

**Board Meeting
Agenda Summary
Tuesday, February 04, 2014
1:00 PM**

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	492446
2	Call to order - PROCEDURAL	0	1:00 PM	492447
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	492448
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	492449
5	Vacancy on the Yavapai College Governing Board, District 3 - INFORMATION	2	1:02 PM	497629
6	Approval of January 14, 2014 District Governing Board Regular Meeting Minutes - DISCUSSION AND DECISION	3	1:04 PM	492450
7	Adoption of Agenda - DECISION	1	1:07 PM	492451
8	Open Call - PROCEDURAL	5	1:08 PM	492452
9	CONSENT AGENDA - HEADING	0	1:13 PM	492453
10	Receipt of Report on Revenues and Expenditures - January 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:13 PM	492455

Item No.	Item	Time Req.	Start Time	Ref No.
11	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - January 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:14 PM	492456
12	Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:15 PM	492457
13	Approval of Curriculum Proposals to Add New Certificate Programs for Electric Utility Technology, and Athletic Coaching; Delete Certificate Programs for Paralegal Studies - Legal Nurse, and Small Business Entrepreneurship - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:16 PM	494686
14	INFORMATION - HEADING	0	1:17 PM	492458
15	Information from the President to Include: Health Summit; Faculty and Staff Compensation Survey Results; 2000 Master Plan Review; Yavapai College Women's Softball Team Update; College Highlights; Capital Improvement Update; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:17 PM	492460
16	Update from Instruction and Student Services to Include: Reports from Faculty Senate; Student Leadership Council; Spring 2014 Enrollment Update; and Other Related Information - INFORMATION AND/OR DISCUSSION	25	1:32 PM	492461
17	Quarterly Update from Yavapai College Advancement Division to Include: Marketing; and Regional Economic Development Center - INFORMATION AND/OR DISCUSSION	15	1:57 PM	492462
18	SHORT RECESS - PROCEDURAL	10	2:12 PM	492463
19	MONITORING REPORTS - HEADING	0	2:22 PM	492464
20	Receipt of President's Monitoring Report - Executive Limitation 2.3.3 - Certification Financial Records - DISCUSSION AND DECISION	5	2:22 PM	492465
21	Board Self-Evaluation - RE: Governance Process Policy 3.3 - Board member Code of Conduct and Ethics - MONITORING AND DISCUSSION	5	2:27 PM	492468
22	POLICY ISSUES - HEADING	0	2:32 PM	494721
23	Preliminary Capital Budget Presentation FY 2014-2015 - INFORMATION, DISCUSSION, AND/OR DECISION	20	2:32 PM	494720
24	OWNERSHIP LINKAGE - HEADING	0	2:52 PM	492469
25	Review of Completed Board members' 2014 Annual Conflict of Interest Forms - INFORMATION, DISCUSSION, AND/OR DECISION	10	2:52 PM	492472
26	Board Meeting Evaluation (Quarterly) - PROCEDURAL	10	3:02 PM	497609
27	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community Colleges Trustees (ACCT); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	3:12 PM	492473
28	OTHER INFORMATION - HEADING	0	3:17 PM	492474
29	Correspondence to the Board - RECEIPT	5	3:17 PM	492475

Item No.	Item	Time Req.	Start Time	Ref No.
30	Proposed Dates and Places of Future Meetings for 2014 - DISCUSSION AND/OR DECISION	5	3:22 PM	492476
31	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:27 PM	492477

Presenter : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 1
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 12/16/2013 **Item Type :** Heading

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

Description : CALL TO ORDER - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 2
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 12/16/2013 **Item Type :** Procedure Item

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

Description : Call to order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 12/16/2013

Start Time : 1:00 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 : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 12/16/2013

Start Time : 1:01 PM
Time Req : 1
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 : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 1/30/2014

Start Time : 1:02 PM
Time Req : 2
Item Type : Information Item

Item No : 5

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 : Vacancy on the Yavapai College Governing Board, District 3 -
INFORMATION

Details :

Mr. Tim Carter, Yavapai County School Superintendent, has announced a vacancy on the Yavapai College Governing Board, District 3. This district basically encompasses the communities of Clarkdale, Cottonwood, Jerome, the Yavapai County portion of Sedona, and the Village of Oak Creek.

If you are interested in filling the vacancy, send a letter of interest and a resume to Mr. Tim Carter, Yavapai County School Superintendent, Yavapai County Education Service Agency, 2970 Centerpointe East Dr., Prescott, AZ 86301, Fax 928-771-3329, e-mail: tim.carter@yavapai.us. Please include information about yourself (education, employment, and family), why you would like to be a board member, your residence and mailing addresses, e-mail address, and home/work phone numbers. Candidates may include letters of recommendation or support if they wish.

To be eligible to hold this seat a person must be; a registered voter in the Yavapai College District 3, a United States Citizen, at least 18 years of age, possess their civil rights, and have continually resided within the Yavapai College District 3 for one year immediately preceding taking office. The candidate and their spouse may not be employed by Yavapai College.

Deadline for receipt of letters of interest is Friday, February 14, 2014, at 5:00 p.m. The names and a brief description of the candidates will be provided to the media and the public on Monday, February 17th. Mr. Carter and a Committee of five individuals (College President or designee, Yavapai College Faculty Member from the Verde Campus, a Yavapai College Student from the Verde Campus, a taxpayer and member of the Public from District 3, and a Member of the Business Community from District 3), will interview those candidates at the Yavapai County Building in Cottonwood on Wednesday and Thursday, February 19-20, 2014. Once Mr. Carter and the committee have met with all of the candidates, the Committee will make a recommendation to the Superintendent for his consideration. He will then meet individually with each currently seated Yavapai College Governing Board Member to discuss their views. Superintendent Carter also welcomes comments from the public. He has set aside time on Friday, February 21st, from 2:00 pm to 4:00 pm at the Yavapai County Board of Supervisors Meeting Room, 10 S. 6th Street, Cottonwood, AZ 86326, to meet briefly with any member of the community that would like to provide feedback to him about the candidates. The public may also call him at 928-925-6560 or email their views to tim.Carter@yavapai.us.

The appointment should be announced by Monday, February 24, 2014 and be valid through December 31, 2014. This vacancy will create the need for an election in November 2014, for the four years remaining on the term.

If you have any questions, please call Superintendent Carter at 928-925-6560.

Attachments :

No Attachments

Presenter : Ray Sigafoos	Start Time : 1:04 PM	Item No : 6
Proposed By : Ray Sigafoos	Time Req : 3	
Proposed : 12/16/2013	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 January 14, 2014 District Governing Board Regular Meeting Minutes - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the January 14, 2014 Regular District Governing Board Meeting. As part of the Board Agenda, the record and 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 the 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.

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes - 1-14-14.pdf	Jan 31, 2014	Unapproved Regular Meeting Minutes - 1-14-14.pdf

Yavapai College District Governing Board

Regular Board Meeting Unapproved Minutes of Regular Meeting Tuesday, January 14, 2014 1:00 PM

Prescott Campus, Rock House
1100 E. Sheldon Street
Prescott, Arizona 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. Patricia McCarver, Chair/Secretary
Mr. Herald Harrington, Board Spokesperson	Dr. Dale Fitzner, Board Member
Mr. Robert Oliphant, 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: 00 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 of District Governing Board December 10, 2013 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Dr. Fitzner moved, seconded by Dr. McCarver, to approve the December 10, 2013 Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. Open Call - PROCEDURAL

No requests were received.

8. CONSENT AGENDA – HEADING

9. Receipt of Report on Revenues and Expenditures – Month of December 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 12-21)

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - December 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.22-24)

The President reported compliance.

11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – December 2013 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.25-27)

The President reported compliance.

12. Board Evaluation of Governance Policy 3.7 – Cost of Governance - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 28-29)

All Board members voted "In Compliance" with no comments.

13. Approval of Faculty Sabbatical Requests for 2014-2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 30-112)

This item is on the consent agenda to comply with A.R.S. §15-510 - Authorization of Leaves of Absence; Application; Preservation of Rights.

Four faculty and one staff member applied for a Sabbatical leave during FY 2014-2015 semesters. Applications were reviewed and prioritized by the Division Dean, Professional Growth Committee, Vice President for Instruction and Student Services, and the President. Based upon available funding and prioritizing, the College will recommend that the District Governing Board approve the support of Five (5) requests.

1. Joan Fisher, English Professor, Foundation Division, requests a sabbatical leave August 2014 through May 2015 for:

- Continuing Education in PhD in Instructional Design & Technology at Old Dominion University; and Shakespeare Summer School and Literature Summer School at University of Cambridge
- Create new online courses

2. Nicole Wilson, Psychology Professor, Visual, Performing, and Liberal Arts Division, requests a sabbatical leave during Spring Semester 2015 to conduct a research project for "Are Children Who Have Spent Extensive Time in High Quality Early Learning Centers More Likely than Children Who Have Not to Delay Gratification?"
 3. Jennifer Jacobson, Sociology Professor, Visual, Performing, and Liberal Arts Division, requests a sabbatical leave during Fall Semester 2014 to conduct a research project for "Are Children Who Have Spent Extensive Time in High Quality Early Learning Centers More Likely than Children Who Have Not to Delay Gratification?"
 4. Jeb Bevers, Biology Professor, Science and Health Division, requests a sabbatical leave during Spring Semester 2015 for Science Outreach Education, Survey and Comparative Analysis of the Milk Creek Fossil Faunas of Arizona, and the early history of Evolutionary Biology
 5. Jeni Johnson, Academic Systems Coordinator, request a sabbatical leave July 1, 2014 to December 31, 2014 for completion of a Master's Degree in Educational Leadership
- Dr. McCarver moved, seconded by Dr. Fitzner, to adopt the consent agenda as written. Motion carried unanimously.**

14. INFORMATION - HEADING

15. Receipt of the Comprehensive Annual Financial Report (CAFR), Single Audit Compliance Reports, and Annual Budgeted Expenditure Limitation Report for Fiscal Year Ended June 30, 2013 - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs.113 - 295)

Frank D'Angelo, Controller, gave a brief presentation on the Comprehensive Annual Financial Report (CAFR) highlighting pages 18, 19, 51, 52. Next Mr. D'Angelo introduced Sandy Cronstrom from CliftonLarsonAllen, LLP, who discussed the Single Audit Compliance Reports, and highlighted the compliance testing results. The final step to complete the 2013 audit process will be to upload this information to the Federal Audit Clearing House within the next week. Ms. Cronstrom complimented Mr. D'Angelo and his team on their outstanding job and responsiveness. CliftonLarsonAllen, LLP has completed their second term of their agreement with the State Auditor's Office, and next year's audit contract will likely be awarded to a new audit firm per the Auditor General.

16. Information from the President RE: Taste of YC; Health Summit; Campus Master Plan Update; Yavapai College Trust Quarterly Report; College Highlights; Capital Improvement; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 204-214)

Dr. Penny Wills reported on the following topics:

- Welcome back for Spring Semester 2014 event, which included Executive Team video update and Taste of YC fund raiser for the Roger Runyon Scholarship fund.
- Health Summit - January 28, 2014 will be a meeting with four of the hospital's CEO for their input regarding workforce needs and resources for the proposed medical hub.
- Campus Master Plan Update which included the PLT's review of the master plan and work group being formed for each project concept, i.e. University Transfer Center, CTEC Expansion, etc.
- Yavapai College Trust Quarterly Report - Rose Hurley - attached
- College Highlights - December 2013 - Attached - Information Only
- Capital Improvements Update - Attached - Information Only
- Other Related Issues – Dr. Wills congratulated sabbatical applicants

17. Update from Instruction and Student Services included Report from Student Services Division, Faculty Senate, and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs.215-226)

Instruction and Student Services Division presented an update on the following:

- Student Services Division - Sandy Garber, Dean (refer to Board packet, pgs. 216-226)
- Faculty Senate, Faculty Association, and committee updates -Joani Fisher, Faculty Senate President. Ms. Fisher expressed the gratitude from the sabbatical applicants. Ms. Fisher informed the Board that a national publication has distributed Nicole Wilson's rap video on their website. Major projects from the Faculty Association in the Spring 2014 semester will include the input and adaptation for the Campus Master Plan, and Board presentation from SLOA, Gen Ed, and Standards Committee.
- Other Related Issues

18. POLICY – HEADING

19. Consideration of Preliminary Assumptions for 2014-2015 Budget Planning - DISCUSSION AND/OR DECISION (refer to packet pg. 227-254)

Dr. Clint Ewell, Vice President for Finance and Administrative Services presented the preliminary assumptions for the Fiscal Year Ending June 30, 2015.

- Changes to this year's budget calendar includes:
 - o January - Environmental Analysis and Budget Planning Assumptions
 - o February - Capital Budget Plan that will be primarily the Campus Master Plan, and Financing recommendations
 - o March – Revenues to include all sources
 - o April – Draft Budget

- May - Final Budget presentation and possible Truth in Taxation hearing

20. MONITORING REPORTS – HEADING

21. Receipt of President's Monitoring Report - Executive Limitations - 2.5 Communication and Support to the District Governing Board and 2.5.1 Compliance - MONITORING, DISCUSSION AND/OR DECISION (refer to packet pg. 255-259)

Executive Limitation 2.5 – Communication and Support to the District Governing Board and 2.5.1 Compliance
2.5 Communication and Support to the District Governing Board

The President shall not permit the board to be uniformed, misinformed, or unsupported in its work.

2.5.1 Compliance

The President shall not fail to advise the Board, if in the President's opinion, the Board is not in compliance with one or more of its own policies, particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.

Mr. Harrington moved, seconded by Dr. McCarver, that we have read the President's Monitoring Report regarding Policy 2.5, and 2.5.1, 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 2.5 and 2.5.1. Motion carried unanimously.

22. Board Self-Evaluation - Governance Policy 3.1 - Governing Style - MONITORING, DISCUSSION AND/OR DECISION (refer to packet pg. 260-263)

Governance Policy 3.1

The Board shall govern Yavapai College proactively rather than reactively.

The Board shall stay adequately informed by incorporating within the Board meeting reports from the President on strategic issues and engaging the Board in strategic thinking on relevant issues and approach its task with a style which emphasizes:

- Outward vision rather than an internal preoccupation
- Diversity in viewpoints
- Strategic leadership derived from future rather than past or present thinking
- Clear distinction of Board and staff roles
- Emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects

Comments from Trustee Oliphant: [In my judgment, approval of the 10 year capital/development plan at last Board meeting does not reflect the Board's obligation "to all the owners of its district."](#) 3.1.1. is not clear.

23. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:21 p.m.; reconvened at 2:34 p.m.

24. BOARD EDUCATION/STRATEGIC THINKING AND PLANNING – HEADING

25. Board Education regarding Open Meeting Law and Conflict of Interest Declaration - INFORMATION AND DISCUSSION (refer to packet pg. 265-286)

Lynne Adams, District Governing Board Counsel, provided Board Education related to Open Meeting Law for Board members, with particular emphasis on the conflict of interest statutes.

Board members are asked to complete the Annual Conflict of Interest Declaration annually, as required by Board Policy 3.3. Conflict of Interest forms are provided in the Board packet to be completed and returned to the Executive Assistant by January 31, 2014. The Conflict of Interest forms will be shared and reviewed by all Board members at the February 4, 2014 Regular Board meeting. This form shall be kept in a file maintained by the College and which shall be open to the public.

Dr. Fitzner left the meeting at 3:10 p.m.

26. OWNERSHIP LINKAGE – HEADING

27. Election of Board Officers - Chair, Secretary, and Board member Liaison Committee Appointments for 2014 - DISCUSSION AND/OR DECISION

As required by A.R.S. §15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January.

Mr. Ray Sigafoos, Chair and Dr. Patricia McCarver, Secretary are concluding the first year of their two-year term in these executive roles. Board may choose to elect a new Chair and/or Secretary or may choose to have Mr. Sigafoos and Dr. McCarver continue in these positions:

- Board Chair
- Board Secretary

Mr. Harrington moved, Mr. Oliphant seconded, in accordance with A.R.S §15-1443(B) that the Board maintain the current Chair Mr. Ray Sigafoos and Secretary Dr. Pat McCarver for the 2014 term. Motion carried unanimously.

The elected Board Chair appointed Board Liaisons for one-year terms for the following committees:

- Yavapai Foundation Liaison – Dr. Pat McCarver
- Arizona Association for District Governing Boards Representative – Dr. Dale Fitzner, alternate Mr. Oliphant
- Association of Community College Trustee (ACCT) – Dr. Dale Fitzner,
- Board Spokesperson – Herald Harrington

28. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB), Association of Community Colleges Trustees (ACCT), and Yavapai College Foundation - INFORMATION

- Arizona Association for District Governing Boards (AADGB) – Mr. Sigafos reported in Dr. Fitzner absence, the next meeting has not been scheduled.
- Association of Community Colleges Trustees (ACCT) – Nothing to report
- Yavapai College Foundation - Dr. McCarver reported that the Foundation meeting was held on January 8, 2014 and highlighted a presentation of the College’s Regional Economic Development Plans, the Foundation approved a motion/decision approving the Finance Committee to move investments to Vanguard Institutional Advisory Services, and the Dissolution of the Greater Verde Valley Chapter and re-formed as an auxiliary - Friends of the Southwest Wine Center.

Board requested a report on the Verde Valley Medical Center equipment donation to the Radiology Program.

29. OTHER INFORMATION – HEADING

30. Correspondence to the Board – RECEIPT

Board Correspondence included: Adjunct Newsletter, IPGA Conference information, Nonprofit Quarterly Subscription, invitation to Greater Prescott Prayer Breakfast, and OLLI Spring 1 Session catalog.

31. Proposed Dates and Places of Future Meetings for 2014 - DISCUSSION AND/OR DECISION (refer to Board packet, pgs.).

Reminder for 11th International Policy Governance Association Conference will be held on June 19, 2014 in Minneapolis, MN and information is included in Board Correspondence folder.

Board requested staff to register and reserve lodging for three Board attendees.

32. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Dr. McCarver moved, seconded by Mr. Harrington, that the meeting be adjourned. Motion passed unanimously.

Regular meeting adjourned at 3:30 p.m.

Respectfully submitted:

_____/S/
Ms. Karen Jones, Recording Secretary

Date: February 4, 2014

_____/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.
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*

Presenter : Ray Sigafoos

Start Time : 1:13 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 12/16/2013

Item Type : Heading

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

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:13 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 12/16/2013

Item Type : Consent Item

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

Description : Receipt of Report on Revenues and Expenditures - January 2014 - 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 indicators.

The report of Revenue and Expenditures for the seventh month of FY 2013 -2014 ending January 31, 2014 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Jan in Feb.pdf	Jan 31, 2014	Financial Update - Jan in Feb.pdf
YCFS Jan 2014 - Governing Board Budget Report.pdf	Jan 31, 2014	YCFS Jan 2014 - Governing Board Budget Report.pdf
Revenues_ &_ Expenditures_ Cover_ Sheet_ Jan in Feb.pdf	Jan 31, 2014	Revenues_ &_ Expenditures_ Cover_ Sheet_ Jan in Feb.pdf
YCFS Jan 2014_Summary.pdf	Jan 31, 2014	YCFS Jan 2014_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

January 2014

FY2012-2013 Close and Audit

- The year-end close for FY2012-2013 was completed in October 2013.
- The auditors began their field work on October 21, 2013. The audit report (Comprehensive Annual Financial Report) was 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 was presented to the Board at the January 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.
- Expenditures are expected to be below budget primarily due to unspent contingency budgets, a “healthcare premium” holiday that occurred in January, and from vacancy savings.

Auxiliary Fund

- Residence Hall and Food Service losses are expected to be higher than budgeted due to lower occupancy for the spring semester.
- The Performing Arts Center is expected to have a larger net loss than budgeted. This is due to lower than expected net profit on shows and related food/beverage operations.

