

**Regular Board Meeting
Agenda Summary
Tuesday, April 15, 2014
11:30 AM**

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	11:30 AM	502056
2	Call to Order - PROCEDURAL	0	11:30 AM	502057
3	Pledge of Allegiance - PROCEDURAL	1	11:30 AM	502058
4	Welcome to Guests and Staff - PROCEDURAL	1	11:31 AM	502059
5	Approval of March 4, 2014, District Governing Board Regular Meeting and March 5, 2014 Workshop Minutes - DISCUSSION AND DECISION	2	11:32 AM	502060
6	Adoption of Agenda - DECISION	1	11:34 AM	502061
7	EXECUTIVE SESSION - A.R.S.§38-431.03 (A)(3), (A)(7) - Sedona Cultural Park Property Letter of Intent and A.R.S.§38-431.03 (A)(3) Receive Advice from Legal Counsel Regarding Statutes Governing Community College Formation and Governance - PROCEDURAL	45	11:35 AM	508176
8	SHORT RECESS - PROCEDURAL	20	12:20 PM	510378
9	Convene in Public Session with Possible Action RE: Sedona Cultural Park Letter of Intent - DECISION	15	12:40 PM	508177

Item No.	Item	Time Req.	Start Time	Ref No.
10	Open Call - PROCEDURAL	20	12:55 PM	502062
11	CONSENT AGENDA - HEADING	0	1:15 PM	502065
12	Receipt of Report on Revenues and Expenditures - March 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:15 PM	502067
13	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - March 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:16 PM	502743
14	Receipt of the President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:17 PM	502744
15	Approval of Resolution 2014 - #01 - Capital Accumulation Fund Contribution - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:18 PM	506242
16	Board Self-Evaluation - Board-President Linkage Policy 4.6 - President Emeritus/a Status - MONITORING, DISCUSSION, AND/OR DECISION	5	1:19 PM	502746
17	INFORMATION - HEADING	0	1:24 PM	502070
18	Information from the President to Include Reports Regarding: Jack Kent Cooke Scholarship; Southwest Wine Center; Yavapai College Staff Association Report (YCSA); Alumni Connections; Service Excellence Recognition Day; Executive Leadership Team Retreat; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:24 PM	502071
19	Update from Instruction and Student Services to Include: Academic Programs; Lifelong Learning; Faculty Senate, College Honors Program; Adjunct Faculty; and Other Related Information - INFORMATION AND/OR DISCUSSION	20	1:39 PM	502072
20	SHORT RECESS - PROCEDURAL	10	1:59 PM	506243
21	MONITORING REPORTS - HEADING	0	2:09 PM	502076
22	Receipt of President's Monitoring Report - Executive Limitation 2.1.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION	5	2:09 PM	502745
23	Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION	5	2:14 PM	502078
24	Discussion of the President's Evaluation Process - DISCUSSION AND/OR DECISION	15	2:19 PM	508178
25	POLICY ISSUES - HEADING	0	2:34 PM	502080
26	Approval of the Preliminary Budget Review Presentation FY 2014-2015 - DISCUSSION AND/OR DECISION	30	2:34 PM	502081
27	OWNERSHIP LINKAGE - HEADING	0	3:04 PM	502084
28	Review of Completed Board members' 2014 Annual Conflict of Interest Forms - INFORMATION, DISCUSSION, AND/OR DECISION	1	3:04 PM	503481
29	10 Year Campus Master Plan - Communication and Response - INFORMATION, DISCUSSION, AND/OR DECISION	30	3:05 PM	506241

Item No.	Item	Time Req.	Start Time	Ref No.
30	45th Annual Association of Community College Trustees (ACCT) Leadership Congress - Call for Board Member(s) Attendance Commitment and Possible Presentation - DISCUSSION AND/OR DECISION	5	3:35 PM	502085
31	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	3:40 PM	502087
32	OTHER INFORMATION - HEADING	0	3:45 PM	502088
33	Correspondence to the Board - RECEIPT	5	3:45 PM	502089
34	Proposed Dates and Places of Future Meetings for 2014 - DISCUSSION AND/OR DECISION	5	3:50 PM	502090
35	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:55 PM	502093

Presenter : Ray Sigafoos

Start Time : 11:30 AM

Item No : 1

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/6/2014

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 : 11:30 AM

Item No : 2

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/6/2014

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 : Call to Order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 11:30 AM

Item No : 3

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/6/2014

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 : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 11:31 AM

Item No : 4

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/6/2014

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 : 11:32 AM

Item No : 5

Proposed By : Ray Sigafoos

Time Req : 2

Proposed : 3/6/2014

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 March 4, 2014, District Governing Board Regular Meeting and March 5, 2014 Workshop Minutes - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the March 4, 2014 Regular Board Meeting and the March 5, 2014 Workshop. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board.

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes -3-4-14.pdf	Apr 08, 2014	Unapproved Regular Meeting Minutes - 3-4-14.pdf
Unapproved Work Session Minutes -3-5-14.pdf	Apr 08, 2014	Unapproved Work Session Minutes -3-5-14.pdf

Yavapai College District Governing Board

Regular Board Meeting Unapproved Minutes of Regular Meeting Tuesday, March 4, 2014 1:00 PM

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

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 agenda, packet materials, handouts, and minutes are on file in the District Office and posted on the College website along with regular board meeting recordings posted approximately 12 days after each meeting at <http://www.yc.edu/v5content/district-governing-board/>.

Members Present:

Mr. Ray Sigafoos, Chair	Dr. Patricia McCarver, Chair/Secretary
Mr. Herald Harrington, Board Spokesperson	Dr. Dale Fitzner, Board Member
Mr. Albert Filardo, Board Member	

Administration Present:

Dr. Penelope H. Wills, President
Lynne Adams, Board Attorney
Other staff attending are on file in the District Office

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

Chair Sigafoos called the Yavapai College District Governing Board meeting to order at 1:00 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Mr. Harrington

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Oath of Office – New Board Member Albert Filardo – PROCEDURAL

Chair Sigafoos administered the Oath of Office to the New Board Member Albert Filardo.

6. Approval of District Governing Board February 4, 2014 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Mr. Harrington moved, seconded by Dr. Fitzner to approve the February 4, 2014 Regular Meeting Minutes. Motion carried unanimously.

7. Adoption of Agenda – DECISION

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

8. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:

Art Program – Jeri Smith-Fornara, Gail Hall

Advocate for Hearing Impaired – Lois Neville (submitted audio proposal)

OLLI Program - Jim Gandee, Ron Sanders, Paul Friedman, Paul Chevalier

10 year Campus Master Plan – Joel Staadeckev, Richard Ellis, Anthony Lozano, Barbara U'Ren, Jim Pease, Bob

Oliphant, Carol German, Steve Segner, Louis Camp, Peter Fagan, Rob Adams, Kathy Levin, John Miller,

Film School letter – Jackie Baker

New Board member – John Miller

SHORT RECESS – PROCEDURAL

Meeting recessed at 2:12 p.m.; reconvened at 2:23 p.m.

9. CONSENT AGENDA – HEADING

10. Receipt of Report on Revenues and Expenditures – Month of February 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 – February 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 – February 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 27-29)

The President reported compliance.

13. Board Self-Evaluation - Governance Policy 3.5 - Governance Process Policy 3.5 - Board Chair and Other Officer Roles - MONITORING AND DISCUSSION- MONITORING, DISCUSSION AND/OR DECISION (refer to packet pg.

30-34)

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.

All Board members have evaluated Policy 3.5 to be in compliance with no comments.

14. Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, DISCUSSION, AND/OR DECISION (refer to packet pg. 35-37)

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:

All Board members have evaluated Policy 4.4 to be in compliance with no comments.

15. Receipt of Curriculum Proposals to Add New Programs for Therapy and Service Dog Team Skills, and Canine Care & Handling - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 38-68)

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

16. Receipt of the First Amendment to the Lease Agreement with the Town of Chino Valley and Yavapai College - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet pgs. 69-94)

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.

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

17. INFORMATION - HEADING

18. Sedona Economic Development Update RE: Presentation on "Imagine Sedona - 2020 & Beyond" and an overview of the New Sedona Community Plan - INFORMATION AND/OR DISCUSSION (refer to Board packet pgs. 97-100 and handout Sedona Community Plan)

Mike Raber, Senior Planner for the City of Sedona, and Jon Thompson, Chairman of the Citizens Steering Committee for the Sedona Community Plan provided a brief outline of the purpose, the process to prepare, and a summary of key components of the Community Plan. 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.

19. Reports from Board Members - INFORMATION AND/OR DISCUSSION (refer to handouts – summary of notes and listing of questions)

Board member Mr. Harrington reported on several public events and media sessions that he has attended in the last month. He provided a list of repeated questions, concerns and common responses from Verde Valley citizens.

Board requested an agenda item be added to a future meeting to discuss these and other questions

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 (refer to Board packet, pgs. 101-121).

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

- All Arizona Academic Team – five (5) YC students were selected and recognized at an awards luncheon on February 19th.
- Art Program – during the budget planning process the College analyzes program quality in balance with responsible budget information. This evaluation included review of low enrollment in course sections and additional subsidies. During budget reviews and recommendations there were no Art course eliminations, although sections were reduced to maintain quality and efficiency. Sections are defined as dates/times that the course will be offered.
- Spring 2014 Open Forums included updates on enrollment, aviation program, and cyber security, in addition to faculty and staff's question or concerns.
- Coconino Community College – reviewed the press release reporting their failed property tax increase which has resulted in deep cut backs on programs and personnel. Yavapai College has offered to assist with Coconino's SBDC needs.
- Rural Community College January Conference in Washington D.C. was attended by Dr. Wills and Dr. Blacklaw. YC's team was able to visit with the Secretary of Agriculture, and Deputy Secretary of Education regarding the Farm bill, which includes giving rural community colleges preference for vocational education/training.

- Policy 6.6.2 Revision – reviewed policy modification
- College Highlights - March 2014 - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other related issues – extended the invitation for the Gubernatorial Debate to be held March 7, 2014 at 6 p.m.

21. Update from Instruction and Student Services to Include: Faculty Senate; Adult Basic Education; Adjunct Faculty; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board packet, pgs. 122-128).

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

- Faculty Senate - Joani Fisher reported that faculty and student are wrapping up mid-semester. Todd Conaway, Advisor on the GIFT Center Committee provided an introduction and recap of the Great Ideas For Teacher (GIFT) Center:
 - 9x9x25 - 9 week program, to write 9 pieces of 25 sentences on teaching practices. Seventeen (17) teachers participated and shared their work with others
 - GIFT Fellowship Award for Teaching Excellence
 - Quality Matters Training
- Adult Basic Education - Dean Holbrook, Dean for Foundation Studies updated the Board on:
 - The state has been approved to continue funding for this program. State/Federal funds 60% of the programs, while YC funds the remaining portion of 40%.
 - Current and future issues of Adult Basic Education (ABE) to include
 - GED 2014 testing of Common Core/Career & College Readiness
 - New PARCC test will begin in 2017
 - Immigration Reform will affect ABE resource needs
- Adjunct Faculty Newsletter - Attached - Information Only

22. SHORT RECESS – PROCEDURAL

Meeting recessed at 3:57 p.m.; reconvened at 4:03 p.m.

23. MONITORING REPORTS – HEADING

24. Preliminary Discussion of the President's Evaluation Process - DISCUSSION AND/OR DECISION

The Board members reviewed 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

The Board requested revisions to the proposed forms with a review of these amendments at the April 15, 2014 District Governing Board meeting.

25. Receipt of President's Monitoring Report - Executive Limitations - 2.3.4 - Real Property - MONITORING, DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 130-137)

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.

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

26. POLICY ISSUES – HEADING

27. Approval of Proposed Tuition and Fees for Fiscal Year 2014 - 2015 - DISCUSSION AND DECISION (refer to packet pg. 138-151).

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented 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.

Dr. Fitzner moved, seconded by Mr. Harrington, to approve the 2014-2015 Tuition and Fees proposal as presented. Motion passed unanimously.

28. OWNERSHIP LINKAGE – HEADING

29. District Governing Board Budget Proposal for FY 2014-2015 - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board packet pg. 152-153)

Dr. Clint Ewell, Vice President for Finance and Administrative Services, presented the District Governing Board budget history from FY 2010 through 2014 and a proposed budget for the next fiscal year 2014-2015.

Dr. McCarver moved, seconded by Mr. Filardo to approve the District Governing Board Budget Proposal for FY 2014-2015. Motion passed unanimously.

30. 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 the next meeting is Thursday, March 6, 2014.

- Association of Community Colleges Trustees (ACCT) – Dr. Fitzner provided a recap of the February ACCT Summit to include meetings with Senator McCain, and delegates from the offices of Gosar and Flakes.

- Yavapai College Foundation - Dr. McCarver reported on the February 14, 2014 meeting which included Campus Master Plan, Investment Strategies, YTD Contributions Increases, and Faculty Viticulture Trip to Spain, and reports from all auxiliary committees. The next meeting is March 19, 2014.

31. OTHER INFORMATION – HEADING

32. Correspondence to the Board – RECEIPT

Board Correspondence included: OLLI 2014 Summer/Fall Catalog, Invitation for Gubernatorial Debate; Arizona Minority Student Progress Report 2013; and February 28, 2014 Sedona Red Rock News.

33. Proposed Dates and Places of Future Meetings for 2014 - DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 155-156).

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

The agenda requested that the April 15, 2014 District Governing Board meeting and possibility future meetings, include an agenda item regarding the questions submitted during the Open Call and Board Reports. The result of these discussions will be included at the September Retreat.

Mr. Harrington moved, seconded by Dr. McCarver, that the September 2014 Retreat will focus on community issues and integrate the resolutions into the Board's Strategic Plan. Motion passed unanimously.

34. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Dr. McCarver moved, seconded by Mr. Harrington that the meeting be adjourned. Motion passed unanimously.
Regular meeting adjourned at 5:15 p.m.

Respectfully submitted:

/S/
Ms. Karen Jones, Recording Secretary

Date: April 15, 2014

/S/
Mr. Ray Sigafoos, Chair

/S/
Dr. Patricia McCarver, Secretary

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

Yavapai College District Governing Board

Board Work Session Unapproved Minutes of Workshop Wednesday, March 5, 2014 9:00 AM

Prescott Campus – Rock House
1100 E. Sheldon Street
Prescott, Arizona

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 agenda, packet materials, handouts, and minutes are on file in the District Office and posted on the College website along with regular board meeting recordings posted approximately 12 days after each meeting at <http://www.yc.edu/v5content/district-governing-board/>.

Members Present:

Mr. Ray Sigafoos, Chair
Mr. Herald Harrington, Board Spokesperson
Mr. Albert Filardo, Board Member
Dr. Dale Fitzner, Board Member

Members Absent:

Dr. Patricia McCarver, Chair/Secretary

Others Present:

Dr. Penelope H. Wills, President
Lynne Adams, Board Attorney
Other YC staff list 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 workshop to order at 9:02 a.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Mr. Filardo.

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff.

5. Adoption of Agenda – DECISION

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

6. OWNERSHIP LINKAGE – HEADING

7. Board Review of Media and Communication Planning - DISCUSSION, AND/OR DECISION

Mr. Jerry Brown, Accreditation in Public Relations (APR) Consultant, gave an introduction of his professional background and provided suggested reading materials. Mr. Brown facilitated a discussion with the Board members regarding Dealing with the Public. The discussion focused on determining the cause of any public discontent, recommended responses and successfully resolving the discontent.

8. SHORT RECESS – PROCEDURAL

Meeting recessed at 10:29 a.m.; reconvened at 10:40 a.m.

9. Board Review of Media and Communication Planning - DISCUSSION, AND/OR DECISION - Continued

The discussion regarding Dealing with the Public continued. The discussion focused on making certain that the College's message and strengths were communicated to the public.

10. SHORT RECESS AND POSSIBLE WORKING LUNCH – PROCEDURAL

Meeting recessed at 12:01 p.m.; reconvened at 12:21 p.m.

11. Board Review of Media and Communication Planning - DISCUSSION, AND/OR DECISION – Continued

The discussion regarding Dealing with the Public continued. The discussion focused on steps Board members could take to engage with citizens and organizations in the Sedona area and appropriate messages, including communicating the College's continued support of OLLI.

12. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Workshop adjourned at 1.14 p.m.

Respectfully submitted:

/S/

Ms. Karen Jones, Recording Secretary

/S/

Mr. Ray Sigafoos, Chair

Date: April 15, 2014

/S/

Dr. Patricia McCarver, Secretary

Presenter : Ray Sigafoos

Start Time : 12:20 PM

Item No : 8

Proposed By : Ray Sigafoos

Time Req : 20

Proposed : 4/9/2014

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 : 12:40 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 4/3/2014

Item Type : Decision Item

Policy No.	Description	Ref No
3.1	The Board shall govern Yavapai College proactively rather than reactively. The Board shall stay adequately informed by incorporating within the Board meeting reports from the President on strategic issues and engaging the Board in strategic thinking on relevant issues and approach its task with a style which emphasizes: <ul style="list-style-type: none"> - outward vision rather than an internal preoccupation - diversity in viewpoints; - strategic leadership derived from future rather than past or present thinking; - clear distinction of Board and staff roles; - collective rather than individual decisions; and - emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects. More specifically, the Board shall:	396360

Description : Convene in Public Session with Possible Action RE: Sedona Cultural Park Letter of Intent - DECISION

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

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 12:55 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 20

Proposed : 3/6/2014

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 : Open Call - PROCEDURAL

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

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

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:15 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/6/2014

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 : 1:15 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/6/2014

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">a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract andb) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.	429146

Description : Receipt of Report on Revenues and Expenditures - March 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 ninth month of FY 2013 - 2014 ending March 31, 2014, is attached. Expenditures are reported on the accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update -March in April.pdf	Apr 09, 2014	Financial Update -March in April.pdf
YCFS Mar 2014 - Governing Board Budget Report.pdf	Apr 09, 2014	YCFS Mar 2014 - Governing Board Budget Report.pdf
Revenues__Expenditures_Cover_Sheet_March in April.pdf	Apr 09, 2014	Revenues__Expenditures_Cover_Sheet_March in April.pdf
YCFS Mar 2014_Summary.pdf	Apr 11, 2014	YCFS Mar 2014_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

March 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 2013-2014 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 than expected occupancy.
- 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 Nine Months Ended March 31, 2014
Fiscal Year 2013-2014**

District Governing Board

Fiscal Year 2013-14 Appropriation:

\$ 179,447

	<u>Purpose</u>	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 25,773	\$ 7,781	\$ 33,554
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	5,868	-	5,868
Jerry Brown PR	Consulting Services	2,748	-	2,748
Karen Jones	Travel	770	-	770
Osborn Maledon PA	Attorneys	20,345	39,655	60,000
Ourboardroom Technologies	Software maintenance	18,500	-	18,500
Penelope Wills	Travel	1,880	-	1,880
Ray Sigafoos	Travel	1,184	-	1,184
Roswell Bookbinding	Board Minutes	215	1,285	1,500
Sodexo Inc.	Food Supplies	1,421	3,579	5,000
Supplies/Other	Various Vendors	222	-	222
Thee Place	Food Supplies	885	1,115	2,000
Yavapai Broadcasting	Board Meetings	1,750	1,250	3,000
YC Printing Services	Printing	2,293	-	2,293
				<u>147,348</u>
Remaining Budget - March 31, 2014				<u>\$ 32,099</u>

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

DATE April 15, 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 nine months of FY2013-2014 ending March 31, 2014, is attached. Expenditures are reported on the accrual basis of accounting.

The General Fund gross revenues exceed projections at 80.0% of budget. Tuition and fees revenues are 93.5% 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 73.3% of the budget through nine months. Scholarships are at 80.7% of budget due to the disbursement of spring 2014 financial aid awards. Currently, General Fund revenues exceed expenditures/encumbrances by \$2,772,000.

Total General Fund revenues are expected to be below budget by about \$79,600. 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 \$1,060,500. 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. Overall, the Auxiliary Fund, which was budgeted to break-even, is expected to have a deficit. This is due to Food Services (meal plans) and the Performing Arts Center having larger losses than projected.

