Facilities, ITS and Campus Safety to close this project out.

Verde Monument Sign

Work has started related to the new monument sign near the east entrance to the Verde campus. Utilities are located and by the first week of September excavation will begin for electrical and footings.

Well that's all for this edition of the Yavapai College Construction News. Please stay tuned for the next edition containing information about major construction.

Under Construction

College Highlights

September 2013

Visual, Performing, and Liberal Arts

- **Dr. Roy Breiling**, Professor of Music, participated in the Brass Chamber Music Workshop at Humboldt State University in Arcata, CA. from July 22-26. He performed in brass quintets, septets and octets. Earlier in July, Dr. Breiling made a presentation to The Sunup Prescott Rotary Club on the Yavapai College Music Department "Past and Present."
- **Laraine Herring**, Professor of Creative Writing, completed a VIP day with Jeffrey Davis of Tracking Wonder in New York which focused on building her author brand and platform. This is part of a 6-month "Your Captivating Book" course she will be finishing in October. She completed Sandra Beckwith's Book Marketing for Fiction Writers class, conducted a Fierce Fiction workshop in June, and completed the final stages of two novels, which will be released in September. She completed two classes in on-line course development through Ruzuku.com.
- 52 members of the Yavapai Choral Union traveled to New York City in May to sing at Carnegie Hall under the direction of internationally known composer and conductor John Rutter. In July, **Christopher Eubank**, Associate Professor of Music, and **Jayne Casselman**, Voice Instructor, were part of a workshop leading to a performance of Italian Night at Arcosanti. This was a great week of collaborating and creativity which allowed these two professors to work with artists in the area of computer graphics and design that culminated in a visually and aurally stunning performance.
- **Judy Clothier**, Voice Instructor, recently completed a two year stint on the Prescott Fine Arts Play Selection Committee, helping choose the upcoming season. During the previous YC school year, she served as musical director for Children of Eden and performed with the YC Master Chorale.
- The YC Honors Program invites everyone to the Second Annual Yavapalooza: Welcome Back event, on September 13, 5:00 – 11:00 PM, in the Prescott Campus parking lot. College Honors Program students designed this event to foster a sense of community between the YC administration, staff, faculty, students, and local community. Through the collaborative efforts of the YC Foundation, Vice President's Office, Student Services and many local businesses, the students were able to plan an event they are hoping will be one of YC's highlights of the year.
- **Cindy DeCecco**, Professor of Art, reports that YC graduate **Bernie Molaskey** was selected from a statewide competition to create a sculpture for the platFORM Public Art Opportunity for Arizona University/College Art Students. Cindy notes, "I am so proud one of our art students received this commission to create a large public sculpture for the City of Chandler and the sculpture will be installed at the Chandler City Hall in September. This is cause to celebrate!"
- **Dr. David Dolatowski**, Music Instructor, recently joined ScoreStreet. This is an online service which allows composers to publish original music scores for worldwide, online, distribution. Some of Dr. Dolatowski's works including "Sheldon Street Trio" for woodwind trio, "Salve Regina" for SSAA choir, and "Tantum Ergo" for SATB choir which were performed during music department concerts over the last couple of years and are now published online by ScoreStreet.

Career and Technical Education

- YC Welding Instructor, **Robert Smith**, won a welding contest at the state CTE summer conference that included instructors from around the state.
- YC Aviation will meet with ASU in October to discuss student matriculation into the Bachelor degree program in Aviation.
- A recent unrestricted donation of \$186,000 from a former student of the YC Agriculture Program will allow for needed greenhouse and fisheries improvements plus faculty training and scholarships.

Sciences and Health

- Former YC Student, **Lily Jackson**, makes a successful and impressive transition from YC to the University of Arizona:

Lily Jackson attended YC from fall, 2010 to summer 2012. While at YC Lily took geology classes which sparked an ongoing interest in geoscience. In addition to her geology classes at YC, Lily was an active participant in the fledgling chemistry research program. Yavapai College chemistry students are currently doing research on organic materials for photovoltaic technologies, an effort done in collaboration with faculty at the University of Arizona. Lily worked on the synthesis of small molecule photon receptors during the 2011-2012 academic year. She contributed greatly to a rapidly maturing research effort here at YC. Lily was also a member of the winning team of our Yavapai College 32nd annual Dr. Roy Bronander Science/Math Bowl in spring 2012.

Lily transferred to the U of A in the fall of 2012, and is now working on completing her BS in geoscience. She is involved in geophysics research for the UA's Tectonic Geodesy Research Lab on seismicity and low angle normal faulting, and is part of a group which recently submitted an abstract to the American Geophysical Union on the Alto Tiberina LANF in Italy. She was recently elected president of the UA Society of Earth Science Students, which runs the large education section at the Tucson Gem and Mineral Show, schedules weekly meetings with guest speakers and arranges for local field trips and other outreach activities. Lily is also involved in the university's Paleolimnology Laboratory, where her current project is processing sediment samples from Lake Oloregesailie in Kenya. This is part of the Smithsonian's human evolution research project, the goal of which is to identify and evaluate connections between paleoclimate and human evolution.

Lily hopes to graduate in the summer of 2014 and jump right into a graduate program in the possible specialties of geophysics or sedimentology. We know that she will excel at whatever she chooses to do!

Presenter : Ray Sigafoos

Start Time : 2:19 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 35

Proposed : 8/13/2013

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 : Update from Instruction and Student Services to include: 2013 Fall Semester Update; Service Learning; Faculty Senate; First Year Experience - INFORMATION AND/OR DISCUSSION

Details : Information from Foundations Division Dean, Faculty Senate President and Dean of Student Services with updates on the following:

- 2013 Fall Semester Update - Barbara Wing, Interim Vice President for Instruction and Student Services
- Foundations Division Dean will report on Service Learning - Dean Holbrook
- President of Faculty Senate will give an update report - Joani Fisher
- Student Services will report on First Year Experience - Sandy Garber, Dean with Team Members:
 - Bob Hoskovec, Director of Student Life
 - Dr. Mark Shelley, Psychology and Sociology Professor
 - Nancy Schafer, English Professor
 - Tania Sheldahl, Director of Academic and Career Advising and Testing Services

Attachments :

Title	Created	Filename
Service Learning.pdf	Sep 06, 2013	Service Learning.pdf
September Board PresentationTCB.pdf	Sep 06, 2013	September Board PresentationTCB.pdf
FYE Board Presentation Fall 2013.pdf	Sep 06, 2013	FYE Board Presentation Fall 2013.pdf

