

**Regular Board Meeting  
Agenda Summary  
Tuesday, October 15, 2013  
1:00 PM**

Agribusiness & Science Technology Center, Room 120  
2275 Old Home Manor Way  
Chino Valley, Arizona 86323

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	470094
2	Call to Order - PROCEDURAL	1	1:00 PM	470095
3	Pledge of Allegiance - PROCEDURAL	1	1:01 PM	470096
4	Welcome to Guests and Staff - PROCEDURAL	2	1:02 PM	470097
5	Approval of District Governing Board September 9, 2013 Retreat, September 10, 2013 Retreat, and September 10, 2013 Regular Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:04 PM	470098
6	Adoption of Agenda - DECISION	1	1:07 PM	470099
7	Open Call - PROCEDURAL	5	1:08 PM	470100
8	CONSENT AGENDA - HEADING	0	1:13 PM	470101
9	Receipt of Report on Revenues and Expenditures -- Month of September 2013 - RECEIPT, DISCUSSION AND/OR DECISION	1	1:13 PM	470103

Item No.	Item	Time Req.	Start Time	Ref No.
10	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - September 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:14 PM	470105
11	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - September 2013 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:15 PM	470106
12	Approval of Curriculum Proposals: Delete Social and Human Services Certificate; Add New Certificate Programs: Pipe Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding - RECEIPT, DISCUSSION AND/OR DECISION	1	1:16 PM	479423
13	INFORMATION - HEADING	0	1:17 PM	470107
14	Information from the President RE: New Vice President for Instruction and Student Services; Recognition of services during the Doce and Yarnell Hill fires; Rural Community College Alliance Conference; Yavapai Combined Trust Quarterly Report; Campus Master Plan Open Forums; Capital Improvements; College Highlights; Other Related Issues - INFORMATION AND DISCUSSION	20	1:17 PM	479362
15	Update from Instruction and Student Services to Include: 2013 Fall Semester Update; Student Leadership Council; Faculty Senate; Health Care Summit; Radiology Program Update; Other Related Issues - INFORMATION AND/OR DISCUSSION	20	1:37 PM	479424
16	SHORT RECESS - PROCEDURAL	10	1:57 PM	479425
17	MONITORING REPORTS - HEADING	0	2:07 PM	479366
18	Receipt of President's Monitoring Report - Ends Statements - 1.1 Education Ends - MONITORING, DISCUSSION, AND/OR DECISION	10	2:07 PM	479370
19	Receipt of President's Monitoring Report - Ends Statements - 1.2 Economic Ends - MONITORING, DISCUSSION, AND/OR DECISION	10	2:17 PM	480015
20	Receipt of President's Monitoring Report - Ends Statements - 1.3 Communities Ends - MONITORING, DISCUSSION, AND/OR DECISION	10	2:27 PM	480016
21	Receipt of President's Monitoring Report - Executive Limitation 2.1 - Service to the Public - INFORMATION, DISCUSSION AND/OR DECISION	10	2:37 PM	479368
22	Board Self-Evaluation - Board-President Linkage Policy 4.3 - Delegation to President - MONITORING, DISCUSSION AND/OR DECISION	10	2:47 PM	479367
23	OWNERSHIP LINKAGE - HEADING	0	2:57 PM	479426
24	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community Colleges Trustees (ACCT); Yavapai College Foundation; Joint District Governing Board and Legislature Meeting.	5	2:57 PM	479372
25	Board Meeting Evaluation (Quarterly) - PROCEDURAL	10	3:02 PM	479411
26	BOARD EDUCATION / STRATEGIC THINKING AND PLANNING - HEADING	0	3:12 PM	479427

Item No.	Item	Time Req.	Start Time	Ref No.
27	Review 2013-2014 District Governing Board Agenda Planning Calendar - DISCUSSION AND/OR DECISION	10	3:12 PM	479428
28	OTHER INFORMATION - HEADING	0	3:22 PM	479375
29	Correspondence to the Board - RECEIPT	5	3:22 PM	479376
30	Proposed Dates and Places of Future Meetings for the remainder of 2013 and for upcoming 2014 - DISCUSSION AND/OR DECISION	5	3:27 PM	479377
31	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:32 PM	479429

**Presenter :** Patricia McCarver

**Start Time :** 1:00 PM

**Item No :** 1

**Proposed By :** Patricia McCarver

**Time Req :** 0

**Proposed :** 9/17/2013

**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 :** Patricia McCarver

**Start Time :** 1:00 PM

**Item No :** 2

**Proposed By :** Patricia McCarver

**Time Req :** 1

**Proposed :** 9/17/2013

**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 :** Patricia McCarver  
**Proposed By :** Patricia McCarver  
**Proposed :** 9/17/2013

**Start Time :** 1:01 PM  
**Time Req :** 1  
**Item Type :** Procedure Item

**Item No :** 3

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 :** Patricia McCarver  
**Proposed By :** Patricia McCarver  
**Proposed :** 9/17/2013

**Start Time :** 1:02 PM  
**Time Req :** 2  
**Item Type :** Procedure Item

**Item No :** 4

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 :** Patricia McCarver

**Start Time :** 1:04 PM

**Item No :** 5

**Proposed By :** Patricia McCarver

**Time Req :** 3

**Proposed :** 9/17/2013

**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 District Governing Board September 9, 2013 Retreat, September 10, 2013 Retreat, and September 10, 2013 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

**Details :** To affirm discussion and record of actions, motions made and approved by the District Governing Board at the September 9, 2013 Retreat, September 10, 2013 Retreat, and the September 10, 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 :**

Title	Created	Filename
Unapproved DGB Minutes - 9-10-13.pdf	Oct 07, 2013	Unapproved DGB Minutes - 9-10-13.pdf
Unapproved DGB Minutes - 9-10-13.pdf	Oct 07, 2013	Unapproved DGB Retreat- 9-9-13.pdf
Unapproved DGB Minutes - 9-10-13.pdf	Oct 07, 2013	Unapproved DGB Retreat- 9-10-13.pdf



# Yavapai College District Governing Board

## Regular Board Meeting Unapproved Minutes of Regular Meeting Tuesday, September 10, 2013 1:00 PM

Verde Valley Campus – M137  
601 Black Hills Drive  
Clarkdale, AZ 86324

District Governing Board meeting recordings may be viewed on CableOne Access 13 or the Yavapai College Website. CableOne Access 13 records all regular board meetings for subsequent broadcast and the schedule is available on the Access 13 website at <http://www.access13.org>. The District Governing Board Website will post meeting recordings approximately 12 days after each Board meeting at <http://www.yc.edu/v4content/governing-board/>.

### **Members Present:**

Mr. Ray Sigafoos, Chair  
Mr. Herald Harrington, Board Spokesperson  
Mr. Robert Oliphant, Board Member

Dr. Patricia McCarver, Chair/Secretary  
Dr. Dale Fitzner, Board Member

Staff and Guests Attending Meeting Lists are on file in the District Office.

### **1. CALL TO ORDER - HEADING**

#### **2. Call to Order – PROCEDURAL**

Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 1:30 p.m.

### **3. Pledge of Allegiance – PROCEDURAL**

The Pledge of Allegiance was led by Mr. Oliphant

### **4. Welcome to Guests and Staff – PROCEDURAL**

Chair Sigafoos welcomed all guests and staff.

### **5. Approval August 6, 2013, District Governing Board Regular Meeting Minutes - DISCUSSION AND/OR DECISION**

**Dr. Fitzner moved, seconded by Mr. Harrington to approve the August 6, 2013 District Governing Board Regular Meeting Minutes. Motion carried unanimously.**

### **6. Adoption of Agenda – DECISION**

**Dr. McCarver moved, seconded by Dr. Fitzner to adopt the agenda as written with the exception of moving item 7- Open Call, after item 14 - Sabbatical. Motion carried unanimously.**

### **7. Open Call - PROCEDURAL**

Agenda Item 7 was moved after agenda item 13 per the motion under Adoption of Agenda.

Ruth Wicks, Verde Valley resident of 40 years and an educator thanked the Board for their service to our College and provided comments regarding the Campus Master Plan.

The Board thanked Ms. Wicks and informed her that the Board will be having a Campus Master Plan Work Session and Forums.

### **8. CONSENT AGENDA – HEADING**

**9. Receipt of Report on Revenues and Expenditures – Month of August 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 8-17)

**10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - August 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 18 – 20)

**11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – August 2013 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 21-23)

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

### **12. INFORMATION - HEADING**

**13. Sabbatical Report on Patty McMullen-Mikels, Visual, Liberal and Performing Arts Faculty – INFORMATION AND/OR DISCUSSION** (refer to Board packet, pgs.24 - 56)

Patty McMullen-Mikels, Visual, Liberal and Performing Arts Faculty reported on her Spring Semester 2013 sabbatical leave to pursue independent painting research while focusing on Student Success and Satisfaction, Quality and Effectiveness of Instruction, Employee Development, Community Development

and Partnerships. Ms. Mikels extended her appreciation to the Board and all that support her to utilize the sabbatical experience. In addition to painting, Ms. Mikels was able to travel and returns to Yavapai College with the following gifts: new collection and understanding of oil painting, fresh perspective on students and teaching, and expansion as a painter and professor. The Board thanked Ms. McMullen-Mikels and complemented the large body of work that she created during her sabbatical.

**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** (refer to Board packet, pgs.57 - 75)

Dr. Wills presented and discussed the following:

- August 12, 2013 Employee Day Recap – “Engaging Today’s Generation of Student “ Video (refer to handouts)
- Search for Vice President for Instruction and Student Services – Mr. Walker, Vice President for Development and Foundation, informed the Board that the Cizak Associates and the YC Search Committee have selected three finalists: Dr. Michael Reiner, Dr. Stuart Blacklaw, and Dr. Anne Krause-Hanson. These finalists will participate in interviews and Open Forums on September 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup>, 2013. Schedule is available on the YC Website.
- Fourth Annual Northern Arizona Joint District Governing Board/ Legislator Summit – Dr. Wills informed and invited Board members to the Summit. Mr. Harrington encouraged Board members to attend.
- Capital Improvement – information only – attachment
- College Highlights – information only - attachment

**15. Update from Instruction and Student Services to Include: 2013 Fall Semester Update; Service Learning; Faculty Senate; First Year Experience - INFORMATION AND/OR DISCUSSION** (refer to Board packet, pgs. 76-96)

Barb Wing, Interim Vice President for Instruction and Student Services emphasized that this Board meeting includes the dedication and creativity of faculty, quality of students, and energy and enthusiasm of Student Services staff. The following presentations are a reminder of why we do the work and who is affected by our efforts.

- Update to the Board on the Service Learning Program – Dean Holbrook, Dean for Foundation Services; Dr. Mark Shelly, Faculty; Lloyd Weathers, Vista Representative; and Brent Roberts, retired and part-time Faculty - “Join the Service Learning Project” Video and Civic Engagement and Service Learning at Yavapai College - handout (refer to website and handouts)
- President of Faculty Senate gave an update report - Joani Fisher – “Classroom Policy Rap” Video (refer to YC Faculty Association power point and website)
- Student Services reported 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

**16. SHORT RECESS – PROCEDURAL**

Meeting recessed at 2:54 p.m.; reconvened at 3:10 p.m.

**17. MONITORING REPORTS – HEADING**

**18. Board Self-Evaluation – Governing Board Policy 3.6 – Board Committee Principles – MONITORING, DISCUSSION, AND/OR DECISION** (refer to packet pg. 97 - 98)

The Board voted unanimously “In Compliance” with comments.

**Rarely used but still useful**

**19. Board Self-Evaluation –Board – President Linkage Policy 4.1 – Board Committee Principles – MONITORING, DISCUSSION, AND/OR DECISION** (refer to packet pg. 99 - 100)

The Board voted unanimously “In Compliance” with comments.

**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**

**20. POLICY – HEADER**

**21. Intergovernmental Agreement Renewal Between Yavapai Community College and Mountain Institute Joint Technical Education District (JTED) – RECEIPT, DISCUSSION, AND/OR DECISION** (refer to packet pg.)

This Intergovernmental Agreement Renewal will provide College courses to JTED students eligible for enrollment in courses offered by the Mountain Institute JTED. A Summary of Changes to this Intergovernmental Agreement is attached. Educational opportunities may include enrollment into regularly scheduled courses and/or enrollment into customized educational arrangements.

Discussion included clarification of the two JTED locations on each side of the county, and the college representatives of Dean Holbrook, Dean for Foundation Studies, and Phyllis Lewellen, Purchasing Director, to monitor and oversee the agreement.

**Dr. McCarver moved, seconded by Dr. Fitzner to approve the modification of the Intergovernmental Agreement Renewal Between Yavapai Community College and Mountain Institute Joint Technical Education District (JTED). Motion carried unanimously.**

**22. Ownership Linkage - HEADING**

**23. Board – President Linkage Policy 4.7 – President Succession Proposed Revision – DISCUSSION AND/OR DECISION (refer to packet pg. 116)**

**The Board requested that the Board Attorney prepare and present a proposed Executive Limitation to address the President’s Succession Plan at the November District Governing Board Meeting.**

**Mr. Harrington moved, seconded by Dr. McCarver to adopt the proposed revision of Board-President Linkage Policy 4.7 – President Succession - 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. Motion carried unanimously.**

**24. Review of the Board Meeting Evaluations (Quarterly) Process – DISCUSSION AND/OR DECISION**

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 (refer to packet pg. 117- 120). The Board examined the new evaluations (quarterly) process and reporting formats. Discussion included:

- The process is on target and sets a good but broad evaluation
- Concern about the evaluation form and what the evaluation accomplishes
- Beneficial tool for the Board to measure behavior as a unit and effective use of policy governance
- The evaluation is to detour the Board from falling into undesired behavior
- All members give their perspective to keep the Board on track
- An evolving tool to focus planning and agendas

**The Board Meeting Evaluation Process for the 3<sup>rd</sup> Quarter will be completed and presented by Mr. Oliphant at October 15, 2013 District Governing Board Meeting.**

**25. Select a Voting Board Representative for Association of Community College Trustee (ACCT) Annual Leadership Congress – DISCUSSION AND/OR DECISION**

**Mr. Harrington moved, seconded by Dr. McCarver to appoint Dr. Dale Fitzner as the voting delegate at the Association of Community College Trustees (ACCT) Annual Leadership Congress on October 2 - 5, 2013. Motion carried unanimously.**

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

- Arizona Association for District Governing Boards (AADGB) - Dr. Fitzner reported he will be attending the next AADGB meeting on September 26, 2013 for conferences planning.
- Association of Community Colleges Trustees (ACCT) - Dr. Die Fitzner reported that he will be attending the ACCT Legislative Summit on October 2-5, as the Yavapai College voting delegate and work session presenter along with Dr. Wills and Dr. Ewell.
- Yavapai College Foundation - Dr. Patricia McCarver reported the August 14, 2013 Foundation Meeting included presentations from Volleyball and Softball Coaches, as well as financial reports. The next meeting is September 11, 2013 and will include a presentation from the JTED Director.

- The Board discussed Foundation reporting, i.e. Legacy League, Wine Center, scholarships, etc.

**The Foundation’s 2012-2013 Annual Report will be presented to the Board at the November District Governing Board meeting.**





# Yavapai College District Governing Board

## Board Retreat Unapproved Minutes of Board Retreat

Monday, September 9, 2013  
10:00 AM

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

District Governing Board meeting recordings may be viewed on CableOne Access 13 or the Yavapai College Website. CableOne Access 13 records all regular board meetings for subsequent broadcast and the schedule is available on the Access 13 website at <http://www.access13.org>. The District Governing Board Website will post meeting recordings approximately 12 days after each Board meeting at <http://www.yc.edu/v4content/governing-board/>.

### Members Present:

Mr. Ray Sigafoos, Chair  
Dr. Dale Fitzner, Board Member  
Absent – Mr. Herald Harrington, Board Spokesperson  
Staff and Guests Attending Meeting Lists are on file in the District Office.

Dr. Patricia McCarver, Chair/Secretary  
Mr. Robert Oliphant, Board Member

### 1. CALL TO ORDER - HEADING

#### 2. Call to Order – PROCEDURAL

Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 10:01 a.m.

### 3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Dr. Fitzner

### 4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

### 5. Adoption of Agenda – DECISION

**Dr. McCarver moved, seconded by Dr. Fitzner to adopt the agenda as presented. Motion carried unanimously.**

### 6. OWNERSHIP LINKAGE - HEADING

#### 7. Review of Yavapai College District Governing Board Ownership and Outreach Linkage- DISCUSSION AND/OR DECISION

Mike Lange, Director of Marketing for Yavapai College, led the Board in a review of the Yavapai College District Governing Board Ownership and Outreach Linkage. The following agenda outline was followed: (refer to Ownership Linkage handouts)

- Definition of Ownership

Governance Policy 3.2.1 currently reads:

“Ownership Linkage shall be the link between the organization and its “ownership” – the taxpayers of Yavapai County and of the State of Arizona.” (refer to attached handout)

Each Board member wrote their own definition of “Ownership” and shared the following: Ownership includes taxpayers and others that are affected by the College; discovery of taxpayers’ needs, fears, values, and trends would lead to accomplishing Ends; constituent; suggested looking at who would not be an owner.

Suggested revision:

“Ownership Linkage shall be the link between the organization and its ownership who are the residents of Yavapai County and those who are affected by Yavapai College.”

- Ownership challenges

Discussion included: communication 101 is the simple fact that you cannot not communicate; outreach is a subset of ownership; and perhaps the Board should think on smaller scale and to specific parts of the ownership.

- Hard to identify owners
- Owners don’t know they are owners
- The Board is not aware of tools/techniques to connect
- The Board has not identified the message to communicate

- People are busy
  - Owners show up only when something is wrong or not being done
  - All communities have different expectations or psychographic
  - Providing two way communication
- Identifying Owners  
The Board reviewed the Yavapai County/Arizona Census Data 2012 to help identify owners (refer to handout), and stated difficulty in separating customers and/or constituent from owners.
  - Reason to link with owners  
The Board member listed reasons to link with owners to be accountable, create a future (considering owner's needs, concerns, and demands), clarify values (Ends and Executive Limitations), educate, build relationships with owners. Creating the future requires the Board to discover the owner's needs, concerns, and demands.

## **8. SHORT RECESS – PROCEDURAL**

No break taken

### **9. Review of Yavapai College District Governing Board Ownership and Outreach Linkage- Continued - DISCUSSION AND/OR DECISION**

- Ownership Experiences  
The Board members discussed successes and challenges of outreach presentations:
  - Provided Open Forums throughout the County – which made the Board visible and approachable, sent the message the Board cares
  - Focus Groups for feedback on Ends – 90% of the feedback was operational
  - Attended service groups (Lions, Shriners, etc.) - one way communication in providing college information
  - Attended NACOG and AZ Manufacturers meetings - attendees were not engaged
- Owners Expectations  
The Board members explored owners' expectations:
  - Operate efficiently
  - Minimize taxes
  - Trained workforce
  - Value of the College and how it affects their personal experience, such as desirable property values, schools, and workforce
  - Excellence education
  - Cultural experiences
  - Quality of Life through Good Education, Workforce, Cultural (current Ends)
  - Annual Report - Process on Ends reported to the owners

The Board identified examples of customer concerns such as classes, costs, etc. The Board agreed that these concerns are referred to the President.

Next, the Board identified examples of ownership concerns regarding Ends, such as regional economic development and cultural enrichment. A repetitive and common question/answer is "Why are the taxes so high?", and the mutual response is that tax adjustments are a direct result of the reduction in state funding/support. The Board also has dealt with higher paying tax brackets having greater expectations. Dr. Ewell has compiled a list of the top 10 tax paying companies in Yavapai County and has linked the College's programs that support these industries. Public schools are also owners that have expectations and rely on the College's programs/support.

## **10. SHORT RECESS AND POSSIBLE WORKING LUNCH– PROCEDURAL**

Meeting recessed at 11:40 a.m.; reconvened at 12:20 p.m.

### **11. Review of Yavapai College District Governing Board Ownership and Outreach Linkage- Continued - DISCUSSION AND/OR DECISION**

Mike Lange, Director of Marketing for Yavapai College, continued the Board's review of the Yavapai College District Governing Board Ownership and Outreach Linkage.

- Zeroing in to the Ownership Linkage
  - The Board set priorities to accomplish through Ownership Linkage:
    - Identifying/defining the ownership
    - Outreach
    - What is the message/questions

- Tools and techniques
- Making the owners aware of their role
- Ideal outcomes
 

The Board members described their ideal outcomes: the ideal results would be the owners approaching the Board members, but that is not possible in the real world; a reliable profile of owners' needs, expectations, fears, values, etc.; owner's input that drives the Board's ends; continuing dialog with owners; identify and survey owners of educational, work force, and cultural programs; see documented proof that Yavapai College is invited to the table, and owners embrace the value of Yavapai College in the county's education, workforce, and cultural programs.
- Root causes
 

The Board completed a root cause mapping exercise:

  - Stating the problem in the form of questions
    - What has YC done for me (dividend)?
    - Why don't we have a better grasp/understanding of our ownership/owners?
- Action Plan
  1. The Board members completed a written description of their 30 second "ownership linkage" speech and discussed the audience that received the speech such as Yavapai County residents, students, local officials, clients, and neighbors.

The Board defined "Ownership" through a revision of the Board's Governance Policy 3.2.1 – Ownership Linkage –  
 Shall be the link between the organization and its "ownership" – the taxpayers of Yavapai County and of the State of Arizona.

Suggested revision –

Shall be the link between the organization and its "ownership" who are the residents of Yavapai County and those who are affected by Yavapai College.

2. The members created questions to be asked of the owners:
  - First educate the owners on the Board's Ends, then ask how the college has influenced their community
  - Preference the question with the "Board is interested in your feedback or input in the following areas." Ex: What are the needs in your area? How would you address this need? - Profile the answer by shaping the questions
  - How do you feel the College has benefitted you recently? - Use leading questions
  - As an owner, what is your top priority for Yavapai College? What is the most important contribution the college should make? How would you like to participate in helping the College reach that goal?
  - What does Yavapai College look like in 5 years? What role should the College play in economic development? What can Yavapai College add to the quality of life in the county?
  - As a Yavapai County citizen and owner of the College, how does YC affect you? What are the pros and cons of the College? Do you have a vested interest in the College? Does the College meet your needs?

Other suggestions included a broad base of questions that includes education, economic development, and cultural enrichments. Questions could be developed by the expectations of the answers in a quantitative method. The Board should consider what we want to know, from whom, for what purpose, and what cost.

## 12. SHORT RECESS – PROCEDURAL

Meeting recessed at 1:53 p.m.; reconvened at 1:58 p.m.

## 13. Review of Yavapai College District Governing Board Ownership and Outreach Linkage- Continued - DISCUSSION AND/OR DECISION

Mike Lange, Director of Marketing for Yavapai College, continued the Board's review of the Yavapai College District Governing Board Ownership and Outreach Linkage.

- Finalize Action Plan

3. Current Ownership Linkage tools:

<b>Ownership Linkage Tools/Techniques that the Board is or has used</b>	<b>Communication Direction</b>
News Releases - Before and after each District Governing Board Meetings	From the Board
Monthly Meetings (various locations)	From the Board
Video Recordings on Channel 13 and the Website	From the Board
Educational Presentations at Monthly Meetings	To and From the Board
Website – minutes, agendas, budget	From the Board
“How the Board works” brochure	From the Board
Board Liaisons for AADGB, ACCT, YC Foundation	To and From the Board
Public presentations	To and From the Board
Focus groups	To and From the Board
Budget process	To and From the Board
Election process	To the Board
Board members representing the college at scholarship award ceremonies	From the Board
Topic specific forums	To and From the Board
Online comments	To the Board
<b>New Ownership Linkage Tools/Techniques</b>	
Surveys of Owners	To and From the Board
Face to Face Meetings	To and From the Board

Potential ownership tools:

- Surveys
  - o What is valuable to the owners
  - o General or specific population
- Face to face meetings
  - o Focus Groups
  - o Open Forums - the Board has an opportunity to participate without hosting
  - o Develop a plan to have staff member address owners’ operational questions and/or concerns
  - o What does the Board expect to learn
  - o What is the value to the owners

4. Implementing the Action Plan – The Board is suggesting the following Ownership Linkage Plans:

**Ownership Linkage Action plan for 2013-2014**

1. Participate in the Campus Master Plan Open Forums for the community on October 10<sup>th</sup>, 2013 at the Verde Campus and October 11<sup>th</sup>, 2013 at the Prescott Campus. The Board members will provide input and questions to be included in the forum for the staff to present.
2. Spring Survey to be conducted by the Board – the Board will review the owner’s feedback from the Open Forums and Marketing Department’s Survey to determine the direction the Board will pursue in this upcoming survey.

**Annual Ownership Linkage Plan should include all ownership linkage tools that will be utilized throughout the year with a focus on one or two tools that will initiate feedback from the owners to the Board.**

**Staff will revise Ownership calendar to incorporate when and how the Board uses the ownership linkage tools.**

**14. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**

**Dr. Fitzner moved, seconded by Dr. McCarver that the meeting be adjourned. Motion passed unanimously.**

Regular meeting adjourned at 2:57 p.m.

Respectfully submitted:

\_\_\_\_\_/S/  
Karen Jones, Recording Secretary

Date: October 15, 2013

\_\_\_\_\_/S/  
Mr. Ray Sigafoos, Chair

\_\_\_\_\_/S/  
Dr. Patricia McCarver, Secretary

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



# Yavapai College District Governing Board

## Board Retreat

### Unapproved Minutes of Board Retreat

Monday, September 10, 2013

10:00 AM

Verde Valley Campus

601 Black Hills Road, Building I, Room 123B

Clarkdale, AZ 86324

District Governing Board meeting recordings may be viewed on CableOne Access 13 or the Yavapai College Website. CableOne Access 13 records all regular board meetings for subsequent broadcast and the schedule is available on the Access 13 website at <http://www.access13.org>. The District Governing Board Website will post meeting recordings approximately 12 days after each Board meeting at <http://www.yc.edu/v4content/governing-board/>.

#### Members Present:

Mr. Ray Sigafoos, Chair

Dr. Patricia McCarver, Chair/Secretary

Dr. Dale Fitzner, Board Member

Mr. Robert Oliphant, Board Member

Absent: Mr. Herald Harrington, Board Spokesperson

Staff and Guests Attending Meeting Lists are on file in the District Office.

#### 1. CALL TO ORDER - HEADING

##### 2. Call to Order – PROCEDURAL

Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 10:41 a.m.

#### 3. Adoption of Agenda – DECISION

**Dr. McCarver moved, seconded by Dr. Fitzner to adopt the agenda as presented. Motion carried unanimously.**

#### 4. OWNERSHIP LINKAGE - HEADING

##### 5. Review of Yavapai College District Governing Board Ownership and Outreach Linkage- DISCUSSION AND/OR DECISION

The District Governing Board Special Meeting on September 10, 2013 is a follow up to any previous discussions and/or decisions of the District Governing Board Special Meeting on September 9, 2013 which was a work session regarding Ownership and Outreach Linkage. The Board reviewed a Summary/Recap of the September 9, 2013 meeting with the following discussion. (refer to Summary/Recap of Board Retreat) The Board recognized that several of the ownership tools listed are also tools that the college is using to connect with consumers, i.e. press release or surveys from the college. These tools can be used in conjunction with, or solely by, the Board, but need to accurately convey Board business. The Board agrees that the list of ownership linkage tools and re-defining “ownership” helps to clarify the Board’s ownership linkage direction.