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 81.5% of budget through nine months and exceed the Unexpended Plant Fund revenues by \$216,500. 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 Nine Months Ended March 31, 2014 - 75.0% of the Fiscal Year Complete

Fiscal Year 2013-2014

SUMMARY - ALL FUNDS

	<u>Year-to-Date Revenues</u>				<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
General Fund	\$ 33,081,263				\$ 33,081,263	\$ 41,373,000	80.0%
Restricted Fund	12,421,188				12,421,188	14,586,000	85.2%
Auxiliary Fund	2,842,627				2,842,627	3,725,700	76.3%
Unexpended Plant Fund	14,809,224				14,809,224	18,442,600	80.3%
Debt Service Fund	5,170,489				5,170,489	6,928,000	74.6%
TOTALS	<u>68,324,791</u>				<u>68,324,791</u>	<u>85,055,300</u>	<u>80.3%</u>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):							
General Fund		\$ 29,256,785	\$ 6,113,003	\$ 5,060,552	\$ 30,309,236	\$ 41,373,000	73.3%
Restricted Fund		12,421,188	502,439	343,122	12,580,505	14,586,000	86.3%
Auxiliary Fund		2,587,821	371,198	289,909	2,669,110	3,725,700	71.6%
Unexpended Plant Fund		9,530,097	5,495,636	-	15,025,733	18,442,600	81.5%
Debt Service Fund		886,753	4,284,147	-	5,170,900	6,928,000	74.6%
TOTALS		<u>54,682,644</u>	<u>16,766,423</u>	<u>5,693,583</u>	<u>65,755,484</u>	<u>85,055,300</u>	<u>77.3%</u>
SURPLUS/(DEFICIT)					<u><u>2,569,307</u></u>	<u><u>-</u></u>	

COMMENTS:

Through the ninth month, 77.3% of budget has been committed (excluding labor encumbrances) compared to 80.3% of revenues received.

The Budget currently has a surplus of \$2,569,307.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Nine Months Ended March 31, 2014 - 75.0% of the Fiscal Year Complete

Fiscal Year 2013-2014

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
Federal Grants and Contracts	\$ 11,014,543				\$ 11,014,543	\$ 13,456,000	81.9%
State Grants and Contracts	70,900				70,900	180,000	39.4%
Private Gifts, Grants and Contracts	226,922				226,922	350,000	64.8%
Proposition 301 Funds	474,633				474,633	550,000	86.3%
Fund Balance Applied to Budget	50,000				50,000	50,000	100.0%
Reimbursement Due	584,190				584,190	N/A	N/A
TOTAL REVENUES	12,421,188				12,421,188	14,586,000	85.2%

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
Instruction	\$ 1,318,228	\$ 326,738	\$ 177,408	\$ 1,467,558	\$ 2,612,000	56.2%
Student Services	808,537	161,463	151,476	818,524	1,100,000	74.4%
Scholarships	10,229,116	-	-	10,229,116	10,753,000	95.1%
Public Service	65,307	14,238	14,238	65,307	121,000	54.0%
TOTAL EXPENDITURES	12,421,188	502,439	343,122	12,580,505	14,586,000	86.3%
SURPLUS/(DEFICIT)				\$ (159,317)		

COMMENTS:

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

Scholarships at 95.1% 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 Nine Months Ended March 31, 2014 - 75.0% of the Fiscal Year Complete
Fiscal Year 2013-2014

AUXILIARY FUND

AREAS THAT ARE MEANT TO BE SELF-SUFFICIENT

	Expenditures (note 1)								
	Revenues	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Year-to-date Profit/(Loss)	Budgeted Profit / (Loss)	FY 13/14 Estimate	Budget to Estimate Variance
AUXILIARY ENTERPRISES									
Residence Halls	\$ 827,753	\$ 697,097	\$ 46,983	\$ 23,960	\$ 720,120	\$ 107,633	\$ -	\$ (20,000)	\$ (20,000)
Food Service	24,927	46,096	-	-	46,096	(21,169)	(79,400)	(160,000)	(80,600)
Vending	30,610	-	-	-	-	30,610	30,000	34,000	4,000
Bookstore	188,153	18,225	-	-	18,225	169,928	185,700	188,500	2,800
Performing Arts Center	266,769	818,856	129,237	93,469	854,624	(587,855)	(449,700)	(585,000)	(135,300)
Edventures	285,099	192,445	11,029	11,029	192,445	92,654	(21,000)	(10,000)	11,000
Family Enrichment Center	385,251	487,457	103,424	84,483	506,398	(121,147)	(194,300)	(186,000)	8,300
TOTAL ENTERPRISES	2,008,562	2,260,176	290,673	212,941	2,337,908	(329,346)	(528,700)	(738,500)	(209,800)

AREAS SUPPORTED BY GENERAL TUITION AND FEES

	Year-to-Date Revenues			Total Revenues	Budget	Percent of Budget	FY 13/14 Estimate	Budget to Estimate Variance
REVENUES:								
Other Revenues	\$ 207,174			\$ 207,174	\$ 195,200	106.1%	\$ 245,000	\$ 49,800
Private Gifts	173,100			173,100	308,000	56.2%	295,000	(13,000)
Fund Balance Applied to Budget	75,000			75,000	100,000	75.0%	100,000	-
General Fund Transfer In	498,791			498,791	657,500	75.9%	657,500	-
Auxiliary Fund Transfer Out	(120,000)			(120,000)	(160,000)	75.0%	(160,000)	-
TOTAL REVENUES	834,065			834,065	1,100,700	75.8%	1,137,500	36,800

	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non-Labor Encumbrances to Budget	FY 13/14 Estimate	Budget to Estimate Variance
EXPENDITURES (note 1):								
Auxiliary Enterprises	\$ 240,972	\$ 59,493	\$ 59,493	\$ 240,972	\$ 388,000	62.1%	\$ 341,000	\$ (47,000)
Public Service	86,673	21,032	17,475	90,230	84,000	107.4%	108,000	24,000
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	327,645	80,525	76,968	331,202	572,000	57.9%	449,000	(123,000)
SURPLUS/(DEFICIT)				502,863	528,700			
ENTERPRISE SURPLUS/(DEFICIT)				(329,346)	(528,700)			
TOTAL AUXILIARY FUND				173,517	-			

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 Nine Months Ended March 31, 2014 - 75.0% of the Fiscal Year Complete

Fiscal Year 2013-2014

UNEXPENDED PLANT FUND

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
Primary Property Taxes	\$ 7,141,274				\$ 7,141,274	\$ 9,591,300	74.5%
State Appropriations	186,450				186,450	-	100.0%
Yavapai College Foundation Donation	-				-	875,000	0.0%
Investment Income	14,675				14,675	10,000	146.8%
Revenue Bond Proceeds	4,300,000				4,300,000	4,300,000	100.0%
Fund Balance Applied to Budget	1,668,400				1,668,400	1,668,400	100.0%
General Fund Transfer In	1,498,425				1,498,425	1,997,900	75.0%
TOTAL REVENUES	14,809,224				14,809,224	18,442,600	80.3%
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):							
Preventative Maintenance		\$ 1,227,428	\$ 1,671,496	\$ -	\$ 2,898,924	\$ 4,246,000	68.3%
Unplanned Maintenance		428,791	8,949	-	437,740	500,000	87.5%
Capital Improvement Projects		6,456,696	3,632,028	-	10,088,724	10,045,000	100.4%
Equipment		1,144,584	103,957	-	1,248,541	2,473,000	50.5%
Furniture and Fixtures		160,113	-	-	160,113	250,000	64.0%
Library Books		45,381	56,733	-	102,114	98,700	103.5%
Principal/Interest on Capital Leases		67,104	22,473	-	89,577	82,600	108.4%
Operating Contingency		-	-	-	-	500,000	0.0%
Property Tax Contingency		-	-	-	-	247,300	0.0%
TOTAL EXPENDITURES		9,530,097	5,495,636	-	15,025,733	18,442,600	81.5%
SURPLUS/(DEFICIT)					(216,509)	-	

COMMENTS:

Through the ninth month, 81.5% of budget has been committed (excluding labor encumbrances) compared to 80.3% 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 \$216,509 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 Nine Months Ended March 31, 2014 - 75.0% of the Fiscal Year Complete

Fiscal Year 2013-2014

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:							
Secondary Property Taxes	\$ 3,780,477				\$ 3,780,477	\$ 5,077,500	74.5%
Investment Income	7,762				7,762	7,500	103.5%
General Fund Transfer In	1,262,250				1,262,250	1,683,000	75.0%
Auxiliary Fund Transfer In	120,000				120,000	160,000	75.0%
Fund Balance Applied to Budget	-				-	-	100.0%
TOTAL REVENUES	5,170,489				5,170,489	6,928,000	74.6%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 2,955,000	\$ -	\$ 2,955,000	\$ 3,940,000	75.0%
Interest Payments	554,800	278,450	-	833,250	1,111,000	75.0%
Pledged Revenue Obligations						
Principal Payments	-	686,250	-	686,250	915,000	75.0%
Interest Payments	264,178	131,822	-	396,000	528,000	75.0%
Revenue Bonds						
Principal Payments	-	210,000	-	210,000	280,000	75.0%
Interest Payments	67,375	22,625	-	90,000	120,000	75.0%
Bank Fees	400	-	-	400	4,000	10.0%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	886,753	4,284,147	-	5,170,900	6,928,000	74.6%
SURPLUS/(DEFICIT)				(411)	-	

COMMENTS:

Through the ninth month, 74.6% of budget has been committed (excluding labor encumbrances) compared to 74.6% of revenues received.

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

Presenter : Ray Sigafoos

Start Time : 1:16 PM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/7/2014

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 - March 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_March in April.pdf	Apr 09, 2014	Monitoring Report Executive Limitations Policy 2 3 1_March in April.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
March 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 nine months ended March 31, 2014, the General Fund has a surplus of \$2,772,000. 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 \$79,600 and expenditures are projected to be under budget by \$1,060,500, resulting in a net surplus of \$980,900 — a 2.4% positive variance.

Auxiliary Fund



For the fiscal year ended June 30, 2014, the Auxiliary Fund, which was budgeted to break-even, is expected to have a deficit. This is due to Food Services (meal plans) and the Performing Arts Center (PAC) having larger losses than projected. The District sold less meal plans than projected mainly due to lower residence hall occupancy. For the PAC, the net profit on shows and related food/beverage operations has been below projections.

The current projected deficit for the Auxiliary Fund is \$50,000, or 1.3% of the \$3,725,700 of budgeted expenditures. It is not expected that the Auxiliary Fund will have a deficit that exceeds 5% of budgeted expenditures at June 30, 2014.

Unexpended Plant Fund



- For the nine months ended March 31, 2014, the Unexpended Plant Fund has a deficit of \$216,500 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 March 31, 2014, no significant variances from budget are expected.

Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long-term** bonds. College debt is at fixed rates of interest—for the nine months ended March 31, 2014, there were no significant variances from budget.

President's Conclusion:

I report compliance.

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

Presenter : Ray Sigafoos

Start Time : 1:17 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/7/2014

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 (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_March in April.pdf	Apr 09, 2014	Monitoring Report Executive Limitations Policy 2 3 2_March in April.pdf

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

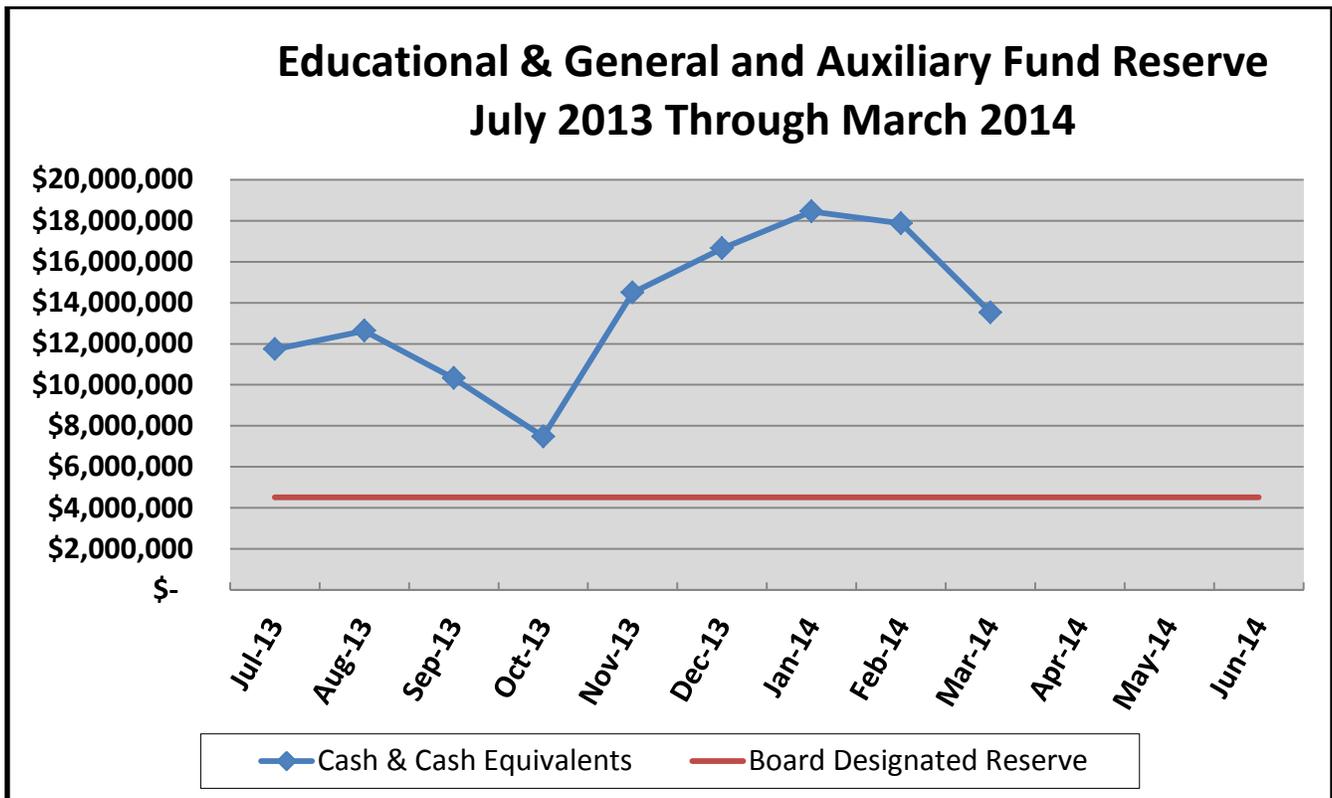
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

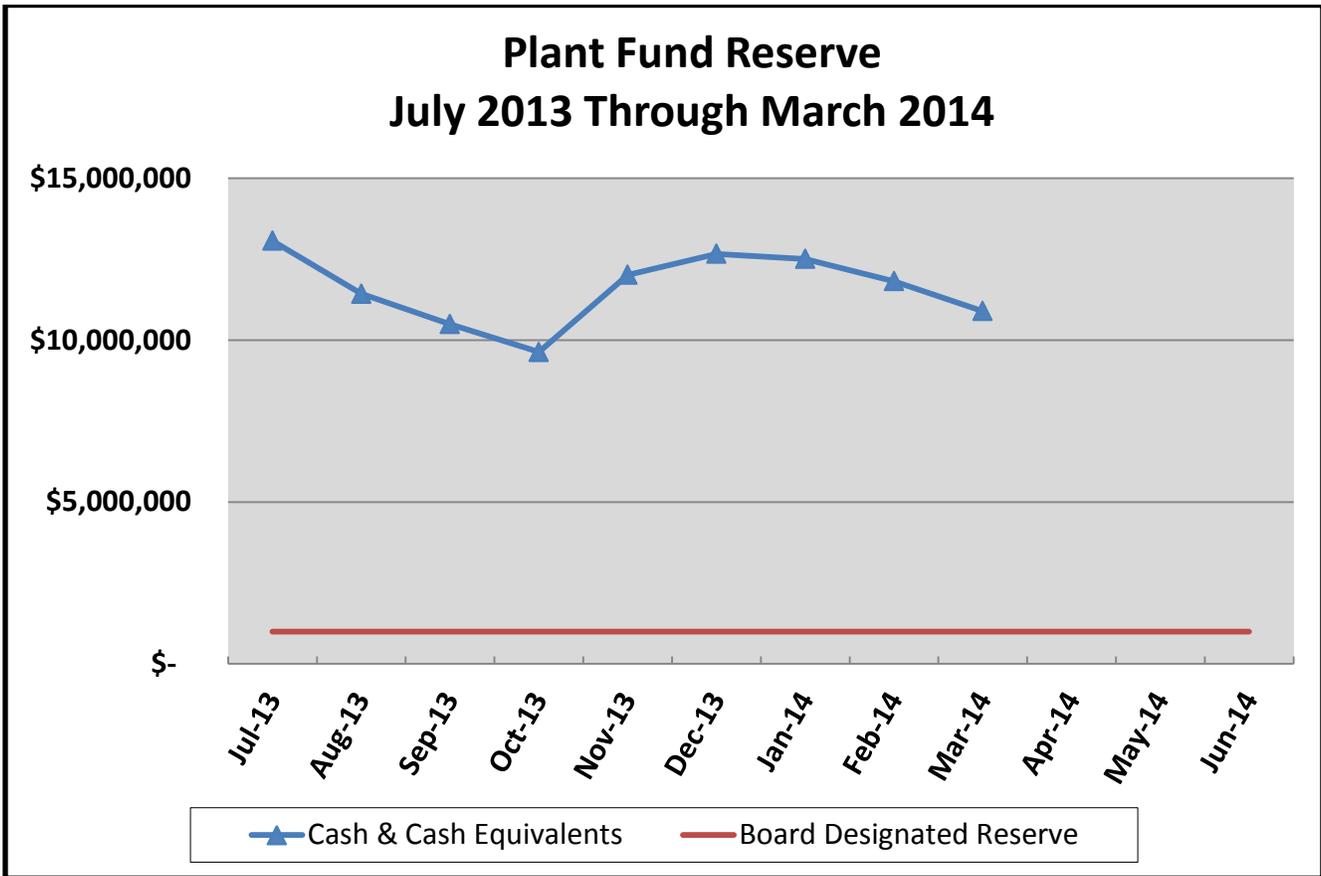
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves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



For the period July 1, 2013, through March 31, 2014, Plant Fund reserves have exceeded the Governing Board’s designated reserve. As of March 31, 2014, Plant Fund reserves exceed the Governing Board’s designated reserve amount by \$9,894,000.

President’s Conclusion:

I report compliance.

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

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

Presenter : Ray Sigafoos

Start Time : 1:18 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/31/2014

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">a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract andb) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.	429146

Description : Approval of Resolution 2014 - #01 - Capital Accumulation Fund Contribution - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Approval of Resolution 2014 - #01 - Capital Accumulation Fund Contribution - attached.

The Arizona Constitution allows a community college district to accumulate amounts for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements. By restricting these resources for the above purposes, the expenditures for the purposes stated will qualify as exclusion to the State imposed expenditure limitation calculation in subsequent fiscal years.

Attachments :

Title	Created	Filename
Accumulation Resolution _\$5M_April 2014.pdf	Apr 01, 2014	Accumulation Resolution _\$5M_April 2014.pdf

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

RESOLUTION 2014-#01

A RESOLUTION OF THE DISTRICT GOVERNING BOARD, YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, ARIZONA, PROVIDING FOR THE ACCUMULATION OF FUNDS FOR THE PURPOSE OF PURCHASING LAND, BUILDINGS OR IMPROVEMENTS OR CONSTRUCTING BUILDINGS OR IMPROVEMENTS.

The Yavapai County Community College District Governing Board judged that establishing an accumulation fund restricted for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements will enhance the educational mission of the District.

WHEREAS, the Arizona Constitution, Article IX, Section 21, allows a Community College District to accumulate amounts for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements.

WHEREAS, the Arizona Constitution, Article IX, Section 21, allows the amounts accumulated for the purpose of purchasing land, buildings or improvements or constructing buildings or improvements to qualify as exclusion to the state-imposed expenditure limitation calculation in future fiscal years.