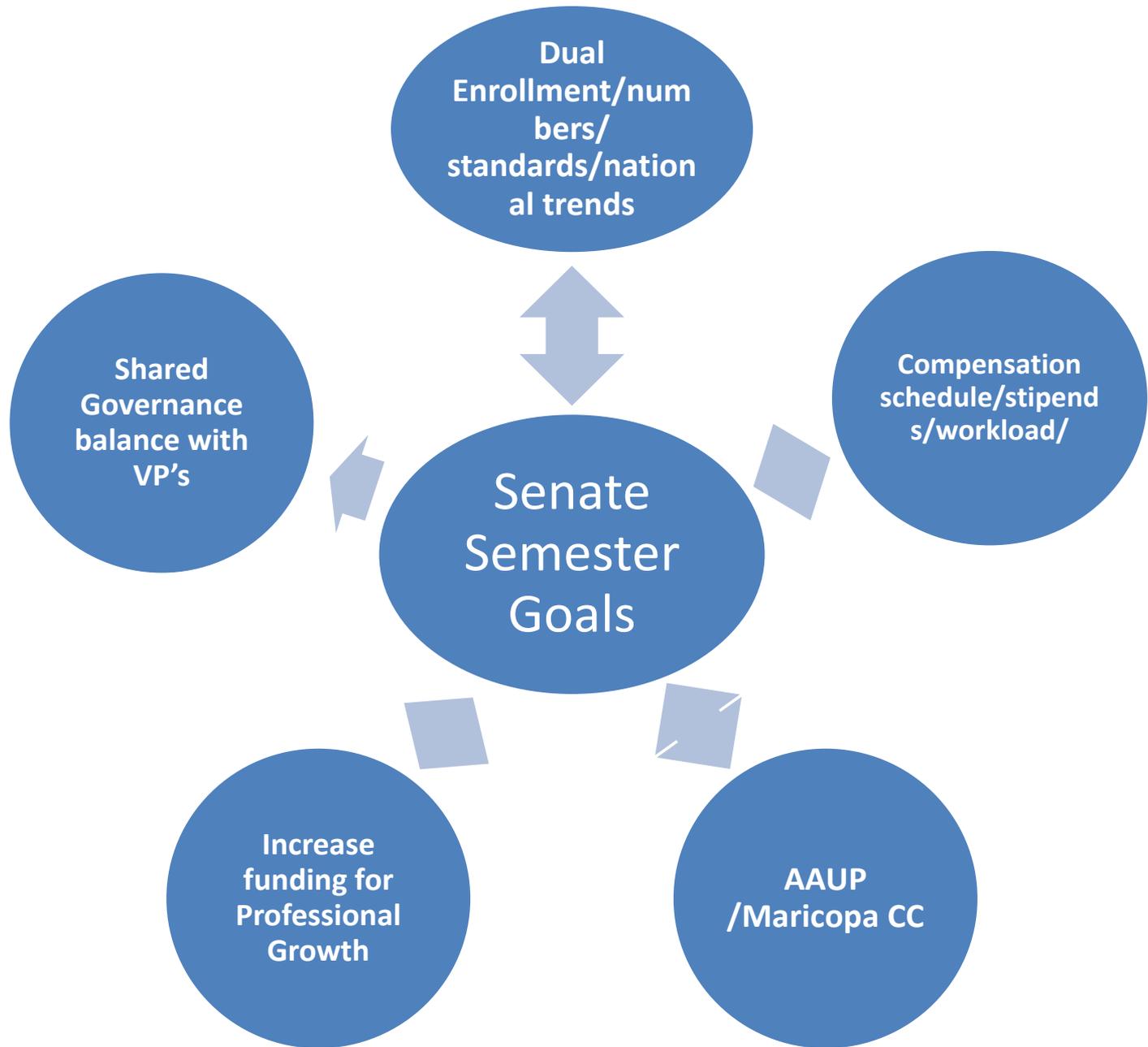
SERVICE LEARNING

DEAN HOLBROOK, FOUNDATIONS DIVISION DEAN



YC Faculty Association

Joan E. Fisher



Main PLT Priority: Student Success

Faculty Highlight: Engaging Students

[START VIDEO](#)

“If a student has never experienced high levels of engagement in high school,

how can we assume that all of a sudden they will be highly engaged in college?”

CCSSE, FYE Conference, 2013



Did you know?

One in nine freshman think college will be difficult.

What are the other eight students thinking?

Did you know?

65% of college students study less than 10 hours a week.

Did you know?

The average amount of time students spend on educational activities per day (including attending classes) is 3.6 hours.

First Year Experience (FYE) Work Group

Purpose:

To review community college best practices that lead to Student Success and make recommendations to College Leadership.

The Collaborative Approach

- **Student Services**
- **Instruction**
- **Everyone else at YC**





The National Resource Center for The First-Year Experience and Students in Transition

- University of South Carolina's University 101 course--the impetus for an international movement.
- In 1982, 175 educators met at USC for a meeting on the first-year seminar concept.
- The National Resource Center was established in 1986 and has broadened its focus to include other significant student transitions in higher education.
- Since then, over 30 years of research have been accumulated.

Insights from the Conference: A Transformation in Culture

- Student success in contrast to student satisfaction: The by-product of student success is enrollment, retention and completion.
- It takes courage to make policy and service changes to affect student success: Since we know what works for student success, we need to do it.
- We know students don't do "optional."



Valencia College: A Model of Success

- A learning-centered approach for Student Success
- Using the portal as part of the learning-centered system
- Redefining lines of Student Services
- Making decisions based upon research
- Fostering a culture of completion
- Using theory to support practice

What processes, policies, and activities help students be more successful?

Student
Services

Other
College
Departments

Student Success!

Instruction

In progress

- New Student Orientation
- Redesigning core services
 - Answer Center
 - Career exploration
- Supplemental instruction
- Reintroducing a pilot Early Alert Program

Future initiatives

- No registration after a class has met
- Mandatory academic advising for degree or certificate seeking students
- Resident student connections with faculty

New Student Orientation

Fall 2013

life explored

- 365 of approximately 1100 new degree or certificate seeking students attended one of six orientations at three locations for fall 2013.
- Three hour program
 - General session
 - Steps to Success
 - Student Engagement
 - Three Breakout Sessions
 - Get Digitally Connected
 - College 101
 - Money and Other Matters
 - Resource Tables

78% of attendees completed evaluations. Of those who answered specific questions:

- Over 90% thought all sessions were either excellent or good
- 99% felt better prepared to be successful at YC
- 93% gained information about YC that they did not previously know

- First year seminar
- Learning communities
- Comprehensive learning support
- Mandated placement and college-readiness
- Prerequisites
- Writing intensive courses
- Service and community-based learning

Instruction

FYE Team Recommendations

- Begin slowly and intentionally phase in research-based best practices that “fit” Yavapai College
- Collect data to compare students who participate in FYE programs
- Develop specific, measurable outcome objectives
- Build on strong partnerships and collaborations
- Pursue positive interventions with students
- Use data to inform decision-making
- Use quality assessment at every step

**“Every college is perfectly designed
to get precisely
the results it is getting. . .
If nothing changes,
nothing changes.”**

Presenter : Ray Sigafoos

Start Time : 2:54 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 8/13/2013

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 : 3:04 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 8/13/2013

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 : 3:04 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 8/13/2013

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
3.6	When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.	398565

Description : Board Self-Evaluation - Governing Board Policy 3.6 - Board Committee Principles - MONITORING, DISCUSSION, AND/OR DECISION

Details : Policy 3.6 - Board Committee Purpose and Principles

When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.

Policy 3.6.1 - May Not Speak or Act for the Board

Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.

Attachments :

Title	Created	Filename
3.6; 3.6.1-Compilation.pdf	Sep 06, 2013	3.6; 3.6.1-Compilation.pdf

Policy Number	District Governing Board Policy Review Evaluation of Board Policies Compilation - September 2013 Policies: 3.6 Board Committee Purpose and Principles 3.6.1 May Not Speak for Act for the Board <u><i>Call if you need any help finding data in OurBoardroom™</i></u> <i>(Karen, 928.776.2023)</i>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
3.6 Board Committee Purpose and Principles	When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board’s role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board’s broader focus, Board committees shall normally not have direct dealings with current staff operations.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6.1 May Not Speak or Act for the Board	Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you indicated that the Board was out-of-compliance with one of its above-listed policies, please state the reason why:

Is this policy still relevant or useful to the Board? Yes **5** No

If not, should it be deleted, updated, changed? Please comment for discussion during Board meeting.

Comments/Remarks: **Rarely used but still useful**

Presenter : Ray Sigafoos

Start Time : 3:09 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 8/13/2013

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.1	Only officially passed motions of the Board shall be binding on the President of Yavapai College. Accordingly:	4407

Description : Board Self-Evaluation - Board - President Linkage 4.1- Unity of Control - MONITORING, DISCUSSION, AND/OR DECISION

Details : Policy 4.1 - Unity of Control

Only officially passed motions of the Board shall be binding on the President of Yavapai College.

Policy 4.1.1 - Decision or Instructions of Individual Board Members

Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.

Policy 4.1.2 - Request from Board Members and Board Committees

In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.