The Board discussed the revision of Governance Policy 3.2.1 – Ownership Linkage.

**Dr. Fitzner moved, seconded by Dr. McCarver to revise Governance Policy 3.2.1 Ownership Linkage – Ownership Linkage shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College. The motion carried unanimously.**

#### 6. SHORT RECESS AND POSSIBLE WORKING LUNCH– PROCEDURAL

No Recess

##### 7. Review of Yavapai College District Governing Board Ownership and Outreach Linkage- Continued - DISCUSSION AND/OR DECISION

The Board members next reviewed the Ownership Linkage Plan for 2013-2014 and will add two linkage tools in addition to the tools already in place for the year:

1. Campus Master Plan Open Forums on October 10<sup>th</sup> and 11<sup>th</sup>, 2013 to include information from the Board, such as a description of the Ends and questions for feedback. Dr. Wills will talk about the Ends Statements and request audience feedback to the Board. Sample questions may include:
  - a. How does this Campus Master Plan help the Board meet Ends regarding to Education, Economic Development, and Cultural?
  - b. Is the College meeting the Ends with this Campus Master Plan?
2. Spring 2014 Survey:

- a. Requesting staff to provide survey information at the November 12, 2013 Board meeting
  - i. Resources - internal or external consultant
  - ii. Costs
  - iii. Subject - Verde or Prescott topics in separate surveys
- b. The Board will review the owner's feedback from the Open Forums and Marketing Department's Survey to determine the direction the Board will pursue in the spring survey.

The Board discussed the scholarships that Board members have presented in past years. The Board is requesting staff to provide additional information regarding:

- Scholarship selection and process
- Press releases to include student photos

The Board suggested that the education plan include teaming up with other community colleges to share new and innovated ideas; and using resources such as The CON Academy, TED Talks, or Speakers Series. The Board would share the resources with staff/faculty for professional development.

**Dr. McCarver will take the Ownership tool tables and add detail columns such as frequency and contents.**

**Dr. Wills will include Board Ends and feedback opportunity at the October 2013 Open Forums.**

**Staff will provide information regarding a Spring 2014 survey and Board scholarship program at the November 12, 2013 District Governing Board meeting.**

**8. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL**

**Dr. McCarver moved, seconded by Dr. Fitzner that the meeting be adjourned. Motion passed unanimously.**

Regular meeting adjourned at 12.07 p.m.

Respectfully submitted:

\_\_\_\_\_  
/S/  
Karen Jones, Recording Secretary

Date: October 15, 2013

\_\_\_\_\_  
/S/  
Mr. Ray Sigafos, Chair

\_\_\_\_\_  
/S/  
Dr. Patricia McCarver, Secretary

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

**Presenter :** Patricia McCarver      **Start Time :** 1:07 PM      **Item No :** 6  
**Proposed By :** Patricia McCarver      **Time Req :** 1  
**Proposed :** 9/17/2013      **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 :** Patricia McCarver      **Start Time :** 1:08 PM      **Item No :** 7  
**Proposed By :** Patricia McCarver      **Time Req :** 5  
**Proposed :** 9/17/2013      **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 may 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 :** Patricia McCarver

**Start Time :** 1:13 PM

**Item No :** 8

**Proposed By :** Patricia McCarver

**Time Req :** 0

**Proposed :** 9/17/2013

**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 :** CONSENT AGENDA - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Patricia McCarver

**Start Time :** 1:13 PM

**Item No :** 9

**Proposed By :** Patricia McCarver

**Time Req :** 1

**Proposed :** 9/17/2013

**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 September 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 third month of Fiscal Year 2013-2014 ending September 30, 2013 is attached. Expenditures are reported on the accrual basis of accounting.

**Attachments :**

Title	Created	Filename
Financial Update - Sept in Oct.pdf	Oct 07, 2013	Financial Update - Sept in Oct.pdf
Copy of YCFS Sept 2013 - Governing Board Budget Report.pdf	Oct 07, 2013	Copy of YCFS Sept 2013 - Governing Board Budget Report.pdf
Revenues__Expenditures_Cover_Sheet_Sept in Oct.pdf	Oct 07, 2013	Revenues__Expenditures_Cover_Sheet_Sept in Oct.pdf
Copy of YCFS Sept 2013_Summary.pdf	Oct 07, 2013	Copy of YCFS Sept 2013_Summary.pdf

## **YAVAPAI COLLEGE**

### **FINANCIAL UPDATE**

September 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.

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

**For the Three Months Ended September 30, 2013  
Fiscal Year 2013-2014**

**District Governing Board**

**Fiscal Year 2013-14 Appropriation:**

**\$ 179,447**

	<b><u>Purpose</u></b>	<b><u>Year-to-Date Expenditures</u></b>	<b><u>Encumbered Obligations</u></b>	<b><u>Total Expenditures/ Encumbrances</u></b>
<b>EXPENDITURES (note 1):</b>				
Salary Expenses	Staff Support	\$ 9,165	\$ 20,893	\$ 30,058
Assoc. of Community College Trustees	Membership Dues	5,264	-	5,264
Assoc. of Community College Trustees	Conference Fees	1,620	-	1,620
Dale Fitzner	Travel	587	-	587
Karen Jones	Travel	37	-	37
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	261	4,739	5,000
Thee Place	Food Supplies	885	1,115	2,000
Yavapai Broadcasting	Board Meetings	250	2,750	3,000
				<u>127,953</u>

**Remaining Budget - September 30, 2013**

**\$ 51,494**

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

**DATE** October 15, 2013

**SUBJECT**

Acceptance of Report of Revenues and Expenditures

**REASON FOR CONSIDERATION BY THE BOARD**

The District Governing Board reviews the College financial report.

**BACKGROUND INFORMATION**

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

The report of Revenues and Expenditures for the three months of FY2013-2014 ending September 30, 2013, is attached. Expenditures are reported on the accrual basis of accounting.

The General Fund gross revenues exceed projections at 31.8% of budget. Tuition and fees revenues are 50.3% 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 27.9% of the budget through three 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 55.4% of budget due to fall 2013 financial aid awards. Currently, General Fund revenues exceed expenditures/encumbrances by \$1,633,900.

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 deficit position as budgeted. The second presentation is for those areas supported by General fund tuition and fees. Currently, those activities are in a surplus position.

Unexpended Plant Fund 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 53.6% of budget through three months and exceed the Unexpended Plant Fund revenues by \$976,400. 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 Three Months Ended September 30, 2013 - 25.0% 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>
<b>REVENUES:</b>							
General Fund	\$ 13,158,343				\$ 13,158,343	\$ 41,373,000	31.8%
Restricted Fund	5,971,455				5,971,455	14,586,000	40.9%
Auxiliary Fund	1,046,001				1,046,001	3,725,700	28.1%
Unexpended Plant Fund	8,914,071				8,914,071	18,442,600	48.3%
Debt Service Fund	1,723,636				1,723,636	6,928,000	24.9%
<b>TOTALS</b>	<u><b>30,813,506</b></u>				<u><b>30,813,506</b></u>	<u><b>85,055,300</b></u>	<u><b>36.2%</b></u>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>							
General Fund		\$ 9,751,484	\$ 17,466,222	\$ 15,693,252	\$ 11,524,454	\$ 41,373,000	27.9%
Restricted Fund		5,785,310	1,156,878	970,733	5,971,455	14,586,000	40.9%
Auxiliary Fund		839,800	908,626	727,510	1,020,916	3,725,700	27.4%
Unexpended Plant Fund		2,175,999	7,714,464	-	9,890,463	18,442,600	53.6%
Debt Service Fund		-	1,723,500	-	1,723,500	6,928,000	24.9%
<b>TOTALS</b>		<u><b>18,552,593</b></u>	<u><b>28,969,690</b></u>	<u><b>17,391,495</b></u>	<u><b>30,130,788</b></u>	<u><b>85,055,300</b></u>	<u><b>35.4%</b></u>
<b>SURPLUS/(DEFICIT)</b>					<u><u><b>682,718</b></u></u>	<u><u><b>-</b></u></u>	

**COMMENTS:**

Through the third month, 35.4% of budget has been committed (excluding labor encumbrances) compared to 36.2% of revenues received.

The Budget currently has a surplus of \$682,718 .

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Three Months Ended September 30, 2013 - 25.0% 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>	
<b>REVENUES:</b>									
Primary Property Taxes	\$ 7,725,273			\$ 7,725,273	\$ 31,134,600	24.8%	\$ 31,010,000	\$ (124,600)	
Tuition and Fees	5,690,831			5,690,831	11,310,000	50.3%	11,310,000	-	
State Appropriations	223,475			223,475	893,900	25.0%	893,900	-	
Other Revenues	93,294			93,294	350,000	26.7%	350,000	-	
Interest Income	10,595			10,595	25,000	42.4%	25,000	-	
Fund Balance Applied to Budget	499,475			499,475	1,997,900	25.0%	1,997,900	-	
General Fund Transfer Out	(1,084,600)			(1,084,600)	(4,338,400)	25.0%	(4,338,400)	-	
<b>TOTAL REVENUES</b>	<b>13,158,343</b>			<b>13,158,343</b>	<b>41,373,000</b>	<b>31.8%</b>	<b>41,248,400</b>	<b>(124,600)</b>	
		<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 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>
<b>EXPENDITURES (note 1):</b>									
Instruction		\$ 3,338,800	\$ 7,386,574	\$ 7,026,558	\$ 3,698,816	\$ 16,535,000	22.4%	\$ 16,452,325	\$ (82,635)
Academic Support		1,161,299	1,867,702	1,739,800	1,289,201	4,478,000	28.8%	4,455,610	(22,390)
Institutional Support		2,459,477	4,007,799	3,267,296	3,199,980	8,589,000	37.3%	8,546,055	(42,945)
Student Services		1,007,966	1,898,553	1,832,765	1,073,754	4,441,000	24.2%	4,418,795	(22,205)
Operation/Maintenance of Plant		1,342,399	2,244,094	1,775,333	1,811,160	5,885,000	30.8%	5,855,575	(29,425)
Scholarships		430,171	-	-	430,171	776,000	55.4%	776,000	-
Public Service		11,372	61,500	51,500	21,372	119,000	18.0%	119,000	-
Tuition Contingency		-	-	-	-	550,000	0.0%	-	(550,000)
<b>TOTAL EXPENDITURES</b>		<b>9,751,484</b>	<b>17,466,222</b>	<b>15,693,252</b>	<b>11,524,454</b>	<b>41,373,000</b>	<b>27.9%</b>	<b>40,623,360</b>	<b>(749,600)</b>
<b>SURPLUS/(DEFICIT)</b>					<b>\$ 1,633,889</b>	<b>\$ -</b>			

**COMMENTS:**

Through the third month, 27.9% of budget has been committed (excluding labor encumbrances) compared to 31.8% 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 55.4% of budget due to fall 2013 financial aid awards.

The Budget currently has a surplus of \$1,633,889.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Three Months Ended September 30, 2013 - 25.0% 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>
<b>REVENUES:</b>							
Federal Grants and Contracts	\$ 4,993,557				\$ 4,993,557	\$ 13,456,000	37.1%
State Grants and Contracts	33,500				33,500	180,000	18.6%
Private Gifts, Grants and Contracts	154,028				154,028	350,000	44.0%
Proposition 301 Funds	229,509				229,509	550,000	41.7%
Fund Balance Applied to Budget	50,000				50,000	50,000	100.0%
Reimbursement Due	510,861				510,861	N/A	N/A
<b>TOTAL REVENUES</b>	<b>5,971,455</b>				<b>5,971,455</b>	<b>14,586,000</b>	<b>40.9%</b>

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>						
Instruction	\$ 577,757	\$ 776,196	\$ 599,211	\$ 754,742	\$ 2,612,000	28.9%
Student Services	255,837	369,827	360,667	264,997	1,100,000	24.1%
Scholarships	4,936,372	-	-	4,936,372	10,753,000	45.9%
Public Service	15,344	10,855	10,855	15,344	121,000	12.7%
<b>TOTAL EXPENDITURES</b>	<b>5,785,310</b>	<b>1,156,878</b>	<b>970,733</b>	<b>5,971,455</b>	<b>14,586,000</b>	<b>40.9%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ -</b>		

**COMMENTS:**

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

Scholarships at 45.9% 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 Three Months Ended September 30, 2013 - 25.0% 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				
<b>AUXILIARY ENTERPRISES</b>									
Residence Halls	\$ 459,628	\$ 232,400	\$ 170,328	\$ 86,304	\$ 316,424	\$ 143,204	\$ -	\$ -	\$ -
Food Service	4,743	15,863	-	-	15,863	(11,120)	(79,400)	(79,400)	-
Vending	2,724	-	-	-	-	2,724	30,000	30,000	-
Bookstore	97,793	6,075	-	-	6,075	91,718	185,700	185,700	-
Performing Arts Center	68,676	229,666	261,223	223,379	267,510	(198,834)	(449,700)	(449,700)	-
Edventures	86,944	86,628	29,893	29,893	86,628	316	(21,000)	(21,000)	-
Family Enrichment Center	128,208	167,030	231,317	196,831	201,516	(73,308)	(194,300)	(194,300)	-
<b>TOTAL ENTERPRISES</b>	<b>848,716</b>	<b>737,662</b>	<b>692,761</b>	<b>536,407</b>	<b>894,016</b>	<b>(45,300)</b>	<b>(528,700)</b>	<b>(528,700)</b>	<b>-</b>

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
<b>REVENUES:</b>						
Other Revenues	\$ 9,021	\$ 9,021	\$ 195,200	4.6%	\$ 195,200	\$ -
Private Gifts	38,889	38,889	308,000	12.6%	308,000	-
Fund Balance Applied to Budget	25,000	25,000	100,000	25.0%	100,000	-
General Fund Transfer In	164,375	164,375	657,500	25.0%	657,500	-
Auxiliary Fund Transfer Out	(40,000)	(40,000)	(160,000)	25.0%	(160,000)	-
<b>TOTAL REVENUES</b>	<b>197,285</b>	<b>197,285</b>	<b>1,100,700</b>	<b>17.9%</b>	<b>1,100,700</b>	<b>-</b>

	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
<b>EXPENDITURES (note 1):</b>								
Auxiliary Enterprises	\$ 85,326	\$ 178,031	\$ 167,499	\$ 95,858	\$ 388,000	24.7%	\$ 388,000	\$ -
Public Service	16,812	37,834	23,604	31,042	84,000	37.0%	84,000	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
<b>TOTAL EXPENDITURES</b>	<b>102,138</b>	<b>215,865</b>	<b>191,103</b>	<b>126,900</b>	<b>572,000</b>	<b>22.2%</b>	<b>472,000</b>	<b>(100,000)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>70,385</b>	<b>528,700</b>			
<b>ENTERPRISE SURPLUS/(DEFICIT)</b>				<b>(45,300)</b>	<b>(528,700)</b>			
<b>TOTAL AUXILIARY FUND</b>				<b>25,085</b>	<b>-</b>			

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 Three Months Ended September 30, 2013 - 25.0% 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>
<b>REVENUES:</b>							
Primary Property Taxes	\$ 2,379,840				\$ 2,379,840	\$ 9,591,300	24.8%
State Appropriations	62,150				62,150	-	100.0%
Yavapai College Foundation Donation	-				-	875,000	0.0%
Investment Income	4,206				4,206	10,000	42.1%
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	499,475				499,475	1,997,900	25.0%
<b>TOTAL REVENUES</b>	<b>8,914,071</b>				<b>8,914,071</b>	<b>18,442,600</b>	<b>48.3%</b>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>							
Preventative Maintenance		\$ 290,771	\$ 386,598	\$ -	\$ 677,369	\$ 4,246,000	16.0%
Unplanned Maintenance		83,270	190,438	-	273,708	500,000	54.7%
Capital Improvement Projects		1,403,454	6,811,578	-	8,215,032	10,045,000	81.8%
Equipment		374,398	197,523	-	571,921	2,473,000	23.1%
Furniture and Fixtures		21,386	22,398	-	43,784	250,000	1.8%
Library Books		2,720	85,279	-	87,999	98,700	35.2%
Principal/Interest on Capital Leases		-	20,650	-	20,650	82,600	25.0%
Operating Contingency		-	-	-	-	500,000	0.0%
Property Tax Contingency		-	-	-	-	247,300	0.0%
<b>TOTAL EXPENDITURES</b>		<b>2,175,999</b>	<b>7,714,464</b>	<b>-</b>	<b>9,890,463</b>	<b>18,442,600</b>	<b>53.6%</b>
<b>SURPLUS/(DEFICIT)</b>					<b>(976,392)</b>	<b>-</b>	

**COMMENTS:**

Through the third month, 53.6% of budget has been committed (excluding labor encumbrances) compared to 48.3% of revenues received.

The Budget currently has a deficit of \$976,392 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 Three Months Ended September 30, 2013 - 25.0% 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>
<b>REVENUES:</b>							
Secondary Property Taxes	\$ 1,259,856				\$ 1,259,856	\$ 5,077,500	24.8%
Investment Income	3,030				3,030	7,500	40.4%
General Fund Transfer In	420,750				420,750	1,683,000	25.0%
Auxiliary Fund Transfer In	40,000				40,000	160,000	25.0%
Fund Balance Applied to Budget					-	-	100.0%
<b>TOTAL REVENUES</b>	<b>1,723,636</b>				<b>1,723,636</b>	<b>6,928,000</b>	<b>24.9%</b>

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>						
General Obligation Bonds						
Principal Payments	\$ -	\$ 985,000	\$ -	\$ 985,000	\$ 3,940,000	25.0%
Interest Payments	-	277,750	-	277,750	1,111,000	25.0%
Pledged Revenue Obligations						
Principal Payments	-	228,750	-	228,750	915,000	25.0%
Interest Payments	-	132,000	-	132,000	528,000	25.0%
Revenue Bonds						
Principal Payments	-	70,000	-	70,000	280,000	25.0%
Interest Payments	-	30,000	-	30,000	120,000	25.0%
Bank Fees	-	-	-	-	4,000	0.0%
Property Tax Contingency	-	-	-	-	30,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>1,723,500</b>	<b>-</b>	<b>1,723,500</b>	<b>6,928,000</b>	<b>24.9%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>136</b>	<b>-</b>	

**COMMENTS:**

Through the third month, 24.9% of budget has been committed (excluding labor encumbrances) compared to 24.9% of revenues received.

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

**Presenter :** Patricia McCarver

**Start Time :** 1:14 PM

**Item No :** 10

**Proposed By :** Patricia McCarver

**Time Req :** 1

**Proposed :** 9/17/2013

**Item Type :** Consent Item

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

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

**Details :** Executive Limitations 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_Sept in Oct.pdf	Oct 07, 2013	Monitoring Report Executive Limitations Policy 2 3 1_Sept in Oct.pdf

**Monitoring Report - Monthly  
Executive Limitations Policy 2.3.1 – Budget Deviations  
September 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 three months ended September 30, 2013, the General Fund has a surplus of \$1,633,900. 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 three months ended September 30, 2013, the Unexpended Plant Fund has a deficit of \$976,400 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 September 30, 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 three months ended September 30, 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 :** Patricia McCarver

**Start Time :** 1:15 PM

**Item No :** 11

**Proposed By :** Patricia McCarver

**Time Req :** 1

**Proposed :** 9/17/2013

**Item Type :** Consent Item

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

**Description :** Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - September 2013 - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** Executive Limitation 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.

(Board's Ends Statement 1 & 1.2)

**Attachments :**

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 2_Sept in Oct.pdf	Oct 07, 2013	Monitoring Report Executive Limitations Policy 2 3 2_Sept in Oct.pdf

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

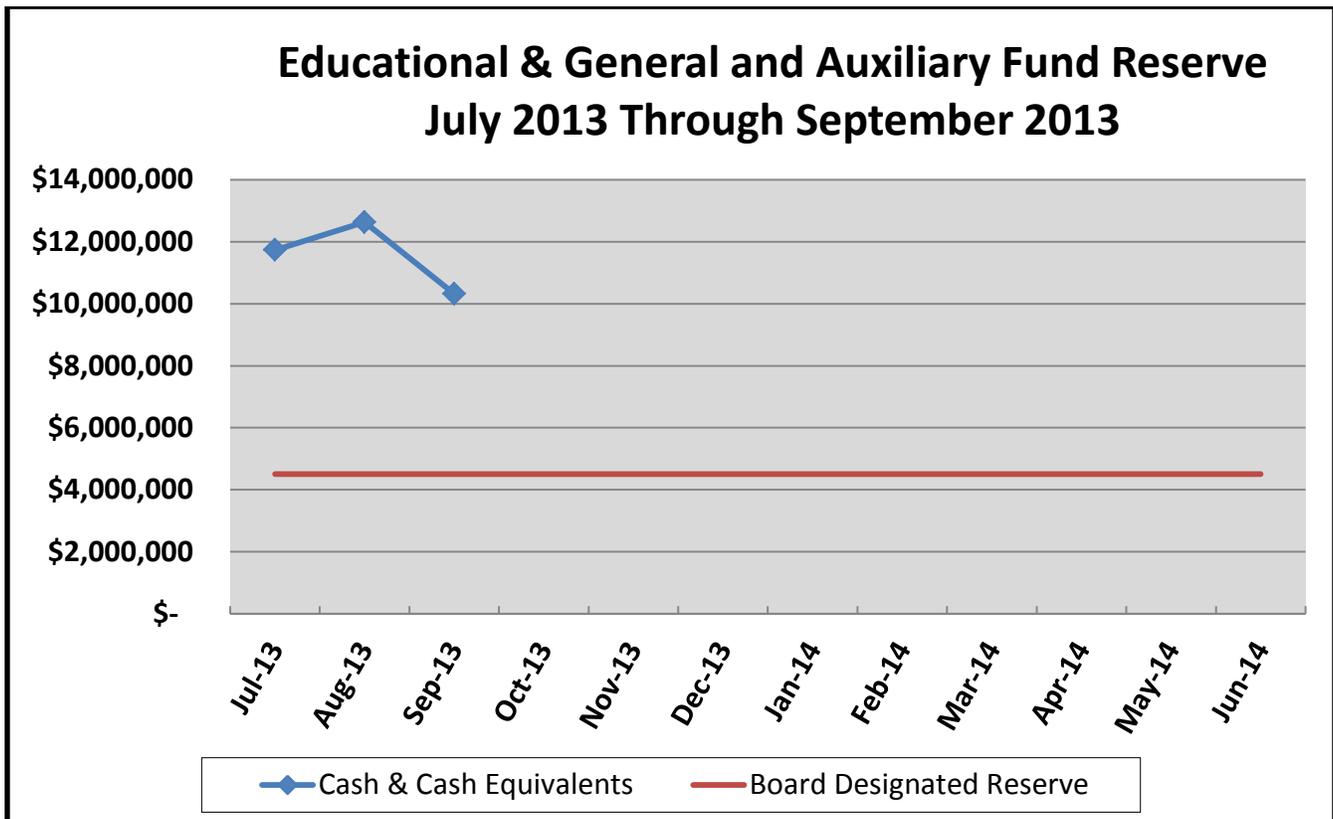
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

**President’s Interpretation:**

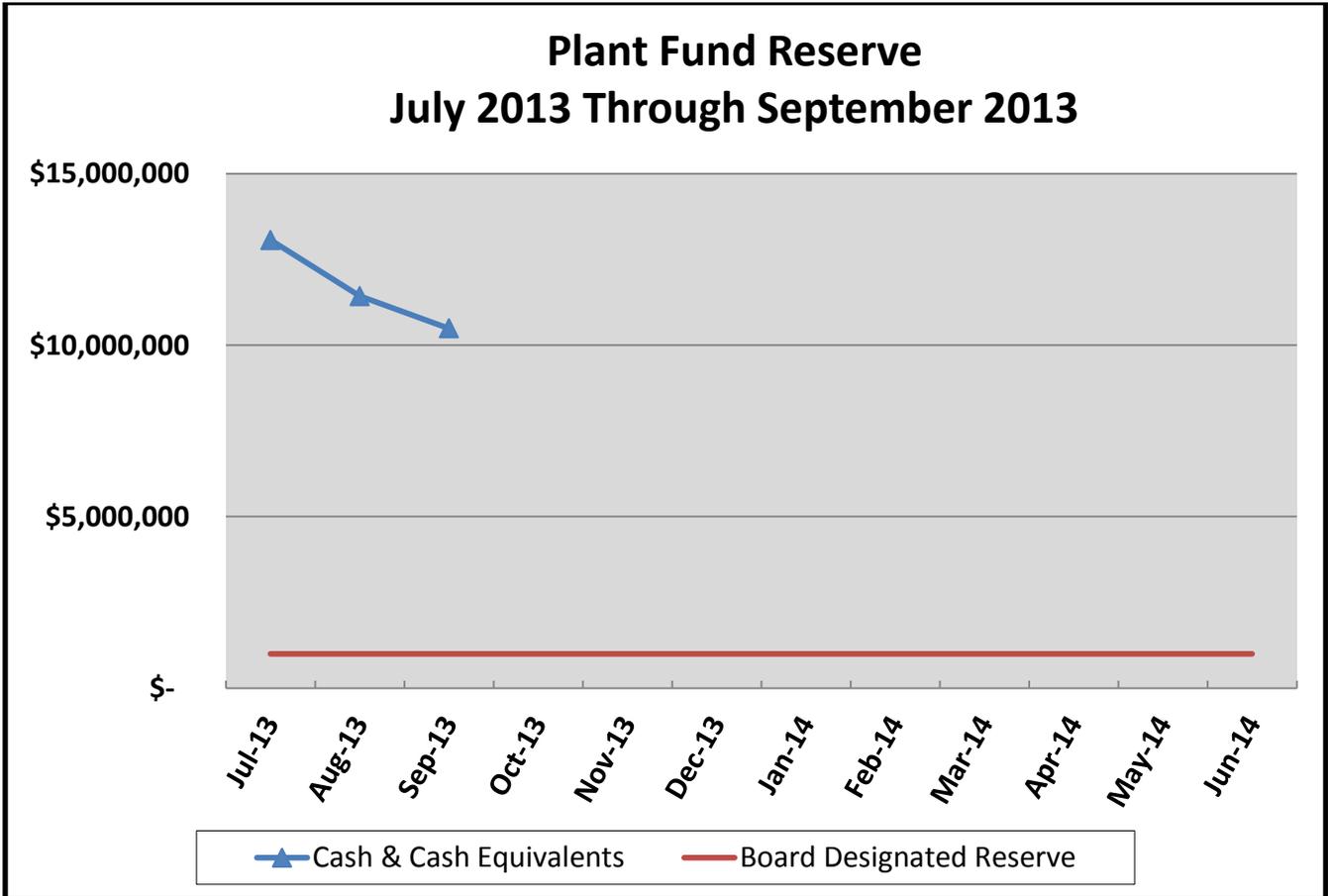
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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 September 30, 2013, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2013, through September 30, 2013, Plant Fund reserves have exceeded the **Governing Board's** designated reserve. As of September 30, 2013, Plant Fund reserves **exceed the Governing Board's** designated reserve amount by \$9,491,000.

