

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

Sedona Center, Room 34  
4215 Arts Village Drive  
Sedona, Arizona

*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	499243
2	Call to Order - PROCEDURAL	0	1:00 PM	499244
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	499245
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	499246
5	Oath of Office - For New Board Member: Albert Filardo – PROCEDURAL	10	1:02 PM	501822
6	Approval of February 4, 2014, District Governing Board Regular Board Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:12 PM	499247
7	Adoption of Agenda - DECISION	5	1:15 PM	499248
8	Open Call - PROCEDURAL	15	1:20 PM	499249
9	CONSENT AGENDA - HEADING	0	1:35 PM	499250
10	Receipt of Report on Revenues and Expenditures - February 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:35 PM	499252

Item No.	Item	Time Req.	Start Time	Ref No.
11	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - February 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:36 PM	499282
12	Receipt of the President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:37 PM	499283
13	Receipt of Board Self-Evaluation - Governance Process Policy 3.5 - Board Chair and Other Officer Roles - MONITORING, DISCUSSION, AND/OR DECISION	5	1:38 PM	499266
14	Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, DISCUSSION, AND/OR DECISION	5	1:43 PM	499267
15	Receipt of Curriculum Proposals to Add New Certificate Programs for Therapy and Service Dog Team Skills, and Canine Care & Handling - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:48 PM	501851
16	Receipt of the First Amendment to the Lease Agreement with the Town of Chino Valley and Yavapai College - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:49 PM	499281
17	INFORMATION - HEADING	0	1:50 PM	499255
18	Reports from Board Members - INFORMATION AND/OR DISCUSSION	5	1:50 PM	499257
19	Sedona Economic Development Update RE: Presentation on "Imagine Sedona - 2020 & Beyond" and an overview of the New Sedona Community Plan - INFORMATION AND/OR DISCUSSION	15	1:55 PM	501850
20	Information from the President to Include: All Arizona Academic Team; Art Program; Spring 2014 Open Forums; Coconino Community College; Rural Community College January Conference; Revision to Policy 6.6.2; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	2:10 PM	499256
21	Update from Instruction and Student Services to Include: Faculty Senate; Adult Basic Education; Adjunct Faculty; and Other Related Information - INFORMATION AND/OR DISCUSSION	10	2:25 PM	499667
22	SHORT RECESS - PROCEDURAL	10	2:35 PM	499261
23	MONITORING REPORTS - HEADING	0	2:45 PM	499262
24	Preliminary Discussion of the President's Evaluation Process - DISCUSSION AND/OR DECISION	15	2:45 PM	499263
25	Receipt of the President's Monitoring Report - Executive Limitation 2.3.4 - Real Property - MONITORING, DISCUSSION, AND/OR DECISION	5	3:00 PM	499403
26	POLICY ISSUES - HEADING	0	3:05 PM	499268
27	Approval of Proposed Tuition and Fees for Fiscal Year 2014 - 2015 - DISCUSSION AND DECISION	30	3:05 PM	499269
28	OWNERSHIP LINKAGE - HEADING	0	3:35 PM	499271
29	District Governing Board Budget Proposal for FY 2014-2015 - INFORMATION, DISCUSSION, AND/OR DECISION	10	3:35 PM	499402

Item No.	Item	Time Req.	Start Time	Ref No.
30	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	3:45 PM	499274
31	OTHER INFORMATION - HEADING	0	3:50 PM	499275
32	Correspondence to the Board - RECEIPT	5	3:50 PM	499276
33	Proposed Dates and Places of Future Meetings for 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	5	3:55 PM	499277
34	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	4:00 PM	499280

**Presenter :** Ray Sigafoos

**Start Time :** 1:00 PM

**Item No :** 1

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 2/10/2014

**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 :** 2/10/2014

**Item Type :** Procedure Item

Policy No.	Description	Ref No
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**Description :** Call to Order - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:00 PM

**Item No :** 3

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/10/2014

**Item Type :** Procedure Item

Policy No.	Description	Ref No
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**Description :** Pledge of Allegiance - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:01 PM

**Item No :** 4

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/10/2014

**Item Type :** Procedure Item

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

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

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:02 PM

**Item No :** 5

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 2/25/2014

**Item Type :** Procedure Item

Policy No.	Description	Ref No
3.2.1.1	<p>Shall strive to appropriately balance the importance of local responsiveness and control within the context of statewide needs and issues and commits to cooperating with all other Arizona community colleges through meaningful dialogue and open sharing of information in order to:</p> <p>a) Align the Ends of Yavapai College with efforts to meet the learning needs of all Arizona's communities efficiently and effectively. b) Assist one another in meeting high standards of public accountability. c) Build the capacities of all our institutions.</p>	396932

**Description :** Oath of Office - For New Board Member: Albert Filardo – PROCEDURAL

**Details :** Chair Sigafoos will administer the Oath of Office to the new Board member. Yavapai County School Superintendent Tim Carter has appointed Albert "Al" Filardo to the Yavapai College District Governing Board, representing District 3 to fill a vacant position.

Mr. Filardo worked in engineering, manufacturing, sales and marketing of telecommunications, computer manufacturing, and aerospace industries for 30 years, most of that time with Motorola or its subsidiaries. Mr. Filardo completed his full-time working experience as an Associate Dean, Chief of Staff, and Professor of Practice at Arizona State University, IRA Fulton Schools of Engineering, retiring in 2011. He continues in that role on a limited basis.

The appointment is valid through December 31, 2014. The District 3 seat will be up for election for the remaining four-year term (Jan. 1, 2015 to Dec. 31, 2018) in November 2014. Mr. Filardo indicated he plans to run for the remainder of the term.

"I believe the residents of District 3 should be extremely proud that we had a person of Mr. Filardo's knowledge, experience, and character who was willing to step up and serve in this most important capacity," Mr. Carter said. "I was also extremely happy with the level of community involvement in the process. District patrons came forward in large numbers to make me aware of their thoughts and concerns, both general and specific, which helped bring focus and clarity to the appointment."

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:12 PM

**Item No :** 6

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 2/10/2014

**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 February 4, 2014, District Governing Board Regular Board Meeting Minutes - DISCUSSION AND/OR DECISION

**Details :** To affirm discussion and record of actions and motions made and approved by the District Governing Board at the February 4, 2014 Regular Board Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meetings(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public meeting documents.)

**Attachments :**

Title	Created	Filename
Unapproved Regular Meeting Minutes -2-4-14.pdf	Feb 28, 2014	Unapproved Regular Meeting Minutes - 2-4-14.pdf

## Yavapai College District Governing Board

### Regular Board Meeting Unapproved Minutes of Regular Meeting Tuesday, February 4, 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

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 Dr. Fitzner.

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

Chair Sigafoos welcomed all guests and staff.

##### **5. Vacancy on the Yavapai College Governing Board, District 3 – INFORMATION** (refer to Board packet, pg. 6)

Chair Sigafoos announced the District 3 Board member vacancy and referenced procedures to fill the position.

##### **6. Approval of District Governing Board January 14, 2014 Regular Meeting Minutes - DISCUSSION AND/OR DECISION**

**Dr. McCarver moved, seconded by Dr. Fitzner, to approve the January 14, 2014 Regular Meeting Minutes. Motion carried unanimously.**

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

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

##### **8. Open Call - PROCEDURAL**

No requests were received.

#### **9. CONSENT AGENDA – HEADING**

##### **10. Receipt of Report on Revenues and Expenditures – Month of January 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 14-23)

##### **11. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – January 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 24-26).

The President reported compliance.

##### **12. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – January 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board packet, pgs. 27-29).

The President reported compliance.

##### **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** (refer to Board packet pgs. 30-76).

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

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

#### 14. INFORMATION - HEADING

##### 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 (refer to Board packet, pgs. 77-99).

Dr. Penny Wills reported on the following topics with discussion from the Board:

- Health Summit was held on January 28, 2014 with CEO and staff from YRMC, VA, VVMC, JTED, and Mountain Valley Rehab. The group reviewed healthcare program forecasts and preliminary plans for Allied Health Medical Center.
- Faculty and Staff Compensation Survey Results were presented by Rose Hurley, Director of Human Resources (refer to Handout Faculty and Staff Compensation Survey Results)
- 2000 Master Plan Review (refer to pgs. 78 – 86) - Dr. Clint Ewell provided information on the 2000 Master Plan to include project specifications, campus and community visions, program creation or expansion, and key assumptions, with outcomes for each area.
- Yavapai College Women's Softball Team Update – Dr. Wills provided the Board additional information regarding the cancellation of the 2014 Softball Team season and the coach's re-assignment.
- College Highlights - February 2014 - Attached - Information Only
- Facilities Management News - Attached - Information Only

##### 16. Update from Instruction and Student Services included Report from Faculty Senate; Student Leadership Council; Spring 2014 Enrollment Update; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 100 – 145).

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

- Faculty Senate, Faculty Association, and committee updates -Joani Fisher, Faculty Senate President updated the Board on the Faculty Association and Senate's priorities and objectives, and the communication of these priorities with the Executive Team.

General Education Committee Update - Dr. Suzanne Waldenberger holds several positions such as General Education Coordinator, YC Liaison with the State Education Program, and Coordinator for SLOA. She explained an overview of the Gen Ed committee, which is to guide the general education program at Yavapai College, including curriculum review; accomplishment of the committee; and future objectives.

- Student Leadership Council - Josh Schmidt, the Student Leadership Council (SLC) Faculty Coordinator and Xavier Perez, a member of the SLC, who is studying Administration of Justice and is planning to attend ASU in the fall of 2014. Xavier reported on SLC initiatives, current projects, and general updates that include Fun Run Event will happen on April 18<sup>th</sup> at the Prescott Campus.

The Board discussed providing support and resources to the SLC. Dr. Wills suggested the SLC reference the other Tri-City schools (Prescott College and Embry Riddle) for support and suggestions.

- 2014 Enrollment Update - Dr. Stuart Blacklaw provided the Spring enrollment to have an increase of .1%, credit hours up .5%, Prescott Valley Campus had the largest location increase, and Allied Health had the largest program increase.

##### 17. Quarterly Update from Yavapai College Advancement Division to Include: Marketing; and Regional Economic Development Center - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 111 – 115).

Mr. Steve Walker, Vice President of College Advancement and Foundation introduced two staff members to report on their perspective areas:

- Marketing - Mike Lange, Director reported the following:
  - Launching the Summer and Fall Enrollment Campaign
  - 25 to 30% of the marketing budget is being in the Verde Valley to promote enrollment increase
  - Currently conducting a Media preference survey.
  - Next Spring research project will be focus groups in the Verde Valley to provide a better picture of their needs and perspectives of the college.
- Regional Economic Development Center - Alex Wright, Director – updated the Board on the latest objectives which included objectives, scope of services, meeting federal priorities, and new program with Sturm Ruger to provide training for an Entry Level Manufacturing Certificate.

#### 18. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:08 p.m.; reconvened at 2:20 p.m.

#### 19. MONITORING REPORTS – HEADING

##### 20. Receipt of President's Monitoring Report - Executive Limitations - 2.3.3 Certification Financial Records - MONITORING, DISCUSSION AND/OR DECISION (refer to packet pg. 117 – 120).

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.

**Mr. Harrington moved, seconded by Dr. Fitzner, that 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. Motion carried unanimously.**

**21. Board Self-Evaluation - Governance Policy 3.3 - Board member Code of Conduct and Ethics - MONITORING AND DISCUSSION- MONITORING, DISCUSSION AND/OR DECISION** (refer to packet pg. 121 – 125).

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.

Comments from Trustee:

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.

All Board members have evaluated Policy 3.3 to be in compliance.

**22. POLICY ISSUES – HEADING**

**23. Preliminary Capital Budget Presentation FY 2014-2015 - INFORMATION, DISCUSSION, AND/OR DECISION** (refer to packet pg. 126 – 138).

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented Capital Budget Information including a Capital Improvement Plan for consideration by the Board. These assumptions provide information and projects about the budget preparation for the new fiscal year, as well as set the general parameters for internal deliberation of the budget for FY 2104-2015.

- Capital budget is approximately 22% of total budget
- Types of Capital included Fixed (preventative and unplanned maintenance) and Budgeted (FFE, Equipment, and Capital Improvement Plan)
- Capital Improvement Plan is based primarily on the recommendation from the Campus Master Plan and included the following:
  - o Five-Year Plan
  - o Revenue Sources
  - o Assumptions

The Board requested a Five-Year Plan or time line for Capital Improvements without a property tax increase as a revenue source.

**24. OWNERSHIP LINKAGE – HEADING**

**25. Review of Completed Board members' 2014 Annual Conflict of Interest Forms - INFORMATION, DISCUSSION, AND/OR DECISION**

Board members shared their 2014 Annual Conflict of Interest forms that were distributed at the January 14, 2014 District Governing Board meeting. These forms will be maintained in the President's Office and are open to the public.

**26. Board Meeting Evaluation (Quarterly) – PROCEDURAL** (refer to packet pg. 141 – 142).

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 – attached.

Board requested an update on the Spring 2014 Survey along with a potential timeline.

**27. 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) –Dr. Fitzner reported that the next meeting will be on March 6, 2014.
- Association of Community Colleges Trustees (ACCT) – Dr. Fitzner will be attending the ACCT Congress in Washington D.C. on February 11 through 13, 2014.
- Yavapai College Foundation - Dr. McCarver reported that the Foundation's next meeting will be February 12, 2014.

**28. OTHER INFORMATION – HEADING**

**29. Correspondence to the Board – RECEIPT**

Board Correspondence included brochures for Framing the Future Luncheon and Foundation Legacy League.

**30. Proposed Dates and Places of Future Meetings for 2014 - DISCUSSION AND/OR DECISION** (refer to Board packet, pgs.144-145).

November 11, 2014 District Governing Board Meeting is currently scheduled on Veteran's Day which the College observes as a closed holiday. Staff is requesting to reschedule to either November 4<sup>th</sup> or 18<sup>th</sup>.





**Presenter :** Ray Sigafoos

**Start Time :** 1:35 PM

**Item No :** 9

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 2/10/2014

**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 :** 1:35 PM

**Item No :** 10

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/10/2014

**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 :** Receipt of Report on Revenues and Expenditures - February 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 eighth month of FY 2013 - 2014 ending February 28, 2014 is attached. Expenditures are reported on the accrual basis of accounting.

**Attachments :**

Title	Created	Filename
Financial Update -Feb in March.pdf	Feb 28, 2014	Financial Update -Feb in March.pdf
Copy of YCFS Feb 2014 - Governing Board Budget Report.pdf	Feb 28, 2014	Copy of YCFS Feb 2014 - Governing Board Budget Report.pdf
Revenues__Expenditures_Cover_Sheet_Feb in March.pdf	Feb 28, 2014	Revenues__Expenditures_Cover_Sheet_Feb in March.pdf
Copy of YCFS Feb 2014_Summary.pdf	Feb 28, 2014	Copy of YCFS Feb 2014_Summary.pdf

# YAVAPAI COLLEGE

## FINANCIAL UPDATE

February 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 Eight Months Ended February 28, 2014  
Fiscal Year 2013-2014**

**District Governing Board**

**Fiscal Year 2013-14 Appropriation:**

**\$ 179,447**

	<b><u>Purpose</u></b>	<b><u>Year-to-Date Expenditures</u></b>	<b><u>Encumbered Obligations</u></b>	<b><u>Total Expenditures/ Encumbrances</u></b>
<b>EXPENDITURES (note 1):</b>				
Salary Expenses	Staff Support	\$ 21,717	\$ 9,829	\$ 31,546
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
Albert Filardo	Travel	725	-	725
Dale Fitzner	Travel	5,302	-	5,302
Karen Jones	Travel	770	-	770
Osborn Maledon PA	Attorneys	17,050	42,950	60,000
Ourboardroom Technologies	Software maintenance	18,500	-	18,500
Penelope Wills	Travel	1,880	-	1,880
Ray Sigafoos	Travel	809	-	809
Roswell Bookbinding	Board Minutes	215	1,285	1,500
Sodexo Inc.	Food Supplies	931	4,069	5,000
Supplies/Other	Various Vendors	176	-	176
Thee Place	Food Supplies	885	1,115	2,000
Yavapai Broadcasting	Board Meetings	1,500	1,500	3,000
YC Printing Services	Printing	2,117	-	2,117
				<u>141,429</u>
<b>Remaining Budget - February 28, 2014</b>				<b><u>\$ 38,018</u></b>

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

DATE March 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 eight months of FY2013-2014 ending February 28, 2014, is attached. Expenditures are reported on the accrual basis of accounting.

The General Fund gross revenues exceed projections at 73.8% of budget. Tuition and fees revenues are 93.2% 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 63.0% of the budget through eight months. Scholarships are at 82.1% of budget due to the disbursement of spring 2014 financial aid awards. Currently, General Fund revenues exceed expenditures/encumbrances by \$4,473,000.

Total General Fund revenues are expected to be below budget by about \$125,000. This is mainly due to total 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 73.1% of budget through eight months and exceed the Unexpended Plant Fund revenues by \$227,000. 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 Eight Months Ended February 28, 2014 - 66.7% of the Fiscal Year Complete**

**Fiscal Year 2013-2014**

**SUMMARY - ALL FUNDS**

	<u>Year-to-Date Revenues</u>				<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
General Fund	\$ 30,533,414				\$ 30,533,414	\$ 41,373,000	73.8%
Restricted Fund	11,793,641				11,793,641	14,586,000	80.9%
Auxiliary Fund	2,576,829				2,576,829	3,725,700	69.2%
Unexpended Plant Fund	13,247,341				13,247,341	18,442,600	71.8%
Debt Service Fund	4,596,079				4,596,079	6,928,000	66.3%
<b>TOTALS</b>	<u><b>62,747,304</b></u>				<u><b>62,747,304</b></u>	<u><b>85,055,300</b></u>	<u><b>73.8%</b></u>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>							
General Fund		\$ 24,939,904	\$ 7,810,292	\$ 6,690,232	\$ 26,059,964	\$ 41,373,000	63.0%
Restricted Fund		11,793,641	644,953	448,943	11,989,651	14,586,000	82.2%
Auxiliary Fund		2,267,105	523,399	387,611	2,402,893	3,725,700	64.5%
Unexpended Plant Fund		7,839,066	5,634,797	-	13,473,863	18,442,600	73.1%
Debt Service Fund		886,353	3,709,648	-	4,596,001	6,928,000	66.3%
<b>TOTALS</b>		<u><b>47,726,069</b></u>	<u><b>18,323,089</b></u>	<u><b>7,526,786</b></u>	<u><b>58,522,372</b></u>	<u><b>85,055,300</b></u>	<u><b>68.8%</b></u>
<b>SURPLUS/(DEFICIT)</b>					<u><u><b>4,224,932</b></u></u>	<u><u><b>-</b></u></u>	

**COMMENTS:**

Through the eighth month, 68.8% of budget has been committed (excluding labor encumbrances) compared to 73.8% of revenues received.

The Budget currently has a surplus of \$4,224,932.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Eight Months Ended February 28, 2014 - 66.7% of the Fiscal Year Complete**

**Fiscal Year 2013-2014**

**GENERAL FUND**

	<u>Year-to-Date Revenues</u>			<u>Total Revenues</u>	<u>FY 13/14 Budget</u>	<u>Percent of Budget</u>	<u>FY 13/14 Estimate</u>	<u>Budget to Estimate Variance</u>
<b>REVENUES:</b>								
Primary Property Taxes	\$ 20,600,728			\$ 20,600,728	\$ 31,134,600	66.2%	\$ 31,010,000	\$ (124,600)
Tuition and Fees	10,541,061			10,541,061	11,310,000	93.2%	11,310,000	-
State Appropriations	670,425			670,425	893,900	75.0%	893,900	-
Other Revenues	253,140			253,140	350,000	72.3%	350,000	-
Interest Income	28,394			28,394	25,000	113.6%	25,000	-
Fund Balance Applied to Budget	1,331,933			1,331,933	1,997,900	66.7%	1,997,900	-
General Fund Transfer Out	(2,892,267)			(2,892,267)	(4,338,400)	66.7%	(4,338,400)	-
<b>TOTAL REVENUES</b>	<b>30,533,414</b>			<b>30,533,414</b>	<b>41,373,000</b>	<b>73.8%</b>	<b>41,248,400</b>	<b>(124,600)</b>

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 13/14 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 13/14 Estimate</u>	<u>Budget to Estimate Variance</u>
<b>EXPENDITURES (note 1):</b>								
Instruction	\$ 10,263,461	\$ 2,944,477	\$ 2,712,562	\$ 10,495,376	\$ 16,535,000	63.5%	\$ 16,369,650	\$ (165,310)
Academic Support	2,643,742	839,303	808,351	2,674,694	4,478,000	59.7%	4,433,220	(44,780)
Institutional Support	5,256,431	2,053,758	1,519,656	5,790,533	8,589,000	67.4%	8,502,610	(86,390)
Student Services	2,668,199	873,821	835,500	2,706,520	4,441,000	60.9%	4,396,590	(44,410)
Operation/Maintenance of Plant	3,418,267	1,069,933	790,163	3,698,037	5,885,000	62.8%	5,826,150	(58,850)
Scholarships	637,388	-	-	637,388	776,000	82.1%	776,000	-
Public Service	52,416	29,000	24,000	57,416	119,000	48.2%	114,000	(5,000)
Tuition Contingency	-	-	-	-	550,000	0.0%	-	(550,000)
<b>TOTAL EXPENDITURES</b>	<b>24,939,904</b>	<b>7,810,292</b>	<b>6,690,232</b>	<b>26,059,964</b>	<b>41,373,000</b>	<b>63.0%</b>	<b>40,418,220</b>	<b>(954,740)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 4,473,450</b>	<b>\$ -</b>			

**COMMENTS:**

Through the eighth month, 63.0% of budget has been committed (excluding labor encumbrances) compared to 73.8% of revenues received.

Third quarter State Aid was received in January 2014.

Tuition and Fees revenues above budget due to spring 2014 tuition payments.

Scholarships at 82.1% of budget due to spring 2014 financial aid awards.

The Budget currently has a surplus of \$4,473,450.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Eight Months Ended February 28, 2014 - 66.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>			<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>						
Federal Grants and Contracts	\$ 10,785,842			\$ 10,785,842	\$ 13,456,000	80.2%
State Grants and Contracts	70,297			70,297	180,000	39.1%
Private Gifts, Grants and Contracts	226,751			226,751	350,000	64.8%
Proposition 301 Funds	437,156			437,156	550,000	79.5%
Fund Balance Applied to Budget	50,000			50,000	50,000	100.0%
Reimbursement Due	223,595			223,595	N/A	N/A
<b>TOTAL REVENUES</b>	<b>11,793,641</b>			<b>11,793,641</b>	<b>14,586,000</b>	<b>80.9%</b>

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>						
Instruction	\$ 1,133,302	\$ 424,702	\$ 239,620	\$ 1,318,384	\$ 2,612,000	50.5%
Student Services	626,918	202,266	191,338	637,846	1,100,000	58.0%
Scholarships	9,978,582	-	-	9,978,582	10,753,000	92.8%
Public Service	54,839	17,985	17,985	54,839	121,000	45.3%
<b>TOTAL EXPENDITURES</b>	<b>11,793,641</b>	<b>644,953</b>	<b>448,943</b>	<b>11,989,651</b>	<b>14,586,000</b>	<b>82.2%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ (196,010)</b>		

**COMMENTS:**

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

Scholarships at 92.8% 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 Eight Months Ended February 28, 2014 - 66.7% of the Fiscal Year Complete

Fiscal Year 2013-2014

AUXILIARY FUND

AREAS THAT ARE MEANT TO BE SELF-SUFFICIENT

	Expenditures (note 1)					Year-to-date Profit/(Loss)	Budgeted Profit / (Loss)	FY 13/14 Estimate	Budget to Estimate Variance
	Revenues	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances				
<b>AUXILIARY ENTERPRISES</b>									
Residence Halls	\$ 829,255	\$ 621,467	\$ 121,853	\$ 51,675	\$ 691,645	\$ 137,610	\$ -	\$ (20,000)	\$ (20,000)
Food Service	20,821	41,151	-	-	41,151	(20,330)	(79,400)	(79,400)	(21,000)
Vending	26,554	-	-	-	-	26,554	30,000	33,000	3,000
Bookstore	186,318	16,200	-	-	16,200	170,118	185,700	188,500	2,800
Performing Arts Center	215,136	723,369	155,332	118,067	760,634	(545,498)	(449,700)	(505,000)	(55,300)
Edventures	203,543	182,955	13,931	13,931	182,955	20,588	(21,000)	(21,000)	-
Family Enrichment Center	333,893	415,060	129,724	106,715	438,069	(104,176)	(194,300)	(194,300)	-
<b>TOTAL ENTERPRISES</b>	<b>1,815,520</b>	<b>2,000,202</b>	<b>420,840</b>	<b>290,388</b>	<b>2,130,654</b>	<b>(315,134)</b>	<b>(528,700)</b>	<b>(598,200)</b>	<b>(90,500)</b>

AREAS SUPPORTED BY GENERAL TUITION AND FEES

	Year-to-Date Revenues	Total Revenues	Budget	Percent of Budget	FY 13/14 Estimate	Budget to Estimate Variance
<b>REVENUES:</b>						
Other Revenues	\$ 186,209	\$ 186,209	\$ 195,200	95.4%	\$ 215,000	\$ 19,800
Private Gifts	171,100	171,100	308,000	55.6%	308,000	-
Fund Balance Applied to Budget	66,667	66,667	100,000	66.7%	100,000	-
General Fund Transfer In	444,000	444,000	657,500	67.5%	657,500	-
Auxiliary Fund Transfer Out	(106,667)	(106,667)	(160,000)	66.7%	(160,000)	-
<b>TOTAL REVENUES</b>	<b>761,309</b>	<b>761,309</b>	<b>1,100,700</b>	<b>69.2%</b>	<b>1,120,500</b>	<b>19,800</b>

	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget	FY 13/14 Estimate	Budget to Estimate Variance
<b>EXPENDITURES (note 1):</b>								
Auxiliary Enterprises	\$ 207,147	\$ 75,149	\$ 75,149	\$ 207,147	\$ 388,000	53.4%	\$ 375,000	\$ (13,000)
Public Service	59,756	27,410	22,074	65,092	84,000	77.5%	84,000	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
<b>TOTAL EXPENDITURES</b>	<b>266,903</b>	<b>102,559</b>	<b>97,223</b>	<b>272,239</b>	<b>572,000</b>	<b>47.6%</b>	<b>459,000</b>	<b>(113,000)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>489,070</b>	<b>528,700</b>			
<b>ENTERPRISE SURPLUS/(DEFICIT)</b>				<b>(315,134)</b>	<b>(528,700)</b>			
<b>TOTAL AUXILIARY FUND</b>				<b>173,936</b>	<b>-</b>			

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 Eight Months Ended February 28, 2014 - 66.7% of the Fiscal Year Complete**

**Fiscal Year 2013-2014**

**UNEXPENDED PLANT FUND**

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
Primary Property Taxes	\$ 6,347,994				\$ 6,347,994	\$ 9,591,300	66.2%
State Appropriations	186,450				186,450	-	100.0%
Yavapai College Foundation Donation	-				-	875,000	0.0%
Investment Income	12,564				12,564	10,000	125.6%
Revenue Bond Proceeds	3,700,000				3,700,000	4,300,000	86.0%
Fund Balance Applied to Budget	1,668,400				1,668,400	1,668,400	100.0%
General Fund Transfer In	1,331,933				1,331,933	1,997,900	66.7%
<b>TOTAL REVENUES</b>	<b>13,247,341</b>				<b>13,247,341</b>	<b>18,442,600</b>	<b>71.8%</b>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>							
Preventative Maintenance		\$ 1,219,461	\$ 299,001	\$ -	\$ 1,518,462	\$ 4,246,000	35.8%
Unplanned Maintenance		403,133	30,673	-	433,806	500,000	86.8%
Capital Improvement Projects		5,001,569	5,022,735	-	10,024,304	10,045,000	99.8%
Equipment		1,064,100	86,047	-	1,150,147	2,473,000	46.5%
Furniture and Fixtures		69,191	90,922	-	160,113	250,000	64.0%
Library Books		36,875	60,578	-	97,453	98,700	98.7%
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%
<b>TOTAL EXPENDITURES</b>		<b>7,839,066</b>	<b>5,634,797</b>	<b>-</b>	<b>13,473,863</b>	<b>18,442,600</b>	<b>73.1%</b>
<b>SURPLUS/(DEFICIT)</b>					<b>(226,522)</b>	<b>-</b>	

**COMMENTS:**

Through the eighth month, 76.3% of budget has been committed (excluding labor encumbrances) compared to 75.1% 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 \$226,522 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 Eight Months Ended February 28, 2014 - 66.7% of the Fiscal Year Complete**

**Fiscal Year 2013-2014**

**DEBT SERVICE FUND**

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
Secondary Property Taxes	\$ 3,360,525				\$ 3,360,525	\$ 5,077,500	66.2%
Investment Income	6,887				6,887	7,500	91.8%
General Fund Transfer In	1,122,000				1,122,000	1,683,000	66.7%
Auxiliary Fund Transfer In	106,667				106,667	160,000	66.7%
Fund Balance Applied to Budget	-				-	-	100.0%
<b>TOTAL REVENUES</b>	<b>4,596,079</b>				<b>4,596,079</b>	<b>6,928,000</b>	<b>66.3%</b>

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>						
General Obligation Bonds						
Principal Payments	\$ -	\$ 2,626,667	\$ -	\$ 2,626,667	\$ 3,940,000	66.7%
Interest Payments	554,800	185,867	-	740,667	1,111,000	66.7%
Pledged Revenue Obligations						
Principal Payments	-	610,000	-	610,000	915,000	66.7%
Interest Payments	264,178	87,822	-	352,000	528,000	66.7%
Revenue Bonds						
Principal Payments	-	186,667	-	186,667	280,000	66.7%
Interest Payments	67,375	12,625	-	80,000	120,000	66.7%
Bank Fees	-	-	-	-	4,000	0.0%
Property Tax Contingency	-	-	-	-	30,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>886,353</b>	<b>3,709,648</b>	<b>-</b>	<b>4,596,001</b>	<b>6,928,000</b>	<b>66.3%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>78</b>	<b>-</b>	

**COMMENTS:**

Through the eighth month, 66.3% of budget has been committed (excluding labor encumbrances) compared to 66.3% of revenues received.