Attachments :

Title	Created	Filename
4.1; 4.1.1; 4.1.2-compilation.pdf	Sep 06, 2013	4.1; 4.1.1; 4.1.2-compilation.pdf

Policy Number	District Governing Board Policy Review Evaluation of Board Policies Compilation - September 2013 Policies: <u>Call if you need any help finding data in OurBoardroom™</u> (Karen, 928.776.2023)	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
4.1 Unity of Control	Only officially passed motions of the Board shall be binding on the President of Yavapai College.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.1 Decisions or Instructions of Individual Board Members	Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1.2 Requests from Board Members and Board Committees	In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you indicated that the Board was out-of-compliance with one of its above-listed policies, please state the reason why:

Is this policy still relevant or useful to the Board? Yes **5** No

If not, should it be deleted, updated, changed? Please comment for discussion during Board meeting.

Comments/Remarks: **The instances where this policy has or will be violated will be unknown to the Board without the President bringing it/them to our attention. Lacking this information we are in compliance.**

Presenter : Ray Sigafoos

Start Time : 3:14 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 9/6/2013

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 : POLICY ISSUE - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:14 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 9/6/2013

Item Type : Decision 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 : Modification of the Intergovernmental Agreement Between Yavapai Community College and Mountain Institute Joint Technical Education (JTED) - RECEIPT, DISCUSSION, AND/OR DECISION

Details : The purpose of this Agreement is to provide College courses to JTED students eligible for enrollment in courses offered by JTED. Educational opportunities may include enrollment into regularly scheduled courses and/or enrollment into customized educational arrangements.

Attachments :

Title	Created	Filename
JTED IGA.pdf	Sep 06, 2013	JTED IGA.pdf

INTERGOVERNMENTAL AGREEMENT BETWEEN MOUNTAIN INSTITUTE JOINT TECHNICAL EDUCATION DISTRICT NO. 02
AND YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
FOR EDUCATIONAL PROGRAMS

THIS AGREEMENT is made by and between Mountain Institute Joint Technical Education District No. 02 (hereinafter called "JTED") and Yavapai County Community College District (hereinafter called the "COLLEGE"):

WITNESSETH:

WHEREAS, the COLLEGE, through its Governing Board, is empowered and authorized to contract with JTED for the provision of educational courses and/or programs pursuant to Arizona Revised Statutes ("A.R.S.") § 15-1444, and

WHEREAS, the JTED, through its Governing Board, is empowered and authorized to contract with COLLEGE, for the provision of educational services and/or programs pursuant to A.R.S. §15-393(K)-(L) and A.R.S. §15-701.01(G), and

WHEREAS, it would further the public interest if this educational opportunity is provided to JTED to enroll designated students for COLLEGE courses, and

WHEREAS, JTED and the COLLEGE desire to enter into an Intergovernmental Agreement for the implementation and administration of an educational program;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, JTED and the COLLEGE do hereby agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide COLLEGE courses to JTED students eligible for enrollment in courses offered by JTED. Educational opportunities may include enrollment into regularly scheduled courses and/or enrollment into customized educational arrangements. Specific arrangements will be documented as needed.

ARTICLE II. OBLIGATIONS OF THE COLLEGE

A. All curriculum and instruction is under the control of the COLLEGE per standard concurrent enrollment agreements with secondary districts.

B. The COLLEGE will provide administrative support for all educational activities required to implement the terms of this Agreement, including but not limited to supervision, coordination, direction, and professional development to all appropriate instructional staff, faculty and instructional aides (reference Addendum #1).

C. COLLEGE will encourage Instructors who are teaching JTED courses/sections to participate in all JTED sponsored Professional Development Trainings, JTED Staff Meetings, Career and Technical Student Activities, and Public Events.

D. COLLEGE will allow JTED student's access to the computer lab provided the lab is not scheduled for classes at COLLEGE's CTEC campus based on JTED's academic calendar for the period starting with JTED classes beginning and prior to COLLEGE classes beginning at no charge.

F. ARS §15-1823 directs state universities and community colleges to use student identification numbers that correspond to or reference Arizona Department of Education (ADE) assigned Student Accountability Information System (SAIS) numbers. The COLLEGE is required to collect the SAIS number for any high school student who is

enrolled in a course offered by COLLEGE. The COLLEGE will retain these numbers as part of the student electronic file as required by ARS §15-1823. Information will be safeguarded in accordance with all provisions of the Federal Education Rights and Privacy Act (FERPA).

ARTICLE III. OBLIGATIONS OF THE JTED

THE JTED AGREES:

- A. To confirm eligibility of JTED student enrollment for ADM reimbursement from ADE for JTED-eligible college courses.
- B. To provide tuition and fee reimbursement, at in-state student rates, to the COLLEGE for all concurrent enrolled courses, and provide support services, as agreed between the Parties, to eligible students enrolled in JTED-eligible College courses. JTED will not be responsible for out-of-state tuition unless agreed to in writing by JTED. College shall notify JTED of all out-of-state registered JTED students as soon as possible but prior to the end of the tuition refund period.
- C. To provide student course records in accordance with COLLEGE guidelines, and to provide to COLLEGE the SAIS number for each student enrolled under this Agreement.
- D. Students attending COLLEGE courses under the terms of this Agreement will either provide their own transportation or will be provided transportation by JTED's member school districts. JTED will arrange with its member school districts for the provision of transportation to and from COLLEGE's courses provided under the terms of this Agreement.

ARTICLE IV. JOINT OBLIGATIONS OF THE COLLEGE AND JTED

- A. The COLLEGE and the JTED will develop a joint schedule for all JTED programs offered at the COLLEGE attached as Addendum 4. The COLLEGE will provide the JTED with a list of possible course times, locations, and instructors as agreed upon by both Parties.
- B. The COLLEGE agrees to post JTED related promotional materials, advertisements, expectations, and other printed materials, as agreed upon by both Parties, in all locations where JTED students are receiving COLLEGE instruction.
- C. The COLLEGE and JTED will notify the other Party of any event that would cause a scheduled course to be cancelled or delayed by either Party. The JTED shall be responsible for the notification of such cancellations to the satellite schools, students, and non-COLLEGE personnel. The COLLEGE will notify all COLLEGE students, staff and support personnel of such cancellations or delays.
- D. COLLEGE and JTED staff will share daily course attendance information as required for JTED to receive funding based on Average Daily Attendance or Average Daily Membership as required by the Arizona Department of Education and/or Arizona Revised Statutes. The COLLEGE will require instructors to submit student attendance records to the JTED on a daily basis.
- E. Minimum enrollment of 15 students per course counted on the first meeting date of the Course is required unless otherwise agreed to in writing by COLLEGE and JTED.
- F. The COLLEGE and JTED will use the same principles as agreed upon through Yavapai County POS Consortia pertaining to state standards for CTE courses less the soft skills.
- H. COLLEGE shall not register or enroll any student in a JTED program without recommendation and/or approval by JTED. JTED agrees to use its best efforts to have its students register timely with the COLLEGE.

I. JTED shall deliver to COLLEGE a signed parent release of information form, including release of the COLLEGE, (form attached as Addendum 6) permitting JTED to receive student information including but not limited to grades, attendance, enrollment information, passwords, and residency status from the COLLEGE for JTED students enrolled in concurrent programs with the COLLEGE. COLLEGE shall promptly deliver grades to JTED for their records.

J. College and JTED shall meet annually to review program data including program evaluation data, instructor evaluations for JTED sections, CTE assessment data, placement data and reporting and industry assessment results.

K. College shall inform JTED of all changes related to course/sections instructors. As a courtesy, if JTED has any issues pertaining to faculty, JTED may express those concerns to the COLLEGE CTE Dean at which time, and upon determination of all facts, corrective actions will be done if deemed appropriate and necessary.

L. COLLEGE shall provide two automotive instructors on Friday afternoon for two hours of Skills USA training. JTED agrees to compensate these instructors at the rate of \$1,600 each for the academic year.

ARTICLE V. STANDARD PROVISIONS

A. Each Party shall retain complete control and jurisdiction over such programs of its own that are outside of this Agreement, and nothing in the execution of this Agreement or in its performance shall be construed to establish a joint venture of the Parties hereto.