**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 :** Patricia McCarver

**Start Time :** 1:16 PM

**Item No :** 12

**Proposed By :** Patricia McCarver

**Time Req :** 1

**Proposed :** 9/27/2013

**Item Type :** Consent Item

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

**Description :** Approval of Curriculum Proposals: Delete Social and Human Services Certificate; Add New Certificate Programs: Pipe Welding, Gas Metal Arc Welding, Gas Tungsten Arc Welding - RECEIPT, DISCUSSION AND/OR DECISION

**Details :** Propose to delete Social and Human Services Certificate

Propose to add the following certificate programs:

- Pipe Welding
- Gas Metal Arc Welding
- Gas Tungsten Arc Welding

**Attachments :**

Title	Created	Filename
curriculum proposals.pdf	Oct 09, 2013	curriculum proposals.pdf
Program deletion-Social & Human Services Cert.pdf	Oct 10, 2013	Program deletion-Social & Human Services Cert.pdf
Add-Pipe Welding Cert.pdf	Oct 10, 2013	Add-Pipe Welding Cert.pdf
Add-Gas Metal Arc Welding Cert.pdf	Oct 10, 2013	Add-Gas Metal Arc Welding Cert.pdf
Add-Gas Tungsten Arc Welding Cert.pdf	Oct 10, 2013	Add-Gas Tungsten Arc Welding Cert.pdf

***Yavapai College***  
**Office of Academic Affairs**

Date: October 8, 2013  
To: Dr. Penelope H. Wills, President  
From: Barbara Wing, Interim Vice President for Instruction & Student Services  
RE: Curriculum Proposal

The following curriculum proposals have been reviewed by the appropriate faculty, Deans, and the Curriculum Committee. I recommend approval of the deletion of the Social and Human Services Certificate. Additionally, I recommend the creation of the certificates in Pipe Welding, Gas Metal Arc Welding, and Gas Tungsten Arc Welding.

**Overview of Program Deletion**

Social and Human Services Certificate

The lack of general education preparation for students in this certificate program significantly impacts their performance. 1) Students do not demonstrate basic reading/writing/critical thinking skills required for successful educational achievement. 2) Students lack exposure to basic theoretical concepts within the social/behavioral science disciplines. 3) Enrollment and completion rates for this program have been declining significantly over the last few years. The Social and Human Services AAS degree will continue.

**Overview of New Programs**

Pipe Welding, Gas Metal Arc Welding, and Gas Tungsten Arc Welding Certificates

Our current 31 credit hour Welding Certificate is being modified beginning fall 2014 to a 16 credit hour Structural Welding Certificate. The proposed three new certificates are each 24 credit hours and differ from each other in only one course – a welding specialization. Those who achieve the new Structural Welding Certificate could earn an additional certificate and specialize in one of the three areas by completing two additional courses. According to professional welding publications, more than 600,000 skilled positions are unfilled in the United States. These programs will train welders for this large market.

# Program Deletion Proposal

## INSTRUCTIONS:

- Save this document to a Word file.
- Questions? Contact your Division Curriculum Representative – [Curriculum Committee](#)

1. **Date:** 9/20/13
2. **Initiator:** Al Garbagnati
3. **E-mail address:** al.garbagnati@yc.edu
4. **Phone:** (928) 771-4852
5. **Initiating division:** Visual, Performing Liberal Arts
6. **Certificate or degree program name:** Social/Human Services Certificate
7. **Last year offered:** 2013-14  
(Will be effective end of the catalog year)
8. **Reason/s for deleting the program:**
  - Program content and learning outcomes outdated
  - No longer meets needs of employers
  - Has been replaced by another program (indicate replacement program):
  - Enrollment not adequate
  - Other (specify): **The lack of general education preparation for students significantly impacts their performance.** 1) Students do not demonstrate basic reading/writing/critical thinking skills required for successful educational achievement. 2) Students lack exposure to basic theoretical concepts within the social/behavioral science disciplines. 3) Enrollment and completion rates for this program have been declining significantly over the last few years.
9. **Number of students currently in program who need time to complete:** +/-15
10. **Plan to accommodate students currently enrolled in program:** Students currently participating in the certificate program may continue to take the courses through the continuing AAS in Social/Human Services degree program (which will continue).  
(include courses that still need to be offered and timeline for completion)

**Review Recommendations and Signatures**

**Division Curriculum Representative - Curriculum Committee**

Name: Mark Balok Date: 9/20/13

Reviewed

Reviewed/Change Noted: \_\_\_\_\_



**Forward electronically to Patti Schlosberg, Curriculum & Articulation Coordinator, to begin the tracking process for this curriculum proposal.**

**Instructional Dean/s**

Business & Computer Science

Sciences & Health

Career & Technical Education

Visual, Performing & Liberal Arts

Foundation Studies

Verde Valley/Sedona

Name: Jill Fitzgerald Date: 9/20/13

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Manager, Instructional Support**

Name: Lemly Johnson Date: 9/26/13

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Curriculum Committee**

Name: [Signature] Date: 10/1/13

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Vice President for Instruction and Student Services**

Name: Barbara Wing Date: 10/2/13

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**President**

Name: Louise W. Wills Date: 10-8-13

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Governing Board**

Board Meeting Agenda: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

## Social and Human Services Certificate Program Description

The Social and Human Services certificate is designed to prepare students to work in health and social service agencies as well as provide a core of courses which directly apply to the Associate of Applied Science degree in Social and Human Services.

### Program Contacts

- Instructional Assistant: Holly Molina (holly.molina@yc.edu), telephone: (928) 776-2295
- Program Director: Al Garbagnati (al.garbagnati@yc.edu), telephone: (928) 771-4852
- Dean: Jill Fitzgerald (jill.fitzgerald@yc.edu), telephone: (928) 776-2277

### Program Outcomes

Upon successful completion of the Social and Human Services Certificate program, the learner will be able to:

1. Describe the history and policies of the current social welfare delivery system. (SOC 220)
2. Apply interpersonal and clinical counseling skills with clients in the therapeutic process. (PSY 175, PSY 275)
3. Utilize crisis and trauma counseling skills and intervention strategies. (PSY 262)
4. Employ case management techniques to identify and resolve client problems. (PSY 220)
5. Discuss the impact of psychological and substance abuse. (PSY 101, PSY 175, PSY 241)
6. Identify legal and ethical issues as they apply to social and human services. (PSY 220, PSY 296)
7. Provide intervention services within local community social and human service agencies. (PSY 296)
8. Write concise clinical notes and reports. (ENG 101, ENG 103 or ENG 136)

### Program Requirements

ENG101	College Composition I	3
ENG103	College Composition I Honors	3
ENG136	Technical Writing	3
PSY101	Introductory Psychology	3
PSY175	Counseling Skills	3
PSY220	Social Service Case Management	3
PSY262	Crisis and Trauma Intervention	3
PSY275	Group Skills and Processes	3
SOC220	Intro to Social Work	3
PSY296	Internship: Psychology	3

# New Program Proposal

## INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach [Program Progression Plan](#).
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Complete all fields (not completing all fields will slow the process).
- Questions? Contact your Division Curriculum Representative - [Curriculum Committee](#)

<b>1.</b>	<b>Date:</b>	12/10/2012	<b>Last saved: 8/27/2013</b>
<b>2.</b>	<b>Initiator:</b>	Robert Smith	
<b>3.</b>	<b>Phone number:</b> (best contact number)	928-776-2360	
<b>4.</b>	<b>E-mail address:</b>	robert.smith@yc.edu	
<b>5.</b>	<b>Initiating division:</b>	Career Technical Education	
<b>6.</b>	<b>Program type:</b>	Certificate	
<b>7.</b>	<b>Degree/certificate program name:</b>	Pipe Welding Certificate	
<b>8.</b>	<b>Program description:</b> (brief/this will appear in the College Catalog)	Prepares students for employment in welding positions requiring competency in the field of Pipe Welding. Coursework may upgrade skills and assist in career advancement for currently employed welders.	
<b>9.</b>	<b>Program learning outcomes:</b> (list the learning outcomes for the program)	<b>Identify which courses within the program will meet each outcome.</b> (see guidelines within <a href="#">New Program Proposal Components</a> ) <ol style="list-style-type: none"> <li><b>1. Explain and use welding safety procedures. (WLD 130, 140, 145, 250, 282)</b></li> <li><b>2. Interpret welding blueprints. (WLD 156)</b></li> <li><b>3. Operate oxyacetylene equipment to weld, cut, braze, and braze weld to industry requirements. (WLD 130)</b></li> <li><b>4. Operate shielded metal arc welding equipment to industry requirements. (WLD 140, 145)</b></li> <li><b>5. Explain proper welding skills for fabricating pipe. (WLD 282)</b></li> <li><b>6. Order, layout, and fabricate material as required by blueprints. (WLD 250)</b></li> </ol>	
<b>10.</b>	<b>Projected start semester:</b>	Fall 2014 (generally programs begin in the Fall semester)	
<b>11.</b>	<b>Online delivery only:</b>	No	
<b>12.</b>	<b>Special admission required:</b>	No	
<b>13.</b>	<b>Financial Aid:</b> Does the program meet requirements for Title IV funding? If no, explain impact on financial aid or external funding.	Yes  **Minimum of 16 credit hours required for completion and a minimum of 15 weeks of instruction**	
<b>14.</b>	<b>Program sequence</b>	<a href="#">Program Progression Plan</a>  <b>Attach form prior to submission</b> **2-year plan for course offerings/ Include course and program prerequisites**	
<b>15.</b>	<b>Enrollment</b>	10	

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**projections: (5-  
year projections)**

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**16. Budget: No change to current budget.**  
(Expenditure and  
revenue projections)

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**17. Marketing and  
recruitment plan:** Not necessary. Classes are sufficiently filled.

\*\*\*\*\*Gainful Employment Requirements – Contact Institutional Research for Assistance\*\*\*\*\*

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

- 
- 18. CIPC Code:**
- 
- 19. SOC Codes:** 514121  
(Standard 514122  
Occupational  
Classification(s) that  
this certificate helps  
prepare for:
- 
- 20. Minimum completion time in months:** **2 semesters**  
(assumes Fall semester start)
- 
- 21. Program Costs:** 2440  
In-State Tuition 2040  
Books & Supplies 400  
Lab Fees 0  
Other Special Fees/Expenses
- 
- 22. Narrative description of the need for the program:** This certificate was created to satisfy the need for students to work in the specific welding field of Pipe Welding.  
(For example, describe what need this program will address and how the institution became aware of that need)
- 
- 23. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:** According to professional welding publications more than 600,000 skilled positions are unfilled in the U.S. This program will train welders for this large market.  
(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

21

24. **Narrative description of any wage analysis the institution may have performed:** Welders begin at entry level positions for \$16/hr. in Arizona.  
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

25. **Narrative description of how the program was reviewed or approved:** Agreement with Advisory Committee.  
(Complete Advisory Committee information below)

**Advisory Committee:**  
Names of members and expertise:  
Number of times met to plan the program:  
Future meeting plans:

**Review Recommendations and Signatures**

**Division Curriculum Representative - [Curriculum Committee](#)**

Name: Justin Brereton Date: 2/27/13

Reviewed

Reviewed/Change Noted: \_\_\_\_\_



**Forward electronically to Patti Schlosberg, Curriculum & Articulation Coordinator, to begin the tracking process for this curriculum proposal.**

22

**Instructional Dean/s (as appropriate to supervisory area)**

- Business & Computer Science
- Career & Technical Education
- Foundation Studies
- Sciences & Health
- Visual, Performing & Liberal Arts
- Verde Valley/Sedona

Name: \_\_\_\_\_ John Morgan \_\_\_\_\_ Date: 8/29/13

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Manager, Instructional Support**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Dean for Instructional Support and Improvement**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Curriculum Committee**

Name: \_\_\_\_\_ Date: 9/4/2013

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Vice President for Instruction and Student Services**

Name: Barbara Wing Date: 9/4/2013

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**President**

Name: Lucy H. Wells Date: 10-8-13

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Governing Board**

Board Meeting Agenda: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Financial Aid (If required)**

Department of Education Submission Date: \_\_\_\_\_

Approved  Not Approved

<b>Course</b>	<b>Title</b>	<b>Hours</b>
WLD130	Oxyacetylene	4
WLD140	Arc I	4
WLD145	Arc II	4
WLD156	Blueprint Reading	4
WLD250	Welded Metal Fabrication	4
<u>WLD282</u>	<u>Pipe Welding I</u>	<u>4</u>
<b>Minimum Credits</b>		<b>24</b>

# PIPE WELDING CERTIFICATE

## Description:

Prepares students for employment in welding positions requiring competency in the field of welding. Coursework may upgrade skills and assist in career advancement for currently employed welders.

## Pipe Welding Outcomes

Upon successful completion of the welding certificate program the learner will be able to:

1. Explain and use welding safety procedures. (WLD 130, 140, 145, 250, 282)
2. Interpret welding blueprints. (WLD 156)
3. Operate oxyacetylene equipment to weld, cut, braze, and braze weld to industry requirements. (WLD 130)
4. Operate shielded metal arc welding equipment to industry requirements. (WLD 140, 145)
5. Explain proper welding skills for fabricating pipe. (WLD 282)
6. Order, layout, and fabricate material as required by blueprints. (WLD 250)



# New Program Proposal

**INSTRUCTIONS:**

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach [Program Progression Plan](#).
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Complete all fields (not completing all fields will slow the process).
- Questions? Contact your Division Curriculum Representative - [Curriculum Committee](#)

<b>1.</b>	<b>Date:</b>	12/10/2012	
			<b>Last saved: 8/27/2013</b>
<b>2.</b>	<b>Initiator:</b>	Robert Smith	
<b>3.</b>	<b>Phone number:</b> (best contact number)	928-776-2360	
<b>4.</b>	<b>E-mail address:</b>	robert.smith@yc.edu	
<b>5.</b>	<b>Initiating division:</b>	Career Technical Education	
<b>6.</b>	<b>Program type:</b>	Certificate	
<b>7.</b>	<b>Degree/certificate program name:</b>	Gas Metal Arc Welding Certificate	
<b>8.</b>	<b>Program description:</b> (brief/this will appear in the College Catalog)	Prepares students for employment in welding positions requiring competency in the field of Gas Metal Arc Welding. Coursework may upgrade skills and assist in career advancement for currently employed welders.	
<b>9.</b>	<b>Program learning outcomes:</b> (list the learning outcomes for the program)	<p><b>Identify which courses within the program will meet each outcome.</b> (see guidelines within <a href="#">New Program Proposal Components</a>)</p> <ol style="list-style-type: none"> <li>1. Explain and use welding safety procedures. (WLD 130, 140, 145, 210, 250)</li> <li>2. Interpret welding blueprints. (WLD 156)</li> <li>3. Operate oxyacetylene equipment to weld, cut, braze, and braze weld to industry requirements. (WLD 130)</li> <li>4. Operate shielded metal arc welding equipment to industry requirements. (WLD 140, 145)</li> <li>5. Operate gas metal arc welding equipment to industry requirements. (WLD 210)</li> <li>6. Order, layout, and fabricate material as required by blueprints. (WLD 250)</li> </ol>	
<b>10.</b>	<b>Projected start semester:</b>	Fall 2014 (generally programs begin in the Fall semester)	
<b>11.</b>	<b>Online delivery only:</b>	No	
<b>12.</b>	<b>Special admission required:</b>	No	
<b>13.</b>	<b>Financial Aid:</b> Does the program meet requirements for Title IV funding? If no, explain impact on financial aid or external funding.	<p>Yes</p> <p style="text-align: center;">**Minimum of 16 credit hours required for completion and a minimum of 15 weeks of instruction**</p>	
<b>14.</b>	<b>Program sequence</b>	<p><a href="#">Program Progression Plan</a></p> <p><b>Attach form prior to submission</b> **2-year plan for course offerings/ Include course and program prerequisites**</p>	
<b>15.</b>	<b>Enrollment projections: (5-</b>	12	

26

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\*\*\*\*\*Gainful Employment Requirements – Contact Institutional Research for Assistance\*\*\*\*\*

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

- 
- 18. CIPC Code:**
- 
- 19. SOC Codes:** 514121  
(Standard 514122  
Occupational  
Classification(s) that  
this certificate helps  
prepare for:
- 
- 20. Minimum completion time in months:** **2 semesters**  
(assumes Fall semester start)
- 
- 21. Program Costs:** 2440  
In-State Tuition 2040  
Books & Supplies 400  
Lab Fees 0  
Other Special Fees/Expenses
- 
- 22. Narrative description of the need for the program:** This certificate was created to satisfy the need for students to work in the specific welding field of Gas Metal Arc Welding.  
(For example, describe what need this program will address and how the institution became aware of that need)
- 
- 23. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:** According to professional welding publications more than 600,000 skilled positions are unfilled in the U.S. This program will train welders for this large market.  
(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

24. **Narrative description of any wage analysis the institution may have performed:** Welders begin at entry level positions for \$16/hr. in Arizona.  
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

25. **Narrative description of how the program was reviewed or approved:** Agreement with Advisory Committee.  
(Complete Advisory Committee information below)

**Advisory Committee:**  
Names of members and expertise:  
Number of times met to plan the program:  
Future meeting plans:

---

**Review Recommendations and Signatures**

---

**Division Curriculum Representative - [Curriculum Committee](#)**

Name: \_\_\_\_\_ Justin Brereton \_\_\_\_\_ Date: \_\_\_2/27/13\_\_\_

Reviewed

Reviewed/Change Noted: \_\_\_\_\_



**Forward electronically to Patti Schlosberg, Curriculum & Articulation Coordinator, to begin the tracking process for this curriculum proposal.**

29

**Instructional Dean/s (as appropriate to supervisory area)**

- Business & Computer Science
- Career & Technical Education
- Foundation Studies
- Sciences & Health
- Visual, Performing & Liberal Arts
- Verde Valley/Sedona

Name: John Morgan Date: 8/29/13

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Manager, Instructional Support**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Dean for Instructional Support and Improvement**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Curriculum Committee**

Name: [Signature] Date: 9/4/2013

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Vice President for Instruction and Student Services**

Name: Barbara Wing Date: 9/4/2013

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**President**

Name: [Signature] Date: 10-9-13

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Governing Board**

Board Meeting Agenda: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Financial Aid (If required)**

Department of Education Submission Date: \_\_\_\_\_

Approved  Not Approved

<b>Course</b>	<b>Title</b>	<b>Hours</b>
WLD130	Oxyacetylene	4
WLD140	Arc I	4
WLD145	Arc II	4
WLD156	Blueprint Reading	4
WLD210	Gas Metal Arc Welding Mig	4
<u>WLD250</u>	<u>Welded Metal Fabrication</u>	<u>4</u>
<b>Minimum Credit Hours</b>		<b>24</b>

30

# **GAS METAL ARC WELDING (GMAW) CERTIFICATE**

## **Description:**

Prepares students for employment in welding positions requiring competency in the field of welding. Coursework may upgrade skills and assist in career advancement for currently employed welders.

### Gas Metal Arc Welding Outcomes

Upon successful completion of the welding certificate program the learner will be able to:

1. Explain and use welding safety procedures. (WLD 130, 140, 145, 210, 250)
2. Interpret welding blueprints. (WLD 156)
3. Operate oxyacetylene equipment to weld, cut, braze, and braze weld to industry requirements. (WLD 130)
4. Operate shielded metal arc welding equipment to industry requirements. (WLD 140, 145)
5. Operate gas metal arc welding equipment to industry requirements. (WLD 210)
6. Order, layout, and fabricate material as required by blueprints. (WLD 250)





**15. Enrollment projections: (5-year projections)** 12

**16. Budget: No change to current budget.**  
(Expenditure and revenue projections)

**17. Marketing and recruitment plan:** Not necessary. Classes are sufficiently filled.

\*\*\*\*\*Gainful Employment Requirements – Contact Institutional Research for Assistance\*\*\*\*\*

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

- 
- 18. CIPC Code:**
- 
- 19. SOC Codes:** 514121  
(Standard 514122  
Occupational  
Classification(s) that  
this certificate helps  
prepare for:
- 
- 20. Minimum completion time in months:** **2 semesters**  
(assumes Fall  
semester start)
- 
- 21. Program Costs:** 2440  
In-State Tuition 2040  
Books & Supplies 400  
Lab Fees 0  
Other Special  
Fees/Expenses
- 
- 22. Narrative description of the need for the program:** This certificate was created to satisfy the need for students to work in the specific welding field of Gas Tungsten Arc Welding.  
(For example, describe what need this program will address and how the institution became aware of that need)
- 
- 23. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:** According to professional welding publications more than 600,000 skilled positions are unfilled in the U.S. This program will train welders for this large market.  
(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

35

24. **Narrative description of any wage analysis the institution may have performed:** Welders begin at entry level positions for \$16/hr. in Arizona.  
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

25. **Narrative description of how the program was reviewed or approved:** Agreement with Advisory Committee.  
(Complete Advisory Committee information below)

**Advisory Committee:**  
Names of members and expertise:  
Number of times met to plan the program:  
Future meeting plans:

---

**Review Recommendations and Signatures**

---

**Division Curriculum Representative - [Curriculum Committee](#)**

Name: \_\_\_\_\_Justin Brereton\_\_\_\_\_ Date: \_\_\_\_\_2/27/13\_\_\_\_\_

Reviewed

Reviewed/Change Noted: \_\_\_\_\_



**Forward electronically to Patti Schlosberg, Curriculum & Articulation Coordinator, to begin the tracking process for this curriculum proposal.**

**Instructional Dean/s (as appropriate to supervisory area)**

- Business & Computer Science
- Career & Technical Education
- Foundation Studies
- Sciences & Health
- Visual, Performing & Liberal Arts
- Verde Valley/Sedona

Name: \_\_\_\_\_ John Morgan \_\_\_\_\_ Date: 8/29/13

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Manager, Instructional Support**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Dean for Instructional Support and Improvement**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Recommended  Not Recommended

Recommended/Change Noted: \_\_\_\_\_

**Curriculum Committee**

Name: [Signature] Date: 9/4/2013

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Vice President for Instruction and Student Services**

Name: Barbara Wing Date: 9/4/2013

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**President**

Name: [Signature] Date: 10-8-13

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Governing Board**

Board Meeting Agenda: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Not Approved

Approved/Change Noted: \_\_\_\_\_

**Financial Aid (If required)**

Department of Education Submission Date: \_\_\_\_\_

Approved  Not Approved

<b>Course</b>	<b>Title</b>	<b>Hours</b>
WLD130	Oxyacetylene	4
WLD140	Arc I	4
WLD145	Arc II	4
WLD156	Blueprint Reading	4
WLD200	Gas Tungsten Arc Welding	4
<u>WLD250</u>	<u>Welded Metal Fabrication</u>	<u>4</u>
<b>Minimum Credits</b>		<b>24</b>

37

# **GAS TUNGSTEN ARC WELDING (GTAW) CERTIFICATE**

## **Description:**

Prepares students for employment in welding positions requiring competency in the field of welding. Coursework may upgrade skills and assist in career advancement for currently employed welders.

### Gas Tungsten Arc Welding Outcomes

Upon successful completion of the welding certificate program the learner will be able to:

1. Explain and use welding safety procedures. (WLD 130, 140, 145, 200, 250)
2. Interpret welding blueprints. (WLD 156)
3. Operate oxyacetylene equipment to weld, cut, braze, and braze weld to industry requirements. (WLD 130)
4. Operate shielded metal arc welding equipment to industry requirements. (WLD 140, 145)
5. Operate gas tungsten arc welding equipment to industry requirements. (WLD 200)
6. Order, layout, and fabricate material as required by blueprints. (WLD 250)



**Presenter :** Patricia McCarver

**Start Time :** 1:17 PM

**Item No :** 13

**Proposed By :** Patricia McCarver

**Time Req :** 0

**Proposed :** 9/17/2013

**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 :** Patricia McCarver  
**Proposed By :** Patricia McCarver  
**Proposed :** 9/25/2013

**Start Time :** 1:17 PM

**Item No :** 14

**Time Req :** 20

**Item Type :** Information Item

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

**Description :** Information from the President RE: New Vice President for Instruction and Student Services; Recognition of services during the Doce and Yarnell Hill fires; Rural Community College Alliance Conference; Yavapai Combined Trust Quarterly Report; Campus Master Plan Open Forums; Capital Improvements; College Highlights; Other Related Issues - INFORMATION AND DISCUSSION

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

- New Vice President for Instruction and Student Services
- September 16th, 2013 the Yavapai County Board of Supervisors awarded Citation of Recognition for the dedication and devotion during the Doce and Yarnell Hill fires (attached)
  - Ken Krebbs, Director of Fire Science, was awarded a plaque and citation for his work as the Logistics Section Chief at the Yavapai County Emergency Operations Center during both the Doce and Yarnell Hill Fires. Ken put in long hours during these critical events, and continued to accomplish his work for Yavapai College
  - Yavapai College was awarded a plaque and citation for the college's response to the needs of evacuees during the fires. The plaque was accepted by Chief Cappelli on behalf of the college
- Rural Community College Alliance (RCCA) Conference September 25 - 27, 2013
- Yavapai Combined Trust Quarterly Report - Rose Hurley, Director of Human Resources - attached
- Campus Master Plan Open Forums
- Capital Improvement - September 2013 - Attached - Information Only
- College Highlights - September 2013 - Attached - Information Only
- Other Related Issues

**Attachments :**

Title	Created	Filename
Krebbs Citation.pdf	Oct 09, 2013	Krebbs Citation.pdf
YC Citation.pdf	Oct 09, 2013	YC Citation.pdf
YCT Summary Report for DGB Oct 13.pdf	Oct 09, 2013	YCT Summary Report for DGB Oct 13.pdf
YCT - Monthly Report July 2013 (3).pdf	Oct 09, 2013	YCT - Monthly Report July 2013 (3).pdf
October 2013 THE YAVAPAI COLLEGE CONSTRUCTION NEWS.pdf	Oct 09, 2013	October 2013 THE YAVAPAI COLLEGE CONSTRUCTION NEWS.pdf
October 2013 Board Highlights.pdf	Oct 09, 2013	October 2013 Board Highlights.pdf

# YAVAPAI COUNTY BOARD OF SUPERVISORS

A.G. "CHIP" DAVIS – Chairman  
District 3

ROWLE P. SIMMONS – Vice-Chairman  
District 1

THOMAS THURMAN – Member  
District 2

CRAIG BROWN – Member  
District 4

JACK SMITH – Member  
District 5



1015 FAIR STREET  
PRESCOTT, ARIZONA 86305

PHIL BOURDON  
County Administrator

DAVID S. HUNT  
Assistant County Administrator

ANA WAYMAN-TRUJILLO  
Clerk of the Board/  
Special Districts Coordinator

JACK FIELDS  
Board Counsel

**Citation**  
**September 16, 2013**

**Kenneth Krebbs**

The Doce and Yarnell Hill Fires devastated lives, homes, and tasked the County's emergency response capabilities. From these events which occurred from June 18<sup>th</sup> to July 7<sup>th</sup>, 2013, nineteen lives were lost in the Yarnell Hill Fire response, as well as 134 structures burnt to the ground. It is in times like these we find our strength, and it is in times like these we rise to the occasion. From this event, the strength and resiliency of Yavapai County, our people, our friends, and our communities were clearly demonstrated. Your unwavering devotion to the County and our people has not gone unnoticed.