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

**Presenter :** Ray Sigafoos

**Start Time :** 1:36 PM

**Item No :** 11

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/10/2014

**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 - February 2014 - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** Requesting approval of the monthly monitoring report for 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_Feb in March.pdf	Feb 28, 2014	Monitoring Report Executive Limitations Policy 2 3 1_Feb in March.pdf

**Monitoring Report - Monthly  
Executive Limitations Policy 2.3.1 – Budget Deviations  
February 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 eight months ended February 28, 2014, the General Fund has a surplus of \$4,474,000. 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 eight months ended February 28, 2014, the Unexpended Plant Fund has a deficit of \$227,000 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 February 28, 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 eight months ended February 28, 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 :** 1:37 PM

**Item No :** 12

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/10/2014

**Item Type :** Consent Item

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

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

**Details :** Requesting approval of the monthly monitoring report for 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_ Feb in March.pdf	Feb 28, 2014	Monitoring Report Executive Limitations Policy 2 3 2_ Feb in March.pdf

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

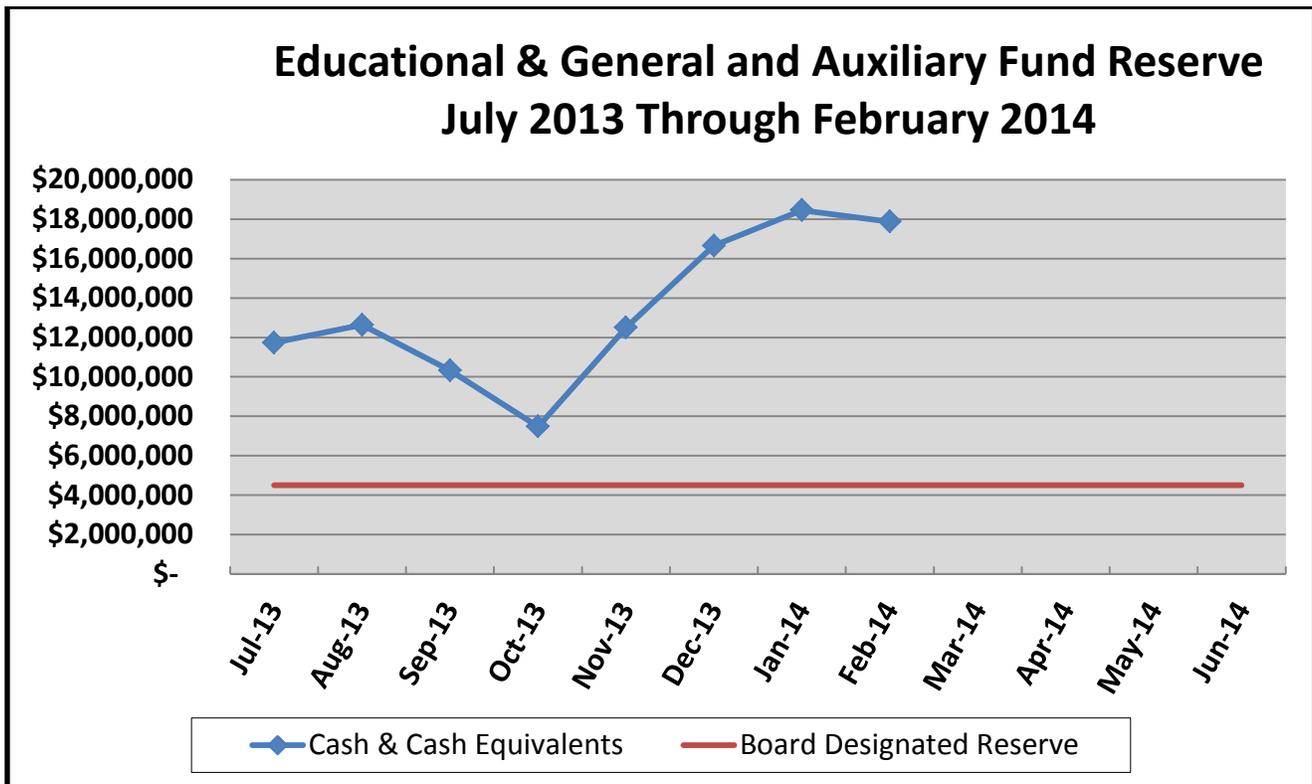
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

**President’s Interpretation:**

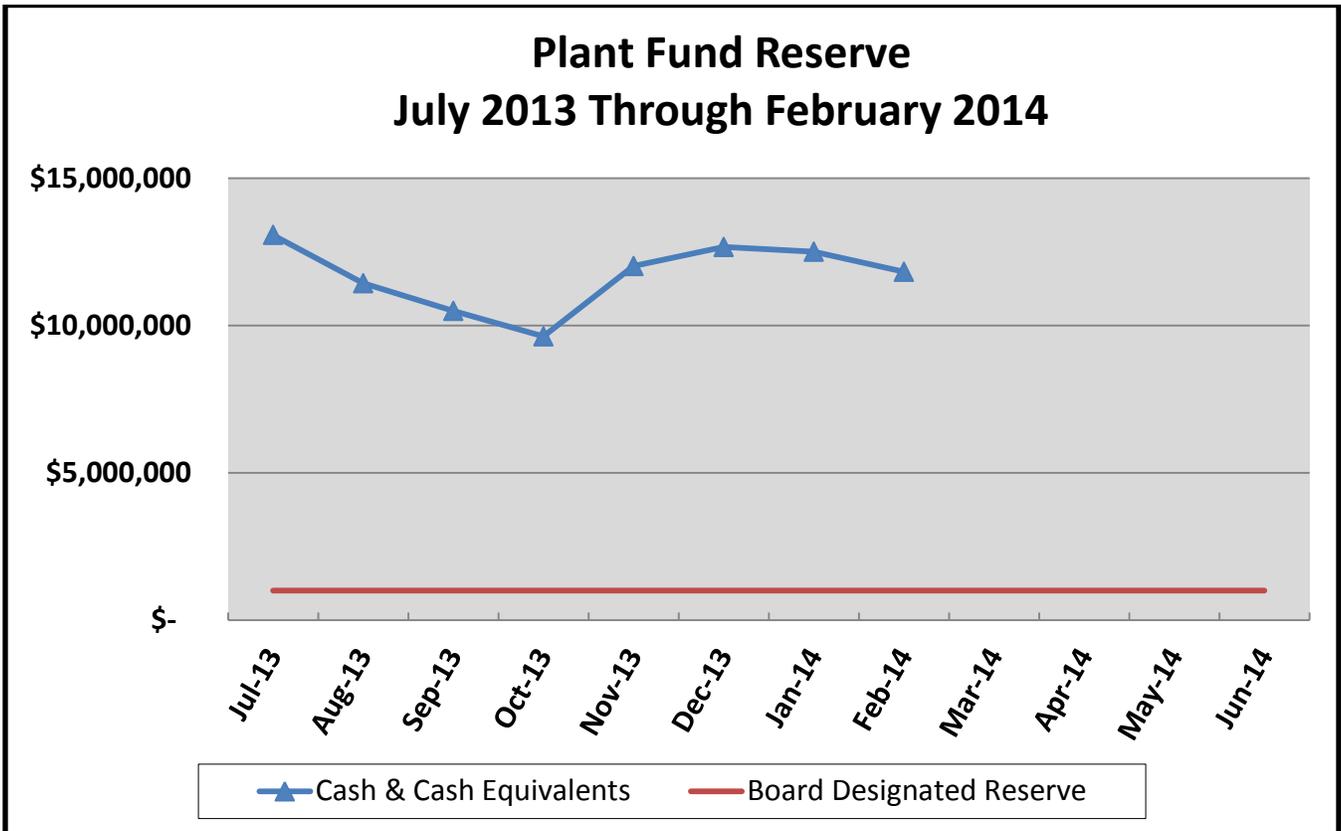
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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 February 28, 2014, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2013, through February 28, 2014, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of February 28, 2014, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$10,820,000.

**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 Sigafos

**Start Time :** 1:38 PM

**Item No :** 13

**Proposed By :** Ray Sigafos

**Time Req :** 5

**Proposed :** 2/10/2014

**Item Type :** Monitoring Item

Policy No.	Description	Ref No
3.1	<p>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:</p> <ul style="list-style-type: none"><li>- outward vision rather than an internal preoccupation</li><li>- diversity in viewpoints;</li><li>- strategic leadership derived from future rather than past or present thinking;</li><li>- clear distinction of Board and staff roles;</li><li>- collective rather than individual decisions; and</li><li>- emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects.</li></ul> <p>More specifically, the Board shall:</p>	396360

**Description :** Receipt of Board Self-Evaluation - Governance Process Policy 3.5 - Board Chair and Other Officer Roles - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** Policy 3.5 - The Chair's role is to ensure the integrity of the Board's process and to represent the Board to outside parties.

#### 3.5.1 Job Output

The job output of the Chair shall be to see that the Board behaves consistent with its own policies and those legitimately imposed upon it from outside the organization.

##### 3.5.1.1 Meeting Discussion Content

Meeting discussion content shall be those issues which, according to Board Policy 3.4.3.2, clearly belong to the Board to decide, not the President.

##### 3.5.1.2 Deliberation

Deliberation shall be timely, fair, orderly, and thorough, but also efficient, limited to time, and kept to the point.

##### 3.5.1.3 Behavior

The Chair shall ensure that any violations of the Board's policies concerning individual and group behavior are addressed promptly and in an appropriate manner.

#### 3.5.2 Chair Decision Authority

The Chair has the authority to make all decisions that fall within any reasonable interpretation of the Board's Governance Process and on the Board-President Linkage policies. The Chair does not have the authority to make decisions that fall within the Board's Ends or Executive Limitations policies. Therefore, the Chair has no authority to supervise or direct the President.

##### 3.5.2.1 Chairing Meetings

The Chair is empowered to chair Board meetings with all of the commonly accepted power of that position (e.g., ruling, recognizing) using the Roberts Rules of Order as a guide for running meetings.

#### 3.5.2.2 Outside Parties

The Chair shall represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to her or him.

#### 3.5.2.3 Delegation of Authority

The Chair may delegate his or her authority at any time, but remains accountable for its use. The Yavapai College District Governing Board members hereby delegate to the Chair or his or her designee the authority to sign on behalf of the Board and/or Yavapai College such documents as have been approved by the Board at a legal meeting.

#### 3.5.3 Board Chairs Role in Monitoring

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

#### 3.5.4 Secretary

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.

#### 3.5.5 Board Liaisons

All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committee. Board liaisons should provide advice and input to their assigned committee, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committee. The positions are:

- 1) Foundation Liaison
- 2) AADGB Representative
- 3) Yavapai Combined Benefits Trust Representative and Alternate
- 4) Board Spokesperson

#### 3.5.5.1 Board Spokesperson

The Spokesperson is the formal conduit for the District Governing Board

and is responsible for communicating as the Board representative with the public and the media - newspaper, radio, television, etc. The Spokesperson shall speak with one voice on behalf of the Board, instead of communicating his or her personal views on matters. If appropriate in the Chair's judgment, the Chair may designate at any time another Board member to serve as an adjunct Spokesperson on a specific matter or matters or for a specific period of time.

**Attachments :**

Title	Created	Filename
Compilation 3.5.pdf	Feb 28, 2014	Compilation 3.5.pdf

Policy Number	<p align="center"><b>District Governing Board Policy Review Evaluation of Board Policies Compilation - March 2014</b></p> <p><b>Policies:</b>  <b>3.5 Board Chair and Other Officer Roles</b>  <b>3.5.1 Job Output</b>  <b>3.5.1.1 Meeting Discussion Content</b>  <b>3.5.1.2 Deliberation</b>  <b>3.5.1.3 Behavior</b>  <b>3.5.2 Chair Decision Authority</b>  <b>3.5.2.1 Chairing Meetings</b>  <b>3.5.2.2 Outside Parties</b>  <b>3.5.2.3 Delegation of Authority</b>  <b>3.5.3 Board Chairs Role in Monitoring</b>  <b>3.5.4 Secretary</b>  <b>3.5.5 Board Liaisons</b>  <b>3.5.5.1 Board Spokesperson</b>  <u><b>Call if you need any help finding data in OurBoardroom™</b></u>  <i>(Barbara, 928.776.2023)</i></p>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
<b>3.5 Board Chair and Other Officer Roles</b>	The Chair's role is to ensure the integrity of the Board's process and to represent the Board to outside parties.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.5.1 Job Output</b>	The job output of the Chair shall be to see that the Board behaves consistent with its own policies and those legitimately imposed upon it from outside the organization.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.5.1.1 Meeting Discussion Content</b>	Meeting discussion content shall be those issues which, according to Board Policy 3.4.3.2, clearly belong to the Board to decide, not the President.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.5.1.2 Deliberation</b>	Deliberation shall be timely, fair, orderly, and thorough, but also efficient, limited to time, and kept to the point.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.5.1.3 Behavior</b>	The Chair shall ensure that any violations of the Board's policies concerning individual and group behavior are addressed promptly and in an appropriate manner.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.5.2 Chair Decision Authority</b>	The Chair has the authority to make all decisions that fall within any reasonable interpretation of the Board's Governance Process and on the Board-President Linkage policies. The Chair does not have the authority to make decisions that fall within the Board's Ends or Executive Limitations policies. Therefore, the Chair has no authority to supervise or direct the President.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.5.2.1 Chairing Meetings</b>	The Chair is empowered to chair Board meetings with all of the commonly accepted power of that position (e.g., ruling, recognizing) using the Roberts Rules of Order as a guide for running meetings.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.5.2.2 Outside Parties</b>	The Chair shall represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to her or him.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.5.2.3 Delegation of Authority</b>	The Chair may delegate his or her authority at any time, but remains accountable for its use. The Yavapai College District Governing Board members hereby delegate to the Chair or his or her designee the authority to sign on behalf of the Board and/or Yavapai College such documents as have been approved by the Board at a legal meeting.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.5.3 Board Chairs Role in Monitoring</b>	The Chair shall ensure the conduct of Board self-evaluation in accordance with Policy 3.1.4.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.5.4 Secretary</b>	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.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>3.5.5 Board Liaisons</b>	<p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committee. Board liaisons should provide advice and input to their assigned committee, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committee. The positions are:</p> <ol style="list-style-type: none"> <li>1) Foundation Liaison</li> <li>2) AADGB Representative</li> <li>3) Board Spokesperson</li> </ol>	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.5.5.1 Board Spokesperson</b>	<p>The Spokesperson is the formal conduit for the District Governing Board and is responsible for communicating as the Board representative with the public and the media - newspaper, radio, television, etc. The Spokesperson shall speak with one voice on behalf of the Board, instead of communicating his or her personal views on matters. If appropriate in the Chair's judgment, the Chair may designate at any time another Board member to serve as an adjunct Spokesperson on a specific matter or matters or for a specific period of time.</p>	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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Is this policy still relevant or useful to the Board? Yes **3** No

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

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Comments/Remarks:

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**Presenter :** Ray Sigafoos

**Start Time :** 1:43 PM

**Item No :** 14

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 2/10/2014

**Item Type :** Consent Item

Policy No.	Description	Ref No
3.1	<p>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:</p> <ul style="list-style-type: none"><li>- outward vision rather than an internal preoccupation</li><li>- diversity in viewpoints;</li><li>- strategic leadership derived from future rather than past or present thinking;</li><li>- clear distinction of Board and staff roles;</li><li>- collective rather than individual decisions; and</li><li>- emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects.</li></ul> <p>More specifically, the Board shall:</p>	396360

**Description :** Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, DISCUSSION, AND/OR DECISION

**Details :**

Policy 4.4 - Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

Accordingly:

#### 4.4.1 Monitoring Reports

The president shall submit monitoring reports required by the Board in a timely, accurate, and understandable fashion, using acceptable benchmarks and data, which directly address the provisions of the Board policies being monitored.

#### 4.4.2 Methods

The Board shall acquire monitoring data by one or more of three methods: (a) by internal report, in which the President discloses compliance information to the Board, (b) by external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies, and (c) by direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.

#### 4.4.3 Standard for Compliance

In every case, the standard for compliance shall be any reasonable President interpretation of the Board policy being monitored.

#### 4.4.4 Schedule

All policies which instruct the President shall be monitored at a frequency and by a method chosen by the Board.

The Board shall monitor any policy at any time by any method, but shall ordinarily depend on a routine schedule, following the monitoring schedule in Appendix A.

### **Attachments :**

<b>Title</b>	<b>Created</b>	<b>Filename</b>
Compilation Board Evaluation 4.4.pdf	Feb 28, 2014	Compilation Board Evaluation 4.4.pdf

Policy Number	<b>District Governing Board Policy Review Evaluation of Board Policies Compilation - March 2014</b>  <b>Policies:</b> <b>4.4 Monitoring President Performance 3.5.1 Job Output</b> <b>4.4.1 Monitoring Reports</b> <b>4.4.2 Methods</b> <b>4.4.3 Standard for Compliance</b> <b>4.4.4 Schedule</b> <u><b>Call if you need any help finding data in OurBoardroom™</b></u> <i>(Barbara, 928.776.2023)</i>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
<b>4.4 Monitoring President Performance</b>	Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations. Accordingly:	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.4.1 Monitoring Reports</b>	The president shall submit monitoring reports required by the Board in a timely, accurate, and understandable fashion, using acceptable benchmarks and data, which directly address the provisions of the Board policies being monitored.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.4.2 Methods</b>	The Board shall acquire monitoring data by one or more of three methods: (a) by internal report, in which the President discloses compliance information to the Board, (b) by external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies, and (c) by direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.4.3 Standard for Compliance</b>	In every case, the standard for compliance shall be any reasonable President interpretation of the Board policy being monitored.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.4.4 Schedule</b>	All policies which instruct the President shall be monitored at a frequency and by a method chosen by the Board. The Board shall monitor any policy at any time by any method, but shall ordinarily depend on a routine schedule, following the monitoring schedule in Appendix A.	<b>4</b>	<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 **3** No

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

Comments/Remarks:

**Presenter :** Ray Sigafoos

**Start Time :** 1:48 PM

**Item No :** 15

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/26/2014

**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> <ul style="list-style-type: none"><li>a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract and</li><li>b) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.</li></ul>	429146

**Description :** Receipt of Curriculum Proposals to Add New Certificate Programs for Therapy and Service Dog Team Skills, and Canine Care & Handling - 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:  
- Therapy and Service Dog Team Skills Certificate  
- Canine Care & Handling Certificate

**Attachments :**

Title	Created	Filename
Curriculum Memo.pdf	Feb 27, 2014	Curriculum Memo.pdf
Therapy and Service Dog Team Skills.pdf	Feb 27, 2014	Therapy and Service Dog Team Skills.pdf
Canine Care & Handling Certificate.pdf	Feb 27, 2014	Canine Care & Handling Certificate.pdf

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

Date: February 25, 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 creation of the certificates in Therapy & Service Dog Team Skills and Canine Care & Handling.

**Overview of New Programs**

Therapy & Service Dog Team Skills Certificate

This certificate will provide the student and canine with the skills required for therapy dog team work and with the canine behavior foundation skills for the student/canine team to continue on with advanced service dog training from third party providers. The student/canine team will also gain the skills needed to take the Canine Good Citizen (CGC) test and the therapy dog evaluation exam offered by evaluators from three national therapy dog organizations. New laws have passed that broaden the field to include Psychological Service dogs and many communities across the nation, including those of Yavapai County, are faced with meeting these training needs. Our program will provide the skill set for student/canine completers to gain employment in fields such as the health care industry.

Canine Care & Handling Certificate

Adding two additional courses to those offered in the Therapy & Service Dog Team Skills program, this certificate will prepare students for entrepreneurship, employment or advancement in a variety of canine fields by developing student/canine handling skills, communication skills, and health care and business operations knowledge. Students complete the training requirements for the Therapy & Service Dog Team Skills certificate which provide skills needed to take the Canine Good Citizen (CGC) test and a therapy dog evaluation exam offered by evaluators from three national therapy dog team organizations. Additionally, students will be prepared to work for local canine businesses (veterinary clinics, boarding facilities, groomers, trainers, evaluators, pet sitters and feed stores).

# 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

<b>1.</b>	<b>Date:</b>	<b>10/12/13</b>	
			<b>Last saved: 1/27/2014</b>
<b>2.</b>	<b>Initiator:</b>	Andrea E. Lloyd	
<b>3.</b>	<b>E-mail address:</b>	mydawgs@cableone.net	
<b>4.</b>	<b>Phone:</b>	928 778 2033	
<b>5.</b>	<b>Initiating division:</b>	<b>Career Technical Education</b>	
<b>6.</b>	<b>Program type:</b>	<b>Certificate</b>	
<b>7.</b>	<b>Degree/certificate program name:</b>	Therapy and Service Dog Team Skills	
<b>8.</b>	<b>Program description:</b> (brief/this will appear in the College Catalog)	<b>The Therapy and Service Dog Team Skills Certificate provides the student and canine with skills required for therapy dog team work and the canine behavior foundation skills for the student/canine team to continue on with advanced service dog training from 3<sup>rd</sup> party providers. The student/canine team will also gain the skills needed to take the Canine Good Citizen (CGC) test and the therapy dog evaluation exam offered by evaluators from three national therapy dog organizations.</b>	
<b>9.</b>	<b>Program learning outcomes:</b> (List outcomes with course or courses)	<b>Identify which courses within the program will meet each outcome.</b> (see guidelines within <u>New Program Proposal Components</u> )  <b>Upon successful completion of the Therapy And Service Dog Team Skills Certificate, the learner will be able to:</b> <ol style="list-style-type: none"> <li>1. Apply positive canine training and handling skills. (AGS 180, 182, 185)</li> <li>2. Explain canine behavior and psychology and apply it to training and to reading a dog's body presentation. (AGS 180, 182 185)</li> <li>3. Articulate and use canine training concepts and skills in working with service and therapy dogs. (AGS 185)</li> <li>3. Apply communication skills with the general public. (AGS 185)</li> <li>4. Use canine handling skills in diverse public environments and with distractions. (AGS 180, 182, 185)</li> </ol>	
<b>10.</b>	<b>Projected start semester:</b>	<b>Fall 2014</b>	
<b>11.</b>	<b>Online delivery only:</b>	<b>No</b>	
<b>12.</b>	<b>Special admission required:</b>	<b>No</b>	
<b>13.</b>	<b>Financial Aid:</b> Does the program	<b>No</b>	

14

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meet requirements  
for Title IV funding?

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

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**14. Program sequence Program Progression Plan**

**Attach form prior to submission**

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

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15

\*\*\*\*\*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:**
- 
- 16. SOC Codes:**  
(Standard Occupational Classification(s) that this certificate helps prepare for:
- 
- 17. Minimum completion time in months:** (two semesters)  
(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:** (For example, describe what need this program will address and how the institution became aware of that need)  
New laws have been passed that include a broader field to include Psychological Service Dogs and many communities across the nation are faced with poorly trained Service Dogs, as is Yavapai County. Yavapai County also has a wide field of therapy dogs with three local networks reaching out to community needs. Two of the three primary national therapy dog registration organizations have evaluators here.
- 
- 20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:** (For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)  
Interviews with local Therapy Dog evaluators, local canine business owners, and canine friendly business owners to determine expected and desired owner/canine behaviors and skills.