Unexpended Plant Fund

- The Unexpended Plant Fund currently has a deficit due to a significant amount of Capital Improvement Projects (CIP) being encumbered for 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 Seven Months Ended January 31, 2014
Fiscal Year 2013-2014**

District Governing Board

Fiscal Year 2013-14 Appropriation:

\$ 179,447

	<u>Purpose</u>	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 19,249	\$ 7,582	\$ 26,831
Assoc. of Community College Trustees	Membership Dues	5,399	-	5,399
Assoc. of Community College Trustees	Conference Fees	1,705	-	1,705
Arizona Assoc of District Governing Brds	Membership Dues	1,000	-	1,000
Dale Fitzner	Travel	4,102	-	4,102
Karen Jones	Travel	45	-	45
Osborn Maledon PA	Attorneys	13,359	46,641	60,000
Ourboardroom Technologies	Software maintenance	18,500	-	18,500
Penelope Wills	Travel	1,880	-	1,880
Ray Sigafos	Travel	84	-	84
Roswell Bookbinding	Board Minutes	215	1,285	1,500
Sodexo Inc.	Food Supplies	642	4,358	5,000
Supplies/Other	Various Vendors	182	-	182
Thee Place	Food Supplies	885	1,115	2,000
Yavapai Broadcasting	Board Meetings	1,250	1,750	3,000
YC Printing Services	Printing	1,327	-	1,327
				<u>132,555</u>
Remaining Budget - January 31, 2014				<u>\$ 46,892</u>

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

DATE February 4, 2014

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 seven months of FY2013-2014 ending January 31, 2014, is attached. Expenditures are reported on the accrual basis of accounting.

The General Fund gross revenues exceed projections at 67.7% of budget. Tuition and fees revenues are 92.4% of budget reflecting spring 2014 semester enrollments. State aid for the third quarter of the fiscal year was received in January 2014. General Fund expenditures represent 55.8% of the budget through seven months. Institutional Support is over budget due to annual payments for liability insurance, maintenance agreements and other fees. Currently, General Fund revenues exceed expenditures/encumbrances by \$4,899,000.

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 \$955,000. This is a result of several factors including vacancy savings, unspent contingency funds, a "healthcare premium" holiday which occurred in January 2014, 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 primarily due to the encumbering of the expenses related to the winery building construction on the Verde campus and the remaining expenses related to the residence hall renovations. Unexpended Plant Fund expenditures represented 71.0% of budget through seven months and exceed the Unexpended Plant Fund revenues by \$212,000. 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 Seven Months Ended January 31, 2014 - 58.3% of the Fiscal Year Complete

Fiscal Year 2013-2014

SUMMARY - ALL FUNDS

	<u>Year-to-Date Revenues</u>				<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
General Fund	\$ 27,994,381				\$ 27,994,381	\$ 41,373,000	67.7%
Restricted Fund	11,452,035				11,452,035	14,586,000	78.5%
Auxiliary Fund	2,276,829				2,276,829	3,725,700	61.1%
Unexpended Plant Fund	12,885,331				12,885,331	18,442,600	69.9%
Debt Service Fund	4,021,804				4,021,804	6,928,000	58.1%
TOTALS	<u>58,630,380</u>				<u>58,630,380</u>	<u>85,055,300</u>	<u>68.9%</u>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):							
General Fund		\$ 21,924,488	\$ 9,401,929	\$ 8,231,448	\$ 23,094,969	\$ 41,373,000	55.8%
Restricted Fund		11,452,035	766,238	554,765	11,663,508	14,586,000	80.0%
Auxiliary Fund		1,970,511	619,023	446,553	2,142,981	3,725,700	57.5%
Unexpended Plant Fund		6,602,275	6,494,722	-	13,096,997	18,442,600	71.0%
Debt Service Fund		886,353	3,135,146	-	4,021,499	6,928,000	58.0%
TOTALS		<u>42,835,662</u>	<u>20,417,058</u>	<u>9,232,766</u>	<u>54,019,954</u>	<u>85,055,300</u>	<u>63.5%</u>
SURPLUS/(DEFICIT)					<u>4,610,426</u>	<u>-</u>	

COMMENTS:

Through the seventh month, 63.5% of budget has been committed (excluding labor encumbrances) compared to 68.9% of revenues received.

The Budget currently has a surplus of \$4,610,426.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2014 - 58.3% of the Fiscal Year Complete

Fiscal Year 2013-2014

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
Federal Grants and Contracts	\$ 10,493,381				\$ 10,493,381	\$ 13,456,000	78.0%
State Grants and Contracts	65,948				65,948	180,000	36.6%
Private Gifts, Grants and Contracts	226,751				226,751	350,000	64.8%
Proposition 301 Funds	390,114				390,114	550,000	70.9%
Fund Balance Applied to Budget	50,000				50,000	50,000	100.0%
Reimbursement Due	225,841				225,841	N/A	N/A
TOTAL REVENUES	11,452,035				11,452,035	14,586,000	78.5%

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
Instruction	\$ 1,000,978	\$ 497,858	\$ 301,833	\$ 1,197,003	\$ 2,612,000	45.8%
Student Services	548,239	246,648	231,200	563,687	1,100,000	51.2%
Scholarships	9,856,040	-	-	9,856,040	10,753,000	91.7%
Public Service	46,778	21,732	21,732	46,778	121,000	38.7%
TOTAL EXPENDITURES	11,452,035	766,238	554,765	11,663,508	14,586,000	80.0%
SURPLUS/(DEFICIT)				\$ (211,473)		

COMMENTS:

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

Scholarships at 91.7% of budget due to spring 2014 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 Seven Months Ended January 31, 2014 - 58.3% of the Fiscal Year Complete

Fiscal Year 2013-2014

AUXILIARY FUND

AREAS THAT ARE MEANT TO BE SELF-SUFFICIENT

	Expenditures (note 1)					Year-to-date Profit/(Loss)	Budgeted Profit / (Loss)	FY 13/14 Estimate	Budget to Estimate Variance
	Revenues	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances				
AUXILIARY ENTERPRISES									
Residence Halls	\$ 820,982	\$ 548,973	\$ 111,653	\$ 40,791	\$ 619,835	\$ 201,147	\$ -	\$ (20,000)	\$ (20,000)
Food Service	18,153	36,206	-	-	36,206	(18,053)	(79,400)	(79,400)	(21,000)
Vending	26,534	-	-	-	-	26,534	30,000	33,000	3,000
Bookstore	111,706	14,175	-	-	14,175	97,531	185,700	188,500	2,800
Performing Arts Center	186,074	616,495	210,090	142,504	684,081	(498,007)	(449,700)	(485,000)	(35,300)
Edventures	149,018	158,219	16,833	16,833	158,219	(9,201)	(21,000)	(21,000)	-
Family Enrichment Center	290,350	363,072	154,076	128,948	388,200	(97,850)	(194,300)	(194,300)	-
TOTAL ENTERPRISES	1,602,817	1,737,140	492,652	329,076	1,900,716	(297,899)	(528,700)	(578,200)	(70,500)

AREAS SUPPORTED BY GENERAL TUITION AND FEES

	Year-to-Date Revenues	Total Revenues	Budget	Percent of Budget	FY 13/14 Estimate	Budget to Estimate Variance
REVENUES:						
Other Revenues	\$ 184,534	\$ 184,534	\$ 195,200	94.5%	\$ 215,000	\$ 19,800
Private Gifts	140,936	140,936	308,000	45.8%	308,000	-
Fund Balance Applied to Budget	58,333	58,333	100,000	58.3%	100,000	-
General Fund Transfer In	383,542	383,542	657,500	58.3%	657,500	-
Auxiliary Fund Transfer Out	(93,333)	(93,333)	(160,000)	58.3%	(160,000)	-
TOTAL REVENUES	674,012	674,012	1,100,700	61.2%	1,120,500	19,800

	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget	FY 13/14 Estimate	Budget to Estimate Variance
EXPENDITURES (note 1):								
Auxiliary Enterprises	\$ 183,560	\$ 90,805	\$ 90,805	\$ 183,560	\$ 388,000	47.3%	\$ 375,000	\$ (13,000)
Public Service	49,811	35,566	26,672	58,705	84,000	69.9%	84,000	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	233,371	126,371	117,477	242,265	572,000	42.4%	459,000	(113,000)
SURPLUS/(DEFICIT)				431,747	528,700			
ENTERPRISE SURPLUS/(DEFICIT)				(297,899)	(528,700)			
TOTAL AUXILIARY FUND				133,848	-			

Comments:

Residence Halls net profit above budget due to spring 2014 room revenue.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Seven Months Ended January 31, 2014 - 58.3% of the Fiscal Year Complete

Fiscal Year 2013-2014

UNEXPENDED PLANT FUND

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
Primary Property Taxes	\$ 5,554,714				\$ 5,554,714	\$ 9,591,300	57.9%
State Appropriations	186,450				186,450	-	100.0%
Yavapai College Foundation Donation	-				-	875,000	0.0%
Investment Income	10,325				10,325	10,000	103.3%
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	1,165,442				1,165,442	1,997,900	58.3%
TOTAL REVENUES	12,885,331				12,885,331	18,442,600	69.9%
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):							
Preventative Maintenance		\$ 939,188	\$ 274,423	\$ -	\$ 1,213,611	\$ 4,246,000	28.6%
Unplanned Maintenance		320,669	110,997	-	431,666	500,000	86.3%
Capital Improvement Projects		4,250,939	5,767,842	-	10,018,781	10,045,000	99.7%
Equipment		955,133	136,169	-	1,091,302	2,473,000	44.1%
Furniture and Fixtures		61,981	95,008	-	156,989	250,000	6.3%
Library Books		29,628	65,442	-	95,070	98,700	38.0%
Principal/Interest on Capital Leases		44,737	44,841	-	89,578	82,600	108.4%
Operating Contingency		-	-	-	-	500,000	0.0%
Property Tax Contingency		-	-	-	-	247,300	0.0%
TOTAL EXPENDITURES		6,602,275	6,494,722	-	13,096,997	18,442,600	71.0%
SURPLUS/(DEFICIT)					(211,666)	-	

COMMENTS:

Through the seventh month, 71.0% of budget has been committed (excluding labor encumbrances) compared to 69.9% of revenues received.

Third quarter State Aid was received in January 2014. The State restored the capital outlay appropriation beginning this fiscal year, the last appropriation was received in FY 2007-08.

The Budget currently has a deficit of \$211,666 as a result of several significant projects being encumbered for 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 Seven Months Ended January 31, 2014 - 58.3% of the Fiscal Year Complete

Fiscal Year 2013-2014

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
Secondary Property Taxes	\$ 2,940,573				\$ 2,940,573	\$ 5,077,500	57.9%
Investment Income	6,148				6,148	7,500	82.0%
General Fund Transfer In	981,750				981,750	1,683,000	58.3%
Auxiliary Fund Transfer In	93,333				93,333	160,000	58.3%
Fund Balance Applied to Budget	-				-	-	100.0%
TOTAL REVENUES	4,021,804				4,021,804	6,928,000	58.1%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 2,298,333	\$ -	\$ 2,298,333	\$ 3,940,000	58.3%
Interest Payments	554,800	93,283	-	648,083	1,111,000	58.3%
Pledged Revenue Obligations						
Principal Payments	-	533,750	-	533,750	915,000	58.3%
Interest Payments	264,178	43,822	-	308,000	528,000	58.3%
Revenue Bonds						
Principal Payments	-	163,333	-	163,333	280,000	58.3%
Interest Payments	67,375	2,625	-	70,000	120,000	58.3%
Bank Fees	-	-	-	-	4,000	0.0%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	886,353	3,135,146	-	4,021,499	6,928,000	58.0%
SURPLUS/(DEFICIT)				305	-	

COMMENTS:

Through the seventh month, 58.0% of budget has been committed (excluding labor encumbrances) compared to 58.1% of revenues received.

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

Presenter : Ray Sigafoos

Start Time : 1:14 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 12/16/2013

Item Type : Consent Item

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

Description : Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - January 2014 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitation 2.3.1 - Budget Deviation

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

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 1_Jan in Feb.pdf	Jan 31, 2014	Monitoring Report Executive Limitations Policy 2 3 1_Jan in Feb.pdf

Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
January 2014

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 seven months ended January 31, 2014, the General Fund has a surplus of \$4,899,000. This is primarily the result of tuition and fee revenues reflecting spring 2014 enrollments.

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 \$955,000, resulting in a net surplus of \$830,000 — a 2.0% positive variance.

Auxiliary Fund



Highlights:

- Residence Hall and Food Service losses are expected to be higher than budgeted due to lower occupancy for the spring semester.
- The Performing Arts Center is expected to have a larger net loss than budgeted. This is due to lower than expected net profit on shows and related food/beverage operations.

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

Unexpended Plant Fund



- For the seven months ended January 31, 2014, the Unexpended Plant Fund has a deficit of \$212,000 due to a significant amount of Capital Improvement Projects (CIP) being encumbered for 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 January 31, 2014, 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 seven months ended January 31, 2014, there were no significant variances from budget.

President's Conclusion:

I report compliance.

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

Presenter : Ray Sigafoos

Start Time : 1:15 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 12/16/2013

Item Type : Consent Item

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

Description : Receipt of President's Monthly Monitoring Report: Executive Limitation
2.3.2 - Reserves - 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.

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2.3.2_ Jan in Feb.pdf	Jan 31, 2014	Monitoring Report Executive Limitations Policy 2.3.2_ Jan in Feb.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.2 – Reserves
January 2014**

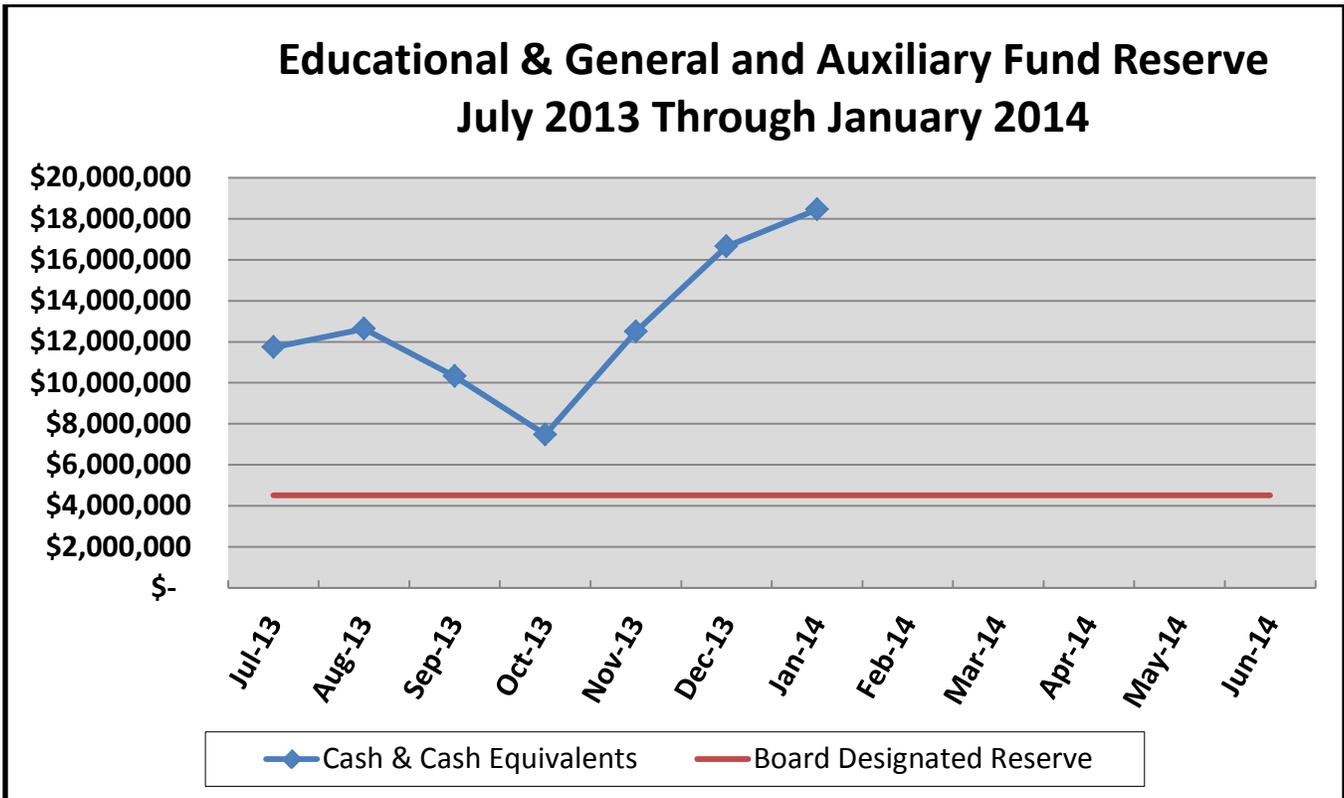
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

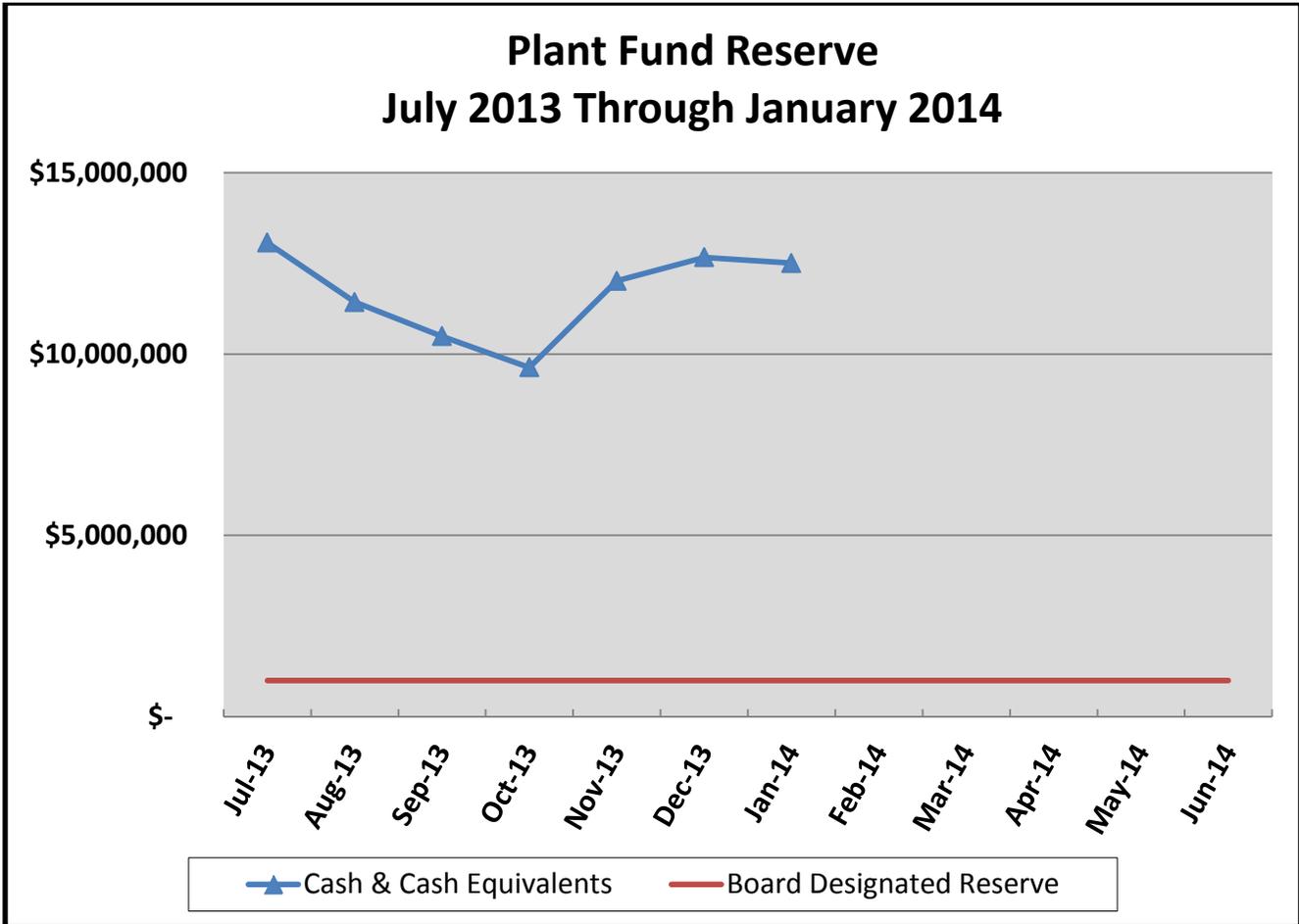
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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 January 31, 2014, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2013, through January 31, 2014, Plant Fund reserves have exceeded the Governing Board’s designated reserve. As of January 31, 2014, Plant Fund reserves exceed the Governing Board’s designated reserve amount by \$11,505,000.

President’s Conclusion:

I report compliance.