B. Students enrolled under this Agreement shall be responsible for the payment of all required tuition and fees in amounts set by the COLLEGE pursuant to A.R.S. § 15-1445(3). Provisions for tuition payments for students may be made by JTED as a part of this Agreement. JTED will not be responsible for out-of-state tuition unless agreed to ahead of time in writing by JTED.

C. Refunds of tuition and fees shall be in accordance with the refund policy approved by the COLLEGE for the fiscal year in which this Agreement is in effect. The COLLEGE will refund JTED tuition and fees back to the JTED if a student drops the class within the first 5 academic days of the JTED per semester.

D. The Parties to this Agreement agree that they will not discriminate against any employee or applicant due to race, color, religion, sex, or national origin, and in this regard the Parties will comply with all applicable federal and state employment laws, rules and regulations, including the Americans with Disabilities Act.

E. The term of this Agreement shall commence on the 1st day of July, 2012, and shall expire on the 30th day of June, 2015, with future addendums added as determined necessary by both parties. Thereafter the Agreement may be extended for additional periods by written approval of both Parties, and subject to applicable law and the provisions of Section F, below. Either Party may at any time cancel this Agreement or renewal thereof, with or without cause, by giving forty-five (45) days advance written notice to the other Party prior to the end of each academic year. The Parties agree that should cancellation occur, the COLLEGE will complete the instruction to students for the semester prior to the date on which termination is suggested. Thereafter, this Agreement shall terminate, except for those duties and responsibilities which accrued prior to the termination of this Agreement.

F. The continuation and renewal of this Agreement shall be subject to approval by the COLLEGE and JTED Governing Boards and subject to the appropriation of sufficient funds to administer and support the program. In the event that sufficient funds are not available or not appropriated, the COLLEGE or JTED may cancel the Agreement by delivering written notice to the other Party hereto according to the termination provisions of Section E, above.

G. Upon termination of this Agreement, equipment furnished or purchased by the COLLEGE for the program shall be retained by the COLLEGE, and equipment furnished or purchased by JTED for the program shall be retained by JTED. Each Party is responsible for the inventory of equipment and shall provide a list to the other Party of such equipment that is shared as part of this Agreement.

H. The Agreement shall be subject to and interpreted under the laws of the State of Arizona. Any controversy or claim arising out of or relating to this Agreement, its enforcement or interpretation, or because of an alleged breach, default, or misrepresentation in connection with any of its provisions, shall be submitted to arbitration, to be held in Yavapai County, Arizona, in accordance with the Uniform Arbitration Act, A.R.S. § 12-1501 et seq. The arbitrator shall be selected by mutual agreement of the Parties; if the Parties fail to agree to an arbitrator, then by striking from a list provided by an organization such as the American Arbitration Association. In the event either Party institutes arbitration under this Agreement, the Party prevailing in any such arbitration shall be entitled, in addition to all other relief, to reasonable attorneys' fees relating to such arbitration. The Parties shall share the expense of the arbitrator, but each Party shall bear the cost of its presentation before the arbitrator, including attorney fees if the Party desires such representation. The decision of the arbitrator shall be final and binding upon the Parties.

I. JTED agrees to indemnify and hold harmless the COLLEGE from all injuries to persons or property caused by negligence or willful misconduct of JTED arising out of JTED'S obligations under this Agreement. The COLLEGE agrees to indemnify and hold harmless JTED from all injuries to persons or property caused by acts or omissions of the COLLEGE arising out of the COLLEGE'S obligations under this Agreement. In the event of concurrent liability, the Parties shall have the right of contribution from each other. This indemnification provision shall survive termination of the Agreement and remain in effect.

J. COLLEGE agents, employees, students, instructors, or other staff participating in this program shall not be considered as employees of JTED, and agents, employees, students, instructors, or other staff of JTED shall not be considered employees of the COLLEGE. Accordingly, employees of one Party shall not be entitled to employee benefits normally provided to bona fide employees of the other Party.

K. **Statutory Right of Cancellation** – This Agreement may be terminated in accordance with the provisions of A.R.S. §38-511, which are fully incorporated herein.

L. This document and its six Addenda contain the entire Agreement between the Parties concerning the subject matter of this Agreement. This Agreement may not be modified, amended, altered or extended except through a written instrument signed by both Parties.

M. Pursuant to A.R.S. §15-393(L)(8), the services provided by JTED and COLLEGE shall be proportionally calculated in the cost of delivering the service.

N. Pursuant to A.R.S. §15-393(L)(9), payment for services provided under the terms of this Agreement shall not exceed the cost to the Party providing those services.

O. **Legal Workers.** As mandated by Arizona Revised Statutes § 41-4401, each Party:

- a. warrants the Party's compliance with all federal immigration laws and regulations that relate to the Party's employees and their compliance with Arizona Revised Statutes § 23-214(A);
- b. acknowledges that a breach of the warranty in subsection a of this section shall be deemed a material breach of this Agreement that is subject to penalties up to and including termination of this Agreement; and
- c. retains the legal right to inspect the papers of any contractor or subcontractor employee who works pursuant to this Agreement to ensure compliance with the warranty.

Q. **Iran/Sudan Interests.** Pursuant to A.R.S. §§ 35-391.06 and 35-393.06, each Party certifies that the Party does not have a scrutinized business operation in either Iran or the Sudan. The Party further certifies that no subcontractors, hired by the Party to carry out the duties of this Agreement shall have a scrutinized business operation in either Iran or the Sudan.

R. **Waiver of Conflict**

The Parties to this Agreement are aware that Mangum, Wall, Stoops & Warden, P.L.L.C. (the "Law Firm") represents more than one Party to this Agreement in various matters, including the drafting and/or review of this Agreement. By signing this Agreement each Party specifically acknowledges that (1) the Law Firm has, by this

paragraph, informed each Party that the Law Firm believes that it will be able to provide competent and diligent representation to each Party to this Agreement represented by the Law Firm and its representation of each Party is not prohibited by law and does not involve the assertion of a claim by one Party against another Party to this Agreement, (2) the Party is aware of a potential conflict of interest, and (3) the Party specifically waives any such claim based on the Law Firm's representation of other Parties to this Agreement.

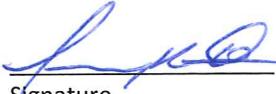
THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK
Signature Page Follows

IN WITNESS WHEREOF, the Parties have executed this Agreement on this ____ day of _____ 2012.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

JTED

Signature Date

 8/7/13
Signature Date

Printed or Typed Name of Signatory

Jeremy R. Plumb
Printed or Typed Name of Signatory

Title

Superintendent
Title

COLLEGE MAILING ADDRESS:
1100 East Sheldon,
Prescott, AZ 86301

JTED Mailing Address:
3003 Centerpointe East Drive
Prescott, AZ 86301

Contact: _____
Phone #

Contact: Jeremy Plumb, (928) 771-0791

INTERGOVERNMENTAL AGREEMENTS:

Pursuant to A.R.S. §11-952(D), the attorney for each of the Parties has determined that the foregoing Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Party which such attorney represents.

COLLEGE Legal Counsel Date

JTED Legal Counsel Date

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #1

DESCRIPTION OF SERVICES

I ENROLLMENT INTO REGULARLY SCHEDULED COURSES

INSTRUCTION:

1. JTED students eligible for COLLEGE courses will be identified and referred by JTED and the Satellite District high schools into regularly scheduled COLLEGE courses provided that all COLLEGE and JTED enrollment requirements have been satisfied. Enrollment in COLLEGE courses may be restricted to High School juniors and seniors. However, sophomore students may seek admission, but must obtain permission from the COLLEGE underage review panel and the JTED prior to enrolling in COLLEGE courses.

2. JTED will provide tuition and fee reimbursement to the COLLEGE for concurrent courses on behalf of eligible JTED students at current in-state tuition and fee rates. The college will waive the tuition and fees for AVT 104, 105, 109, 110, 113, and 117 in lieu of payment of instructor salaries for those courses by the JTED.