- 
- 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)
- Therapy and service teams may volunteer or work within the care industry.** Recent ED reports created by Alexandria Wright indicated Personal Care Aides show an increase of 44 jobs. The Bergin training program <http://www.berginu.edu/academics/alumni.html> (our canine program covers same skill sets) indicated that social/therapy training is commonly used in the health industry. The ED report showed that Health Care and Social Assistance jobs of 8,332 for our county with average earnings of \$48,253. These jobs provide opportunity for those skilled in dog handling and care.
- 
- 22. Narrative description of how the program was reviewed or approved:**
- The certificates were approved through the Yavapai College Academic Program Planning and Authorization process.**
- 
- 23. Advisory Committee:** Will be formed
- Names of members and expertise:  
 Number of times met to plan the program:  
 Future meeting plans:

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Review Recommendations and Signatures

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## THERAPY & SERVICE DOG TEAM SKILLS

### ***Program-Specific Requirements***

Course	Course Title	Hours
AGS180	Canine Behavior & Psychology I	2
AGS182	Canine Behavior & Psychology II	2
AGS185	Canine Public Skills	2
	TOTAL	6

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## 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 Board of Governors and colleges' 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 14, 2013		
Initiator	Karla Phillips	Phone Number	717-7728
E-mail Address	karla.phillips@yc.edu		
Instructional Division	Career & Technical Education	Sponsoring Campus	Chino Valley
Program Type	Certificate	Program Name	Therapy and Service Dog Skills
Projected Start Semester to Plan	Planning began Spr 12	Projected Start Semester for Program	Fall 2014

### Program Description

The Therapy and Service Dog Skills Certificate prepares advanced training and handling skills for therapy dog team work and offers the behavior foundation skills toward service dog training. Temperament of dog is relative to ability to become a Therapy or Service Dog Team

*Certificate*

How does the program relate to the College mission?

By providing quality K9 behavior & handling training to serve the K9 owners and those in the community at interested in certifying their dogs as therapy or service dogs.

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

Provides student success and satisfaction to current and future K9 students, a quality training and behavior program that can lead to therapy and service dog training, and prepares students for K9 employment opportunities.

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

AAS Agriculture Tech Mgmt includes animal care and behavior for zoo and domestic animals. K9 training & behavior classes have been offered since 2009, but they are not part of a program. Prescott and Yavapai County are "dog friendly" with a high number of canine businesses and services, as well as health occupations where therapy dog teams are increasingly becoming a regular part of practice. K9 students have requested a certificate. CV has K9 Training yard.

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)

See attached

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

No, requires hands on training and field work

What is the proposed tuition rate for the program?

CTE Tier 2

List the proposed programs outcomes.

- Demonstrate positive canine training and handling skills (AGS 180, 182, 185)
- Explain canine behavior and psychology and apply it to training and reading a dog's body presentation (AGS 180, 182 185)
- Articulate and demonstrate the concepts and skills in training Service Dogs and Therapy Dogs (AGS 185)
- Demonstrate positive communication skills with the general public (AGS 185)
- Demonstrate handling skills in diversified public environments and distractions (AGS 180, 182, 185)

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

NO, all courses have been developed.

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

Additional 2 credit hours for adjunct faculty. this is already in planned budget because courses are already scheduled to be taught, regardless of whether a certificate is attached to them.

Proposed Program Initiator	Karla Phillips	<small>Digitally signed by Karla Phillips DN: cn=Karla Phillips, o=Yavapai College, email=karla.phillips@yavapai.edu, c=US Date: 2013.09.11 10:05:42 -0700</small>	Recommended
Director of Institutional Effectiveness & Research	Tom Hughes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Initiator's Instructional Dean	John Morgan (email)		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vice President for Instruction & Student Services	[Signature]		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vice President for Administrative Services	[Signature]		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
President's Leadership Team Review	1/7/14 PLT K		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
College President	[Signature]		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			Approved

**New Program(s) Proposal: Canine Care & Handling Certificate; Therapy & Service Dog Skills Certificate**

Below are comments and rationale from an Institutional Effectiveness and Research (IER) perspective regarding the proposals for two canine certificate programs: Canine Care and Handling; Therapy and Service Dog Skills.

**Enrollment Projections (five-year trends):**

End-of-term Canine course(s) headcount for the past four years has ranged from 8 to 17 students. Institutional Effectiveness and Research is not able to forecast enrollment for the proposed programs.

A recent survey of local businesses with a canine focus responded that the availability of a workforce with advanced training in canine management would enhance their business.

**Gainful Employment:**

No concerns exist regarding Gainful Employment requirements.

**Occupational Outlook:**

The following Standard Occupational Classification (SOC) codes are associated with the proposed programs. 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	Median Wage
Nonfarm Animal Caretakers (39-2021)	762	836	\$9.02
Veterinary Technologist (29-2056)	119	150	\$15.29
Animal Trainers (39-2011)	132	135	\$8.98
Veterinary Assistants (31-9096)	52	60	\$11.06

**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  
November 15, 2013

22

To whom it may concern:

In February of 2012, I interviewed and sent out a questioner to various businesses and private parties requesting information relative to creating a canine certificate program at Yavapai College. I asked a few local professionals what might enhance employment if a potential employee presented a certificate on Canine Management from a credited college or what they believed would enhance their own business or canine interests. Below is what I compiled from their response:

- Information and representation of good canine handling skills
  - Multi dog management
- Knowledge on general nutrition
- Basic canine anatomy and physiology
- Knowledge on canine behavior and communication
  - Able to understand canine body language
  - Knowledge on how the canine brain functions
    - sight, hearing, scent
- Health information
  - vaccines
  - hygiene
  - basic grooming needs per breed
- First aid skills including CPR
- Human to human communication and PR skills
- Knowledge of the history of canine development
- Knowledge of canine breeds
- General boarding and care of dogs in a group situation

**Contacts were:**

Mile Hi Veterinary  
Prescott Animal Hospital  
Visiting Vet  
Olsen's Grain  
Whisker's Barkery  
Kennel Kamp Village (boarding/training)  
Doggie Dude Ranch (boarding)  
Run A Muk (boarding/day care)  
Dandy Dawgs Training  
Therapy Dog Inc. Evaluators  
Pet Sitters in private business  
Luv Mutts Therapy Dogs Network  
Gabriel's Angels (another therapy dog network)  
Individuals interested in being a Therapy Dog Team  
Individuals interested in training their own Service Dog

### Student Demand and Industry Needs

Canine courses have been drawing consistent enrollments for five years. Students have been requesting a certificate and the additional classes. A Canine Business class was canceled this fall two weeks prior to class with an enrollment of 8 students. With the certificate in place, I would have kept the class with a high probability of reaching 12-15 enrollments the Friday before classes started. The numbers below represent FTSE enrollment data. All courses had 12-15 at day one.

#### Past Enrollments in Canine Courses:

Fall 2009	AGS 180	Canine Behavior & Psychology I	13
Spring 2010	AGS 180	Canine Behavior & Psychology I	12
Fall 2010	AGS 180	Canine Behavior & Psychology I	17
Fall 2011	AGS 180	Canine Behavior & Psychology I	11
Spring 2012	AGS 180	Canine Behavior & Psychology I	15
Fall 2012	AGS 180	Canine Behavior & Psychology I	11
	AGS 182	Canine Behavior & Psychology II	8
Spring 2013	AGS 180	Canine Behavior & Psychology I	11
	AGS183	Intro to Canine Health Care	9
Fall 2013	AGS 180	Canine Behavior & Psychology I	17
	AGS 184	Canine Business Mngt	8

canceled 2 weeks before start so probably would have made

#### NAICS Reports

Recent ED reports created by Alexandria Wright indicated Veterinary Technologists and Technicians as one of the largest county job openings for which we are providing no qualified graduates. (Annual openings 10) Personal Care Aides show an increase of 44 jobs. The Bergin training program <http://www.berginu.edu/academics/alumni.html> (our canine program covers same skill sets) indicated that social/therapy training is used in the health industry. The ED report showed that Health Care and Social Assistance jobs 8,332 for our county with average earnings of \$48,253. These jobs provide opportunity for those skilled in dog handling and care.

The Pet Care industry shows a forecasted 25% growth, with 100's of possible jobs (see below). These jobs are good entry level to the canine industry with room for advancement.

NAICS code:812910

Pet Care (excluding veterinary sciences)

2013 jobs: 145

2018 jobs: 170

25% increase in demand over 5 years

Average wage: \$21,799

Number of Establishments in Yavapai County (20123: 18)

# Yavapai College

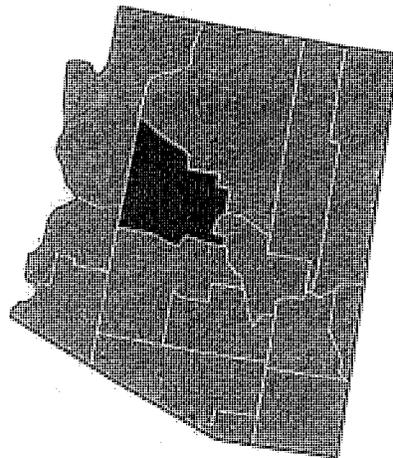
1100 E. Sheldon Street

Prescott, Arizona 86301

928.445.7300

## Occupation Report

Yavapai County



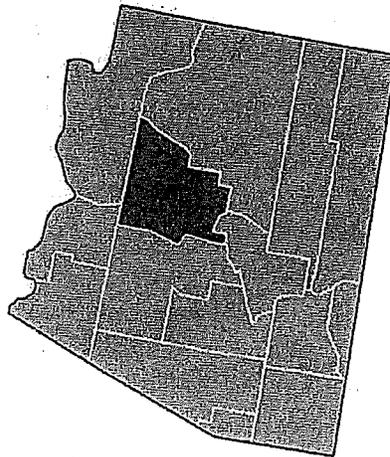
## Report Info

Dataset Version	2013.4 Class of Worker
Class of Worker Categories	QCEW Employees + 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

Veterinary Technologists and Technicians (29-2056)
Veterinary Assistants and Laboratory Animal Caretakers (31-9096)
Animal Trainers (39-2011)
Nonfarm Animal Caretakers (39-2021)

## Job Distribution



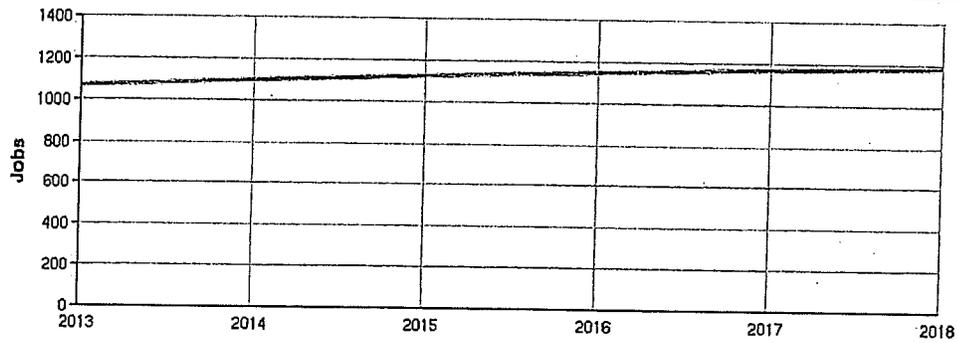
## Overview

Annual Openings Estimate (2013)		53
Related Completions (2011)		0
Current Job Postings		N/A for Multiple Codes
Gender		
Male	25%	
Female	75%	
Age		
14-18	2%	
19-24	8%	
25-44	37%	
45-64	47%	
65+	5%	
<b>1,065</b> Jobs (2013) National Location Quotient: 2.00	<b>11.0%</b> % Change (2013-2018) Nation: 12.7%	<b>\$9.77/hr</b> Median Earnings Nation: \$11.02/hr

28

## Yavapai County | Growth

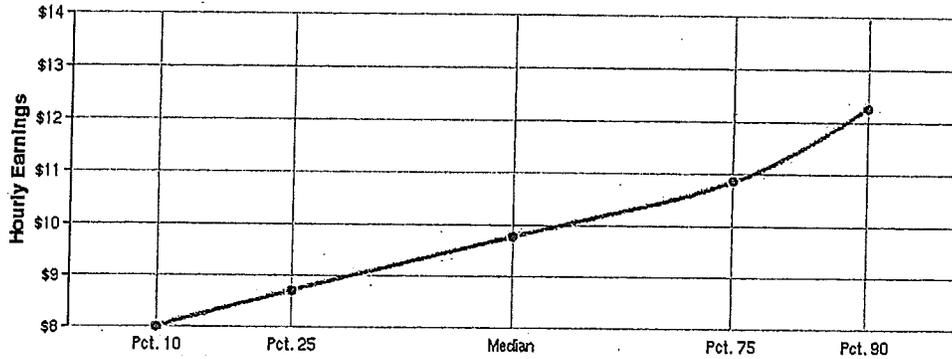
<b>1,065</b> 2013 Jobs	<b>1,182</b> 2018 Jobs	<b>117</b> Change (2013-2018)	<b>11.0%</b> % Change (2013-2018)
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Occupation	2013 Jobs	2018 Jobs	Change	% Change
Nonfarm Animal Caretakers (39-2021)	762	836	74	10%
Veterinary Technologists and Technicians (29-2056)	119	150	31	26%
Animal Trainers (39-2011)	132	135	3	2%
Veterinary Assistants and Laboratory Animal Caretakers (31-9096)	52	60	8	15%

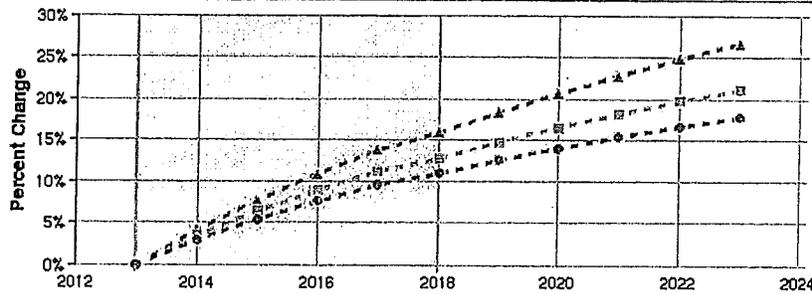
## Yavapai County | Percentile Earnings

<b>\$8.01/hr</b> 10th Percentile Earnings	<b>\$9.77/hr</b> Median Earnings	<b>\$12.28/hr</b> 90th Percentile Earnings
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Occupation	10th Percentile Earnings	Median Earnings	90th Percentile Earnings
Nonfarm Animal Caretakers (39-2021)	\$7.56	\$9.02	\$11.37
Veterinary Technologists and Technicians (29-2056)	\$11.13	\$15.29	\$19.41
Animal Trainers (39-2011)	\$7.72	\$8.98	\$10.55
Veterinary Assistants and Laboratory Animal Caretakers (31-9096)	\$8.82	\$11.06	\$15.05

## Regional Trends



Region	2013 Jobs	2018 Jobs	% Change
● Yavapai County	1,065	1,182	11.0%
■ Nation	1,189,922	1,341,571	12.7%
▲ State	21,822	25,292	15.9%

## Educational programs

Program	1 Programs (2011)		0 Completions (2011)			
	2008	2009	2010	2011	2012	
Health Services/Allied Health/Health Sciences, General (51.0000)	1	0	0	0	0	

## Inverse Staffing Patterns

Industry	Occupation Group Jobs in Industry (2013)	% of Occupation Group in Industry (2013)	% of Total Jobs in Industry (2013)
All Other Personal Services (812990)	492	46.2%	52.1%
Veterinary Services (541940)	210	19.7%	61.3%
Pet Care (except Veterinary) Services (812910)	129	12.2%	57.5%
Support Activities for Animal Production (115210)	65	6.1%	58.5%
Pet and Pet Supplies Stores (453910)	22	2.1%	22.5%

## Data Sources and Calculations

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### 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.

# New Program Proposal

**INSTRUCTIONS:**

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

<b>1.</b>	<b>Date:</b>	<b>8/28/13</b>	<b>Last saved: 1/27/2014</b>
<b>2.</b>	<b>Initiator:</b>	Andrea E. Lloyd	
<b>3.</b>	<b>Phone number:</b> (best contact number)	928 778 2033	
<b>4.</b>	<b>E-mail address:</b>	mydawgs@cableone.net	
<b>5.</b>	<b>Initiating division:</b>	<b>Career Technical Education</b>	
<b>6.</b>	<b>Program type:</b>	<b>Certificate</b>	
<b>7.</b>	<b>Degree/certificate program name:</b>	Canine Care & Handling Certificate	
<b>8.</b>	<b>Program description:</b> (brief/this will appear in the College Catalog)	<b>The Canine Care and Handling Certificate prepares students for entrepreneurship, employment or advancement in a variety of canine fields by developing student canine handling skills, communication skills, health care and business operations knowledge. Students also complete the training requirements for the Therapy Dog Team Dog Skills Certificate which provides skills needed to take the Canine Good Citizen (CGC) test and a therapy dog evaluation exam offered by evaluators from three national therapy team organizations.</b>	
<b>9.</b>	<b>Program learning outcomes:</b> (list the learning outcomes for the program)	<p><b>Identify which courses within the program will meet each outcome.</b> (see guidelines within <u>New Program Proposal Components</u>)</p> <p>Upon successful completion of The Canine Management Certificate Program, the learner will be able to:</p> <ol style="list-style-type: none"> <li>1. Apply positive canine training and handling skills. (AGS 180, AGS 182, AGS 185)</li> <li>2. Explain canine behavior and psychology and implement into a training and behavior modification program. (AGS 180, AGS 182, AGS 185)</li> <li>3. Articulate and use canine training concepts and skills in working with service and therapy dogs. (AGS 185)</li> <li>4. Apply communication skills with the general public. (AGS 184, AGS 185)</li> <li>5. Use canine handling skills in diverse public environments and with distractions. (AGS 180, AGS 182, AGS 185)</li> <li>6. Identify and describe general canine anatomy. (AGS 183)</li> <li>7. Identify a variety of canine illnesses and discuss disease control strategies. (AGS 183)</li> <li>8. Explain and administer canine first aid. (AGS 183)</li> <li>9. Apply grooming techniques and skills. (AGS 183)</li> <li>10. Discuss canine nutritional needs and apply nutrition options. (AGS 183)</li> <li>11. Explain general breeding practices. (AGS 183)</li> <li>12. Identify various canine related businesses and explain how they operate. (AGS 184)</li> <li>13. Develop a canine related business plan. (AGS 184)</li> <li>14. Enhance an existing canine related business. (AGS 180, AGS 182, AGS 184)</li> </ol>	
<b>10.</b>	<b>Projected start semester:</b>	<b>Fall 2014 (generally programs begin in the Fall semester)</b>	
<b>11.</b>	<b>Online delivery only:</b>	<b>No</b>	

- |            |  |   |
|------------|--|---|
| <b>12.</b> | <b>Special admission required:</b>   | <b>No</b>   |
| <b>13.</b> | <b>Financial Aid:</b><br>Does the program meet requirements for Title IV funding?<br>If no, explain impact on financial aid or external funding. | <b>No</b><br><br>**Minimum of 16 credit hours required for completion and a minimum of 15 weeks of instruction**<br><br>Certificate is a 10 credit program  |
| <b>14.</b> | <b>Program sequence</b>  | <b><u>Program Progression Plan</u></b><br><br><b>Attach form prior to submission</b><br>**2-year plan for course offerings/ Include course and program prerequisites**  |
| <b>15.</b> | <b>Enrollment projections:</b> (5-year projections)  | 18  |
| <b>16.</b> | <b>Budget:</b> (Expenditure and revenue projections)   | <b>Additional adjunct pay for one more class. K9 adjunct currently teaches two courses per semester and will need three during the spring semester.</b>   |
| <b>17.</b> | <b>Marketing and recruitment plan:</b>   | <b>Flyers and YC banner web page. Booths at Woofstock, Woofdown Lunch, and Dogtoberfest. CTE Day. Talk of the Town radio. Canine Behavior I &amp; II are popular courses that feed into the care and handling certificate program. Dog Training vests. Summer Canine Sports Activity class will also provide additional recruits.</b> |

\*\*\*\*\*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.

<b>18.</b>	<b>CIPC Code:</b>	01.0505
<b>19.</b>	<b>SOC Codes:</b>	
	(Standard Occupational Classification(s) that this certificate helps prepare for:	
<b>20.</b>	<b>Minimum completion time in months:</b>	2 semesters, =6 months
	(assumes Fall semester start)	
<b>21.</b>	<b>Program Costs:</b>	\$850
	In-State Tuition	
	Books & Supplies	0
	Lab Fees	0
	Other Special Fees/Expenses	0
<b>22.</b>	<b>Narrative description of the need for the program:</b>	Local canine businesses (veterinary clinics, boarding facilities, groomers, trainers, evaluators, pet sitters, and feed stores) have indicated a need for skilled employees through recent environmental surveys. The program will provide quality canine behavior and handling training to serve dog owners, canine businesses, and care organizations that utilize therapy and service dogs in the community. The program provides training and skills that can lead to therapy and service dog certifications and canine industry employment opportunities.
	(For example, describe what need this program will address and how the institution became aware of that need)	
<b>23.</b>	<b>Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:</b>	A questionnaire was sent out to several local businesses asking what they would like from a potential employee applying for a canine related position or what individually owned businesses would like to enhance in their own knowledge regarding canine care or general knowledge.
	(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)	These are the things requested: . Information and representation of good canine handling skills . Multi dog management . Knowledge on general nutrition . Basic canine anatomy and physiology . Knowledge on canine behavior and communication . Able to understand canine body language . Knowledge on how the canine brain functions . General insight to how the canine relates to the world . Health information: vaccines, hygiene, basic grooming needs per breed . First aid skills including CPR . Human to human communication classes and PR skills . Knowledge of the history of canine development . Knowledge of canine breeds . General boarding and care of dogs in a group situation

**24. Narrative description of any wage analysis the institution may have performed:** Bureau of Labor Statistics data indicate mean annual wage of \$30,340 for animal training, animal support activities, animal sport activities, and animal building services. Employment (1)

**Employment RSE (3)**

(Include any consideration of Bureau of Labor Statistics wage data related to the program)

**Mean hourly wage Mean annual wage (2)**

**Wage RSE (3)**

	11,170	6.6 %	\$14.59	\$30,340	2.0 %
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**Percentile wage estimates for this occupation:**

<b>Percentile (Median)</b>	<b>10%</b>	<b>25%</b>	<b>50%</b>	<b>75%</b>	<b>90%</b>
<b>Hourly Wage</b>	<b>\$8.45</b>	<b>\$9.55</b>	<b>\$12.15</b>	<b>\$17.58</b>	<b>\$23.96</b>

**Annual Wage (2)**

	<b>\$17,580</b>	<b>\$19,860</b>	<b>\$25,270</b>	<b>\$36,560</b>	<b>\$49,840</b>
--	-----------------	-----------------	-----------------	-----------------	-----------------

The Pet Care industry shows a forecasted 25% growth, with 100's of possible jobs (see below). These jobs are good entry level to the canine industry with room for advancement.  
 NAICS code:812910  
 Pet Care (excluding veterinary sciences)  
 2013 jobs: 145  
 2018 jobs: 170  
 25% increase in demand over 5 years  
 Average wage: \$21,799

**25. Narrative description of how the program was reviewed or approved:** Program request completed Yavapai College Academic Program Planning and Authorization process.

(Complete Advisory Committee information below)

**Advisory Committee:**

Names of members and expertise: to be formed  
 Number of times met to plan the program:  
 Future meeting plans:

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Review Recommendations and Signatures

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**Division Curriculum Representative - Curriculum Committee**

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

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

**Institutional Research (IR must verify all submitted employment projections)**

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

- Gainful Employment Information Verified
- Resources: \_\_\_\_\_



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

**Associate Dean/s or Program Director (as appropriate to discipline)**

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

Name: \_\_\_\_\_ Karla Phillips \_\_\_\_\_ Date: 1/16/14

- Recommended
- Not Recommended
- Recommended/Change Noted: \_\_\_\_\_

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

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

Name: \_\_\_\_\_ John Morgan per program pre-planning \_\_\_\_\_ Date: \_\_\_\_\_

- Recommended
- Not Recommended
- Recommended/Change Noted: \_\_\_\_\_

**Curriculum Committee**

Name: \_\_\_\_\_ Date: 2/4/14

- Approved
- Not Approved
- Approved/Change Noted: \_\_\_\_\_

**Vice President for Instruction and Student Services**

Name: \_\_\_\_\_ Date: 2/5/14

- Approved
- Not Approved
- Approved/Change Noted: \_\_\_\_\_

**President**

Name: \_\_\_\_\_ Date: 2-27-14

- Approved
- Not Approved
- Approved/Change Noted: \_\_\_\_\_

**Governing Board**

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

- Approved
- Not Approved
- Approved/Change Noted: \_\_\_\_\_

# CANINE CARE & HANDLING CERTIFICATE

## ***Program-Specific Requirements***

Course	Course Title	Hours
AGS180	Canine Behavior & Psychology I	2
AGS182	Canine Behavior & Psychology II	2
AGS183	Intro to Canine Health Care	2
AGS184	Canine Businesses	2
AGS185	Canine Public Skills	2
	TOTAL	10



# 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 Board of Governors and colleges' 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 K9 Care and Handling Certificate prepares students for entrepreneurship, employment or advancement in a variety of canine fields by developing Student K9 handling skills and communication, human/K9 communication, and health care and business operations knowledge. AGS 180, 182, & 185 complete the 6 credit hour Therapy Team Skills s Certificate, and AGS 183 and 184 complete the comprehensive K9 Care and Handling Certificate.**

**How does the program relate to the College mission?**

**By providing quality K9 behavior training to serve the K9 owners and the community at large.**

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

**Provides student success and satisfaction to current and future K9 students, a quality training and behavior program that can lead to therapy and service dog training, and prepares students for K9 employment opportunities.**

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

**AAS Agriculture Tech Mgmt includes animal care and behavior for zoo and domestic animals. K9 training & behavior classes have been offered since 2009 and fill each semester, but are not part of a program. Prescott and Yavapai County are "dog friendly" with a high number of canine businesses and services, as well as health occupations where therapy dog teams are increasingly becoming a regular part of practice. K9 students have requested a certificate. Training yard.**

**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)**

**Please see attached.**

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

**Not at this time, but it may be possible to offer the Canine Health class on line in the future.**

**What is the proposed tuition rate for the program?**

**Standard CTE Tier 2**

11-20-13

List the proposed programs outcomes.

See Attached outline as information would not fit in this box

Per Karla, (6-Credit)  
The Therapy K-9 & Service  
Dog, is embedded in this  
K-9 Care & Handling  
10-Credit Certificate.  
(Same Occup. Report) Billie

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

NO. All courses have been developed and AGS 180, 182, and 183 have been taught.