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

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

Presenter : Ray Sigafoos

Start Time : 1:16 PM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 1/24/2014

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 : Approval of Curriculum Proposals to Add New Certificate Programs for Electric Utility Technology, and Athletic Coaching; Delete Certificate Programs for Paralegal Studies - Legal Nurse, and Small Business Entrepreneurship - RECEIPT, DISCUSSION, AND/OR DECISION

Details : The Curriculum Committee and Vice President for Instruction and Student Services recommend the following curriculum proposals:
Add the following certificate programs:

- Electric Utility Technology
- Athletic Coaching

Delete the following certificate programs:

- Paralegal Studies - Legal Nurse
- Small Business Entrepreneurship

Attachments :

Title	Created	Filename
Curriculum Cover Letter.pdf	Jan 29, 2014	Curriculum Cover Letter.pdf
Add Electric.pdf	Jan 29, 2014	Add Electric.pdf
Add Athletic.pdf	Jan 29, 2014	Add Athletic.pdf
Delete Paralegal.pdf	Jan 29, 2014	Delete Paralegal.pdf
Delete Small Business.pdf	Jan 29, 2014	Delete Small Business.pdf

Yavapai College
Office of Academic Affairs

Date: January 24, 2014
To: Dr. Penelope H. Wills, President
From: Dr. Stuart Blacklaw, Vice President for Instruction & Student Services
RE: Curriculum Proposals

The following curriculum proposals have been reviewed by the appropriate faculty, Deans, and the Curriculum Committee. I recommend approval of the deletion of the Paralegal Studies – Legal Nurse and Small Business Entrepreneurship Certificates. Additionally, I recommend the creation of the certificates in Electric Utility Technology and Athletic Coaching.

Overview of Program Deletions

Small Business Entrepreneurship Certificate

This certificate is being deleted because of the new direction being taken by the Small Business Development Center and Economic Director. All SBE courses are being offered through Spring 2014 and in the event a course is still needed by a student for program completion, existing BSA classes in Summer and Fall 2014 can be recommended as substitutions.

Paralegal Studies – Legal Nurse Certificate

There has been only one graduate of this certificate program and that was in 2001-02. LAW 207 Introduction to Legal Nurse Practice and Ethics is being deleted from the course bank because it has not been offered in more than 5 years due to low enrollment. If any or all of the three students who have declared intent to complete this certificate need LAW 207, they can complete LAW 295 Special Topics in its place. We can also accept this course as transfer from an accredited institution in order to accommodate a student's program completion.

Overview of New Programs

Electric Utility Technology Certificate

This certificate is designed to prepare students for entry-level positions as lineworkers. Beginning in Fall 2014, Yavapai College will provide a lineworker option within the Electrical and Instrumentation Technology AAS degree as part of a federal TAA grant that includes 5 community colleges that make up the Arizona Sun Corridor Power Consortium. The proposed Electric Utility Technology Certificate will offer a direct path for students to work as lineworkers if they don't want the full AAS. The grant consortium has clearly identified the long term need for electric utility workers at both the state and national levels. The annual median salary of lineworkers is \$65,035.34 (Energy Workforce Demand Report, 2012).

Athletic Coaching Certificate

This certificate is designed to prepare students for entry-level employment through cross-disciplinary instruction in the fields of exercise science, biology, psychology, physical education and first aid. The program will prepare the student, or current coaching professional, to complete the national coaching certification exam with American Sport Education Program (ASEP). This certificate provides a pre-designed educational plan to meet the needs of students pursuing coaching related education, and will generate "completers" as a measurable assessment of HPER students. The proposal is aligned with the AZ Department of Education Coaching Certificate requirements and Yavapai College is on their list as an approved provider of course work. The health care field on Federal Statistics (www.bls.com) shows that professions such as physical therapists, coaches, fitness trainers and dieticians are uprising and estimated to increase 20-28% through 2020.

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.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date: 9/28/2013	Last saved: 1/15/2014
2.	Initiator: Rick Peters, John Henderson	
3.	E-mail address: Rick.Peters@yc.edu, John.Henderson@yc.edu	
4.	Phone: 928 771-6114	
5.	Initiating division: Career Technical Education	
6.	Program type: Certificate	
7.	Degree/certificate program name: Electric Utility Technology	
8.	Program description: (brief/this will appear in the College Catalog)	The Certificate in Electric Utility Technology is designed to prepare the student for a position as an apprentice-level line worker who is familiar with the use of tools, materials, and equipment of the electric utility industry. Students will be trained in power line installation and maintenance, pole climbing and use of tools, truck and equipment operation and overhead and underground distribution, construction and maintenance of electrical lines.
9.	Program learning outcomes: (List outcomes with course or courses)	Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>) <ol style="list-style-type: none">1. Use standard English writing skills. (ENG101)2. Present an overview of line work including the equipment and tools, pole climbing techniques, safety practices and procedures. (ELT201)3. Explain the basic principles of AC and DC electricity and describe the uses of electricity in the utility industry. (ELT101)4. Identify and use the components necessary to build series, parallel and series parallel DC circuits. (ELT101)5. Describe the appropriate care and handling techniques for the types of rope and rigging equipment used in the utility industry. (ELT211)6. Tie the major types of knots used in the industry and describe the appropriate use of each. (ELT211)7. Use the appropriate tools and equipment to climb utility poles. (ELT211)8. Apply techniques approved by the industry to set poles manually and with equipment. (ELT211)9. Frame single and double cross arms and build single-phase lines. (ELT211)10. Identify and describe the proper equipment, techniques, procedures and industry safety practices used in hot sticking. (ELT202)11. Identify and describe the proper equipment and techniques used in lock out and tag out procedures and describe the industry safety practices and procedures related to each. (ELT202)12. Explain the structure and function of transformers and outline the construction of the major types of transformer connections used in the

-
- industry. (ELT141)
 - 13. Safely set up and operate the major types of equipment used in the utility line industry. (ELT212)
 - 14. Construct, install and provide maintenance for two-phase and three-phase systems. (ELT212)
 - 15. Practice rubber gloving and hot sticking techniques and demonstrate the trenching and construction of underground power lines. (ELT212)
 - 16. Apply the procedures used in pole top and bucket truck rescue. (ELT212)
 - 17. Develop, apply and communicate mathematical concepts and formulas that relate to measurement, percentage, statistics and geometry. (MAT100)
 - 18. Describe personal effectiveness skills including interpersonal skills, integrity, professionalism, motivation, dependability and reliability. (CPD 104)
 - 19. Explain the different types of energy and their conversion to useable energy such as electrical power and how generated electrical power is transmitted and distributed to the point of use. (PPT 120)

10. Projected start semester: Fall 2014

11. Online delivery only: No

12. Special admission required: No

13. Financial Aid: Yes
Does the program meet requirements for Title IV funding?

Minimum of 16 credit hours and a minimum of 15 weeks of instruction

14. Program sequence Program Progression Plan

Attach form prior to submission

2-year plan for course offerings/ Include course and program prerequisites

*****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.

-
- 15. CIPC Code:** 46.0303
-
- 16. SOC Codes:** 49-9051.00
(Standard Occupational Classification(s) that this certificate helps prepare for:
-
- 17. Minimum completion time in months:** 12
(assumes Fall semester start)
-
- 18. Program Costs:** No additional costs as this is funded by the Arizona Sun Corridor – Get Into Energy (ASC-GIE) grant.
In-State Tuition
Books & Supplies
Lab Fees
Other Special Fees/Expenses
-
- 19. Narrative description of the need for the program:** We are adding the certificate to align with the other ASC-GIE consortium colleges that offer this certificate. One of the mandates of the consortium grant is that all degrees and certificates transfer seamlessly between the consortium colleges. This certificate is identical in content to the Electric Utility Technology certificate offered by Chandler-Gilbert (a consortium college).
(For example, describe what need this program will address and how the institution became aware of that need)
Since we will most likely be adding Electric Utility Technology to the JTED program this will allow high school students to nearly complete the certificate prior to graduating from high school.
This also offers students a faster path to lineworker if they don't want our full AAS degree which provides a broader range of employment possibilities.
-
- 20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:** The ASC-GIE grant consortium has clearly identified the long term need for electric utility workers on both the state and national levels. The average age of a typical APS lineworker is 58 years old. This means there will be a huge demand for trained personnel in the very near future.
(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

21. Narrative description of any wage analysis the institution may have performed: Lineworkers can expect approximately 4-1/4 % annual job growth up until 2021 with annual median salary of \$65,035.34
(Include any consideration of Bureau of Labor Statistics wage data related to the program)
Source: Energy Workforce Demand Report, West Region, May 2012

22. Narrative description of how the program was reviewed or approved: All of this coursework is already in place and has passed through curriculum and instruction as part of our Electrical & Instrumentation Technology degree program that offers an emphasis in electric utility lineworker. All we are doing here is packaging it in a certificate for those students wishing to work only as a lineworker and wanting to complete in a year.

23. Advisory Committee:
Names of members and expertise: Dave Shifflet, FMI Bagdad
Bob Baker, FMI Bagdad
Dave Sagor, Cobham
Cassi Dill, Intex
Rick Peters, YC
John Henderson, YC
Mick Gaynor, YC student

Number of times met to plan the program: Twice a year

Future meeting plans: We met this past summer, will meet again in the spring.

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: _____Justin Brereton_____ Date: ___10/21/13___

Reviewed

Reviewed/Change Noted: _____



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

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General Education Committee Chair

Name: _____ Date: _____
 Recommended Not Recommended
 Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

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

Name: Karla Phillips Date: 12/11/13
 Recommended Not Recommended
 Recommended/Change Noted: _____

Instructional Dean/s

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

Name: John Morgan Date: 11/10/13
 Recommended Not Recommended
 Recommended/Change Noted: _____

Manager, Instructional Support

Name: _____ Date: _____
 Recommended Not Recommended
 Recommended/Change Noted: _____

Curriculum Committee

Name: *[Signature]* Date: 1/21/14
 Approved Not Approved
 Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: *[Signature]* Date: 1/23/14
 Approved Not Approved
 Approved/Change Noted: _____

President

Name: *[Signature]* Date: 1-24-14
 Approved Not Approved
 Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____
 Approved Not Approved
 Approved/Change Noted: _____

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Program-Specific Requirements

Course	Course Title	Hours
CPD104	Career & Personal Development	3
ELT101	Basic Electricity: AC & DC	4
ELT141	Electrical Apparatus	4
ELT201	Introduction to Linework I	2
ELT202	Field Training I	6
ELT211	Introduction to Linework II	2
ELT212	Field Training II	6
ENG101	College Composition I	3
MAT100	Technical Mathematics or higher level math	3
PPT120	Energy Industry Fundamentals	<u>3</u>
	Total	36

or (ELT 111 + 112)

Change to
same ENG
requirements
as degree.

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Program Name Certificate in Electric Utility Technology

Program Progression Plan

First Year										
Fall Semester					Spring Semester					
Subject	Course Number	Title	Credit	Prerequisite Course	Subject	Course Number	Title	Credit	Prerequisite Course	
ELT	101	Basic Electricity: AC & DC	4		ELT	141	Electrical Apparatus	4	ELT 101	
ELT	201	Introduction to Linework I	2		ELT	211	Introduction to Linework II	2	ELT 201	
ELT	202	Field Training I	6		ELT	212	Field Training II	6	ELT 212	
MAT	100	Technical Mathematics	3		ENG	101	College Composition I	3		
			Total Credits	15				Total Credits	15	

Second Year										
Fall Semester					Spring Semester					
Subject	Course Number	Title	Credit	Prerequisite Course	Subject	Course Number	Title	Credit	Prerequisite Course	
			Total Credits					Total Credits		

Academic Program Planning and Authorization

To ensure that new academic programs implemented by Yavapai College are of the highest quality and are aligned with the District Governing Board's and college's strategic plans, the following criteria and process for new academic program authorization must be submitted to the Executive Leadership Team for authorization, prior to program planning.

Date

Initiator Phone Number

E-mail Address

Instructional Division Sponsoring Campus

Program Type Program Name

Projected Start Semester to Plan Projected Start Semester for Program

Program Description

The Certificate in Electric Utility Technology is designed to prepare the student for the position of an apprentice-level line worker who is familiar with the use of tools, materials, and the equipment of the electric utility industry. Students will be trained in power line installation and maintenance, pole climbing and use of tools, truck and equipment operation and overhead and underground distribution, construction and maintenance of electrical lines.

How does the program relate to the College mission?

We are adding the certificate to align with other ASC-GIE consortium colleges that offer this certificate. This certificate is identical in content to the Electric Utility Technology certificate offered by Chandler-Gilbert (a consortium college).

How does the program relate to existing College programs and strategic initiatives?

This coursework is already in place (except for ELT101) as part of our Electrical & Instrumentation Technology degree with an emphasis in electric utility lineworker. All we are doing is packaging this as a certificate for students wishing to work as a lineworker and wanting to complete in a year.

Describe special features or conditions that make the College a desirable, unique, or cost effective place to initiate the proposed program.

Since we will most likely be adding Electric Utility Technology to the JTED program this will allow high school students to nearly complete the certificate prior to graduating from high school. This also offers students a faster path to lineworker if they don't want our full AAS degree which provides a broader range of employment possibilities.

Explain student demand and evidence of the proposed programs responsiveness to the needs of the region, state, or nation. Provide documentation (Resources: Office of Institutional Effectiveness & Research, Office of Regional Economic Development)

The ASC-GIE grant consortium has clearly identified the long term need for electric utility workers on both the state and national levels. The average age of a typical APS lineworker is 58 years old. This means there will be a huge demand for trained personnel in the very near future. CIPC Code: 46.0303 SOC Codes: 49-9051.00 Lineworkers can expect approximately 4-1/4 % annual job growth up until 2021 with annual median salary of \$65,035.34 Source: Energy Workforce Demand Report, West Region, May 2012

Are there plans to offer all or a portion of this program to students online?

No, this is mostly hands-on training.

What is the proposed tuition rate for the program?

John?

List the proposed programs outcomes.

Please see the attached Word.doc. This form does not allow the insertion of the outcomes in the allotted space.

Will the proposed program require development of any new courses? If yes, briefly explain.

Yes, ELT 101 (already proposed). It is a foundation course of the new Electric Utility Technology certificate. This course is identical to Chandler-Gilbert's EUT 112: Basic Electricity: AC & DC which is part of their Electric Utility Technology certificate.

Will any additional College resources be required to add and maintain the proposed program (New Faculty, Library Resources, Facilities/Equipment, etc.)? If yes, list and provide any estimated funding costs and proposed source for funding.

No, all of the cost for this are covered under the ASC-GIE consortium grant.

Proposed Program Initiator

Rick Peters

Digitally signed by Rick Peters
DN: cn=Rick Peters, o=Yavapai College, ou=CTEC Personnel,
email=rpeters@yavapai.edu, c=US
Date: 2013.11.04 19:29:47 -0700

Recommended

Director of Institutional Effectiveness & Research

Jan Thompson

Yes No

Initiator's Instructional Dean **Forward Copy to Curriculum Office

John Morgan by email att.

Yes No

Vice President for Instruction & Student Services

David Clark

Yes No

Vice President for Administrative Services

Clint Hill

Yes No

President's Leadership Team Review

1/7/14 PLT

Yes No

College President

George Switz

Approved

Yes No

New Program Proposal: Electric Utility Technology Certificate

Below are comments and rationale from an Institutional Effectiveness and Research (IER) perspective regarding the proposal for a new Electric Utility Technology Certificate program.

Enrollment Projections (five-year trends):

This program is part of the ASC-GIE grant consortium that has identified the long term need for utility workers in Arizona and nationally. There is also the likelihood that this program will be available through JTED and positively impact enrollment.

Gainful Employment:

No concerns exist regarding Gainful Employment requirements. Yavapai County median earnings (\$27.88/hr) for this occupation are considered high wage.

Occupational Outlook:

The following Standard Occupational Classification (SOC) codes are associated with the proposed program. Occupational/Employment data provided by Economic Modeling Systems International (EMSI) show low openings locally, but better than average job openings within Arizona, and nationally. EMSI occupational data reports are included as appendices to this summary.

SOC	Yavapai County	
	2013 Jobs	2018 Jobs
Electrical Line Installers/Repairers (49-9051)	17	18

SOC	Arizona	
	2013 Jobs	2018 Jobs
Electrical Line Installers/Repairers (49-9051)	1,959	2,345

Other:

IER recommends that all programs have a sunset/closure plan that clearly expresses enrollment, completions, cost-per-ftse, etc... necessary to maintain the program. An exit strategy provides faculty, staff, and the College with an understanding of the minimum expectations to keep a program active. If such predetermined measures are not met it is understood that the program may be closed.

Recommendation:

Approved

Tom Hughes, Director of Institutional Effectiveness and Research
December 04, 2013

Yavapai College

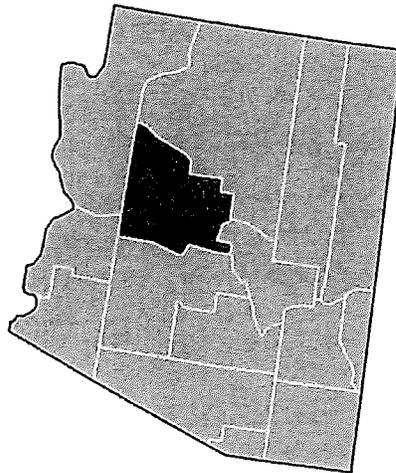
1100 E. Sheldon Street

Prescott, Arizona 86301

928.445.7300

Occupation Report

Yavapai County



Report Info

Dataset Version 2013.4 Class of Worker
Class of Worker Categories QCEW Employees
Timeframe 2013 - 2018
Region Name Yavapai County
Counties
Yavapai, AZ (4025)

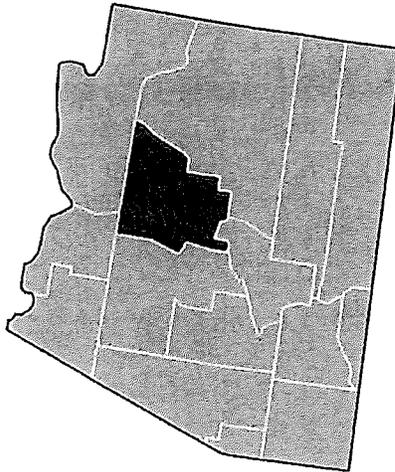
Electrical Power-Line Installers and Repairers

SOC 49-9051: Install or repair cables or wires used in electrical power or distribution systems. May erect poles and light or heavy duty transmission towers. Excludes "Electrical and Electronics Repairers, Powerhouse, Substation, and Relay" (49-2095).