WHEREAS, the District Governing Board has the authority to establish annual budgets and allocate resources:

NOW, THEREFORE, BE IT RESOLVED by the Yavapai College District Governing Board that a contribution in the amount of \$5,000,000 be deposited into the Capital Accumulation account to fund the five year deferred maintenance and capital improvement plans. The contribution amount is comprised of \$5,000,000 of Plant fund monies accumulated for the purpose of completing preventative maintenance and Capital Improvement Projects (CIP) as budgeted by the District.

PASSED, APPROVED and ADOPTED by the District Governing Board of the Yavapai County Community College District this 15th day of April, 2014.

Mr. Ray Sigafos, Board Chair

ATTEST:

Dr. Patricia McCarver, Board Secretary

Presenter : Ray Sigafoos

Start Time : 1:19 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/7/2014

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.6	<p>The Board will recognize a retired President who has provided distinguished service to Yavapai College and the community.</p> <p>Emeritus/a status shall be granted to a former President:</p> <ul style="list-style-type: none">- The individual, to be considered as recipient of the title President Emeritus, must retire from the position as President of Yavapai College with at least (5) years of honorable and distinguished service and performance.- The individual must be retired for at least one year under an approved Arizona retirement option.- The nominee may be nominated by a member of the District Governing Board.- The District Governing Board will consider the nomination of President Emeritus by a majority vote. <p>A person designated as having President Emeritus/a status shall be awarded the following privileges:</p> <ul style="list-style-type: none">- A District Governing Board Resolution naming and honoring the individual as President Emeritus;- A lapel pin and ID badge that signifies the status of President Emeritus shall be presented to the individual;- A perpetual President Emeritus/a plaque with the name of the recipient displayed in the Rock House on Prescott Campus;- Listing in the College catalog and other appropriate directories of select campus publications upon request;- A standing invitation to attend select College ceremonies and events;- Use of recreation and athletic facilities as available;- Two complimentary season tickets for Community Events performances (one year);- Yavapai College Employee rate for Y.C. Roughriders sports pass to attend athletic events;- Lifetime Yavapai College Library privileges.	429158

Description : Board Self-Evaluation - Board-President Linkage Policy 4.6 - President Emeritus/a Status - MONITORING, DISCUSSION, AND/OR DECISION

Details :

4.6 President Emeritus/a Status

The Board will recognize a retired President who has provided distinguished service to Yavapai College and the community. Emeritus/a status shall be granted to a former President:

- The individual, to be considered as recipient of the title President Emeritus, must retire from the position as President of Yavapai College with at least (5) years of honorable and distinguished service and performance.
- The individual must be retired for at least one year under an approved Arizona retirement option.
- The nominee may be nominated by a member of the District Governing Board.
- The District Governing Board will consider the nomination of President Emeritus by a majority vote. A person designated as having President Emeritus/a status shall be awarded the following privileges:
 - A District Governing Board Resolution naming and honoring the individual as President Emeritus;
 - A lapel pin and ID badge that signifies the status of President Emeritus shall be presented to the individual;
 - A perpetual President Emeritus/a plaque with the name of the recipient displayed in the Rock House on Prescott Campus;
 - Listing in the College catalog and other appropriate directories of select campus publications upon request;
 - A standing invitation to attend select College ceremonies and events;
 - Use of recreation and athletic facilities as available;
 - Two complimentary season tickets for Community Events performances (one year);
 - Yavapai College Employee rate for Y.C. Roughriders sports pass to attend athletic events;
 - Lifetime Yavapai College Library privileges.

Attachments :

Title	Created	Filename
Compilation 4.6.pdf	Apr 10, 2014	Compilation 4.6.pdf

Policy Number	<p align="center">District Governing Board Policy Review Evaluation of Board Policies Compilation April 2014</p> <p>Policies: 4.6 President Emeritus/a Status</p> <p><u>Call if you need any help finding data in OurBoardroom™</u> (Barbara, 928.776.2023)</p>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
<p>4.6 President Emeritus/a Status</p>	<p>The Board will recognize a retired President who has provided distinguished service to Yavapai College and the community.</p> <p>Emeritus/a status shall be granted to a former President:</p> <ul style="list-style-type: none"> - The individual, to be considered as recipient of the title President Emeritus, must retire from the position as President of Yavapai College with at least (5) years of honorable and distinguished service and performance. - The individual must be retired for at least one year under an approved Arizona retirement option. - The nominee may be nominated by a member of the District Governing Board. - The District Governing Board will consider the nomination of President Emeritus by a majority vote. <p>A person designated as having President Emeritus/a status shall be awarded the following privileges:</p> <ul style="list-style-type: none"> - A District Governing Board Resolution naming and honoring the individual as President Emeritus; - A lapel pin and ID badge that signifies the status of President Emeritus shall be presented to the individual; - A perpetual President Emeritus/a plaque with the name of the recipient displayed in the Rock House on Prescott Campus; - Listing in the College catalog and other appropriate directories of select campus publications upon request; - A standing invitation to attend select College ceremonies and events; - Use of recreation and athletic facilities as available; - Two complimentary season tickets for Community Events performances (one year); - Yavapai College Employee rate for Y.C. Roughriders sports pass to attend athletic events; - Lifetime Yavapai College Library privileges. 	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

Comments/Remarks: **Does not need to be discussed annually.**

This is not a policy that will be used very often, and in fact it has only been used 1 time. However, I believe that it is good to have this means of recognizing exceptional service to the college and the community, when the opportunity arises.

Presenter : Ray Sigafoos

Start Time : 1:24 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/6/2014

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 : 1:24 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 3/6/2014

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 Reports Regarding: Jack Kent Cooke Scholarship; Southwest Wine Center; Yavapai College Staff Association Report (YCSA); Alumni Connections; Service Excellence Recognition Day; Executive Leadership Team Retreat; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Jack Kent Cooke Scholarship Winner, Jasmine DeMaline
- Southwest Wine Center Video
- YCSA Report - Report by Andrea Annibale, Association President
- YC Alumni Connections
- Service Excellence Recognition Day - March 18 and 20
- Executive Leadership Team Retreat
- College Highlights - April 2014 - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other related issues

Attachments :

Title	Created	Filename
NEWS_CookeScholarship.pdf	Apr 11, 2014	NEWS_CookeScholarship.pdf
SOUTHWEST WINE CENTER.pdf	Apr 11, 2014	SOUTHWEST WINE CENTER.pdf
YCSA.pdf	Apr 11, 2014	YCSA.pdf
Service Excellence Recognition Day.pdf	Apr 11, 2014	Service Excellence Recognition Day.pdf
April 2014 College Highlights.pdf	Apr 11, 2014	April 2014 College Highlights.pdf
April 2014 YAVAPAI COLLEGE Facilities Management News.pdf	Apr 11, 2014	April 2014 YAVAPAI COLLEGE Facilities Management News.pdf

Yavapai College News Release

April 14, 2014

Yavapai College Grad Receives Prestigious Scholarship

Jasmine Demaline, a 2012 Yavapai College nursing graduate, has received a 2014 Jack Kent Cooke Foundation Undergraduate Transfer Scholarship that will provide her with up to \$30,000 a year to pursue her bachelor's degree at the university of her choice. Only 85 such scholarships were awarded this year out of 3,705 applicants.

According to the Jack Kent Cooke Foundation, scholars were selected based on high academic ability and achievements, persistence, leadership, and financial need.

A resident of Prescott, Demaline has been working as a nurse educator/case manager at the Teen Outreach Pregnancy Services in Prescott Valley since 2012. Demaline said she plans to use the scholarship to pursue her bachelor's degree in nursing at either Grand Canyon University or Northern Arizona University, both of which have accepted her for admission.

In nominating Demaline for the scholarship, YC nursing instructor Katie Windsor wrote, "Jasmine stood out among her fellow classmates as she excelled in academics, interpersonal relationships and patient care. My fellow colleagues and I were impressed by Jasmine's dedication to her education in the face of many difficult circumstances she encountered in her personal life, rising above her situation rather than using the difficulties she faced as excuses."

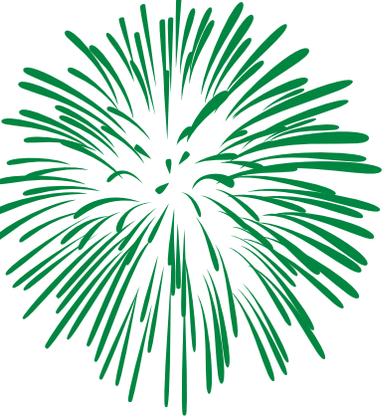
The scholarship is intended to cover a significant share of the student's educational expenses – including tuition, living expenses, books and required fees – for the final two to three years necessary to achieve a bachelor's degree. Awards vary by individual, based on the cost of tuition as well as other grants or scholarships he or she may receive.

Demaline, a member of Phi Kappa Theta Honor Society and the Student Nurses Association while at Yavapai College, graduated with a 4.0 GPA and was honored as the outstanding YC nursing student in 2012. She placed in the top three percent of nursing students nationally on her HESI Exit Exam.

###

**SOUTHWEST
WINE
CENTER**

**YAVAPAI
COLLEGE
STAFF
ASSOCIATION**



YC is bursting with appreciation!



30 Years of Service
Beth Boyd

25 Years of Service
Jim Bostwick
Mike Pantalone

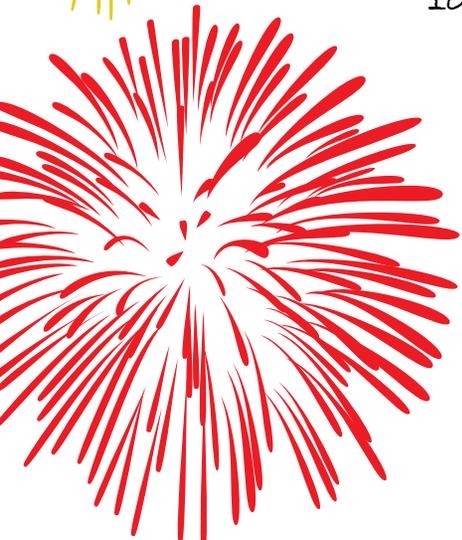
15 Years of Service
Demi Anderson
Patrick Burns
Dave Graser
Alexandra Helm
Alan Lohr
Duane Ransom

10 Years of Service
Jeb Bevers
Karyn Casner

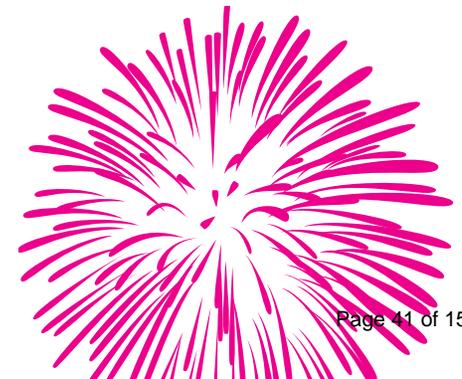
Barb Davis
Daintry Donovan
Joani Fisher
Sean Hagan
Jeri Hamilton
Jeremy Hawkes
Ernie Hernandez
Sally Isaacson
Sandy Johnson
Ruth Lillie
Anita Lloyd
James Perey
Karly Way
Scott Ziminsky

5 Years of Service
Brian Brockert
George Cuthbertson
Mike Denkevitz

Sandy Garber
Gina Hammond
Curtis Kleinman
Craig Lefever
Charlie Lohman
Lori McIntyre
Ethan Osgood
Jared Reynolds
Lori Riden
Sue Robertson
Bob Robinson
Maria Rosales
Jodi Showler
Mike Silvas
Gail Spivey
Cully Stead
Jeff Torrey
Stephanie Wiltcher-Sproul



CTEC/Prescott/Prescott Valley/Sedona/Verde Valley



April 2014 College Highlights

Foundation Studies

- **Jeri Hamilton**, Professor of Mathematics, hosted the 8th Annual Yavapai County Secondary Science Day for grades 8-12 on March 28th; a day of science competitions and breakout sessions related to the use of science in various careers. The event was sponsored by Yavapai College, Yavapai County Educational Service Agency and the North Central Arizona Mathematics and Science Consortium to promote science among Yavapai County Students. Seven schools attended with over 100 students participating. Special thanks to other Yavapai College faculty who helped with the event by writing questions, judging the science bowl and presenting. Faculty participants included **Beth Boyd, Joanne Oellers, Joshua Schmidt, and Diane Dutkevitch**.

Lifelong Learning

- **Dennis Garvey**, Dean for Lifelong Learning, presented to the Governor's Advisory Council on Aging- Arizona Mature Workforce Initiative on March 6th. His focus was "Yavapai College Embracing Learning Opportunities for Mature Citizens."

Instructional Support and Improvement

- The 2014 Job Fair was a big success with 79 exhibitors and over 850 job-seekers in attendance. The event was hosted by Academic Advisor **Paula Fuhst**, Yavapai College, the Prescott Chamber of Commerce, the Northern Arizona Council of Governments (NACOG), the Department of Economic Security (DES) Employment and Veteran's Services. Special thanks to the efforts of employees at Yavapai College for a very smooth operation on the day of the Fair, and to the staff members in Student Services, Facilities, Printing Services, Sodexo, Campus Police and Marketing. A special note of appreciation goes out to **Amy Fruchter, Virginia VanTuyl, Tim Diesch, Phoebe Agocs, Andrew Gilstrap, Angela Stotz, and Officer Lori Carver**.
- The Literary Southwest presented an evening with Chitra Banerjee Divakaruni, award winning poet, author, and writing teacher on April 11th in the Prescott Campus Community Room.
- Student paintings on display in the Prescott Library feature the work of students in **Dana Cohn's** Art 190 and Art 191 – Oil/Acrylic Painting.
- Student colored pencil and pastel drawings are also being featured on display in the Prescott Library from **Ken Ottinger's** art classes.
- The Verde Valley Campus Library reported library materials checked out in February 2014 increased by 31% compared to February 2013!

Visual, Performing, and Liberal Arts

- **Tara O'Neill**, Associate Professor of Education, recently attended the National Association of Community College Teacher Education Programs (NACCTEP) "Journey Into the Future Conference" on February 28th - March 2nd. Tara attended sessions on teacher prep programs at community colleges across the country, which included information about technology integration, Common Core implementation, common lesson plan templates, and project-based learning strategies. In addition, there was a focus on

language learners and recruiting minorities into teacher prep programs. Reports, Professor O'Neill, "It was very eye-opening, informational, and worthwhile!"

- **Dr. Matt Percy**, Professor of Biology, and **Dr. Amy Stein**, Professor of History and Humanities, were invited to present their research at the International Conference on Technology and Society in 2015. The prestigious conference will be held in Berkeley, California.
- **Laraine Herring**, Creative Writing Professor, attended the Tucson Book Festival March 15th & 16th, where, in addition to enjoying numerous panels with Alice Hoffman and Louis Urrea (including some standing-room-only panels), she marveled at the swift and fierce passage of time, and how very different the U of A campus looked from when she attended some 25 years ago.
- **Steve Mason**, Professor of Art, attended the IS&T/SPIE Conference in San Francisco last month and presented a paper entitled *Consciousness and Stereoscopic Environmental Imaging*, displayed several works, and attended classes and lectures on various aspects of electronic and stereo imaging. Being the only artist there, he saw a desperate need for more artistic thinking when developing technology. This conference showcased much of the technology that will go into production over the next ten years. The trip included visits to shows at various museums and to the image processing firm MagnaChrome.
- **Dr. Tama Kott**, Adjunct Bassoon Lessons Instructor, will be teaching at the Summit Music Festival in New York in July and August. Her duo, *Double Trouble*, will present a recital during the festival as well. In addition, Dr. Kott has also been invited to perform a recital at the International Double Reed Society Conference to be held in New York City on August 7, 2014. The program will include *Double Trouble* as well as solo works. There will be three World Premieres and an IDRS Premiere.
- **Daren Burns**, Adjunct Bass Instructor, was on the committee that planned the inaugural Sedona Jazz Fest which ran March 19th – 22nd. Also, his piece "King Cyrus Enters Babylon" has been picked as a finalist in the international songwriting competition in the jazz category. Finally, his student, **Jordan Fairless**, has been on tour with his band *Spafford* and played in the Yavapai College production of *The Mikado*.
- **Le Anne Lawhead**, Professor of Early Childhood Education, attended the "What's New in Children's Literature Conference" on March 21st. The event was hosted by the Arizona State Library, and presented by the amazing Dr. Peggy Sharp. Professor Lawhead was able to attend cost-free this year due to Yavapai College's collaboration with the State Library System through our Raising A Reader Grant. Professor Lawhead also reports that thanks to **Marcia Jacobson**, Grants Development Officer, and **Carolyn Shelley**, Raising a Reader Grant Coordinator, a proposal to renew the highly successful Raising A Reader Grant has been submitted to First Things First for another 3 year funding cycle. Also, on March 22nd, several students from our ECE program volunteered to collaborate with area Girl Scouts and AAUW to present a career fair for 75 girls, ages 12 to 18. Professor Lawhead prepared and presented an "Envision Your Life" speech setting the tone for the day's events. Finally, the very busy Professor Lawhead still manages to find time to lead a weekly music experience for the preschoolers at the FEC including preparing for their performance at the March 31st Framing the Future Fundraiser Luncheon.

- **Dana Cohn**, Adjunct Art Faculty, reports two current exhibitions: Tis Art Gallery - Group Exhibition: " Making Our Mark," Prescott, AZ, March, 2014; and Tucson Museum of Art- Juried Group Exhibition: "The Artspeak," Tucson AZ, March, 2014
- **Tara O'Neill**, Associate Professor of Education, reports that on March 22nd, the NAEYC Future Teacher's Club sponsored the 'Dr. Seuss Birthday Bash', a free public event meant to raise awareness of the importance of reading. In conjunction with the Kindergarten Fair, the event was from 9:00 - noon in the Prescott Campus gym. Approximately 70 families attended and every child received a free book. Children munched on free healthy snacks and participated in Dr. Seuss themed centers, including story corner, fishing, face painting, gymnastics and art. Over 33 volunteers and multiple donations made this event possible.
- **Kristen Kauffman**, Adjunct Creative Writing Instructor, recently attended two conferences. In February she attended Desert Nights, Rising Stars Writing Conference at ASU where the featured guests included T. Jefferson Parker, Dana Stabenow, and Michael A. Stackpole. In March she attended the Association of Writers and Publishers at the Seattle Conference Center where the featured writers included Annie Proulx, Tobias Wolff, Chuck Palahniuk, and Amy Tan. In addition, Ms. Kauffman reports that the English Club volunteered at the Dr. Seuss's Birthday Bash Event hosted by the NAEYC Future Teacher's Club on March 22nd, and the English Club has also volunteered their time distributing flyers for the Creative Writing Department's "Write Now!" Event on April 5th. The English Club hosted a free calligraphy writing workshop during the club meeting on Thursday, March 20th. Jeannie Leighton, a member of the club, guided the club through the basics of calligraphy as just one more way to appreciate language.
- **Dr. David Dolatowski**, Adjunct Music Faculty, has composed a work for brass quintet titled "Southwest Five." This piece was written for the Yavapai College Brass Quintet, under the direction of **Dr. Roy Breiling**, Professor of Music, and had its premiere performance at the Music Faculty Recital on April 11th in the YC Performing Arts Center. In addition, **Heather Dennis**, a piano student of Dr. Dolatowski, performed during the Foundation Scholarship Brunch on April 5th. She played works by Bach, Mozart and Satie.
- **Tom Gerczynski** (recently retired), and **Bernadine Stone**, Adjunct Photography Instructors, received notice that they each have one of their students selected as a finalist in the 34th Annual College & High School Photography Contest sponsored by Nikon, USA. Gerczynski's student, **David Dvorak**, has been taking photography classes at Yavapai College for years and is employed as one of our Campus Police Officers. Stone's student is **Felicia Slayton**. Both students' work may be viewed in the Winners Gallery at www.pfmagazine.com. In addition, **Roy Traver**, Professor of Art and Photography and Program Coordinator reports that another YC photography student, **Stephanie Spence**, is having her first gallery exhibition "Sixteen Photographs: A Visual Narrative" featuring her fine art black and white gelatin prints.