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

Adjunct pay for an additional 2 credit hour lecture class. This has been built into the adjunct budget as the course are planned into the schedule and will be taught regardless of the existence of the certificate(s).

Proposed Program Initiator	Karla Phillips	<small>Digitally signed by Karla Phillips DN: cn=Karla Phillips, ou=Central Campus, ou=CCF, email=karla.phillips@ycc.edu, c=US Date: 2013.11.19 15:23:04 -0700</small>	Recommended
Director of Institutional Effectiveness & Research	Tom Hughes		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Initiator's Instructional Dean	John Morgan / email		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vice President for Instruction & Student Services	[Signature]		<input type="checkbox"/> Yes <input type="checkbox"/> No
Vice President for Administrative Services	[Signature]		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
President's Leadership Team Review	V7114 PLT kj		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
College President	[Signature]		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			Approved

**Presenter :** Ray Sigafoos

**Start Time :** 1:49 PM

**Item No :** 16

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/10/2014

**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> <ul style="list-style-type: none"><li>a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract and</li><li>b) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.</li></ul>	429146

**Description :** Receipt of the First Amendment to the Lease Agreement with the Town of Chino Valley and Yavapai College - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** Requesting approval of the First Amendment to the Lease Agreement between the Town of Chino Valley and Yavapai County Community College District of fifty (50) acres of real property adjacent to the 30 acre campus of THE COLLEGE located in what is commonly known as "Old Home Manor". The original agreement date of the lease was May 9, 2008. The amendment extends the lease through April 18, 2025.

**Attachments :**

Title	Created	Filename
Amendment #1 Lease Chino Valley 50 acres.pdf	Feb 18, 2014	Amendment #1 Lease Chino Valley 50 acres.pdf
Lease of 50 acres Town of Chino Valley.pdf	Feb 28, 2014	Lease of 50 acres Town of Chino Valley.pdf

AMENDMENT TO  
LEASE AGREEMENT

This First Amendment to Lease Agreement is entered into by and between the Town of Chino Valley, an Arizona municipality (hereinafter referred to as “the TOWN” or “LESSOR”) and Yavapai County Community College District, a community college district duly organized under the laws of the State of Arizona (hereinafter referred to as “THE COLLEGE” or “LESSEE”).

1. RECITALS.

1.1 The TOWN and the COLLEGE entered into an Amended Lease Agreement (hereinafter referred to as “the LEASE”) for the lease of fifty (50) acres of real property adjacent to the 30 acre campus of THE COLLEGE located in what is commonly known as “Old Home Manor” for the period from May 19, 2008, through April 18, 2015.

1.2 The COLLEGE desires to renew the LEASE to extend it through April 18, 2025, pursuant to paragraph 2.5, “Options to Renew.”

NOW, THEREFORE, IT IS MUTUALLY AGREED BY THE COLLEGE AND THE TOWN THAT SAID LEASE IS AMENDED AS FOLLOWS:

1. **The term of the LEASE is extended from April 19, 2015 through April 18, 2025.**
2. Except as expressly amended herein, the pricing, terms and conditions set forth in said original Amended Lease Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE CAUSED THIS FIRST AMENDMENT TO LEASE TO BE SIGNED ON THEIR BEHALF BY THEIR DULY AUTHORIZED REPRESENTATIVES.

TOWN OF CHINO VALLEY

YAVAPAI COLLEGE

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

[Type text]

## AMENDED LEASE AGREEMENT

This Amended Lease Agreement ("Lease") is made this 19 day of May 2008, by and between the TOWN of Chino Valley, an Arizona municipality (hereinafter referred to as "the TOWN" or "LESSOR") and Yavapai County Community College District, a community college district duly organized under the laws of the State of Arizona, (hereinafter referred to as "the COLLEGE" or "LESSEE") and replaces the certain *Intergovernmental Agreement for Construction and Operation of an Agribusiness Center and for Lease of Real Property* by and between the parties dated the 28<sup>th</sup> day of May, 2002 (the "Old Lease").

### 1. RECITALS.

1.1 WHEREAS, The TOWN and the COLLEGE enter into this Amended Lease Agreement (hereinafter referred to as "the LEASE") pursuant to A.R.S. § 11-952, 9-241 and A.R.S. § 15-1444; and

1.2 WHEREAS, COLLEGE is purchasing 30 acres of the property previously included in the 80 acres being leased by the COLLEGE from the TOWN under the Old Lease.

1.3 WHEREAS, the TOWN and COLLEGE desire to continue the Lease of the balance of real property included in the Old Lease adjacent to the 30 acre campus on Old Home Manor which the COLLEGE is purchasing; and

1.4 WHEREAS, TOWN and COLLEGE representatives are committed to the healthy growth and economic development of the TOWN; and

1.5 WHEREAS, the LEASE and the presence of the COLLEGE are mutually beneficial to the TOWN and the COLLEGE; and

1.6 WHEREAS, the COLLEGE provides a center for education and training; and

1.7 WHEREAS, the development of the COLLEGE's campus at Old Home Manor begins the implementation of the TOWN's Master Plan for Old Home Manor;

1.8 NOW THEREFORE, in order to accomplish their goals, and in consideration of the mutual undertakings of the TOWN and the COLLEGE, the parties agree as follows:

### 2. LEASE OF REAL PROPERTY.

2.1 Amendment. This LEASE amends and supersedes in its entirety the Old Lease. This LEASE shall be effective upon the close of escrow of the

COLLEGE'S purchase of the 30 acres of property described in Exhibit C hereto (the "30 Acre Campus").

2.2 Description of Leased Premises. The TOWN agrees to continue the lease to the COLLEGE, of fifty (50) acres of property located in what is commonly known as "Old Home Manor." This 50 acres is the balance of the 80 acres included in the Old Lease minus the 30 acres being purchased by the COLLEGE. This property is legally described as set forth in Exhibit "A", and located as shown on Exhibit "B," attached hereto and made a part hereof. (The "Leased Property" or "Premises.")

2.3. Term of Lease. The initial term of this Lease shall be for the balance of the fifteen (15) years of the Old Lease, which, commenced on the 18<sup>th</sup> day of April, 2000, and ends on the 18<sup>th</sup> day of April, 2015, except as may be earlier terminated as provided in this Lease, and except as may be extended by exercise of the options to renew as set forth below.

2.4 Rent. The rent for the initial fifteen (15) year term (through April 18, 2015) and any subsequent renewals up to an aggregate of fifty (50) years (through April 18, 2050) shall be One Dollar (\$1.00) per year. As additional consideration, the COLLEGE shall perform and honor all of those undertakings of the COLLEGE as set forth in this Lease.

2.5 Options to Renew.

2.5.1 The COLLEGE shall have the option to renew this Lease for up to three (3) additional ten (10) year terms and one additional five (5) year term on the same terms and conditions as set forth in this Lease. LESSEE shall give written notice to LESSOR of said intent to renew at least one (1) year prior to the termination of the current term of this Lease and at least one (1) year prior to the termination of any renewal term of this Lease. Failure to provide such notice shall result in termination of this Lease without renewal at the expiration of the then current term.

2.5.2 In addition to the options specified in paragraph 2.5.1 the COLLEGE shall have the option to renew this Lease for up to five additional ten (10) year terms. In the event LESSEE intends to exercise any such option to renew, LESSEE shall give written notice to LESSOR of said intent to renew at least one (1) year prior to the termination of the then current term or renewal term of this Lease.

2.5.3 In the event any option to renew specified in paragraph 2.5.2 is exercised, the annual lease payments applicable to such option term shall be determined by mutual agreement of the parties; if the parties do not agree on the amount of such payments, The rent shall be the fair market rental value of the property based upon the actual (gross) acreage then being leased as determined by an appraisal. The parties shall mutually

select an appraiser to offer an opinion as to the then fair rental value of the land leased, including a reasonable annual or other adjustment (if any) thereto for the renewal term, if any. The parties shall each pay one half of the cost of the mutually selected appraiser. If the parties cannot agree on an appraiser then: each shall name and pay for their own appraiser; if the valuation/reasonable rent on the appraisals is within 10% then the two shall be averaged and that shall be the rent with such annual adjustments as the appraisers may determine for that term and, if the values are not within 10%, then the following shall apply: the appraisers shall select a third appraiser to determine the value (and adjustments) which shall not be more than the higher of or less than the lower of the other appraisals and with a rental adjustment that is also not expected to be greater than or less than the higher or lower of those selected by the two appraisers. The Parties shall split the cost of this third appraiser. If one appraiser is selected and a party disagrees with the rental and/or adjustment determined by the appraisers the disagreeing party may select an appraiser at the cost of the disagreeing party. The same 10% average rule potential and selection of a 3<sup>rd</sup> appraiser will apply on this determination as is set forth above. The land shall be appraised for uses consistent with its zoning at the time of appraisal. If the foregoing does not resolve the issues, they shall be resolved pursuant to section 10 of this Lease.

#### 2.5.4 Intentionally Left Blank.

2.6 Uses. The Leased Property is to be used for the operation of educational programs. Although the specific programs may change from time to time, they will be based on the needs of the COLLEGE and the community. The Property may not be used for other than educational purposes and/or programs or for any purpose not consistent with the TOWN'S master plan for Old Home Manor (as the same may hereafter be amended), without TOWN'S consent, which consent shall be given, withheld or conditioned in TOWN'S sole discretion.

2.6.1 The COLLEGE shall not use, or suffer, or permit any person, firm, or corporation to store or place on or to use the Premises, or any buildings or improvements or signs at any time erected or placed thereon, or any portion thereof, for other than its lawful purpose as above stated, or in violation of the laws of the United States, the State of Arizona, the ordinances or other regulations of the TOWN, or of any other governmental authority or agency or so as to injure the Premises.

a). Hazardous Substances - The COLLEGE shall not allow any hazardous waste or materials, other than in sealed containers, to be stored in or brought to the Premises by COLLEGE, its agents, employees, contractors, or invitees, without the prior consent of Lessor (which consent Lessor shall not unreasonably withhold as long as COLLEGE demonstrates to TOWN'S reasonable

satisfaction that such hazardous material is necessary or useful to Lessee's business and will be used, kept, and stored in a manner that complies with all applicable laws regulating any such hazardous material so brought upon, kept, used or kept in or about the Premises).

b). The term "Hazardous Substance" as used in this Lease shall mean any product, substance, chemical, material or waste whose presence, nature, quantity and/or intensity of existence, use, manufacture, disposal, transportation, spill, release or effect, either by itself or in combination with other materials expected to be on the Premises, is either: (a) potentially injurious to the public health, safety or welfare, the environment or the Premises, (b) regulated or monitored by any governmental authority, or (c) a basis for liability of Lessor to any governmental agency or third party under any applicable statute or common law theory. Hazardous Substance shall include, but not be limited to, hydrocarbons, petroleum, gasoline, crude oil or any products, by-products, or fractions thereof. Lessee shall not engage in any activity in, on or about the Premises which constitutes a Reportable Use (as hereinafter defined) of Hazardous Substances without the express prior written consent of Lessor and shall comply in a timely manner (at Lessee's sole cost and expense) with all applicable law (as defined hereafter).

"Reportable Use" shall mean (a) the installation or use of any above or below ground storage tank, (b) the generation, possession, storage, use, transportation, or disposal of a Hazardous Substance that requires a permit from, or with respect to which a report, notice, registration or business plan is required to be filed with, any governmental authority. Reportable Use shall also include Lessee being responsible for the presence in, on or about the Premises of a Hazardous Substance with respect to which any applicable law requires that a notice be given to persons entering or occupying the Premises or neighboring properties. Notwithstanding the foregoing, Lessee may, without Lessor's prior consent, but in compliance with all applicable law, use any ordinary and customary materials reasonably required to be used by Lessee in the normal course of Lessee's educational activities permitted on the premises, so long as such use is not a Reportable Use and does not expose the Premises or neighboring properties to any meaningful risk of contamination or damage or expose the Premises to any liability therefor. In addition, Lessor may (but without any obligation to do so) condition its consent to the use or presence of any Hazardous Substance, as Lessor in its reasonable discretion, deems necessary to protect itself, the public, the Premises and the environment against damage, contamination or

injury and/or liability therefrom or therefor, including, but not limited to, the installation (and removal on or before Lease expiration or earlier termination) of reasonably necessary protective modifications to the Premises (such as concrete encasements) and/or the deposit of a Security Deposit in an amount deemed sufficient by Lessor.

c.) If Lessee knows, or has reasonable cause to believe that a Hazardous Substance, or condition involving or resulting from same, has come to be located in, on, under or about the Premises, other than as previously consented to by Lessor, Lessee shall immediately give written notice of such fact to Lessor. Lessee shall also immediately give Lessor a copy of any statement, report, notice, registration, application, permit, business plan, license, claim, action or proceeding given to, or received from, any governmental authority or private party, or persons entering or occupying the Premises, concerning the presence, spill, release, discharge of, or exposure to, any Hazardous Substance or contamination in, on, or about the Premises, including but not limited to all such documents as may be involved in any Reportable Uses involving the Premises.

d). Lessee shall indemnify, protect, defend and hold Lessor, its agents, employees, lenders and the Premises, harmless for, from and against any and all loss of rents and/or damages, liabilities, judgments, costs, claims, liens, expenses, penalties, permits and attorneys' and consultants' fees arising out of or involving any Hazardous Substance or storage tank brought onto the Premises by or for Lessee or under Lessee's control. Lessee's obligation under this Article 4.E. (iv) shall include, but not be limited to, the effects of any contamination or injury to person, property or the environment created or suffered by Lessee, and the cost of investigation (including consultants' and attorneys' fees and testing), removal, remediation, restoration and/or abatement thereof, or of any contamination therein involved, and shall survive the expiration or earlier termination of this Lease. No termination, cancellation or release agreement entered into by Lessor and Lessee shall release Lessee from its obligations under this lease with respect to Hazardous Substances or storage tanks, unless specifically so agreed by Lessor in writing at the time of such agreement. Lessor, its agents, employees and lenders hold Lessee harmless from and against any and all damages, liabilities, judgments, costs, claims, liens, expenses, penalties, permits and attorney's and consultant's fees arising out of or involving any hazardous substance existing in, on or under the Premises prior to the date of this Lease.

2.7 Encumbrance on COLLEGE's Leasehold Interest. The TOWN's fee interest in the property shall remain unsubordinated to any debt incurred by the COLLEGE for the construction of improvements on the properties or otherwise, except in the event explicitly required by the underwriter of the general obligation bonds used to finance the improvements and consented to by TOWN, in its sole discretion.

2.8 Subletting and Assignments. The COLLEGE may not sublet, assign the lease or otherwise transfer the premises, without the prior written consent of the TOWN. Any attempted assignment or subletting in violation hereof shall be void and shall be a material default by COLLEGE.

2.9 Maintenance and Repairs.

2.9.1 COLLEGE and TOWN anticipate that they may enter into further agreements regarding joint development or activities on the Premises which may or would alter maintenance obligations on the Premises. Unless and until that occurs, the following shall apply:

COLLEGE, at COLLEGE'S sole cost and expense shall maintain in good condition and repair the Premises and every part thereof. COLLEGE shall be solely responsible for any damages caused to the Premises caused by them or their agents, employees, or invitees in which event Lessee shall repair any such damage. Except as specifically provided herein or agreed upon hereafter, TOWN shall have no obligation to make repairs and or maintain any portion of the Premises during the term of this Lease or any renewal thereof. COLLEGE shall not be entitled to any set-off of or to any rent reduction due to the failure to maintain or repair the premises.

If either party fails to perform that party's obligations under this paragraph or under any other paragraph of this Lease, the party not in default may, at that party's option, but not obligation, enter upon the Premises or otherwise perform such obligations after thirty (30) days prior written notice to the defaulting party's (except in the case of emergency, in which case no notice shall be required), perform such obligations on the defaulting party's behalf and put the premises in good order, condition and repair, or otherwise perform the obligations not performed by the defaulting party, and the cost thereof together with interest thereon at ten percent (10%) shall be due and payable, if COLLEGE is in default, as additional rent to TOWN, or if TOWN is in default, then payable upon invoice from COLLEGE thirty (30) days thereafter.

On the last day of the Term hereof, or on any sooner termination, COLLEGE shall surrender the Premises to TOWN in reasonable condition, clean and free of debris. COLLEGE shall repair any damages to the Premises occasioned by the installation or removal of its fixtures,

furnishings, equipment, the ferrier barn and/or any other improvements as may be allowed to be removed.

2.9.2 COLLEGE shall furnish its own maintenance and cleaning services for the buildings and other improvements on Premises herein. The day-to-day cleaning and maintenance, including but not limited to trash collection, parking lot, driveways, sidewalks and landscaping, if any, shall be the responsibility of the COLLEGE. College shall maintain the balance of (non-improved) portions of the Leased Premises in a reasonable condition consistent with applicable governmental rules, laws and codes.

2.9.3 By way of clarification repairs on the water system servicing the Premises (limited to the portion from the well or other source provided by or through the TOWN and through the water meter) and the day-to-day maintenance on said water system shall be the sole obligation of the TOWN whether or not located on the Leased Property and TOWN shall have a right of entry to service the same. At such time as COLLEGE desires or is required by TOWN to move the existing water meter providing water for the property described in Exhibits A and/or C hereto, then the COLLEGE will bear all costs of relocating the meter and shall provide TOWN the easement(s) reasonably required for relocation and service of the water lines to the meter and the meter.

2.9.4 Notwithstanding the foregoing and as between the COLLEGE and the TOWN and not as to third parties and for the allocation of costs and expenses between TOWN and COLLEGE and no other purpose, repairs and maintenance of the road, ditches and easements for Old Home Manor Road to the northeast corner of the Leased premises shall be the sole obligation of the TOWN. TOWN shall have the right to enter onto the Leased Property as necessary to meet its obligation under this section.

2.9.5 Notwithstanding as between the COLLEGE and the TOWN and not as to third parties and for the allocation of costs and expenses and no other purpose, repairs and maintenance of fences installed by the COLLEGE on the COLLEGE'S thirty (30) acre campus or the Leased Property shall be the sole obligation of the COLLEGE and maintenance of fences which are located on property owned by the TOWN, shall be the TOWN'S responsibility. This provision does not create a duty to maintain fences not required to be maintained by applicable governmental rules, laws, or codes.

2.10 Utilities. The COLLEGE will be responsible for payment of all utilities used on the premises.

2.11 Property Insurance and Subrogation.

2.11.1 Property Insurance. The COLLEGE shall be responsible for

maintaining insurance or self-insurance through a recognized self-insurance program on all improvements on the demised premises, insuring same at the market value for said improvements, as against any and all casualty loss. The COLLEGE shall name the TOWN as an additional named insured on all such policies, and provide copies of said policies to the TOWN. TOWN shall have no liability for loss or damage suffered to the Leased Premises and improvements thereon unless caused by the gross negligence or intentional wrongful conduct of TOWN or its employees acting within the scope of their employment.

2.11.2 All insurance policies issued pursuant to this section shall be by reputable insurance companies or recognized self-insurance programs authorized to do business in the State of Arizona. The COLLEGE shall provide proof of insurance to the TOWN and the insurance shall provide that coverage may not be lowered, impaired or cancelled without thirty (30) days written notice to TOWN.

2.11.3 COLLEGE hereby releases and waives any and all right of subrogation against TOWN which, in the absence of this provision, would arise in favor of COLLEGE or any insurance company insuring COLLEGE against loss by fire, extended coverage, casualty and loss of any other type resulting from damage to or destruction of the Premises, or any portion thereof, or in damage to or destruction of the property of COLLEGE in the Premises, and COLLEGE hereby releases and waives its entire right of recovery against TOWN for loss or damage resulting from damage to or destruction of the Premises, or any part thereof, caused by fire, hazards such as may be insured against by extended coverage or casualty insurance, and other causes occasioned by any act or omission of TOWN. The foregoing releases and waivers of subrogation rights are expressly conditioned upon COLLEGE being able to obtain in all present and future policies of fire, extended coverage, casualty and similar insurance, clauses which permit the insured to release and waive the insurance company's right of subrogation against third parties responsible for loss, and in the event COLLEGE at any time is unable to obtain policies containing such subrogation waiver clauses, then, and in that event, COLLEGE may give TOWN written notice thereof and from and after the giving of such notice the releases and waivers herein set forth and each and all of them shall be considered withdrawn and shall in no way be effective until insurance may thereafter be reasonably obtained which permit the releases and waivers at which point they shall be reinstated.

TOWN hereby releases and waives any and all right of subrogation against COLLEGE which, in the absence of this provision, would arise in favor of TOWN or any insurance company insuring TOWN against loss by fire, extended coverage, casualty and loss of any other type resulting from damage to or destruction of the Premises, or any

portion thereof, or in damage to or destruction of the property of TOWN in the Premises, and TOWN hereby releases and waives its entire right of recovery against COLLEGE for loss or damage resulting from damage to or destruction of the Premises, or any part thereof, caused by fire, hazards such as may be insured against by extended coverage or casualty insurance, and other causes occasioned by any act or omission of COLLEGE. The foregoing releases and waivers of subrogation rights are expressly conditioned upon: A) TOWN being able to obtain in all present and future policies of fire, extended coverage, casualty and similar insurance, clauses which permit the insured to release and waive the insurance company's right of subrogation against third parties responsible for loss, and in the event TOWN at any time is unable to obtain policies containing such subrogation waiver clauses, then, and in that event, TOWN may give COLLEGE written notice thereof and from and after the giving of such notice the releases and waivers herein set forth and each and all of them shall be considered withdrawn and shall in no way be effective until insurance may thereafter be reasonably obtained which permit the releases and waivers at which point they shall be reinstated; and B) the COLLEGE carrying the requisite casualty insurance as provided in 2.11.1 above to the extent the COLLEGE is reasonably able to obtain sufficient insurance coverage to repair or replace the improvements and, to the extent the available insurance coverage is not available or sufficient to repair or replace the damage improvements, to remove the unrepaired damaged improvements or portions thereof and restore the property to a reasonable condition.

2.11.4 Each party will purchase and maintain workers' compensation insurance in conformity with state law.

2.12 Taxes. The COLLEGE shall be responsible for the payment of any privilege tax, sales tax, gross proceeds tax, rent tax, real property tax, or any other tax levied, assessed, or imposed on the Leased Property or improvements thereon or due to activities thereon or committed therewith including taxes levied by any federal, state, county or municipal governmental authority or any subdivision thereof. COLLEGE shall pay all applicable transaction privilege taxes accruing with rent falling due.

2.13 Property to be Used in a Good and Workmanlike Manner. The COLLEGE shall, at its sole expense, maintain and operate the Leased Property and improvements thereon in a good and workmanlike manner and in conformity with all applicable governmental rules, regulations and laws. The COLLEGE shall not commit nor permit waste on or of the premises or destroy or remove any buildings, fences, fixtures or improvements without the prior written consent of the TOWN, provided that the TOWN consents that the COLLEGE's existing ferrier barn may be removed by the COLLEGE to a site of its choosing, or demolished as the COLLEGE deems appropriate.

2.14 Inspection by Lessor. The TOWN shall have the right to enter and inspect the Leased Premises and improvements at reasonable times during the initial term of this LEASE as well as during any extension of the LEASE.

2.15 Default.

2.15.2 The Lessee will promptly pay the rental sums provided herein and will fulfill and perform all the agreements herein contained by it to be performed. If at any time during the term of this Lease the rental provided hereunder, or any part thereof, shall not be promptly paid when due, and if such failure to pay rent or such other sums shall continue for fifteen days after receipt of written notice thereof from TOWN to COLLEGE, or if either party shall fail within 30 days, if COLLEGE is in possession of the Premises and responsible for payment of the rent, and 15 days for any other "Lessee" – tenant – assignee, after receipt of written notice to perform any of the other terms, conditions or covenants herein contained to be kept and performed by the party in default, it shall be lawful and optional for the party not in default, without further notice, to pursue any and all remedies it may have at law and/or equity..

2.15.3 The failure by Lessee or Lessor to observe or perform any of the non-monetary covenants, conditions or provision of this Lease to be observed or performed by that Party, other than the failure to pay sums described in Paragraph 2.15.2 above, where such failure shall continue for a period of thirty (30) days after notice hereof from the non-defaulting Party to the other Party shall constitute a default and material breach of this Lease; provided, however that, if the nature of the default is such that more than thirty (30) days are reasonably required for its cure, then the applicable Party shall not be in default if it commenced such cure within said thirty (30) day period and thereafter diligently prosecutes such cure to completion. A Party shall be in default of this Lease if it take(s) no corrective action within said thirty (30) days or otherwise discontinues diligent efforts to complete their cure.

2.15.4 Each party will fulfill and perform all of the duties and obligations contained in this Agreement. In the event of a default by either party, subject to the provisions above, the non-defaulting party may then take all action permitted by law upon default of a commercial lease.

2.16 Non-Waiver of Future Defaults. The failure of either party to require strict compliance by the other party with the terms of this Agreement will not be construed to be a waiver of the right to thereafter require strict compliance thereafter nor of any such future defaults or failures by the first party.

2.17 Liability Insurance. The COLLEGE shall, at its own expense indemnify the TOWN against loss through maintenance of liability insurance with an insurance company or companies or recognized self-insurance program authorized to do

business in the state of Arizona. The TOWN shall be named as an insured. Minimum coverage shall be not less than 1 million dollars for each occurrence and 3 million dollars in the aggregate. The COLLEGE further agrees to supply written evidence of such insurance to the TOWN, at the commencement of this lease, and thereafter the earlier of annually or each time there is any material change to the subject policy. All policies shall provide that the insurer shall provide the TOWN with thirty (30) days written notice of any proposed modification which lowers the limits of coverage or of cancellation. Upon notice from the TOWN, COLLEGE shall provide a full copy of any such insurance policy and any and all attachments and riders thereto. COLLEGE and its insurer waive any claims against or subrogation to or for claims covered in any part by the foregoing insurance that may or could be alleged against the TOWN or its insurer(s).

2.18 Non-liability of the TOWN; Indemnification of the TOWN. The TOWN shall not be liable for any loss, injury, death or damage to persons or property which may at any time have been sustained by the COLLEGE or by any person who may at any time be using or occupying or visiting the Leased Premises, if such damage or injury was caused by or in any way the result of any act, omission, or negligence of the COLLEGE or of any person under the control of the COLLEGE or any person whose activities are, or may be imputed to the COLLEGE. The COLLEGE shall indemnify and hold the TOWN harmless against all claims, liability, loss or damages whatsoever on account of any such loss, injury, death or damage to the extent allowed by law. Notwithstanding any provision of this LEASE to the contrary, any agreement by the COLLEGE to defend, indemnify or hold harmless the TOWN shall, to the extent COLLEGE has procured insurance or self-insurance as required herein, be limited to, and be payable only from, the COLLEGE's available insurance or self-insurance coverage for liability assumed by contract. COLLEGE on its behalf and on behalf of its insurers and insurance companies hereby waives and foregoes any payment of any claim for loss, injury, death or damage to persons or property sustained by the COLLEGE, its agents, employees, patrons, students or others whether or not the loss, damage, injury or death is due to the act or omission of the TOWN or any of its agents, employees, contractors or representatives. Notwithstanding the foregoing, COLLEGE does not agree to indemnify TOWN for its acts or inactions resulting in claims against TOWN or liability of the TOWN where the same are unrelated to this lease or TOWN'S position as Lessor but are, rather, related to TOWN'S acts or actions as a municipality such as TOWN'S permitting and inspection of construction whether or not on the Premises.