Upon notification of the unfolding emergencies, you reported immediately to the Yavapai County Emergency Operations Center where you served diligently through the events, as the Logistics Section Chief. Your selfless contributions ensured that the responses, as well as the people affected by the incidents, were well supported. The Yavapai County Board of Supervisors recognizes and appreciates your steadfast dedication to the people of Yavapai County during the Doce and Yarnell Hill Fires. Countless hours have been given to the response and recovery of the County and our communities. It is because of your resolute determination, and countless contributions the responses were successful.

On behalf of the Yavapai County Board of Supervisors, and the People of Yavapai County, please accept our sincere gratitude. Your contribution is forever etched upon our heart and minds.

Sincerely,

A handwritten signature in black ink, appearing to be "A.G. Davis", written over a circular stamp or mark.

A.G. "Chip" Davis  
Chairman  
Board of Supervisors  
Yavapai County



# YAVAPAI COUNTY



## IN RECOGNITION OF Yavapai College

FOR EXCEPTIONAL AND DEDICATED SERVICE TO THE  
PEOPLE OF YAVAPAI COUNTY DURING THE DOCE AND  
YARNELL HILL WILDFIRES OF 2013.

**Rowie P. Simmons, Vice-Chairman  
District 1**

**Craig Brown, Member  
District 4**

**A.G. "Chip" Davis, Chairman  
District 3**

**Thomas Thurman, Member  
District 2**

**Jack Smith, Member  
District 5**

# YAVAPAI COUNTY BOARD OF SUPERVISORS

A.G. "CHIP" DAVIS – Chairman  
District 3

ROWLE P. SIMMONS – Vice-Chairman  
District 1

THOMAS THURMAN – Member  
District 2

CRAIG BROWN – Member  
District 4

JACK SMITH – Member  
District 5



1015 FAIR STREET  
PRESCOTT, ARIZONA 86305

PHIL BOURDON  
County Administrator

DAVID S. HUNT  
Assistant County Administrator

ANA WAYMAN-TRUJILLO  
Clerk of the Board/  
Special Districts Coordinator

JACK FIELDS  
Board Counsel

**Citation**  
**September 16, 2013**

## Yavapai College

The Doce and Yarnell Hill Fires devastated lives, homes, and tasked the County's emergency response capabilities. From these events which occurred from June 18<sup>th</sup> to July 7<sup>th</sup>, 2013, nineteen lives were lost in the Yarnell Hill Fire response, as well as 134 structures burnt to the ground. It is in times like these we find our strength, and it is in times like these we rise to the occasion. From this event, the strength and resiliency of Yavapai County, our people, our friends, and our communities were clearly demonstrated. Yavapai College's service to the County and our people has not gone unnoticed.

Upon notification of impending evacuations, Yavapai College provided shelter facilities, as well as security for the evacuees during their time of need. The Yavapai County Board of Supervisors recognizes and appreciates the Yavapai College's steadfast devotion to the people of Yavapai County during the Doce and Yarnell Hill Fires. Countless hours have been given to the response and recovery of the County and our communities. It is because of this steadfast dedication, and innumerable contributions the responses were successful.

On behalf of the Yavapai County Board of Supervisors, and the People of Yavapai County, please accept our sincere gratitude. The contribution of your organization is forever etched upon our heart and minds.

Sincerely,

A.G. "Chip" Davis  
Chairman  
Board of Supervisors  
Yavapai County



# YAVAPAI COUNTY



IN RECOGNITION OF  
**Yavapai College**  
FOR EXCEPTIONAL AND DEDICATED SERVICE TO  
THE PEOPLE OF YAVAPAI COUNTY DURING THE  
DOCE AND YARNELL HILL WILDFIRES OF 2013.

A.G. "Chip" Davis  
Chairman  
Board of Supervisors  
Yavapai County

A handwritten signature in black ink, appearing to be "A.G. Davis", written over a horizontal line.

A handwritten signature in blue ink, appearing to be "Denny Foulk", written over a horizontal line.

Denny Foulk, M.S., EMHS  
Coordinator  
Office of Emergency Management  
Yavapai County

To: Yavapai College District Governing Board

October 15<sup>th</sup>, 2013

Re: Yavapai Combined Trust Update

The Yavapai Combined Trust Board meets quarterly.

The Yavapai Combined Trust Board met on September 12, 2013. Key agenda items included:

- The Board voted to grant a premium holiday in December 2013.
- The Board voted to provide funds for the YCT website to be enhanced.
- The Board acknowledged that the HR advisory group had hired a Wellness Coordinator who will begin her part time work in mid-October. The Board also agreed to fund a laptop purchase for the wellness coordinator.
- The Board voted to offer Biometric testing for covered employees and dependents in the fall of 2013. This popular service was suspended for a few years. Biometric testing resumed in September and early results show a very strong attendance.
- Alan Vigneron (HR Director/Trust Administrator) is no longer with the County. Wendy Ross (County HR Manager) has stepped in as interim Trust Administrator. The Alan's position (HR Director) will be posted.

The Yavapai Combined Trust Advisory Group meets monthly.

The Yavapai Combined Trust Advisory Group met on September 12, 2013.

Key items discussed included:

- Affordable Health Care Act Update/Federally mandated mailings
- Wellness Programs/Wellness Coordinator Position
- Consider next audit
- Consider two appeals to take to the Board
- Consider billing issues with employees who waive coverage

◆ Yavapai College

◆ Yavapai County

◆ City of Prescott

◆ Town of Chino Valley



## **Claim Experience Reports**

**July 01, 2013 - June 30, 2014**

**(Experience through July)  
(Fund Balance as of June)**

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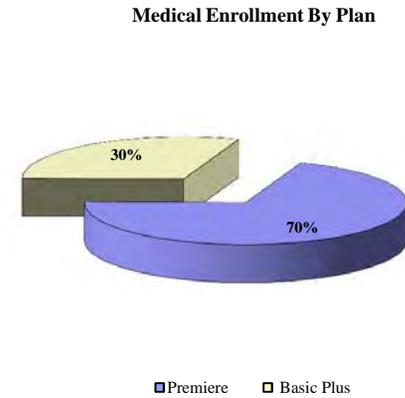
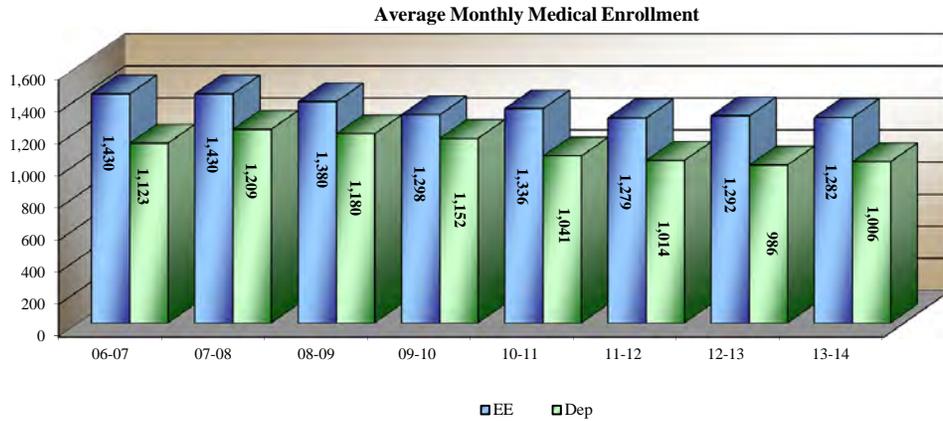




# Yavapai Combined Trust

## Enrollment Report

### 2013 - 2014 Plan Year



MONTH	MEDICAL					DENTAL					VISION	
	PREMIER		BASIC PLUS		TOTAL	COMPREHENSIVE		PREVENTIVE		TOTAL	EE	EE+DEP
	EE	EE+DEP	EE	EE+DEP	EE	EE	EE+DEP	EE	EE+DEP	EE	EE	
Jul- 2013	1,267	327	15	679	1,282	1,176	896	14	177	1,190	1,062	664
Aug- 2013												
Sep- 2013												
Oct- 2013												
Nov- 2013												
Dec- 2013												
Jan- 2014												
Feb- 2014												
Mar- 2014												
Apr- 2014												
May- 2014												
Jun- 2014												
<b>2013-2014 Total</b>	1,267	327	15	679	1,282	1,176	896	14	177	1,190	1,062	664
<b>Mo Average</b>	1,267	327	15	679	1,282	1,176	896	14	177	1,190	1,062	664
<b>2012-2013 Total</b>	15,246	4,122	258	7,706	27,332	13,848	11,662	148	1,228	26,886	12,620	9,044
<b>Mo Average</b>	1,271	344	22	642	1,293	1,154	972	12	102	1,166	1,052	754
<b>Mo. Avg % Change</b>	-0.3%	-4.9%	-31.8%	5.8%	-0.9%	1.9%	-7.8%	16.7%	73.5%	2.1%	1.0%	-11.9%

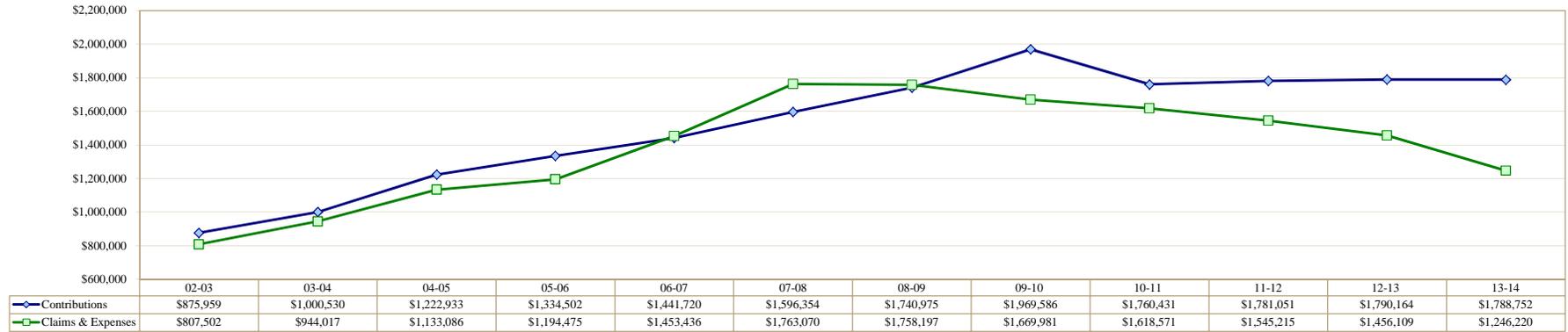


# Yavapai Combined Trust

## Contribution and Expense Report

### 2013 - 2014 Plan Year

Average Monthly Contributions vs. Claims & Expenses



Month	Contributions	Medical Paid Claims				Dental Paid Claims		Vision Claims	Rx Claims	STD Claims	Expenses Net Of Refunds	Total Claims & Expenses	Surplus or (Loss)
		Premier	Basic Plus	Est. Stop Loss Refunds	Net Medical Claims	Comprehensive	Preventive						
Jul- 2013	\$1,788,752	\$508,431	\$211,279		\$719,710	\$109,295	\$1,810	\$55,235	\$222,441	\$186	\$137,543	\$1,246,220	\$542,532
Aug- 2013													
Sep- 2013													
Oct- 2013													
Nov- 2013													
Dec- 2013													
Jan- 2014													
Feb- 2014													
Mar- 2014													
Apr- 2014													
May- 2014													
Jun- 2014													
<b>Total</b>	<b>\$1,788,752</b>	<b>\$508,431</b>	<b>\$211,279</b>	<b>\$0</b>	<b>\$719,710</b>	<b>\$109,295</b>	<b>\$1,810</b>	<b>\$55,235</b>	<b>\$222,441</b>	<b>\$186</b>	<b>\$137,543</b>	<b>\$1,246,220</b>	<b>\$542,532</b>

Contribution Rates	Medical		Dental		Vision	Standard STD	Enhanced STD
	Premier	Basic Plus	Comp	Preventive			
EE	\$549.00	\$306.00	\$42.00	\$15.00	\$15.00	\$2.73	\$9.77
DEP	\$719.00	\$403.00	\$56.00	\$19.00	\$21.00	N/A	N/A

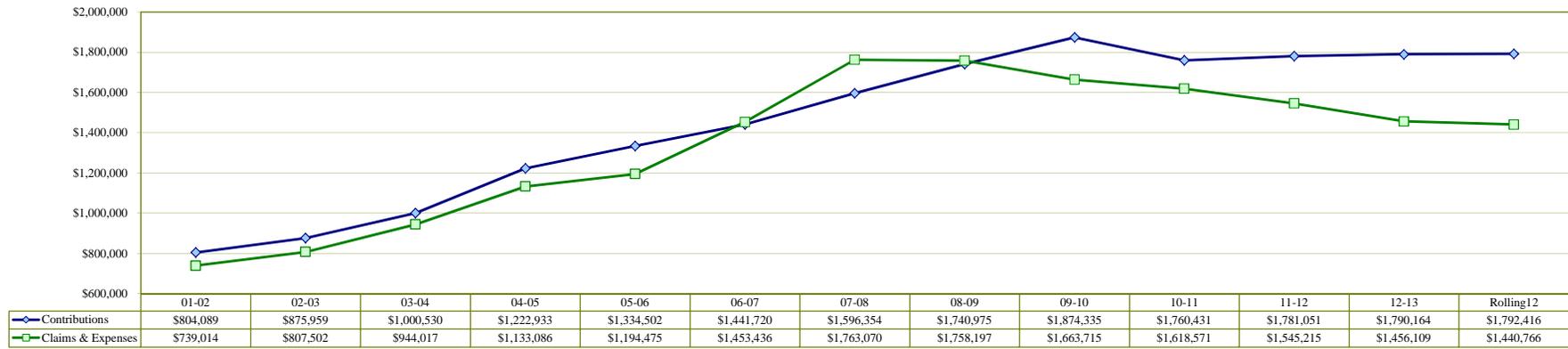


# Yavapai Combined Trust

## Contribution and Expense Report

### Rolling 12 Months

Average Monthly Contributions vs. Claims & Expenses



Month	Contributions	Medical Paid Claims				Dental Paid Claims			Vision Claims	Rx Claims	STD Claims	Expenses	Total Claims & Expenses	Surplus or (Loss)
		Premier	Basic Plus	Est. Stop Loss Refunds	Net Medical Claims	Comprehensive	Preventive							
Aug 2012	\$1,760,097	\$152,478	\$78,232		\$230,710	\$97,314	\$2,799	\$4,539	\$229,388	\$1,291	\$156,290	\$722,330	\$1,037,766	
Sep 2012	\$1,774,000	\$651,898	\$234,065		\$885,963	\$162,699	\$3,226	\$32,565	\$192,258	\$10,263	\$158,620	\$1,445,595	\$328,405	
Oct 2012	\$1,785,557	\$948,788	\$335,331		\$1,284,119	\$132,400	\$3,148	\$43,826	\$223,402	\$3,387	\$186,649	\$1,876,932	(\$91,375)	
Nov 2012	\$1,789,263	\$471,361	\$187,123		\$658,485	\$111,056	\$3,539	\$14,247	\$193,368	\$2,323	\$168,708	\$1,151,724	\$637,538	
Dec 2012	\$1,801,150	\$793,322	\$277,044		\$1,070,366	\$139,802	\$4,011	\$26,832	\$213,283	\$2,147	\$163,135	\$1,619,575	\$181,575	
Jan 2013	\$1,806,337	\$554,064	\$227,880		\$781,944	\$94,825	\$3,272	\$22,359	\$214,410	\$3,771	\$166,693	\$1,287,274	\$519,063	
Feb 2013	\$1,795,368	\$724,131	\$242,243		\$966,374	\$124,464	\$5,261	\$24,379	\$202,509	\$2,077	\$113,662	\$1,438,725	\$356,643	
Mar 2013	\$1,800,176	\$477,447	\$170,530		\$647,977	\$108,265	\$2,996	\$20,538	\$228,825	\$2,776	\$165,213	\$1,176,590	\$623,586	
Apr 2013	\$1,806,033	\$744,578	\$223,252		\$967,830	\$142,580	\$2,745	\$25,195	\$286,940	\$3,305	\$229,868	\$1,658,462	\$147,571	
May 2013	\$1,804,088	\$973,843	\$298,031		\$1,271,874	\$107,138	\$2,933	\$26,096	\$266,667	\$3,656	\$181,365	\$1,859,730	(\$55,643)	
Jun 2013	\$1,798,175	\$774,398	\$470,667		\$1,245,065	\$133,074	\$4,094	\$31,213	\$217,834	\$2,523	\$172,228	\$1,806,031	(\$7,856)	
Jul 2013	\$1,788,752	\$508,431	\$211,279		\$719,710	\$109,295	\$1,810	\$55,235	\$222,441	\$186	\$137,543	\$1,246,220	\$542,532	
<b>Total</b>	<b>\$21,508,993</b>	<b>\$7,774,739</b>	<b>\$2,955,677</b>	<b>\$0</b>	<b>\$10,730,416</b>	<b>\$1,462,910</b>	<b>\$39,835</b>	<b>\$327,022</b>	<b>\$2,691,325</b>	<b>\$37,704</b>	<b>\$1,999,974</b>	<b>\$17,289,187</b>	<b>\$4,219,806</b>	

(1) Medical and prescription drug eligible claims.



# Yavapai Combined Trust

## Large Claimant Report (Claims >\$125,000)

### 2013 - 2014 Plan Year

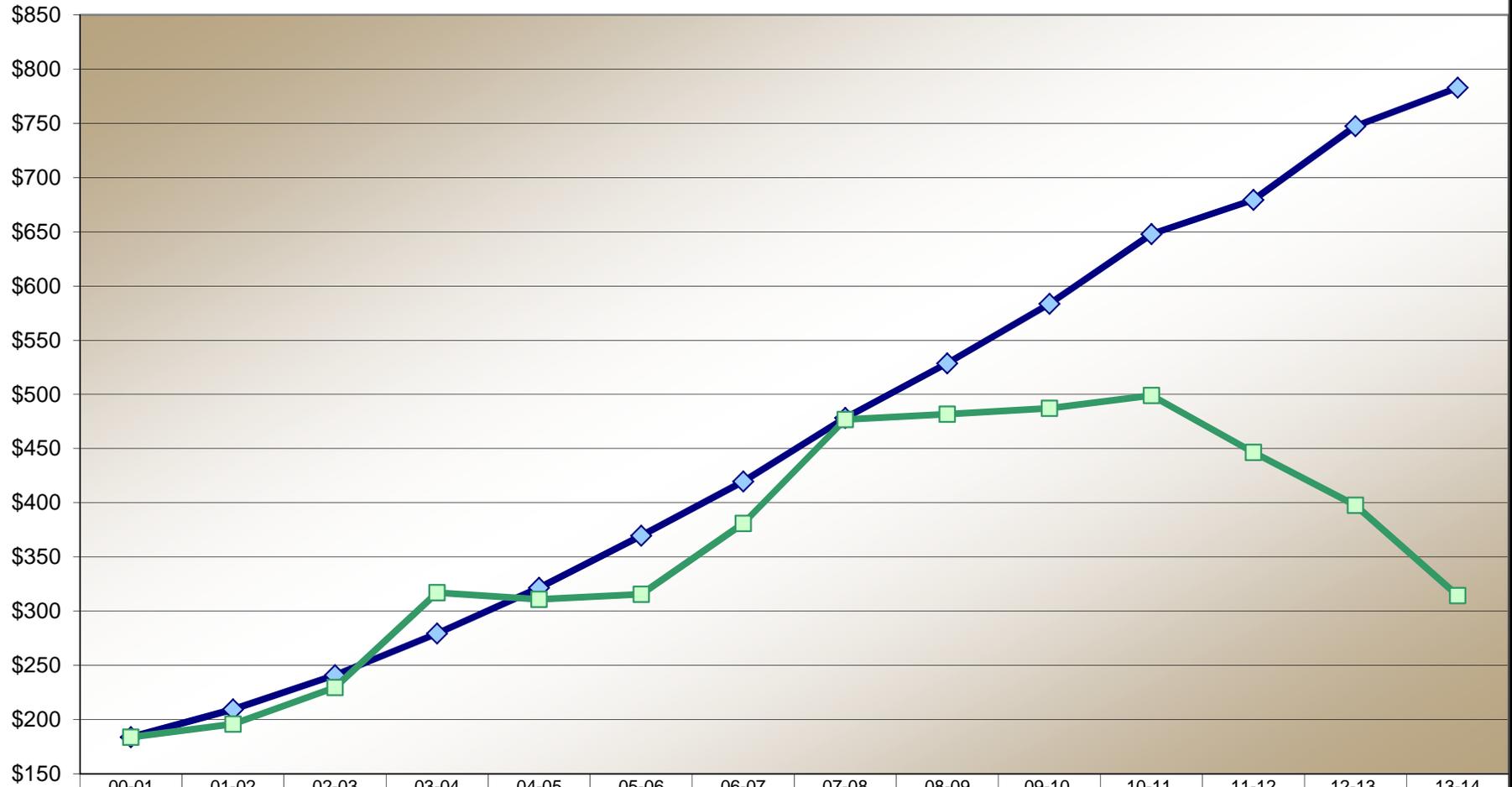
<b>Large Medical Claims (&gt; \$125,000) Thru July 31, 2013</b>					
Claimant	Eligibility	Medical/Rx	Claimant	Eligibility	Medical/Rx
1		\$0	10		\$0
2		\$0	11		\$0
3		\$0	12		\$0
4		\$0	13		\$0
5		\$0	14		\$0
6		\$0	15		\$0
7		\$0	16		\$0
8		\$0	17		\$0
9		\$0	18		\$0
Subtotal		<b>\$0</b>			<b>\$0</b>
Total		<b>\$0</b>			
% of Med/Rx Claims		<b>0.0%</b>			

Specific Deductible Level	\$250,000
Aggregating Specific Deductible	\$100,000



# Yavapai Combined Trust

**Forecast Medical Trend vs. YCT Actual Medical Trend**  
**Base Year = 2000-2001**



Medical Trend	\$183.82	\$209.56	\$240.99	\$279.55	\$321.48	\$369.70	\$419.61	\$478.36	\$528.59	\$583.56	\$647.75	\$679.37	\$747.31	\$783.02
YCT Actual Trend	\$183.82	\$195.90	\$229.72	\$317.21	\$311.08	\$315.69	\$380.98	\$476.84	\$481.65	\$487.22	\$499.04	\$446.52	\$397.75	\$314.56



# *Yavapai Combined Trust*

## Number of Website Hits

Month	Number Of Hits
Jul 2013	255
Aug 2013	0
Sep 2013	0
Oct 2013	0
Nov 2013	0
Dec 2013	0
Jan 2014	0
Feb 2014	0
Mar 2014	0
Apr 2014	0
May 2014	0
Jun 2014	0
<b>Total</b>	<b>255</b>



## Yavapai Combined Trust

### Estimated Fund Balance

**Calculation as of 06/30/2013**

	<b>Recommended Funding Policy</b>	<b>Actual Fund Balance from Zobel <sup>(3)</sup></b>
Estimated Expenses/Claims For One Month <sup>(1)</sup>	\$1,456,109	
	+	
Estimated Risk Corridor <sup>(2)</sup>	<u>\$3,865,870</u>	
	=	
<b>Total Estimated Fund Balance</b>	<b><u>\$5,321,979</u></b>	
<b>Total Net Assets</b>		<b><u>\$14,456,241</u></b>
	+	+
Estimated Recommended Reserve for Incurred But Not Reported (IBNR)	<u>\$2,202,519</u>	
IBNR Liability		<u>\$2,104,000</u>
	=	=
<b>Total Recommended Reserves</b>	<b><u>\$7,524,499</u></b>	
<b>Total Liabilities and Net Assets</b>		<b><u>\$16,560,241</u></b>
<b>Reserve Surplus/(Shortage)</b>	<b><u>\$9,035,742</u></b>	

- <sup>(1)</sup> One month average claims and expenses based on most current 12 month period.
- <sup>(2)</sup> Based on 25% of total paid claims for the past 12 months (excluding stop loss refunds).
- <sup>(3)</sup> Total Net Assets and Total Liabilities & Net Assets from Statement of Net Assets as of 06/30/2013.

**Notes:**

July Financial Statement is unavailable at this time.

# YAVAPAI COLLEGE CONSTRUCTION NEWS

October 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](mailto:david.laurence@yc.edu). The news letter will also be posted on the Facilities web site.

## College Wide Campus Master Plan

As a reminder, Dr. Ewell along with members of the Smith Group JJR staff will be presenting information related to the development of the final draft of the campus master plan for faculty/staff and the college community at the Verde Valley Campus, room M-137 on October 10, 2013 and Prescott Campus, room 19-147 on October 11, 2013. The faculty and staff presentation will be held at 9:00 a.m., the community presentations at 11:00 a.m.

## 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, ITS and Purchasing 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.

## Marapai Hall Renovation

Sheet rocking is under way along with the installation of exhaust fan ductwork. The stairwell is being installed to replace the void left after the removal of the fire place. Concrete work related to building footers and elevator is starting. Exterior site work continues related to grading, utilities, and drainage and fresh air inlets for the building.

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.



Wall Preparation for Insulation Installation



Preparation for Drywall Installation



Site Preparation for Sports Courts



Site Grading and Utility Installation

DLR Group

Haley Construction

### Prescott Campus Mechanical Improvements

Work is winding down on all three aspects of this project. The building 4 fume hoods are in the commissioning process to verify systems are functioning as designed. Building 19 library team rooms have received 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 is complete for the conversion of spaces 308A and 315A to serving and concessions areas and space 311 into a main support/catering kitchen. Space 208 will be complete mid October.

Other than a few minor odds and ends, the new seating is installed along with a reworked sound booth and new epoxy coating for the floor.



Room 311 Serving Kitchen



Second Floor YavaJava



New Seating

GLHN Architects and Engineers

Haley Construction

### Tennis Court Renovation/Paving and Roadway Replacement

I am sure that many of you on the Prescott campus will be happy to see that design is underway for the replacement of College's section of roadway including the low water crossing located in Rough Rider Park. In addition, this project will include the replacement of pavement for the College's half of the parking lot shared with the City.

Design is 75% complete for the new tennis courts and improvements associated with access and lighting. Completion of both aspects of this project is estimated to be in June 2014.