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

April 2014

Greetings from Facilities!

The April 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. The newsletter will also be posted on the Facilities web site.

College Wide Campus Master Plan

The Campus Master Plan timeline for the first phase of implementation is now posted on the web site. Please go to <http://masterplan.yc.edu/> to access this 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.

The first three projects consist of a major renovation and expansion of CTEC, a University Transfer Center for Building 1 and a Student Activities Center for Building 3. Dr. Blacklaw, Sandy Garber and John Morgan will be contacting faculty and staff to participate in the programming process for each of these projects. The goal is for a programming session to occur during the month of April so basic feedback can be presented prior to the end of the spring semester.

CONSTRUCTION UPDATES

Mayer/Spring Valley Site Electronic Marquee

The sign is installed and is up and running. The school district is working to improve the sign by having messaging available for both sides. 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

Verde Valley Campus Southwest Wine Center Building O Reuse

Structural steel erection is complete and work continues with the Gabion walls, walkways, driveway and parking. Roof insulation is being installed along with insulation and texturing to the building's exterior.

Inside, framing is in process along with electrical and plumbing rough-in.

Completion is on schedule to occur in late June 2014.



Framing and Plumbing Rough-in



Gabion Wall Construction and Walkway Excavation



Roof Installation

Boxwood

FCI Constructors

Project Manager: David Laurence

Verde Campus Reclaimed Water Line Cooperative with City of Cottonwood

The installation of the water line from the city's treatment plant to the upper vineyard is complete. Work continues related to the final grading of the water line route.



Reclaimed Water Line Final Grading

Project Manager: Chris Larson

Kinney Construction Services

Marapai Hall Renovation

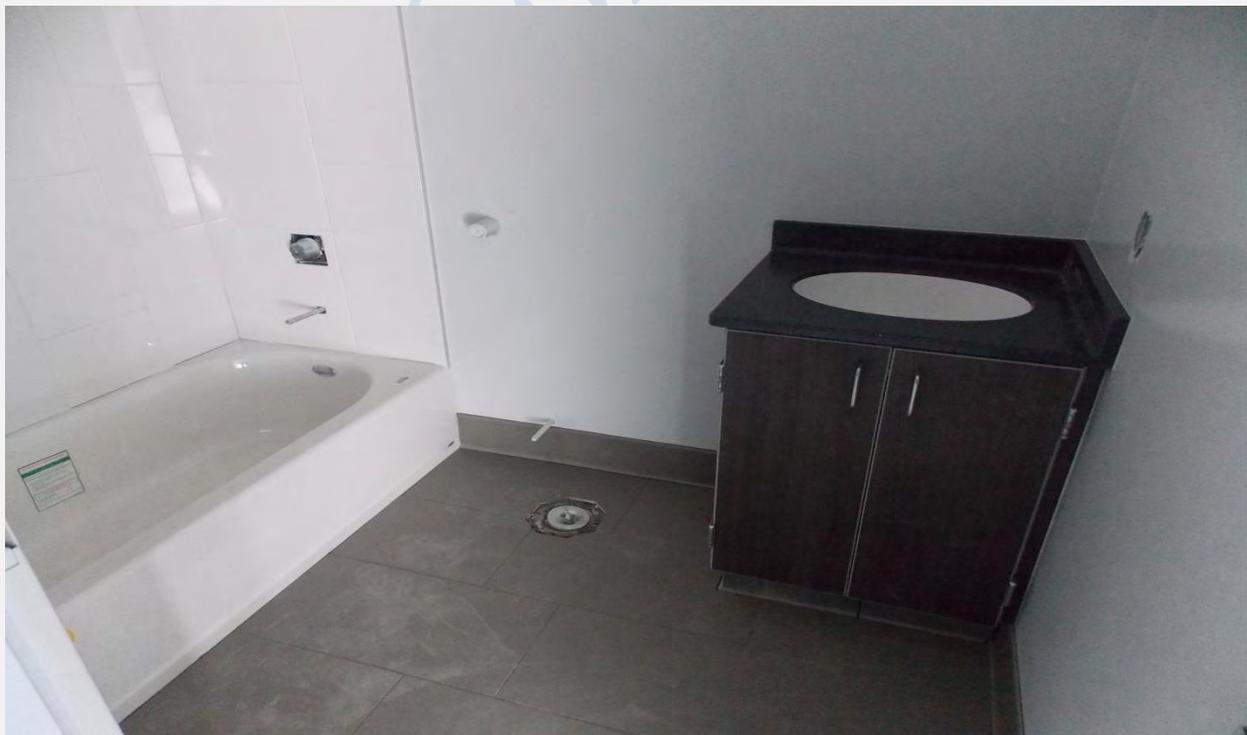
Patio pavers are being installed at the front and back of Marapai and at the front of Kachina. Fencing and surface preparation for the sports courts is underway. Completed work includes the new drive, accessible walkways, exterior stairways and concrete seating.

Room painting is underway along with the installation of bathroom tile and built in cabinetry for wardrobes. The elevator is installed.

Mudding and taping of drywall is finishing up in common areas of the building. Electrical switchgear installed and adjustments are being made to the heating and cooling systems. Rough-in is under way for new security cameras and access control hardware.



Installation of New Wardrobes



New Bathroom Accents



Preparation for Paver Entry and Exterior Painting



New Access Ramp and Walkway



Preparing Site for Volleyball and Basketball Courts



Dr. Wills, Project Superintendent Jeff Falls and Gillian Haley Touring the Project

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

DLR Group

Haley Construction

YC Project Manager: David Laurence

Tennis Court Renovation/Paving and Roadway Replacement

Demolition of the old courts is underway along with rough grading for site drainage. In addition to seven new courts, road and site 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.



Tennis Courts Prior to Demolition



Demolition Underway



Demolition of Parking Area and Swale Work for Drainage

GLHN Architects and Engineers

Asphalt, Paving and Supply

YC Project Manager: David Laurence

EMERGENCY MANAGEMENT and OCCUPATIONAL SAFETY and HEALTH

I will start by thanking everyone for the warm reception that I have had taking on the new position within the Emergency Management, OSHA, and Environmental Safety area. Since accepting the position we have scheduled an Active Shooter Drill on the Verde Campus for April 5th at 8am. Facilities and Marketing attended Yavapai County EOC training and we will be conducting OSHA training at the CTE Division Retreat. We will be setting up more training opportunities in the near future along with a tabletop exercise for the college EOC staff. I welcome any suggestions that you may have and believe that everyone should have buy-in so please do not hesitate to contact me.

Thank You,

Ken Krebbs

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Facilities is still looking to fill the following positions:

Project Manager Construction and Space Planning

Maintenance Supervisor Verde Campus

Lead Custodian Verde Campus

Custodian Prescott Campus

HVAC Technician, District

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 : 1:39 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 20

Proposed : 3/6/2014

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 : Update from Instruction and Student Services to Include: Academic Programs; Lifelong Learning; Faculty Senate, College Honors Program; Adjunct Faculty; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

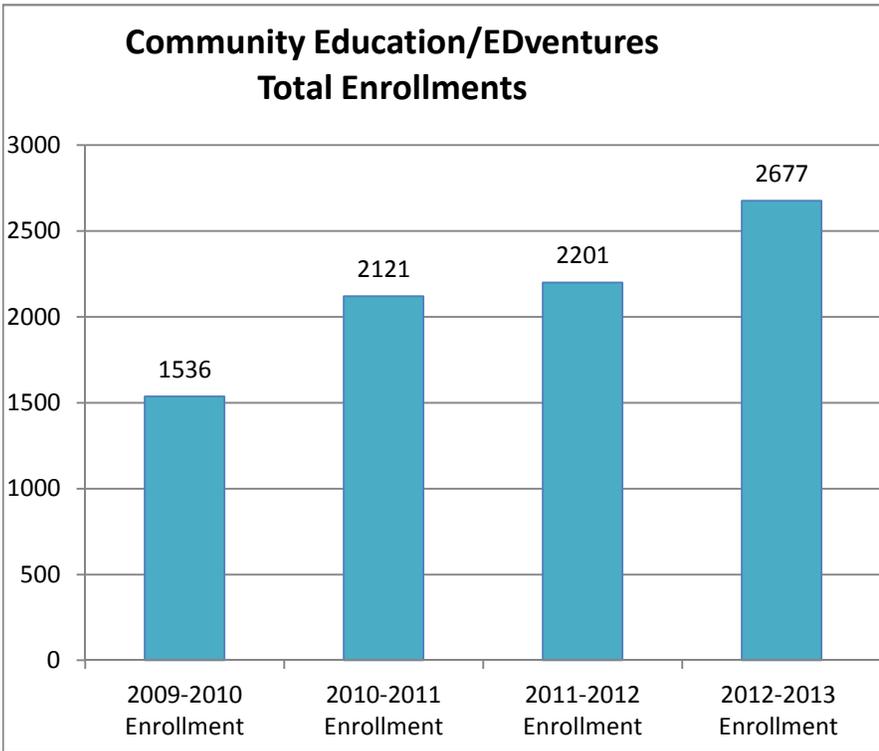
- Academic Programs Being Researched - Dr. Stuart Blacklaw
- Lifelong Learning - Dennis Garvey
- Faculty Senate - Joani Fisher
- College Honors Program - Joani Fisher
- Adjunct Faculty Newsletter - Attached - Information Only

Attachments :

Title	Created	Filename
Matrix.pdf	Apr 09, 2014	Matrix.pdf
Faculty Senate.pdf	Apr 09, 2014	Faculty Senate.pdf
Favorite Facts CHP Spring Break-7.pdf	Apr 09, 2014	Favorite Facts CHP Spring Break-7.pdf
COLLEGE HONORS PROGRAM.pdf	Apr 09, 2014	COLLEGE HONORS PROGRAM.pdf
Adjunct_Advisor_Vol_3_Issue_7_March_2014.pdf	Apr 09, 2014	Adjunct_Advisor_Vol_3_Issue_7_March_2014.pdf
Adjunct_Advisor_Vol_3_Issue_8_April_2014.pdf	Apr 09, 2014	Adjunct_Advisor_Vol_3_Issue_8_April_2014.pdf

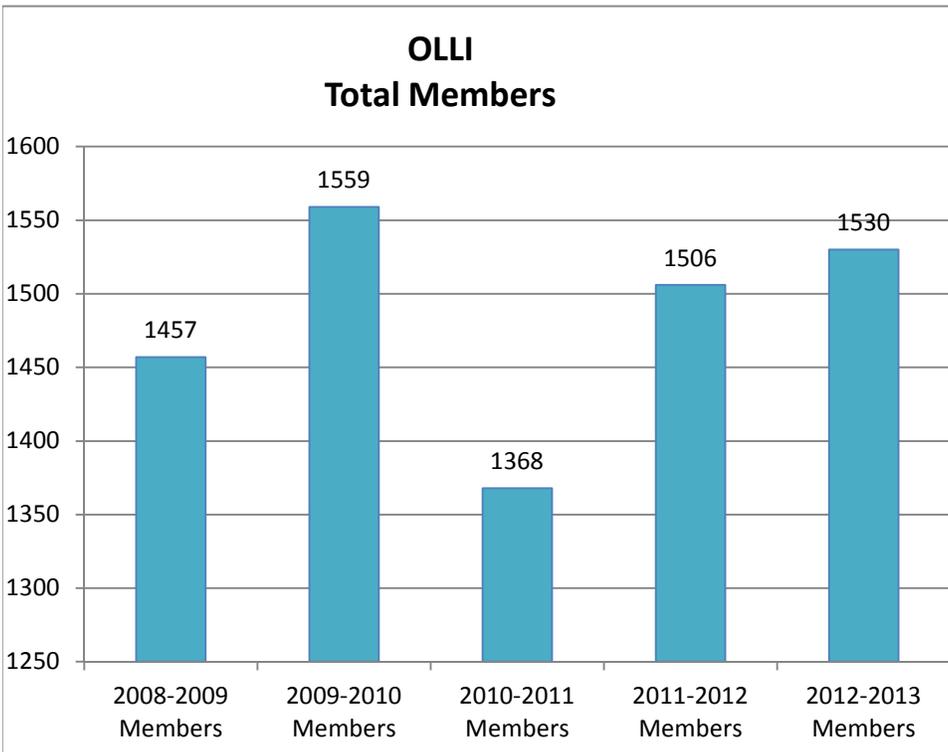
Community Education & College for Kids	2009-2010 Enrollment	2010-2011 Enrollment	2011-2012 Enrollment	2012-2013 Enrollment
Community Education Enrollments	1,094	1,586	1,662	2,076
College for Kids Enrollments	176	231	289	248
EDventures Enrollments	266	304	250	353
Total Enrollments	1,536	2,121	2,201	2,677

Community Ed Percent of change		45%	5%	25%
College for Kids Percent of change		31%	25%	-14%
EDventures Percent of change		14%	-18%	41%



Osher Lifelong Learning Institute (OLLI)	2008-2009 Members	2009-2010 Members	2010-2011 Members	2011-2012 Members	2012-2013 Members
Prescott	863	885	803	886	850
				-	-
Verde Valley/Sedona	594	674	565	620	680
Total Enrollments	1,457	1,559	1,368	1,506	1,530

Prescott		3%	-9%	10%	-4%
Verde Valley/Sedona		13%	-16%	10%	10%



Unduplicated headcount = Members

STANDARDS COMMITTEE



FACULTY CONSTITUTION

- **Purpose:** To recommend to the Faculty Senate modifications of policies, and to develop such new policies as may be necessary to promote excellence in scholastic affairs.
- **Activities:** To review and make recommendations to the Senate concerning all procedures including but not limited to pre-registration, registration and graduation. To review, discuss, and make recommendations to Faculty Senate concerning all policies and procedures that affect academic standards and academic quality at Yavapai College, including quality of instruction, instructional standards, and academic best practices.

STANDARDS

- Committee – diversity
 - Variety of perspectives
- Invite – Outside opinions



ISSUES CONCERNING COLLEGE ADDRESSED

- Shared governance
- Issue of plus/minus grades
- Issue of pass/fail
- Online Standards Guidelines
- Policies – Academic Policies – Revised
- Dual Enrollment
- Absence Policy – Catalog

POLICIES REVIEWED

- 3.1 – Instructional Governance
- 3.2 Academic Freedom
- 3.4.1 Curriculum
- 3.4.2 – Syllabus Development
- 3.5 – Class Attendance/Participation
- 3.6 – Evaluation of Student Learning
- 3.7 – Change of Grade by Instructor
- 3.10 – Independent Study
- 3.16 – Student Appeal of Academic or Instructional Decision By Faculty
- 3.18 – Non-Credit Courses
- 3.19 – Multiple Degrees
- 3.20 – Instructional Materials
- 3.23 – Emeritus Faculty
- 3.25 – Absence of Instructors from Class
- 3.26 – Artwork Management

DUAL ENROLLMENT RECOMMENDATIONS

- Accreditation – NACEP
- Arizona Legislation – be followed
- Quality instruction across districts (not just D.E. classes)
- Questions & Recommendations:
 - Define - What are the benefits to Yavapai College?
 - “Yavapai High”
- Issue of equity

Favorite Facts: CHP Spring Trip 2014

Museum of Northern Arizona



Earth Art

Megan Daubert & Jade McCullough: Earth art is a “new” form of art, where artists use the earth and its elements to create their artwork. Some artists create their art directly on earth’s surfaces, while others use earth minerals to create pigments that they use on canvas. Ulrike Arnold, an artist from Germany, used meteorite dust in her paintings. The dust came from the meteor crater near Flagstaff, AZ.

Megan Malott: Ancient indigenous resourcefulness allowed the culture to thrive. For example, they transformed strands of their hair into useful tools for trapping birds.

J Abraham Suastez: Navajo fathers were in charge of making the cradle boards for their babies. The boards were made before the babies were born, from a strong tree, to guide the future of the children held in the boards. The mothers would use the boards as transportation for the babies.

Beth Sidebottom: Navajo women held the right to own land and build their homes while the men were responsible for upkeep.

Sterling Heiner: Pumice is a very light and porous volcanic rock, formed when a gas-rich froth of glassy lava solidifies rapidly.

Becca Long: The banana yucca was used for tattooing by the Navajo.

Pink Jeep Tours-Sedona



Devils Staircase-Broken Arrow Trail

Kyle Jarpe, Jake Nelson & Ashlyn Tellers: Walt Disney got the name and idea for the ride, Thunder Mountain, from the rock formation in Sedona. Disney also incorporated Sedona’s monsoon season, and twisted juniper trees within the movie, *Fantasia*.

Taylor Haynes: Oak Canyon has two distinct ecosystems. The sunny side is high desert, while the other side receives little light and contains completely different vegetation.

Rachel Winters: The rocks in Sedona are red because of the rust from the high iron content in them. Since iron is magnetic, it causes magnetic fields to form throughout Sedona, creating the vortexes. Sedona Spiritualists say we can "sense" these vortexes, because we have a small amount of electricity in us as well!

Lowell Observatory & Sedona Universe Tour



The Perkins telescope: Supports Lowell's research on the solar system, irregular galaxies, blazars, and more

NO EL : Jupiter spins so fast, its horizontal circumference is stretched out of proportion resembling a squashed basketball.

Gina Generalli: Each element has its own unique light spectrum. By utilizing spectrometers, we can identify the compositions of stars from right here on earth!

Sylvia Wauters: Jupiter's moon, Europa, may be the next best bet for life extra-terrestrial life within our solar system after Mars. The moon is covered in glaciers. Beneath these Glaciers, strong tidal heat could produce liquid water beneath the ice where aquatic microbes could potentially thrive.

Dasia Dennis: Jupiter has 67 moons, with one rotation of 9 hours and 56 minutes.

Trenton Thompson: Black holes can theoretically be formed when the earth or planets are shrunk down to the size of marbles.

Aubrial Harrington: The Orion Nebula and the Pleiades are referred to as "nebulosity," defined as a mass of material and gasses constituting a nebula.

Meteor Crater



Meteor Crater Rim Tour- CHP 2014

リチャーズ さやか (Sayaka): The meteor crater only fills 1mm per year. We have our low rainfall to thank for this slow erosion process, as our crater is considered the "best preserved" around the globe.

Joel Lobaugh: It is estimated 80% of the meteor which formed meteor crater vaporized at impact. The impact created a heat source equivalent to the sun!



Upcoming Adjunct Faculty Events:

- Mar. 18 - Tues.; 12:00 Noon - 1:30 Online Collaborate Meeting CTEC & Chino.
- Mar. 19; Weds.; 3:00 - 4:30 pm; Prescott Sm Group Meeting; GIFT Center 3-105.
- Mar. 21; Friday; 5:30 - 7:30 pm; Prescott full AF Meeting; Bldg. 1, Rm 200; Disability Resources
- Mar. 27; Thurs.; 3:00-4:30 pm; Prescott Sm Group Meeting; GIFT Center 3-105.
- Mar. 28; Friday; Noon-1:30 pm; Verde AF Meeting; M-203; Learning Center; VUB, TRiO, Student Support Services
- Mar. 31; Monday; 4:30 - 5:30 pm; Online Collaborate Meeting Prescott/Chino

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

YC Libraries. . .

Spring Break will soon be a distant memory with final project due dates speedily approaching!

Help your students by reminding them that the Prescott & Verde Valley Libraries have media and study rooms perfect for group collaboration.

- Media rooms are equipped with a computer, a DVD/VHS player, and a whiteboard.
- Study rooms are equipped with 32" monitors, laptop video connections, and white boards.

Rooms can be reserved at the Circulation Desk for a 2-hour period.

Spring 2014 Events:

[Link to Academic Calendar](#)

March 7 - First gubernatorial Debate in Northern Arizona; 6 pm; PAC Prescott and M-137 Verde

March 9 - Last Day for Student-initiated Withdrawals

March 10 thru 14 - Spring Break!