3. Refunds of tuition and fees shall be in accordance with the refund policy approved by the COLLEGE for the fiscal year(s) in which this Agreement is in effect.

II ENROLLMENT INTO NEW SECTIONS FOR JTED STUDENTS ONLY

1. COLLEGE will add new course sections as agreed to by both Parties, which meet the obligations set forth in this Agreement. A listing of courses, fees, and books is attached as Addendum #4.

2. Eligible JTED students will be identified and referred by JTED and the Satellite District high schools to the COLLEGE for admission into COLLEGE courses.

3. JTED will reimburse COLLEGE for its costs as follows:

a. JTED will provide tuition and book reimbursement to the COLLEGE on behalf of eligible JTED students at current in-state tuition and fee rates as indicated in Addendum #4..

b. Tuition paid by JTED shall cover the cost of all consumable supplies for all programs under this Agreement.

c. JTED will provide welding safety apparel for students including helmet, skull cap, jacket, safety glasses, chipping hammer, pliers and a lock. COLLEGE will provide students with lockers for storage.

4. JTED agrees that equipment paid for by JTED may be shared with COLLEGE'S non-JTED students.

5. JTED agrees to provide non-consumable equipment needed based on program growth in automotive at \$20,000 in fiscal 2012-13, and \$20,000 in fiscal 2013-14.

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #2

Academic Calendar

PLEASE SEE ACADEMIC CALENDARS

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #3

JTED Master Schedule

PLEASE SEE JTED MASTER SCHEDULE

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #4 effective 2013-14 Academic Year

Program Courses agreed to by COLLEGE and JTED under this Agreement.

ERN #	Course Title	Credits	Tuition
Aut 100	Auto Diesel Preventative	2	\$174.00
Aut 122	Automatic Transmission	4	\$348.00
Aut 123	BRAKES	4	\$348.00
Aut 126	Steering & Suspension	4	\$348.00
Aut 128	Auto / Diesel Heat and Air	4	\$348.00
Aut 131	Engine Diagnostics	4	\$348.00
Aut 132	Electrical systems	4	\$340.00
Aut 151	Engine Repair	2	\$174.00
AVT 104	Private Airplane Ground 1	2	Waived JTED Pays Instructors
AVT 105	Private Airplane ground II	2	Waived JTED Pays Instructors
AVT 109	Private Helicopter Ground I	2	Waived JTED Pays Instructors
AVT 110	Private Helicopter Ground II	2	Waived JTED Pays Instructors
AVT 113	Private Helicopter Simulation	1	Waived JTED Pays Instructors
AVT 117	Private Airplane Simulation	1	Waived JTED Pays Instructors
AVT 125	Fundamentals of Air Traffic Control	1	\$87.00
AVT 126	Air Traffic Control Procedures	1	\$87.00
AVT 127	Fundamentals of ATC Radar	1	\$87.00
AVT 130	Private Pilot Glider Ground	1	\$87.00
AVT 235	Preventative Maintenance	1	\$87.00
AVT 260	Fundamentals of Instruction	1	\$87.00
WLD 112	Basic Welding I	2	\$174.00
WLD 113	Basic Welding II	2	\$174.00
WLD 140	Arc I	4	\$348.00
WLD 145	Arc II	4	\$348.00
WLD 156	Blueprint Reading	4	\$348.00
WLD 210	MIG Welding	4	\$348.00
WLD 250	Metal Fabrication	4	\$348.00
WLD 282	Pipe Welding 1	4	\$348.00
CNC 101	Introduction to CNC Machining	2	\$174.00
CNC 102	CNC Machine Set Up	2	\$174.00
CNC 201	Computer Aided Programming	3	\$261.00
CNC 202	3-D Program and Rapid Prototyping	4	\$348.00
EGR 102	Introduction to Engineering	3	\$261.00
ELT 130	Introduction to Robotics	3	\$261.00
ELT 161	Microprocessors & Programmable Controllers	3	\$261.00
ELT 183	Digital Circuits	3	\$261.00
ELT	TBD		
MET 100	Introduction to Manufacturing Technology	4	\$348.00

ADDENDUM #5

JTED Statutes - ARS § 15-391

15-391. Definitions

In this article, unless the context otherwise requires:

1. "Joint board" means a joint technical education district governing board.
2. "Joint district" means a joint technical education district.
3. "Joint technical education course" means a course that is offered by a joint technical education district as part of a joint technical education district program, that is approved by the career and technical education division of the department of education and that meets each of the following requirements:
 - (a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
 - (b) Is part of a program that requires students to obtain a passing score on an examination that demonstrates a level of skill or competency for that program of study that is accepted by a vocation or an industry.
 - (c) Is part of an approved joint technical education district program.
4. "Joint technical education district" means a district that is formed pursuant to this article and that offers joint technical education courses.
5. "Joint technical education district program" means a sequence of courses that is offered by a joint technical education district and that meets all of the following requirements:
 - (a) Is taught by an instructor who is certified to teach career and technical education by the state board of education or by a postsecondary educational institution.
 - (b) Requires an assessment that demonstrates a level of skill or competency in a vocation or industry or that leads to certification in and acceptance by that vocation or industry.
 - (c) Requires specialized equipment or instructional materials that exceed the scope and cost of a standard educational course.
 - (d) Requires work-based learning components, career and technical student organization participation and laboratory experience as determined by the career and technical education division of the department of education.
 - (e) Meets the standards of a career and technical education preparatory program as determined by the career and technical education division of the department of education.
 - (f) Had a defined pathway to career and postsecondary education.
 - (g) Is approved by the career and technical education division of the department of education based on the requirements prescribed in this paragraph within one hundred twenty days after the submission of all required documentation.
 - (h) Is certified by the joint technical education district governing board to have met all the requirements prescribed in this article.
 - (i) Is offered only to students in grades nine, ten, eleven and twelve.
6. "State board" means the state board of education.

IGA BETWEEN JTED and COLLEGE FOR EDUCATIONAL PROGRAMS

ADDENDUM #6

JTED Release of Information Form

RELEASE OF INFORMATION

STUDENT: _____ DOB: _____

The undersigned parent(s) or legal guardian(s) of the above named student, hereby authorize Yavapai College to furnish any and all student records concerning my child, including special education records (IEP), grades, transcripts, attendance records, discipline files, etc, if requested, to:

Mountain Institute JTED District #2

3003 Centerpointe East Dr.

Prescott, Arizona 86301-8492

FAX 928-771-0793

The undersigned parent(s) or legal guardian(s) of the above named student, hereby authorize Mountain Institute JTED #2 to furnish any and all student records concerning my child, as necessary for my child's enrollment in college courses, to Yavapai College.

DISCLOSURE OF THIS INFORMATION IS REGULATED BY AND SHALL BE IN COMPLIANCE WITH THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), ARIZONA REVISED STATUTES SECTION 15-1043 AND OTHER APPLICABLE PRIVACY LAWS AND REGULATIONS.

SIGNATURE PARENT/ GUARDIAN (please specify) _____ DATE _____

ADDRESS PARENT/GUARDIAN _____

Presenter : Ray Sigafoos

Start Time : 3:24 PM

Item No : 22

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 8/13/2013

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 : 3:24 PM

Item No : 23

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 8/28/2013

Item Type : Policy & Decision

Policy No.	Description	Ref No
3	The purpose of the Yavapai College District Governing Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.	396359

Description : Board - President Linkage Policy 4.7 - President Succession Proposed Revision - DISCUSSION AND/OR DECISION

Details : Per the Board's request at the August 6, 2013 District Governing Board meeting, Board - President Linkage Policy 4.7 - President Succession will be discussed for revision.

Board - President Linkage Policy 4.7 wording;

In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.

When the President is absent or unavailable, the Vice President for Finance and Administrative Services; Vice President for Instruction and Student Services; or Vice President for College Advancement, Executive Director, Foundation; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Vice President for Finance and Administrative Services, Vice President for Instruction and Student Services; and Vice President for College Advancement, Executive Director, Foundation.