Existing Low Water Crossing at Rough Rider Park

### Verde Valley Campus Southwest Wine Center

This project is still scheduled to be advertised for bidding during the month of October. Upon and acceptance of a successful bid, ground breaking should occur in mid November.

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. The College is now working with adjacent property owners to secure easements necessary for the water line to pass and connect with the pump house located at the upper vineyard. The obtaining of easements may take up to three months. Once the easements are obtained, this project is scheduled to take 90 days to complete.



**Vineyard Pump House and Storage Building**

#### **Verde Campus Electronic Security Project**

Technical work is wrapping up and the key card access system should be available for use by the end of the month. The issuing of key cards for Verde campus personnel is still scheduled for November. The contractor is working with Facilities, ITS and Campus Safety to close this project out.

#### **Verde Monument Sign**

Work continues related to the new monument sign located near the east entrance to the campus. The sign should be complete by the end of October.

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.

# College Highlights

## October 2013

### Library

- The Yavapai College Library recently created a new blog, “Beyond the Wall,” (<http://beyondthewall.yc.edu/>) to share information with the YC community and beyond. Readers will find information and reviews about library materials, art created by YC Students and Faculty, up-to-date library events such as Welcome Back Day, current library displays and more.
- YC Library’s InfoBits research guide has become an industry standard. A Librarian at California’s Glendale Community College will use our InfoBits guide as a model for a 1-unit credit class she is designing. She wrote, “I love how you have organized and presented the information...the overall design of your guide, as well as the website, is great!”
- In celebration of Constitution Day, September 16 & 17, 2013, the Prescott and Verde Valley Campus libraries provided patrons with the following:
  - Free copies of the Constitution of the United States.
  - Free guides illustrating how a bill becomes law.
  - Selected books and DVDs about the American Revolution and the Constitution of the United States.
  - Film screenings on the Prescott library’s InfoPortal multimedia display of:
    - Our Constitution: A Conversation with Sandra Day O’Connor.
    - Key Constitutional Concepts.
    - Mandate: the President and the People.
    - Schoolhouse Rock (3 vintage videos about the Constitution).
- Student art is currently on display at the Prescott Library from **Dana Cohn’s** Art 190 – Oil and Acrylic Painting I and Art 191 – Oil and Acrylic Painting II.

### TeLS and GIFT Center

The 9x9x25 Challenge is a reflective writing activity for Yavapai College faculty. TeLS and the GIFT Center are challenging faculty to write 25 sentences about teaching and learning, once weekly, for nine weeks. The Challenge pulls together the teacher’s articles about teaching and learning into a common digital space, where it may be easily shared with the YC community and the broader teaching community found on the internet. You may view the writing at [www.telswebletter.com](http://www.telswebletter.com).

The challenge incentives range from Ben and Jerry’s Ice Cream to books about teaching and learning, and from t-shirts to lunch with President Wills.

- There are 35 pieces of journalism currently available for review.
- Upon completion, there could be as many as 150 pieces of writing by college faculty.
- Objective is for YC instructors to continue to write and contribute to the TeLS Webletter.

### Sciences and Health

The Yavapai College Nursing Program achieved a 96.10% NCLEX-RN pass rate on the first attempt for the first two quarters of 2013. All of the colleges in the state of Arizona as a whole achieved a pass rate of 95.54% and the national average was 83.70%.

**Janine Perria**, YC Adjunct Instructor in the PHE program, is the founder and organizer of a world fundraising event for the Granite Mountain Hotshots. The Prescott Captain CrossFit, in collaboration with CrossFit Inc., recently hosted a fundraiser in honor of the 19 fallen Granite Mountain Hotshots. All proceeds will benefit the children of those heroes. The Prescott Captain Crossfit was fortunate to have six of the Granite Mountain Hotshots as gym members, and felt blessed to have known them. So far, they have raised over \$200,000 and are continuing to collect from CrossFit locations around the world.

Additional YC Athletics highlights include:

- Yavapai College currently holds first place in the conference for both volleyball and soccer. Go Roughriders!
- The YC Soccer Team will host 2 free soccer clinics in Prescott and Prescott Valley for 100-150 participants at each clinic.
- YC Volleyball Team, in conjunction with Embry Riddle University (ERAU), raised \$3500 for the Cancer Center of Prescott with their recent Pink Match against ERAU.
- YC Softball will host the American Heroes Tournament on October 19<sup>th</sup>. This Tournament will present teams made up from police, firefighters, first responders, and armed forces. YC Softball has partnered with Mizuno Sports Equipment Manufacturer in this venture. Mizuno donated a number of items for auction. All proceeds go to the Yavapai College Hot Shot Scholarship Fund.
- The YC Softball Team will host the 2nd Annual Kickball Tournament on Friday, November 15th. All teams are welcome. President Wills and the HPER Department have entered teams. Winners receive sodas and Subway sandwiches.

### Career and Tech Education

- YC Agribusiness Instructor, **Justin Brereton**, is working with Freeman Farms in Chino Valley to create crossbred mini pumpkins that are “Pink” in color for breast cancer awareness.

### Visual and Performing Arts

- The Visual Art Faculty Exhibition is from September 20 to October 26 in the Prescott and Verde Campus Galleries. The exhibiting artists/Instructors are **Laura Bloomenstein**: giclee prints; **Eric Boos**: mixed media on board; **Dana Cohn**: oil on canvas and pen & ink; **Cindy DeCecco**: ferro cement and welded stainless steel; **Chris Contos**: forged copper & steel, carved rock crystal, seed encrusted paper, silver and copper with stone settings; **Brandelyn Dillaway**: mixed media, yarn, acrylic and gesso on canvas; **John Huff**: digital photographs and ink on artist board; **Steve Mason**: digital prints to be viewed with 3-D glasses; **Lauren McCrea**: magazine production, design printed on linen, Mid-Century modern drapery fabric, oil and gold foil on Masonite board; **Patricia McMullen-Mikles**: acrylic on canvas, watercolor on paper, mixed media; **Keith Mion**: local Ponderosa pine; **Judi Morgenson**: fiberglass and clay; **Kenneth Ottinger**: acrylic on canvas, oil on canvas, colored pencil & pastel on paper, **Jon Pelletier**: digital print on metal; **Tom Schumacher**: raku fired ceramic; **Roy Traver**: digital photos printed on aluminum; **Jim Ward**: graphite & charcoal on paper and cone 6 ceramic; **Harv Wardwell**: colored pencil; and **Cathy Willett**: digital print. You are invited to visit the Art Galleries on the Prescott and Verde Campus' to see this impressive collection of artwork created by our faculty.

- **Laraine Herring**, Professor of Creative Writing, had two novels released in September: *Into the Garden of Gethsemane*, *Georgia* and *Gathering Lights: A Novel of San Francisco*. Both books were released on Sept 17 from The Concentrium.
- The Literary Southwest Series began September 20, 2013 in the Susan B. Webb Community Room, Bldg.19-147. Dorothy Barresi, the author of four books of poetry and Gayle Brandeis, the author of essays, novels and poetry read from their works focusing on the theme of displaced grace.
- On Sunday, October 20th, the Master Chorale is performing as part of the Choral Union in the newly refurbished YC performance venue.
- We will be performing, and staging, works by Robert Schumann, *Ziguenerleben (Gypsy Life)* Aaron Copland, *Stomp your foot (From his opera The tender land)* and Shenandoah by James Erb. While not monumental works, they are representative of the Department theme, "Folk Songs".
- You are invited to join us on Sunday, October 20<sup>th</sup>, PAC, 3:00 pm, to watch the "Master Chorale" morph into something significantly different than 'stuffy and staid.'
- Yavapai College adjunct faculty voice instructor and singer **Katherine LaTorraca** sang Italian arias and songs at "An Evening in Italy" October 5th at St. John Vianney Catholic Church in Sedona. Song selections included Neopolitan classics. Ms. LaTorraca has made guest appearances with Rome Festival Opera, The Washington Opera at The Kennedy Center, the United States Army Field Band & Soldiers' Chorus, and is winner of the prestigious Jenny Lind Competition.
- **Bruce Lanning**, Adjunct Acting Faculty, reports that he has been active outside the classroom this semester in work at Prescott Center for the Arts, directing two shows this fall: *Dead Man's Cell Phone* by Sarah Ruhl and *To Kill a Mockingbird* adapted from the Harper Lee novel by Christopher Sergel. He has also been the co-chair of the PCA production committee this year. Several students from his recent YC Acting Classes are playing key roles in area theaters this fall. Student, **Jaryd Smart**, is playing the lead in the musical *Promises, Promises* at PCA.

**Presenter :** Patricia McCarver

**Start Time :** 1:37 PM

**Item No :** 15

**Proposed By :** Patricia McCarver

**Time Req :** 20

**Proposed :** 9/27/2013

**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; Student Leadership Council; Faculty Senate; Health Care Summit; Radiology Program Update; Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- 2013 Fall Semester Update - Barbara Wing, Interim Vice President for Instruction and Student Services
- Student Leadership Council Update - Xavier Perez, 2nd year Yavapai College student, 1st year Student Leadership Council (Criminal Justice Program) and Aurora Tiedman, Returning Yavapai College student, 1st year Student Leadership Council (Nursing Program)
- Faculty Senate -Joani Fisher, Faculty Senate President, will share pertinent information regarding Faculty Senate, Faculty Association, and committee updates.
- Health Care Summit - Scott Farnsworth, Dean for Athletics, Sciences, and Health
- Radiology Program - Rich LeClair, Radiology Program Director

**Attachments :**

Title	Created	Filename
Faculty Senate Board presentation oct-15-2013.pdf	Oct 07, 2013	Faculty Senate Board presentation oct-15-2013.pdf
HC Summit DGB Presentation.pdf	Oct 07, 2013	HC Summit DGB Presentation.pdf
YC Rad Prog for Gov Board Oct 2013.pdf	Oct 07, 2013	YC Rad Prog for Gov Board Oct 2013.pdf

# Faculty Senate

**Joan Fisher**

**Faculty Association President**

# Updates

- Compensation
- Student Success
  - Dr. Blacklaw
- Development Education~Dr. Mary Verbout

## The Developmental Education Committee of the Faculty Association

Math: David Gorman and Cylinda Bray

CTE: Tara O'Neill

English: Nancy Schafer, Mary Verbout, Tina Luffman

Advising: Tania Sheldahl

Liberal Arts: Jared Reynolds

Learning Center: Robb Ferguson

ABE/GED: Phyllis Bartels



## Strategic Initiative G: Improvement of gateway and developmental course success rates

- Fall 2012-Fall 2013:
  - 5898 students took math, reading and writing tests
  - 54% (3164) tested into one, two or three developmental classes
  - Students who start in MTH082 (lowest course) have to take four courses to complete sequence (MTH142 or 152)
  - ENG reduced the developmental sequence from two courses to one course this year.

# What have we done and where are we heading?

- Created the first standing committee dedicated to developmental education at Yavapai College.
- Created an experimental English course so the developmental writing sequence is one course
- Do we need a Director of Developmental Education to coordinate the academic and student services needed?

# Health Care Summit

16 September, 2013

# Purpose

- Engage county Health Care providers in a conversation about current and future employment needs.
- Review what YC is currently providing in Health Care education.

# Attendee's

- CEO, Directors; Nursing, Rad. & HR of YRMC, VVMC, VAMC, MIJTED.
- YC Personnel- President, VP Instruction & Student Services, Dean of SSHL, Program Directors; Allied Health, Nursing, & Rad. Tech.

# Discoveries

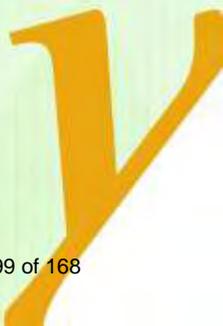
- YC Graduates are valued and appreciated.
- ACA impact is eminent but uncertain.
- The current Health Care business model is changing;
  - fee for service
  - prevention and managed care

# Future Impact

- All entities expressed interest in continuing current partnerships and associations, as well as exploring new opportunities.
- All felt it was worthwhile and committed to meeting again in January to continue discussions.

# Thank You

# Questions?





*Updating...*

# YAVAPAI COLLEGE RADIOGRAPHY

# Introductions...

- **Scott Farnsworth**, Dean of Sciences & Health
- **Steve Hayes**, Radiology Clinical Coordinator
- **Rich LeClair**, Radiology Program Director
- **Juanita Felix**, Administrative Assistant



# Yavapai College Radiology Program

4 years old now...

Began:

September 1, 2009

*The program is accredited with the **Joint Review Committee on Education in Radiologic Technology (JRCERT)***

[www.jrcert.org](http://www.jrcert.org)



# JRCERT Accreditation

JRCERT accreditation is the “**Gold Standard**” for Radiology programs

Initial accreditation awarded in **July 2011** for **3 year term**

Currently seeking reaccreditation...



# Clinical Affiliates – over 2000 hours of clinical education

## Clinical Education Sites:

- Yavapai Regional Medical Center – West
- Yavapai Regional Medical Center East
- Prescott Medical Imaging
- Del Webb Imaging Center
- Verde Valley Medical Center
- Sedona Medical Center
- Northern VA Medical Center
- Verde Valley Medical Imaging Center
- Medwise



# 3 years of Graduates!



# Program Effectiveness Data ...

## Program Completion Rates:

2011: 100%

2012: 90%

2013: 70%

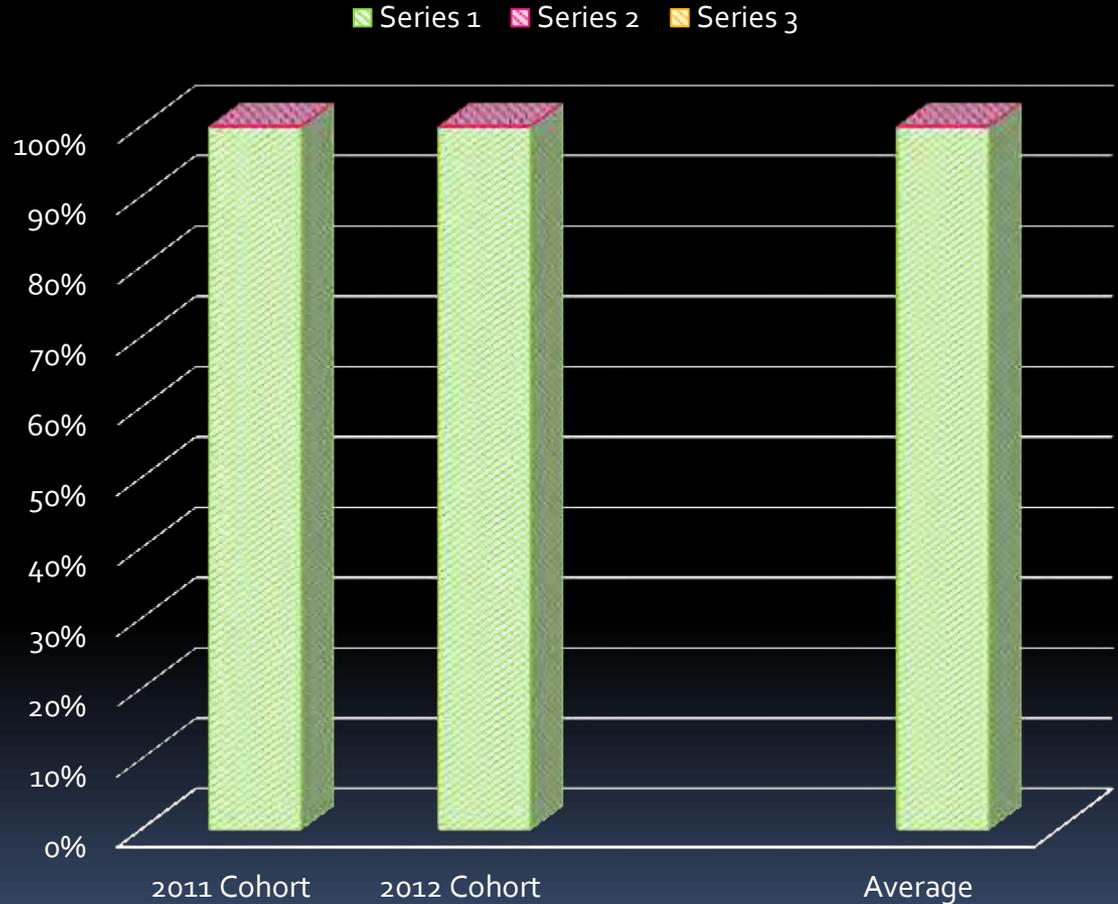
3 year average: **84%**



# Program Effectiveness Data ...

## Graduate Satisfaction Rate

100% for 2 year average



# Program Effectiveness Data ...

## ARRT National Comparison Report

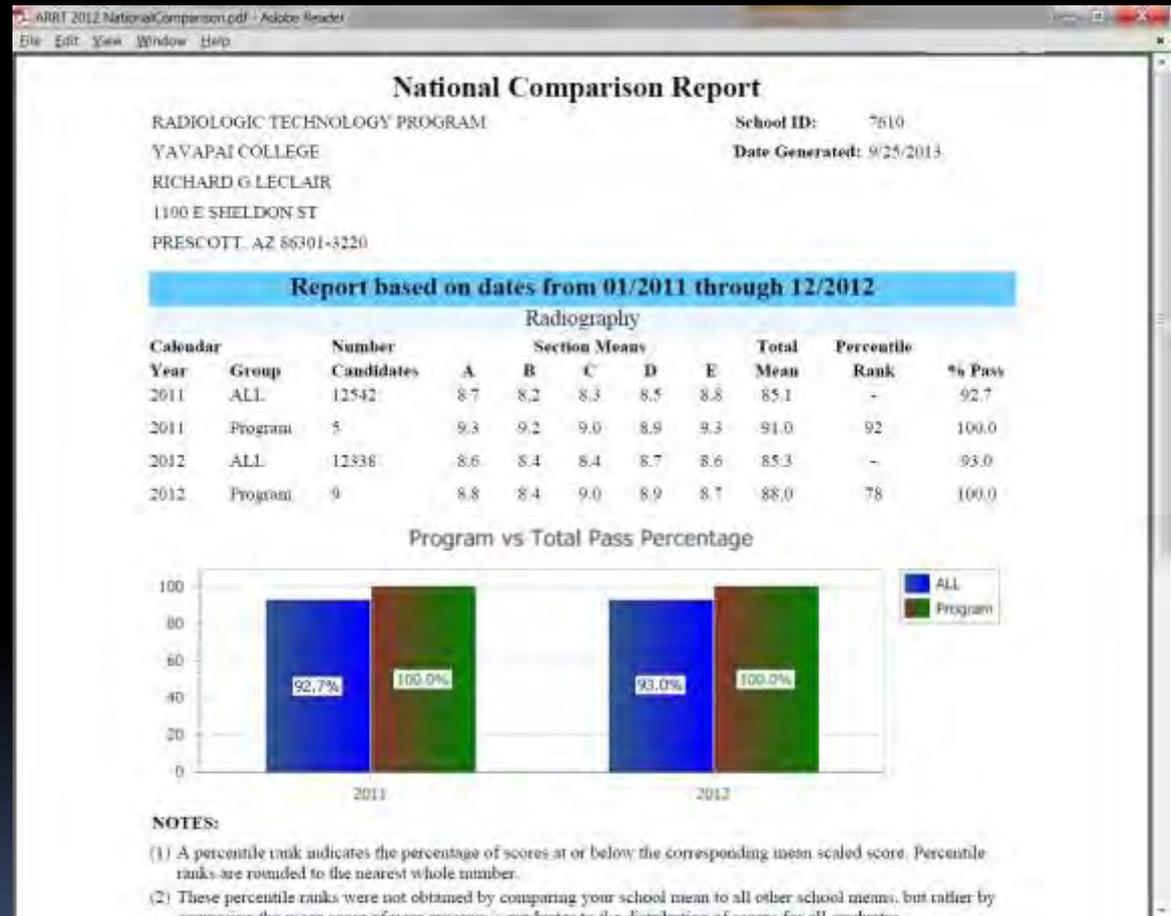
### Outcome:

*"Students will pass the ARRT national certification exam on the 1<sup>st</sup> attempt"*

2011 – 100%

2012 – 100%

**100%** 2 year average



# Program Effectiveness Data ...

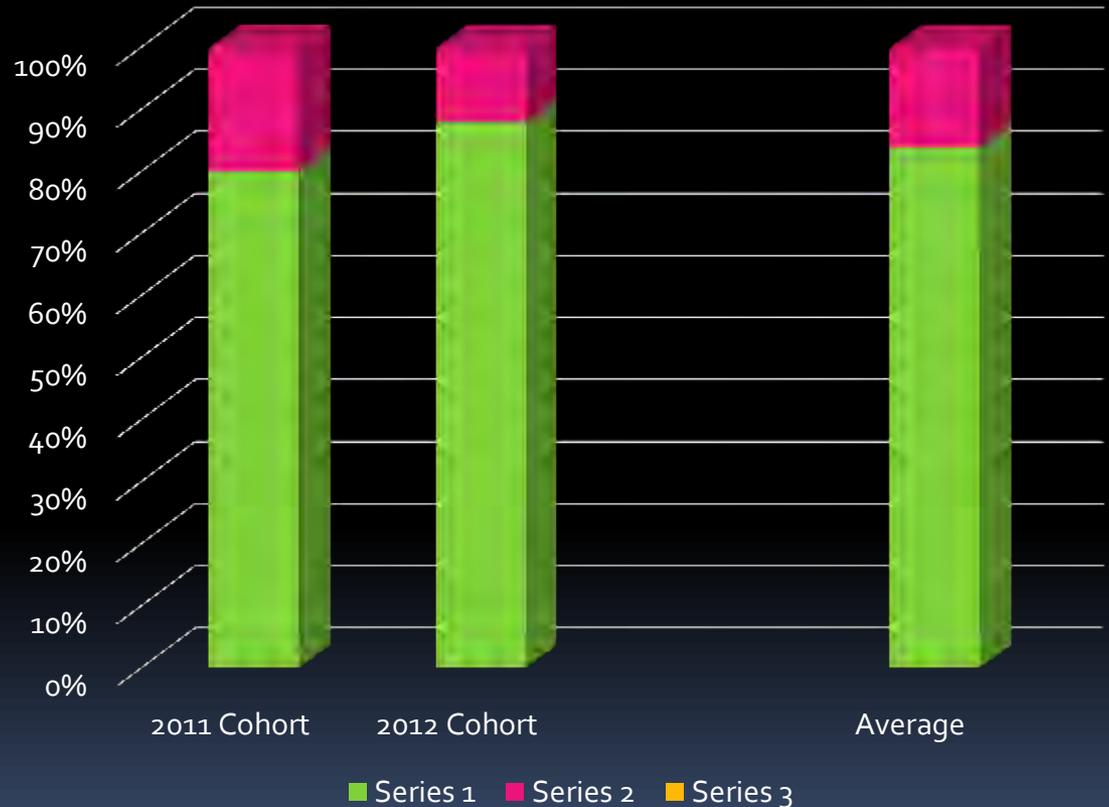
## Graduate Employment Rate

2011 – 80%

2012 – 88%

**84%** for 2 year average

## Employment Rate



# Program Effectiveness Data ...

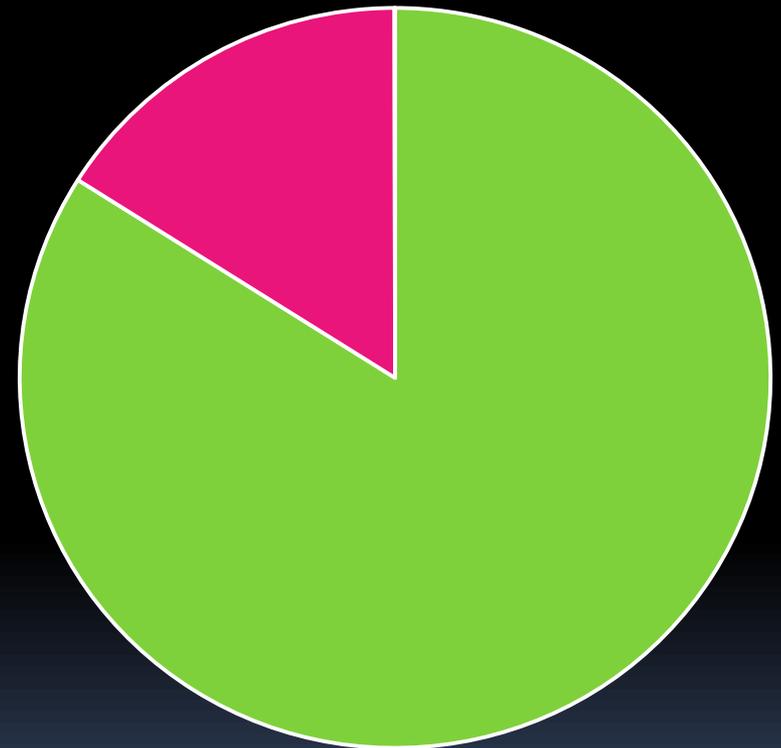
## Employer Satisfaction

Question #1:

*"What is your level of satisfaction with the YC radiologic technology graduate that you have employed?"*

**84%** for 2012

Employer Satisfaction

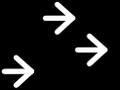


Very Satisfied Satisfied Neutral Dissatisfied

Our Motto: “Our Goal is Your success”

Thank you for being here....Any Questions?

[www.yc.edu/radiology](http://www.yc.edu/radiology)



**Presenter :** Patricia McCarver      **Start Time :** 1:57 PM      **Item No :** 16  
**Proposed By :** Patricia McCarver      **Time Req :** 10  
**Proposed :** 9/27/2013      **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 :** Patricia McCarver      **Start Time :** 2:07 PM      **Item No :** 17  
**Proposed By :** Patricia McCarver      **Time Req :** 0  
**Proposed :** 9/25/2013      **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 :** Patricia McCarver      **Start Time :** 2:07 PM      **Item No :** 18  
**Proposed By :** Patricia McCarver      **Time Req :** 10  
**Proposed :** 9/25/2013      **Item Type :** Policy & Decision

Policy No.	Description	Ref 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. The following Ends are listed in priority order.	287646

**Description :** Receipt of President's Monitoring Report - Ends Statements - 1.1  
Education Ends - MONITORING, DISCUSSION, AND/OR DECISION

**Details :**

## 1 Ends

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. The following Ends are listed in priority order.

### 1.1 Education Ends

Students achieve their educational goals.

#### 1.1.1 Job Seekers Ends

Job seekers have the qualifications, skills, and abilities to succeed.

#### 1.1.2 Student Ends

Students seeking transfer will succeed at their next educational institution.

#### 1.1.3 Lifelong Learning Adult Ends

Lifelong learning adults have affordable access to a variety of high-quality learning opportunities.

### MOTION OPTIONS:

#### 1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 1.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.1.

#### 2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 1.1 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 1.1. I move that the President provide the Board with a new Monitoring Report for Policy 1.1 [at the X board meeting] [within X amount of months] that includes a new interpretation.