No classes - all offices closed

March 18 - Prescott Employee Service Awards; 3:00 - 4:30 pm in Community Room, Building 19

March 20 - Verde Employee Service Awards; 3:00 - 4:00 pm; Community Room, M-137

March 21 - SSS TRiO Fundraiser; 9:00 am – 3:00 pm, Prescott Campus Welcome Center

March 28 - Prescott Job Fair - Walraven Gym (Bldg. 2); 10:30 am – 2:00 pm (More info Page 2)

Campus Safety... Joe Cappelli, Chief of Police

Encouraging people to report suspicious activity or behavior is necessary to ensure the safety of our College community. Understand your role in keeping a safe community and be empowered, not paranoid. So, what do you need to know about suspicious activity/behavior? Below are four points worth knowing on suspicion:

Stay "on" throughout the day. Be observant and conscious of what's happening around you. Maintain a level of vigilance that allows you to more naturally pick up on something that seems awry. Having a familiarity with common people and routines will help you signal if something is odd or out of place. If it is, it's important to follow through by informing the proper authorities, whether that be your supervisor or the college police department.

Understand the difference between single and series patterns of behavior. The realization that something is indeed suspicious does not always necessarily come down to a singular incident, but perhaps the accumulation of a series of peculiar incidents. Noticing unusual patterns outside of normal routines helps you recognize patterns of suspicious behavior.

At other times, a single, glaring incident should give way immediately. For example, any of the following could be considered a red flag:

- Disturbing sounds such as screaming or shouting
- Someone peering in windows and parked cars
- Clothing that appears to be trying to conceal something
- Individuals acting furtively around others and law enforcement or stalking behavior

Share details with police, quickly and often. Don't filter out of what's worth reporting by trying to figure out whether it's a valid crime, leave that to the police to take care of. Once something or someone registers as potentially being suspicious, it's important to not hesitate and report it quickly.

If you are calling the college police department and are describing a person, try to first gather the basics:

- Gender, race, approximate age, hair, color, height and weight
- Include clothing description, facial features, unique accents, scars and other distinguishing features
- Provide a location and any sense of imminent danger
- Provide a direction of travel if person has left the scene on foot or, if they left in a vehicle, provide a vehicle description and direction of travel.

Report suspicious behavior. "See Something, Say Something". This prevailing maxim is prompting people to take notice of and action on suspicious behavior. You should use all 5 of your senses to detect what is suspicious. Maybe you smell a foul chemical in the air or you saw someone place a suspicious package on the ground and run away. Don't discount your senses as a reason not to report something suspicious. Remember, sometimes, what rouses suspicion doesn't have any one clearly crystallized signal, but instead an instinct. Your intuition is an innate sense that exists to warn you that something is not right and should not be discounted.

We strongly encourage you to report suspicious behavior for what it is, and let your college police department further investigate the validity of the activity.

Coverage Schedule, Hours

- Prescott Campus - staffed 24 hours a day 7 days a week.
- Verde Campus - coverage extends from 7:30am-10:00pm Monday-Friday; Sedona Campus, the Verde Campus on-duty officer responds
- Prescott Valley, CTEC, CVAG campuses - Prescott Campus on-duty officer responds to law enforcement-related incidents during normal business hours
- Extension campuses - Prescott Valley, CTEC, & CVAG - provided in the evenings by safety/security officers.

Website: [Yavapai College Police](#)

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)
Email: chris.heyer@yc.edu

\$\$ 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](#)



March 17
Happy
St. Patrick's
Day

Academic & Career Advising. . . Career Fair 2014

Yavapai College is partnering with the Prescott Chamber of Commerce, Cottonwood Chamber of Commerce, DES Employment and Veterans Services, and NACOG (Northern Arizona Council of Governments) to provide students & community members with two Job Fairs during the Spring semester.

The Prescott Job Fair will take place in Walraven Gymnasium (building 2) from 10:30 am – 2:00 pm on **Friday, March 28.**

The Verde Valley Job Fair will take place at the Verde Valley Fairgrounds from 10:30 am – 2:00 p.m. on **Wednesday, April 9.** (more details to come)

We expect over 60 business, healthcare, government and non-profit organizations to be present. We are proud to have HERO2HIRED, part of the Yellow Ribbon Reintegration Program, as a new sponsor this year, providing special assistance for veterans.

The JOB FAIR is also an opportunity for students and community members to learn about educational opportunities that lead to careers. It is recommended that those seeking employment come in interview attire.

Yavapai College faculty who would like to provide information about careers that can result from their program's degrees and/or certificates are welcome to display information at a table in the EDUCATION section of the FAIR. Space is limited, so make your request no later than March 7. There is a minimal cost for a table.

Please encourage your students as well as friends and family members to attend the JOB FAIR! Even if they are not currently looking for work, it is a good opportunity to meet employers and find out about opportunities in Yavapai County.

For additional information, contact Linda Brannock, DES Employment Services Supervisor for Yavapai County and Flagstaff offices (lbrannock@azdes.gov) or Paula Fuhst, YC Academic and Career Advisor (paula.fuhst@yc.edu) 928-776-2131.

Newly Approved Policy Changes . . . Rose Hurley

Four college policies have been revised and are now posted on the HR Website under "Policies". All three are in the Academic Systems section, and all have been approved by the Policy Review Council and the Presidents Leadership Team:



Policy 3.4 – "Curriculum and Syllabus Development": SUNSET / DIVIDED INTO TWO NEW POLICIES.

Policy 3.4.1 – "Curriculum": POLICY 3.4 "CURRICULUM AND SYLLABUS DEVELOPMENT" HAS BEEN SPLIT INTO TWO POLICES: 3.4.1 AND 3.4.2. THIS POLICY (3.4.1) HAS LANGUAGE ADDED THAT SOME PROGRAMS CAN GO BEYOND 2 YEARS, AND THAT GEN-ED CAN REVIEW CURRICULUM WHEN APPROPRIATE. THIS POLICY ALSO CORRECTED TITLES.

Policy 3.4.2 – "Syllabus Development": POLICY 3.4 "CURRICULUM AND SYLLABUS DEVELOPMENT" HAS BEEN SPLIT INTO TWO POLICES: 3.4.1 AND 3.4.2. THIS POLICY (3.4.2) IS THE SYLLABUS DEVELOPMENT PORTION OF THE SPLIT POLICY, AND UPDATES IT TO INCLUDE 'DESIGNEE' AND CURRENT LINKS.

Policy 3.7 – "Change of Grade by Faculty": THIS POLICY WAS AMENDED WITH A NEW TIME FRAME FOR DEADLINE – WAS 120 DAYS, NOW 45 DAYS.. TITLES CORRECTED.

Feel free to check them out with this link to the policy section: <http://www.yc.edu/v5content/policies/academic.htm>

Thank you, and have a Fabulous Spring Break!



Upcoming Adjunct Faculty Events:

- April 9 - Weds.; 11:00 am—Noon- Online Collaborate Meeting Prescott/Verde.
- April 10 - Thurs; 3:00-4:00 pm - Online Collaborate Meeting All Campuses
- **April 25*** - Friday; Noon-1:30 pm - Verde AF Meeting; M-203
- **April 29*** - Tuesday; 5:30– 7:30 pm - Prescott AF meeting; Bldg. 1, Rm 200
- April 22 - Weds; 4:00-5:30 pm - Online Collaborate Meeting All Campuses
- April 30-Weds; 4:00 –5:30 pm; Prescott Small Group Meeting; GIFT Ctr
- May 2—Verde Social Gathering—TBA
- May 13– Prescott Social Gathering—TBA

[YC Training Website / Adjunct Faculty.](#)

* New date

Spring 2014 Events:

- April 7 - Noon - Deadline for Summer Institute Proposals
- April 8 - Tuesday - 5:30 pm
Student Evening of Recognition - Prescott Performing Arts Center
- April 9 - Wednesday - 10:30 am – 2:00 p.m.
Verde Valley Job Fair at the Verde Valley Fairgrounds (See page 2)
- April 14 - Registration open for returning / degree-seeking students at 7:00 am
- April 21 - Registration open for new students at 7:00 am
- April 22- Tuesday - 5:30 pm
Student Evening of Recognition - Verde M-137 Community Room
- April 25 - Friday - 6:00 pm
Student Evening of Recognition - CTEC 19-147 Community Room - Prescott

Teaching & eLearning Support **TeLS**

9th Annual Summer Institute 2014

Tuesday, May 13th
Wednesday, May 14th
Thursday, May 15, 2014

This year’s focus will continue with **Student Success**.

Bring your ideas to this 3-day event to share with colleagues. We encourage both faculty and staff to propose a workshop which promotes an awareness of Student Success.

If you are interested in facilitating a session (or two), please submit proposals at <http://ycinstitutes.wikispaces.com/Institute+Session+Proposals>; **Submit only one proposal session per form.**

Proposals need to be submitted **no later than Monday, April 7th at NOON**

Please email Ruth Alsobrook-Hurich (ruth.alsobrook@yc.edu) for questions or concerns

Continued! Lightning Round Invitation

Last summer we had our first lightning presentation round. It was a great format to share a specific idea or thought in a condensed presentation. The GIFT Center invites you to share a presentation with your colleagues in this fast and furious event. Contact Jeri Hamilton (jeri.hamilton@yc.edu) or Todd Conaway (todd.conaway@yc.edu) if you are interested.

Congratulations!



Dr. Matt Percy (BIO) has been named the GIFT Teaching Fellow for Teaching Excellence, 2013-14.

Updates from the Registrar. . . . Sheila Jarrell, Registrar; 776-2107

Please note the deadline of April 24 below as the last date to submit withdraw requests! Also below are a few updates on class schedules and registration cycles.

2014-15 class schedules: released online April 1 for “view” only.

Registration Cycle:

Registration begins Monday, **April 14-7am** – for continuing, degree-seeking students.

Open registration begins Monday, **April 21–7am** – for all students.

Spring Grading Overview:

Part of Term	Faculty Withdraw Deadline	Grading Opens	Final Grades Due
POT 1	Thursday, April 24	April 28	Monday May 12
POT 3	Thursday, April 24	April 28	Monday May 12
POT 53	Thursday, April 24	April 28	Monday May 12
POT 72	Thursday, April 24	April 28	Monday May 12
POT 2	Thursday, May 15	May 19	Friday, May 30

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YC Libraries. . .

EEK! The end is near and final project due dates speedily approaching!

Help your students by reminding them that the Prescott & Verde Valley Libraries have media & study rooms perfect for group collaboration.

- Media rooms are equipped with a computer, a DVD/VHS player, and a whiteboard.
- Study rooms are equipped with 32" monitors, laptop video connections, and white boards.

Rooms can be reserved at the Circulation Desk for a 2-hour period.



Student Evening of Recognition



Tuesday, April 8 - 5:30 pm
Prescott Campus
Performing Arts Center

Tuesday, April 22 - 5:30 pm
Verde Campus; M-137

Friday, April 25 - 6:00 pm
CTEC Campus at Prescott; 19-147

Questions? Contact...

Bob Hoskovec, Director of Student Life
PHONE: (800) 922-6787, Ext. 2148,
(928) 776-2148 bob.hoskovec@yc.edu

Academic & Career Advising. . . Job Fair 2014

Yavapai College is partnering with the Prescott Chamber of Commerce, Cottonwood Chamber of Commerce, DES Employment and Veterans Services, and NACOG (Northern Arizona Council of Governments) to provide students & community members for a Job Fair.

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The JOB FAIR is also an opportunity for students and community members to learn about educational opportunities that lead to careers. It is recommended that those seeking employment come in interview attire. Please encourage your students as well as friends and family members to attend the JOB FAIR! Even if they are not currently looking for work, it is a good opportunity to meet employers and find out about opportunities in Yavapai County.

For additional information, contact Paula Fuhst, YC Academic and Career Advisor (paula.fuhst@yc.edu) 928-776-2131.

Financial Aid. . . Diana Dowling, Assistant Director Financial Aid

We have posted summer financial aid to students who are eligible for it. If students are questioning whether or not they have anything available for summer, please send them our way!

Reporting No Shows and Students who Stop Participating

It is still important for faculty to report students who have stopped participating in class. This is important both for financial aid reasons as well as veterans benefits. Students must earn their aid/benefit by attending and participating in class. You may report students who have stopped participating via email to: Enrollmentservices@yc.edu.

Other Important Information

It's that time of year again when students need to fill out their 14/15 FAFSA to be eligible for financial aid for the upcoming year Fall 14 semester; we are already collecting documents and complete student files. If students have questions regarding their financial aid we are happy to help! They can come in to see our Answer Center staff in Building 1, email us at financial.aid@yc.edu or call at 928.776.2152.

Thank you for all you do, and Happy Springtime!



Adjunct Spotlight

Jahn Baker - Jewelry Instructor - Verde Valley Campus

Jahn Baker joined the Verde Valley Campus of Yavapai College to teach Jewelry I & 2 in August 1991, with 25 years as a producing jewelry craftsman. With the exception of a short break, he has taught Jewelry I & II classes morning, evening, and summer ever since. In 1992 Jahn took photography classes and promptly went "middle aged crazy." By Fall 2002, he was certified to teach Photography I - IV courses, and shared his joy of photography with students through 2005.

Jahn's jewelry career spans over 45 years. His work has sold in galleries from Rodeo Drive in Beverly Hills to Cambridge Square in Boston. Jahn owned two stores in Sedona in the '80s, trained as a watchmaker, and has been studying the art of engraving for the past five years. Jahn is a favorite instructor on the Verde Campus, and here's why. "I love sharing my passions for both photography and jewelry with my students," Jahn says, "They get to see the pieces that produced for gallery sale; through the process, to finish."

Jahn is retiring at the end of this term and will be doing a lot of traveling, we're told. He's even building a workbench into the back of his fifth-wheel so that he can continue creating while traveling about the country.

Thank you, Jahn, for 23 years of dedication to your students. We wish you well. **Happy Trails...**

Presenter : Ray Sigafoos

Start Time : 1:59 PM

Item No : 20

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 3/31/2014

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 : 2:09 PM

Item No : 21

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/6/2014

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 : 2:09 PM

Item No : 22

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/7/2014

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.1.1	The President shall not cause or allow personnel policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices.	344128

Description : Receipt of President's Monitoring Report - Executive Limitation 2.1.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION

Details : 2.1.1 Treatment of Employees

The President shall not cause or allow personnel policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.1.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1.1.

2. If Board intends to not accept Monitoring Report:

- If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.1.1 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.1 [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 2.1.1 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.1 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 1 1.pdf	Apr 04, 2014	Monitoring Report Executive Limitations Policy 2 1 1.pdf
Compilation 2.1.1.pdf	Apr 11, 2014	Compilation 2.1.1.pdf

Monitoring Report
Executive Limitations 2.1.1 – Treatment of Employees
April 2014

Executive Limitations Policy 2.1.1 – Treatment of Employees

The President shall not cause or allow personnel policies and procedures that are illegal, unethical, or not in conformance with College policies or best practices.

President’s Interpretation:

All College employees (both paid and volunteers) are valued members of our community. As such, all are expected to abide by the College’s personnel policies. Equally important is the safeguarding of their employment rights by these same policies. The goal of these policies is to create an open, participative, and productive work environment. These policies are to be stated clearly and be readily accessible to all. Related procedures are to provide for effective handling of grievances, implemented consistently without discrimination, and to be reviewed periodically by the College community in light of best practices.

The critical corollary to creating such a productive work environment is employee training throughout the organization. Faculty and staff must be given opportunities to further their professional development as they are expected to keep current in their respective fields. The College must also provide continued management training and development for all levels of the administration.

Supporting Evidence:



Orientation to Yavapai College Employment:

The College provides an online resource for new hires and current employees. New hires are required to take the training, and current employees are invited to review the training. The training includes the following resources:

- An overview of the Governing Board and all College leadership, departments, divisions and organizations.
- Links to all College policies
- Directives and links to required trainings
 - o Safety
 - o Harassment Prevention
 - o Ethics
- Performance Management
- District/Campus Resources

<http://www.yc.edu/v5content/human-resources/new-employee.htm>



Policies:

The College provides a policy manual that is accessible to all employees and external constituents through the College website. The policy manual includes the following:

- Section 1 – District Governing Board
- Section 2 - Human Resources (Employees/Employment)
- Section 3 – Academic Systems
- Section 4 – Student
- Section 5 – Administrative Services
- Section 6 – General Operations

<http://www.yc.edu/v5content/policies/hr.htm>



Policy Review:

The College uses a policy review process that includes a Policy Review Council (PRC) made up of District-wide representation, including Faculty. Please see link for relevant policy and process. The policy review process was put into place June of 2008. The process is described on the College website:

<http://www.yc.edu/v5content/policies/guidelines.htm>

All policies are reviewed on a regular schedule.



Employment Legal Activity/Grievances

Year to date, the College has two matters pending related to possible legal actions related to employment:

- Equal Employment Opportunity Commission
 - o The College received an Notice of Charge on 2/15/2013 on behalf of a terminated employee.
 - o No follow up from the EEOC as of this writing.
- A complaint letter from an attorney representing a terminated employee received 11/13/2012.
 - o No further action or communication since that time.
 - o Time limit for lawsuit has expired.
- No other employment related complaints, notices, or charges since last reporting.

Fiscal year to date, the College's Employment Relations Manager has worked on 18 employment relations issues with employees, supervisors, or a combination of both (4.2% of full time employees, 1.0% of all employees i.e. including full time, part time, and adjunct faculty.)

The College has a separate formal grievance policy and process for Faculty and Staff. Since the last report (April 2013) there have been no formal grievances submitted.

http://www.yc.edu/v5content/policies/docs/2-hr/2.7.5_1-23-07.pdf

http://www.yc.edu/v5content/policies/docs/2-hr/2.4.5_12-17-08.pdf



Employee Training and Development:

The Policy Review Council and the President's Leadership Team approved a new Training and Development Policy earlier this spring that affirms the College's commitment in this area.

<http://www.yc.edu/v5content/policies/docs/2-hr/2.2.5%207-1-12.pdf>

Tuition Waiver Program – Fall Semester 2013

- \$115,000 in tuition waivers for employees
- 377 individual employees participated

First Friday Training Events: On the first Friday of every month, five or more different classes are offered to staff that enroll via our online enrollment system.

Current update for July 1, 2013 through current:

First Friday Classes (from 09/13 – 02/14) have included topics such as Excel, Word, the Rise of Incivility in the Workplace, the Conundrum of Connectivity, policy training, and finding yourself in the YC organization. Additionally, there was training on managing stress and life transitions. Marnie Green presented Painless Performance Conversations training to about 75 managers and supervisors at the Fall District Managers meeting. New Stellar Supervision training was developed in Spring 2014 and 7 new Yavapai College Supervisors were trained.

Year to date training costs: \$6,668

Employees training attendance total: 309

First Friday: 200

Other training: 109

Hours of Training: 590.5

First Friday: 317.50

Other training: 273



Training costs first
friday and other 2013:



Employee Statistics/Turnover and Retention: Year to Date:

Calendar Year 2013 full time turnover rate: 9.7%

Please note that the statistics in this report include all employees, including temporary staff and faculty. As a result of the temporary nature of their employment, the turnover

percentages are typically higher. Also included is a chart describing the past 5 year turnover rates for Arizona State public institutions.



Turnover 2013.xlsx



AZ turnover.msg

President's Conclusion: I report compliance

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.1.1 – Treatment of Employees
Compilation - April 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:

Executive Limitation 2.1.1	Treatment of Employees The President shall not cause or allow personnel policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices.	
Is the interpretation reasonable?	YES 5	NO
Does the data demonstrate compliance with the interpretation?	YES 5	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES 5	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 5
Comments: (Please complete if any highlighted boxes are checked)		

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

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Ray Sigafoos

Start Time : 2:14 PM

Item No : 23

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/6/2014

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.2	The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.	344130

Description : Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION, AND/OR DECISION

Details : 2.2 Compensation and Benefits

The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.2.

2. If Board intends to not accept Monitoring Report:

- If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.2 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.2 [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 2.2 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.2 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2.2.pdf	Apr 04, 2014	Monitoring Report Executive Limitations Policy 2.2.pdf
Compliance 2.2.pdf	Apr 11, 2014	Compliance 2.2.pdf

Monitoring Report
Executive Limitations 2.2 – Compensation and Benefits
April 2014

Executive Limitations 2.2 – Compensation and Benefits

The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of College policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.