The Chair of the District Governing Board shall be kept apprised of the President's schedule.

Suggested revision attached.

Attachments :

Title	Created	Filename
REVISED Policy 4.7.pdf	Sep 06, 2013	REVISED Policy 4.7.pdf

CURRENT POLICY 4.7

In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.

When the President is absent or unavailable, the Vice President for Finance and Administrative Services; Vice President for Instruction and Student Services; or Vice President for College Advancement, Executive Director, Foundation; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Vice President for Finance and Administrative Services, Vice President for Instruction and Student Services; and Vice President for College Advancement, Executive Director, Foundation.

The Chair of the District Governing Board shall be kept apprised of the President's schedule.

Revised Policy 4.7

4.7 Appointment of Acting President

When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint an individual to serve as Acting President during the President's absence. The Board shall have the sole right to determine when the appointment of an Acting President is appropriate, taking into consideration all circumstances regarding the President's absence.

Presenter : Ray Sigafoos

Start Time : 3:34 PM

Item No : 24

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 9/5/2013

Item Type : Discussion

Policy No.	Description	Ref No
3.1.2	Shall direct, control, and inspire the organization through the establishment of written policies that clearly define the organizations values.	396363

Description : Review of the Board Meeting Evaluations (Quarterly) Process - DISCUSSION AND/OR DECISION

Details : In order to ensure that its governance policies remain relevant and that the parameters for Board accountability are clearly defined, the Board will conduct a comprehensive review of the Board Meetings through a quarterly evaluations process. During the March 5, 2013 District Governing Board Meeting, Dr. Fitzner introduced a new process for recording and evaluating the Board's meetings in accordance with Policy Governance. The new Meeting Evaluation (Quarterly) Process was completed at the April 16, 2013 and August 6, 2013 District Governing Board meeting (see attached). The Board will examine the Board meeting new Evaluations (Quarterly) Process, amend as needed, determine the method and frequency of compliance, and review the associated reporting formats.

3.1.4 Self-Evaluation

Shall monitor and regularly discuss the Board's own process and performance through

a) regular monitoring by the full Board of its Governance Process and Board-President Linkage policies.

b) review of the Board's overall performance as a governing body.

Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3.

3.5.3 Board Chair's Role in Monitoring

The Chair shall ensure the conduct of Board self-evaluation in accordance with Policy 3.1.4.

Attachments :

Title	Created	Filename
Board Meeting Evaluation.pdf	Sep 05, 2013	Board Meeting Evaluation.pdf
Board meeting Self Eval - Harrington.pdf	Sep 05, 2013	Board meeting Self Eval - Harrington.pdf

Board meeting Self-Evaluation

Meeting Dates -2/05, 3/05, 4/16, 2013

During this meeting, have we acted consistently with policy governance to which we have committed ourselves?

	Brief comment of specific examples to support your response
<p>We provide strategic leadership by focusing on Ends</p> <p><input type="checkbox"/> Always <input type="checkbox"/> Rarely</p> <p>X Most of the time <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>The Board ends addressed this quarter were <u>economic</u> (2/05/13 – 3.7.1.1, bonds, tuition and fees; 3/05/13 – 2013-14 budget proposal), <u>education</u> (2/05/13 – Student leadership Council updates, YC faculty Senate updates) and <u>community</u> (4/16/13 – Recruitment of board candidates, review of outreach programs) <u>ends</u>.</p>
<p>We obtained and/or considered ownership input</p> <p><input type="checkbox"/> Always <input type="checkbox"/> Rarely</p> <p><input type="checkbox"/> Most of the time <input type="checkbox"/> Never</p> <p>X Some of the time</p>	<p>In the March and April board meetings the trustees addressed ownership input in two agenda items: Discussion on inclusion of YC info in candidate packet distributed by Co. Supt. & discussion of results of Outreach presentations.</p>
<p>We encouraged diversity of viewpoints</p> <p>X Always <input type="checkbox"/> Rarely</p> <p><input type="checkbox"/> Most of the time <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>While not all votes were unanimous, all Trustees had the opportunity to express their individual view on each issue and voted accordingly. All Trustees support the final decisions per PG.</p>
<p>We were proactive and future-focused</p> <p><input type="checkbox"/> Always <input type="checkbox"/> Rarely</p> <p>X Most of the time <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>This quarter, Trustees reviewed future redistricting recommendations, upcoming tuitions and fees and budgets.</p>
<p>We limited our decisions to items that related to the board's governance job</p> <p><input type="checkbox"/> Always <input type="checkbox"/> Rarely</p> <p>X Most of the time <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>None of the agenda items considered this quarter were unrelated to our governance job. Even actions recognizing teams or community individuals relate to community ends.</p>
<p>Decisions were made collectively</p> <p><input type="checkbox"/> Always <input type="checkbox"/> Rarely</p> <p>X Most of the time <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>Each board decision requires the consideration and decision of each board member in attendance at board meetings and their support of final board decisions. Two votes were abstentions (still decisions)</p>

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

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

If you answered "Yes" for any number above, give a brief example.

3. Trustees are distracted by personal declarations of a board member during meeting deliberations when that trustee can get the information they request from administration. Unless a question or declaration contributes to a board decision it should be directed to administration.

What is the most important thing the board could do to improve our function as a board?

Find some way to determine what ownership wants the YC board to do provide the results they want. In other words WWOWUTD or "What would Ownership want us to do?"

Yavapai College District Governing Board

Meeting Self-Evaluation (Quarterly)

August 6, 2013

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

	Brief comment of specific examples to support your response
The Board provided strategic leadership by focusing on Ends <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input checked="" type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	The second quarter was when the budget for 2013-2014 was developed and adopted. A good bit of work was done making sure the budget supported the Ends.
The Board obtained and/or considered ownership input <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input checked="" type="checkbox"/> Some of the time	There was a much more comprehensive attempt to get ownership input into the budget process. Unfortunately we received little input. We need to get a better process in place for this.
The Board encouraged diversity of viewpoints <input checked="" type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	The minutes of the Q2 board meetings show discussions with diverse board view points presented. During the quarter there were a few items that were voted on with diversity of views and occasionally votes that were not unanimous.
The Board was proactive and future-focused <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input checked="" type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	The major future focus activity in Q2 was the Budget.
The Board limited their decisions to items that related to the board's governance job <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input checked="" type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	There are clearly many "board information" items that are on our agendas that are not directly board business. However, keeping the board informed of relevant activities of the College is an important place for the administration and board to invest time.
Decisions were made collectively <input checked="" type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	The Board will often discuss issues and there is no consensus position for all board members. This is a healthy situation, if we never disagree it probably means we aren't really thinking through the issues. I believe the board always considers all view points before making a decision.

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

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

*except for items deliberately handled on the Required Approvals Agenda

If answered "Yes" for any number above, give a brief example.

I believe we often operate without a lot of ownership input. We have never come up with a very good process to gather ownership input to be used in our deliberations.

We will be investing time and energy on this topic this fall.

What is the most important thing the board could do to improve our function as a board?

I think Dr. Fitzner said it quite well on his Q1 Board Meeting Self-Evaluation:

"Find some way to determine what ownership wants the YC board to do, provide the results they want. In other words WWOWUTD or What would Ownership want us to do."