Related O*NET Occupations:

Electrical Power-Line Installers and Repairers (49-9051.00)

Job Distribution



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Overview

Annual Openings Estimate (2013)	1
Related Completions (2010)	0
Current Job Postings	1

Gender

Male	64%	
Female	36%	

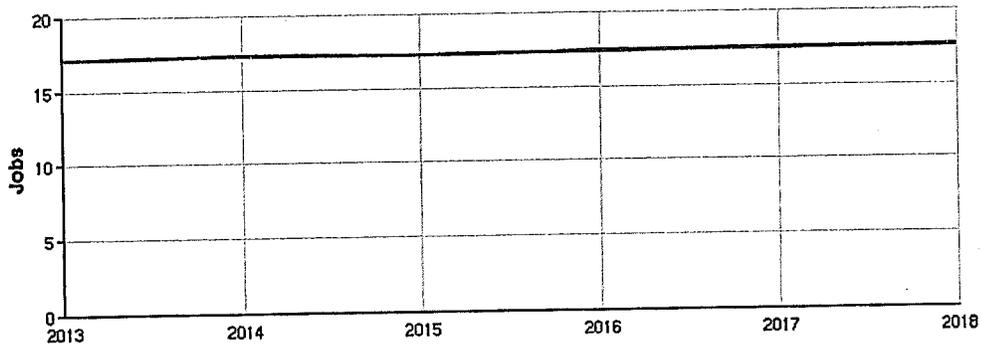
Age

14-18	0%	
19-24	0%	
25-44	55%	
45-64	45%	
65+	0%	

17 Jobs (2013) National Location Quotient: 0.38	2.7% % Change (2013-2018) Nation: 7.0%	\$27.88/hr Median Earnings Nation: \$30.41/hr
--	---	--

Yavapai County | Growth for Electrical Power-Line Installers and Repairers (49-9051)

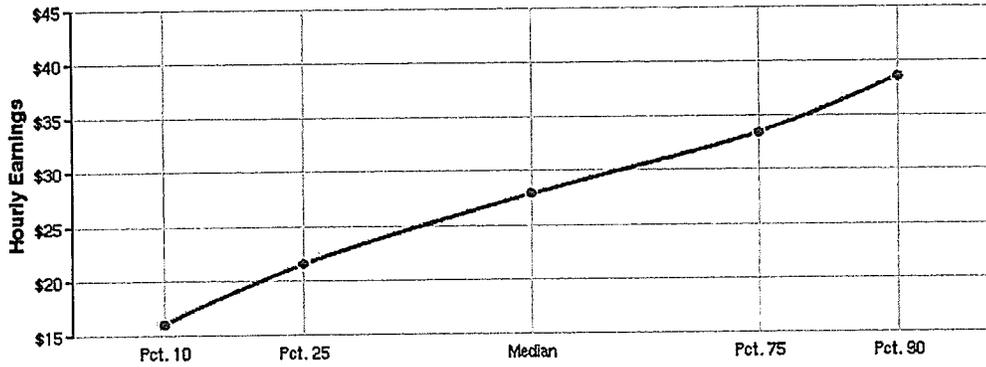
17 2013 Jobs	18 2018 Jobs	0 Change (2013-2018)	2.7% % Change (2013-2018)
------------------------	------------------------	--------------------------------	-------------------------------------



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Yavapai County | Percentile Earnings for Electrical Power-Line Installers and Repairers (49-9051)

\$16.06/hr 10th Percentile Earnings	\$27.88/hr Median Earnings	\$38.65/hr 90th Percentile Earnings
---	--------------------------------------	---

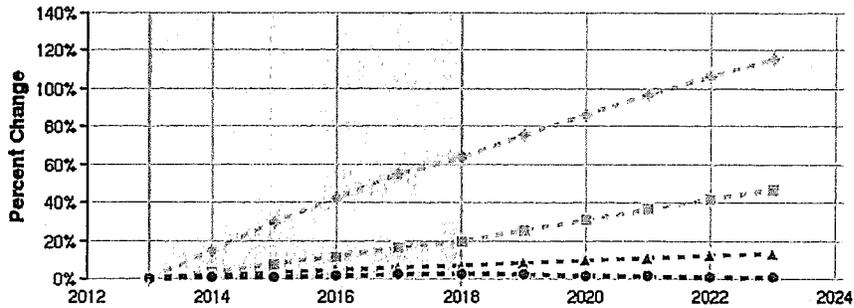


Educational Attainment (National)

Doctoral or professional degree	0%
Master's degree	0%
Bachelor's degree	5%
Associate's degree	11%
Some college, no degree	31%
High school diploma or equivalent	47%
Less than high school diploma	7%

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Regional Trends



Region	2013 Jobs	2018 Jobs	% Change
● Yavapai County	17	18	2.7%
■ State	1,959	2,345	19.7%
▲ Nation	113,125	120,987	7.0%
◆ Maricopa	899	1,469	63.5%

Educational Programs

Program	2008	2009	2010	2011	2012
Programs (2010)	0				
Completions (2010)			0		

There are no related program completions in the selected region.

Inverse Staffing Patterns

Industry	Occupation Jobs in Industry (2013)	% of Occupation in Industry (2013)	% of Total Jobs in Industry (2013)
Local Government, Excluding Education and Hospitals (903999)	12	68.9%	0.3%
Federal Government, Civilian, Excluding Postal Service (901199)	<10	9.5%	0.1%
Other Electric Power Generation (221119)	<10	7.0%	39.8%
Electrical Contractors and Other Wiring Installation Contractors (238210)	<10	5.4%	0.6%
Power and Communication Line and Related Structures Construction (237130)	<10	3.5%	21.8%

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Data Sources and Calculations

State Data Sources

This report uses state data from the following agencies: Arizona Department of Administration, Office of Employment and Population Statistics

Occupation Data

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

Institution Data

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

Completers Data

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

Staffing Patterns Data

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

Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

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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.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	9/23/13	Last saved: 1/16/2014
2.	Initiator:	k. giannetto	
3.	E-mail address:	kara.giannetto@yc.edu	
4.	Phone:	x7237	
5.	Initiating division:	Sciences Health	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Athletic Coaching	
8.	Program description: (brief/this will appear in the College Catalog)	The Athletic Coaching Certificate prepares the student for entry level employment through cross disciplinary instruction in the fields of exercise science, biology, psychology, physical education and first aid. In addition, this program prepares the student, or current coaching professional, for successful completion of the national coaching certification exam with American Sport Education Program (ASEP), which is an approved provider of coaching education to the Arizona Interscholastic Association (AIA).	
9.	Program learning outcomes: (List outcomes with course or courses)	<p>Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>)</p> <p>1) Identify terms and functions pertaining to the systems of the body as they relate to exercise and sport. (PHE 150, 154; BIO 160 and/or 201)</p> <p>2) Describe several types of coaching philosophies, objectives, and styles. (PHE 154)</p> <p>3) Plan regiments of exercise, sport specific fitness and mental training, and apply strategies for team management across diverse populations as they relate to exercise and sport. (PHE 150, 154, 168; PSY 245)</p> <p>4) Identify different personality styles and use assertive communication techniques to effectively coach players of various skill levels. (PHE 154, 168; PSY 245)</p> <p>5) Recognize exercise and sport related injuries and illnesses. (PHE 150)</p>	
10.	Projected start semester:	Fall 2014	
11.	Online delivery only:	No	
12.	Special admission required:	No	

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13. Financial Aid: Yes

Does the program meet requirements for Title IV funding?

****Minimum of 16 credit hours and a minimum of 15 weeks of instruction****

14. Program sequence Program Progression Plan

Attach form prior to submission

****2-year plan for course offerings/ Include course and program prerequisites****

*****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.

-
- 15. CIPC Code:** 27-2022: Job Outlook for Athletic Coaches and Scouts,
-
- 16. SOC Codes:** 27-2022 Coaches and Scouts
(Standard Occupational Classification(s) that this certificate helps prepare for: 27-2023 Umpires, Referees, and Other Sports Officials
-
- 17. Minimum completion time in months:** 9 months
(assumes Fall semester start)
-
- 18. Program Costs:**
In-State Tuition
Books & Supplies
Lab Fees
Other Special Fees/Expenses
-
- 19. Narrative description of the need for the program:** Currently, HPER theory courses are routinely filled to capacity every semester with high retention and completion. However, those students pursuing coaching related education and careers do not have an educational path or program to follow and complete. This certificate will meet that need by providing a pre-designed educational plan culminating with a certificate from Yavapai College and be prepared to pass the ASEP Coaching Certification Exam. The college administration and Board are interested in seeing more program "completers" and we can generate more completers by offering this certificate that is a measurable assessment of HPER students. Our proposal is aligned with AZ Department of Education Coaching Certificate requirements and we are on their list as an approved provider of course work.
(For example, describe what need this program will address and how the institution became aware of that need)
-
- 20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:** The health care field on Federal Statistics (www.bls.com) are showing that professions like physical therapist, coaching related careers, fitness trainers/aerobic instructors, dietitians and nutritionists are uprising and estimated to increase 20-28% through 2020. This certificate will provide students a comparable educational plan to many certificate programs across the country, aligns with AZ Department of Education Coaching Certificate requirements and is also a strong foundation for any student who continues with an educational pursuit in a related bachelor's program.
(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

21. Narrative description of any wage analysis the institution may have performed:
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. Narrative description of how the program was reviewed or approved: AZ Department of Education Certification division approved our courses (including the 4.0 credit BIO) as we are aligned with their minimum 5-course/15-credit requirements.

23. 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: _____ Kara Giannetto _____ Date: __9/23/13__

Reviewed

Reviewed/Change Noted: _____

Institutional Research (IR must verify all submitted employment projections)

Name: _____ Tom Hughes _____ Date: __12/13__

Gainful Employment Information Verified

Resources: _____



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

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General Education Committee Chair

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

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

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

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

Name: Scott Farnsworth Date: 11/13

Recommended Not Recommended

Recommended/Change Noted: _____

Manager, Instructional Support

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: _____ Date: 1/21/14

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: _____ Date: 1/23/14

Approved Not Approved

Approved/Change Noted: _____

President

Name: James H. Wells Date: 1-24-14

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Yavapai College Catalog: 2014 – 2015
Certificate Program

Athletic Coach

COURSE			CREDIT HOURS
BIO	160	Intro to Human Anat/Physiology	4.0
Or			
BIO	201	Human Anat/Physiology	
PSY	245	Human Growth & Development	3.0
PHE	168	Introduction to Sport Psychology	3.0
PHE	150	Prevention of Athletic Injuries and Emergency Care	3.0
PHE	154	Theory of Coaching/ASEP Test Prep	3.0
TOTAL MINIMUM CREDIT HOURS			16.0

From: Yildirim, Maura [Maura.Yildirim@azed.gov]
Sent: Wednesday, September 25, 2013 1:43 PM
To: Giannetto, Kara
Subject: RE: YC Coaching Cert Letter of Request

Hi Kara,

I got the attachment this time and I will share it with the Certification staff. This will ensure they know it is ok to accept PSY 245 to meet the Adolescent Psychology requirement.

Would you be able to provide the Yavapai course numbers and titles for the other course requirements for the Athletic Coaching certificate? This will help us to provide guidance to applicants who may want to take courses from your college toward the certificate. The other courses that are required are:

Methods of coaching (3 semester hours)
Anatomy and Physiology (3 semester hours) Sports Psychology (3 semester hours) Prevention and treatment of athletic injuries (3 semester hours)

Thank you,

Maura Yildirim
Evaluator Supervisor
Arizona Department of Education
Teacher Certification
(602)364-0127

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ARIZONA DEPARTMENT OF EDUCATION-CERTIFICATION UNIT

ATHLETIC COACHING CERTIFICATE 7-12

CERTIFICATE ENTITLES THE HOLDER TO PERFORM COACHING DUTIES IN INTERSCHOLASTIC AND EXTRACURRICULAR ATHLETIC ACTIVITIES. IT IS NOT REQUIRED FOR TEACHERS WHO HOLD A VALID ELEMENTARY, SECONDARY OR SPECIAL EDUCATION CERTIFICATE.

- **All requirements for the Athletic Coaching Certificate must be met.** The certificate is valid for six years and is renewable. Fees are **not refundable**.
1. Valid certification in first aid and Coronary and Pulmonary Resuscitation (CPR).
 2. Completion of 15 semester hours of courses which include at least 3 semester hours in courses related to each of the following: methods of coaching, anatomy and physiology, sports psychology, adolescent psychology, and the prevention and treatment of athletic injuries.
 3. 250-clock hours of verified coaching experience in the sport to be coached. Coaching experience may include experience as a head coach or assistant coach in a school program or in an organized athletic league. (Please submit a letter on official letterhead to verify clock hours.)
 4. One of the following:
 - A. A photocopy of your valid Arizona **IVP** fingerprint card (plastic) issued on or after January 1, 2008.
 - OR -
 - B. A photocopy of your valid Arizona fingerprint clearance card (plastic) issued prior to January 1, 2008.

***NOTE:** Effective January 1, 2008, per Arizona State Statute A.R.S. § 15-106, an applicant who applies for a teaching certificate shall submit an **Identity Verified Prints (IVP)** Fingerprint card. "Non-IVP" Arizona fingerprint clearance cards issued on or after January 1, 2008 will **NOT** be accepted.*

RENEWAL REQUIREMENTS FOR THE ATHLETIC COACHING CERTIFICATE 7-12

- **All requirements for renewal of the Athletic Coaching Certificate must be met.** Fees are **not refundable**.
1. Completion of 60-clock hours in a professional development program. (Please submit a letter on official letterhead to verify clock hours.)
 2. Valid certification in first aid and Coronary and Pulmonary Resuscitation (CPR).

*PURSUANT TO A.R.S. 15-534.03, EACH EDUCATOR MUST NOTIFY THE DEPARTMENT OF EDUCATION OF ANY CHANGE OF ADDRESS WITHIN THIRTY DAYS. CHANGE OF ADDRESS FORMS ARE AVAILABLE ON OUR WEBSITE.

ALL DOCUMENTATION, INCLUDING TRANSCRIPTS, BECOMES THE PROPERTY OF THE ARIZONA DEPARTMENT OF EDUCATION AND WILL NOT BE RETURNED. REQUIREMENTS MAY BE SUBJECT TO CHANGE AND ARE FULLY REFERENCED IN THE ARIZONA REVISED STATUTES AND ADMINISTRATIVE CODE.

Certificate

Certificate Name: Athletic Coaching

Certificate Mission / Objectives:

Assessment Period:

2013-18

Academic Year:

2013-14

Required Course Matrix:

Course Name: Please Include * if a Capstone Course		X = Assessed this period	PHE 150	PHE 154	PSY 245	BIO 201,160	PHE 155	Course	Course
			Course Prefix: (ie, ACC 232)						
Credits:			3	3	3	4	3		
Outcome 1:	Identify terms and functions		P	R		I			
Outcome 2:	Describe coaching philosophies, objectives, styles			I,R,P					
Outcome 3:	Plan regiments of exercise, sport specific training, mental training and apply strategies for team management across diverse populations as it relates to exercise and sport.		R	P			I		
Outcome 4:	Identify different personality styles and use assertive communication techniques to effectively coach players of various skill levels			I	P		R		
Outcome 5:	Recognize exercise and sport related injuries and illnesses		R,P	I					
Outcome 6:									
Outcome 7:									
Outcome 8:									
Outcome 9:									
Outcome 10:									
Outcome 11:									
Total Credits		16							

Directions: For each Outcome enter a descriptor, "I" / "R" / "P" in the appropriate course - only one per course, and the highest level.

I = Introduced (in Program)

R = Reinforced (in Progr

Program Outcomes (Competencies): Statements of observable, measurable results of the educational experience, linked to program Outcomes (Section I), that specify do throughout a program; these must be detailed and meaningful enough to guide decisions in program planning, improvement, pedagogy, and practice.

Certificates do not include a general education component and, therefore, do not need to be aligned with the Gen Ed Core Courses (GECCO).

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Schlosberg, Patti

From: Wilson, Nichole
Sent: Tuesday, January 21, 2014 8:47 AM
To: Schlosberg, Patti
Cc: Giannetto, Kara
Subject: Athletic Coaching Certificate - Sport Psychology

Patti,

Thank you for helping Kara with the Athletic Coaching Certificate. HPER and PSY faculty met this last August to discuss the creation of a Sport Psychology course. The PSY faculty felt that it would be better if it were offered within the PHE discipline rather than PSY as none of the current Psychology faculty have an interest in teaching this course (as it wouldn't transfer for any of our PSY students). If you need any more information, please let me know. Thank you!

Nichole Wilson
Psychology Instructor
Yavapai College
928.771.6193



Academic Program Planning and Authorization

To ensure that new academic programs implemented by Yavapai College are of the highest quality and are aligned with the District Governing Board's and college's strategic plans, the following criteria and process for new academic program authorization must be submitted to the Executive Leadership Team for authorization, prior to program planning.

Date	Oct 21, 2013		
Initiator	kgiannetto	Phone Number	717-7237
E-mail Address	kara.giannetto@yc.edu		
Instructional Division	Sciences & Health	Sponsoring Campus	Prescott
Program Type	Certificate	Program Name	Athletic Coaching Certificate
Projected Start Semester to Plan	Spring 2011	Projected Start Semester for Program	Fall 2014

Program Description

The Athletic Coaching Certificate prepares the student for entry level employment through cross disciplinary instruction in the fields of exercise science, biology, psychology, physical education and first aid. In addition this program aligns with AZ Dept of Education curriculum for coaching certification while also preparing the student, or current coaching professional, for successful completion of the national coaching certification exam with American Sport Education Program (ASEP). ASEP is an approved provider of coaching education to the Arizona Interscholastic Association (AIA).

How does the program relate to the College mission?

The college administration and Board are interested in seeing more program "completers" and we can generate completers by offering this certificate that is a measurable assessment of HPER students. Our proposal aligns with AZ Dept of Education Coaching Requirement

How does the program relate to existing College programs and strategic initiatives?

HPER theory courses are routinely filled to capacity every semester with high retention and completion. However, these students pursuing coaching related education/careers do not have an educational path or program to follow and complete. This certificate provides a path to employment

Describe special features or conditions that make the College a desirable, unique, or cost effective place to initiate the proposed program.

Currently four of the five required courses are existing electives and/or meet a GenEd requirement. By creating one additional class that meets the AZ Dept of Ed requirements we can offer a Certificate at half the cost of private providers.

Explain student demand and evidence of the proposed programs responsiveness to the needs of the region, state, or nation. Provide documentation (Resources: Office of Institutional Effectiveness & Research, Office of Regional Economic Development)

The health care field on Federal Statistics (www.bls.com) are showing that professions like physical therapist, coaching related careers, fitness trainers/aerobic instructors, dietitians and nutritionists are uprising and estimated to increase 20-28% through 2020. This certificate will provide students a comparable educational plan to many certificate programs across the country and is also a strong foundation for any student who continues with an educational pursuit in a related bachelor's program.

Are there plans to offer all or a portion of this program to students online?

It is possible as most courses in this proposal have at least one section offered online during the year or hybrid.

What is the proposed tuition rate for the program?

Standard rates apply.

List the proposed programs outcomes.

- 1.) Identify terms and functions pertaining to the systems of the body as they relate to exercise and sport. (PHE 150 and 154; BIO 160 and/or 201)
- 2.) Describe several types of coaching philosophies, objectives, and styles. (PHE 154)
- 3.) Plan regiments of exercise, sport specific fitness and mental training, and apply strategies for team management across diverse populations as it relates to exercise and sport. (PHE 150, 154, 155; PSY 245)
4. Identify different personality styles and use assertive communication techniques to effectively coach players of various skill levels. (PHE 154, 155 and PSY 245)
- 5.) Recognize exercise and sport related injuries and illnesses. (PHE 150)

Will the proposed program require development of any new courses? If yes, briefly explain.

One new course, Introduction to Sport Psychology, is being proposed to complete our Certificate.

Will any additional College resources be required to add and maintain the proposed program (New Faculty, Library Resources, Facilities/Equipment, etc.)? If yes, list and provide any estimated funding costs and proposed source for funding.

None

Proposed Program Initiator	kara g	<small>Digitally signed by kara g DN: cn=kara.g, o=Yavapai College, email=kara.g@yavapai.edu, serial=101, date=2013.11.27 10:29:54 -0700</small>	Recommended
Director of Institutional Effectiveness & Research	Tom Hughes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Initiator's Instructional Dean **Forward Copy to Curriculum Office	Scott Farnsworth (email)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vice President for Instruction & Student Services			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vice President for Administrative Services			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
President's Leadership Team Review	1/7/14 PLT kg		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
College President			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			Approved
			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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New Program Proposal: Athletic Coaching Certificate

Below are comments and rationale from an Institutional Effectiveness and Research (IER) perspective regarding the proposal for a new Athletic Coaching Certificate program.

Enrollment Projections (five-year trends):

Two years ago when the program was first proposed, program faculty gathered student feedback from their classes. Results showed interest by students, but were not quantified. Institutional Effectiveness and Research (IER) is not able to forecast enrollment for the proposed program.

Gainful Employment:

No concerns exist regarding Gainful Employment requirements.

Occupational Outlook:

The following Standard Occupational Classification (SOC) codes are associated with the proposed program. Occupational/Employment data provided by Economic Modeling Systems International (EMSI) show better than average job openings locally, within Arizona, and nationally. EMSI occupational data reports are included as appendices to this summary.

SOC	Yavapai County	
	2013 Jobs	2018 Jobs
Coaches and Scouts (27-2022)	100	116
Middle School Teachers (25-2022)	255	272
Secondary School Teachers (25-2031)	352	363
Teachers/Instructors, Other (25-3099)	217	261

Other:

IER recommends that all programs have a sunset/closure plan that clearly expresses enrollment, completions, cost-per-fise, etc... necessary to maintain the program. An exit strategy provides faculty, staff, and the College with an understanding of the minimum expectations to keep a program active. If such predetermined measures are not met it is understood that the program may be closed.