2.19 Reservation of Easements. In order to facilitate a projected road network and trail system planned by the TOWN, the COLLEGE and the TOWN agree that

the Leased Premises shall be subject to a reservation for a possible dedication of an easement by the TOWN for public ingress, egress and utilities as follows:

- (i) 75 feet wide along the entire north boundary of the Lease Premises.
- (ii) 30 feet wide consistent with the ALTA survey along the entire east boundary of the Lease Premises (the 30' is to be measured from the east boundary of Section 12).

2.19.1 The easements described above will be included in any option or purchase of the Lease Property that includes such property, but will be excluded in the Leased Premises for purposes of determining payment of rent under section 2.5.

2.20 Compliance with Applicable Laws. The COLLEGE as regards the TOWN'S use and possession of the Premises and TOWN as regards its actions and activities regarding the Premises shall comply with all applicable federal, state, county and municipal laws and regulations. Failure to so comply in a material manner shall be considered a breach of this Lease. The party in compliance shall give the party not in compliance thirty (30) days written notice of the failure to comply; if the party not in compliance has not corrected the failure to comply, or is not taking measures to comply within a reasonable period of time, this Lease may be terminated by the party in compliance.

By way of clarification, TOWN'S duty to comply with applicable laws and regulations does not create any additional duties requiring TOWN to take actions not otherwise provided in this Lease, by way of example this includes that TOWN does not assume duties to repair or maintain buildings on the Premises that are out of code compliance during the Lease term but should the TOWN take action on such items it must comply with applicable laws and regulations (codes).

2.21 Surrender of Premises. The COLLEGE shall, upon expiration or termination of this Lease, surrender the Leased premises in good condition.

2.22 Any personal property not removed by the COLLEGE within forty-five (45) days of the expiration or termination of this LEASE shall be deemed abandoned, and owned by the TOWN (with the exception of the COLLEGE's ferrier barn as described in paragraph 2.12 above, if said barn is removed within ninety (90) days of termination or expiration of the Lease). All improvements constructed on the Leased Premises which are affixed to the property shall be owned by the TOWN upon expiration of the LEASE. Notwithstanding the foregoing, if the TOWN has provided notice of removal requirement as set forth in 3.5, the TOWN may give notice to require that the improvement be removed and the property restored and COLLEGE will comply with the same within ninety (90) days after termination or expiration of the Lease.

2.23 Prior to construction of any permanent improvements on the Leased Premises, the COLLEGE and TOWN will negotiate in good faith to allow the COLLEGE to purchase that additional portion of the Leased Premises needed for expansion, in which case improvements constructed on such portion of the Leased Premises shall be owned by the COLLEGE.

2.24 In the event the COLLEGE decides to make capital improvements on the Leased Premises, the COLLEGE will be responsible for the cost of extending Utilities from the property boundary to the location on the Leased Premises where the Utilities will be used. The TOWN will be responsible for the extension of all Utilities owned and operated by the TOWN including water and sewer to the approximate boundary of Leased Premises as a condition precedent to requiring the COLLEGE to utilize the same.

2.25 Future connection to Public Sewer. The COLLEGE shall connect to the TOWN's public sewer system at such time as the system is constructed and operating and connection is called for by City Code. The COLLEGE shall be responsible for the connection cost to the TOWN'S public sewer system. Besides the monthly sewer base fee a monthly use fee will be charged to the COLLEGE based on actual quantities of sewage placed in the public sewage system and shall not include any water applied by the COLLEGE to turf, agricultural uses, or other uses that do not contribute to sewage volume. If the COLLEGE generates industrial waste it will pre-treat sewage in accordance with the Federal, State, and the TOWN'S effluent CTR policy.

2.26 If the College disputes use charges associated with waste generation the COLLEGE shall install a real-time, master sewer discharge meter system that meets Town Standards for monthly fee calculations and the metered flow will thereafter govern the charges levied by the TOWN. Once installed and dedicated to the TOWN, the TOWN will assume all operations, maintenance, and data collection.

2.27 Extension of Option to Purchase. College has an option to purchase 10 acres of the Leased Premises pursuant to the terms of the contract entitled Amendment to Real Estate Purchase Agreement (Exchange Agreement) between COLLEGE and TOWN (the "Exchange Agreement") and in particular section 2.3 of the same. The Parties hereby agree that the Option to purchase shall be extended on the same terms and conditions as are provided in the Exchange Agreement except that the Option Term shall be extended for one additional year, *i.e.*, the option to purchase shall run from the execution of the Exchange Agreement and may be exercised until no later than midnight July 31, 2010, which shall hereafter be considered the "Option Term" as between the Parties.

2.28 Further Purchase Negotiations: Prior to termination of this lease, in the event COLLEGE determines it would be interested in purchasing all or part of the remaining TOWN owned Leased Premises or TOWN proposes sale of all

or part of the remaining TOWN owned Leased Premises to a third party, TOWN and COLLEGE will negotiate in good faith regarding the potential purchase or sale including terms regarding the same prior to entering into a contract with any party but the COLLEGE will not be obligated to purchase nor the TOWN to sell the property if an agreement is not reached.

3. UNDERTAKINGS BY COLLEGE.

3.1 Within the scope of its mission, it is the intention of the COLLEGE to work closely with the TOWN as an active cooperating party in economic development.

3.2 Toward this end, Yavapai College may assist in developing educational programs to train potential work forces that will be participating in the development of Old Home Manor and the Town of Chino Valley.

3.3 The commitment to this collaborative effort will serve as a positive incentive for prospective businesses that are considering location at the Old Home Manor site.

3.4 The COLLEGE, in good faith, will explore funding alternatives collaboratively with the TOWN in any joint venture deemed to be within the mission of the COLLEGE.

3.5 Review of Plans. All plans and specifications for proposed improvements shall be submitted to the TOWN for review and for compliance with all applicable building codes, fire safety codes and other governmental regulations.

3.5.1 The TOWN may, as a portion of the review process and prior to its issuance of a building permit for improvements on the Leased Premises, other than fences or flat work, provide notice (the "Notice of Removal Requirement") to COLLEGE that TOWN may at termination or expiration of the Lease, require the improvement to be removed and that area of the Leased Premises returned to its pre-improvement condition. In this event and should TOWN thereafter provide the further notice referenced in 2.22, COLLEGE shall remove the improvement. COLLEGE may request and TOWN shall, have 20 days after such request and TOWN'S being provided a site plan, building elevation and intended use for the improvement(s) (and not full construction documents and drawings) to provide notice that it will or may require removal of the improvements at the termination of the Lease. If TOWN fails to provide such notice after a request and the time period or requirement is not extended or waived, then TOWN shall be deemed to have waived its right to require removal of the improvement.

3.6 Use by TOWN. The COLLEGE shall accommodate use by the TOWN of classroom space, and common areas at no expense to the TOWN, at such time as such facilities are not scheduled for use by the COLLEGE or subject to a prior

rental by the COLLEGE. The TOWN agrees to leave the space clean after its use.

#### 4. UNDERTAKINGS BY THE TOWN.

4.1 Except as otherwise provided in the Agreement, the TOWN shall, at its sole cost and expense, furnish or provide the following:

4.1.1 Access scheduled through the Town's Public Works Department to use the "Susan A. Williams Equestrian Center" for equine classes, instruction and events at such times as said facilities are not scheduled for use by the TOWN or subject to a prior rental by the TOWN, at no expense to the COLLEGE.

4.1.2 Use of facilities such as ball fields for student recreation, which facilities are, or which become, available to the TOWN, at such times as said facilities are not scheduled for use and which use shall be scheduled through the Town's Recreation Department.

4.1.3 The TOWN agrees to not allow any Vehicle Motor Sports Facility to be constructed or operated on any site on the TOWN's Old Home Manor property without COLLEGE'S consent and, as a courtesy, will notify the COLLEGE of any proposed other uses as per the Town's Citizen Notification and Participation Process that could be detrimental to the educational services being offered at the Agribusiness and Science Technology Center.

#### 5. WATER USAGE, SUPPLY AND RIGHTS.

5.1 The COLLEGE has become a regular water user of the TOWN water system and is subject to the Town's rate schedule. Because the Town incorporates an inverted block tiered rate schedule, the lowest rates are achieved by reduced water consumption, reuse, implementing alternative water harvesting systems and conservation.

5.2 In the event any portion of the water systems for which the TOWN is responsible fail, the TOWN will make every reasonable effort to repair the same to provide water within 24 hours and shall in any event provide such repairs in a diligent fashion.

5.3 The COLLEGE shall be allowed, consistent with the regional 208 plan, to reuse the water delivered at the Leased Premises without being required to discharge the wastewater into the TOWN wastewater collection system. The reuse of this water will comply with all State and Federal standards and other articles of this Agreement. The TOWN will not be responsible for any violation of applicable law or regulation caused by the reuse of this water and the COLLEGE

hereby indemnifies and holds the TOWN harmless from any and all costs, expenses, liabilities or the like that may arise from any acts or inactions of the COLLEGE regarding its reuse of water. If the COLLEGE chooses to discharge wastewater into the TOWN wastewater collection system, the charges to the COLLEGE and responsibilities of the TOWN will be commensurate with the TOWN policy existing at that time for wastewater collection.

6. TERMINATION.

This Agreement shall continue in effect until: (i) it expires pursuant to its terms, (ii) the mutual agreement of the parties to terminate this Agreement, or (iii) upon default of either party, at the option of the non-defaulting party, subject to the notice and opportunity to cure provisions of this Agreement.

7. RECORDS.

All books, accounts, reports, files and other records relating to this Agreement shall be subject to all reasonable times to inspection and audit by either party for five (5) years after completion of the Agreement, pursuant to A.R.S. § 35-214. All such documents shall be produced at such offices as designated by either party in writing to the other.

8. CANCELLATION.

Either party, within three (3) years after execution of this Agreement, may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of the political subdivisions hereto, has, at any time while the Agreement or any extension of the Agreement is in effect, been an employee or agent of any other party to the contract in any capacity or was a consultant to any other party to the Agreement with respect to the subject matter of the Agreement, pursuant to A.R.S. § 38-511 (A). All provisions of A.R.S § 38-511 are applicable to this Agreement.

9. NOTICE.

All notices or demands upon any party of this Agreement shall be in writing and shall be delivered in person or sent by first class mail, postage prepaid mail addressed as set forth below. Notice shall be deemed given the day so mailed and shall be deemed received 3 days after so posted. The addresses may be changed by notice pursuant to this section.

TOWN:  
Attn.: Town Manager  
Town of Chino Valley  
P.O. Box 406  
Chino Valley, AZ 86323

COLLEGE

Attn.: Vice-President of Administrative Services  
Yavapai County Community College District  
1100 East Sheldon Street  
Prescott, AZ 86301

10. DISPUTE RESOLUTION

The parties shall first attempt to resolve any contract claims or disputes they may have through negotiation. If they are unsuccessful in doing so, the parties shall submit any contract claims or disputes they may have to arbitration, pursuant to the Arizona Uniform Arbitration Act (Arizona Revised Statutes Sections 12-1501 through 12-1518), and Rules 72 through 76 of the Arizona Rules of Civil Procedure providing for arbitration by agreement or reference.

11. COVENANT AGAINST LIENS

COLLEGE and TOWN covenant and agree during the term hereof not to suffer or permit any liens to be attached to or upon the Premises or any portion thereof, by reason of any action or omission on the part of the applicable party's (the COLLEGE'S or the TOWN'S) contracting for or hiring others to provide work or materials on the Premises and such contracting or hiring party (the hiring party) expressly agree to save and hold harmless the other party for, from or against any lien or claim of lien. In the event any such lien does attach or any claim of lien is made against the Premises which may be occasioned by an act or omission on the part of the hiring party, and the same not be released within fifteen (15) days after such attachment or claim, then the other party (the non-liened party), in its reasonable discretion, may pay and discharge the same and relieve the Premises from any such lien, and hiring party agrees to repay and reimburse the non-liened party for and on account of any such expenses, including reasonable attorneys' fees, which may be incurred by non-liened party in discharging such lien or claim, including interest thereon at the rate of ten percent (10%) per annum, or, non-liened party, in its sole discretion, may treat such default on the part of the hiring party as a breach of this Lease. Notwithstanding the provision of this paragraph, then the hiring party shall have thirty (30) days within which to contest any claim of lien and if such contest is pursued with reasonable diligence, then and in those events, non-liened party shall not have the right to pay and discharge such claim of lien until a final determination of the contest. While such contest is continuing, such shall not constitute an event of default. The foregoing provisions shall not apply if the non-liened party is responsible for the costs of the maintenance, repairs or improvements under the terms of this Lease.

12. WAIVER  
Waiver of any provisions of this Lease shall not be deemed to have been made by either party unless same is expressed in writing.

13. MISCELLANEOUS.

12.1 This Agreement is made in and shall be interpreted pursuant to the laws of the State of Arizona.

12.2 This Agreement represents the entire agreement between the parties and may only be altered or modified in writing signed by all of the parties hereto.

12.3 The parties acknowledge that time is of the essence as to each provision hereof.

12.4 In any civil action to declare or enforce or for damages for the breach of the terms of this lease, the prevailing party shall be entitled to and awarded costs, expenses and reasonable attorney's fees.

12.5 The parties enter upon this Agreement and agree to exercise their good faith towards each other in accomplishing the goals of this Agreement.

12.6 The parties agree to execute such documents and instruments as may be necessary to effectuate the intent of this Lease.

12.7 All prior negotiation and agreements between the parties regarding the subject matter of this Lease have been merged into this Lease.

12.8 This Lease shall be executed in triplicate, each to be considered an original.

IN WITNESS hereof, the parties have executed the Agreement on the respective date appearing under each signature.

*Signatures and Notaries on next page.*

STATE OF ARIZONA )  
 ) ss.  
County of Yavapai )

The Town of Chino Valley

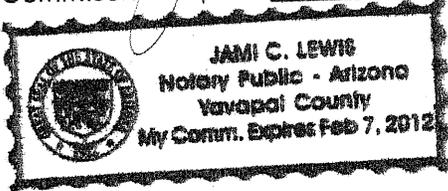
On this 19th day of MAY, 2009, before me personally appeared KAREN FANN, whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he/she signed this document.

By: Mayor Karen Fann

Title: MAYOR.

Notary Public Jami C Lewis  
My Commission Expires: FEBRUARY 7, 2012

Date: MAY 19, 2009



Approved as to form:  
[Signature]  
Attorney for Town of Chino Valley

STATE OF ARIZONA )  
 ) ss.  
County of Yavapai )

Yavapai County Community College District

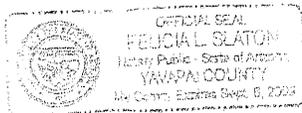
On this 26th day of May, 2009, before me personally appeared Patricia McCarver, whose identity was proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to this document, and who acknowledged that he/she signed this document.

By: [Signature]  
DR. Patricia McCarver

Title: District Governing Board Chair

Notary Public Felicia L. Slaton  
My Commission Expires: Sept 6, 2009

Date: 5/26/09



Approved as to form:  
[Signature]  
Attorney for Yavapai County  
Community College District

**Exhibit A**

Following is a description a parcel of land being a portion of Tract 44, located in the Northeast 1/4 of Section 12, Township 16 North, Range 2 West, G&SRM, Yavapai County, Arizona.

The parcel is more particularly described by metes and bounds as follows:

FROM the Northeast corner of Section 12, and the Northeast corner of Tract 44, the TRUE POINT OF BEGINNING of this description:

THENCE South  $00^{\circ}17'43''$  West along the East line of the Northeast 1/4 of Section 12, and along the East line of Tract 44, 2090.30 feet. From which point the East 1/4 corner of Section 12 bears South  $00^{\circ}17'43''$  West, 674.75 feet;

THENCE South  $89^{\circ}19'55''$  West, 1675.07 feet;

THENCE North  $00^{\circ}17'43''$  East parallel with the East line of the Northeast 1/4 of Section 12, and the East line of Tract 44, 2071.08 feet to the North line of the Northeast 1/4, of Section 12. From which point the North 1/4 corner of Section 12 bears South  $88^{\circ}40'28''$  West, 991.21 feet;

THENCE North  $88^{\circ}40'28''$  East along the North line of the Northeast 1/4 of Section 12, 1675.50 feet to the TRUE POINT OF BEGINNING of this description.

The above described parcel contains 80.00 acres of land, more or less.

The BASIS OF BEARINGS for this description is the East line of the Northeast 1/4 of Section 12 which bears South  $00^{\circ}17'43''$  West.

For a drawing of the parcel described above, see EXHIBIT "B" which by this reference is attached to and made part of this description.



## EXHIBIT C

Following is a description of a parcel of land being a portion of Tract 44, located in the Northeast 1/4 of Section 12, Township 16 North, Range 2 West, Gila and Salt River Baseline and Meridian, Yavapai County, Arizona.

The parcel of land being described is a portion of the parcel of land described in Book 4234, Page 504. (Note: All references to recorded instruments refer to the records of the Yavapai County Recorder's Office.)

The parcel of land is more particularly described by metes and bounds as follows:

**COMMENCING** at the Northeast corner of Section 12 and the Northeast corner of Tract 44, as shown on the Record of Survey recorded in Book 12 of Land Surveys, Page 51, monumented with a brass cap marked "U.S. General Land Office Survey, 1913".

**THENCE** South  $00^{\circ}17'43''$  West, along the East line of the Northeast 1/4 of Section 12 and the East line of Tract 44, and along the East line of the parcel of land described in Book 4234, Page 504, 633.83 feet, to the **TRUE POINT OF BEGINNING** of this description, monumented with a capped rebar marked "ARIZONA ENG CO LS37496, LS13010".

**THENCE** continuing South  $00^{\circ}17'43''$  West, along the East line of the Northeast 1/4 of Section 12 and the East line of Tract 44, and along the East line of the parcel of land described in Book 4234, Page 504, 922.46 feet, monumented with a capped rebar marked "ARIZONA ENG CO LS37496, LS13010". From which point the East 1/4 corner of Section 12 bears South  $00^{\circ}17'43''$  East, 1208.75 feet.

**THENCE** South  $88^{\circ}40'28''$  West, 649.53 feet, monumented with a capped rebar marked "ARIZONA ENG CO LS37496, LS13010";

**THENCE** North  $00^{\circ}17'43''$  East, 116.00 feet, monumented with a capped rebar marked "ARIZONA ENG CO LS37496, LS13010";

**THENCE** South  $88^{\circ}40'28''$  West, 1025.97 feet, to the West line of the parcel of land described in Book 4234, Page 504, monumented with a capped rebar marked "ARIZONA ENG CO LS37496, LS13010";

**THENCE** North  $00^{\circ}17'43''$  East, along the West line of the parcel of land described in Book 4234, Page 504, 684.31 feet, monumented with a capped rebar marked "ARIZONA ENG CO LS37496, LS13010";

**THENCE** North  $88^{\circ}40'28''$  East, 975.69 feet, monumented with a capped rebar marked "ARIZONA ENG CO LS37496, LS13010";

**THENCE** North  $00^{\circ}17'43''$  East, 122.16 feet, monumented with a capped rebar marked "ARIZONA ENG CO LS37496, LS13010";

**THENCE** North  $88^{\circ}40'28''$  East, 699.81 feet, to the **TRUE POINT OF BEGINNING** of this description.

Together with a Roadway and Utility Easement, described in Book 4555, Page 852, which covers the East 30.0 feet of the above described parcel.

The above described parcel of land contains 30.00 Acres, more or less.

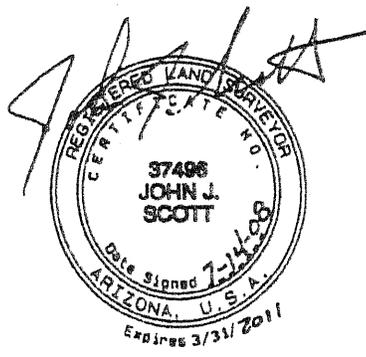
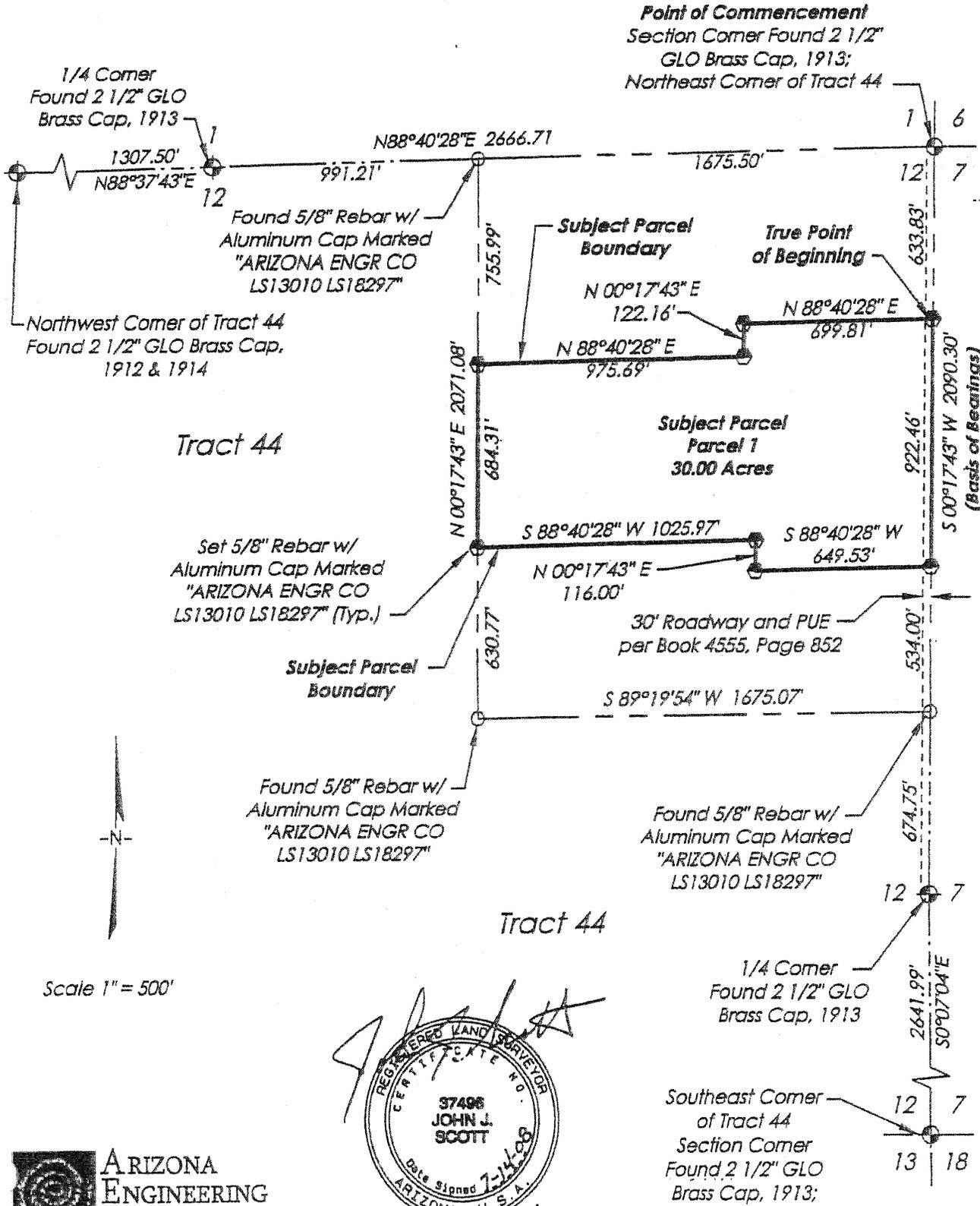
The **BASIS OF BEARINGS** for this description is the East line of the parcel of land described in Book 4234, Page 504, which bears South 00°17'43" West.

For a drawing of the parcel described above, see Exhibit "B-1", which by this reference, is attached to, and made part of this description.



# EXHIBIT C (continued)

A parcel of land being a portion of Tract 44, located in the Northeast 1/4 of Section 12, Township 16 North, Range 2 West, G&SRM, Yavapai County, Arizona.



**Presenter :** Ray Sigafoos

**Start Time :** 1:50 PM

**Item No :** 17

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 2/10/2014

**Item Type :** Heading

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

**Description :** INFORMATION - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:50 PM

**Item No :** 18

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 2/10/2014

**Item Type :** Information 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 :** Reports from Board Members - INFORMATION AND/OR DISCUSSION

**Details :** Board members will provide information regarding current events.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:55 PM

**Item No :** 19

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 2/26/2014

**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 :** Sedona Economic Development Update RE: Presentation on "Imagine Sedona - 2020 & Beyond" and an overview of the New Sedona Community Plan - INFORMATION AND/OR DISCUSSION

**Details :** The New Sedona Community Plan was adopted by the Sedona City Council on November 7, 2013. The New Plan is currently being voted on by Sedona Citizens in a special vote-by-mail election. Ballots are due on March 11, 2014. This overview will briefly outline the purpose of the Community Plan, the process to prepare the new Plan and a summary of key components.

Mike Raber - Senior Planner for the City of Sedona will give a brief introduction.

Jon Thompson, Chairman of the Citizens Steering Committee for the Sedona Community Plan update will give the overview of the Community Plan.

**Attachments :**

Title	Created	Filename
Sedona Plan Summary.pdf	Feb 26, 2014	Sedona Plan Summary.pdf
Sedona Mailer - Feb 2014 CP.pdf	Feb 26, 2014	Sedona Mailer - Feb 2014 CP.pdf

## Vision

Sedona is a community that nurtures connections between people, encourages healthy and active lifestyles, and supports a diverse and prosperous economy, with priority given to the protection of the environment.

## Six Major Outcomes

Over the next 10 years, Sedona will work to achieve six major outcomes that will define and distinguish our overall community character.

The following outcomes explain what we want the community to look and feel like in 2020 and beyond.

### Commitment to Environmental Protection

Sedona has become an international model for the successful balancing of environmental protection and human wants and needs. To protect our unique setting for future residents, Sedona's city government and residents have worked in tandem to achieve and promote sustainable living, and to develop best practices for maintaining sustainable business and recreational philosophies.