I can't really improve on how Dale said this. Herald

Presenter : Ray Sigafoos

Start Time : 3:44 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 8/27/2013

Item Type : Decision Item

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

Description : Select a Voting Board Representative for Association of Community College Trustees (ACCT) Annual Leadership Congress - DISCUSSION, AND/OR DECISION

Details : Recommend that the Board appoint Dr. Dale Fitzner as the voting delegate at the Association of Community College Trustees (ACCT) Annual Leadership Congress on October 2 - 5, 2013.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:49 PM

Item No : 26

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 8/13/2013

Item Type : Information Item

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

Description : Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community College 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 : 3:54 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 8/15/2013

Item Type : Heading

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

Description : BOARD EDUCATION/STRATEGIC THINKING AND PLANNING - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:54 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 8/15/2013

Item Type : Information Item

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

Description : Update from the September 9-10, 2013 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION

Details : The Board will recap the September 9-10, 2013 Board Retreat and review the proposed Ownership and Outreach Linkage Plan for the 2013-2014 Academic Year.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:09 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 8/15/2013

Item Type : Decision Item

Policy No.	Description	Ref No
3.4.2.2	Governance education and education related to Ends determination (e.g., Board training, presentations by futurists, demographers, advocacy groups and staff, studying internal and external publications, attending conferences etc.) shall be arranged in September and October, to be held during the balance of the cycle.	26042

Description : Review and Update 2013-2014 District Governing Board Calendars - DISCUSSION AND/OR DECISION

Details : Board Members will review and update the 2013-2014 District Governing Board Calendars:

- 2013-2014 District Governing Board Education and Ownership Linkage Calendar

- Proposed Dates and Places of Future meetings for 2013

- Added September 20, 2013 4th Annual joint District Governing Board/Legislator Summit

- Added September 23, 2013 Special Board Meeting to discuss Campus Master Plan at 11:00 a.m. at the Prescott Campus Rock House

- Changed October 8, 2013 Regular Board Meeting to October 15, 2013 due to unavailability of members

- Added November 21-22, 2013 Invitation to attend Arizona Commission for Postsecondary Education's Developing Arizona's Human Capital Conference

- Proposed Dates and Places of Future meetings for 2014

Attachments :

Title	Created	Filename
Board Education Calendar 2013-2014.pdf	Sep 05, 2013	Board Education Calendar 2013-2014.pdf
Proposed Dates and Places of Future Meetings 2013-1.pdf	Sep 05, 2013	Proposed Dates and Places of Future Meetings 2013-1.pdf
YC DGEB - Joint DGB Leg Summit Invitation 2013 (2).pdf	Sep 05, 2013	YC DGEB - Joint DGB Leg Summit Invitation 2013 (2).pdf
7 ACCPC Invitation Wills 5-29-13.pdf	Sep 05, 2013	7 ACCPC Invitation Wills 5-29-13.pdf
7 DAC Description Web 6-17-13 v4.pdf	Sep 05, 2013	7 DAC Description Web 6-17-13 v4.pdf
2014- Proposed Dates and Places of Future Meetings.pdf	Sep 06, 2013	2014- Proposed Dates and Places of Future Meetings.pdf

2013-2014 District Governing Board Education and Ownership Linkage Calendar

SEPTEMBER

- Development of Board Education Plan for next Academic Year
- Annual Board Retreat Meeting on Planning and Strategic Issues
- Finalize 2014 Proposed Dates and Places of Future Meetings
- Discussion of Ownership Linkage Plan for current Academic Year (Outreach Presentations)
- Plan Annual Board Retreat on Education and Self-Assessment (December)

OCTOBER

- ~~Arrangements Confirmed for~~ Implementation of Board Education Plan for ~~over~~ next Academic year ~~(as needed)~~
- Development of Ownership Linkage Plan for current Academic Year (Outreach Presentations ~~and Community Forum, as needed~~)

NOVEMBER

- Fall FTSE Report
- ~~Plan~~ Confirm Annual Board Retreat on Education and Self-Assessment (December) - possible outside facilitator
- ~~Arrangements confirmed for~~ Implementation of Ownership Linkage Plan for current Academic year (Outreach Presentations)

DECEMBER

- Certify Election Results in Election Years
- Oath of Office for Newly Elected Board Member(s) conducted by Yavapai County Superintendent of Schools
- Orientation of New Board Members (post-November elections, as needed)
- Review Board Officer Roles
- Annual Board Retreat Meeting on Education and Self-Assessment (half day)

JANUARY

- Ethical Standards and Training
- Open Meeting Law Training
- Completion of Annual Conflict of Interest Declarations (All Board members)
- Board Member Appointments (as needed)
- Review preliminary assumptions

FEBRUARY

- Disclose Information on Completed Annual Conflict of Interest Declarations
- Budget work study session

MARCH

- Review Policy Governance Process on Evaluating the President

APRIL

- Preliminary discussion and revisions of President's Evaluation Process (Review last year's evaluation packet)
- New directions in Education and Academic Landscape (faculty-driven)
- Discuss results of Outreach presentations and identify further ownership linkage as needed.

MAY

- ~~Dealing with Complaints RE: Accounting, Internal Controls, Auditing Matters and Whistleblower Provisions (Every two years—Due May, 2013/Human Resources) (Monitoring Report 2.1 Service to the Public is reviewed in October of each year covering these issues.)~~
- Plan Annual Board Retreat on Planning and Strategic Issues (September)
- Prior to May meeting, staff will provide President Evaluation Information using process as directed from the April Board Meeting
- Review President's Evaluation Information and Discuss Timeline for completion of scorecard for submission to an appointed individual

JUNE

- Notify President 10 days prior to Executive Session RE: President's Evaluation
- Impact of Legislation upon YC and Relevant Public Policy Issues

JULY - NO MEETING

AUGUST

- ~~Plan~~ Confirm Annual Board Retreat on Planning and Strategic Issues (September)
- Best Practices in Appointing, Compensating and Overseeing Independent Counsel and Other Board Advisors (Every two years – Due August, 2015)

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. Meeting Higher Learning Commission Site Team Location: Prescott Campus – Building 32, Rm 119 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
Regular Board Meeting	June 11, 2013, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
JULY, 2013 No Board Meeting	
Regular Board Meeting	August 6, 2013, Tuesday, 1:00 p.m. Location: Career & Technical Education Center (CTEC), Rm 144
Board Retreat - Strategic Planning	September 9, 2013 Monday, 10:00 a.m. Location: Prescott Campus – Rock House
Board Retreat – Strategic Planning Regular Board Meeting	September 10, 2013, Tuesday, 10:30 a.m. 1:00 p.m. Location: Verde Valley Campus, Building M, Rm 137
Pavilion Dedication	5:00 p.m. Location: Verde Valley Campus, Pavilion
3rd Annual Community College Governing Board & State Legislator Summit	September 20, 2013, Friday, 11:30 a.m. Location: Coconino Community College 2800 S. Lone Tree, Flagstaff, AZ
Special Board Meeting Campus Master Plan	September 23, 2013, Monday, 11:00 a.m. Location: Prescott Campus – Rock House
Regular Board Meeting	October 15, 2013, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center, Rm 120&121
Regular Board Meeting	November 12, 2013, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Arizona Commission for Postsecondary Education's Developing Arizona's Human Capital Conference	November 21-22, 2013 Location: Renaissance Hotel 50 E Adams St. Phoenix, AZ
Northern Arizona Regional Training Academy (NARTA) Commencement	December 5, 2013 Location: Prescott Campus - Performance Hall
Nursing Pinning Ceremony	December 13, 2013 Location: Prescott Campus - Performance Hall
Annual Board Retreat	December 2013 - TBD Location: Prescott Campus – Rock House
Regular Board Meeting	December 10, 2013, 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 11th – 15th

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

Northern Arizona Community Colleges

August 29, 2013

The Presidents and elected District Governing Boards of Coconino Community College, Mohave Community College, Northland Pioneer College, and Yavapai Community College, invite you to join us at our Fourth Annual Joint District Governing Board/Legislator meeting scheduled for Friday, September 20, 2013 at Coconino Community College, Lone Tree Campus, Flagstaff, AZ from 11:30 a.m. – 4:00 p.m.

This four-college initiative has been designed to communicate with our joint legislators and Board members to strengthen our voice and share our common issues and concerns.

The agenda is as follows:

11:30 – 12:30 p.m.	Check-In, Campus Tour, Buffet Lunch
12:30 – 2:30 p.m.	Panel Discussion: Legislative Leadership
2:30 – 4:00 p.m.	District Governing Boards /President Discussion

This is a wonderful opportunity to meet the Northern Arizona Community College Trustees and Presidents to discuss higher education issues of mutual concern. A more detailed agenda will follow closer to the event via email.