Recommendation:

Approved



Tom Hughes, Director of Institutional Effectiveness and Research
November 15, 2013

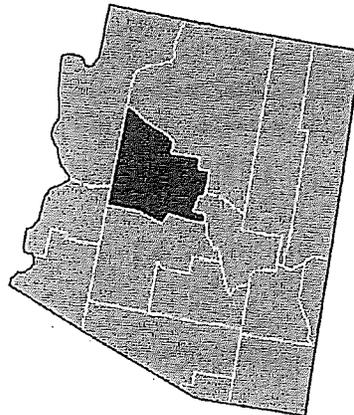
Yavapai College

1100 E. Sheldon Street
Prescott, Arizona 86301
928.445.7300

Occupation Report

Middle School Teachers, Except Special and Career/Technical Education (25-2022)
Secondary School Teachers, Except Special and Career/Technical Education (25-2031)
Teachers and Instructors, All Other (25-3099)
Coaches and Scouts (27-2022)

Yavapai County



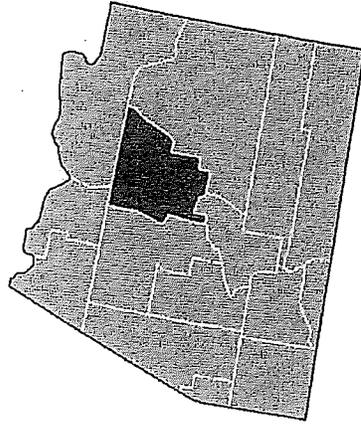
Report Info

Dataset Version	2013.3 Class of Worker
Class of Worker Categories	QCEW Employees + Non-QCEW Employees + Self-Employed + Extended Proprietors
Timeframe	2013 - 2018
Region Name	Yavapai County
Region Description	All Yavapai County
Counties	
	Yavapai, AZ (4025)

Occupation Group

Middle School Teachers, Except Special and Career/Technical Education (25-2022)
Secondary School Teachers, Except Special and Career/Technical Education (25-2031)
Teachers and Instructors, All Other (25-3099)
Coaches and Scouts (27-2022)

Job Distribution



Overview

Annual Openings Estimate (2013)	46
Related Completions (2011)	212
Current Job Postings	N/A for Multiple Codes

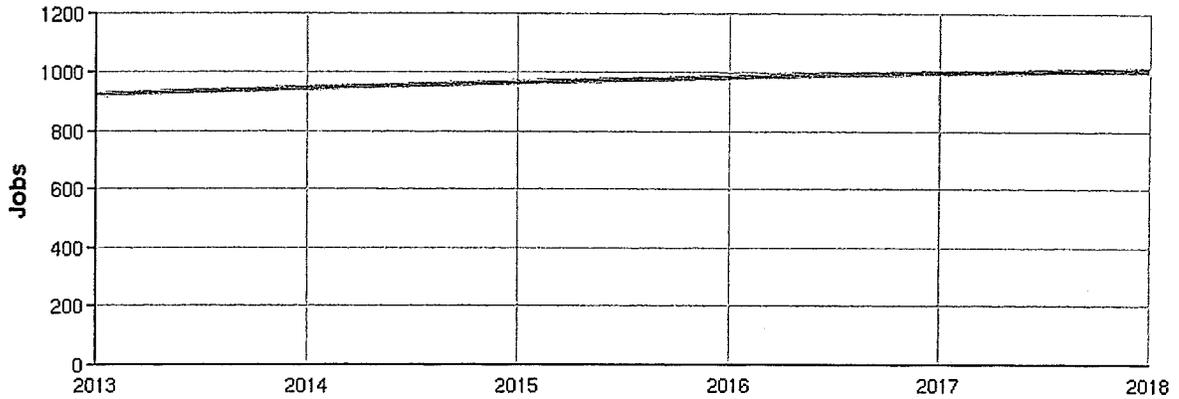
Gender		
Male	33%	
Female	67%	

Age		
14-18	2%	
19-24	6%	
25-44	41%	
45-64	43%	
65+	9%	

926 Jobs (2013) National Location Quotient: 0.84	9.4% % Change (2013-2018) Nation: 9.3%	\$16.59/hr Median Earnings Nation: \$23.02/hr
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Yavapai County | Growth

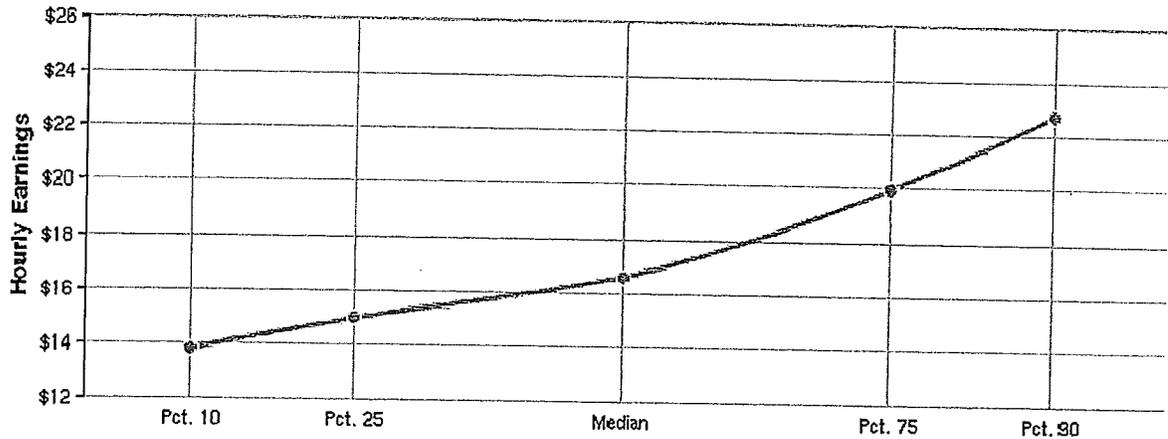
926 2013 Jobs	1,012 2018 Jobs	87 Change (2013-2018)	9.4% % Change (2013-2018)
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Occupation	2013 Jobs	2018 Jobs	Change	% Change
Middle School Teachers, Except Special and Career/Technical Education (25-2022)	255	272	17	7%
Secondary School Teachers, Except Special and Career/Technical Education (25-2031)	352	363	11	3%
Coaches and Scouts (27-2022)	100	116	16	16%
Teachers and Instructors, All Other (25-3099)	217	261	44	20%

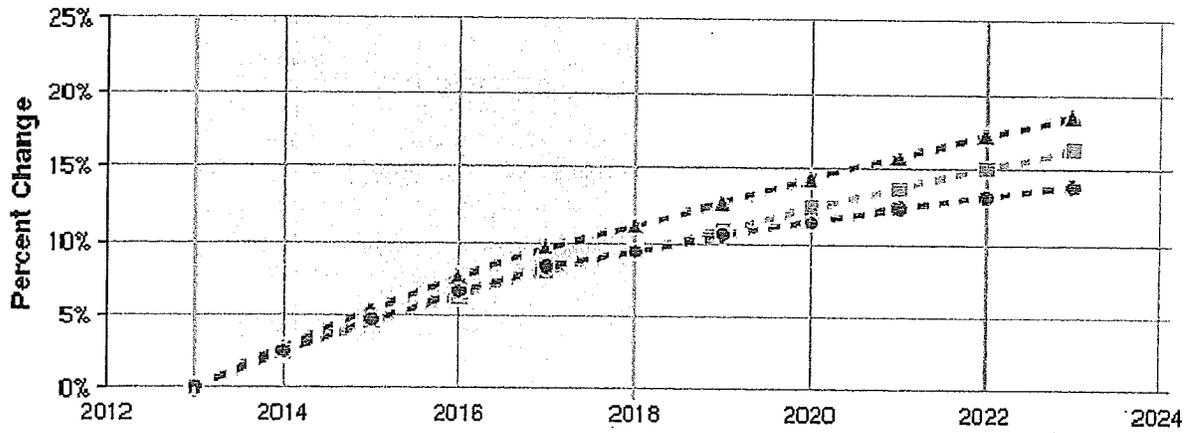
Yavapai County | Percentile Earnings

\$13.80/hr 10th Percentile Earnings	\$16.59/hr Median Earnings	\$22.76/hr 90th Percentile Earnings
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Occupation	10th Percentile Earnings	Median Earnings	90th Percentile Earnings
Middle School Teachers, Except Special and Career/Technical Education (25-2022)	\$14.80	\$17.62	\$22.30
Secondary School Teachers, Except Special and Career/Technical Education (25-2031)	\$15.01	\$17.81	\$22.74
Coaches and Scouts (27-2022)	\$9.40	\$12.19	\$18.10
Teachers and Instructors, All Other (25-3099)	\$12.66	\$15.39	\$25.48

Regional Trends



Region	2013 Jobs	2018 Jobs	% Change
• Yavapai County	926	1,012	9.4%
* Nation	2,448,145	2,675,659	9.3%
• State	37,647	41,803	11.0%

Educational programs

29		212			
Programs (2011)		Completions (2011)			
Program	2008	2009	2010	2011	2012
Education, General (13.0101)	70	149	161	162	360
Secondary Education and Teaching (13.1205)	2	3	22	25	23
Education, Other (13.9999)	34	25	18	24	55
Physical Education Teaching and Coaching (13.1314)	3	0	1	1	0
Biology Teacher Education (13.1322)	2	0	0	0	0

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Inverse Staffing Patterns

Industry	Occupation Group Jobs in Industry (2013)	% of Occupation Group in Industry (2013)	% of Total Jobs in Industry (2013)
Elementary and Secondary Schools (Local Government) (903611)	478	51.6%	16.9%
Elementary and Secondary Schools (Private) (611110)	152	16.4%	19.6%
Sports and Recreation Instruction (Private) (611620)	49	5.3%	35.3%
All Other Miscellaneous Schools and Instruction (Private) (611699)	35	3.8%	28.9%
Educational Support Services (Private) (611710)	29	3.1%	36.5%

Data Sources and Calculations

State Data Sources

This report uses state data from the following agencies: Arizona Department of Administration, Office of Employment and Population Statistics

Occupation Data

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

Institution Data

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

Completers Data

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

Staffing Patterns Data

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

Industry Data

EMSI industry data have various sources depending on the class of worker. (1) For QCEW Employees, EMSI primarily uses the QCEW (Quarterly Census of Employment and Wages), with supplemental estimates from County Business Patterns and Current Employment Statistics. (2) Non-QCEW employees data are based on a number of sources including QCEW, Current Employment Statistics, County Business Patterns, BEA State and Local Personal Income reports, the National Industry-Occupation Employment Matrix (NIOEM), the American Community Survey, and Railroad Retirement Board statistics. (3) Self-Employed and Extended Proprietor classes of worker data are primarily based on the American Community Survey, Nonemployer Statistics, and BEA State and Local Personal Income Reports. Projections for QCEW and Non-QCEW Employees are informed by NIOEM and long-term industry projections published by individual states.

Program Deletion Proposal

INSTRUCTIONS:

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

1. **Date:** 11-15-13
2. **Initiator:** Ruth Harrison
3. **E-mail address:** Ruth.Harrison@yc.edu
4. **Phone:** 928-776-2163
5. **Initiating division:** Business Computer Science
6. **Certificate or degree program name:** Paralegal Studies - Legal Nurse 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):
9. **Number of students currently in program who need time to complete:** There are only 3 students who have declared an intent to complete this certificate. Additionally, there has been 1 graduate of this certificate program and that was in 2001-02.
10. **Plan to accommodate students currently enrolled in program:** (include courses that still need to be offered and timeline for completion) LAW 207 - Introduction to Legal Nurse Practice and Ethics is being deleted because it hasn't been offered in more than 5 years due to low enrollment. We can offer LAW 207 as a LAW 295 Special Topic if we have any students attempting to complete. We can also accept completion of this course from an appropriate transfer institution.

Review Recommendations and Signatures

Division Curriculum Representative - [Curriculum Committee](#)

Name: _____ Date: _____

Reviewed

Reviewed/Change Noted: _____



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

Associate Dean/s or Program Director/s

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

Name: Ruth Harrison Date: 11/17/13

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

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

Name: Stacey Hilton Date: 11/17/13

Recommended Not Recommended

Recommended/Change Noted: _____

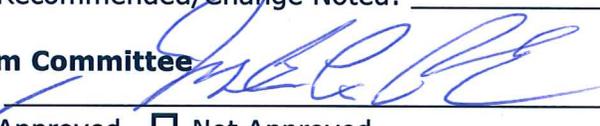
Manager, Instructional Support

Name: Jeni Johnson Date: 11/18/13

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name:  Date: 12/3/13

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name:  Date: 12/7/13

Approved Not Approved

Approved/Change Noted: _____

President

Name:  Date: 1-24-14

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Program Deletion Proposal

INSTRUCTIONS:

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

1. **Date:** **October 21, 2013**
2. **Initiator:** **Laura Moore/Stacey Hilton**
3. **E-mail address:** **stacey.hilton@yc.edu**
4. **Phone:** **928-717-7775**
5. **Initiating division:** **Business Computer Science**
6. **Certificate or degree program name:** **Small Business Entrepreneurship Certificate**
7. **Last year offered:** **2013-14**
(Will be effective end of the catalog year)

STVMAJR _____
 SMAPRLE _____
 SOACURR _____
 SureCode: _____
 AUD027 _____
 STU023 _____
 CFG072 _____
 STU316 _____
 Scribe: _____
 (Refresh Pick Lists)
 Website: _____
 Financial Aid: _____
 Gainful Employment: _____
 Program Outcomes: _____
 Student Intent (ITS): _____
 Chng of Prog Form: _____
 AZ Heat: _____

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):** New direction by SBDC and Economic Director
9. **Number of students currently in program who need time to complete:** 24
10. **Plan to accommodate students currently enrolled in program:** (include courses that still need to be offered and timeline for completion)
 All SBE Courses are being offered in the Spring, 2014 Semester. In the event a course is still needed for completion, every attempt to substitute an existing BSA class will be made for the Summer and Fall, 2014, semesters.

Review Recommendations and Signatures

Division Curriculum Representative - [Curriculum Committee](#)

Name: _____ Date: _____

- Reviewed
- Reviewed/Change Noted: _____



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

Associate Dean/s or Program Director/s

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

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

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

Name: _____ Stacey Hilton _____ Date: 10/21/13

Recommended Not Recommended

Recommended/Change Noted: _____

Manager, Instructional Support

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: _____ Date: 11/5/13

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: _____ Date: 11/6/13

Approved Not Approved

Approved/Change Noted: _____

President

Name: _____ Date: 1-24-14

Approved Not Approved

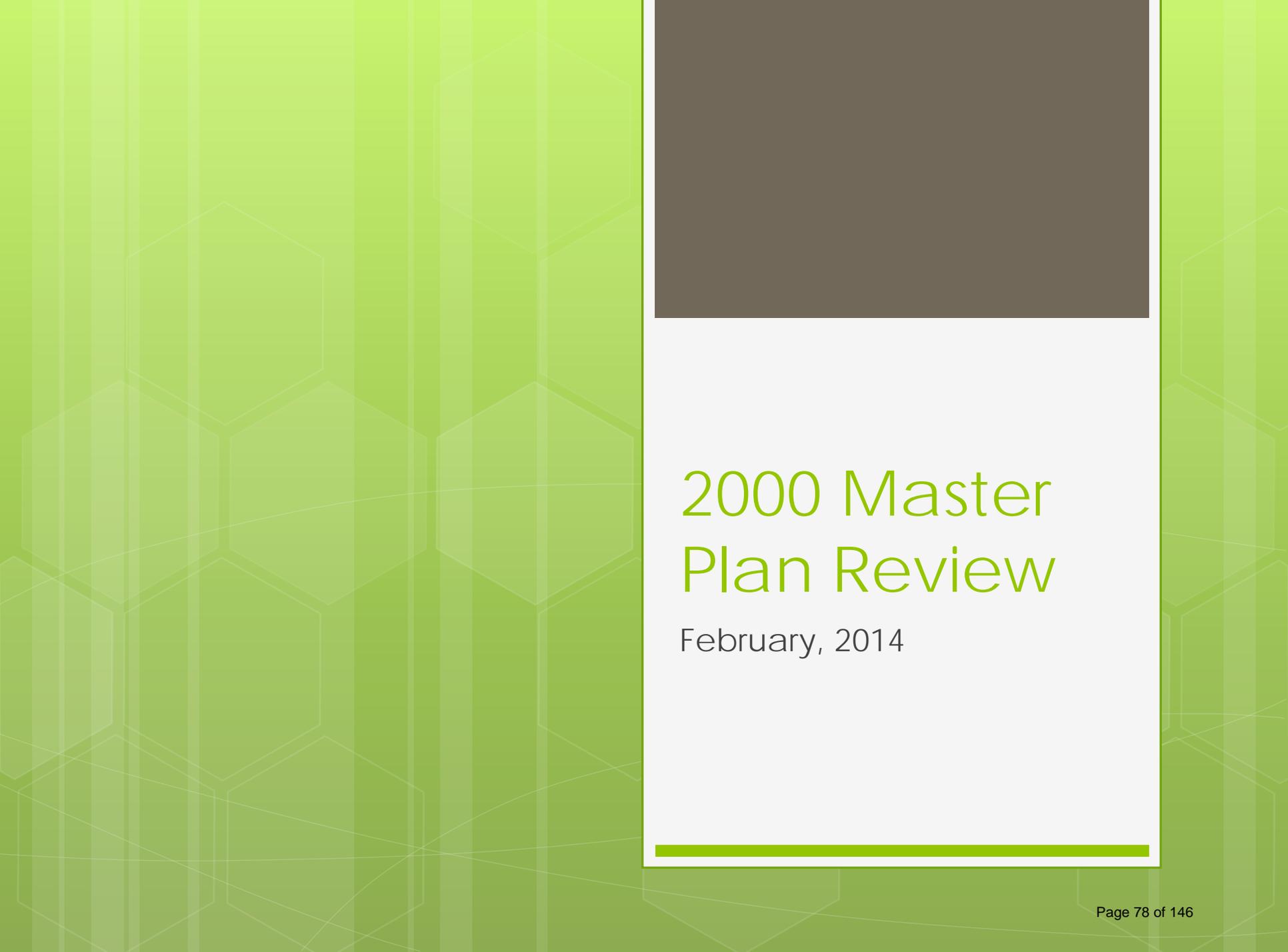
Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____



2000 Master Plan Review

February, 2014

Projects

- Presented list of completed projects at November, 2012 DGB Meeting
 - New buildings, infrastructure, renovations
 - \$69.5M Bonds for \$79.7M of projects
- All ballot commitments were fulfilled

2000 Prescott Campus Vision

- Comprehensive
- Residential
- University partnerships
- Strong pre-professional occupational programs

- Significant arts and community events programming
 - Donations for new recital hall
- Athletics
 - Donations for new tennis courts & soccer field

- 3 year baccalaureate
- Visual & Performing Arts charter high school

2000 Verde Valley Campus Vision

- Comprehensive
- Non-residential
- Distance learning opportunities to earn 4 year

- Expand non-credit
 - Youth programs
- Off-campus learning

- Vocational/ career training programs
- Entrepreneurial training
- Partner with U of A for Agriculture

2000 Community Campus Vision

- Addresses wide geographic area and diverse community needs
- “Campus without walls”
 - General Education delivery at high schools & on-line
- Non-credit courses
- Senior adult Programs

- Centers focus on specialized instructional needs:
 - CV Education Center
 - PV Business & Career Center

- Contract Training
- SBDC

2000 New/ Expanded Programs

- Agribusiness
- Early Childhood Ed.
- Entrepreneurial
- Graphic Arts
- Gerontology
- Home Health Care
- Medical Transcription
- Microsoft Certs
- Office Management
- Public Service (NARTA, Fire, EMS)
- Applied Research Center
- Bio Tech
- Computer Repair
- Charter High School
- Dental Hygiene
- Hospitality
- Int'l Studies
- Medical Office Asst.
- Rehab Asst.
- Social Service Aid
- Transportation & Highway

Square Footage

	2000	Projected 2010	2014
Prescott	431,806	538,906	623,726
Chino Valley	4,660	22,410	27,416
Prescott Valley	6,564	42,064	31,403
Verde Valley	70,763	105,463	122,359
Highway 69	-	6,000	1,440
	515,793	714,843	808,358

Key Assumptions in 2000

- County Population will double over 20 years
- Headcount to increase 30% within 5 years
- Need 1:1 classroom growth to accommodate enrollment growth
- Decentralized delivery model is needed to serve rural county
- Chino Valley
 - City center will move East
 - Eastern Corridor road from 169 to Chino Valley
- Hwy 69 corridor population growth

Questions & Discussion

February 2014 College Highlights

Sciences and Health

- Former YC Student and current geology major at University of Arizona, **Lily Jackson**, co-received the Arizona Geological Society's Scholarship in December 2013. Lily's photo appears on page 3 of their newsletter at this link:
<http://www.arizona-geological-soc.org/resources/Documents/Archived%20News%20Letters/2014/Jan2014Newsletter.pdf>
- Yavapai College will be well represented at the fourth annual series of Religion and Science Lectures presented on Sundays, Feb. 2, 9, 16, and 23, 2014 in the worship center of Mountain View United Methodist Church, 901 South 12th Street, Cottonwood, AZ. Lectures begin promptly at 2:30 p.m., and are finished no later than 4:00 p.m. They are open to the public, and there is no charge for admission. The speakers and dates for the lectures are as follows:
 - **February 2** - Howie Usher, Retired High School Teacher from Mingus Union High School, will lecture on "The Eukaryotic Cell and the Blob that Ate New York City; An Evolutionary Tale of Attempted Predation and Symbiotic Cooperation."
 - **February 9** - **Wayne Ranney**, Geologist, Tour Guide and former Yavapai College Adjunct Instructor, will lecture on "The Importance of Science in the Verde Valley." Wayne is a trail and river guide at the Grand Canyon and other southwest national parks, and a lecturer on international private jet trips around the world; a director of the Museum of Northern Arizona; and the author of several books, including *Carving Grand Canyon*, *Sedona Through Time*, and *Ancient Landscapes of the Colorado Plateau* (with Dr. Ron Blakey). He will use color slides to discuss the geologic origin on the landforms and waterways of the Verde Valley and why they are of lasting importance rather than mere curiosities and tourist attractions.
 - **February 16** - **Dr. Matt Percy, Molecular Biologist**
Dr. Matt Percy, is Professor of Anatomy and Physiology, at Yavapai College where he is in his seventh year of teaching a variety of biology and chemistry classes. His illustrated lecture is entitled "How Human Behavior Drives the Evolution of Antibiotic Resistant Bacteria," and will focus on how human behavior is causing bacteria to evolve resistance to our antibiotic drugs.
 - **February 23** - **Dr. Amy Ilona Stein, Professor of History and Humanities**
Dr. Amy Ilona Stein, is Professor of History and Humanities at Yavapai College and part-time Associate Professor of History at Northern Arizona University. Dr. Stein is involved in more than one discipline, her research including world environmental history, quaternary sciences, iconology and semiology.