### Housing Diversity

Sedona has fostered the building of different housing types to provide more options for all ages and income levels by using innovative public policies and programs and nurturing partnerships with private developers. This housing diversity has attracted more young people, families, and professionals, to become a vital part of our community life.

### Community Gathering Places

Sedona has developed a network of formal and informal community gathering spaces that create unexpected encounters and ignite interactions between people, and forge a sense of renewed community connections. They provide a forum for the exchange of ideas, and promote individuals' understanding of one another's culture and humanity.

### Economic Diversity

The Sedona economy is more diversified, thus becoming healthier, and more robust, and less dependent on tourism. Business owners and professionals choose to live and do business in Sedona for our quality of life, focus on people, the arts, and the environment. Our public-private partnerships have provided much needed technological and business resources.

### Reduced Traffic

Sedona has reduced traffic by working with developers and property owners to create mixed use walkable areas and districts, while limiting the construction of new roads. Sedona has built new sidewalks, trails, and bikeways to enhance travel options between existing neighborhoods and commercial areas, and provide cross-community connections. We have a robust transit system that offers residents and visitors an alternative to driving.

### Access to Oak Creek

Sedona has created environmentally sensitive park and trail access to Oak Creek - one of the community's greatest treasures - to provide educational and recreational opportunities for residents and visitors.

**SEDONA  
AS SEEN FROM 2020  
AND BEYOND**

## Sustainability

### An Inclusive Goal of the Plan

Sustainability is a fundamental goal of this Community Plan. Sustainability as envisioned by the Community Plan is not just about reducing our impact on the environment, but is equally about maintaining and enhancing the connections and ties that bind individuals and form Sedona's community fabric. Sustainability in the Sedona of today and tomorrow will lead to policies and actions by government and citizens that enhance our natural and built environments, create a diversified economy, improve individual and collective quality of life, and create an educated, equitable and prosperous community.

## Vision Themes

Each vision statement below presents a picture of what Sedona will look and feel like in 2020 and beyond.

### Environmental Stewardship

Sedona is known for practices that respect and protect the natural environment, and as the responsible caretaker of one of the world's greatest treasures.

### Walkability

We enjoy the option of walking - for pleasure or purpose - from neighborhoods, shops, restaurants, transit, and trailheads linked by safe, practical, and enjoyable routes.

### Improved Traffic Flow

We travel efficiently throughout Sedona using safe roads, pedestrian and bicycle pathways, and convenient transit.

### Economic Diversity

Sedona has a resilient economy, provides the highest quality of service to visitors, and offers rewarding and diverse employment opportunities.

### Community Connections

We meet - at events and at random - to share experiences, help others, improve our community, enjoy the arts, and celebrate our heritage.

### Sense of Place

We appreciate and respect our unique surroundings that reflect the natural beauty, arts, culture, heritage, and opportunities for physical and spiritual renewal.

## Questions You May Have About the Plan

### What is a Community Plan?

The Sedona Community Plan is the expression of the community's goals and policies for future growth and development. The State of Arizona requires communities to have a long-range general plan that is updated every 10 years.

The Community Plan is:

- an expression of the community's vision and priorities
- a policy guide for future growth and development

The Community Plan is not:

- a budget or commitment to spend money
- a list of City projects to build
- zoning or other regulations
- an infringement on property rights

### How is the City going to pay for this Plan?

The Plan itself does not require the City to spend money. The Plan is a policy document that is intended to help guide future City priorities and manage community growth and development. Some of the recommended actions in the Plan will require some money to implement. However, the City Council and ultimately the community's approval of the Plan do not result in any of the actions being funded. Every year, the City prepares a budget that all citizens can review and give input on. For projects proposed to implement the Plan, City staff will submit budget requests to the City Council as part of future annual budgets and the City Council will decide whether to approve these requests.

### What does the Plan address?

- Land Use, Housing, and Growth
- Circulation - Traffic, Parking, Walking and Biking, and Transit
- Environment - Water Resources and Resource Conservation
- Parks, Recreation, and Open Space
- Economic Development
- Community - Community Character, Arts, Culture, and Historic Preservation
- Implementation - Cost of Development and Action Plan

### How will the Plan be implemented?

The Plan will help guide and prioritize more detailed planning efforts, the preparation of new and updated land use and other regulations, and future City Council budgeting decisions - all of which will have significant public involvement.

# Imagine Sedona in 2020 and Beyond

This is an illustration of the vision and some of the ideas for the future as presented in the Community Plan. Locations are conceptual and would be determined through future public planning processes.

## Mixed-Use Walkable Areas

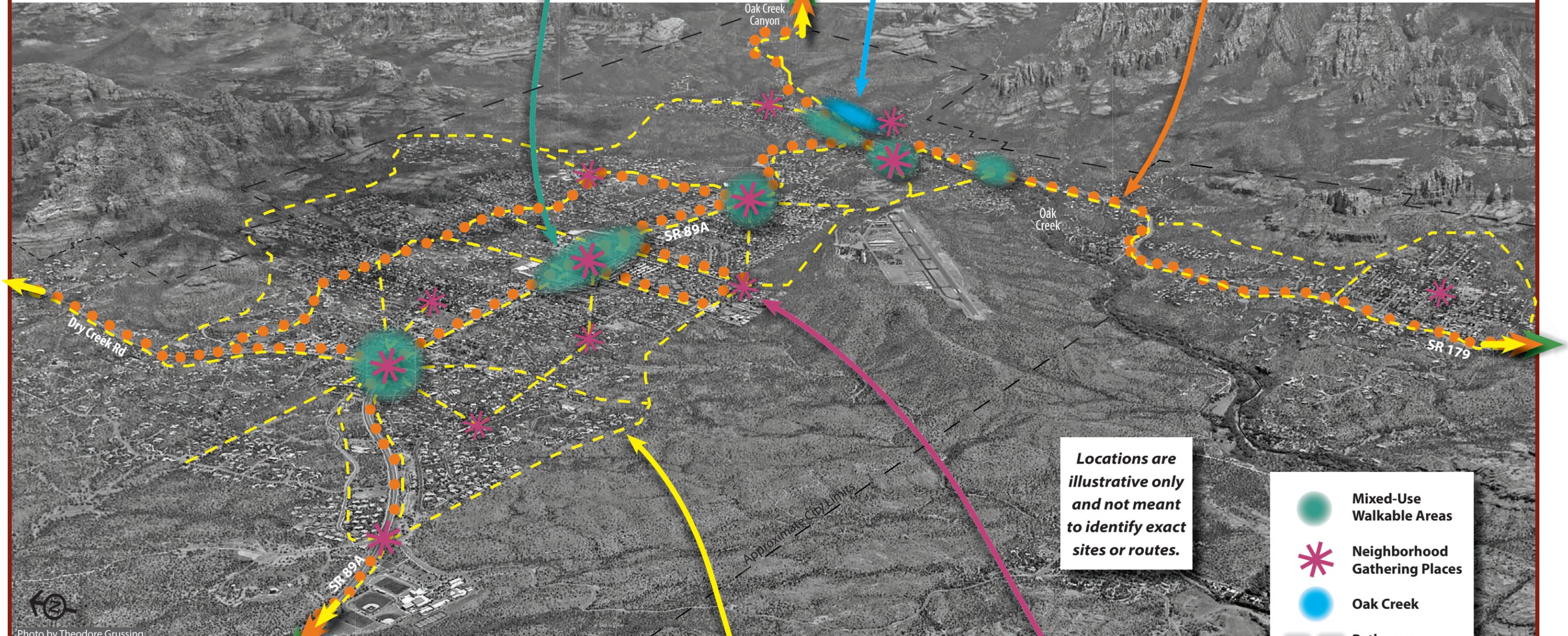
- Inclusive people places
- Walkable and bike-able
- Transit oriented
- Safe, active, and lively
- Diverse housing and businesses

## Oak Creek

- Prominent feature of the community
- Healthy riparian area with clean water
- Public access within the City

## Transit

- Convenient and practical
- Frequent transit stops
- Links to pathways
- Links mixed-use walkable areas
- Beneficial to residents and visitors



*Locations are illustrative only and not meant to identify exact sites or routes.*

## Regional Connections

- Transit and pathways link to communities and destinations outside the City

## Pathways

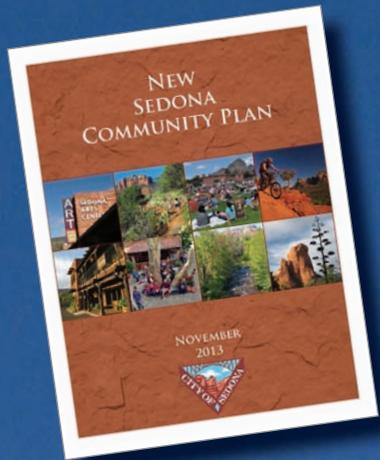
- Sidewalks, pathways, trails, and bike routes create a connected system
- Link to neighborhood gathering places and mixed-use walkable areas

## Neighborhood Gathering Places

- Social places to meet
- Parks, plazas, and outdoor public spaces
- Linked by pathways and transit

- Mixed-Use Walkable Areas
- Neighborhood Gathering Places
- Oak Creek
- Pathways
- Regional Connections
- Transit

# Vote by Mail by March 11



The purpose of the Sedona Community Plan is to guide the future growth and development of the City of Sedona.

## Vision Statement from the New Sedona Community Plan:

*"Sedona is a community that nurtures connections between people, encourages healthy and active lifestyles, and supports a diverse and prosperous economy, with priority given to the protection of the environment."*

Read the Plan at:  
[www.sedonaaz.gov/  
planupdate](http://www.sedonaaz.gov/planupdate)

# Special Election on Sedona's New Community Plan

## **What's in the Plan?**

The foundation of the Plan is the Introduction and Vision (chapters 1-2), which set the stage for the Plan's recommendations. The Plan is then organized by subject matter, as described below (chapters 3-8).

The Implementation chapter describes the mechanisms that turn policies into actions and describe how the Plan is adopted and amended.

Each of the following chapters has goals, policies, and actions to guide City decisions over the next ten years, in order to achieve the desired vision of the community. Below are a few highlights from each chapter.

### **Land Use, Housing, and Growth**

- Community Focus Areas that encourage proactive planning partnerships.
- Future Land Use Map

### **Circulation**

- Policies to improve safety, parking, pedestrian and bicycle linkages, and improved traffic flow.

### **Environment**

- Goals and policies to protect Oak Creek, reduce the impacts of flooding, and promote green building and design.

### **Parks, Recreation, and Open Space**

- Policies on partnerships and collaboration to support park facilities, recreation programs, trails, and open space.

### **Economic Development**

- Goals of supporting local businesses, recruiting new businesses, and enhancing the tourism sector.

### **Community**

- Policies that support arts and cultural programs, historic preservation, and youth and family services.

## **The Plan Illustrates the Future of Sedona**

The following vision themes (from chapter 2) are a glimpse of Sedona from the future, which provide direction for the Plan's goals and policies.

### **Environmental Stewardship**

*"Sedona is known for practices that respect and protect the natural environment, and as the responsible caretaker of one of the world's greatest treasures."*

### **Community Connections**

*"We meet—at events and at random—to share experiences, help others, improve our community, enjoy the arts, and celebrate our heritage."*

### **Improved Traffic Flow**

*"We travel efficiently throughout Sedona using safe roads, pedestrian and bicycle pathways, and convenient transit."*

### **Walkability**

*"We enjoy the option of walking—for pleasure or purpose—from neighborhoods, shops, restaurants, transit, and trailheads, linked by safe, practical, and enjoyable routes."*

### **Economic Diversity**

*"Sedona has a resilient economy, provides the highest quality of service to visitors, and offers rewarding and diverse employment opportunities."*

### **Sense of Place**

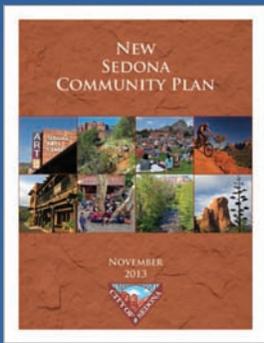
*"We appreciate and respect our unique surroundings that reflect the natural beauty, arts, culture, heritage, and opportunities for physical and spiritual renewal."*



## Don't Forget to Vote by Mail by March 11, 2014 on the New Sedona Community Plan



Scan with your mobile device to access the New Community Plan web page.



All ballots in this Special Vote-by-Mail election must be returned to the Sedona City Clerk's office or the Yavapai County voter registration office by Tuesday, March 11, 2014 by 7:00 pm

For more information on this election, call the Sedona City Clerk's office at: 928-282-3113

City of Sedona  
102 Roadrunner Drive  
Sedona, AZ 86336

## Look for the ballot in your mailbox for the Special Election on the New Sedona Community Plan beginning the week of February 17<sup>th</sup>

Before you vote, review the New Sedona Community Plan:

On the City of Sedona website:

[www.sedonaaz.gov/planupdate](http://www.sedonaaz.gov/planupdate)

At the City of Sedona Community Development Department:

104 Roadrunner Drive, Sedona

At the Sedona Public Library:

3250 White Bear Road, Sedona

If you have questions about the Plan:

Go to: 104 Roadrunner Drive, Sedona

Contact: Mike Raber, [mraber@sedonaaz.gov](mailto:mraber@sedonaaz.gov) or 928-204-7106  
or: Cynthia Lovely, [clovely@sedonaaz.gov](mailto:clovely@sedonaaz.gov) or 928-203-5035

[www.sedonaaz.gov/planupdate](http://www.sedonaaz.gov/planupdate)

**Presenter :** Ray Sigafoos

**Start Time :** 2:10 PM

**Item No :** 20

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 2/10/2014

**Item Type :** Information Item

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

**Description :** Information from the President to Include: All Arizona Academic Team; Art Program; Spring 2014 Open Forums; Coconino Community College; Rural Community College January Conference; Revision to Policy 6.6.2; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- All Arizona Academic Team
- Art Program
- Spring 2014 Open Forums
- Coconino Community College
- Rural Community College January Conference in Washington D.C.
- Policy 6.6.2 Revision
- College Highlights - March 2014 - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other related issues

**Attachments :**

Title	Created	Filename
All AZ Academic 2014.pdf	Feb 25, 2014	All AZ Academic 2014.pdf
Spring 2014 Open Forum.pdf	Feb 27, 2014	Spring 2014 Open Forum.pdf
Coconino CC.pdf	Feb 27, 2014	Coconino CC.pdf
6.6.2 Policy Revision.pdf	Feb 27, 2014	6.6.2 Policy Revision.pdf
March 2014 College Highlights.pdf	Feb 27, 2014	March 2014 College Highlights.pdf
March 2014 YAVAPAI COLLEGE Facilities Management News.pdf	Feb 27, 2014	March 2014 YAVAPAI COLLEGE Facilities Management News.pdf

# 2014

## All-Arizona

### Academic Team

**Megan Daubert**  
Prescott Campus  
Major: Biology



**Favorite Quote:**

*“It is not the strongest of the species that survives, nor the most intelligent that survives. It is the one that is the most adaptable to change.” – Charles Darwin*

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**Taylor R. Haynes**  
Prescott Campus  
Major: Comparative Cultural Studies, Emphasis in Humanities  
Transferring To: Northern Arizona University



**Favorite Quote:**

*“If you’re sufficiently tenacious and interested, you can accomplish what you want to accomplish in this world.” – Alice Neel*

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**Dorothy “Madison” Maher**  
**Verde Valley Campus**  
**Major: Communications**



**Favorite Quote:**

*“Today is life-the only life you are sure of. Make the most of today. Get interested in something. Shake yourself awake. Develop a hobby. Let the winds of enthusiasm sweep through you. Live today with gusto.” – Dale Carnegie*

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**Rebecca Helene McCullough**  
**Verde Valley Campus**  
**Major: English**  
**Transferring To: Northern Arizona University**



**Favorite Quote:**

*“If you have built castles in the air, your work need not be lost; that is where they should be. Now put the foundations under them.” – Henry David Thoreau*

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**Elizabeth “Jayne” Travers**  
**Prescott Valley Campus**  
**Major: Office Administration**



**Favorite Quote:**

*“Never in the world does hatred cease by hatred; hatred ceases by love.” – The Buddha*

# Agenda

- Welcome
- Enrollments
- Lean Exercise: Aviation
- Cyber-Security at YC
- Student Scholarships
- YC in the Press
- Compensation Update



# More cuts, tuition hike at CCC

February 26, 2014 7:30 am • [By MICHELLE McMANIMON Sun Staff Reporter](#)

Another tuition hike, programming cuts and dramatic changes to Coconino Community College's Page campus are coming to CCC.

The community college's District Governing Board voted unanimously Tuesday to adopt a Financial Austerity Plan in response to ongoing budget woes. The plan, which takes effect July 1, includes revenue generation and cost-cutting measures that will close CCC's roughly \$1.3 million annual budget gap starting next fiscal year and extend to fiscal year 2017.

"These were not easy choices for the board," said District Governing Board Chairman Patrick Hurley.

The board had previously cut \$2 million in expenses and raised \$1 million in additional tuition revenues to offset a loss of \$3 million in annual state aid. A proposed \$4.5 million annual property tax hike failed at the polls last fall.

The most controversial item was an option either to close CCC's Page campus or convert it to an instructional site, with the board choosing the latter.

The meeting opened with board member Lloyd Hammonds of Page reading excerpts from around 50 letters he received urging the board not to close the Page campus.

What followed was about an hour of public comment from community members who said the Page campus is the only way many people in the northernmost part of Coconino County, including a large part of the Navajo Nation, can afford to receive a college education.

"If you were to close the campus, it would really make it more difficult," said Darren Redshirt, who is getting an engineering degree at CCC's Page campus. "To relocate or commute to Flagstaff to take a couple of classes here and there, it's just very difficult for many of our students to do that."

CCC officials estimate converting the campus to an instructional site will save the district around \$245,000. A press release sent by the college after Tuesday's board meeting indicated there would be a drastic reduction in the number of classes offered. In addition, CCC will eliminate all full-time positions at its Page location.

"Some classes will still be offered based on demand, and there will be a greater reliance on interactive television and online offerings for instructional delivery," said Russ Rothamer, CCC's vice president of Academic Affairs. "The commitment to the dual enrollment program, where high school students can earn college credits at CCC while still attending high school, will continue."

Other items approved to close CCC's budget gap were raising tuition by \$2 per credit hour, reducing the nursing program from 40 to 20 graduates per year, slashing 15 full-time positions, hiking parking fees for students and employees, eliminating the tuition cap currently set at 16 to 18 credit-hours, and eliminating programs in dance, early childhood education, non-credit and corporate training programs and the small business development center.

"None of these options are without serious ramifications for students, employees and our community," Hurley said.

He added that the Financial Austerity Plan was necessary to address an ongoing budget crisis.

"CCC finds itself in this position not due to financial negligence, but to a structural deficit due to the extremely low property tax rate that has existed since the college was established," Hurley said. "The defunding of community colleges by the state has highlighted the devastatingly low county property tax support to the college and uncovered how severe this structural deficit is for CCC."

Member Nat White said most of the discussions on how to close the most recent budget gap happened in closed sessions with board's legal counsel present because they involved personnel decisions.

"The board is doing what it was elected to do and that is to manage the community college in a fiscally responsible way and still try to meet the community needs," White said. "The problem is, 'fiscally responsible' does not necessarily match up with what the community wants, the services they would like to have."

CCC President Leah Bornstein said she would present the Financial Austerity Plan to students and faculty this morning in a State of the College address. At this time, there are still many unanswered questions about what CCC will look like when the plan is enacted.

"None of this was decided before this evening, so no one has had any time to think through any kind of implementation," Bornstein said.

She and other CCC officials will spend the next few weeks discussing how to implement the revenue-generation and cost-cutting measures.

"Every single one of these needs discreet, unique implementation plans because you have different needs," Bornstein said.

The board will discuss the implementation of the Financial Austerity Plan at its future meetings. The plan is scheduled to go into effect July 1.

### **Revenue Generation Measures**

Projected annual revenues by FY 2017

Increase standard tuition rate by \$2 per credit hour — \$140,000

Eliminate tuition cap for students taking 16 to 18 credit hours — \$30,000

Implement differential tuition rates to charge higher tuition to higher cost programs in place of fees — \$148,858

Implement a 2.75 percent credit card convenience fee to recover merchant charges — \$17,300

Implement a \$40 per credit hour “no show” fee for students who register, hold seats in class, and don’t show — \$65,000

Increase Parking Fees by \$6 per year, from \$45 to \$51 per year — \$25,400

Implement a \$10 per year Employee Parking Fee — \$4,300

**Total revenues — \$430,858**

### **Cost-Cutting Measures**

Projected annual savings by FY 2017

Convert Page campus to an instructional site — \$245,232

Reduce Nursing Program from 40 graduates per year to 20 graduates per year — \$95,590

Eliminate dance degree — \$37,826

Eliminate early childhood education certificate and education degree — \$34,700

Eliminate non-credit and corporate training programs — \$170,342

Eliminate Small Business Development Center — \$55,000

Eliminate selected vacant positions — \$185,765

Reorganize Academic Affairs to redistribute current department chair duties to deans, faculty, and two instructional coordinators — \$25,000

Change CCC tuition waiver benefit to tuition reimbursement with grade B or better — \$6,000

**Total savings — \$855,455**

**Total revenue generated and costs cut by FY 2017 — \$1,286,313**

**— Degrees Previously Cut**

AA Colorado Plateau Studies: Science Emphasis

AA Fine Arts

AA Visual Arts

AA Pre-Social Work

AAS Architectural Design Technology

AAS Business Technologies

AAS Colorado Plateau Studies: Business Emphasis

AAS Culinary Arts

AAS Dance

AAS Medical Office Assistant

AAS Office Information Systems

AAS Paralegal Studies

AAS Sheet Metal Apprenticeship

AS Environmental Science

— **Certificates Previously Cut**

Architectural CAD Technician

Administrative Office Specialist

Application Software Specialist

Assisted Living

Computer Aided Drafting

Computer Software Technology

Construction Technology (Youth Build)

Electrical Construction Wiring Training

Electrician Apprenticeship: Independent Electrical Contractors Association

Employment Success

Geographic Information Systems

Hospitality (Intermediate)

Hospitality (Advanced)

Legal Assistant

Medical Office Assistant

Medical Transcription

Network Engineering Level II (Intermediate)

Network Systems Administration

Nursing Assistant

Office Support/Administrative Office Specialist

Psychiatric Technician

Sheet Metal Apprenticeship (Intermediate)

Sheet Metal Apprenticeship (Advanced)

**Policy Number: 6.2.2**

**Title: Naming of College Facilities, Positions, and Programs**

**Effective Date: 02/18/2014**

**Scope: All Employees**

**Policy**

The District Governing Board may name any Yavapai College facility, position, or program for persons or entities that have made significant contributions to Yavapai College.

The final responsibility for naming any facility, position, or program at Yavapai College for a person or entity rests with the District Governing Board and will follow established administrative procedures.

1. Naming of facilities, positions, or programs will have two primary dimensions:
  - a. Named recognition associated with exemplary service to Yavapai College.
  - b. Named recognition associated with outstanding philanthropic support of Yavapai College through the Yavapai College Foundation.
2. Facilities, positions, or programs may be named for a defined period of time.
3. For purposes of naming opportunities at Yavapai College, the following definitions apply:
  - a. *Facilities*: Buildings, areas or rooms within buildings, streets, paths, trails, courts, athletic fields, park settings, etc.
  - b. *Programs*: Credit or non-credit curricula, administrative units, or cultural or civic activities of the College. This could include lecture or performance series, as well as academic or vocational programs.
  - c. *Positions*: All faculty and staff titles, including endowed positions.
  - d. *Philanthropic*: Making a significant gift, cash or in kind, to Yavapai College or the Yavapai College Foundation or being instrumental in the acquisition of significant capital funds/contributions.

**Procedures**

All proposals for naming Yavapai College facilities, positions, or programs shall be submitted in writing, with appropriate rationale, to the Executive Director, Yavapai College Foundation. The Executive Director will evaluate the proposal, with appropriate involvement of staff and Board committees, and make a recommendation to the Yavapai College President. The Yavapai College President will review the recommendation, make any changes deemed necessary, and present the final naming recommendation to the District Governing Board for decision.

## March 2014 College Highlights

### Career and Tech Education

- **Justin Brereton**, Professor of Agribusiness, reports the Fall 2013 students expanded the edible food crops grown inside the greenhouse and in the outdoor organic beds. The class sold \$1,300 worth of greenhouse veggies to a community supported agriculture group. They also donated more than 200 lbs. of produce to the food bank. With tomatoes in full production this spring, production will easily double. The Yavapai College Ag program is developing a Community Supported Agriculture, or CSA, and will be launching a new class focusing on Ag product marketing, harvesting and selling, as early as this summer. This is the largest Chino Valley Greenhouse class in over 4 years, and they are working to have a student run presence at the Prescott Farmers Market. Also this spring, 21 students will be trained and potentially achieve two industry certificates: pest applicators, good handling practices, and good agricultural practices (GHP, GAP). Many of these students will achieve certification by passing the appropriate tests. Please look for future advertisement and come support our program during our “Giant Spring Blowout Plant Sale” in early May. You can pick up all of your veggie starts, native plants, hanging baskets and hardy perennials, while touring our amazing facility!
- **Karla Phillips**, Associate Dean, completed her doctorate through North Central University where her dissertation was a study on, “Successful Transition of Community College students to Universities.” Congratulations, Karla!
- **Russ Ivie**, Automotive Adjunct Instructor, has been posting "how to" automotive videos on You Tube. He has had hundreds of thousands of hits and his videos are very well received. Russ is one of YC's IT experts and teaches auto classes at night.

### Student Services and Foundation Studies

- Yavapai College sent 10 employees to the First Year Experience (FYE) Conference in San Diego from Feb. 15<sup>th</sup> thru 18<sup>th</sup>. The group includes five staff members from Student Services, three faculty members from two different divisions, and two instructors from the ABE Department. Those attending are: **Sandy Garber, Terri Eckel, Tania Sheldahl, Bob Hoskovec, Robb Ferguson, Mark Shelley, Nancy Schafer, Tina Luffman, Cheryl Casey, and Jamie Reinhardt-Larue**. The Annual Conference on the First Year Experience provides an ongoing forum where higher education professionals can share experiences, concerns, and accomplishments related to supporting student learning, development, and success in the first college year. The conference provides an environment conducive to intensive learning and professionally enriching discussions. **Dr. Shelley**, Professor of Sociology and Psychology, presented an hour workshop, “Digital Narcotics: How Technology May Undermine Student Success,” attended by 130 people.

## Sciences and Health

- The Nursing Program is currently at a 96% first time NCLEX-RN attempt pass rate with three individuals remaining to test from the December 2013 cohort.