Please RSVP to Karen Jones, Executive Assistant to the Yavapai College District Governing Board and President, no later than September 6, 2013 at 928-776-2307 or Karen.jones@yc.edu. We look forward to working together for a strong Northern Arizona as we approach the next legislative session.

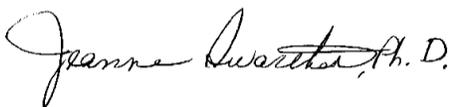
Sincerely,



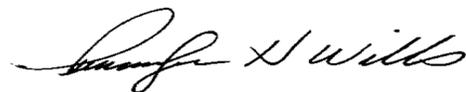
Dr. Leah L. Bornstein
President
Coconino Community College



Dr. Michael Kearns
President
Mohave Community College



Dr. Jeanne Swarthout
President
Northland Pioneer College



Dr. Penny Wills
President
Yavapai Community College



Arizona Commission for Postsecondary Education

2020 North Central, Suite 650

Phoenix, Arizona 85004-4503

Tel: (602) 258-2435 | Fax: (602) 258-2483

Email: acpe@azhighered.gov | Website: www.azhighered.gov

Dear Dr. Wills,

May 29, 2013

Welcome to Yavapai College. I am sure you are already enjoying the community and your colleagues. I would like to introduce myself to you. I am the Executive Director of the Arizona Commission for Postsecondary Education. I also am from Ohio; my family is still farming in Coshocton County.

I am writing to you because you will soon be the leader of the Arizona Community College Presidents' Council. I have an invitation for the ACCPC membership and have conveyed this invitation and information to Rufus, as well.

Every two years the Arizona Commission for Postsecondary Education offers a Developing Arizona's Human Capital conference to bring together leaders in state policy, higher education, business, and foundations around the current issues of Arizona postsecondary education. The theme for this year 1 ½ day conference to be held November 21 & 22 (Thursday and Friday) at the Renaissance Hotel in downtown Phoenix is *Developing Arizona's Human Capital: Innovation that Generates Postsecondary Education Success*. We generally have about 200 to 250 participants.

I would like to invite the members of the Arizona Community College Presidents' Council to join us at the Renaissance Hotel in Downtown Phoenix for your November 21st meeting. We successfully worked together on this at the last conference in November of 2011. The members of the Council can benefit from the conference rate rooms at a price of \$99 plus tax (without overnight car parking) or \$119 plus tax (with overnight parking). I will be happy to reserve a room at the hotel for a business meeting of the Council during or after the conference. The hotel is newly renovated and lovely. In addition, if the group is looking for a dinner meeting the District in the Sheraton is within walking distance and one of the best restaurants in Phoenix.

Second, I would like to invite you and the community college presidents to be guests of Dr. Kathy Player at the Commission Chairman's Leadership Breakfast on the first day of the conference, Thursday November 21. We will be honoring Michael Horn, author of "Disrupting College: How Disruptive Innovation Can Deliver Quality and Affordability to Postsecondary Education". His presentation will begin the conference at 9:30 a.m. The Breakfast Reception begins at 8:30 a.m. in the Goldwater Room at the Renaissance. For the reception a barista will prepare coffee beverages to order behind the original solid oak Adams bar constructed in the late 1800's. ACCPC members will have a chance to converse with Mr. Horn and statewide leaders in education, policy, and business.

I hope the Council can benefit from the learning community created by the conference. If ACCPC members plan to attend the conference sessions they will need to register; otherwise they can just share the facility and reception with us. I hope to meet you soon and welcome you in person. Thank you for your kind consideration of this invitation.

Sincerely,

April L. Osborn

Register Now

Developing Arizona's Human Capital: Innovation that Generates Postsecondary Education Success

Thursday, November 21 and Friday, November 22 at Renaissance Phoenix Downtown Hotel

People power is at the center of the knowledge economy. At no previous time has development of human capital been so important to Arizona. In 2012, nearly 80% of jobs in the U.S. required at least some college. Likewise, Arizona expects 2/3 of all new jobs to require some postsecondary credential. This one and one-half day conference is designed for policy makers, business leaders, college access professionals, and education leaders to learn about and discuss innovative strategies that work.



K-12 education reform is underway in Arizona: standards have been elevated, common core curriculum is being implemented, and college and career readiness is a statewide goal. Now higher education leaders must address Arizona's two greatest human development challenges.

- 1 Postsecondary education must produce a workforce that will drive Arizona's economy. Today only 26% of Arizonans over 25 years of age have completed a college degree. Furthermore, an unfulfilled opportunity exists in the 26% of adult Arizonans who have some college.
- 2 The degrees and certificates earned must meet the business community's expectations fulfilling the constantly changing needs of the Arizona economy.

This conference begins with an examination of the higher education environment as seen through the lens of innovation by keynote speaker Michael B. Horn, co-author of *Disrupting College: How Disruptive Innovation Can Deliver Quality and Affordability to Postsecondary Education*.

Innovation in higher education has never been more abundant.



Dr. Martha Laboissiere, Associate Principal of McKinsey & Company and co-author of "Winning by Degrees" will be the keynote speaker for day two, her focus will be on education to employment.

In addition, panelists Sen. Chester Crandell, Rep. Jeff Dial, and Dale Frost, the Governor's Policy Advisor, will present a preview of the 2014 Legislative and policy agenda.

Join your colleagues, policymakers, and business leaders in charting the direction for Arizona's future postsecondary education system.



*Mr. Horn is the co-founder and Executive Director of Education at the Innosight Institute which is a not-for-profit think tank devoted to applying theories of disruptive innovation to the social sector.



Presented by the Arizona Commission for Postsecondary Education



PROPOSED DATES AND PLACES OF FUTURE MEETINGS 2014

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
Regular Board Meeting	January 14, 2014, Tuesday, 1:00 p.m. Location:
Work Session	February 11, 2014, Tuesday, 11:15 a.m. Budget Work Session – 11:15 a.m. – 12:30 a.m. Location: Prescott Campus-Rock House
Regular Board Meeting	Board Meeting – 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	March 4, 2014, Tuesday, 1:00 p.m. * Location: Sedona
Regular Board Meeting	April 15, 2014, Tuesday, 1:00 p.m.* Location: Prescott Campus-Rock House
Northern Arizona Regional Training Academy (NARTA) Commencement	May 8, 2014, Thursday Location: Prescott Campus - Performance Hall
Verde Valley Commencement	May 9, 2014, Friday Location: Verde Valley Campus
Nursing Pinning Ceremony	May 10, 2014, Saturday Location: Prescott Campus - Performance Hall
Prescott Commencement	May 10, 2014, Saturday Location: Prescott Campus - Performance Hall
Regular Board Meeting	May 13, 2014, Tuesday, 1:00 p.m. Location: Career & Technical Education Center (CTEC) Room 144
Regular Board Meeting	June 10, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
JULY 2014 – NO BOARD MEETING	
Regular Board Meeting	August 12, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board Retreat - Strategic Planning	September 8, 2014 Location:
Regular Board Meeting	September 9, 2014, Tuesday, 1:00 p.m. Location:
Regular Board Meeting	October 14, 2014, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center Room 120 & 121
Regular Board Meeting	November 11, 2014, Tuesday, 1:00 p.m. Location:
Northern Arizona Regional Training Academy (NARTA) Commencement	December 2014 - TBD Location: Prescott Campus - Performance Hall
Nursing Pinning Ceremony	December 2014 - TBD Location: Prescott Campus - Performance Hall
Annual Board Retreat	December 2014 - TBD Location: Prescott Campus – Rock House
Regular Board Meeting	December 9, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House

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

* April 15, 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 : 4:19 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 8/15/2013

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 : 4:19 PM

Item No : 31

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 8/15/2013

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 : 4:24 PM

Item No : 32

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 8/22/2013

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