The topic of her illustrated lecture is "The Evolution of Charles Darwin"- a historical look at the life, work, and faith of the man who is an icon for both controversy and constancy and whose work, "On the Origin of the Species," is a threshold for political, cultural, and scientific histories and continues to be a catalyst for ongoing debate.

- Radiology Program Director, **Rich LeClair**, reports the Rad Tech program received a donation from the Verde Valley Medical Center (pictured below). The donation included a (de-energized) portable x-ray machine (for use in positioning labs) and the fully functional ultrasound machine (for use in potential future ultrasound program). The YC Foundation handled the donation for the college, valued at \$200K.



Instructional Support and Improvement – Library

- Beyond the Wall, YC Library's Blog has had over 2,500 page views since its launch 5 months ago.
- Diagnosis Plagiarism, YC libraries' award-winning video still hits the mark! The Coordinator of Teaching and Learning at a middle school in Melbourne, Victoria, Australia requested access to our video. She wrote, "Thank you very much for sharing this great resource. You have a very talented staff there, and have made such an entertaining but still informative video. It is much appreciated."
- Learn about Chinese New Year, Chinese Zodiac & Chinese Lantern Festival
 - See related objects including Chinese art objects, books and lanterns on display.
- 9-year YC Facility employee **Zeke Turpin's** colorful and whimsical welded metal sculptures on display through January.
- Discover the many Get Fit books and DVDs available and on features display.

Visual, Performing, and Liberal Arts

- YC Professor of Creative Writing, **Laraine Herring**, presented a 4-day writing workshop at the Kripalu Center for Yoga and Health, Jan 2-5, in Lenox, MA. This is the seventh time Professor Herring has been invited to present at the well-known center. Subsequently, because she, in her first attempt ever in efficiency packing, did not have winter clothes, a laptop, enough toothpaste or enough contraband coffee packets to last more than the four days of her writing workshop, the Polar Vortex naturally intervened and forced her to stay in New England for four additional days enjoying kale and brown rice along with similarly trapped silent retreatants. Those hearty New Englanders couldn't get enough of the quaintness of the "Little Arizona girl who had no winter clothes and thought 'cold' was 40 degrees."
- YC Adjunct Geography Faculty and Human Resources Recruiter, **Kelli Jones**, recently received notification that she was accepted into Cohort 1 of the GEOspatial Connections promoting Advancement to Careers and Higher Education (GEOCACHE) Project. This collaborative project between Mesa Community College and Northern Arizona University is designed to facilitate the development of career and educational pathways in geospatial technologies (GST). The purpose is to develop and educate a highly diverse workforce, and provide service learning opportunities that prepare students for career success in the 21st century. This development program will bring together high school teachers and college instructors, thereby establishing educational pathways from secondary schools to two year colleges and universities. Kelli was selected for her current knowledge and use of GIS (geographic information systems) in the classroom. She will increase students' workforce and geospatial technology skills through the integration of technology and project-based learning into existing courses, and build connections with area secondary schools and industry partners.
- YC Professor of Art, **Patricia McMullen-Mikles**, is now showing the work produced while on her spring 2013 sabbatical leave in the Verde Valley Gallery at Yavapai College. The show runs January 13 - February 13. Gallery hours are Monday through Thursday, 10:00 am to 3:00 pm.
- YC Adjunct Theater Faculty, **Bruce Lanning**, reports a very successful run of the show *To Kill a Mockingbird*, based on the novel by Harper Lee. Most performances sold out, and several students of Acting I and II (THR 131 and 132) played major characters. The show received good publicity through the area media, and in fact, the editorial in the *Courier* on Martin Luther King Day used the show as its basis for commentary on the holiday and equality issues.
- YC Professor of Art, **Cindy DeCecco**, reports that each December the Prescott-based artEscape group awards scholarships to art students. Most of the artists who belong to artEscape started by taking art classes at Yavapai College. All four of this year's winners are attending Yavapai College, and we congratulate these scholarship recipients: Gail Holl - \$500; Jessica Erickson - \$300; Joanna Franke - \$300; and Genesee Kusel - \$100.

- At the invitation of Northpoint High School, **Kristen Kauffman**, YC Adjunct Creative Writing Faculty, conducted a free, two-hour lecture on Wednesday, January 15th. With a large audience between the ages of 14 and 17, Kristen led them through prompt writing, lectured on what a story arc was, and helped them fit their own stories onto the story arc model. By the end of the day, most of these students seemed very interested in attending the creative writing program's "Write Now!" event that will take place at Yavapai College, Prescott Campus, on April 5th.
- **Dr. Amy Stein**, Professor of History and Humanities, reports that John Stobbe, one of YC's first AFA graduates, recently contacted Art Faculty to let them know he is in his final semester at the University of Arizona in the MFA in Visual Communications Program. Stobbe has a one-man art show going up later this month with a thesis show to follow later this spring. In terms of YC completers, "an MFA from the UA is a grand slam home run for us," notes Stein.
- **Dr. Tama Kott**, Adjunct Bassoon Faculty, reports a variety of professional activities. First of all, she has been involved in editorial work which focuses on a neglected but important repertory of polyphonic songs from mid-sixteenth-century France. This unique project puts old books before a diverse audience of modern scholars and musicians in ways that will prompt renewed understanding of these cultural artifacts and their meanings. It is dedicated to sixteen sets of books expertly crafted by the Parisian printer Nicholas Du Chemin between 1549 and 1568. In addition, she has performed a number of concerts on and off campus in recent months including two performances for the International Double Reed Society (IDRS) Conference in Redlands, CA and a recital at the Yavapai College Performing Arts Center with colleague Skyler Foster on trombone. At the recital she premiered her work, *Sketches*, which has since been re-written and is now titled *Sonata No. 1 for Bassoon and Bass Trombone*. Finally, Dr. Kott has had several works recently published by Imagine Music and Trevco Music Publishing.

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

February 2014

Greetings from Facilities!

The February issue of this newsletter contains the latest information related to Facilities Management programs and projects along with general information concerning the 10 year campus master plan and subsequent capital improvements. If you have questions about any of the items listed, please continue to e-mail me at david.laurence@yc.edu. The newsletter will also be posted on the Facilities web site.

College Wide Campus Master Plan

The first phase of implementation will be presented at the February 4 District Governing Board meeting. This phase consists of the first three years and was developed with the collaboration of the President's Leadership Team, Deans and program managers. Points of discussion to help shape this plan included such items as:

Impact of renovation and new construction on enrollment

The amount of construction that can be managed successfully in any given year

Combining projects that are in adjacent locations

Inclusion of major maintenance projects with renovations

Funding

Thanks to Sean Hagan, a web site is being developed for members of the College community to access information about the plan itself and will be updated with the implementation schedule and project progress as this information becomes available.

Construction Updates

Mayer/Spring Valley Site

Site prep work and the installation of structural framework are underway and the sign is scheduled to be delivered and installed the week of February 10. The sign will display messages for the school district and the College.

YC Project Manager: Chris Larson

Marapai Hall Renovation

Drywall continues to be installed along with plumbing and mechanical services. Infrastructure to support security cameras and access control is being installed. Student Life, Facilities and Purchasing are assembling the new furniture order for the hall.

Exterior work related to new walkways, ramps and access road continues. Site lighting is being installed along with drainage improvements. The plan is to open up a segment of the drive between Marapai and Kachina to foot traffic by mid-February.



New Handrail and Stairwell Installation



Exterior View of New Elevator Shaft



Kachina and Marapai Connection Walkway

The construction is still scheduled to conclude July 1, 2014.

DLR Group

Haley Construction

YC Project Manager: David Laurence

Building 6 Remediation and Renovation

Replacement furniture is being set and preparations are being made to move the ITS staff back in to Building 6. The move in is scheduled for the first week of February.



Building 6 New Carpet and Paint



Interior of Building 6 Furniture Installation

YC Project Manager: Chris Larson

Tennis Court Renovation/Paving and Roadway Replacement

This project is currently out to bid until February 11. Construction is scheduled to begin soon after bid awarding and run until the beginning of August 2014. In addition to the replacement of the existing tennis courts, work will occur to replace the low water crossing, lessen the severity of the radius at Whitlow and Washington, address drainage issues and replace the College's portion of the parking lot.



GLHN Architects and Engineers

Contractor TBD

YC Project Manager: David Laurence

Verde Valley Campus Southwest Wine Center Building O Reuse

Demolition is nearing completion along with site grading. Work has begun with the construction of the gabion wall system using steel cages and native stones.

Underground utilities are being installed. Construction is scheduled to conclude at the end of July 2014.



Interior Demolition Complete



Site Grading and Gabion Wall Construction

Boxwood

FCI Constructors, Inc.

YC Project Manager: David Laurence

Reclaimed Water Project

Work continues with the procurement of pumping equipment and storage tanks. The installation of pipe from the water treatment plant in Cottonwood to the vineyard pump house is scheduled to occur this month.

Project Manager: Chris Larson

NEW FACILITIES MANAGEMENT TEAM MEMBERS

Facilities Management is happy to announce that Chris Larson has accepted the position of Assistant Director, Facilities Management. Chris has been with the College for 11 months as the Manager of Construction and Space Planning and has proven himself to be a valuable asset to the Facilities Management team. Congratulations Chris!

In addition to replacing Chris' old position, Facilities is still looking to fill vacant HVAC and Painter Technician positions.

EMERGENCY OPERATIONS PLANNING

An overview of the Emergency Operations Plan was discussed at the January 10 Building Captains meeting with a follow up session scheduled for March 7.

A fire drill was held on January 24 at the Chino campus.

The next Emergency Operation Center team meeting to discuss table top exercises, additional training and other topics related to the EOP will occur on February 3. This will be a follow up meeting for the team which last met on November 4. Team members should have received Emergency Operations Plan updates on January 21, so if you have not had a chance to update your plan, please do so.

On February 5, members of the local RACES Ham radio association will meet to test YC operational radios in conjunction with Yavapai County emergency operations.

It is not too late to sign up for the February 7 "First Friday" workshop which be held 8:45-10:00 a.m. and will include an overview of the EOP for staff along with recently



implemented programs to promote life safety in the College community. This workshop will be followed by a safety committee meeting.

Any questions or comments about the EOP or other efforts to make YC a safe environment please call or e-mail Mark Logan.

Well that's all for this edition of Yavapai College Facilities Management News. Please stay tuned for the next edition containing the latest information related to projects and programs around the College.

Under Construction

Presenter : Ray Sigafoos

Start Time : 1:32 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 25

Proposed : 12/16/2013

Item Type : Information Item

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

Description : Update from Instruction and Student Services to Include: Reports from Faculty Senate; Student Leadership Council; Spring 2014 Enrollment Update; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate - Joani Fisher
- Student Leadership Council - Josh Schmidt, the Student Leadership Council (SLC) Faculty Coordinator and Xavier Perez, a member of the SLC, will report on initiatives, current projects, and general updates. Xavier is studying Administration of Justice and is planning to attend ASU in the fall of 2014.
- 2014 Enrollment Update - Dr. Stuart Blacklaw
- Other Related Information

Attachments :

Title	Created	Filename
General Education Board Presentation.pdf	Jan 31, 2014	General Education Board Presentation.pdf
Spring 2014 Enrollment Update - Day 14.pdf	Jan 31, 2014	Spring 2014 Enrollment Update - Day 14.pdf

Faculty Association

Gen Ed Committee 2014



Sal Buffo

Steve Sparks, Keith Haynes,
Molly Beauchman,

Susan De'ak, Tania Sheldahl,
Sukey Waldenberger

General Education Committee

The purpose of the General Education Committee is to provide faculty overview of and guidance for the General Education program at Yavapai College. The committee:

- Reviews all curriculum changes related to classes on the Gen Ed list and provides advice to the Curriculum Committee regarding Gen Ed programs and classes.
- Serves as lead faculty in instituting and overseeing changes to the General Education Core Curriculum Outcomes (GECCO) and Arizona General Education Curriculum (AGEC.)
- The General Education Coordinator chairs the committee, and represents the committee on the Curriculum and SLOA committees.

In the past two years, the committee has

- Revised the college's statement on General Education and defined the GECCO, the college's General Education Core Curriculum Outcomes.
- Reviewed all courses that fulfill AGEC transfer requirements and ensured that they all meet with state standards.
- Established a procedure for assessing both AGEC and GECCO outcomes.

This year, the committee is

- Overseeing the implementation of the Gen Ed assessment process

In coming years, the committee will

- Take the lead in presenting assessment data to the faculty and shaping any curriculum changes resulting from that data.

Spring 2014 Enrollment Update



**PREPARED FOR THE FEBRUARY 4TH
DISTRICT GOVERNING BOARD MEETING**

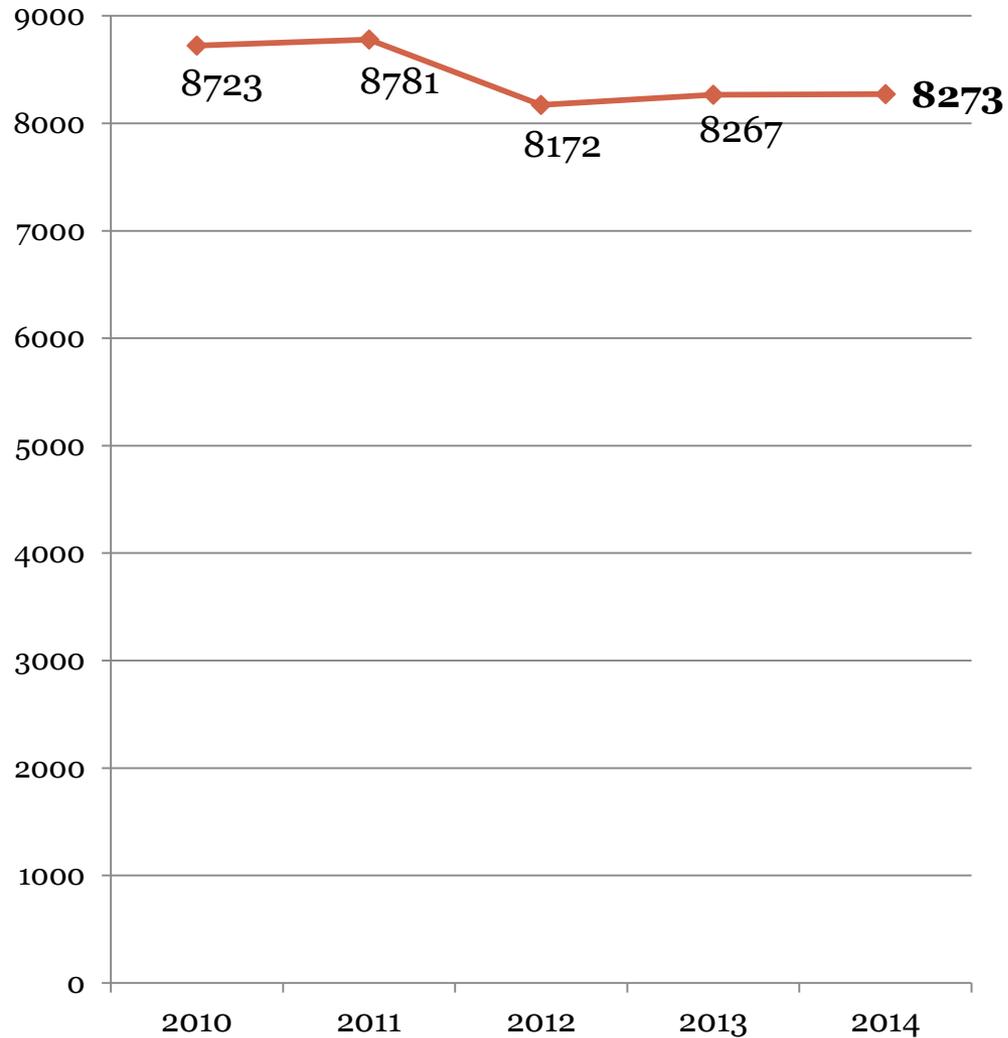


District Enrollment

Unduplicated Headcount as of day 14

Spring-over-spring enrollment is virtually flat with an increase of six headcount (0.1%)

Spring 2014 Unduplicated Headcount - Day 14



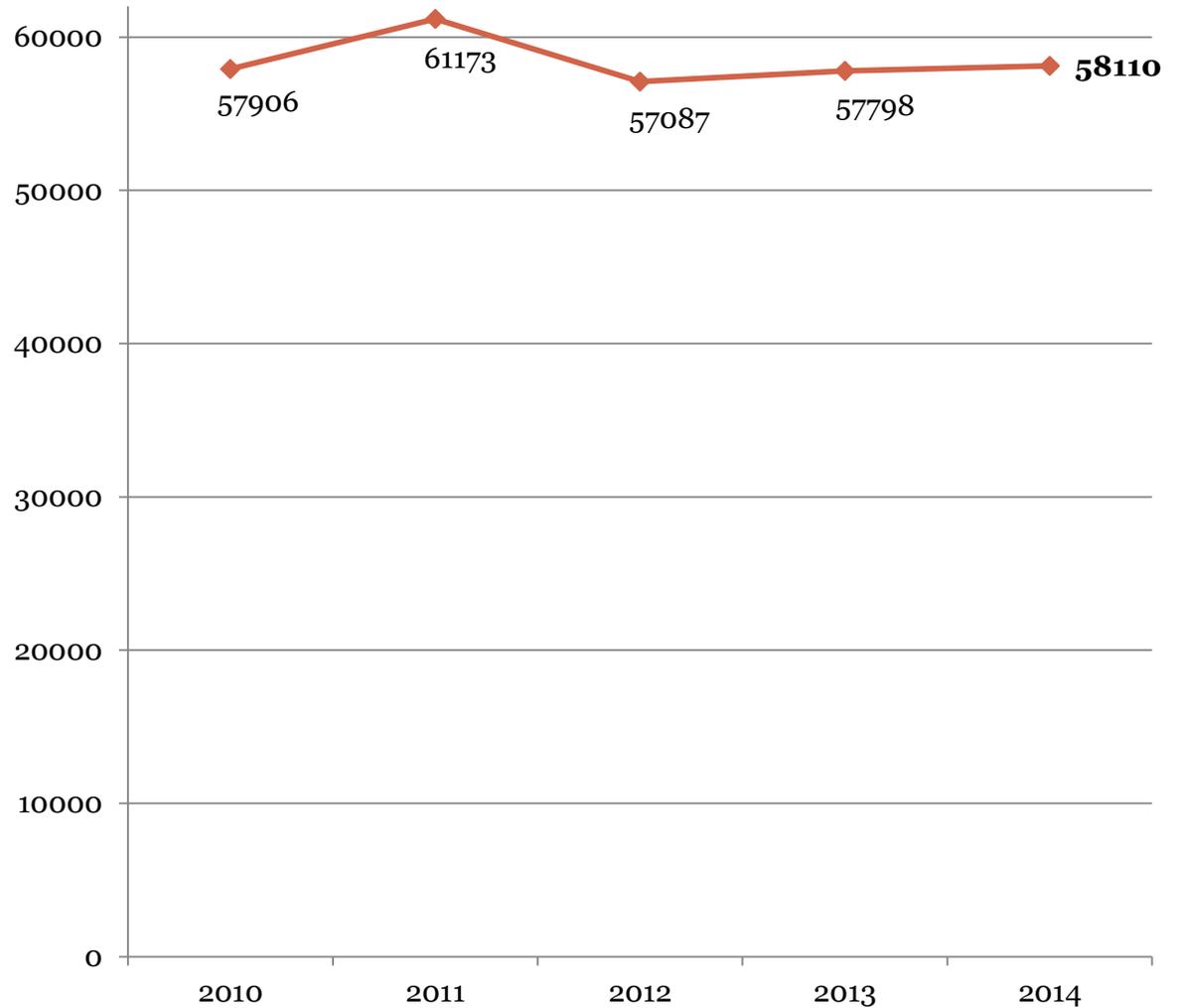


District Enrollment

Student Credit Hours (SCH) as of day 14

Spring-over-spring student credit hours are up one half of a percent (0.5%)

Spring 2014 Student Credit Hours - Day 14





Spring Enrollment by Campus

Enrollment Increases:

CTEC, Online, Off-Site,
and Prescott Valley

Enrollment Decreases:

Chino Valley, Prescott,
Sedona, and Verde

Spring 2014 Student Credit Hours (SCH) by Campus - Day 14

Campus	2013	2014	Change	% Change
Chino Valley	1206	1021	-185	-15%
CTEC	2972	3320	348	12%
Online	16099	17176	1077	7%
Prescott	21571	20821	-750	-3%
Prescott Valley	2279	2641	362	16%
Sedona	606	252	-354	-58%
Verde	4541	4133	-408	-9%
Off-Site	8526	8747	221	3%

Subjects +/- 150 SCH (Day 14)



Spring 2014 Student Credit Hours by Subjects +/- 150 (SCH)

Subject	2013	2014	Change	% Change
AHS Allied Health	666	1531	865	130%
BIO Biology	3708	3993	285	8%
AUT Automotive	1393	1642	249	18%
MAT Mathematics	8069	8283	214	3%
EMS Emergency Medical	992	1202	210	21%
WLD Welding	616	784	168	27%
ACC Accounting	1031	878	-153	-15%
COM Communications	1512	1347	-165	-11%
ART Art	3205	2998	-207	-6%
BSA Business	3149	2872	-277	-9%
DFM Digital Filmmaking	576	240	-336	-58%
ENG English	5367	4998	-369	-7%
NSG Nursing	2300	1677	-623	-27%

Questions and Comments



Next Steps:

A detailed Spring 2014 enrollment analysis will be conducted in February.