## Instructional Support and Improvement – Library

- The YC Library's ebook LibGuide is honored to be on the "Best of LibGuides" website. The online resource received 223 views in one day and already libraries are asking to use it as a template for their LibGuides. <http://bestof.libguides.com/ebooks/yc?hs=a>

## Visual, Performing, and Liberal Arts

- **Paul Ewing**, Professor of History and Philosophy, is also an artist as well. Recently, he was notified that his work would be featured on the "Kreative People" group on flickr. He was asked to hand-pick 15 of his images and write a bio and description of his work as well. Writes Paul in his bio, "In 1980, at age 33 I discovered art. My four-year old daughter said, 'Daddy, draw me a picture...' We taped the art to the refrigerator and later that day the neighbors observed, 'Paul, we didn't know you were an artist.' Well, up to that point neither did I! If you follow the link you can see the gallery for yourself."  
<http://www.flickr.com/groups/1752359@N21/discuss/72157640536590813>
- **Lauren McCrea**, Professor of Art and Graphic Design Program Director, reports that for Art 231: Computer Illustration, she's had about 10 students' artwork published on the *They Cook and Draw website*, and will have even more by February 20th. The students are SO excited to be published and have their art work applauded by others. Here's the URL:  
<http://www.theydrawandcook.com/recipes/thai-coconut-soup-by-rachel-rose>
- **Katherine LaTorraca**, Adjunct Faculty Voice Instructor and singer, performed on a Valentine's Day concert February 14 at Sedona Community Center in Sedona. Song selections included "Memory" from *Cats* and "My Funny Valentine." Ms. LaTorraca is an international award-winning vocalist with extensive credits performing opera, musical theater, popular and inspirational music throughout the United States and Europe.

# YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

March 2014

Greetings from Facilities!

The March 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 e-mail me at [david.laurence@yc.edu](mailto:david.laurence@yc.edu). The newsletter will also be posted on the Facilities web site.

## College Wide Campus Master Plan

The final draft of the Campus Master Plan is complete and is available for viewing. Please go to <http://masterplan.yc.edu/> to access the plan and other information related to long range facility planning. This site will be updated with additional information concerning the implementation of the plan as it becomes available.

Thanks to Sean Hagan for establishing the new web site!

## **CONSTRUCTION UPDATES**

### Mayer/Spring Valley Site Electronic Marquee

The sign is installed and data and electrical connections are in process so programming of the sign with messages will begin shortly. The middle section of the sign will contain the messaging screen. Programming is controlled by Mayer school district employees. The sign will display messages for the school district and the College.



YC Project Manager: Chris Larson

### Marapai Hall Renovation

Mudding and taping of drywall is underway along with the installation of tile, mechanical equipment, plumbing fixtures and security equipment.

Curb and gutter work is nearing completion and paving is expected to occur over spring break on the new driveways. A corridor from Kachina to the south side of Marapai is now open for pedestrian traffic. The temporary barricades on Whitlow will be removed by the end of spring break.



Typical Room Waiting Wall Texturing



New Drive Being Prepped for Paving



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 5 Indoor Lumber Yard

Work is nearing completion of an interior space to warehouse material to be used in woodworking.



Exterior of New Indoor Lumber Yard



Indoor Lumber Yard

YC Project Manager: Chris Larson

## Tennis Court Renovation/Paving and Roadway Replacement

Asphalt Paving and Supply Company located in Prescott Valley will be the general contractor managing this project. The new tennis courts will be constructed by General Acrylics.

A groundbreaking is scheduled for March 6 at 11:00 a.m. at the current tennis court complex location. 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.



Low Water Crossing

GLHN Architects and Engineers

A, P and S

YC Project Manager: David Laurence

## Verde Valley Campus Southwest Wine Center Building O Reuse

Structural steel is being erected along with the new roof. The construction of Gabion wall systems using steel cages and native stones is nearing completion. Work also continues related to utility underground work and site access grading. Construction is scheduled to conclude at the end of July 2014.



Steel Erection Gabion Wall Assembly



Boxwood

FCI Constructors, Inc.

YC Project Manager: David Laurence

### Reclaimed Water Project

The installation of the reclaimed water line from the City of Cottonwood water treatment plant to the upper vineyard kicked off on February 11 and is expected to be complete in May 2014. Work continues with the procurement of pumping equipment and storage tanks.

Project Manager: Chris Larson

## **NEW FACILITIES MANAGEMENT TEAM MEMBERS**

We are happy to announce Facilities has a new Painter, Thomas Fuhrmann.

Thomas comes to us with 30 years combined painting experience in California & Flagstaff.

His favorite hobby is keeping up with his 3 children.

Welcome Thomas!

Facilities is still looking to fill vacant HVAC Technician and Manager, Construction and Space Planning positions at the Prescott Campus and at the Verde campus, Lead Custodian and Supervisor, Facilities.

## **EMERGENCY OPERATIONS PLANNING**

The second round of training for Building Captains is scheduled for March 7 and Safety Committees will meet on March 21. The FEC will participate in a fire exit drill on March 7.

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

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.

**Presenter :** Ray Sigafoos

**Start Time :** 2:25 PM

**Item No :** 21

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 2/12/2014

**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: Faculty Senate; Adult Basic Education; Adjunct Faculty; 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
- Adult Basic Education - Dean Holbrook, Dean
- Adjunct Faculty Newsletter - Attached - Information Only

**Attachments :**

Title	Created	Filename
GIFT Board Presentation.pdf	Feb 24, 2014	GIFT Board Presentation.pdf
Adult Basic Education at Yavapai College.pdf	Feb 27, 2014	Adult Basic Education at Yavapai College.pdf
Adjunct_Advisor_Vol_3_Issue_6_February_2014.pdf	Feb 27, 2014	Adjunct_Advisor_Vol_3_Issue_6_February_2014.pdf

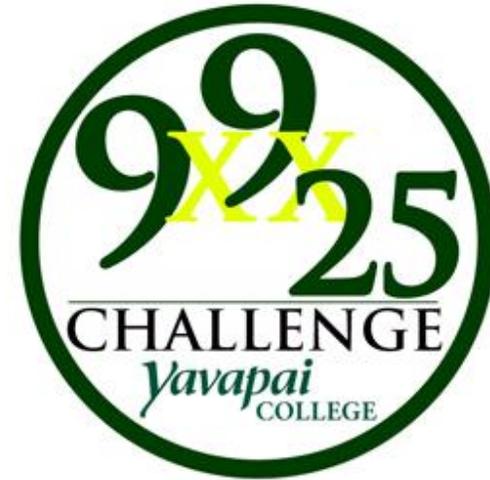
# Great Ideas for Teaching Committee (GIFT)

Jason Whitesitt	Chair, English & Humanities
Le Anne Lawhead	Early Childhood Education
Graser, David	Math
Lori Riden	Nursing
Brandelyn Dillaway	Art History
Chris Heyer	Adj. Faculty Coordinator
Paul Ewing	History & Philosophy
Mark Muchna	Science & Health
Jeri Hamilton	Pro-Gro Representative
Chris Abbate	Library Representative
Todd Conaway	TELS Consultant
Kirsten Fanning	Human Resources Support



# What did we do? (Fall 2013)

9 WEEKS OF TIME  
9 PIECES OF REFLECTIVE WRITING  
25 SENTENCES OR MORE



- \* FACULTY OPENLY SHARED TEACHING PRACTICES
- \* WENT FROM ZERO TO 350 PAGES IN NINE WEEKS
- \* INVOLVED ADJUNCT AND FULL TIME FACULTY
- \* RECEIVED NATIONAL ATTENTION
- \* STRUCTURE COPIED BY THREE OTHER COLLEGES
- \* MINIMAL COST > NEXT YEAR IT WILL BE FREE AND BETTER

# What are we doing? (Spring 2014)

## \*GIFT Fellowship Award for Teaching Excellence



- Designed to recognize the work of exceptional instructors
- Previous winners include Dave Gorman (full-time) and Tom Gerczynski (adjunct)
- Already received 70 nominations from students & faculty (board members can nominate too!)

## \*Quality Matters Training

- Funding instructors to participate in nationally recognized training for best practices in online instruction

## \*Summer Institute Lightning Round



# Adult Basic Education at Yavapai College

**Mission:** Yavapai College Adult Basic Education programs provide adults with instruction to improve basic reading, writing, and math and English skills and in preparing you for the GED test and transition to the workplace or college certificate and degree programs.

GED Classes are offered at the Prescott, Prescott Valley, Chino Valley, Verde and Spring Valley sites as well as online.

ESL (ELAA) Classes are offered at the Prescott and Prescott Valley sites.

Website: <http://www.yc.edu/v5content/abe/>

## STAFF:

Director, ESL Coordinator, and GED/ESL Instructor: Craig Lefever

GED Coordinator and Instructor: Cheryl Casey

Transitions Coordinator and GED Instructor: Phyllis Bartels

Verde Campus Site Coordinator and GED Instructor: Jamie Reinhardt-Larue

Full-time GED Instructor: Mark Frederick

Part-time ESL Instructors: Ricki Beck, Holly Ueda, Rick Poynter

Administrative Assistant: Leslie Sparkman

## Current and Future Issues in Adult Basic Education:

- There is a new test this year – GED 2014. This test is based on the new Common Core / Career & College Readiness Standards.
- The new test computer-based instead of paper/pencil like the former test.
- This test is also more academically rigorous so it is expected to increase the need for preparation classes like ours.
- The new PARCC test that will start in 2017 for high schools may also increase the number of students who need a GED.
- If Immigration Reform passes it is expected to increase the need for English Language acquisition for non-native speakers. This is currently expected to be done within existing ABE programs rather than creating a new program.



**Upcoming Adjunct Faculty Events:**

- Feb. 11 - Tues.; 12:00 Noon - 1:30 Online Collaborate Meeting CTEC & AVT .
- Feb. 12; Weds.; Noon-1:30 pm; Prescott Sm Group Meeting; GIFT Center 3-105.
- Feb. 18; Tues.; 3:00-4:30 pm; Prescott Sm Group Meeting; GIFT Center 3-105.
- Feb. 19; Weds.; 3:00 - 4:00 pm; Online Collaborate Mtg. Chino Valley/Verde.
- Feb 20; Thurs.; Noon-1:30 pm; Online Collaborate Meeting Prescott Valley.
- Feb 21; Friday; Noon-1:30 pm; Verde AF Meeting; G-102; Dr. Blacklaw, Learning Ctr; Veterans, Disab. Resources
- Feb 21; Friday; 5:30 - 7:30 pm; Prescott AF Meeting; Bldg. 1, Rm 200; President Wills; Disab. Resources

For All Meetings sign up - [YC Training Website / Adjunct Faculty.](#)

**\$\$ Money—Money—Money \$\$**

*Compensation Rate for 2013-14*  
**\$717/ load hour**

If you are not sure how or what you are paid, please see your Division Dean.

Pay dates for Spring 2014:

- \* February 7, 21      \* March 7, 21
- \* April 4, 18        \* May 2

Please note that the final pay date for the spring semester will be Friday, May 2nd

[Click Here for Adjunct Faculty Compensation, Workload & Benefits](#)

**Spring 2014**

Feb. 7 - First Friday - Sign up for some great workshops on the [YC Training Site](#)

Feb. 7 - Hubert H. Humphrey Fellows Cultural Exchange - 2:00 pm YC Performing Arts Center. Stay and watch the opening of the Winter Olympics!

Feb. 14 - Valentine's Day !

**Feb. 26 - FTSE Day! See details in Newsletter.**

Feb. 26 - University Transfer Day - Verde Valley Campus; 10:00 am - Noon; Bldg. M

Feb. 27 - University Transfer Day- Prescott Campus; 10:00 am - 2:00 pm; Bldg. 19, Community Room

[Link to Academic Calendar](#)

**Updates from the Registrar. . . Sheila Jarrell – 776-2107**

**Faculty Support Page -**

<http://www.yc.edu/v5content/registrar/faculty-support.htm>

**Manage Enrollment**

- Please access your rosters at least once a week throughout the semester.
- Withdraw students who have quit attending/participating.

**Withdraw Students**

*This is required by federal financial aid and VA regulations.*

- Withdraw students who have quit attending/participating:
- E-mail [enrollmentservices@yc.edu](mailto:enrollmentservices@yc.edu)
  - Include: **CRN** of the class, student name and **Y-number** **AND** the last date of participation. Simply copy/paste from your roster into the email

**FTSE: Full-time student enrollment verification**

*This is required by the State of Arizona Auditor General's Office.*

- FTSE calculations are completed every semester on the 45<sup>th</sup> day.
- **FTSE date for Spring: February 26**

If you monitor rosters weekly and report no shows & students who quit participating, completing your FTSE roster on February 26 will be simple. Do not wait until then to withdraw students who have quit attending or participating!

**Questions?** [registrar@yc.edu](mailto:registrar@yc.edu) or 928-776-2107 or my office, I-129-D on the Prescott Campus. Let me know how I can help you!



**UniversityTransferDay**

It's time to plan ahead

Students meet university representatives about transfer opportunities

**Verde Valley Campus**

Wednesday Feb. 26 @ 10:00 am - 2:00 pm  
Bldg. M Lobby & Community Room  
601 Black Hills Drive / Clarkdale, AZ 86324

**Prescott Campus**

Thursday, Feb. 27 @ 10:00 am - 2:00 pm  
Bldg. 19 Lobby & Community Room  
1100 E. Sheldon / Prescott, AZ 86301

**Please tell your Students to come with questions!**

Go to [www.yc.edu/advising /TRANSFER\\_RESOURCES](http://www.yc.edu/advising /TRANSFER_RESOURCES)

Contact Academic Advising for more information:

- **VERDE VALLEY** 928-634-6510
- **PRESCOTT** 928-776-2106

## The Adjunct Advisor

Published for Yavapai College Adjunct Faculty  
1100 E. Sheldon Street—Prescott, AZ 86301

Chris Heyer, AF Coordinator, Editor

Phone: 928-649-4568 (Verde)

928-776-2018 (Prescott)

928-776-2018 (Prescott)

Email: [chris.heyer@yc.edu](mailto:chris.heyer@yc.edu)



The 18<sup>th</sup> Annual College  
Goal Saturday

**Saturday, February 22**  
**2:00 - 4:00 pm**

Community Room (19-147) - Prescott campus. This event is free and open to all prospective and continuing students of any institution.

For what to bring, or for additional info, contact Adrienne Rodriguez at 928-776-2081 or [adrienne.rodriguez@yc.edu](mailto:adrienne.rodriguez@yc.edu).

To learn more, go online to...  
[collegegoalsunday.com](http://collegegoalsunday.com).

## Student Support Services (SSS TRiO)... Jane Hersh

Applications for the SSS-TRiO Program are still being considered for success-oriented Yavapai College students to fill a limited number of spaces for Spring 2014 semester.

Students in the SSS-TRiO Program benefit with one-to-one tutoring, extended time for advising, success skills workshops and more. Encourage your students to apply by visiting [www.yc.edu/SSS](http://www.yc.edu/SSS) or by calling 928-776-2084.

## Financial Aid Update . . . Diana Dowling

### Reporting No Shows and Students who Stop Participating



Classes are still beginning so please continue to report students that:  
~ Have not begun participating in class during the first week  
~ Have stopped participating at some point throughout the semester

Faculty may report the drop to the Enrollment Services office via e-mail to: [Enrollmentservices@yc.edu](mailto:Enrollmentservices@yc.edu). When reporting the administrative drop, please include the student's name, Y# and the last date the student attended/participated in the class.

Remember, it is also important that faculty administratively drop students from classes if they've stopped attending in-person classes or have stopped participating in on-line classes for an extended period of time. The reason being is that for financial aid and veterans benefits students must earn their aid/benefit and if they have stopped attending they have not earned their entire portion.

### Disbursement

Financial aid has disbursed funds for students whose classes began January 13<sup>th</sup>. We will continue disbursing funds throughout the semester for late start classes. Students can, for the most part, expect their disbursement approximately 7-10 days after those classes begin.

Thank you for all you do!



## From Academic and Career Advising. . . Tania Sheldahl

Do you have students that are struggling academically, or are experiencing college adjustment issues? Please refer them to us so we can connect to your students and provide the appropriate resources. Please e-mail the student name and Y-number to: [tania.sheldahl@yc.edu](mailto:tania.sheldahl@yc.edu). Please outline your concerns and tell us of any discussions you may have already had with the student concerning their academic progress. We appreciate the opportunity to work with you as a team in support of student success and retention.

### Personal Counseling:

Personal Counseling Services are available for students that are having college adjustment issues or are in need of referral services. Please refer any students that may be struggling to **Judy Brennen** by having them call 928-776-2106 or 928-634-6510.

## A Note from Disability Resources . . . Robb Ferguson, Director, x2079, Petra Bennett, Specialist, x2057

As spring semester begins, this is a good time for Disability Resources to remind/inform instructors of **Testing Accommodation** procedures for students with disabilities. You may receive an **Instructor Notification Form** from a student which outlines their accommodations for the semester. Accommodations that can be made for testing/quizzes are: extended time, scribe, reader, assistive technology, private room, and large print. All students with testing accommodations need to test either in the Out of Classroom Testing Center, Bldg. 1, room 224 (if the only accommodation is extended time or large print) or proctored in the Disability Resources Testing Lab, Bldg. 1, room 207 (for all other accommodations.) **YOUR** procedure for both of these options is **IDENTICAL**, which is to complete the **Out of Classroom Test Form** required from the Testing Center. If a test needs to be proctored by Disability Resources, the test is signed-out from the Testing Center by DR, proctored by DR, and then signed back in to the Testing Center and returned to you. It is the **students'** responsibility to arrange testing times with Disability Resources. **Please note: we take every precaution in order to ensure the integrity of your exams/quizzes.**

Students receive the accommodation for extended time on exams/quizzes for various reasons. Many disabilities make it difficult for students to have time constraints on exams; for example, difficulties with focus and concentration, a learning disability of some kind, a processing deficit, or even a psychological disability. It is extremely important that these students complete their exam in the Out of Classroom Testing Lab or the DR Testing Lab since it may not be just an issue with time, it could also be an environmental issue.

**It is the students' responsibility to know what their accommodations are and communicate with you about them. They are encouraged to use the accommodations that have been set up for them but ultimately it is their choice to use them or not.** Please contact Disability Resources at any time with your questions or concerns. We are here to help.

Have a great semester!

**Presenter :** Ray Sigafoos

**Start Time :** 2:35 PM

**Item No :** 22

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 2/10/2014

**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 :** 2:45 PM

**Item No :** 23

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 2/10/2014

**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 :** 2:45 PM

**Item No :** 24

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 2/10/2014

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
3.4.4	President Monitoring Reports are produced in accordance with Appendix A attached to Board-President Linkage policy 4.4.4. Board members shall be given the opportunity for individual review of the reports in advance of the relevant Board meeting before formal review at the next available meeting when there shall be the opportunity to collectively discuss what is being evaluated and share comments.	429147

**Description :** Preliminary Discussion of the President's Evaluation Process - DISCUSSION AND/OR DECISION

**Details :** Please review the suggested resources that will be presented at the May 13, 2014 meeting, to assist the Board in effectively analyzing the President's job performance during FY 2013-2014.

- Annual Self Evaluation Summary from the President - will be submitted prior to evaluation
- Summary of Monitoring Reports (as submitted per the Board's Annual calendar)
- Board Comments for President's Evaluation

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:00 PM

**Item No :** 25

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 2/11/2014

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
2.3.4	The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.	344944

**Description :** Receipt of the President's Monitoring Report - Executive Limitation 2.3.4 - Real Property - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** 2.3.4 Real Property

The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.

2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property Pursuant to A.R.S. §15-1444(B)(2), the Governing Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the College without the need for the Board to approve such leases before they are effective. The

College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Governing Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Governing Board. The President shall not enter into any lease agreement more than one year in duration or that exceeds \$200,000 per year without Board authorization.

**2.3.4.2 Improvements to Leased Property**

The President shall not make improvements to any real property, structure, or land leased by the District without notifying the Board; any lease improvements over \$10,000 requires the District Governing Board's approval.

**MOTION OPTIONS:**

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

We have read the President's Monitoring Report regarding Policy 2.3.4, 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 2.3.4.

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

**- If for Unreasonable Interpretation:**

We have read the President's monitoring report regarding Policy 2.3.4 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 2.3.4. I move that the President provide the Board with a new Monitoring Report for Policy 2.3.4 [at the X board meeting] [within X amount months] that includes a new interpretation.

**- If for Insufficient Evidence:**

We have read the President's monitoring report regarding Policy 2.3.4 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 2.3.4. I move that the President provide the Board with a new Monitoring Report for Policy 2.3.4 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

**Attachments :**

<b>Title</b>	<b>Created</b>	<b>Filename</b>
Monitoring Report Executive Limitations Policy 2 3 4.pdf	Feb 20, 2014	Monitoring Report Executive Limitations Policy 2 3 4.pdf
Monitoring Report Executive Limitations Policy 2 3 4 1.pdf	Feb 20, 2014	Monitoring Report Executive Limitations Policy 2 3 4 1.pdf
Monitoring Report Executive Limitations Policy 2 3 4 2.pdf	Feb 20, 2014	Monitoring Report Executive Limitations Policy 2 3 4 2.pdf
Compilation 2.3.4.pdf	Feb 28, 2014	Compilation 2.3.4.pdf

**President's Monitoring Report  
Executive Limitations 2.3.4 – Real Property  
March 2014**

**Executive Limitations 2.3.4 – Real Property**

The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.

**President's Interpretation:**

Real property is defined as land, facilities, and critical equipment that could have material impact on the effective operations of the College (e.g., computer systems, heating and cooling systems, utilities.) As such, all purchases, encumbrances, dispositions, and replacements must be approved the Board. Likewise, as good stewards of public funds, the College will maintain proper care of such real property for the projected life of such materials.

**Supporting Evidence:**

Source: Banner Finance



With Board-approved financing and Board-approved budgets, the College is actively making capital improvements, purchasing equipment, and performing unplanned and planned maintenance to its facilities. The following activity is as of January 31, 2014:

<b>Category</b>	<b>Approved Budget</b>	<b>Year-to-Date Expenditures</b>	<b>Encumbered Obligations</b>	<b>FY 13/14 Estimate</b>
Unplanned Maintenance	\$ 500,000	\$ 321,000	\$ 111,000	\$ 490,000
Preventative Maintenance	4,246,000	1,114,000	274,000	3,575,000
Capital Improvement Projects	10,045,000	4,076,000	5,768,000	10,000,000
Equipment	2,473,000	955,000	136,000	2,350,000
Total	\$17,264,000	\$6,466,000	\$6,289,000	\$16,415,000

The College has not disposed of any real property during the fiscal year.

**President's Conclusion:**

**I report compliance.**

**President's Monitoring Report  
Executive Limitations 2.3.4.1  
Lease Limits and Delegation of Lease Authority for Real Property  
March 2014**

**Executive Limitations 2.3.4.1 - Lease Limits and Delegation of Lease Authority for Real Property**

Pursuant to A.R.S. §15-1444(B)(2), the Governing Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the College without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Governing Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Governing Board.

The President shall not enter into any lease agreement more than one year in duration or that exceeds \$200,000 per year without Board authorization.

**President's Interpretation:**

The President has received authority from the Board to enter into leases for Real Property (See 2.3.4). It is expected that the President keep the Board informed of such leases and ensure the legal and proper execution of said leases. This granted authority is limited in terms of duration (one year or less) and fiscal amounts (\$200,000 or less). All leases of a longer period and/or exceeding \$200,000 must have Board approval.

**Supporting Evidence:**

Source: District Records  
Schedule of Leases - attached



The College has about ten leases for real property, about half of which the College is the lessor. All of the leases are below the \$200,000 annual threshold and most of the leases allow for renewals. Attached is listing of all the leases and includes lessor/lessee, a description, start and end dates, renewal information, and annual cost.

No new leases with a lease term of greater than one year or exceeding \$200,000 have been entered into for the period February 1, 2013, through January 31, 2014.

**President's Conclusion:**

**I report compliance.**

**Yavapai County Community College District  
Leases of Real Property in Effect as of January 31, 2014**

<b>Lessor</b>	<b>Lessee</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Renewals Allowed?</b>	<b>Annual Cost</b>
Yavapai College	Northern Arizona Council of Governments (NACOG)	Lease of land @ Verde campus for Headstart facility (trailer)	7/24/1996	6/30/16	Renewed through 6/30/16 Renewable for five year terms	\$1
Yavapai College	Old Dominion (Teletechnet)	Building 31/G	4/28/2006	None	In effect until terminated by either party	\$25,000
Yavapai College	Northern Arizona Council of Governments (NACOG)	Lease of land at PV campus for Headstart facility (trailer)	3/1/2012	2/28/2017	Renewable for five year terms	\$1
Yavapai College	NAU	PV Library	7/1/2013	6/30/2014	Annual renewals	\$110,133
Yavapai College	NAU	Building 29 Prescott/ Verde office	7/1/2013	6/30/2014	Annual renewals	\$34,562
Yavapai College Foundation	Yavapai College	Facilities	7/1/2005	6/30/2015	Renewed through 6/30/2015.	\$121,800
240 Montezuma LLC	Yavapai College	SBDC	8/1/2011	7/31/2014	Renewable for three more years, 1 or 2 yr terms	\$21,344
Town of Prescott Valley	Yavapai College	PV Library – Academic Library Suite – provide services to NAU/YC staff/students	4/10/2007	4/19/2017	Automatically renews for 5 year periods	\$11,008
Mayer Unified School District	Yavapai College	Tech Bldg at Mayer HS	6/1/2012	5/30/2017	Yes, one additional five year term	\$1
Town of Chino Valley	Yavapai College	50 Acres of property adjacent to YC's 30-acre campus	5/09/2008	4/18/2015	Renewable for three (3) additional ten (10) year terms and one (1) additional five year term OR five (5) additional ten (10) year terms.	\$1

**President's Monitoring Report  
Executive Limitations 2.3.4.2 - Improvements to Leased Property  
March 2014**

**Executive Limitations 2.3.4.2 – Improvements to Leased Property**

The President shall not make improvements to any real property, structure, or land leased by the District, without notifying the Board; any lease improvements over \$10,000 require the Board's approval.

**President's Interpretation:**

The President is expected to keep the Board informed of any improvements to any leased real property, facilities, or land. Improvements to such leased property, when exceeding \$10,000 must be approved by the Board. This fiscal limit relates to major improvements, but not repairs of existing leased property.

**Supporting Evidence:**

Source: District Records



The College leases property from several public and private entities as seen on the below chart. For the period February 1, 2013, through January 31, 2014, no real property improvements greater than \$10,000 have been made.