President’s Interpretation:

All College employees are valued members of our community (see Policy 2.1.1). The individual positions that each employee holds are to be consistently evaluated not only to **monitor the employees’ job performance, but also the continued need for such positions to support the Board’s Ends** as well as included in the **College’s** budgetary plans. As such, no employment is to be viewed as guaranteed or permanent.

Compensation and benefits for all positions are to be reviewed periodically in an effort to recruit and retain employees in relation to the workforce market. Employment policies and practices must fulfill legal requirements, be consistent with general College policies, and guided by current best practices in human resource development.

Supporting Evidence:



Compensation Review and Analysis:

Compensation reviews are standard procedure in most organizations, and they are generally conducted every five years. Yavapai College has adopted a three-year review cycle.

Since the original 2005 Compensation Study, the College has adopted a three year review cycle ensuring that all positions are reviewed regularly. **The College’s compensation analyst reviews each employee in the designated grades, their current duties and responsibilities, and checks each one against the market data. If the market has changed significantly (more than 10%) it may be recommended that the employee’s grade and salary be adjusted.** Those recommendations are reviewed by the HR Director, the Department/Division head, and the appropriate Vice President. The College is currently reviewing grades 3-8, with results expected in April 2014 and any resulting changes implemented in July 2014.

In addition to our regular cycles of review, The College has conducted a comprehensive compensation review for all full time faculty and staff positions. Working with the Sibson Company and its representatives, the study began in November of 2013, and was concluded in February of 2014. A Compensation Study Committee was formed with a wide representation of faculty and staff. Open forums were held for all employees before, during and after the study process. The conclusion of the study (in essence) was that our ranges were, with a few exceptions, competitive. Those exceptions are being analyzed and discussions about outcomes will take place shortly with affected supervisors. Furthermore, Sibson pointed out that because of our 3 year review cycle, YC only needs a

modest increase in our planned raise for FY15 to ensure our people are progressing through the salary ranges in a competitive fashion.

Compensation Study Report:



5291090_1.PDF



Staff and Faculty Compensation:

The college provides an overall Compensation policy/philosophy to employees and a Faculty and Staff Compensation policy in the HR Section of the Policy Manual:

http://www.yc.edu/v5content/policies/docs/2-hr/2.3.13_6-7-11.pdf

<http://www.yc.edu/v5content/policies/docs/2-hr/2.8.1%205-1-12.pdf>



Employee Benefits:

The College is self insured through our membership in the Yavapai Combined Trust. The College offers a competitive benefits package that includes but is not limited to health, dental, vision, long term disability, vacation, holiday, tuition waiver program, etc. All of our benefits are listed and described on our benefits website:

<http://www.yc.edu/v5content/human-resources/benefits.htm>

Benefit Comparisons:

The college conducts regular market comparisons for employee benefits. Comparator groups include:

- Arizona Community Colleges
- College and University Professional Association – HR (CUPA-HR) Annual Benefit Survey
- Segal Benefit and Compensation Consultants

In comparing our total benefit package to those of other colleges and local employers, the College offers a very competitive plan. The College offers:

- Health
- Dental
- Vision
- Short Term Disability
- Long Term Disability
- Vacation (up to three weeks per year)

- Sick Leave (granted one day per month)
- Holidays (23)
- Tuition Waiver
- Discount on Community Events Tickets

By comparison to the market (see market comparison study areas under "Compensation") the benefits that we do not currently offer compared to this market includes only two: tuition reimbursement and domestic partner coverage.

For fiscal year 2013-2014, as a result of positive claims experience and healthy reserves, the Trust has elected to not impose an increase on health insurance premiums. In addition, through an RFP process, the Trust has elected to change from our current Third Party Administrator (claims payer) Meritain to a new TPA – Summit. Another RFP resulted in the Trust maintaining our contract with our current pharmacy vendor Catamaran. Attached is the most up to date trust report from Segal.

For fiscal year 2014-2015, there will be a 1.5% increase in health premiums. Effective 7/1/2014, The Trust is also introducing a new third choice for employee health plans – the High Deductible/Health Savings Account Plan.



YCT_ 2013-14
Monthly Report_Thru

President's Conclusion: I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.2 – Compensation and Benefits
Compilation - April 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:

Executive Limitation 2.2	Compensation and Benefits	
	The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.	
Is the interpretation reasonable?	YES 5	NO
Does the data demonstrate compliance with the interpretation?	YES 5	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES 5	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 5
Comments: (Please complete if any highlighted boxes are checked)		

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

SHADED ITEMS should be raised for discussion at the meeting.

Name: _____ Date: _____

Presenter : Ray Sigafoos

Start Time : 2:19 PM

Item No : 24

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 4/3/2014

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

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

- President's Summary of Performance - Dr. Wills' will provide a written letter of FY 2013-2014 accomplishments

- Summary of President's Monitoring Reports - Staff will provide a compilation of results from Ends and Executive Limitations monitoring reports

- Board's Evaluation and Comments for the President - Board members will complete upon receipt of evaluation packet

Attachments :

Title	Created	Filename
President's Summary of Performance - Sample.pdf	Apr 09, 2014	President's Summary of Performance - Sample.pdf
Summary of President's Monitoring Reports.pdf	Apr 09, 2014	Summary of President's Monitoring Reports.pdf
Board's Evaluation and Comments for the President.pdf	Apr 09, 2014	Board's Evaluation and Comments for the President.pdf

May X, 20XX

TO: Members of the District Governing Board

FR: President Penelope H. Wills

RE: 20XX President's Summary of Performance

My year as President of Yavapai College has been

One of the purposes of this letter is to summarize activities and accomplishments from this year that directly relate to specific and multiple Board Ends.

Student Success.

Economic Development.

Social and Cultural.

Examples of Activities that meet various Ends Statements.

Summary of Presidents Monitoring Reports for July 2013 – May 2014

Below is a summary of the President's Ends and Executive Limitations Monitoring Reports for the 2013-2014 fiscal year that were scheduled and presented per the Board's Annual calendar.

Ends	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p>Policy 1.0 - Board Ends- 1. Ends – Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost. The following Ends are listed in priority order.</p>		
<p>1.1 Education Ends –Students achieve their educational goals. 1.1.1 Job Seeker Ends – Job seekers have the qualifications, skills, and abilities to succeed. 1.1.2 Student Ends – Students seeking transfer will succeed at their next educational institution. 1.1.3 Lifelong Learning Adult Ends - Life-long learning adults have affordable access to a variety of high-quality learning opportunities.</p>		
<p>1.2 Economic Ends – Communities have the leadership and educational resources to generate and sustain economic base jobs. 1.2.1 Community Leadership - Leaders understand the importance of economic base jobs to Yavapai County.</p>		
<p>1.3 Community Ends – Yavapai County residents have access to a vibrant social and cultural life.</p>		
Executive Limitation	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p>Policy 2.0 – Executive Limitations – The President shall not cause or allow any practice, which is either illegal, unethical, imprudent or inconsistent with college policies.</p>		
<p>2.1 Service to the Public – The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual's privacy or limits accessibility, nor fail to provide a grievance process.</p>		
<p>2.1.1 Treatment of Employees – The President shall not cause or allow personnel policies and procedures that are illegal, unethical or not in conformance with college policies or best practices.</p>		

Summary of Presidents Monitoring Reports for July 2013 – May 2014

Executive Limitation	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p>2.1.2 Treatment of Students – The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices or best practices that ensure a college-wide focus on Student Success.</p>		
<p>2.2 Compensation and Benefits – The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.</p>		
<p>2.3 Financial Management – The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.</p>		
<p>2.3.1 Budget Deviations – The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget. Report Monthly. <i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Transfers & Other Expenditures.</i></p>		
<p>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 Fund Reserves below \$1million without specific Board authorization and a realistic recovery plan. Report Monthly. <i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Revenues and Expenditures.</i></p>		
<p>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.</p>		
<p>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.</p>		

Summary of Presidents Monitoring Reports for July 2013 – May 2014

Executive Limitation	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p>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.</p>		
<p>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.</p>		
<p>2.4 Asset Protection - The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.</p>		
<p>2.5 Communication and Support to the District Governing Board – The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.</p>		
<p>2.5.1 Compliance – The President shall not fail to advise the Board, if in the President's opinion, the Board is not in compliance with one or more of its own policies particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.</p>		



Board Member

Part I – Ends Performance

The District Governing Board has evaluated the President performance during the year through the Monitoring Reports of the Ends. This Annual Performance Evaluation will be a compilation of Ends Monitoring Reports with additional feedback. Please place an "x" in the scale where you are reporting performance and provide comments.

1. Ends

Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost.

The following Ends are listed in priority order.

Performance Description	Performance Rating		
1.1 Education Ends	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
Students achieve their educational goals.			
1.1.1 Job Seekers Ends Job seekers have the qualifications, skills, and abilities to succeed.			
1.1.2 Student Ends Students seeking transfer will succeed at their next educational institution			
1.1.3 Lifelong Learning Adult Ends Lifelong learning adults have affordable access to a variety of high-quality learning opportunities.			

Comments

Please prepare a summary that evaluates the President's performance and ability to meet the Ends over the last year. Be sure to include any major accomplishments and/or contributions made.

Performance Description	Performance Rating		
1.2 Economic Ends	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
Communities have the leadership and educational resources to generate and sustain economic base jobs.			
1.2.1 Community Leadership Leaders understand the importance of economic base jobs to Yavapai County.			

Comments

Please prepare a summary that evaluates the President's performance and ability to meet the Ends over the last year. Be sure to include any major accomplishments and/or contributions made.

Performance Description	Performance Rating		
1.3 Community Ends	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
Yavapai County residents have access to a vibrant social and cultural life.			

Comments

Please prepare a summary that evaluates the **President's** performance and ability to meet the Ends over the last year. Be sure to include any major accomplishments and/or contributions made.

Part II – Executive Limitation Performance

The District Governing Board has evaluated the President performance during the year through the Monitoring Reports of the Executive Limitations. This Annual Performance Evaluation will be a compilation of Executive Limitations Monitoring Reports with additional feedback. Please place an "x" in the scale where you are reporting performance and provide comments.

Performance Description	Performance Rating		
2.0 Executive Limitations	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not cause or allow any practice, which is either illegal, unethical, imprudent or inconsistent with college policies.			

Comments

Please prepare a summary that evaluates the President's performance and ability to meet the Executive Limitations over the last year. Be sure to include any major accomplishments and/or contributions made.

Performance Description	Performance Rating		
2.1 Service to the Public	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual's privacy or limits accessibility, nor fail to provide a grievance process.			

Comments

Performance Description	Performance Rating		
2.1.1 Treatment of Employees –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not cause or allow personnel policies and procedures that are illegal, unethical or not in conformance with college policies or best practices.			

Comments

Performance Description	Performance Rating		
2.1.2 Treatment of Students –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices or best practices that ensure a college-wide focus on Student Success.			
<u>Comments</u>			
Performance Description	Performance Rating		
2.2 Compensation and Benefits –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.			
<u>Comments</u>			
Performance Description	Performance Rating		
2.3 Financial Management –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not allow annual financial planning and budgeting that deviates materially from the Board’s Ends priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.			
<u>Comments</u>			
Performance Description	Performance Rating		
2.3.1 Budget Deviations –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget. Report Monthly. <i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Transfers & Other Expenditures.</i>			
<u>Comments</u>			

Performance Description	Performance Rating		
2.3.2 Reserves –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
<p>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. Report Monthly.</p> <p><i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Revenues and Expenditures.</i></p>			
<u>Comments</u>			
Performance Description	Performance Rating		
2.3.3 Certification Financial Records –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
<p>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.</p>			
<u>Comments</u>			
Performance Description	Performance Rating		
2.3.4 Real Property –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
<p>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. Report Monthly.</p> <p><i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Revenues and Expenditures.</i></p>			
<u>Comments</u>			

Performance Description	Performance Rating		
2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
<p>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.</p> <p>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.</p>			

Comments

Performance Description	Performance Rating		
2.3.4.2 Improvements to Leased Property	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
<p>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.</p>			

Comments

Performance Description	Performance Rating		
2.4 Asset Protection -	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
<p>The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.</p>			

Comments

Performance Description	Performance Rating		
2.5 Communication and Support to the District Governing Board –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.			
<u>Comments</u>			
Performance Description	Performance Rating		
2.5.1 Compliance –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not fail to advise the Board, if in the President’s opinion, the Board is not in compliance with one or more of its own policies particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.			
<u>Comments</u>			

Part III– Review Details

The District Governing Board has evaluated the President performance during the year through the Monitoring Reports of the Ends and Executive Limitations. Please prepare additional feedback regarding the President’s performance.

2013-2014 Achievements

Please list successes that were accomplished through the President’s leadership.

2013-2014 Recommendations

Please list your suggested focus and priorities for the President for the upcoming year.



Yavapai College

FY2014-15 Preliminary Budget Overview

Presented to
the Yavapai College District Governing Board
April 2014

YC Budget Process

- College Employees
 - Sep-
 - Kick-off Budget Process with Departments
 - Oct- Analyze Operating Budget- PLT
 - Nov- Analyze Capital Budget- PLT
 - Dec
 - Update Capital Priorities- PLT
 - Submit Action Plans and Resource Requests
 - Jan- Revenue Analysis and Options- PLT
 - Feb- Prioritize Resource Requests- PLT
 - Apr-Present Budget Priorities to Campus and Solicit Feedback
 - Apr: Executive Team finalizes budget proposal to DGB
- District Governing Board
 - Jan- Assumptions/ Work Study
 - Feb- Draft Capital Budget Feedback
 - Mar- Approve Revenue Budget
 - April- Provide Feedback on Draft Budget
 - May- Approve Budget and Truth in Taxation (if needed)

Key Assumptions

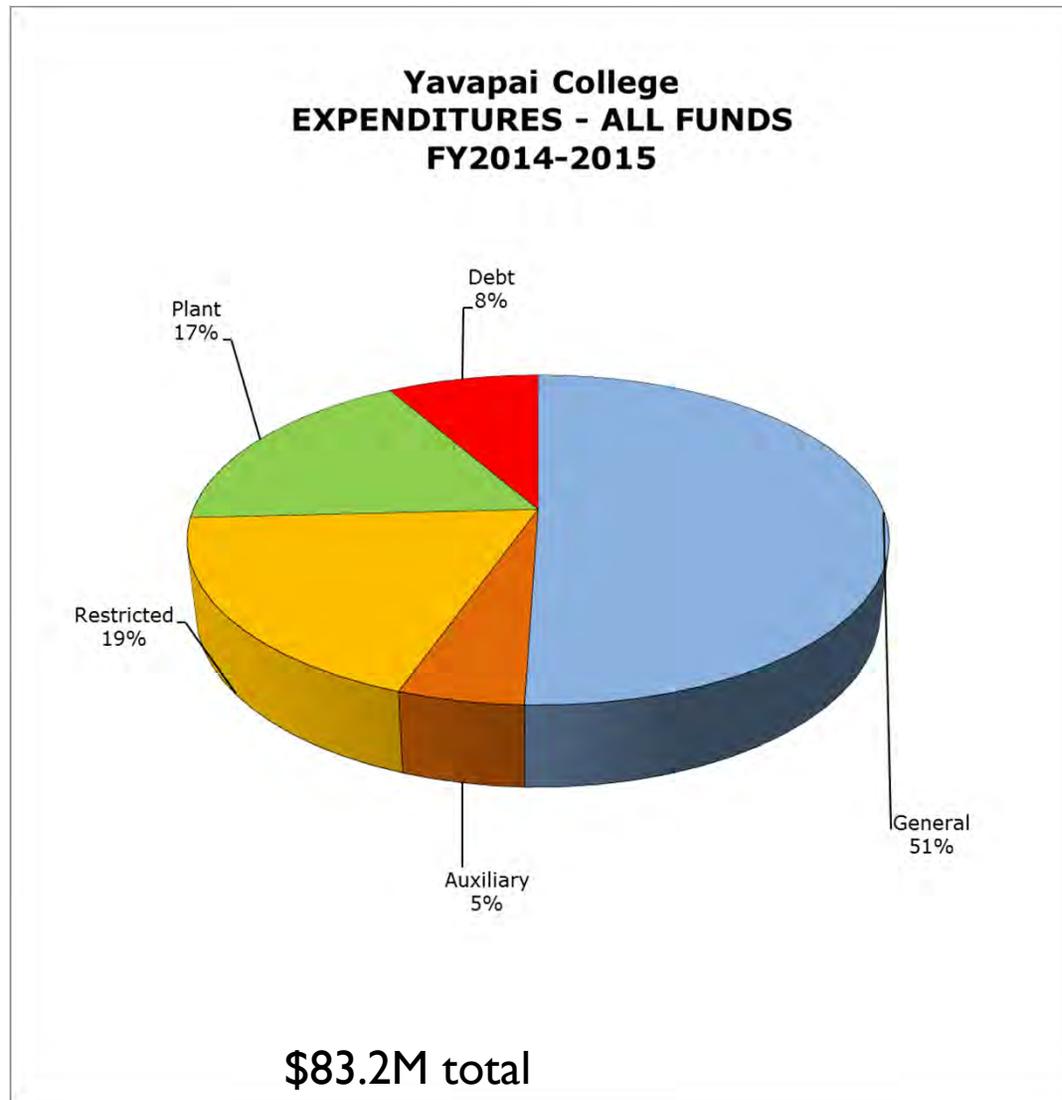
● Revenues

- Property Tax:
 - no change in existing levy
 - new construction
- T&F:
 - 3.2% price increase
 - 1.6% growth
- State:
 - -\$4k Operations
 - +\$260k STEM/ Capital

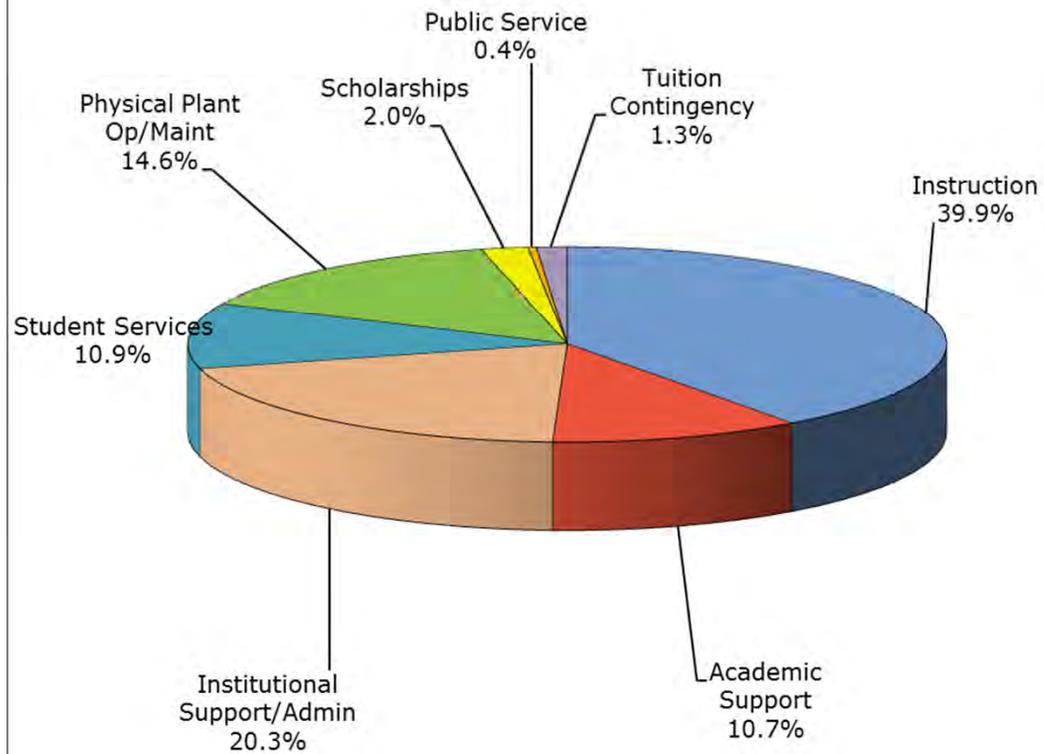
● Expenses

- Fixed Expenses
 - Raise & Market Correction
 - Compensation Study
 - Primarily funded through re-allocations
 - Benefits
 - Utilities
- Scholarships
- Economic Development
- Support Growth
 - CTE, Community Ed