Presenter : Ray Sigafoos

Start Time : 1:57 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 12/16/2013

Item Type : Information Item

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

Description : Quarterly Update from Yavapai College Advancement Division to Include: Marketing; and Regional Economic Development Center - INFORMATION AND/OR DISCUSSION

Details : Mr. Steve Walker, Vice President of College Advancement and Foundation will update the Board on:

- Marketing - Mike Lange, Director

- Regional Economic Development Center - Alex Wright, Director

Attachments :

Title	Created	Filename
Marketing Update.pdf	Jan 31, 2014	Marketing Update.pdf
DGB REDC presentation 2 5 14.pdf	Jan 31, 2014	DGB REDC presentation 2 5 14.pdf

Marketing Update

Yavapai College Regional Economic Development Center

Objectives

The objective of the REDC is to facilitate economic development across Yavapai County by providing services for business attraction, expansion, retention, and entrepreneurship. In order to provide the greatest benefit to regional economic development in Yavapai County, the REDC will focus on activities that:

1. Support collaboration among regional economic development organizations to leverage resources and increase capacity for regional development.
2. Support regional business development with services that assist entrepreneurs and support business expansion and retention.
3. Provide a contextually based, skilled workforce to meet the needs of regional employers.
4. Respond to the unique economic development challenges that exist in the region.

Yavapai College Regional Economic Development Center

Scope of Services

The scope of services align with the objectives, and represent the private-sector driven, in-demand economic development services REDC will provide to fulfill stakeholder needs, and capitalize on Yavapai College expertise and resources.

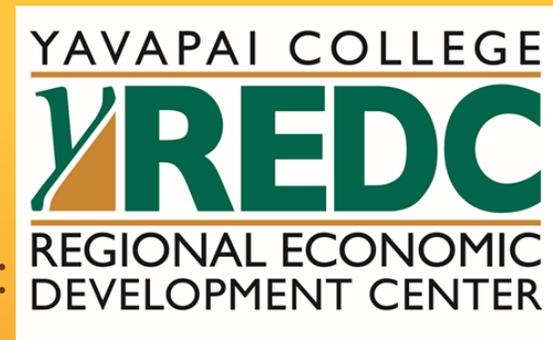


- ▶ Regional economic analysis reporting.
- ▶ Assistance with preparing municipal regional planning documents.
- ▶ Assistance with preparing business attraction proposals.
- ▶ Services to support business expansion and retention
- ▶ Support for entrepreneurs through the YC Small Business Development Center
- ▶ Supplementary entrepreneurial education curricula for disciplines at Yavapai College
- ▶ Technical trades and agricultural incubators
- ▶ Industry skills training
- ▶ Linkages between the business community and educational programs
- ▶ Development and operation of internship programs
- ▶ Educational programming recommendations based on future job demand analysis
- ▶ Support for Tribal economic advancement

Yavapai College Regional Economic Development Center

Federal Priorities

“So tonight, I've asked Vice President Biden to lead an across-the-board reform of America's training programs to make sure they have one mission: *Train Americans with the skills employers need, and match them to good jobs that need to be filled right now...* That means more on-the-job training and more apprenticeships that set a young worker on an upward trajectory for life. It means connecting companies to community colleges that can help design training to fill their specific needs.” –President Obama State of the Union 2014



Sturm Ruger Entry Level Manufacturing Certificate

- ▶ 40 hour non-credit certificate
- ▶ Aligned with Ruger specific skill needs
- ▶ 380 new jobs over 2 years and \$300,000 to Yavapai College
- ▶ Arizona Commerce Authority Job Training Grant
- ▶ Public/Private partnership to meet the workforce needs of the 21st Century



Presenter : Ray Sigafoos

Start Time : 2:12 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 12/16/2013

Item Type : Procedure Item

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

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:22 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 12/16/2013

Item Type : Heading

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

Description : MONITORING REPORTS - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 2:22 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/16/2013

Item Type : Decision Item

Policy No.	Description	Ref No
2.3.3	The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.	344134

Description : Receipt of President's Monitoring Report - Executive Limitation 2.3.3 - Certification Financial Records - DISCUSSION AND DECISION

Details : Executive Limitation 2.3.3 - Certification Financial Records

The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial officer as a part of the audit process.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.3.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3.3.

2. If Board intends to not accept Monitoring Report:

a. If for Unreasonable Interpretation:

We have read the President's monitoring report regarding policy 2.3.3 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.3.3. I move that the President provide the Board with a new Monitoring Report for Policy 2.3.3 [at the X board meeting] [within X amount months] that includes a new interpretation.

b. If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.3.3 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.3.3. I move that the President provide the Board with a new Monitoring Report for Policy 2.3.3 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
President's Monitoring Report_Executive Limitations Policy 2 3 3 w signatures.pdf	Jan 30, 2014	President's Monitoring Report_Executive Limitations Policy 2 3 3 w signatures.pdf
Compilation - Presidential Monitoring Worksheet for Executive Limitations 2 3 3 (2).pdf	Jan 30, 2014	Compilation - Presidential Monitoring Worksheet for Executive Limitations 2 3 3 (2).pdf

President's Monitoring Report
Executive Limitations 2.3.3 – Certification Financial Records
February 2014

Executive Limitations 2.3.3 – Certification Financial Records

The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.

President's Interpretation:

All of the financial records will be monitored by the college's Controller and Vice President of Finance and Administrative Services on a monthly basis. These same records will also be certified by the Controller and Vice President as well as a third party auditor on an annual basis.

Supporting Evidence:

A certification of the financial records is on the following page.

The Comprehensive Annual Financial Report (CAFR) provides a broad overview of the District's financial activity for the prior fiscal year. It contains comments from management in regard to the District's financials, the audited financial statements of the District, and a statistical section containing financial and demographic information. Highlights of the CAFR include:

- Total net position as of June 30, 2013, totaled \$97,948,109, an increase of \$12,238,677 (14.3%) over the prior year. Net position is an accounting concept defined as total assets less total liabilities.
- Unrestricted net position as of June 30, 2013, totaled \$18,010,422, of which \$4,002,050 is designated for capital projects. Unrestricted net position may be used to meet the District's ongoing mission to the public.

The Controller and Vice President of Finance and Administrative Services are responsible for monitoring the financial records of the District and preparing the annual financial statements. An independent audit is performed annually which includes testing financial transactions and internal controls, assessing the accounting principles used and significant estimates made, and verifying that the financial statements present fairly the financial position of the District. CliftonLarsonAllen, the District's auditors, issued an unqualified opinion on the District's financial statements as of June 30, 2013, which is the best type of report an auditee can receive. The Comprehensive Annual Financial Report has earned the Certificate of Achievement for Excellence in Financial Reporting award for the past thirteen years from the Government Finance Officers Association.

Executive Limitation 2.3.3 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.

President's Conclusion:

I report compliance.

Executive Limitations 2.3.3 – Certification of Financial Records

In connection with Monitoring Report 2.3.3, for the fiscal year ended June 30, 2013, I certify that the District's financial records are accurate and that all financial records and related data have been provided to the auditors as requested.



Clint Ewell, Vice President of Finance & Administrative Services

1-30-14



Frank D'Angelo, Controller

1/30/14

Presidential Monitoring Worksheet for Executive Limitations Policies

Policy 2.3.3 – Certification Financial Records

February 2014 - **Compilation**

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:

Executive Limitation 2.3.3	Certification Financial Records The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.	
Is the interpretation reasonable?	YES 4	NO
Does the data demonstrate compliance with the interpretation?	YES 4	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES 4	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 4
Comments: (Please complete if any highlighted boxes are checked)		

The following questions will apply to the WHOLE policy:		
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?	YES 4	NO
Is there reason to doubt the integrity of the information presented?	YES	NO 4
Comments: (Please complete if any highlighted boxes are checked)		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:27 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/16/2013

Item Type : Monitoring Item

Policy No.	Description	Ref No
3.3	The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.	4081

Description : Board Self-Evaluation - RE: Governance Process Policy 3.3 - Board member Code of Conduct and Ethics - MONITORING AND DISCUSSION

Details : Governance Process Policy

3.3 - Board Member Code of Conduct and Ethics

The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.

3.3.1 Discipline Needed to Govern

The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as policy-making principles, respect of roles, speaking with one voice, and adherence to ethical practices.

3.3.2 Conflict of Interest

Board members must avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to their fiduciary responsibility to the Colleges ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the College.

3.3.2.1 Self-Dealing

There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization, except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.

3.3.2.2 Employment

Board members must not use their positions to obtain employment in the College for themselves, family members, or close associates.

3.3.2.3 Acceptance of Employment

Should a Board member be considered for employment, he/she must withdraw from deliberation and voting on any matter that pertains to such employment consideration, and shall have no access to applicable Board information. A Board member accepting employment from the College must resign his/her Board position in accordance with Arizona statute.

3.3.2.4 Personal Gain

Board members will refrain from using their Board position for personal or partisan gain, will take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.

3.3.2.5 Voting

When a matter under consideration might involve or appears to involve a conflict of interest for a Board member, that member shall declare the

conflict at the beginning of discussion on the issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict.

3.3.2.6 Representing the College

As representatives of the College, Board members shall act with honesty, integrity and openness in all dealings, internal and external, and if new knowledge is received after the Board makes a decision, the President and the Chair shall be informed. Each Board member shall ensure that the organization promotes a working environment that values respect, fairness and integrity.

3.3.2.7 Conflict of Interest Agreement

Each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year. Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.

3.3.3 Individual Authority

Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies:

3.3.3.1 Interaction with President or Staff

Board members' interaction with the President or with staff must recognize and actively communicate that authority rests only with the Board in a legally constituted meeting, and not with any individual Board member or group of Board members except as noted in these governance policies.

3.3.3.2 Interaction with Public, Press, or other Entities

Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.

3.3.3.3 Judgments of President Performance

Board members will make no formal evaluations of the President's performance except in compliance with the official evaluation process, and the President's performance shall be assessed only against explicit Board policies.

3.3.3.4 Board Operates with One Voice

Board members will exercise authority over the organization only as they operate with one voice as a whole in Board meetings. Individual Board members will abide by and uphold the final majority decisions of the Board.

3.3.4 Understanding the College as a Whole

Although Board members are elected by individual Yavapai College districts, they will seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will generally be about the welfare of the entire Yavapai College District.

3.3.4.1 Contact for Complaints

Board members will work carefully with the public to ensure use of standard College procedures for handling community complaints or grievances. When individual Board members receive complaints from members of their constituency, the following process shall be followed: The Board member will encourage the individual(s) to contact an appropriate College staff member, and the Board member will also contact the President. The President will let the Board member know when the College processes have been followed and the complaint has been addressed.

The Yavapai College District Governing Board supports the faculty and

employee grievance policy, and recognizes that this process was derived through a joint deliberative process resulting in a rational approach to resolving an employee's grievance. The Yavapai College District Governing Board encourages employees to use this process, which may ultimately lead to a direct appeal to the District Governing Board. The Board also recognizes that extreme circumstances may require an employee to seek a direct hearing before the Board. The Board will decide if circumstances warrant a direct appeal or the employee will be referred back to the administrative grievance policy.

Attachments :

Title	Created	Filename
Compilation - Board Evaluation 3.3.pdf	Jan 30, 2014	Compilation - Board Evaluation 3.3.pdf

Policy Number	<p style="text-align: center;">District Governing Board Policy Review Evaluation of Board Policies Compilation - February 2014</p> <p>Policies: 3.3 Board Member Code of Conduct and Ethics 3.3.1 Discipline Needed to Govern 3.3.2 Conflict of Interest 3.3.2.1 Self-Dealing 3.3.2.2 Employment 3.3.2.3 Acceptance of Employment 3.3.2.4 Personal Gain 3.3.2.5 Voting 3.3.2.6 Representing the College 3.3.2.7 Conflict of Interest Agreement 3.3.3 Individual Authority 3.3.3.1 Interaction with President or Staff 3.3.3.2 Interaction with Public, Press, or other Entities 3.3.3.3 Judgments of President or Staff Performance 3.3.3.4 Board Operates with One Voice 3.3.4 Understanding the College as a Whole 3.3.4.1. Contact for Complaints <u><i>Call if you need any help finding data in OurBoardroom™</i></u> <i>(Karen, 928.776.2023)</i></p>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
3.3 Board Member Code of Conduct and Ethics	The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.1 Discipline Needed to Govern	The Board shall enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as policy-making principles, respect of roles, speaking with one voice, and adherence to ethical practices.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.2 Conflict of Interest	Board members must avoid any situation that may constitute a conflict of interest or the appearance of a conflict of interest with respect to their fiduciary responsibility to the Colleges ownership. Any question as to whether a potential conflict of interest exists shall be referred to legal counsel for the College.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.2.1 Self-Dealing	There must be no self-dealing or any conduct of private business or personal services between any Board member and the organization, except as allowed by law, to ensure openness, competitive opportunity, and equal access to information.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.2.2 Employment	Board members must not use their positions to obtain employment in the College for themselves, family members, or close associates.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.2.3 Acceptance of Employment	Should a Board member be considered for employment, he/she must withdraw from deliberation and voting on any matter that pertains to such employment consideration, and shall have no access to applicable Board information. A Board member accepting employment from the College must resign his/her Board position in accordance with Arizona statute.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.2.4 Personal Gain	Board members will refrain from using their Board position for personal or partisan gain, will take no private or individual action that will compromise the Board or administration, and will respect the confidentiality of information that is privileged from disclosure under applicable law.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.2.5 Voting	When a matter under consideration might involve or appears to involve a conflict of interest for a Board member, that member shall declare the conflict at the beginning of discussion on the issue and will not vote on, participate in discussion regarding, or attempt to influence votes on any matter related to the conflict.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.2.6 Representing the College	As representatives of the College, Board members shall act with honesty, integrity and openness in all dealings, internal and external, and if new knowledge is received after the Board makes a decision, the President and the Chair shall be informed. Each Board member shall ensure that the organization promotes a working environment that values respect, fairness and integrity.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.3.2.7 Conflict of Interest Agreement	Each Board member shall complete and submit a Conflict of Interest form, in a format determined by the Board, at least one time each year. Such form shall require the submission by the Board member of information relating to any potential conflicts of interest or shall affirm that no such potential conflict currently exists.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3 Individual Authority	Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies:	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3.1 Interaction with President or Staff	Board members' interaction with the President or with staff must recognize and actively communicate that authority rests only with the Board in a legally constituted meeting, and not with any individual Board member or group of Board members except as noted in these governance policies.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3.2 Interaction with Public, Press, or other Entities	Board members' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any Board member or Board members to speak for the Board.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3.3 Judgments of President Performance	Board members will make no formal evaluations of the President's performance except in compliance with the official evaluation process, and the President's performance shall be assessed only against explicit Board policies.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3.4 Board Operates with One Voice	Board members will exercise authority over the organization only as they operate with one voice as a whole in Board meetings. Individual Board members will abide by and uphold the final majority decisions of the Board.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4 Understanding the College as a Whole	Although Board members are elected by individual Yavapai College districts, they will seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will generally be about the welfare of the entire Yavapai College District.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4.1 Contact for Complaints	Board members will work carefully with the public to ensure use of standard College procedures for handling community complaints or grievances. When individual Board members receive complaints from members of their constituency, the following process shall be followed: The Board member will encourage the individual(s) to contact an appropriate College staff member, and the Board member will also contact the President. The President will let the Board member know when the College processes have been followed and the complaint has been addressed. The Yavapai College District Governing Board supports the faculty and employee grievance policy, and recognizes that this process was derived through a joint deliberative process resulting in a rational approach to resolving an employee's grievance. The Yavapai College District Governing Board encourages employees to use this process, which may ultimately lead to a direct appeal to the District Governing Board. The Board also recognizes that extreme circumstances may require an employee to seek a direct hearing before the Board. The Board will decide if circumstances warrant a direct appeal or the employee will be referred back to the administrative grievance policy.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Is this policy still relevant or useful to the Board? Yes **4** No

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

Comments/Remarks:

This policy, being discussed at this time, is something that we must keep in mind as we go forward with a new Board member from District 3, especially in regards to 3.3.4.

I believe that the current board members are in compliance with this policy. We do rely on the President to inform the Board or the Board Chair of any potential violations in some sections of this policy.