#### 3. Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 1.1 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 1.1. I move that the President provide the Board with a new Monitoring Report for Policy 1.1 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

**Attachments :**

<b>Title</b>	<b>Created</b>	<b>Filename</b>
End Statement 1 1 Education Ends OCT 2013.pdf	Oct 08, 2013	End Statement 1 1 Education Ends OCT 2013.pdf
End Statement 1 1 1 Report OCT 2013.pdf	Oct 08, 2013	End Statement 1 1 1 Report OCT 2013.pdf
End Statement 1 1 2 Report OCT 2013.pdf	Oct 08, 2013	End Statement 1 1 2 Report OCT 2013.pdf
End Statement 1 1 3 Lifelong Learning Adult OCT 2013.pdf	Oct 08, 2013	End Statement 1 1 3 Lifelong Learning Adult OCT 2013.pdf
Compilation-Ends-1.1.pdf	Oct 09, 2013	Compilation-Ends-1.1.pdf

**President's Preliminary Monitoring Report  
End Statement 1.1 Education Ends  
October 2013**

**End Statement:**

1.1 Students achieve their educational goals.

**President's Interpretation:**

1.1 All Yavapai College students successfully complete their specific educational goals. These goals include: earning associate degrees for transfer to bachelor's degree and/or into careers; obtain GED; complete specific courses to prepare for transfer and/or job skill development and upgrading; and completing courses for personal enrichment and interest.

**Supporting Evidence:**

Students enter Yavapai College with varying levels of educational attainment and with diverse educational goals. The college provides credit and non-credit options for student to access courses and programs ranging from Adult Basic Education (ABE) to career preparation, transfer to universities, and personal enrichment. The college served an average of 634 Adult Basic Education (ABE) students per year over the past four years with 80% working towards a GED and 20% focused on English language learning. There has been an average of 134 GED completers each year from the ABE program over the past four years<sup>1</sup>. The number of career and technical education students completing applied science associate degrees and certificates is summarized in the End Statement 1.1.1 monitoring report. The number of students completing associate degrees for transfer is summarized in the End Statement 1.1.2 monitoring report. Community member participation in credit and non-credit courses and programs for personal enrichment and interest is summarized in the End Statement 1.1.3 monitoring report.

A key element in fostering student success is retaining students. Yavapai College tracks retention through its participation in the National Community College Benchmark Project<sup>2</sup> and the federal Integrated Postsecondary Educational Data Survey<sup>3</sup>. Retention measures link directly to Board End 1.1. Yavapai College's fall to fall retention rate for students classified as first time/full-time degree seeking was 51% in fall 2012 (source IPEDS). Yavapai College's fall11 to fall12 retention rate of all credit students was 51% which is above the national median average of 48%.



Retention Trends



NCCBP Fall-to-Fall  
Retention.xlsx



ABE Students  
2009-2013.xlsx



GED Pass Rate  
2009-2013.xlsx

Source:

<sup>1</sup>ABE Program Federal Compliance Data

<sup>2</sup>National Community College Benchmark Project, 2012-2013 Final Report

<sup>3</sup>Integrated Postsecondary Educational Data Survey, 2007 – 2012

**Status and Plans:**

Students are successful at Yavapai College when they are able to meet their educational goals. The college has a number of on-going projects focused on improving student success through educational goal attainment. Collaboration across the college is required for successful implementation of these projects and this supports a college-wide focus on improving student

success and educational goal attainment. These projects are included within the strategic initiative areas of “Student Success and Satisfaction” and “Quality and Effectiveness of Instruction”. These efforts also directly support Board End 1.1. The following key projects directly support student success through improving educational goal attainment by Yavapai College students:

1. Accreditation. The college successfully completed its institutional accreditation process and received no findings or formal recommendations to address in the report from the Higher Learning Commission (HLC) site review team. The report identified a number of strengths of the college including an inclusive strategic planning process, strong engagement with our communities, effective support for online instruction, data driven decision making, strong collaboration between student services and instruction, faculty engagement, and maintenance of facilities.



finalreport\_yavapai.pdf

The team recommended a 10 year accreditation period for the college and the HLC will review the report and make a final decision within the next few months. There were three other successful accreditation visits and reports for Nursing, the Family Enrichment Center, and Fire Science.

The college will plan to continue in the open pathway for HLC accreditation with maintenance of the assurance database and the development of another quality initiative proposal in year four to five of the next accreditation cycle. A work group will be established to follow up on recommendations developed from the recent quality initiative project focused on a comparative analysis between online and face to face instructions. The group will lead implementation of prioritized recommendations with a focus on improving instruction and student success in courses regardless of instructional delivery method.

2. Strategic Enrollment Management (SEM) Committee. The SEM committee completed its second year of action at the college. The committee directs analysis and recommendation in two main areas: (a) mix of courses and programs offered by the college to meet community and student needs using available resources efficiently and (b) college wide collaboration to support student success through recruitment to enrollment and through retention and completion. This year the committee discussed and proposed criteria for consideration in adding and dropping courses and programs.



SEM Committee Meeting 9-7-12.pdf



SEM Committee Meeting 11-9-12.pdf



SEM Meeting Notes 1-18-13.pdf



SEM Meeting Agenda 04-26-13.doc

The criteria will be used next year to review offerings by the college. The committee supports a number of initiatives to improve student success including first year experience projects and an improved student communications plan summarized in the following points.

3. First Year Experience. A work group composed of faculty and staff was formed in spring semester 2013 to review community college best practices that lead to student success and report findings to College leadership. A group of three Student Services representatives and three faculty members from the work group attended the 32<sup>nd</sup> Annual Conference of the First Year Experience in February 2013. This team presented best practices and recommendations to the Strategic Enrollment Management Committee, Deans, the President's Leadership team, faculty at the Summer Institute, and the District Governing Board. The group identified best practices and supporting research that helps students be more successful in meeting their college goals and that also directly improve year to year retention and degree/certificate completion. The group worked with others across the college to offer New Student Orientations (NSO) for fall 2013 new degree and certificate seeking students. 365 students attended six NSOs held at three college locations in August before the fall semester began. 78% of the students who attended the NSO completed an evaluation: Over 90% of those students thought all sessions were excellent or good; 99% felt better prepared to be successful at YC; and 93% gained information about YC that they did not previously know. Other best practices the team and others are developing in fall 2013 are a pilot early alert program and a revitalized first year seminar course. The team is excited to be involved in practices that enhance student success.



First Year Experience NSO General Session FA13.pptx



NSO Family Orientation FA13.pptx



NSO College 101 FA13.pptx



NSO General Session FA13.pptx

4. Student Communication System. In order to support improved college communications with prospective, continuing, and former students, the college has issued an RFP for a Constituent Relationship Management (CRM) system. The system will allow Student Services and other college divisions to communicate more effectively, using less time and manual intervention. Implementation of the system will be summer or fall of 2014. Outcome measures will be identified and followed to determine the effectiveness of CRM.

Additional supporting evidence:

- Academic and Career Advising. A work team of Student Services professionals and faculty conducted an academic advising program review over spring semester 2013. The first phase of recommendations is being implemented for the 2013/2014 school year. One of the best practices related to academic advising is helping students align their academic goals with their life and career goals. To this end, the Academic Advising Department is implementing a developmental advising model that includes career advising done by all advisors.



Advising & Counseling Data 2012-13.docx



Advising Flyer.pdf



University Transfer Day Sign FA13.pdf

5. Educational Master Plan. The college completed its first Educational Master Plan. The following link leads to each of the divisional plans and a college overview section will be added this summer.

<http://www.yc.edu/v4content/academics/instructional-support/master-plan.htm>

The educational plan will be used as a support document during the development of the new Campus Master Plan. In addition, the educational plan will help to drive resource use to support identified instructional priorities. The plan is also a component part of the college's program review process.

6. Synergy between Credit and Non-Credit Offerings. A cross-functional group met to develop ideas and action plans to address the following question: "Given the ever changing face of education in Arizona and in Yavapai College, how can we maximize our credit and non-credit offerings to strengthen the college's financial future while meeting the needs of our community?" The group identified five action areas which will lead to analysis and action on how to integrate credit and non-credit offerings, develop creative programming and pathways, defining market needs and improving outreach, and changing the credit/non-credit model. A priority of any implemented changes will be to increase access and involvement of community members into new programming offerings and pathways at our college sites.



Credit and  
Non-Credit Moving Fc

**Key Performance Indicators (KPI's):**

The College has developed the following KPI's and will use these measurements to track and benchmark progress toward the Education Ends.

INPUT	PROCESS	OUTPUT
Class Enrollment Enrollment Funnel % Residents served	Comm College Survey of Student Engagement Dev Ed College Success Course success Rates Fall to Fall retention	Completions/Graduates Cost/Student Credit Hour Transfers Certification Pass Rate Student Satisfaction Community Satisfaction Career & Tech Ed to employment

**President's Conclusion:**

We are in compliance.

**President's Preliminary Monitoring Report  
End Statement 1.1.1 Job Seekers Ends  
October 2013**

**End Statement:**

1.1.1 Job Seekers have the qualifications, skills, and abilities to succeed.

**President's Interpretation:**

1.1.1 All Yavapai College's career and technical education students complete their degrees and/or certificates and apply acquired skills in their areas.

**Supporting Evidence:**

Career and Technical students' success measures tie directly to Board End 1.1.1. The five-year compound annual growth rate is 7% for Associate of Applied Science Degree Programs and 4% for Certificates. The number of students completing applied science degrees has been increasing each year. Degree and certificate completers have licensure exam and industry certification pass rates that are higher than the state and/or national average indicating their level of skill attainment and preparation for the workplace.

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Associate of Applied Science <sup>1</sup>	193	210	237	267	243
Certificates <sup>1</sup>	399	354	395	371	581

**Pass Rates**

	<u>YC</u>	<u>US</u>	<u>AZ</u>
First-time pass rate for Nursing license <sup>2</sup> (2012)	95.1%	90.3%	94.02%
First-time pass rate for Radiological Tech license <sup>3</sup> (2011)	100%	93.0%	NA
Pass rate for third-party industry certification <sup>4</sup> (2011-12)	98%	NA	85%

			
Career & Technical Awards 2008-2013.xls	Statewide NCLEX Results 2007-2012.WE	RAD TECH 1st time pass rate Exam Result	Carl Perkins Measurement.docx

**Sources:**

- <sup>1</sup>Office of Institutional Research
- <sup>2</sup>National Council of State Boards, National Council Licensure Examination (NCLEX)
- <sup>3</sup>American Registry of Radiologic Licensure Examination (ARRT)
- <sup>4</sup>Carl Perkins Measurement – Technical Skills Attainment

**President's Conclusion:**

We are in compliance.

**President's Preliminary Monitoring Report  
End Statement 1.1.2 Students Ends  
October 2013**

**End Statement:**

1.1.2 Students seeking transfer will succeed at their next educational institution.

**President's Interpretation:**

1.1.2 All Yavapai College transfer students complete an associate transfer degree and/or certificate and successfully transfer into and complete a baccalaureate program.

**Supporting Evidence:**

Transfers and Transfer degree success measures tie directly to Board End 1.1.2. The five-year compound annual growth rate for Associate Degrees and Arizona General Education Certificates is 7% and 53% respectively. Students transferring to public Arizona universities consistently perform above the national median first-year grade point average of 2.93<sup>1</sup>. Comparison to the National Community College Benchmark cohort positions Yavapai College transfer students' first year GPA at transfer school in the 89th percentile. The transfer rate of Yavapai College students (2006-07 cohort) to universities reported in 2013 was 28% and comparable to the state average of 29% and higher than the national average of 25%<sup>2</sup>.

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Associate Degrees <sup>3</sup>	197	249	223	264	238
Arizona General Education Certificates <sup>3</sup>	57	244	242	264	235
Average first-year grade point average (GPA) at transfer institutions <sup>4</sup>	3.16	2.95	3.14	3.15	3.12



Associates & Transfer Trends 2010-2013.xls



Transfer Hour Trends 2006-2012.pdf



First Year Transfer GPA Trends.xlsx



NCCBP - First Year GPA.xlsx



Yavapai Student Progress and Outcomes

**Sources:**

<sup>1</sup>National Community College Benchmark Project, 2012-2013 Final Report

<sup>2</sup>AZ Community Colleges 2013 Outcomes Report (page 7)

<sup>3</sup>Office of Institutional Research

<sup>4</sup>Arizona State System for Information on Student Transfer (ASSIST)

**President's Conclusion:**

We are in compliance.

**President's Preliminary Monitoring Report  
End Statement 1.1.3 Lifelong Learning Adult Ends  
October 2013**

**End Statement:**

1.1.3 Lifelong learning adults have affordable access in a variety of high-quality learning opportunities.

**President's Interpretation:**

1.1.3 Yavapai County residents participate in and complete non-credit and credit courses and programs for personal enrichment and interest.

**Supporting Evidence:**

There were 1,156 students registered in credit courses in 2012-13 who indicated their goal as personal interest. This represented 11% of the annual credit enrollments for that year<sup>1</sup>. Community members also take non-credit courses and participate in the Osher Lifelong Learning Institute (OLLI) for personal enrichment and interest. Community Education enrollments were 2,677 and OLLI enrollments were 1,530 in 2012-13<sup>2</sup>.



Personal Interest  
Enrollments - 1.1.3.xls



Community Ed- OLLI  
Stats 2009-2013 (1.1.)

**Sources:**

<sup>1</sup>Office of Institutional Research

<sup>2</sup>Division of Lifelong Learning enrollment report

**President's Conclusion:**

We are in compliance.

## Presidential Monitoring Worksheet for Ends Policies

**1 Ends: 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.**

### Compilation

**Policies: 1.1 – Education Ends; 1.1.1 – Job Seekers Ends; 1.1.2 – Student Ends;  
1.1.3 – Lifelong Learning Adult Ends**

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

<b>1.1 Education Ends</b>	Students achieve their educational goals.	
Is the interpretation reasonable?	YES <b>3</b>	NO
Does the data demonstrate compliance with the interpretation?	YES <b>3</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the End has been achieved?	YES <b>3</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether the End itself should be amended?	YES	NO <b>3</b>
Comments: (Please complete if any highlighted boxes are checked)		

<b>1.1.1 Job Seekers Ends</b>	Job seekers have the qualifications, skills, and abilities to succeed.	
Is the interpretation reasonable?	YES <b>3</b>	NO
Does the data demonstrate compliance with the interpretation?	YES <b>3</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the End has been achieved?	YES <b>3</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether the End itself should be amended?	YES	NO <b>3</b>
Comments: (Please complete if any highlighted boxes are checked)		

<b>1.1.2 Student Ends</b>	Students seeking transfer with succeed at their next educational institution.	
Is the interpretation reasonable?	YES <b>3</b>	NO
Does the data demonstrate compliance with the interpretation?	YES <b>3</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the End has been achieved?	YES <b>3</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether the End itself should be amended?	YES	NO <b>3</b>
Comments: (Please complete if any highlighted boxes are checked)		

## Presidential Monitoring Worksheet for Ends Policies

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<b>1.1.3 Lifelong Learning Adult Ends</b>	Lifelong learning adults have affordable access to a variety of high-quality learning opportunities.		
Is the interpretation reasonable?		YES <b>3</b>	NO
Does the data demonstrate compliance with the interpretation?		YES <b>3</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the End has been achieved?		YES <b>3</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether the End itself should be amended?		YES	NO <b>3</b>
Comments: (Please complete if any highlighted boxes are checked)			

<b>The following questions will apply to the WHOLE policy:</b>			
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?		YES <b>3</b>	NO
Is there reason to doubt the integrity of the information presented?		YES	NO <b>3</b>
Comments: (Please complete if any highlighted boxes are checked)			

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

**Presenter :** Patricia McCarver

**Start Time :** 2:17 PM

**Item No :** 19

**Proposed By :** Patricia McCarver

**Time Req :** 10

**Proposed :** 10/3/2013

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref 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. The following Ends are listed in priority order.	287646

**Description :** Receipt of President's Monitoring Report - Ends Statements - 1.2  
Economic Ends - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** 1 Ends

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. The following Ends are listed in priority order.

1.2 Economic Ends

Communities have the leadership and educational resources to generate and sustain economic base jobs.

1.2.1 Community Leadership

Leaders understand the importance of economic base jobs to Yavapai County.

**MOTION OPTIONS:**

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 1.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.2.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 1.2 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 1.2. I move that the President provide the Board with a new Monitoring Report for Policy 1.2 [at the X board meeting] [within X amount of months] that includes a new interpretation.

3. Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 1.2 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 1.2. I move that the President provide the Board with a new Monitoring Report for Policy 1.2 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

**Attachments :**

<b>Title</b>	<b>Created</b>	<b>Filename</b>
End Statement 1 2 Economic September 2013 draft 1 (2).pdf	Oct 08, 2013	End Statement 1 2 Economic September 2013 draft 1 (2).pdf
Compilation-Ends-1.2.pdf	Oct 09, 2013	Compilation-Ends-1.2.pdf

**President's Preliminary Monitoring Report**  
**End Statement 1.2 Economic Ends**  
**October, 2013**

**End Statement:**

1.2 Communities have the leadership and educational resources to generate and sustain economic base jobs.

1.2.1 Leaders understand the importance of economic base jobs to Yavapai County.

**President's Interpretation:**

1.2 Yavapai College actively participates in economic development and is the lead educational provider for workforce training.

1.2.1 Yavapai College collaborates with civic and economic leaders to meet jointly developed goals on maintenance and growth of economic based jobs in Yavapai County.

**Supporting Evidence:**

Assessment:

The College has secured a Regional Economic Development Director to further Board End Statements pertaining to economic development. To further advance the work/assessment performed during the previous year, the director is designing a 3 year Strategic Plan to be completed by end of calendar year 2013. This plan will include identified deliverables in the arenas of regional economic analysis, labor analysis, public/private partnerships, business/industry sector attraction, expansion, and entrepreneurship, and industry skills enhancement for both new and incumbent workers.

Economic Development Activities for 2013-2014:

With the advent of the new Regional Economic Development Center (REDC), the College continues to advance this Board End by facilitating regional economic development across Yavapai County.

Alexandria Wright M.A. has been hired as director for the REDC. She is completing her Ph.D. in Economic & Political Sciences at NAU.

*Regional Economic Analyses Produced*

- ⇒ Yavapai County Industry Sector and Demographic Analysis – distributed to Town of Prescott Valley, Prescott Valley Economic Development Foundation, and Yavapai Prescott Indian Tribe
- ⇒ Camp Verde Industry and Demographic – prepared at request to include Lake Montezuma, Rim Rock, and McGuireville
- ⇒ Verde Valley Industry Sector and Demographic Analysis completed

*NACOG Partnership*

- ⇒ Major partner in new state required "Business Plan for Local Workforce Areas"
- ⇒ Compiling all economic data required for the business plan and providing written narrative for multiple sections

*Small Business Development Center*

- ⇒ New director has been hired, Kurt Haskell
  - Business resources library in Prescott and Verde centers
  - New small business workshops and schedule
- ⇒ SCORE partnership in planning process
  - SCORE counselors will become workshop instructors for the SBDC

- SCORE counselors will facilitate the transition of clients from SCORE to the SBDC for holistic services
- ⇒ Business Assistance Centers (BAC) partnership in progress
  - Mobile counselors will be placed throughout the county using BAC facilities in some cases
  - SBDC will share its calendar of entrepreneurial workshops with the BAC for use by their clients.
- ⇒ Analysis of Business Incubator Services via Northern Arizona Center for Entrepreneurship and Technology (NACET) Report – in progress

#### *Economic Presentations*

- ⇒ Community & Corporate Educators Roundtable at Mohave Community College – Speaker for “Non-credit & Economic Development”
- ⇒ AAED Northern Arizona Regional Economic Development Symposium – Panelist for “Regional Economic Development and Success Stories”

#### *Upcoming Economic Conferences Attending*

- ⇒ ASU Prescott Economic Outlook Symposium
- ⇒ AAED Governor’s Rural Economic Development Conference
- ⇒ NAU Economic Outlook Conference
- ⇒ National Association for Community College Entrepreneurship (NACCE) at Rio Salado
- ⇒ Verde River Institute Policy Forum

#### *Yavapai College Leaders are Hosting and Participating in the Establishment of the Greater Prescott Regional Economic Partnership.*

- ⇒ The College has facilitated the identification and selection of Board seats and respective members in addition to the ensuing year one objectives and action plan:

#### **2013 Economic Development Action Plan Identified 1<sup>st</sup> Year Goals thru the Action Plan:**

1. Operationalize GPREP
2. Create a website to promote the region
3. Develop a “business brand” for the region
4. Develop marketing materials
5. Foster a working relationship with the Arizona Commerce Authority
6. Generate leads within the industry clusters for the region
7. Manage prospect activity
8. Establish prospect handling protocol among community partners
9. Help implement Yavapai County Sector Strategies for the Prescott region
10. Conduct an asset inventory of the greater Prescott region
11. Meet with area partners on a regular basis
12. Conduct an annual fundraising campaign
13. Participate in Sector Strategy Meetings

Involvement by Yavapai College Faculty and Staff:

College Employees/Positions	Economic/Workforce Development Involvement
<b>Dr. Penny Wills</b> President of Yavapai College	Prescott Valley Economic Development Foundation – PVEDF Sustainable Economic Development Initiative – SEDI Sedona Visioning Group Verde Valley Regional Economic Organization – VVREO Economic Summits – Regional Economic Development conducted by CAP and APS President’s Economic Summits – Regional Economic Development conducted by Yavapai College to include SEDI, VVREO, and ECoNA –did this occur already? Greater Prescott Regional Economic Partnership – GPREP
<b>Steve Walker</b> Vice-President of College Advancement Executive Director of Foundation	Central Arizona Partnership Board Member Arizona Public Service GPREP Planning Team Prescott Chamber of Commerce Board member Prescott Valley Economic Development Foundation Verde Valley Regional Economic Organization – VVREO Sustainable Economic Development Initiative – SEDI
<b>Alexandria Wright</b> Director, Regional Economic Development Center	Providing regional economic analysis to municipal and non-profit partners Annual YC Economic Outlook Analysis & Summit Local Workforce Investment Board (LWIB) Business Assistance Centers (BAC) – Prescott & Cottonwood, partnership with Northern Arizona Council of Governments (NACOG) International Economic Developers Council Northern Arizona Manufacturers Association (NAMA) Board member Arizona Association of Economic Developers (AAED) – tribal, rural, and northern Arizona committees Sector Strategies Committee – Arizona Commerce Authority (ACA)
<b>Kurt Haskell</b> Director of Small Business Center	Business Assistance Center - Cottonwood Camp Verde Chamber of Commerce Prescott Chamber of Commerce Prescott Valley Chamber of Commerce Sedona Chamber of Commerce Chino Valley Business Development Center
<b>John Morgan</b> Dean of Career and Technical Education	Chino Valley General Planning Committee for Economic Development Chino Valley Chamber of Commerce State Science Technology Engineering Math (STEM) Economic Development board of directors
<b>James Perey</b> Dean of Verde Valley Campus	Cottonwood Economic Development Council, Board Member
<b>Kim Ewing</b> Associate Dean of Career and Technical Education	Prescott Valley Economic Development Foundation
<b>Nikki Check</b> Director of Viticulture, Southwest Wine Center	Mayor, Town of Jerome Verde Valley Wine Consortium, Board Member
<b>Linda Buchanan</b>	Arizona Association of Economic Developers (AAED) – Rural Economic

Development officer and major gifts planner for the Greater Verde Valley Chapter of Yavapai College Foundation	Gardening
	Arizona Commerce Authority (ACA)– Yavapai County Sector Strategies; Viticulture & Renewable Energy Committees
	Chambers of Commerce (Camp Verde, Cottonwood, Sedona)
	Focused Future II, Economic Development Action Team, Town of Clarkdale
	Sedona 2020 <i>and Beyond</i> , City of Sedona, Community Planning
	Sustainable Economic Development Initiative of Northern Arizona (SEDI), Executive Board
	Verde River Institute (VRI), Board Member
	Verde Valley Agriculture Coalition (VVAgC), Chairman
	Verde Valley Wine Consortium (VWWC), Member
	Walton Family Foundation – Collective Impact Initiative/Verde, Economic Development Team
<b>Marcia Jacobsen</b>	
Grant Writer	Sector Strategies committee – Az. Commerce Authority
	Number of grants that supported workforce development including aviation degree program, custom training programs for state employees, Southwest Wine Center, electrical energy industry, child care professional training to name a few.
<b>Tom Schumacher</b>	
Art Faculty	Verde Valley Arts Association (past President)
	Verde Valley Wine Consortium (President)
	Cottonwood Economic Development Council (member)
	City of cottonwood Planning Commission (member)
<b>Joy D'Angelo</b>	
Business Faculty & Fast-Track Management Program Coordinator	Workforce Development Director-Prescott Area Human Resources Association (PAHRA) Board of Directors
	Workforce Development Committee Member-National Society for Human Resource Management (SHRM)-Arizona State Council
	Prescott Valley Chamber of Commerce

Note: Although this list represents key employee involved in workforce/economic development, staff and faculty are doing numerous workforce and economic development functions particularly in our academic divisions.

**Media Coverage:**

The REDC is working closely with IR and Marketing to produce and distribute a Verde Valley Media Preference and Economic Development Survey by October 31<sup>st</sup>. This will apply electronic and hard copy surveys with incentives for response. Respondents will include Clarkdale, Cottonwood, Cornville, Verde Village, Cherry, Camp Verde, Yavapai County Sedona, Mingus HS, Red Rock HS, Bagdad HS, and all Charter Schools.

**Economic Development Plans for FY 2013-2016:**

The 3 year Strategic Plan will be completed by end of calendar year 2013. The Plan will include the following priorities:

1. Design and distribution of regional economic and labor analysis
2. Public/private partnership advancement in economic development
3. Small Business Development Center
4. Industry skills enhancement training – unemployed, incumbent, youth workers
5. Employer Services
6. Verde River Institute
7. Southwest Wine Center
8. Foundation RED subcommittee projects
9. Key Performance Indicators
10. Divisional self-sufficiency

**Key Performance Indicators (KPI's):**

The College has developed the following KPI's and will use these measurements to track and benchmark progress toward the Economic Development Ends.

INPUT	PROCESS	OUTPUT
Workforce Development -Number of Student Credit Hours in Career & Tech Ed/Allied Health/Business	Community Plan & Development Committees - County, State	- Career & Tech Ed Graduates/License - Number of Small Business Development Center users - Number of New Jobs/Companies in County - Grant Dollars - YC Return on Investment

**President's Conclusion:**

I report compliance.