Yavapai College FY15 Budget by Fund



Yavapai College GENERAL FUND EXPENDITURES FY2014-2015



\$42 M Total

Changes to General Fund

EXPENDITURES	2013-2014 BUDGET	2014-2015 BUDGET	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
Current General Fund				
Instruction	\$ 16,535,000	\$ 16,796,000	\$ 261,000	1.6%
Academic Support	4,478,000	4,486,000	8,000	0.2%
Institutional Support/Administration	8,589,000	8,530,000	(59,000)	-0.7%
Student Services	4,441,000	4,582,000	141,000	3.2%
Physical Plant Operations/Maintenance	5,885,000	6,122,000	237,000	4.0%
Scholarships	776,000	833,000	57,000	7.3%
Public Service	119,000	150,000	31,000	26.1%
Tuition Contingency	550,000	550,000	-	0.0%
TOTAL CURRENT GENERAL FUND BUDGET	\$ 41,373,000	\$ 42,049,000	\$ 676,000	1.6%

1. Education:

Job Seekers
 Transfer
 ABE
 Developmental
 Dual
 Lifelong Learning
 College 4 Kids
 FEC
 OLLI

2. Economic Development

CTE
 Allied Health
 Business & Computer Science

3. Cultural

Athletics
 Classes
 Galleries
 Libraries
 Sculpture Garden

Changes in Restricted Fund

CURRENT RESTRICTED FUND - EXPENDITURES AND OTHER DEDUCTIONS				
	Budget	Budget	Increase/(Decrease)	
	<u>2013-2014</u>	<u>2014-2015</u>	<u>Current vs. Proposed</u>	
			<u>Amount</u>	<u>%</u>
CURRENT RESTRICTED FUND (Note 1)				
Instruction	\$ 2,612,000	\$ 2,492,000	\$ (120,000)	- 4.6%
Academic Support	-	4,000	4,000	100.0%
Student Services	1,100,000	1,198,000	98,000	8.9%
Scholarships	10,753,000	11,785,000	1,032,000	9.6%
Public Service	121,000	140,000	19,000	15.7%
Total	\$ 14,586,000	\$ 15,619,000	\$ 1,033,000	7.1%

Changes in Capital Fund

UNEXPENDED PLANT FUND - EXPENDITURES AND OTHER DEDUCTIONS				
	Budget	Budget	Increase/(Decrease)	
	2013-2014	2014-2015	Current vs. Proposed	
			Amount	%
UNEXPENDED PLANT FUND				
Buildings/Infrastructure				
Preventative Maintenance	\$ 4,246,000	\$ 3,020,000	\$ (1,226,000)	- 28.9%
Unplanned Maintenance	500,000	500,000	-	0.0%
Capital Improvement Projects (CIP)	10,045,000	7,584,800	(2,460,200)	- 24.5%
Equipment				
Equipment	2,473,000	2,309,400	(163,600)	- 6.6%
Furniture and Fixtures	250,000	250,000	-	0.0%
Capital Leases				
Principal on Capital Leases	78,000	41,300	(36,700)	- 47.1%
Interest on Capital Leases	4,600	1,000	(3,600)	- 78.3%
Library Books				
	98,700	98,700	-	0.0%
Contingency				
Operating Contingency	500,000	500,000	-	0.0%
Property Tax Contingency	247,300	247,300	-	0.0%
TOTAL EXPENDITURES - UNEXPENDED PLANT FUNDS	\$ 18,442,600	\$ 14,552,500	\$ (3,890,100)	- 21.1%

Changes in Debt Fund

	Budget 2013-2014	Budget 2014-2015	Increase/(Decrease) Current vs. Proposed	
			Amount	%
RETIREMENT OF INDEBTEDNESS				
Retirement of Indebtedness (Principal)				
General Obligation Bonds - 2012 Refunding	\$ 1,760,000.00	\$ 2,965,000	\$ 1,205,000	100.0%
General Obligation Bonds - 2011 Refunding	1,110,000	1,105,000	(5,000)	-0.5%
General Obligation Bonds - 2005 Series C	1,070,000	-	(1,070,000)	-100.0%
Total General Obligation Bonds	3,940,000	4,070,000	130,000	3.3%
Pledged Revenue Obligations	915,000	945,000	30,000	100.0%
Revenue Bonds	280,000	285,000	5,000	100.0%
Sub-total Retirement of Indebtedness	\$ 5,135,000	\$ 5,300,000	\$ 165,000	3.2%
Interest on Indebtedness				
General Obligation Bonds - 2012 Refunding	\$ 776,000	\$ 740,400	\$ (35,600)	100.0%
General Obligation Bonds - 2011 Refunding	281,000	225,000	(56,000)	-19.9%
General Obligation Bonds - 2005 Series C	54,000	-	(54,000)	-100.0%
Total General Obligation Bonds	1,111,000	965,400	(145,600)	-13.1%
Pledged Revenue Obligations	528,000	491,800	(36,200)	100.0%
Revenue Bonds	120,000	115,800	(4,200)	100.0%
Sub-total Interest on Indebtedness	\$ 1,759,000	\$ 1,573,000	\$ (186,000)	-10.6%
Bank Fees	4,000	4,000	-	0.0%
Property Tax Contingency	30,000	30,000	-	0.0%
Total	\$ 6,928,000	\$ 6,907,000	\$ (21,000)	-0.3%

Auxiliary Profit & Loss

1. Education

2. Econ. Dev.

3. Culture

	REVENUE	OPERATING EXPENSE	FACILITIES & ADMINISTRATIVE ALLOCATION EXPENSE	TOTAL EXPENSE	NET
<u>Areas meant to be Self-Sufficient</u>					
Residence Halls and Summer Conferences	\$ 1,149,000	\$ 471,300	\$ 400,100	\$ 871,400	\$ 277,600
Debt Service - Transfer to Debt Fund	(400,800)	-	-	-	\$ (400,800)
Sub-Total - Residence Halls	748,200	471,300	400,100	871,400	(123,200)
Bookstore	210,000	-	23,800	23,800	186,200
Food Service	40,000	190,000	57,500	247,500	(207,500)
Vending	33,000	-	-	-	33,000
Edventures	198,000	208,500	10,700	219,200	(21,200)
Performing Arts Center	520,000	755,200	349,900	1,105,100	(585,100)
Regional Economic Development Center - Training	136,200	130,900	5,300	136,200	-
Family Enrichment Center	533,000	611,400	104,000	715,400	(182,400)
Winery - Tasting Room	20,000	35,000	-	35,000	(15,000)
Total "Self-Supporting"	\$ 2,438,400	\$ 2,402,300	\$ 951,300	\$ 3,353,600	\$ (915,200)
<u>Areas Supported by General Tuition & Fees</u>					
SBDC	\$ -	\$ 103,000	\$ -	\$ 103,000	\$ (103,000)
Contingency	-	100,000	-	100,000	(100,000)
Total Supported Areas	-	\$ 203,000	\$ -	\$ 203,000	\$ (203,000)
<u>Other and Miscellaneous</u>					
Yavapai College Foundation	\$ 435,000	\$ 435,000	\$ -	\$ 435,000	\$ -
Miscellaneous	231,800	70,300	-	70,300	161,500
Total Other and Miscellaneous	\$ 666,800	\$ 505,300	\$ -	\$ 505,300	\$ 161,500
UNRESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET	200,000	\$ -	\$ -	\$ -	\$ 200,000
<u>Transfer In/Out</u>					
Transfer in from General Fund to balance	\$ 756,700	\$ -	\$ -	\$ -	\$ 756,700
TOTAL	\$ 4,061,900	\$ 3,110,600	\$ 951,300	\$ 4,061,900	\$ -

FY15 Revenues Summary

	Current	Proposed	Dollar	Percentage
	Year	Budget	(\$)	(%)
	<u>2013-2014</u>	<u>2014-2015</u>	<u>Difference</u>	<u>Difference</u>
REVENUES				
Current Funds				
Current General Fund - Unrestricted				
Property Taxes - Primary	\$ 31,134,600	\$ 30,995,000	\$ (139,600)	-0.4%
Tuition & Fees	11,310,000	11,867,000	557,000	4.9%
State Appropriations	893,900	887,000	(6,900)	-0.8%
Other Sources	375,000	493,500	118,500	31.6%
Auxiliary Enterprises				
Sales and Services	2,625,000	2,839,200	214,200	8.2%
Other Sources	503,200	666,800	163,600	32.5%
Sub-Total Current Funds - Unrestricted	\$ 46,841,700	\$ 47,748,500	\$ 906,800	1.9%
Current Funds - Restricted				
Federal Grants and Contracts	\$ 13,456,000	\$ 14,224,000	\$ 768,000	5.7%
State Grants and Contracts	180,000	225,000	45,000	25.0%
Private Gifts, Grants and Contracts	350,000	520,000	170,000	48.6%
Other Sources	550,000	600,000	50,000	9.1%
Sub-Total Current Funds - Restricted	\$ 14,536,000	\$ 15,569,000	\$ 1,033,000	7.1%
TOTAL CURRENT FUNDS	\$ 61,377,700	\$ 63,317,500	\$ 1,939,800	3.2%
Plant Funds				
Unexpended Plant Fund				
Property Taxes - Primary	\$ 9,591,300	\$ 10,258,800	\$ 667,500	7.0%
State Appropriations	-	260,800	260,800	100.0%
Other Sources	10,000	38,000	28,000	280.0%
Non-recurring	5,175,000	325,000	(4,850,000)	-93.7%
Retirement of Indebtedness				
Property Taxes - Secondary	5,077,500	5,059,400	(18,100)	-0.4%
Other Sources	7,500	10,000	2,500	33.3%
TOTAL PLANT FUNDS	\$ 19,861,300	\$ 15,952,000	\$ (3,893,700)	-19.6%
GRAND TOTAL - CURRENT & PLANT FUNDS	\$ 81,239,000	\$ 79,269,500	\$ (1,953,900)	-2.4%
Unrestricted Fund Balance Applied to Budget	3,816,300	3,919,900	103,600	2.7%
TOTAL REVENUES AVAILABLE FOR EXPENDITURES	\$ 85,055,300	\$ 83,189,400	\$ (1,865,900)	-2.2%

FY 15 Expense Summary

	Current Year <u>2013-2014</u>	Proposed Budget <u>2014-2015</u>	Dollar (\$) <u>Difference</u>	Percentage (%) <u>Difference</u>
I. CURRENT GENERAL AND PLANT FUNDS				
A. EXPENDITURES				
Current Funds				
Current General Fund - Unrestricted	\$ 41,373,000	\$ 42,049,000	\$ 676,000	1.6%
Auxiliary Enterprises	3,725,700	4,061,900	336,200	9.0%
Sub-Total Current Funds - Unrestricted	\$ 45,098,700	\$ 46,110,900	\$ 1,012,200	2.2%
Current Funds - Restricted	14,586,000	15,619,000	1,033,000	7.1%
TOTAL CURRENT FUNDS	\$ 59,684,700	\$ 61,729,900	\$ 2,045,200	3.4%
Plant Funds				
Unexpended Plant Fund	\$ 18,442,600	\$ 14,552,500	\$ (3,890,100)	-21.1%
Retirement of Indebtedness	6,928,000	6,907,000	(21,000)	-0.3%
TOTAL PLANT FUNDS	\$ 25,370,600	\$ 21,459,500	\$ (3,911,100)	-15.4%
GRAND TOTAL - CURRENT & PLANT FUNDS	\$ 85,055,300	\$ 83,189,400	\$ (1,865,900)	-2.2%



Questions & Feedback

Yavapai College Preliminary Budget



FY2014–2015

Presented to the District Governing Board April 15, 2014

life explored

Career & Technical Education Center
Chino Valley Center
Prescott Campus
Prescott Valley Center
Sedona Center
Verde Valley Campus

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April 15, 2014

TO: The District Governing Board and Citizens
Yavapai County Community College District

FR: Penelope H Wills, Ph.D
President, Yavapai County Community College District

It is my pleasure to present to you the proposed Fiscal Year 2014-2015 operating and capital budget. I have submitted a balanced operating budget using current revenue projections. The capital budget will be funded using a combination of current revenues and fund reserves.

As we look to the future, we anticipate that operating budgets will be totally supported by existing revenue streams. This, of course, assumes growth in Yavapai County new construction, and continued periodic increases in tuition & fees as well as property taxes. Capital budgets will concentrate on integrating the five-year capital improvement plan (CIP) with the Yavapai College Campus Master Plan and the FY2012 Facility Condition Index report.

The budget document is submitted in accordance with the appropriate laws of the State of Arizona. The preparation of the annual budget is one of the most important tasks of the year, helping us ensure we remain a good value for students and tax payers alike. Similarly, I believe the review and adoption of the annual budget is the most important policy decision that you, as elected officials, are required to make each year.

Budget Strategy

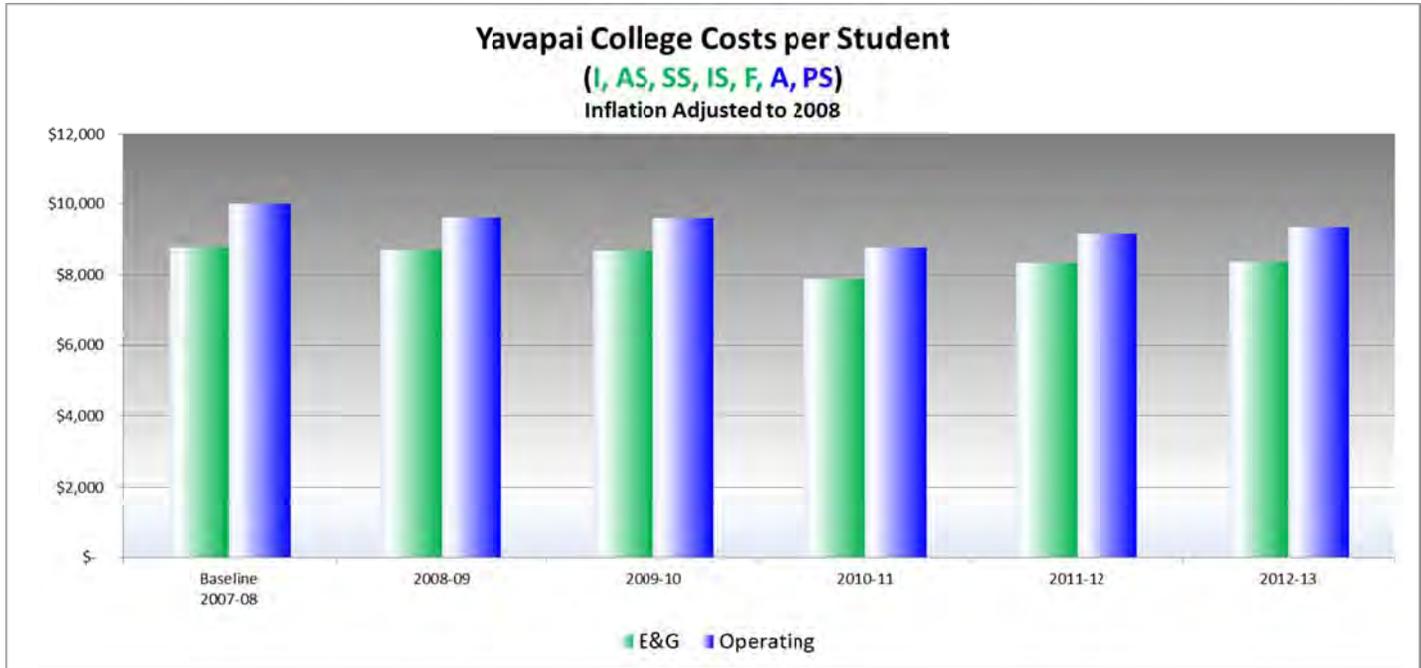
The budget is the financial means by which we pursue the District Governing Board's three End Statements: Help Students achieve their educational goals; Help communities have the leadership and educational resources to develop and sustain economic base jobs; and Provide access to a vibrant social and cultural life. Our strategy is to provide programs and services which allow us to pursue these Ends, at a "justifiable cost".

Cost-per-FTSE

Cost per FTSE is a standard measure of higher education efficiency. There are two standard common ways to calculate cost-per-FTSE: 1) dividing the Education and General (E & G) fund expenditures (Instruction, Academic Support, Student Services, Institutional Support, & Facilities) by the FTSE generated for the same fiscal year or similarly 2) dividing the Operating Expenses (E&G and Auxiliary and Public Service) expenditures by the FTSE generated for the same year. The table below illustrates a comparison of the actual inflation adjusted cost-per-FTSE for the past six years. Through focused efforts to lower costs while maintaining quality, Yavapai College has improved our inflation-adjusted E&G cost per FTSE by 4.4% and our inflation-adjusted Operating Cost per FTSE by 6.7%. These cost improvements have brought YC's costs to the national average community college cost per student.

Though we are proud of this accomplishment, we realize that our operating costs are still above our Arizona peers, for a variety of reasons which have been discussed with the Board as part of the

annual budget cycle including our academic program mix, extensive community educational programming, geography, well maintained facilities, and a variety of unique services. Nonetheless, we will continue to look for opportunities to control or reduce costs while providing the quality programs, services, and facilities our constituents have come to expect.



Budget Highlights

The FY2014-2015 total budget of \$83 million, including all funds, is \$1.9 million less than FY2013-2014. The current funds (general and auxiliary funds) increased just 2.2% over the previous year. Decreases in capital improvement (plant fund) spending created the overall decrease. The Restricted Fund increased by 7% over the previous year, primarily due to increases in Federal Grants and Contracts. The Retirement of Indebtedness Fund decreased slightly compared with the current fiscal year.

Total budgeted expenditures by Fund:

- General Fund is \$42M
- Auxiliary Fund is \$4.0M
- Restricted Fund is \$15.6M
- Plant Fund is \$14.6M
- Retirement of Indebtedness Fund is \$6.9M

General Fund Highlights:

Revenues

The District’s largest funding sources are derived from local property taxes, tuition and fees, and state appropriations.

Property Taxes: The District is limited, by statute, to increasing primary property taxes by no more than two percent over the maximum amount allowed in the previous tax year, for

existing property. In addition, the adopted rate is applied to the assessed value of new construction.

Staff is recommending that the District not pursue an increase in taxes for Fiscal Year 2014-2015. Staff is proposing to levy at the current year's levy \$40,725,900, plus new construction of \$527,900, or \$41,253,800 total. The primary tax rate is projected to increase from 1.8241 per \$100 of net assessed property value to 1.8606 per \$100 of net assessed property value due to a small decrease in net assessed property value.

Tuition and Fees: The Board approved increases of 3.2 percent for base tuition, per student credit hour, along with various increases in differentiated tuition for destination or high-cost programs. These changes keep Yavapai College's base annual Tuition and Fees at \$2,160 (for 30 credits for base tuition), below the Arizona community college average, and roughly one-fourth of the Arizona four-year university average. Tuition is purposefully set low to try to keep YC coursework affordable and accessible.

State Aid: For FY2014-2015, Yavapai College expects to receive \$6,900 less than FY2013-2014 in operating aid. However, YC expects approximately \$50,000 in Prop 301 money which is to be used for programs that support workforce development, and \$260,000 of new STEM funding from the state. Together, these three components of State Aid comprise almost 2% of the total YC budget.

Expenses

- Based largely on the results of a recent Compensation Study from Sibson-Segal, YC plans to give a raise which ensures we provide market competitive compensation. This is in compliance with Executive Limitation 2.2. The majority of these raises will be funded through internal cost savings.
- Benefit expenses increase to accommodate changes in health and retirement.
- Utilities budget reflects price increases.
- Merit Scholarships increased to offset Tuition price increases referenced above.
- Additional budget to support Economic Development.
- New budget to support those academic areas which are growing, in particular CTE.
- All other expenses were adjusted based on the best known information at this time.