**YAVAPAI COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014 - 2015
FIVE-YEAR BUILDINGS AND GROUNDS PREVENTATIVE MAINTENANCE PLAN**

	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>FY2017-18</u>	<u>FY2019-20</u>
Unplanned Maintenance	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Preventative Maintenance by Category					
Site	900,000	600,000	800,000	600,000	600,000
Architecture	860,000	950,000	950,000	1,200,000	1,490,000
Mechanical	750,000	305,000	450,000	500,000	500,000
Plumbing	80,000	100,000	75,000	60,000	60,000
Electrical	280,000	705,000	500,000	450,000	200,000
Technology	150,000	350,000	228,000	200,000	150,000
Life Safety	-	-	-	-	-
Preventative Maintenance Total	3,020,000	3,010,000	3,003,000	3,010,000	3,000,000
TOTAL MAINTENANCE	<u>\$ 3,520,000</u>	<u>\$ 3,510,000</u>	<u>\$ 3,503,000</u>	<u>\$ 3,510,000</u>	<u>\$ 3,500,000</u>

**YAVAPAI COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014 - 2015
FIVE YEAR EQUIPMENT REPLACEMENT PLAN**

<u>Department</u>	<u>FY 2014-2015</u>	<u>FY 2015-2016</u>	<u>FY 2016-2017</u>	<u>FY 2017-2018</u>	<u>FY 2018-2019</u>
INSTRUCTION					
Career & Technical Education					
Agribusiness	\$ 6,000	\$ 17,500	\$ 4,500	\$ 4,500	\$ 4,500
Aviation	-	-	-	45,000	45,000
Gunsmithing	24,000	24,000	16,000	24,000	21,000
Automotive	12,034	11,434	25,534	9,034	27,600
Industrial Plant	8,640	-	-	-	-
Lineworker	16,000	-	-	-	-
Mining	-	-	-	-	-
CNC	25,000	7,500	-	-	-
Welding	30,500	52,500	36,500	31,500	26,500
Public Safety-					
EMS Program:	14,800	55,400	-	3,800	16,400
Fire Science Program:	113,100	41,350	41,350	36,700	36,700
NARTA:	-	12,500	12,500	-	12,500
Performing & Liberal Arts					
Prescott Campus:					
Instrumental:	2,500	6,700	-	6,000	7,000
Vocal	-	-	-	-	-
Ceramics	5,425	6,485	5,425	-	-
3D Fine Art	14,190	14,788	1,430	10,300	-
2D Fine Art	18,530	-	-	-	6,000
Verde Campus:	7,415	7,696	-	-	-
Foundation Studies					
	-	-	-	-	-
Sciences, Nursing, Allied Health, HPER & Athletics					
Sciences-Prescott	39,645	31,819	22,256	29,000	29,756
Sciences-Verde	15,000	18,600	11,900	14,000	20,500
Athletics	7,000	16,300	11,500	8,700	5,000
HPER Programs-Prescott	13,250	12,999	25,600	22,475	20,200
HPER Programs-Verde	3,445	1,500	11,200	1,666	10,000
Nursing-Prescott	38,567	34,850	28,457	50,510	43,150
Nursing-Verde	-	4,000	-	-	-
Allied Health	7,637	9,215	5,987	11,350	7,200
Radiology	-	-	-	4,000	-
Sedona Film School	-	39,050	35,450	39,050	35,450
Instruction, Support & Improvement					
Library Services	35,950	-	51,136	4,936	-
ADMINISTRATIVE SERVICES					
Information Technology Services					
Applications Development	-	-	-	-	-
TSS Desktop Services-	287,800	364,300	317,900	391,700	385,900
Technology Support Services (PTSS)	272,300	323,100	535,100	389,700	341,800
Systems Administration	300,000	320,000	320,000	315,000	290,000
Network Services	87,000	67,000	92,000	92,000	82,000
Telephony	45,000	45,000	25,000	20,000	35,000
Web Services	-	5,000	-	5,000	-
Business Services					
Printing Services - District-Wide:	47,521	105,589	35,161	35,553	35,844
Mail Services - District-Wide:	20,000	-	-	-	-
Facilities Management	53,700	53,000	15,264	87,100	141,500
Facilities - Vehicles:	145,951	146,000	179,500	110,951	30,000
Campus Safety	297,000	250,000	-	-	-
Marketing	3,500	-	-	-	-
Auxiliary Enterprises					
Family Enrichment Center	20,400	3,025	3,350	2,475	2,500
YC Performing Arts Center	163,200	56,800	55,000	60,000	-
Other					
	-	-	-	-	-
Total Equipment	\$ 2,202,000	\$ 2,165,000	\$ 1,925,000	\$ 1,866,000	\$ 1,719,000

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015
FIVE-YEAR CAPITAL IMPROVEMENT PLAN**

Capital Improvement Projects - Description	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
CTEC - Expansion/Land	\$ 200,000	-	-	-	-
CTEC - Class/Lab Expansion Design, Construction & FF&E	670,000	\$ 1,126,500	-	-	-
CTEC - Class/Lab Renovation Design, Construction & FF&E	1,540,000	3,853,600	-	-	-
CTEC - Parking Expansion Design, Construction	165,300	252,000	-	-	-
Prescott - Residence Hall Grounds	200,000	-	-	-	-
Prescott - Marapai Renovation	350,000	-	-	-	-
Prescott - Supai Demolition	175,000	-	-	-	-
Prescott - New Residence Hall Design, Construction & FF&E	-	-	-	\$ 675,000	\$ 6,890,000
Prescott - Building 1 University Center Design, Const. & FF&E	562,400	100,000	-	-	-
Prescott - Building 3 Activity Center Design, Const. & FF&E	367,100	104,000	-	-	-
Prescott - Building 15 Art/Music Design, Const. & FF&E	-	1,420,000	\$ 3,688,100	-	-
Prescott - Building 29 Business Center Design, Const. & FF&E	55,000	667,600	-	-	-
Prescott - Building 32 Design, Const. & FF&E	250,000	-	-	-	-
Prescott - Expand OLLI, Design, Construction & FF&E	-	46,000	930,000	-	-
Prescott - Lecture Hall Design, Construction & FF&E	-	-	1,866,000	2,364,000	-
Prescott - Multi-use Field Design, Construction & FF&E	105,000	2,777,400	-	-	-
Prescott - PAC Elevator	500,000	250,000	-	-	-
Prescott - Surface Lot Construction	-	1,216,000	-	-	-
Prescott - Event Center Design & Construction	-	-	1,086,500	3,975,000	-
Prescott - Open Space Improve Phase 1	-	-	270,000	-	-
Prescott - Way Finding Phase 1 Design, Construction	-	81,100	-	-	-
PV - Land	460,000	-	-	-	-
Verde - Open Space Improve Phase 1	-	-	108,000	-	-
Verde - Southwest Wine Center	400,000	-	-	-	-
Verde - Way Finding Phase 1 Design, Construction	-	81,100	-	-	-
District - Master Plan Projects - Phase 2	-	-	-	-	-
Total Capital Projects	\$ 5,999,800	\$ 11,975,300	\$ 7,948,600	\$ 7,014,000	\$ 6,890,000
Revenue Sources					
Investment Income	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Capital Project Accum. Account - Property Tax Deposits	3,542,600	4,427,600	5,494,100	2,149,000	5,089,800
Capital Project Accum. Account	267,200	5,557,700	864,500	-	535,200
XFR From GF into Plant Fund - Cap Accum Account	1,300,000	1,100,000	1,000,000	1,000,000	1,000,000
Grants	150,000	150,000	150,000	150,000	150,000
YC Foundation - Winery	325,000	325,000	325,000	-	-
YC Foundation - Athletics	300,000	300,000	-	-	-
YC Foundation - Performing Arts Center	100,000	100,000	100,000	100,000	100,000
Sale of PV Library Building/Condo	-	-	-	3,600,000	-
Total Revenues	\$ 5,999,800	\$ 11,975,300	\$ 7,948,600	\$ 7,014,000	\$ 6,890,000
Excess/(Needed Capital)	\$ -	\$ -	\$ -	\$ -	\$ -

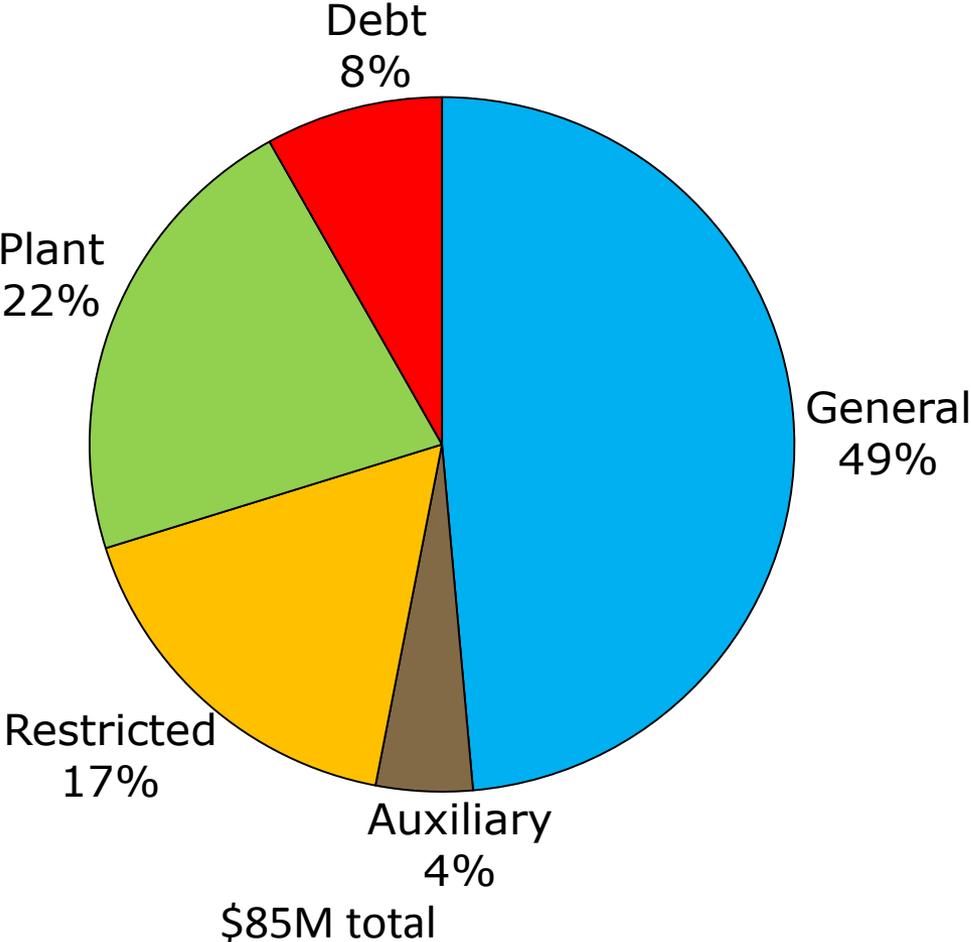
Yavapai College Capital Budget

2015 D R A F T

Prepared for District Governing Board

February, 2013

Yavapai College FY14 Budget by Fund



Types of Capital at YC

■ Fixed

- Preventative Maintenance
- Unplanned Maintenance

■ Budgeted

- Books
- Furniture, Fixtures & Equipment (FFE)
- Equipment
- Capital Improvement Plan

Maintenance

YAVAPAI COMMUNITY COLLEGE DISTRICT					
(YAVAPAI COLLEGE)					
BUDGET FOR FY2014 - 2015					
FIVE-YEAR BUILDINGS AND GROUNDS PREVENTATIVE MAINTENANCE PLAN					
	<u>FY2014-15</u>	<u>FY2015-16</u>	<u>FY2016-17</u>	<u>FY2017-18</u>	<u>FY2019-20</u>
Unplanned Maintenance	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000
Preventative Maintenance by Category					
Site	900,000	600,000	800,000	600,000	600,000
Architecture	860,000	950,000	950,000	1,200,000	1,490,000
Mechanical	750,000	305,000	450,000	500,000	500,000
Plumbing	80,000	100,000	75,000	60,000	60,000
Electrical	280,000	705,000	500,000	450,000	200,000
Technology	150,000	350,000	228,000	200,000	150,000
Life Safety	-	-	-	-	-
Preventative Maintenance Total	3,020,000	3,010,000	3,003,000	3,010,000	3,000,000
TOTAL MAINTENANCE	\$ 3,520,000	\$ 3,510,000	\$ 3,503,000	\$ 3,510,000	\$ 3,500,000

Equipment

**YAVAPAI COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014 - 2015
FIVE YEAR EQUIPMENT REPLACEMENT PLAN**

<u>Department</u>	<u>FY 2014-2015</u>	<u>FY 2015-2016</u>	<u>FY 2016-2017</u>	<u>FY 2017-2018</u>	<u>FY 2018-2019</u>
INSTRUCTION					
Career & Technical Education	250,074	222,184	136,384	154,534	190,200
Performing & Liberal Arts	48,060	74,719	42,305	55,350	48,450
Foundation Studies	-	-	-	-	-
SSHL & Athletics	124,544	129,283	116,900	141,701	135,806
Instruction, Support & Improvement	35,950	-	51,136	4,936	-
ADMINISTRATIVE SERVICES					
Information Technology Services	992,100	1,124,400	1,290,000	1,213,400	1,134,700
Business Services	67,521	105,589	35,161	35,553	35,844
Facilities Management	199,651	199,000	194,764	198,051	171,500
Campus Safety	297,000	250,000	-	-	-
Marketing	3,500	-	-	-	-
Auxiliary Enterprises	183,600	59,825	58,350	62,475	2,500
Total Equipment	\$ 2,202,000	\$ 2,165,000	\$ 1,925,000	\$ 1,866,000	\$ 1,719,000

Capital Improvement Plan

- Based primarily on Campus Master Plan
 - Smith Group
 - Employee Survey
 - Executives, Deans, Directors

- Focused on
 - Student Success
 - Student Activity Center
 - University Transfer Center
 - Growth
 - CTEC renovations
 - Critical Path Projects
 - Land: PV, CTEC & Sedona

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015
FIVE-YEAR CAPITAL IMPROVEMENT PLAN**

Capital Improvement Projects - Description	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
CTEC - Expansion/Land	\$ 200,000	-	-	-	-
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CTEC - Parking Expansion Design, Construction	165,300	252,000	-	-	-
Prescott - Residence Hall Grounds	200,000	-	-	-	-
Prescott - Marapai Renovation	350,000	-	-	-	-
Prescott - Supai Demolition	175,000	-	-	-	-
Prescott - New Residence Hall Design, Construction & FF&E	-	-	-	\$ 675,000	\$ 6,890,000
Prescott - Building 1 University Center Design, Const. & FF&E	562,400	100,000	-	-	-
Prescott - Building 3 Activity Center Design, Const. & FF&E	367,100	104,000	-	-	-
Prescott - Building 15 Art/Music Design, Const. & FF&E	-	1,420,000	\$ 3,688,100	-	-
Prescott - Building 29 Business Center Design, Const. & FF&E	55,000	667,600	-	-	-
Prescott - Building 32 Design, Const. & FF&E	250,000	-	-	-	-
Prescott - Expand OLLI, Design, Construction & FF&E	-	46,000	930,000	-	-
Prescott - Lecture Hall Design, Construction & FF&E	-	-	1,866,000	2,364,000	-
Prescott - Multi-use Field Design, Construction & FF&E	105,000	2,777,400	-	-	-
Prescott - PAC Elevator	500,000	250,000	-	-	-
Prescott - Surface Lot Construction	-	1,216,000	-	-	-
Prescott - Event Center Design & Construction	-	-	1,086,500	3,975,000	-
Prescott - Open Space Improve Phase 1	-	-	270,000	-	-
Prescott - Way Finding Phase 1 Design, Construction	-	81,100	-	-	-
PV - Land	460,000	-	-	-	-
Verde - Open Space Improve Phase 1	-	-	108,000	-	-
Verde - Southwest Wine Center	400,000	-	-	-	-
Verde - Way Finding Phase 1 Design, Construction	-	81,100	-	-	-
District - Master Plan Projects - Phase 2	-	-	-	-	-
Total Capital Projects	\$ 5,999,800	\$ 11,975,300	\$ 7,948,600	\$ 7,014,000	\$ 6,890,000
Revenue Sources					
Investment Income	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Capital Project Accum. Account - Property Tax Deposits	3,542,600	4,427,600	5,494,100	2,149,000	5,089,800
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XFR From GF into Plant Fund - Cap Accum Account	1,300,000	1,100,000	1,000,000	1,000,000	1,000,000
Grants	150,000	150,000	150,000	150,000	150,000
YC Foundation - Winery	325,000	325,000	325,000	-	-
YC Foundation - Athletics	300,000	300,000	-	-	-
YC Foundation - Performing Arts Center	100,000	100,000	100,000	100,000	100,000
Sale of PV Library Building/Condo	-	-	-	3,600,000	-
Total Revenues	\$ 5,999,800	\$ 11,975,300	\$ 7,948,600	\$ 7,014,000	\$ 6,890,000
Excess/(Needed Capital)	\$ -	\$ -	\$ -	\$ -	\$ -

Assumptions

- Proceed with all projects EXCEPT New PV Allied Health Center Construction
- Raise Property Tax Levy by 2%
 - Covers all projects except PV Allied Health Center
- Sell NAU Yavapai facility by year 5
- Solidify plans to finance PV Allied Health Center by end of FY16
 - Partners, Grants, Property Tax Levy, Revenue Bond
- We will NOT proceed with PV Center construction projects until financing plan approved by DGB

Questions, Feedback & Discussion

**YAVAPAI COMMUNITY COLLEGE DISTRICT
DISCLOSURE OF SUBSTANTIAL INTEREST FORM
(Conflict of Interest - Annual)**

State law requires you to disclose any substantial interest you or your relatives have in any Yavapai College vote, decision, contract, sale or purchase. See the attached guidelines for definitions and an explanation of the law governing conflict of interest. Members of the Yavapai College Governing Board must complete and submit this form promptly when a situation arises or may arise that requires disclosure. In addition, Board members will be asked to complete this form at least once annually, as required by Board Policy 3.3. This form shall be kept in a file maintained by the College and which shall be open to the public.

Identify any business or activity in which you have or may have a substantial interest (indicate if sole owner, partner, relative of owner/partner). Please attach a separate piece of paper if you have more than one business or activity to disclose.

Business name: _____ Phone: _____

Address: _____

Business Tax ID#: _____

Provide a full description of the type of substantial interest:

Describe any current or future Board or College action or decision that may affect the interest described above or that could potentially cause a conflict of interest to arise:

If you or a relative has financial or ownership interest in a Yavapai College matter, you understand that you may not vote upon or participate in any manner in such matter.

No conflict of interest exists for me at this time.

I hereby certify that the information provided herein is true and correct to the best of my knowledge and belief.

Signature

Date: _____

Print Name

Presenter : Ray Sigafoos

Start Time : 3:02 PM

Item No : 26

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 1/30/2014

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. Dr. McCarver acted as the Board Evaluator and completed the review for November 2013 through January 2014.

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--Nov 2012-Jan 2014.pdf	Jan 30, 2014	Board meeting Self Eval--Nov 2012-Jan 2014.pdf

Yavapai College District Governing Board

Meeting Self-Evaluation (Quarterly)

February 4, 2014

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

	Brief comment of specific examples to support your response
The Board provided strategic leadership by focusing on Ends <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input checked="" type="checkbox"/> Some of the time	Monitoring mostly focused on Board policies and Executive limitations. Master plan discussions included information relating plans to Board Ends.
The Board obtained and/or considered ownership input <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input checked="" type="checkbox"/> Some of the time	Board considered and passed ownership linkage survey with external review, in December meeting. Open meetings had been held related to Master Plan options at several sites, and that information was taken into consideration in developing master plan recommendation.
The Board encouraged diversity of viewpoints <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input checked="" type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	Board discussed Master plan and associated financing planning at November meeting and approved at December meeting. Much discussion ensued, and various opinions were expressed by Board members.
The Board was proactive and future-focused <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input checked="" type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	Board education and discussion on Master Plan initiative was future-focused. Discussion on plans and associated financing were also future-focused.
The Board limited their decisions to items that related to the board's governance job <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input checked="" type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	Primary decisions centered around Policy and Decision Making , Monitoring, and Ownership Linkage. Some Board education was also included, related to Student enrollment, Open meeting law training, and budget assumptions and initial planning.
Decisions were made collectively <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input checked="" type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	While there was disagreement on the Master Plan motions, the discussions were open, and once the decisions were final, the Board moved on to new business.

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

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

*except for items deliberately handled on the Required Approvals Agenda

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

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

Increase our connection to ownership as much as we can. Shift our focus more to how our work/decisions impact Board Ends at our meetings.

Presenter : Ray Sigafoos

Start Time : 3:12 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/16/2013

Item Type : Information Item

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

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

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

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

Yavapai College Foundation - Dr. Pat McCarver

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:17 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 12/16/2013

Item Type : Heading

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

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:17 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/16/2013

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 : Ray Sigafoos

Start Time : 3:22 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 12/16/2013

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 2014 - DISCUSSION AND/OR DECISION

Details : The Board will discuss and confirm proposed meetings, dates, times, and locations for 2014 District Governing Board meetings.

- November 11, 2014 - Veteran's Day which the College observes as a closed holiday - Reschedule

Attachments :

Title	Created	Filename
2014- Proposed Dates and Places of Future Meetings.pdf	Jan 29, 2014	2014- Proposed Dates and Places of Future Meetings.pdf

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: Prescott Campus–Rock House
Regular Board Meeting and Budget Work Session	February 4, 2014, Tuesday, 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, Monday - TBD 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

* February 4, 2014 (First Tuesday of the Month) changed due to out of state conferences

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

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

Presenter : Ray Sigafoos

Start Time : 3:27 PM

Item No : 31

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 12/16/2013

Item Type : Procedure Item

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

Description : ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Details :

Attachments :

No Attachments