## Presidential Monitoring Worksheet for Ends Policies

**1 Ends: 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.**

### Compilation

#### Policies: 1.2 – Economic Ends; 1.2.1 – Community Leadership Ends

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

<b>1.2 Economic Ends</b>	Communities have the leadership and educational resources to generate and sustain economic base jobs.	
Is the interpretation reasonable?	YES <b>3</b>	NO
Does the data demonstrate compliance with the interpretation?	YES <b>3</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the End has been achieved?	YES <b>3</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether the End itself should be amended?	YES	NO <b>3</b>
Comments: (Please complete if any highlighted boxes are checked)		

<b>1.2.1 Community Leadership</b>	Leaders understand the importance of economic base jobs to Yavapai County.	
Is the interpretation reasonable?	YES <b>3</b>	NO
Does the data demonstrate compliance with the interpretation?	YES <b>3</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the End has been achieved?	YES <b>3</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether the End itself should be amended?	YES	NO <b>3</b>
Comments: (Please complete if any highlighted boxes are checked)		

<b>The following questions will apply to the WHOLE policy:</b>		
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?	YES <b>3</b>	NO
Is there reason to doubt the integrity of the information presented?	YES	NO <b>3</b>
Comments: (Please complete if any highlighted boxes are checked)		

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

**Presenter :** Patricia McCarver

**Start Time :** 2:27 PM

**Item No :** 20

**Proposed By :** Patricia McCarver

**Time Req :** 10

**Proposed :** 10/3/2013

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref 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. The following Ends are listed in priority order.	287646

**Description :** Receipt of President's Monitoring Report - Ends Statements - 1.3  
Communities Ends - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** 1 Ends

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. The following Ends are listed in priority order.

1.3 Communities Ends

Yavapai County residents have access to a vibrant social and cultural life.

**MOTION OPTIONS:**

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 1.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.3.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 1.3 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 1.3. I move that the President provide the Board with a new Monitoring Report for Policy 1.3 [at the X board meeting] [within X amount of months] that includes a new interpretation.

3. Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 1.3 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 1.3. I move that the President provide the Board with a new Monitoring Report for Policy 1.3 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

**Attachments :**

Title	Created	Filename
End Statement 1.3- april 2013 - FINAL.pdf	Oct 08, 2013	End Statement 1.3- april 2013 - FINAL.pdf
Compilation-Ends-1.3.pdf	Oct 09, 2013	Compilation-Ends-1.3.pdf

**President's Preliminary Monitoring Report  
End Statement 1.3 Community Ends  
May, 2013**

**End Statement:**

Yavapai County residents have access to a vibrant social and cultural life.

**President's Interpretation:**

Yavapai College enhances our communities' quality of life through providing on-going opportunities for citizens to enjoy a variety of social and cultural events at the College.

**Supporting Evidence:**

The YC electronic calendars document past and forthcoming events for the vast majority of non-academic events on campus, including the Performing Arts Center, Athletics, and Community Events (<http://www.yc.edu/webtools/apps/calendars/>). Though dates may vary somewhat from year to year, the following examples illustrate the numerous social and cultural opportunities provided by Yavapai College:

Traditional

- A variety of personal enrichment courses are available including creative writing, music, art, film appreciation, theater, Shakespearean literature and physical education classes. (search YC schedule to view class offerings data at [https://taylor.yc.edu/BANPROD/pkgyc\\_csweb.P\\_ClassSearchResults](https://taylor.yc.edu/BANPROD/pkgyc_csweb.P_ClassSearchResults))
- Faculty serve as community speakers on a variety of topics, including astronomy, anatomy, geology, local flora and fauna, anthropology, art, art history, creative writing, early childhood education, history, humanities, psychology, health and sociology.

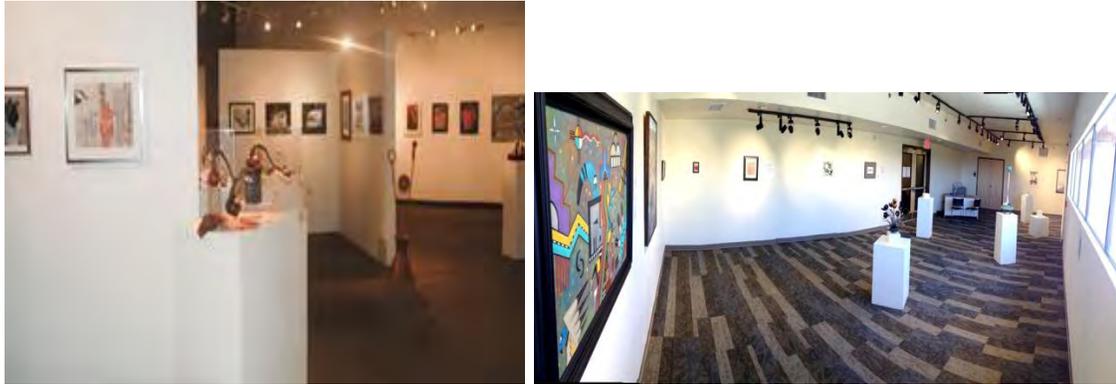


- YC library books represent 20% of the Yavapai County Library system. The YC libraries include multimedia to enable people to learn several foreign languages.



- The YC libraries offer several public computer workstations, providing public access to the internet. Likewise, YC offers free wireless access to the internet for visitors with laptops, tablets, and smartphones.

- YC Art Galleries host a variety of faculty, student, and travelling exhibits annually.



- The Sedona Film School is a digital filmmaking program which nurtures student creativity while preparing them to work in the film industry.



- The Sculpture Garden is adjacent to the Performing Arts Center and is designed to function as a teaching collection demonstrating innovative, design-based, contemporary sculpture. The garden is also home to the Prescott Area Iris Society and features several rare types of iris.



- In 2013, YC presented its first musical, Children of Eden, in over a decade.



- Yavapai College fields four intercollegiate athletic teams including
  - Soccer (11 home games per year, 7 national championships)
  - Volleyball (9 home games)
  - Baseball (40 home games, 3 national championships)
  - Softball (26 home games, 2 national championships)



## K-12 Outreach

- College for Kids classes introduces K-12 children to the college environment through a variety of 2 week classes in the Summer, ranging from art to rocketry.
- The Thumb Butte Speech Festival is hosted and evaluated by YC faculty.



- Yavapai County 6<sup>th</sup> grade math contest is sponsored by Yavapai College each year.
- Sports camps are held in the Summer for a variety of sports.
- The Children's Matinee Series at the Performing Arts Center introduces school children to the performing arts.



- YC Students participate in a variety of service learning projects throughout the district including Big Brothers/ Big Sisters, Center for Compassion & Justice, and PAL.

## Community Education

- The Literary Southwest features eight to ten nationally and internationally known authors in four reading events each academic year. All events are free and open to the public.
- The Music Department presents over two dozen concerts and recitals throughout the year performed by faculty, students and community members
- The Division of Lifelong Learning served over 3,661 non-credit students in 2011-2012. Osher Lifelong Learning served over 1489 unduplicated students over 50 years old per year. Community Education / Edventures / College for Kids served 2,172 people (duplicated).



- Edventures and Recreation courses provide residents opportunities to travel to destinations near and far, hosted by experienced guides who provide participants with the natural and historical context of the region being visited.

- The Family Enrichment Center, in addition to being a lab school which demonstrates best practices in Early Childhood Education, provides nearly a dozen free parenting classes each year.



- Art A La Carte is a series of free art talks on a wide range of topics. Art Department faculty are often featured speakers.



### Public Service

- Performing Arts Center hosts over 150 events per year
  - 15 national artists, with 5 sold out shows in a single season
  - Home of Prescott Pops, Yavapai Symphony Association, Cowboy Poets, Days of Remembrance, and the Prescott Film Festival
  - Satellite events including National Theater and the Metropolitan Opera
  - Over 75,000 guests (duplicated) in 2012-2013 season
- Events are planned for FY14 to be held at the VV campus in the Pavilion and M137.
- The Prescott campus is home to the Farmer's Market which promotes local farmers and businesses.
- Yavapai College has 6 tennis courts which are usually available for public use.
- The YC Nature Trail is a 1.5 mile, non-motorized trail, built to preserve some of the natural areas of the Prescott campus, provide recreational opportunities, and encourage biological and cultural opportunities for all.
- The Chino Valley site features greenhouses and aquaculture courses demonstrating greener farming techniques. The Verde Valley Campus and Prescott Campus demonstrate state of the art xeriscaping techniques which help our communities become more sustainable. Beginning this Summer, reclaimed water will be used at the Verde Valley Campus vineyard to further demonstrate sustainable practices.

**Key Performance Indicators (KPI's):**

The College has developed the following KPI's and will use these measurements to track and benchmark progress toward the Community Ends.

INPUT	PROCESS	OUTPUT
Personal Enrichment - Number of Student Credit Hours in Art/Music/PE - Non-credit Head Count (OLLI, Com. Ed. Edventures)	YC Foundation Auxiliary Plans	Cultural Event Head Count (Athletics, YCPAC, Literary SW, etc.)

**President's Conclusion:**

This report lists the literally hundreds of opportunities for people of all ages to participate in social and cultural activities throughout the Yavapai College District. The avenues include Traditional (Formal Credit Education, Libraries, speaking engagements, Art Galleries, and the Sedona Film School); Inter-collegiate sports; K-12 Outreach; Community Education; and Public Service. While it may seem the majority of these activities are offered at the Prescott Campus, it is because of that campus' facilities (e.g., PAC and athletic fields.) During this next year it is our intent to offer more programs at the Verde Valley Campus now that the remodeling is complete. The Campus Dean, with the support of the PAC Manager as well as civic leaders, is collaborating on imaginative programs to encourage citizens to enjoy the campus and in particular the Mabery Pavilion. Likewise continued effort will be made to better assess effectiveness both in quantity and participants' satisfaction. In conclusion, Yavapai College is clearly enhancing our quality of life, and making Yavapai County a better place to live, to work, and to get a quality education.

We are in compliance.

## Presidential Monitoring Worksheet for Ends Policies

**1 Ends: 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.**

### Compilation

#### Policies: 1.3 – Communities Ends

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

<b>1.3 Communities Ends</b>	Yavapai County residents have access to a vibrant social and cultural life.	
Is the interpretation reasonable?	YES <b>2</b>	NO <b>1</b>
Does the data demonstrate compliance with the interpretation?	YES <b>3</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the End has been achieved?	YES <b>3</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether the End itself should be amended?	YES <b>1</b>	No <b>2</b>
Comments: (Please complete if any highlighted boxes are checked) <b><u>There is a clear dominance of social cultural life on the Prescott campus/Prescott area. The Ends should be amended to read something like this: Yavapai County residents <b>should</b> have access <u>on a reasonably equitable basis</u> to social and cultural experiences <u>when these experiences are sponsored or otherwise supported by Yavapai College</u>. <b>Such cultural and social activities should be apportioned and/or available on a reasonable basis anywhere in the County.</b></u></b>		

<b>The following questions will apply to the WHOLE policy:</b>		
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?	YES <b>3</b>	NO
Is there reason to doubt the integrity of the information presented?	YES	NO <b>3</b>
Comments: (Please complete if any highlighted boxes are checked)		

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

**Presenter :** Patricia McCarver

**Start Time :** 2:37 PM

**Item No :** 21

**Proposed By :** Patricia McCarver

**Time Req :** 10

**Proposed :** 9/25/2013

**Item Type :** Monitoring Item

Policy No.	Description	Ref No
2.1	The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual's privacy or limits accessibility, nor fail to provide a grievance process.	344941

**Description :** Receipt of President's Monitoring Report - Executive Limitation 2.1 - Service to the Public - INFORMATION, DISCUSSION AND/OR DECISION

**Details :** Executive Limitation 2.1 - Service to the Public

The President shall not cause or allow to exist any condition that is unsafe, compromises an individual's privacy or limits accessibility, nor fails to provide a grievance process.

**MOTION OPTIONS:**

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 2.1 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.1 [at the X board meeting] [within X amount of months] that includes a new interpretation.

3. Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 2.1 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.1 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

**Attachments :**

Title	Created	Filename
2 1 President's Monitoring Report Board 2013 final.pdf	Oct 07, 2013	2 1 President's Monitoring Report Board 2013 final.pdf
2.1-Compilation.pdf	Oct 09, 2013	2.1-Compilation.pdf

**President's Monitoring Report**  
**Executive Limitations 2.1 – Service to the Public**  
**October 2013**

**2.1 Service to the Public**

The President shall not cause, or allow to exist, any condition that is unsafe, compromises an individual's privacy or limits accessibility, nor fails to provide a grievance process.

**President's Interpretation:**

Yavapai College is the community's college. As such, employees must realize the importance of earning and maintaining the public's trust and confidence. In particular, measures will be taken to ensure and monitor all safety aspects of our campuses. Likewise, the privacy of our consumers (e.g., students, employees, vendors, and other taxpayers interacting with the college) will be respected within legal parameters (e.g., FERPA, ADA, OSHA, Open Meetings Act, and Public Disclosure laws). All members of the college community, both internal and external, are to be treated with respect and courtesy. In providing college programs and services, the focus will remain on optimizing the community members' success and convenience. Our college will take necessary measures to ensure that all members are aware of their avenues of recourse if they feel these standards are not met.

**Sources of Data to Support President's Interpretation (Update):**

1. Family Educational Rights and Privacy Act—FERPA

The Family Educational Rights and Privacy act of 1974 (FERPA) affords eligible students certain rights with respect to their **education records**. An **"eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution**. It is the **responsibility of the Registrar of the College to uphold the student's rights under FERPA policy**. Provision of FERPA information and training is offered using the following methods:

- Training is provided one-on-one for new hires in Student Services as part of granting Banner access.
- Training is provided to groups on request.
- FERPA training was offered at the 2013 Summer Institute.
- FERPA training was offered through 2013 First Friday Training.
- The Notification of Rights is posted online and maintained for currency.
- The Notification of Rights per FERPA is included annually in the college catalog.
- FERPA training is included in the Adjunct Faculty training session each semester.
- FERPA notices are included regularly in the Adjunct Faculty Newsletter.
- FERPA statements are included on each faculty roster.
- FERPA is discussed in Academic Division meetings.

[http://www.yc.edu/v4content/registrar/docs/Notification\\_of\\_rights\\_under\\_FERPA.pdf](http://www.yc.edu/v4content/registrar/docs/Notification_of_rights_under_FERPA.pdf)

College website link to Notification of Rights under FERPA

[http://www.yc.edu/v4content/academics/catalog/docs/1213/Student\\_Academic\\_Info\\_12.pdf](http://www.yc.edu/v4content/academics/catalog/docs/1213/Student_Academic_Info_12.pdf)

College Catalog, Student Records Disclosure, page 29

2. Disability Resources-ADA Compliance

- A. Employees: The College provides policies and procedures to remain compliant with the American with Disabilities Act for both applicants and current employees. There are currently no accommodation requests pending or active, nor are there current or probable legal actions related to ADA claims.

- B. Students

a. Accessibility

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination on the basis of disability and require Yavapai College to make reasonable accommodations for those otherwise qualified individuals with a disability who request accommodations. YC Disability Resources made accommodations for 252 students in fall 2012 and 259 students in spring 2013.

<http://www.yc.edu/v4content/disability-resources/default.htm> Disability Resources website

<http://www.yc.edu/v4content/disability-resources/eligibility.htm> Disability Resources Eligibility, Title III Disability Defined

b. Confidentiality

Disability Resources receives medical information from students in order to determine eligibility for services. Medical information is not considered educational information and is specifically exempted from FERPA policies. Disability Resources maintains the confidentiality of medical records to the extent regulated by HIPAA (Health Insurance Portability and Accountability Act) and does not release any information without a student's informed consent, except as required by law. All information related to disability is considered medical in nature and is kept inside a locked file cabinet in a locked storage room accessible only by Disability Resources staff. Information is shared with other YC staff and faculty on a need-to-know basis. The Director of Disability Resources, a certified rehabilitation counselor, provides training on confidentiality to YC staff, adjunct faculty, and individual faculty members who may have a disabled student in class. The Code of Professional Ethics for Certified Rehabilitation Counselors clearly states the guidelines for privacy, privileged communication and confidentiality for CRC holders. Any violation of these standards could result in sanctions or revocation of CRC certification. Students registered with Disability Resources must sign a Disclosure of Confidential Information form if they are requesting specific disability-related information be shared with other YC staff or faculty or outside agencies or educational institutions.

<http://www.ada.gov/cguide.htm#anchor65610> A Guide to Disability Rights Laws, Rehabilitation section

3. OSHA

A. The College is covered through Arizona State Retention Trust for liabilities related to accidents. Accident reports and trends are kept in Facilities Department. Workers Compensation is administered by the TALX Corporation and quarterly reports are available in Human Resources.

B. During the last fiscal year the EH&S Department attended or supplied training (ADOSH/OSHA, NFPA, etc.) in 43 different categories, with a total attendance of 2,112 persons. This included staff, faculty, students and vendors district wide and training records are maintained by the EH&S department. Departments of instruction also provided training in those categories for a total of 2,273 students and faculty,

dependent on class courses and mandates. These records are maintained by those departments.

4. Volunteer Training

- A. Effective July 1<sup>st</sup>, 2013, all volunteers are required to enter our system by completing a volunteer application through our on-line applicant tracking system (NeoGov) and are subject to a background check.

5. Ethical and Legal Training

A. The College requires all new hires and current employees to complete either an online or classroom Ethics Training upon hire, and then every year thereafter. Certificates are issued, and are kept in the personnel file of the employee. YTD, 50% of employees have completed.

B. There are no current or probable legal activities related to ethics violation claims.

6. Sexual Harassment

A. Employees

a. The College requires all new hires and current employees to complete either an online or classroom Harassment Prevention Training upon hire, and then every year thereafter. YTD, 43% of employees have completed.

i. For FY 2013-2014 the College has decided to conduct the harassment/ethics training on a biannual basis, except for new hires. The training will resume for all employees for FY 14-15.

b. There is one EEOC complaint pending a response from EEOC after the **College's attorney responded to the complaint. The complaint was lodged by** an employee who was terminated and claimed harassment based on age.

B. Students

a. Yavapai College maintains a Zero Tolerance policy for unlawful or discriminatory harassment. Incidents of sexual harassment will be referred to the Dean of Student Services. The Dean will determine the correct office or person to investigate the allegations. The College is committed to creating a harassment free environment for all employees and students. Necessary action will be taken to prevent, correct, and if needed, discipline persons whose behavior violates this policy. Disciplinary action may result in measures up to and including termination of employment or expulsion from enrollment. No findings of harassment in 2012/2013.

Student Code of Conduct, Harassment process, page 3:

<http://www.yc.edu/v4content/student-services/docs/CodeCoduct2012-13Rev12-2012.pdf>

7. Identity Theft

- A. The District has an Identity Theft Prevention Program. The program is designed to detect, prevent and mitigate identity theft in connection with student accounts and credit related activities (loans, credit cards, payment plans, etc.). Training is performed annually by all applicable departments. The most recent training was completed in January of 2013. No incidents have been reported this fiscal year.

8. Higher Education Act

- A. The Yavapai College Police Department, in compliance with the Federal Jeanne Clery Act, publishes and makes available annually, the Campus Safety, Security and Fire Report. The College Police Department encourages current students, future students, employees and community members to read this report as several subjects are addressed; safety issues, police response, crime prevention, safety escorts, safety presentations, parking regulations, drug and alcohol policies, weapon policies and three years of crime statistics. This report is available on the Yavapai College website, [www.yc.edu/cleryreport](http://www.yc.edu/cleryreport).

- B. The Higher Education Act (HEA)--Consumer Information & Disclosures -\_The HEA dictates that schools participating in Title IV programs must comply with a variety of consumer information and disclosure requirements. Yavapai College created a website that includes all of the information that we must provide to students either annually or in a conspicuous manner on our website and/or in published materials. The information is updated routinely by the YC Institutional Research Office. Information that is included on this website is a collaborative effort between Institutional Research, Financial Aid, Campus Safety, and others. The website is: <https://www.yc.edu/v4content/institutional-research/hea.htm>  
<http://www.yc.edu/v4content/institutional-research/srtk.htm>

During the annual Financial Aid audit done in the fall of every year, auditors evaluated that we are in compliance with our consumer information and disclosure requirements. We have not had any audit findings related to this in recent audits.

9. Privacy, Technology Resource Standards

- A. The ITS Department takes proactive measures to ensure student, faculty, and staff privacy in regards to digital information. We employ robust password requirements and use industry best practices for directory, file, and database security. In addition, the ITS Department utilizes tools to log, archive, and audit access to applications and the internal network.
- B. **Yavapai College maintains a terms of use policy or 'Technology Resource Standards' that relate to student, faculty, and staff proper usage of district technology resources.** Each computer user must acknowledge the policy upon their first login to the local network. **The 'Technology Resource Standards'** document can be found under the Administrative Services section at the following location: [www.yc.edu/policies](http://www.yc.edu/policies)

10. Grievance Processes

- A. Employee

- a. Year to date, the College has one current notice of claim related to the Aviation program. The College is in the process with counsel to investigate **the claim and prepare a response to plaintiff's attorney.**
- b. The College has a separate formal grievance policy and process for Faculty and Staff. YTD, there have been no formal grievances submitted.

## B. Student Appeal and Grievance Processes

### I. Non-Academic Appeal Process

1. The Yavapai College process for non-academic complaints is to be used for issues other than disciplinary or academic matters and provides students protection against unwarranted infringement of their rights. A non-academic student complaint may concern an alleged violation of college policies, infringement of student rights, and other such problems dealing with students, college staff and faculty, and authorized college activities. The following procedures will be followed to insure an appropriate resolution of a student non-academic complaint at the lowest possible level:
  - i. The student will attempt to rectify the complaint with the person or party directly involved in the alleged violation within ten (10) college business **days. For the purpose of this policy, a "business day" shall be a weekday** during which regular classes are being held at the college. Every effort will be made to resolve the complaint at the lowest possible level.
  - ii. Where resolution is impossible or unsatisfactory to either party, the student should appeal to the appropriate supervisor within ten (10) college business days. The supervisor will informally discuss the matter with the student in an effort to resolve the complaint.
  - iii. If the student feels the complaint has not been resolved, they may submit a written complaint to the Dean for Student Services within ten (10) college working days from the time the complaint was filed at the previous level. The Dean will work with all parties involved to mediate the complaint in a timely manner. In order to mediate the complaint, the Dean may engage faculty or staff members relevant to the complaint in an informal discussion. The decision of the Dean of Student Services regarding a non-academic complaint is final. During the 2012/2013 year, eight formal complaints were filed with the Dean for Student Services by seven students. One complaint resulted in the change of YC policy regarding scholarships. The non-academic online complaint form is available at:  
<http://www.yc.edu/v4content/student-services/complaintform.htm>

### II. Student Appeal of Academic or Instructional Decisions by Faculty

1. Students may appeal an academic or instructional decision by faculty if they deem the decision is incorrect or unfair. The appeal must be made in a timely manner in accordance with established procedures. Issues that may be appealed include but are not limited to, assignments of grades and course requirements. This is referenced in the **Academic Policy 3.16 Student Appeal of Academic or Instructional Decisions by Faculty**

(<http://www.yc.edu/v4content/policies/docs/3-academic-systems/policies/3.16.pdf>), the **Yavapai College 2013-2014 Catalog page 37**) (<http://www.yc.edu/v4content/academics/catalog/docs/1314/1314catalog.pdf>) and **Student Code of Conduct (Sections D and E on pages 6 & 7)** (<http://www.yc.edu/v4content/student-services/docs/CodeConduct2013-2014.pdf>). Information regarding **Academic Complaints** can be found at <http://www.yc.edu/v4content/academics/instructional-support/academic-complaints.htm>.

#### C. YC Student Code of Conduct

1. The Director of Residence Life and Judicial Affairs is responsible for upholding the Student Code of Conduct. The intended purpose of the Code of Conduct is to maintain order and stability and promote the student learning experience by responsibly respecting the rights of all individuals. During the 2012-2013 academic year, 75 Code of Conduct violations were adjudicated there were two appeals. <https://www.yc.edu/v4content/student-services/code-conduct.htm> College Website

#### D. Residence Hall Conduct Process

1. In order to provide a safe environment in which students can learn, grow, and socialize with other students, students who live in the halls must adhere to **"Standards of Residence."** Students who violate the standards are adjudicated by hall directors and /or the Director of Residence Life, depending on the level of the violations. Appeals of sanctions by the Director of Residence Life are adjudicated by the Dean for Student Services. During the 2012-2013 academic year, 282 cases were adjudicated with eight appeals of the sanction. For the 2013-14 year, violation levels are being re-established and a Judicial Board will be hearing the level 3 violations.

[http://www.yc.edu/v4content/residence-life/docs/YC\\_StandardsOfResidence2013-2014.pdf](http://www.yc.edu/v4content/residence-life/docs/YC_StandardsOfResidence2013-2014.pdf)

#### E. Petition for Reinstatement

1. A student who has been placed on academic suspension may petition to the Dean for Student Services, in writing, stating the reasons why the academic status and stated restrictions should be waived or changed. A petition will be considered after a minimum one semester waiting period. The petition is to be submitted at least one week prior to the semester for which enrollment is requested. If reinstatement is approved, the student will be placed on academic probation (AP) and progress will be reviewed at the end of each semester. The decision of the Dean is final. During the 2012-2013 academic year, ten students appealed; eight were approved for reinstatement after sitting out for one semester and two students were denied and required to sit out one semester as per policy before appealing the following term. The link to the 2012-2013 catalog - academic information and standards page 41: [http://www.yc.edu/v4content/academics/catalog/docs/1213/Student\\_Academic\\_Info\\_12.pdf](http://www.yc.edu/v4content/academics/catalog/docs/1213/Student_Academic_Info_12.pdf)

## F. Refunds

1. **Refunds are issued to students who follow the College's official withdrawal procedures that are listed under the "Registering for Classes" section of this catalog.** The refund policy applies to all tuition and fees. Refund appeals are reviewed by a committee made up of a member from registration, business office and financial aid. The committee meets every other Thursday and students are notified if their appeals are approved or denied via email within 24 hours of the committee meeting. Refund appeals are generally approved **if the student provides evidence of "circumstances beyond the student's control". Examples of such circumstances are medical issues, change in work schedule, etc.** During the 2012/2013 academic year, 100 refund appeals were processed, 83 approved and 17 denied.



Refund Appeal Form  
rev 9-13.docx

## G. Academic Renewal

1. Academic Renewal allows a student who experienced academic difficulties during earlier attendance at Yavapai College to have grades for a particular period of time excluded from the calculation of the grade point average. **All courses and grades remain on the student's permanent academic record.** During the 2012-13 academic year, six academic renewal appeals were submitted and approved.  
[http://www.yc.edu/v4content/academics/catalog/docs/1213/Student\\_Academic\\_Info\\_12.pdf](http://www.yc.edu/v4content/academics/catalog/docs/1213/Student_Academic_Info_12.pdf) (page 41)

## H. Satisfactory Academic Progress (SAP) Appeals

1. SAP Appeals are reviewed for students when they have fallen below the minimum Rate of Progression per federal regulations and have a suspended Financial Aid status. SAP appeals are generally approved for serious extenuating circumstances such as illness, death in the immediate family and serious personal issues. For the 2012/2013 year, 135 SAP appeals were submitted; 103 were approved and 32 denied.