Lessor	Lessee	Description	Improvements Over \$10,000
Yavapai College Foundation	Yavapai College	Facilities	No
240 Montezuma LLC	Yavapai College	SBDC office	No
Town of Prescott Valley	Yavapai College	PV Library – Academic Library Suite – provide services to NAU/YC staff/students	No* (* - DGB approved up to \$200,000 of improvements in May of 2012. Sign recently completed.
Mayer Unified School District	Yavapai College	Tech Bldg at Mayer HS	No
Town of Chino Valley	Yavapai College	50 Acres of property adjacent to YC's 30-acre campus	No

**President's Conclusion:**

**I report compliance.**

**Presidential Monitoring Worksheet for Executive Limitations Policies**  
**Policy 2.3.4 – Real Property**  
**Compilation - March 2014**

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

<b>Executive Limitation 2.3.4</b>	<b>Real Property</b> The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.		
Is the interpretation reasonable?		YES <b>4</b>	NO
Does the data demonstrate compliance with the interpretation?		YES <b>4</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?		YES <b>4</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?		YES	NO <b>4</b>
Comments: (Please complete if any highlighted boxes are checked)			

<b>Executive Limitation 2.3.4.1</b>	<b>Lease Limits and Delegation of Lease Authority for Real Property</b> Pursuant to A.R.S. §15-1444(B)(2), the Governing Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the College without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Governing Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Governing Board.  The President shall not enter into any lease agreement more than one year in duration or that exceeds \$200,000 per year without Board authorization.		
Is the interpretation reasonable?		YES <b>4</b>	NO
Does the data demonstrate compliance with the interpretation?		YES <b>4</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?		YES <b>4</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?		YES	NO <b>4</b>
Comments: (Please complete if any highlighted boxes are checked)			

<b>Executive Limitation</b>	<b>Improvements to Leased Property</b> The President shall not make improvements to any real property, structure, or land leased by the District without notifying the Board; any lease improvements over \$10,000 requires the District Governing		
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<b>2.3.4.2</b>	Board's approval.	
Is the interpretation reasonable?	YES <b>4</b>	NO
Does the data demonstrate compliance with the interpretation?	YES <b>4</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES <b>4</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES	NO <b>4</b>
Comments: (Please complete if any highlighted boxes are checked)		

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

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

**Presenter :** Ray Sigafoos

**Start Time :** 3:05 PM

**Item No :** 26

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 2/10/2014

**Item Type :** Heading

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

**Description :** POLICY ISSUES - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:05 PM

**Item No :** 27

**Proposed By :** Ray Sigafoos

**Time Req :** 30

**Proposed :** 2/10/2014

**Item Type :** Policy & Decision

Policy No.	Description	Ref No
2.4	The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.	344138

**Description :** Approval of Proposed Tuition and Fees for Fiscal Year 2014 - 2015 - DISCUSSION AND DECISION

**Details :** Dr. Clint Ewell, Vice President of Finance and Administrative Services, will present the FY 2014 - 2015 Proposed Tuition and Fees. The changes to the FY 2014-2015 Tuition and Fees were developed with input from Administration, Deans, and Finance staff.

**Attachments :**

Title	Created	Filename
Fy15 Revenue Projections (2)-Final.pdf	Feb 27, 2014	Fy15 Revenue Projections (2)-Final.pdf



# FY15 Revenue Projections

*Prepared for the District Governing Board*

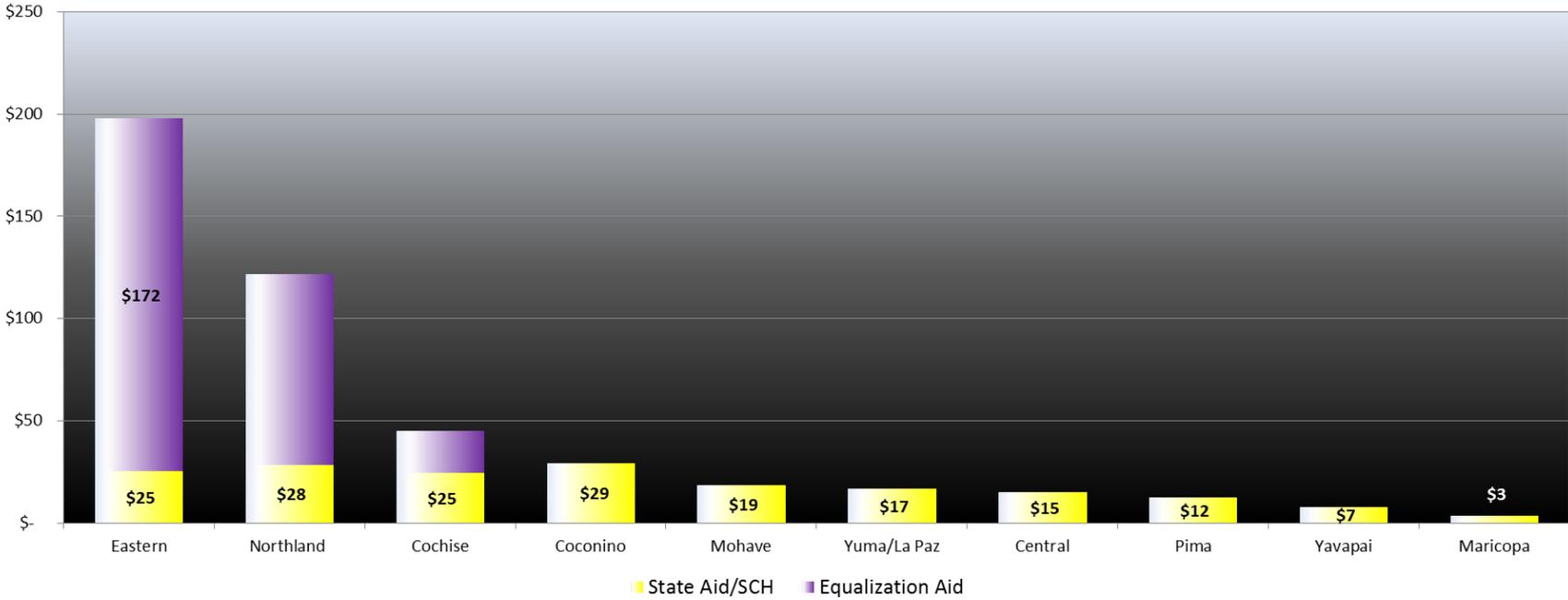
*March, 2014*

# Primary Revenue Sources

- ▶ State Appropriation
- ▶ Property Taxes
- ▶ Tuition & Fees

# Revenues: State Appropriation

**Arizona Community Colleges  
State Support by Student Credit Hour  
FY 2013-14**



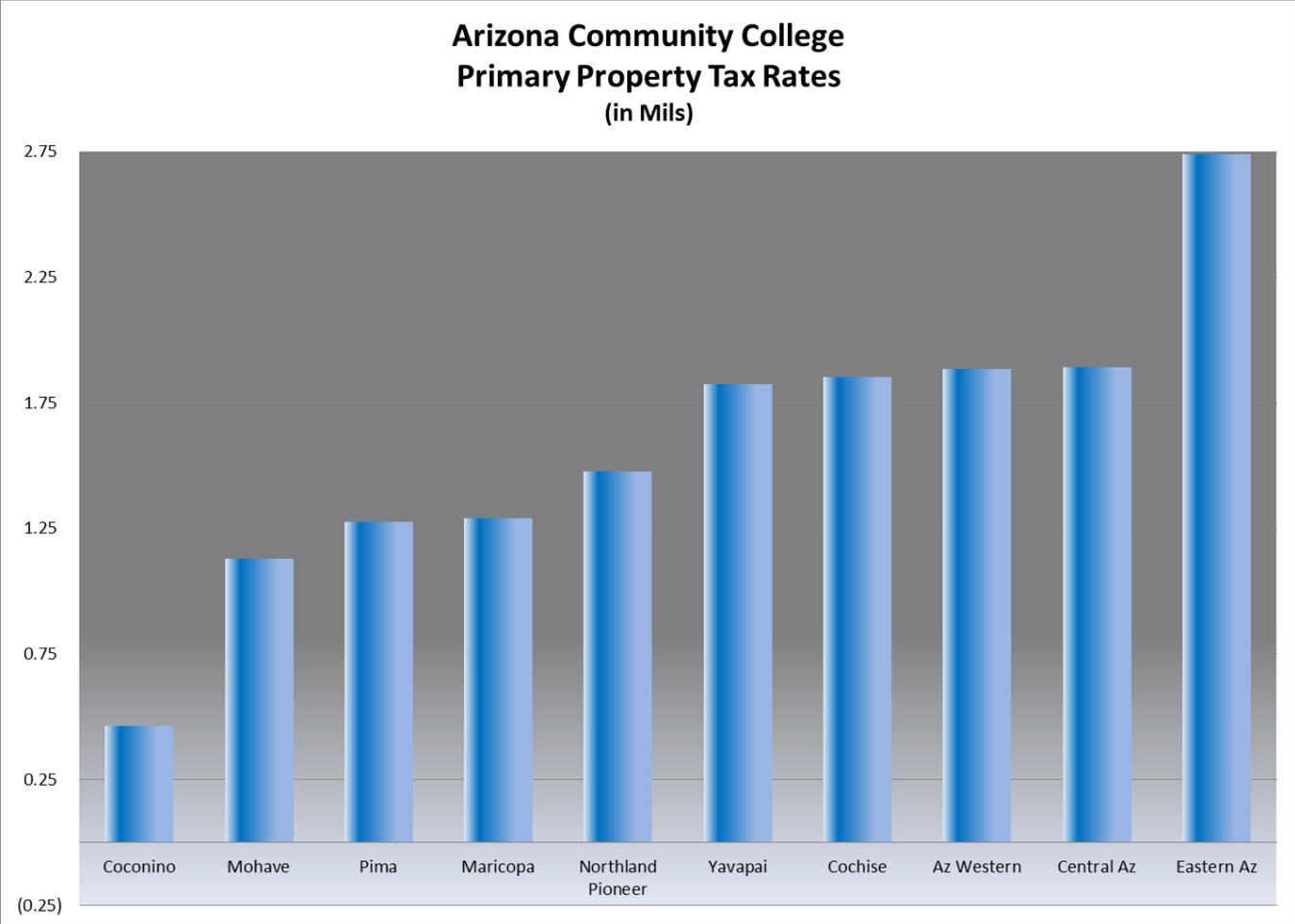
# FY15 State Appropriations

## Change from FY14 Budget

▶ Operations: -\$9k

▶ STEM: \$249k

# Revenues: Property Tax



Source: Consolidated Community College 2014 State Aid Request

# FY15 Property Taxes

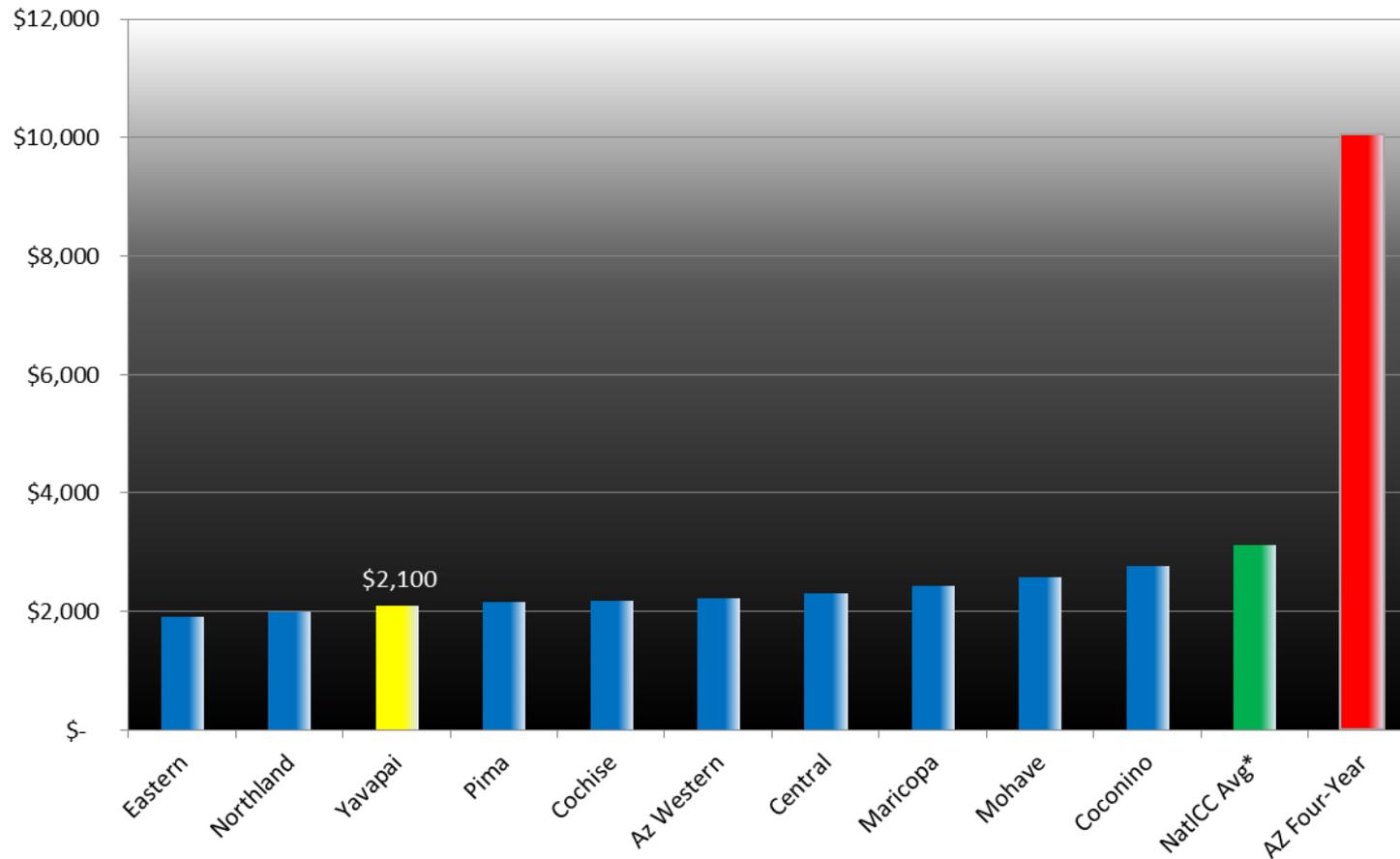
- ▶ Levy: No Increase
- ▶ New Construction: \$530k

# Impact of No Levy Increase on Capital Improvement Plan

- No increase recommended for FY15
- Impact of loss of \$800K
  - Partially offset by unexpected state funds
  - Balance will be deferred to year 6

# Revenues: Tuition & Fees

**Weighted Annual Tuition and Fees - FY14**  
30 Credits



# Tuition & Fee Goals

- ▶ Be transparent
  - Very few course/ program fees
- ▶ Limit price increases to within 1% of inflation
- ▶ Remain price-competitive with AZ schools
- ▶ Keep price more than 17% below national average Community College T&F to remain accessible

	<u>Income</u>	<u>Poverty</u>
• US	\$53k	14.9%
• Yavapai County	\$44k (-17%)	15.3%

# Tuition & Fees

## ▶ In-state

- Tier 1: +\$2 from \$70 to \$72
- Tier 2: +\$5 from \$78 to \$83
- Tier 3: +\$5 from \$87 to \$92
  
- \$360k increase (3.2%)

## ▶ Exceptions

### ▶ Destination

- AVT –no increase
- GST –+10 from \$115 to \$125
- Add NARTA to list of Destination programs (part of AJS)
- Vit/ Enol remains in Tier 3

### ▶ Market Based

- NUR – 145- no change
- RAD – +5 from \$145 to \$150
- EMS – 105- no change
- FSC105 – 135- Move to Tier 3

### ▶ Other

- Some REC with course fee
- 6 Art classes and 5 Music class at Tier 1
- 8 Music classes with Fees

# Tuition & Fees

## ▶ Out-of-State

- WUE: Do NOT include AVT, EMS, FSC, GST, NUR, RAD

## ▶ Dual credit

- Continue to offer at no charge

# Other Fees

- ▶ Residence Halls:
  - Kachina – no increase
  - Marapai- increase to \$600/month
- ▶ Meal Plans: +3%
- ▶ Family Enrichment Center: +2%

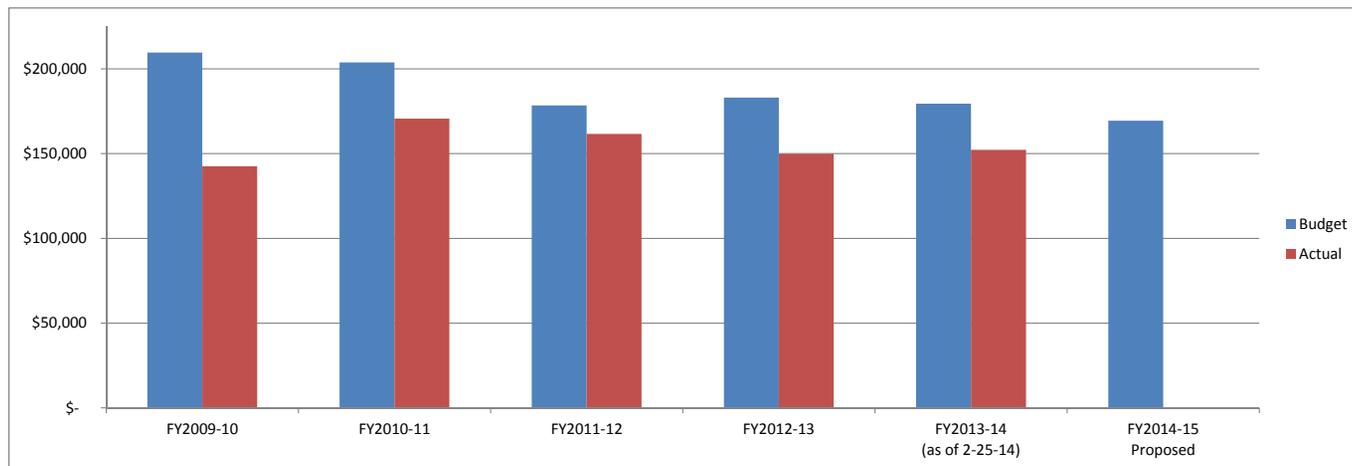
# Discussion and Decision





District Governing Board  
 FY2009-10 through FY2013-14 Budget History and FY2014-15 Proposal

Orgn: 011031		FY2009-10		FY2010-11		FY2011-12		FY2012-13		FY2013-14 (as of 2-25-14)					FY2014-15 Proposed
Account	Title	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Encubrance	Estimated	YTD Total	Budget
6xxx	Admin Support Salaries & Benefits	\$ 53,519	\$ 50,351	\$ 47,711	\$ 44,001	\$ 38,406	\$ 46,832	\$ 43,027	\$ 38,238	\$ 39,447	\$ 21,717	\$ 9,829	\$ 7,000	\$ 38,546	\$ 39,447
7000B	Direct Expense (less Capital) Pool	\$ 156,100	\$ -	\$ 156,100	\$ -	\$ 140,000	\$ -	\$ 140,000	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ 130,000
7001	Legal Services	\$ 47,227	\$ 62,787	\$ -	\$ 62,787	\$ -	\$ 55,101	\$ -	\$ 44,155	\$ -	\$ 17,050	\$ 42,950	\$ -	\$ 60,000	
7002	Consulting Services	\$ -	\$ 7,731	\$ -	\$ 7,731	\$ -	\$ 3,500	\$ -	\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ -	
7005	Professional Services - Other	\$ -	\$ 3,400	\$ -	\$ 3,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7015	Printing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,262	\$ -	\$ 1,790	\$ -	\$ 2,167	\$ 1,285	\$ 1,000	\$ 4,452	
7016	Contractual Services - Other	\$ 4,493	\$ 4,046	\$ -	\$ 4,046	\$ -	\$ 3,467	\$ -	\$ 3,079	\$ -	\$ 1,665	\$ 1,500	\$ 200	\$ 3,365	
7101	Supplies - General	\$ 729	\$ 3,662	\$ -	\$ 3,662	\$ -	\$ 1,817	\$ -	\$ 1,487	\$ -	\$ 74	\$ -	\$ -	\$ 74	
7103	Supplies - Newspapers/Subscript	\$ 9,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7104	Supplies - Software/Licenses	\$ 9,250	\$ 18,500	\$ -	\$ 18,500	\$ -	\$ 18,500	\$ -	\$ 18,500	\$ -	\$ 18,500	\$ -	\$ -	\$ 18,500	
7107	Supplies - Food	\$ 1,838	\$ 2,152	\$ -	\$ 2,152	\$ -	\$ 3,478	\$ -	\$ 2,884	\$ -	\$ 1,924	\$ 5,184	\$ -	\$ 7,108	
7301	Rent - Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7307	Memberships & Dues - Instit'l	\$ 1,115	\$ 5,932	\$ -	\$ 5,932	\$ -	\$ 6,077	\$ -	\$ 8,741	\$ -	\$ 6,399	\$ -	\$ 1,000	\$ 7,399	
7309	Internet Subscriptions	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7401	Travel - In State	\$ 684	\$ 725	\$ -	\$ 725	\$ -	\$ 297	\$ -	\$ 554	\$ -	\$ 708	\$ -	\$ -	\$ 708	
7402	Travel - In State Development	\$ 1,883	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
7404	Travel - Out Of State	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,788	\$ -	\$ 17,425	\$ -	\$ 4,569	\$ -	\$ 5,000	\$ 9,569	
7405	Travel-OutofState-Traing/Conference	\$ 15,745	\$ 14,411	\$ -	\$ 14,411	\$ -	\$ 8,778	\$ -	\$ 3,834	\$ -	\$ 2,382	\$ -	\$ -	\$ 2,382	
7408	Conference/Train'g Registration Fee	\$ -	\$ 1,818	\$ -	\$ 1,818	\$ -	\$ 7,708	\$ -	\$ 5,402	\$ -	\$ 159	\$ -	\$ -	\$ 159	
	Subtotal Direct Expense	\$ 156,100	\$ 92,214	\$ 156,100	\$ 126,663	\$ 140,000	\$ 114,774	\$ 140,000	\$ 111,651	\$ 140,000	\$ 55,596	\$ 50,919	\$ 7,200	\$ 113,715	\$ 130,000
	Totals	\$ 209,619	\$ 142,565	\$ 203,811	\$ 170,664	\$ 178,406	\$ 161,606	\$ 183,027	\$ 149,889	\$ 179,447	\$ 77,313	\$ 60,748	\$ 14,200	\$ 152,260	\$ 169,447
	Available Budget / (Deficit)		\$ 67,053		\$ 33,147		\$ 16,800		\$ 33,138				Projected: \$ 27,187		



**Presenter :** Ray Sigafoos

**Start Time :** 3:45 PM

**Item No :** 30

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 2/10/2014

**Item Type :** Information Item

Policy No.	Description	Ref No
3.5.5	<p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committee. Board liaisons should provide advice and input to their assigned committee, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committee. The positions are:</p> <ol style="list-style-type: none"><li>1) Foundation Liaison</li><li>2) AADGB Representative</li><li>3) Board Spokesperson</li></ol>	436609

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

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

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

Yavapai College Foundation - Dr. Patricia McCarver

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:50 PM

**Item No :** 31

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 2/10/2014

**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 :** 3:50 PM

**Item No :** 32

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 2/10/2014

**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 :** 3:55 PM

**Item No :** 33

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 2/10/2014

**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 - RECEIPT, DISCUSSION, AND/OR DECISION

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

- Reminder of March 6, 2014 Groundbreaking Ceremony for the Roughrider Community Tennis Center at 11:00 a.m.

**Attachments :**

Title	Created	Filename
2014- Proposed Dates and Places of Future Meetings.pdf	Feb 26, 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	February 4, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus–Rock House
<b>Regular Board Meeting</b>	<b>March 4, 2014, Tuesday, 1:00 p.m. *</b> Location: Sedona Campus
<b>Work Session</b>	<b>March 5, 2014, Wednesday, 9:00 a.m.</b> Location: Prescott Campus – Rock House
<b>Roughrider Community Tennis Center Ground Breaking</b>	<b>March 6, 2014, Thursday, 11:00 a.m.</b> Location: Prescott Campus – Roughrider Community Tennis Center
<b>Regular Board Meeting</b>	<b>April 15, 2014, Tuesday, 1:00 p.m.*</b> Location: Prescott Campus–Rock House
<b>Nursing Pinning Ceremony</b>	<b>May 7, 2014, Wednesday, 3:00 p.m.</b> Location: Prescott Campus – Performing Arts Center
<b>Northern Arizona Regional Training Academy (NARTA) Commencement</b>	<b>May 8, 2014, Thursday, 11:00 a.m.</b> Location: Prescott Campus – Performing Arts Center
<b>Verde Valley Commencement</b>	<b>May 9, 2014, Friday, 6:00 p.m.</b> Location: Verde Valley Campus
<b>Prescott Commencement</b>	<b>May 10, 2014, Saturday, 6:00 p.m.</b> Location: Prescott Campus – Performing Arts Center
<b>Regular Board Meeting</b>	<b>May 13, 2014, Tuesday, 1:00 p.m.</b> Location: Career & Technical Education Center (CTEC) Rm 144
<b>Regular Board Meeting</b>	<b>June 10, 2014, Tuesday, 1:00 p.m.</b> Location: Prescott Campus–Rock House
<b>JULY 2014 – NO BOARD MEETING</b>	
<b>Regular Board Meeting</b>	<b>August 12, 2014, Tuesday, 1:00 p.m.</b> Location: Prescott Campus–Rock House
<b>Board Retreat - Strategic Planning</b>	<b>September 8, 2014, Monday - TBD</b> Location: Prescott Campus–Rock House
<b>Regular Board Meeting</b>	<b>September 9, 2014, Tuesday, 1:00 p.m.</b> Location: Verde Campus Room M-137
<b>Regular Board Meeting</b>	<b>October 14, 2014, Tuesday, 1:00 p.m.</b> Location: Chino Valley Agribusiness Center Rm 120/121
<b>Regular Board Meeting</b>	<b>November 18, 2014, Tuesday, 1:00 p.m.*</b> Location: Town of Prescott Valley Auditorium
<b>Northern Arizona Regional Training Academy (NARTA) Commencement</b>	<b>December 2014 - TBD</b> Location: Prescott Campus – Performing Arts Center
<b>Nursing Pinning Ceremony</b>	<b>December 2014 - TBD</b> Location: Prescott Campus – Performing Arts Center
<b>Annual Board Retreat</b>	<b>December 2014 - TBD</b> Location: Prescott Campus – Rock House
<b>Regular Board Meeting</b>	<b>December 9, 2014, Tuesday, 1:00 p.m.</b> 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 10<sup>th</sup> – 14<sup>th</sup>
- \* November 18, 2014 (Third Tuesday of the Month) changed due to Veteran’s Day November 11
- \* April 15, 2014 (Third Tuesday of the Month) - Mr. Sigafos is requesting third Tuesday of the month, due to his tax season workload.

**Presenter :** Ray Sigafoos

**Start Time :** 4:00 PM

**Item No :** 34

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 2/10/2014

**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