## I. Maximum Time Frame (MTF) Appeals

1. The Maximum Time Frame (MTF) appeal provides students who have attempted 96 credit hours or have already earned a **Bachelor's or Master's** degree or have received over 400% of Pell LEU and/or borrowed more than \$38,000 in federal student loans the opportunity to be considered for additional financial aid to finish a current program of study or earn another degree or certificate. For the 2012/2013 year, 164 MTF appeals were submitted; 122 were approved and 42 denied.

## J. Independent Status Appeals

1. The purpose of the Independent Status Appeal is to give students with unusual/extenuating circumstances an opportunity to describe and document

the reasons for which they feel they should be considered an independent student for federal financial aid purposes and do not meet the standard independent criteria on the FAFSA. For the 2012/2013 year, 18 Independent Status Appeals were submitted; 14 were approved and 4 denied.

K. Income Reduction Appeals

1. The Income Reduction Appeal allows financial aid administrators to **reevaluate a student's eligibility for federal aid based on a reduction in base** year income. Approval of the appeal generally means an increase in aid eligibility. For the 2012/2013 year, 49 appeals were submitted; 36 were approved and 13 denied.

**President's Conclusion:**  
**I report compliance**

**Presidential Monitoring Worksheet for Executive Limitations Policies**  
**Policy 2.1 – Service to the Public**  
**Compilation-October 2013**

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

<b>Executive Limitation 2.1</b>	<b>Service to the Public</b> The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual's privacy or limits accessibility, nor fail to provide a grievance process.	
Is the interpretation reasonable?	YES <b>3</b>	NO
Does the data demonstrate compliance with the interpretation?	YES <b>3</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES <b>3</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES	NO <b>3</b>
Comments: (Please complete if any highlighted boxes are checked)		

<b>The following questions will apply to the WHOLE policy:</b>		
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?	YES <b>3</b>	NO
Is there reason to doubt the integrity of the information presented?	YES	NO <b>3</b>
Comments: (Please complete if any highlighted boxes are checked)		

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

**Presenter :** Patricia McCarver

**Start Time :** 2:47 PM

**Item No :** 22

**Proposed By :** Patricia McCarver

**Time Req :** 10

**Proposed :** 9/25/2013

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
4.3	The Board shall instruct the President through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies.  Accordingly:	429154

**Description :** Board Self-Evaluation - Board-President Linkage Policy 4.3 - Delegation to President - MONITORING, DISCUSSION AND/OR DECISION

**Details :** Policy 4.3 - Delegation to the President

The Board shall instruct the President through written policies which prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretations of these policies.

**Attachments :**

Title	Created	Filename
4.3-Compilation.pdf	Oct 09, 2013	4.3-Compilation.pdf

Policy Number	<p align="center"><b>Monitoring Report Checklist Compilation-October 2013</b></p> <p><b>Policy 4.3 – Delegation to the President</b> Check the box that you believe applies to this policy. Please return as soon as possible via e-mail, fax, or U.S. mail.</p> <p><b><u>Call if you need any help finding data in OurBoardroom™</u></b> <i>(Karen, 928.776.2023)</i></p>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
<b>Policy 4.3- Delegation to the President</b>	The Board shall instruct the President through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies. Accordingly:	<b>3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.3.1 Ends Policies</b>	The Board shall develop policies instructing the President to achieve certain results for certain recipients at a specified cost. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Ends policies.	<b>3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.3.2 Executive Limitations Policies</b>	The Board shall develop policies which limit the latitude the President may exercise in choosing appropriate organizational means. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Executive Limitations policies.	<b>3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.3.2.1 Scope Not Limited</b>	Single limitations below the global level do not limit the scope of the foregoing level.	<b>2</b>	<input type="checkbox"/>	<b>1</b>	<input type="checkbox"/>
<b>4.3.2.2 Sum Of Limitations</b>	The sum of limitations at any level may be interpreted to define the scope of any foregoing level, but only if justified by the President to the Board's satisfaction.	<b>3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.3.3 President's Authority</b>	As long as the President shall use any reasonable interpretation of the Board's Ends and Executive Limitations policies, the President shall be authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.	<b>3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.3.4 Change in Policies</b>	The Board shall change its Ends and Executive Limitations policies, thereby shifting the boundary between Board and President domains. By doing so, the Board changes the latitude of choice given to the President. But as long as any particular delegation is in place, the Board shall respect and support the President's choices.	<b>3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments/Remarks:

**I'm not quite certain I understand this statement. I would like an example. Thanks.**

Is this policy still viable to the Board? Yes **3** No

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

**Presenter :** Patricia McCarver

**Start Time :** 2:57 PM

**Item No :** 23

**Proposed By :** Patricia McCarver

**Time Req :** 0

**Proposed :** 9/27/2013

**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 :** Patricia McCarver

**Start Time :** 2:57 PM

**Item No :** 24

**Proposed By :** Patricia McCarver

**Time Req :** 5

**Proposed :** 9/25/2013

**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"><li>1) Foundation Liaison</li><li>2) AADGB Representative</li><li>3) Board Spokesperson</li></ol>	436609

**Description :** Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community Colleges Trustees (ACCT); Yavapai College Foundation; Joint District Governing Board and Legislature Meeting.

**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

Fourth Annual Joint District Governing Board and Legislature Meeting - Mr. Robert Oliphant

**Attachments :**

No Attachments

**Presenter :** Patricia McCarver

**Start Time :** 3:02 PM

**Item No :** 25

**Proposed By :** Patricia McCarver

**Time Req :** 10

**Proposed :** 9/26/2013

**Item Type :** Procedure Item

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

**Description :** Board Meeting Evaluation (Quarterly) - PROCEDURAL

**Details :** The Board assesses how meetings are conducted on a quarterly basis.

The Board Evaluator will evaluate the Board's commitment and consistency to act with Policy Governance:

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

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

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

**Attachments :**

Title	Created	Filename
Board meeting Self Eval (October 15).pdf	Oct 10, 2013	Board meeting Self Eval (October 15).pdf

# Yavapai College District Governing Board

## Meeting Self-Evaluation (Quarterly)

October 15, 2013

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

<p>The Board provided strategic leadership by focusing on Ends</p> <p><input type="checkbox"/> Always                      <input type="checkbox"/> Rarely</p> <p>X <input type="checkbox"/> Most of the time        <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>Brief comment of specific examples to support your response</p> <p>The Board always attempts to focus on ends but whether this leads to strategic leadership is not always clear. For me, it is not clear what the scope of “strategic leadership” entails. For example, does strategic leadership involve “leading” the County in a particular educational direction? Or is it financial protection? Both and more? Does the Board’s general acceptance of means reports provided by the Administration and considered by the Board translate “means” into “ends” as a part of strategic leadership?</p>
<p>The Board obtained and/or considered ownership input</p> <p><input type="checkbox"/> Always                      <input type="checkbox"/> Rarely</p> <p>x <input type="checkbox"/> Most of the time        <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>The Board strives to obtain ownership input but seldom obtains it. Only one person has spoken, for example, at the public invitation portion of Board meetings since January. The retreat during this quarter was devoted to this issue and it is a perplexing and difficult issue to resolve.</p>
<p>The Board encouraged diversity of viewpoints</p> <p><input type="checkbox"/> Always                      <input type="checkbox"/> Rarely</p> <p>x <input type="checkbox"/> Most of the time        <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>In general, the Board encourages diversity of viewpoints. Occasionally, the Chair and Legal Council have narrowed discussion on items by ruling that a particular portion of a discussion potentially indirectly (or in my view directly) related to a topic was out of order. For example, discussion of the meaning of words, etc. in the dual enrollment contracts. For example, discussion of obtaining greater monthly in-depth information on fundraising.</p>
<p>The Board was proactive and future-focused</p> <p>x <input type="checkbox"/> Always                      <input type="checkbox"/> Rarely</p> <p><input type="checkbox"/> Most of the time        <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>The Board strives to be pro-active and future-focused.</p>
<p>The Board limited their decisions to items that related to the board’s governance job</p> <p><input type="checkbox"/> Always                      <input type="checkbox"/> Rarely</p> <p>x <input type="checkbox"/> Most of the time        <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>There are items on the agenda and reports that are not directly related to Board business. However, one of the tasks of the Board is to be as fully informed as possible so that members can later accurately inform the “owners.” The information in terms of this “end” is relevant.</p>
<p>Decisions were made collectively</p> <p><input type="checkbox"/> Always                      <input type="checkbox"/> Rarely</p> <p>x <input type="checkbox"/> Most of the time        <input type="checkbox"/> Never</p> <p><input type="checkbox"/> Some of the time</p>	<p>The decisions are generally made by consensus. As to dissent, there has only been one member of the Board so far in 2013 who has dissented from any request from the Administration.</p>

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

Yes	No		BEHAVIORS NEEDING IMPROVEMENT
<input type="checkbox"/>	x <input type="checkbox"/>	1	Internal preoccupation, focus on administrative means
x <input type="checkbox"/>	<input type="checkbox"/>	2	Decisions without ownership input, or self-selected input only
<input type="checkbox"/>	x <input type="checkbox"/>	3	Board “led” by a few vocal members

- 4 Board involved in making decisions in areas already delegated to CEO
- 5 Board "rubber-stamping" decisions of individuals or committees\*
- 6 More focus on present and/or past than on future
- 7 Reacting to CEO recommendations rather than making governance decisions

\*except for items deliberately handled on the Required Approvals Agenda

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

- (2) This is an area where the Board is attempting to find a solution with the goal of obtaining greater input.
- (5) The Board is handicapped because of (a) the absence of committees (personnel, budget) and (b) sufficient staff to assist it if it undertook more active involvement in ends' matters. There are also natural barriers to greater involvement in ends' matters, which include: (a) The small number of Board members. (b) A limit on the amount of time a citizen who is essentially a "volunteer" with a day job can devote to some of the larger issues before the board. (c) The size of the County. (d) A fairly substantial volume of material to read and reflect upon that is often delivered only a few days before a Board meeting.

Example: Relying on a template of dual enrollment w/o delving into the particulars in any great detail. At a subsequent meeting, approving without any discussion an amended dual enrollment contract. The result is that in some instances the Board essentially "rubber stamps" requests coming from the College administrative without delving into the issue or issues in detail. Board members generally must make on-the-spot decisions and reflecting time on differing views sometimes appears unavailable. In the first eight months of 2013, I cannot recall a request from the Administration that has not been wholly approved. It's not rubber stamping *per se* but my perception is the current framework does not always provide sufficient detail for resolution of issues, sufficient in-depth investigation and sharing of reflective exchanges of ideas among Board members.

(7) My perception is that the governance decisions are in reaction to CEO recommendations. Without independent committees, etc. it is pretty hard to find much else to do but to react to the CEO recommendations. (The question is what is meant by the word "react?")

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

Continue to work to become fully informed about the College and the views of the owners in each Board member's district.

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**Presenter :** Patricia McCarver                      **Start Time :** 3:12 PM                      **Item No :** 26  
**Proposed By :** Patricia McCarver                      **Time Req :** 0  
**Proposed :** 9/27/2013                      **Item Type :** Heading

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

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

**Details :**

**Attachments :**  
No Attachments

**Presenter :** Patricia McCarver                      **Start Time :** 3:12 PM                      **Item No :** 27  
**Proposed By :** Patricia McCarver                      **Time Req :** 10  
**Proposed :** 9/27/2013                      **Item Type :** Board Education

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 2013-2014 District Governing Board Agenda Planning Calendar - DISCUSSION AND/OR DECISION

**Details :** During the September 9 and 10, 2013 District Governing Board Retreat, the Board requested revisions to the Education and Ownership Linkage plan. Staff has reflected these revisions in the Agenda Planning Calendar (attached).

**Attachments :**

Title	Created	Filename
DGB Calendar.pdf	Oct 09, 2013	DGB Calendar.pdf

## District Governing Board Agenda Planning Calendar

Month	Information	Monitoring			Policy	Ownership	
Month	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education/Strategic Planning	Ownership Linkage
<b>July</b>				<b>No Meeting in July</b>			
<b>August</b>	Facilities Capital Improvement Update (quarterly)  YCT Quarterly Report (HR Director/Controller)	<b>Policy 2.3.1</b> (monthly) Budget Deviations  <b>Policy 2.3.2</b> (monthly) Reserves (VP Finance)	<b>Policy 4.0</b> Global Board – President Linkage  <b>Policy 4.7</b> President Succession (President)  Board Meeting Evaluation (quarterly) Nov/Feb/May/Aug		Dual Enrollment IGA submitted Aug or Sept with Legal Counsel's review	Plan for Annual Board Retreat/Education, Self-Assessment & Review of Ends Statements (1/2 day)	Recap of Previous Year's Ownership Linkage
<b>September</b>	Student Leadership Council Update	<b>Policy 2.3.1</b> (monthly) Budget Deviations  <b>Policy 2.3.2</b> (monthly) Reserves (VP Finance)	<b>Policy 3.6</b> Board Committee Principles  <b>Policy 4.1</b> Unity of Control			Annual Board Retreat on Planning & Strategic Issues  <ul style="list-style-type: none"> <li>▪ Finalize next years' dates &amp; places of future meetings</li> <li>▪ Development of Board Education plan for next year</li> </ul>	Ownership Linkage Plan for current academic year  Review Redistricting Information/File & consider recommendations to Legislators in 2015
<b>October</b>	YCT Quarterly Report (HR Director/Controller)	<b>Policy 2.1</b> Service to the Public (VP Foundation)  <b>Policy 2.3.1</b> (monthly) Budget Deviations  <b>Policy 2.3.2</b> (monthly) Reserves (VP Finance)	<b>Policy 4.3</b> Delegation to President  Review Board Self-Evaluation Process	<b>Ends 1</b>  <b>Ends 1.1</b> Education  <b>Ends 1.2</b> Economic  <b>Ends 1.3</b> Community  Full year reporting July to June		Arrange for Board Education over next year (as needed)  Plan Annual Board Retreat on Education and Self-Assessment for December.	Community Forum <ul style="list-style-type: none"> <li>▪ Create dialogue re: Board Ends including reference to sustainability &amp; justifiable cost</li> </ul> Develop Ownership Linkage Plan (refer to Sept)

## District Governing Board Agenda Planning Calendar

Month	Information	Monitoring			Policy	Ownership	
Month	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education/Strategic Planning	Ownership Linkage
<b>November</b>	FTSE Report – Institutional Research  Student Leadership Council Update  Adjunct Faculty update	<b>Policy 2.4</b> Asset Protection ( <i>VP Instruction</i> )  <b>Policy 2.3.1</b> (monthly) Budget Deviations  <b>Policy 2.3.2</b> (monthly) Reserves ( <i>VP Finance</i> )	<b>Policy 4.2</b> Accountability to the President  Board Meeting Evaluation (quarterly) Nov/Feb/May/Aug  Finalize Board Self-Evaluation process to be sent prior to Dec Board Meeting			Confirm Annual Board Retreat/Education, Self- Assessment & Review of Ends Statement (1/2 Day)	Implement Ownership Linkage Plan
<b>December</b>	Academic Calendar  Facilities Capital Improvement Update (quarterly)	<b>Policy 2.3.1</b> (monthly) Budget Deviations  <b>Policy 2.3.2</b> (monthly) Reserves ( <i>VP Finance</i> )	<b>Policy 3.2</b> Board Job Description  Assessment of Board Evaluation; Board Chair compile & discuss results of Board Self-Evaluation		DGB Legal Services Contract expires 12/31/15	Review of Board Officer roles  Orientation of new Board members for post-November elections (as needed)  Annual Board Retreat/Education Self-Assessment & review of Ends statements (1/2 day)	Certify Election results (if applicable)  Oath of Office for newly elected Board members

## District Governing Board Agenda Planning Calendar

	Information	Monitoring			Policy	Ownership	
Month	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education/Strategic Planning	Ownership Linkage
<b>January</b>	YCT Quarterly Report <i>(HR Director/Controller)</i>	<b>Policy 2.5</b> Communication & Support to the DGB  <b>Policy 2.5.1</b> Compliance <i>(President)</i>  <b>Policy 2.3.1</b> (monthly) Budget Deviations  <b>Policy 2.3.2</b> (monthly) Reserves (VP Finance)	<b>Policy 3.1</b> Governing Style  <b>Policy 3.7</b> Cost of Governance		<b>Board Elections:</b> Chair & Secretary – 2 yr terms  Liaisons AADGB; Combined Trust; Media; YC Foundation; Others as Needed  Review preliminary budget assumptions <i>(VP Finance)</i>	Ethical Standards & Training <i>(Attorney)</i>  Open Meeting Law <i>(Attorney)</i>  Completion of Conflict of Interest Declarations-Annual <i>(All Board Members)</i>	Plan & send publicity materials for recruiting prospective Board candidates & March orientation meeting <u>Board Member Terms</u> <i>Fitzner 2014</i> <i>Harrington 2014</i> <i>McCarver 2014</i> <i>Oliphant 2018</i> <i>Sigafoos 2018</i>  Board member appointments as needed
<b>February</b>	Student Leadership Council update	<b>Policy 2.3.1</b> (monthly) Budget Deviations  <b>Policy 2.3.2</b> (monthly) Reserves (VP Finance)  <b>Policy 2.3.3</b> Certification Financial Records Internal Report & External audit (CAFR) (VP Finance)	<b>Policy 3.3</b> Board Members Code of Ethics  Board Meeting Evaluation (quarterly Nov/Feb/May/Aug)		Budget Work Study Session (VP Finance)	Review legal services contract (every 3-5 yrs) Next due 2016 or 2018  Disclose info on completed Annual Conflict of Interest Declarations	

## District Governing Board Agenda Planning Calendar

	Information	Monitoring			Policy	Ownership	
Month	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education/Strategic Planning	Ownership Linkage
<b>March</b>	Sabbatical Requests  YC Staff Association Update	<b>Policy 2.3.4</b> Real Property  <b>Policy 2.3.4.1</b> Lease Limits & Delegation of Lease Authority for Real Property  <b>Policy 2.3.4.2</b> Improvements to Leased Property  <b>Policy 2.3.1</b> (monthly) Budget Deviations  <b>Policy 2.3.2</b> (monthly) Reserves <i>(VP Finance)</i>	<b>Policy 3.5</b> Board Chair Role  <b>Policy 4.4</b> Monitoring President Performance		Review & Approve Tuition/Fee changes as necessary <i>(VP Finance)</i>  Development of Board budget for next fiscal year <i>(VP Finance)</i>	Review Policy Governance process on evaluating the President	Discuss YC info to be included in Prospective Board Candidate Information packet distributed by County School Supervisor
<b>April</b>	Facilities Capital Improvement Update (quarterly)  Student Leadership Council Update  YCT Quarterly Report <i>(HR Director/Controller)</i>	<b>Policy 2.1.1</b> Treatment of Employees <i>(VP Finance)</i>  <b>Policy 2.2</b> Compensation & Benefits <i>(VP Finance)</i>  <b>Policy 2.3.1</b> (monthly) Budget Deviations  <b>Policy 2.3.2</b> (monthly) Reserves <i>(VP Finance)</i>	<b>Policy 4.6</b> President Emeritus/a Status (as needed, include on consent agenda)		Review preliminary Capital Budget <i>(VP Finance)</i>	Discussion/revision of President's Evaluation Process (review previous eval packet)  New directions in education & academic landscape <i>(VP Academics)</i>	County School Supervisor issues publicity for Orientation meeting to recruit prospective Board candidates  Discuss results of Outreach presentations & identify further ownership linkage as needed

## District Governing Board Agenda Planning Calendar

	Information	Monitoring			Policy	Ownership	
Month	Information	President's Monitoring & Evaluation	Board Self-Evaluation	Ends	Policy Decisions	Board Education/Strategic Planning	Ownership Linkage
<b>May</b>	Adjunct Faculty	<p><b>Policy 2.0</b> Executive Limitations &amp; Ends Monitoring (<i>President</i>) <i>Annual summary results prior to meeting for review</i></p> <p><b>Policy 2.1.2</b> Treatment of Students (<i>VP of Instruction</i>)</p> <p><b>Policy 2.3.1</b> (monthly) Budget Deviations</p> <p><b>Policy 2.3.2</b> (monthly) Reserves (<i>VP Finance</i>)</p>	<p><b>Policy 3.0</b> Global Governance Process</p> <p><b>Policy 3.4</b> Agenda Planning</p> <p><b>Policy 4.5</b> President Compensation &amp; Benefits</p> <p>Board Meeting Evaluation (quarterly Nov/Feb/May/Aug)</p>		Approval of Preliminary Budget ( <i>VP Finance</i> )	<p>Handling complaints re: accounting, internal controls, auditing, whistle-blower provisions (every 2 yrs as needed) (<i>HR</i>)</p> <p>Plan annual Board Retreat – Planning &amp; Strategic Issues</p>	<p>Staff provides President's Evaluation information using process directed in April meeting</p> <p>Review President's Evaluation info &amp; discuss timeline for completion of scorecard for submittal</p> <p>County School Supervisor will conduct prospective candidate orientation meetings in Prescott &amp; Cottonwood-info packet</p>
<b>June</b>		<p><b>Policy 2.3</b> Financial Management-Planning Include summary of 2.3.1 &amp; 2.3.2</p> <p><b>Policy 2.3.1</b> (monthly) Budget Deviations</p> <p><b>Policy 2.3.2</b> (monthly) Reserves (<i>VP Finance</i>)</p> <p>Executive Session to review Annual President Evaluation &amp; Compensation</p>			Truth in Taxation, Tax Levy & Financial Budget Adoption Meeting ( <i>VP Finance</i> )	<p>Discuss changes regarding AZ Statutes Governing Community College Boards (<i>Attorney</i>)</p> <p>Impact of Legislative Issues upon YC &amp; relevant public policy issues</p>	

**Presenter :** Patricia McCarver

**Start Time :** 3:22 PM

**Item No :** 28

**Proposed By :** Patricia McCarver

**Time Req :** 0

**Proposed :** 9/25/2013

**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 :** Patricia McCarver

**Start Time :** 3:22 PM

**Item No :** 29

**Proposed By :** Patricia McCarver

**Time Req :** 5

**Proposed :** 9/25/2013

**Item Type :** Information Item

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

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

**Details :**

**Attachments :**

No Attachments

**Presenter :** Patricia McCarver

**Start Time :** 3:27 PM

**Item No :** 30

**Proposed By :** Patricia McCarver

**Time Req :** 5

**Proposed :** 9/25/2013

**Item Type :** Decision Item

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

**Description :** Proposed Dates and Places of Future Meetings for the remainder of 2013 and for upcoming 2014 - DISCUSSION AND/OR DECISION

**Details :** Board Members will review the 2013 and 2014 District Governing Board calendars and will confirm meeting dates, times, and locations for future Board meetings - attached

Proposed District Governing Board Retreat date for December 9, 2013 at the Prescott Campus Rock House.

**Attachments :**

Title	Created	Filename
Proposed Dates and Places of Future Meetings 2013-1.pdf	Oct 09, 2013	Proposed Dates and Places of Future Meetings 2013-1.pdf
2014- Proposed Dates and Places of Future Meetings.pdf	Oct 10, 2013	2014- Proposed Dates and Places of Future Meetings.pdf

## PROPOSED DATES AND PLACES OF FUTURE MEETINGS 2013

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
Regular Board Meeting	January 11, 2013, Friday, 1:00 p.m. Location: Prescott Valley Auditorium/Council Chambers
Open House- Social Event No business of the public body will be discussed and no action will be taken.	January 25, 2013, Friday, 2:00 p.m. <b>Executive Assistant's Retirement</b> Event Location: Prescott Campus – Building 32
Work Session	February 5, 2013, Tuesday, 11:15 a.m. Budget Work Session – 11:15 a.m. – 12:30 a.m. Location: Prescott Campus Building 32, Rm 119
Regular Board Meeting	Board Meeting – 1:00 p.m. Location: Prescott Campus–Rock House
Special Board Meeting – Higher Learning Commission Accreditation	March 5, 2013, Tuesday, 11:00 a.m. Briefing Session – 11:00 a.m. – 11:30 a.m. Location: Prescott Campus – Building 32, Rm 119 Meeting Higher Learning Commission Site Team 11:30 a.m. – 12:15 a.m. Location: Prescott Campus – Building 32, Rm 119
Regular Board Meeting	March 5, 2013, Tuesday, 1:00 p.m. * Location: Prescott Campus – Rock House
Regular Board Meeting	April 16, 2013, Tuesday, 1:00 p.m. * Location: Verde Valley Campus, Building M, Rm 137
Regular Board Meeting	May 14, 2013, Tuesday, 1:00 p.m. Location: Prescott Campus–Rock House
Northern Arizona Regional Training Academy (NARTA) Commencement	May 9, 2013 Location: Prescott Campus - Performance Hall
Verde Valley Commencement	May 10, 2013 Location: Verde Valley Campus
Nursing Pinning Ceremony	May 11, 2013 Location: Prescott Campus - Performance Hall
Prescott Commencement	May 11, 2013 Location: Prescott Campus - Performance Hall
Regular Board Meeting	June 11, 2013, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
<b>JULY, 2013 No Board Meeting</b>	
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	September 10, 2013, Tuesday, 10:30 a.m.
Regular Board Meeting	1:00 p.m. Location: Verde Valley Campus, Building M, Rm 137
Pavilion Dedication	5:00 p.m. Location: Verde Valley Campus, Pavilion
3 <sup>rd</sup> 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
Campus Master Plan – Open Forum	October 10, 2013, Thursday 11:00 a.m. Location: Verde Valley Campus, Building M, Room 137
Campus Master Plan – Open Forum	October 11, 2013, Friday 11:00 a.m. Location: Prescott Campus, 19-147
Regular Board Meeting	October 15, 2013, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center, Rm 120&121
<b>Regular Board Meeting</b>	<b>November 12, 2013, Tuesday, 1:00 p.m.</b> <b>Location: Prescott Campus – Rock House</b>
<b>Arizona Commission for Postsecondary Education's Developing Arizona's Human Capital Conference</b>	<b>November 21-22, 2013</b> <b>Location: Renaissance Hotel 50 E Adams St. Phoenix, AZ</b>
<b>Northern Arizona Regional Training Academy (NARTA) Commencement</b>	<b>December 5, 2013</b> <b>Location: Prescott Campus - Performance Hall</b>
<b>Annual Board Retreat</b>	<b>December 9, 2013</b> <b>Location: Prescott Campus – Rock House</b>
<b>Regular Board Meeting</b>	<b>December 10, 2013, Tuesday, 1:00 p.m.</b> <b>Location: Prescott Valley Campus, Room 110 &amp; 111</b>
<b>Nursing Pinning Ceremony</b>	<b>December 13, 2013</b> <b>Location: Prescott Campus - Performance Hall</b>

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

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

## 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 p.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 10<sup>th</sup> – 14<sup>th</sup>**

\* **April 15, 2013 (Third Tuesday of the Month) - Mr. Sigafos is requesting third Tuesday of the month, due to his tax season workload.**

**Presenter :** Patricia McCarver

**Start Time :** 3:32 PM

**Item No :** 31

**Proposed By :** Patricia McCarver

**Time Req :** 1

**Proposed :** 9/27/2013

**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