Auxiliary Fund Highlights

Programs and services in the Auxiliary Fund are those which, generally speaking, are meant to be sold to students and YC employees. Most of these are expected to generate enough revenues to cover their costs. Those programs and services which do not break even are critically evaluated on an annual basis to ensure they remain mission-critical to Yavapai College.

There are notable changes in this budget to reflect a) the addition of debt to cover the residence hall renovations, b) the increase in food service subsidy as we move from 340 to 220 beds, c) additional PAC subsidy in part due to programming in the Verde Valley.

For FY2014-2015, we have added two new auxiliaries. The Regional Economic Development Center – Training arm, and in the Verde Valley, the Winery - Tasting Room.

Plant Fund Highlights

Five-year Capital Improvement Plan

In 2011, YC had completed most of the 2000 Campus Master Plan and identified the need to create a new Campus Master Plan. In 2012, the College embarked in a public request for proposal, which led to our new Campus Master Plan from the Smith Group JJR. The CMP will ensure that the College has the facilities needed to make YC programming and services accessible and efficient. The process has included input from the community, College faculty, staff and students. The concepts in the CMP were approved by the Board this year, but are subject to change as we continue to seek more information from the communities we serve.

The YC Capital budget includes a variety of components including the district-wide, five-year Capital Improvement Plan (CIP). The purpose of establishing a CIP is to identify major capital needed to align facilities with the Campus Master Plan and to allow the District to address the changing needs of the community. The CIP is presented in detail within this document.

Planned Maintenance

The District's strategic initiatives prescribe the implementation of a district-wide, five-year comprehensive program for the maintenance of all district facilities, grounds and infrastructure. The purpose of the plan is to schedule regular ongoing preventative maintenance to maximize the useful life of all buildings (including infrastructure) and grounds owned by the District. The five-year Planned Maintenance Budget is based upon the Facilities Condition Index report, and is detailed within this document and the maintenance projects for the current fiscal year are budgeted within the District's Unexpended Plant Fund.

Five-year Equipment Replacement Plan

Critical equipment is defined as equipment with a cost of \$1,000 or more per unit and a useful life of greater than one-year, essential to the day-to-day operations of existing programs or service areas within the District. The program is a multi-year (five-year) plan that projects spending for anticipated replacement of existing or new equipment within the same level of service currently provided. The five-year equipment replacement plan is detailed within this document and the equipment expenditures planned for the current fiscal year are budgeted within the District's Unexpended Plant Fund.

Long Range Financial Planning

Long-range financial forecasting plays an integral part in the budget development. Revenue and expenditure projection assumptions were prepared for a five-year period. Revenue projections were based on Primary Property Taxes trends, projections in enrollment growth (FTSE), and current economic trends. Expenditure estimates included projections by fund to allow for increases in commodities and contracted services (maintenance agreements), salaries and fringe benefits, bonded and lease-purchase debt payments and allowing for new initiatives to meet the District's strategic initiatives.

The results of the five-year estimate of revenues and expenditures demonstrate the ability of the District to continue operations at our current level plus allow for the limited funding of new initiatives into the future. The projected future surplus in revenues will enable the District to fund a comprehensive five-year capital improvement plan (CIP), a Deferred Maintenance Plan, and an Equipment Replacement Plan – all of which safeguard the capital investments made by our community.

These projections are based on the best known information at this time and may change through legislative actions. Revisions to long-range projections are to be made annually with the preparation of each fiscal year's budget. The Long Range Financial Planning results are presented in detail within this document.

Expenditure Limitation

Critical to the District's financial stability is the ability to remain in compliance with the State's imposed expenditure limitation (spending cap). On June 3, 1980, Arizona voters approved a State constitutional change prescribing an expenditure limitation for each county, city, town, and community college district throughout the State. The purpose of the constitutional change was to control expenditures by limiting future increases in spending to be adjusted for inflation/deflation and increases in population (FTSE). Fiscal year 1979-1980 was established as the base year for calculation purposes. Penalties were established assessing a dollar-per-dollar reduction in state-aid, up to a maximum of 33% of state-aid, for exceeding the imposed spending limitation. Special provisions were included to allow community colleges to accumulate "credits" for under-spending and allow districts to establish a voter-approved modified expenditure limitation.

The expenditures presented in the above five-year long range financial assumptions are compared to the estimated exclusions allowed by State law. The estimated spending limit for each year is based on an increase of 2% in enrollment (FTSE) and a 3% annual increase in the Gross Domestic Product (GDP) implicit price deflator. The analysis illustrates a positive expenditure limitation position for FY2014-2015 through FY2018-2019. During positive years, the District has the opportunity to replenish its "credits" to be utilized in subsequent fiscal years as necessary. The Long Range Expenditure Limitation projections are presented in detail within this document.

The College's cost control efforts, along with a sustainable FTSE growth rate, have provided relief from the pressures of the State's imposed expenditure limitation. The District has accumulated \$19.8 million in discretionary "credits" from the State during the past ten years. The base operating budget for FY2014-2015 is within the College's estimated spending limit. The preparation of this budget document is attributed to the countless hours of the Business Office, Budget Managers, Deans, Vice Presidents and the President's Leadership Team. Thanks to their efforts, Yavapai College continues to be in a fiscally sound position.

I would like to express my appreciation to all those who assisted and contributed to the preparation of this budget. We all strive to be good fiscal stewards on behalf of the citizens of Yavapai County.

Respectfully submitted,

Penelope H Wills, Ph.D
President

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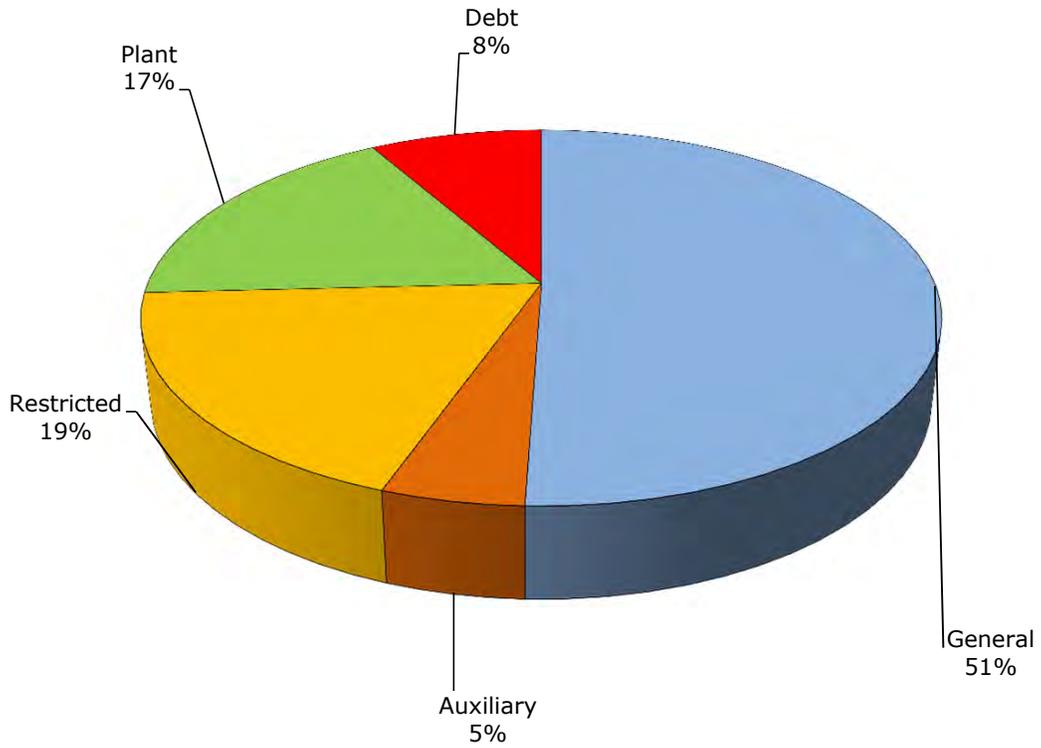
YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT GOVERNING BOARD

Mr. Raymond Sigafoos	Chair, District 1
Mr. Herald Harrington	Board Spokesperson, District 2
Mr. Albert Filardo	Member, District 3
Dr. Patricia McCarver	Board Secretary, District 4
Dr. Dale Fitzner	Member, District 5

YAVAPAI COLLEGE ADMINISTRATION

Dr. Penelope H. Wills	President
Dr. Stuart Blacklaw	VP of Instruction and Student Services
Dr. Clint Ewell	VP of Finance & Administrative Services
Mr. Steve Walker	VP of College Advancement and the Executive Director of the Foundation

**Yavapai College
EXPENDITURES - ALL FUNDS
FY2014-2015**



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015
SUMMARY OF BUDGET DATA**

	Current Year <u>2013-2014</u>	Proposed Budget <u>2014-2015</u>	Dollar (\$) <u>Difference</u>	Percentage (%) <u>Difference</u>
I. CURRENT GENERAL AND PLANT FUNDS				
A. EXPENDITURES				
Current Funds				
Current General Fund - Unrestricted	\$ 41,373,000	\$ 42,049,000	\$ 676,000	1.6%
Auxiliary Enterprises	3,725,700	4,061,900	336,200	9.0%
Sub-Total Current Funds - Unrestricted	\$ 45,098,700	\$ 46,110,900	\$ 1,012,200	2.2%
Current Funds - Restricted	14,586,000	15,619,000	1,033,000	7.1%
TOTAL CURRENT FUNDS	\$ 59,684,700	\$ 61,729,900	\$ 2,045,200	3.4%
Plant Funds				
Unexpended Plant Fund	\$ 18,442,600	\$ 14,552,500	\$ (3,890,100)	-21.1%
Retirement of Indebtedness	6,928,000	6,907,000	(21,000)	-0.3%
TOTAL PLANT FUNDS	\$ 25,370,600	\$ 21,459,500	\$ (3,911,100)	-15.4%
GRAND TOTAL - CURRENT & PLANT FUNDS	\$ 85,055,300	\$ 83,189,400	\$ (1,865,900)	-2.2%

B. EXPENDITURE PER FTSE:

FTSE	4,000	4,050	50	1.3%
Current General Fund	\$ 10,343	\$ 10,382	\$ 39	0.4%
Unexpended Plant Fund	\$ 4,611	\$ 3,593	\$ (1,017)	-22.1%

II. EXPENDITURE LIMITATION PURSUANT TO A.R.S.41-563	FISCAL YEAR 2013-2014	\$ 43,747,725
	FISCAL YEAR 2014-2015	\$ 42,036,867

III. AMOUNT RECEIVED FROM PRIMARY PROPERTY TAXES IN FISCAL YEAR 2013-2014 IN EXCESS OF THE MAXIMUM ALLOWABLE AMOUNT AS CALCULATED PURSUANT TO A.R.S. 42-301. -

IV. MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY PURSUANT TO A.R.S. 42-301. \$ 43,250,143

V. SUMMARY OF PRIMARY AND SECONDARY PROPERTY TAX LEVIES AND RATES:

	Current Year <u>2013-2014</u>	Proposed Budget <u>2014-2015</u>	Dollar (\$) <u>Difference</u>	Percentage (%) <u>Difference</u>
A. Amount Levied				
Primary Tax Levy	\$ 40,725,900	\$ 41,253,800	\$ 527,900	1.3%
Secondary Tax Levy	5,077,500	5,059,400	(18,100)	-0.4%
TOTAL PROPERTY TAX LEVY	\$ 45,803,400	\$ 46,313,200	\$ 509,800	1.1%
B. Rates Per \$100 Net Assessed Valuation:				
Primary Tax Rate	\$ 1.8241	\$ 1.8606	\$ 0.0364	2.0%
Secondary Tax Rate	0.2227	0.2231	0.0004	0.2%
TOTAL PROPERTY TAX RATE	\$ 2.0468	\$ 2.0837	\$ 0.0368	1.8%

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015
SUMMARY OF REVENUE DATA**

	Current Year <u>2013-2014</u>	Proposed Budget <u>2014-2015</u>	Dollar (\$) <u>Difference</u>	Percentage (%) <u>Difference</u>
<u>REVENUES</u>				
Current Funds				
Current General Fund - Unrestricted				
Property Taxes - Primary	\$ 31,134,600	\$ 30,995,000	\$ (139,600)	-0.4%
Tuition & Fees	11,310,000	11,867,000	557,000	4.9%
State Appropriations	893,900	887,000	(6,900)	-0.8%
Other Sources	375,000	493,500	118,500	31.6%
Auxiliary Enterprises				
Sales and Services	2,625,000	2,839,200	214,200	8.2%
Other Sources	503,200	666,800	163,600	32.5%
Sub-Total Current Funds - Unrestricted	\$ 46,841,700	\$ 47,748,500	\$ 906,800	1.9%
Current Funds - Restricted				
Federal Grants and Contracts	\$ 13,456,000	\$ 14,224,000	\$ 768,000	5.7%
State Grants and Contracts	180,000	225,000	45,000	25.0%
Private Gifts, Grants and Contracts	350,000	520,000	170,000	48.6%
Other Sources	550,000	600,000	50,000	9.1%
Sub-Total Current Funds - Restricted	\$ 14,536,000	\$ 15,569,000	\$ 1,033,000	7.1%
TOTAL CURRENT FUNDS	\$ 61,377,700	\$ 63,317,500	\$ 1,939,800	3.2%
Plant Funds				
Unexpended Plant Fund				
Property Taxes - Primary	\$ 9,591,300	\$ 10,258,800	\$ 667,500	7.0%
State Appropriations	-	260,800	260,800	100.0%
Other Sources	10,000	38,000	28,000	280.0%
Non-recurring	5,175,000	325,000	(4,850,000)	-93.7%
Retirement of Indebtedness				
Property Taxes - Secondary	5,077,500	5,059,400	(18,100)	-0.4%
Other Sources	7,500	10,000	2,500	33.3%
TOTAL PLANT FUNDS	\$ 19,861,300	\$ 15,952,000	\$ (3,893,700)	-19.6%
GRAND TOTAL - CURRENT & PLANT FUNDS	\$ 81,239,000	\$ 79,269,500	\$ (1,953,900)	-2.4%
Unrestricted Fund Balance Applied to Budget	3,816,300	3,919,900	103,600	2.7%
TOTAL REVENUES AVAILABLE FOR EXPENDITURES	\$ 85,055,300	\$ 83,189,400	\$ (1,865,900)	-2.2%

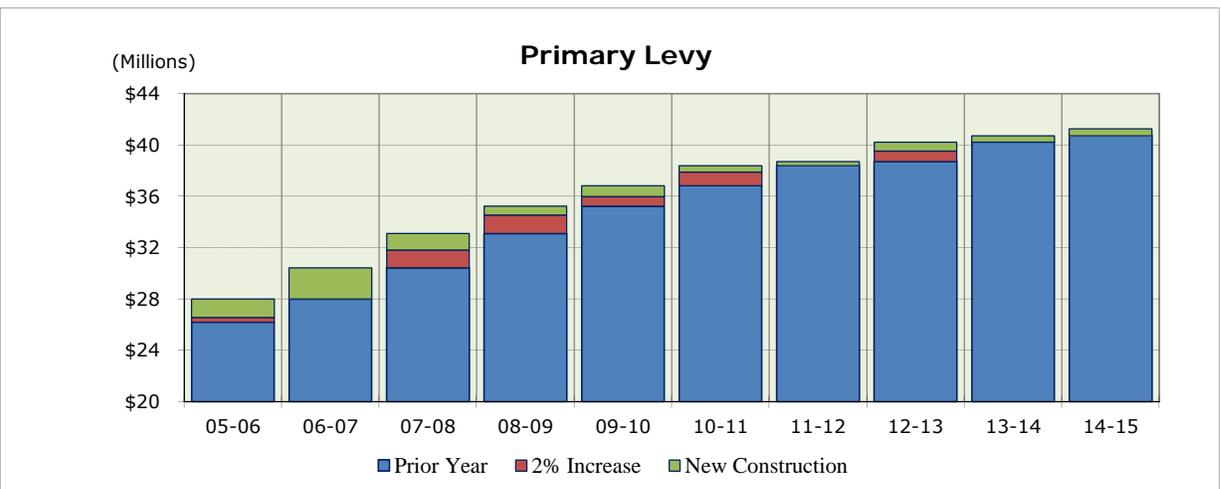
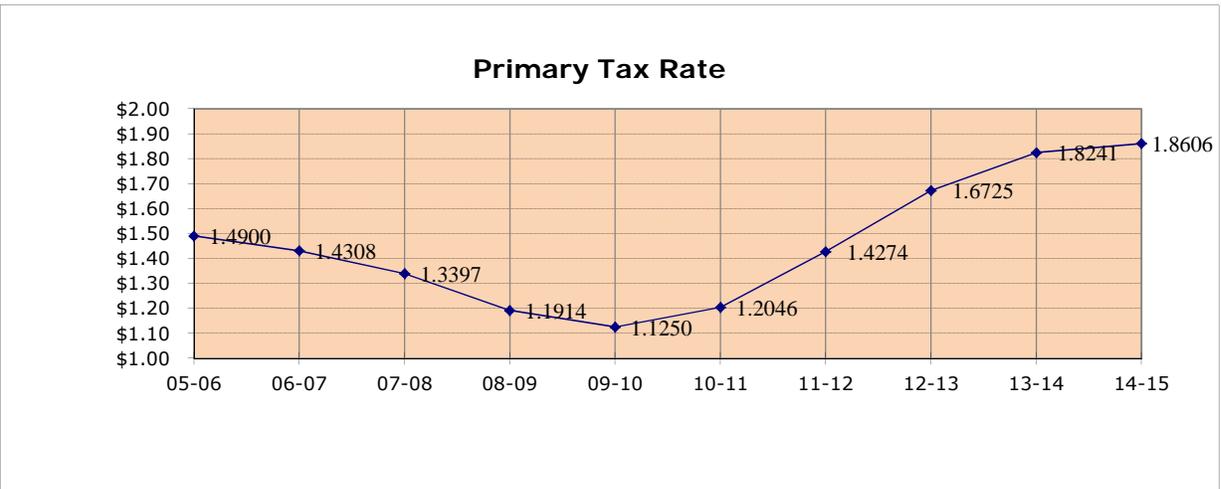
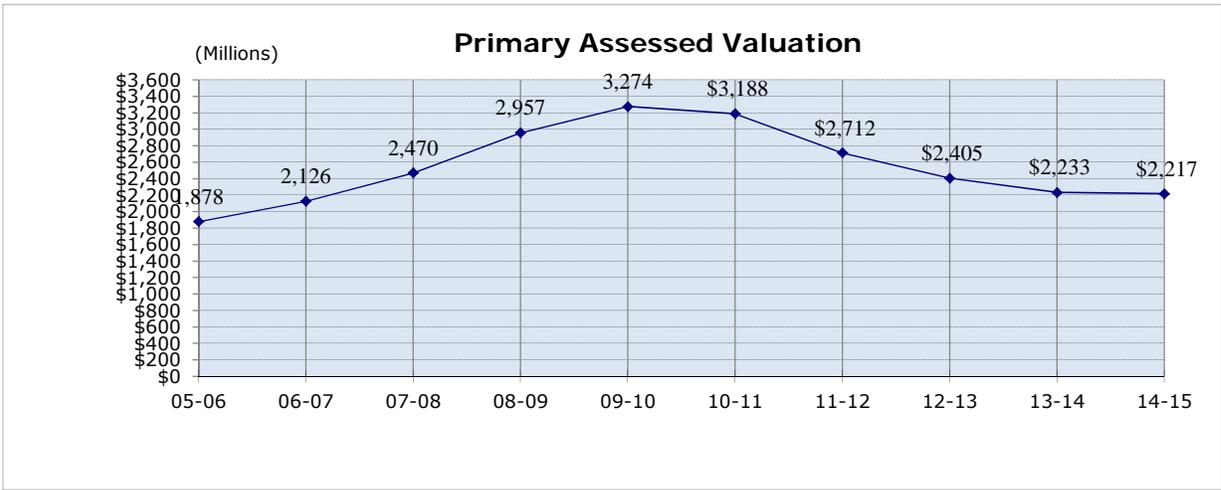
**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015**

DISTRICT LEVY ASSUMPTION

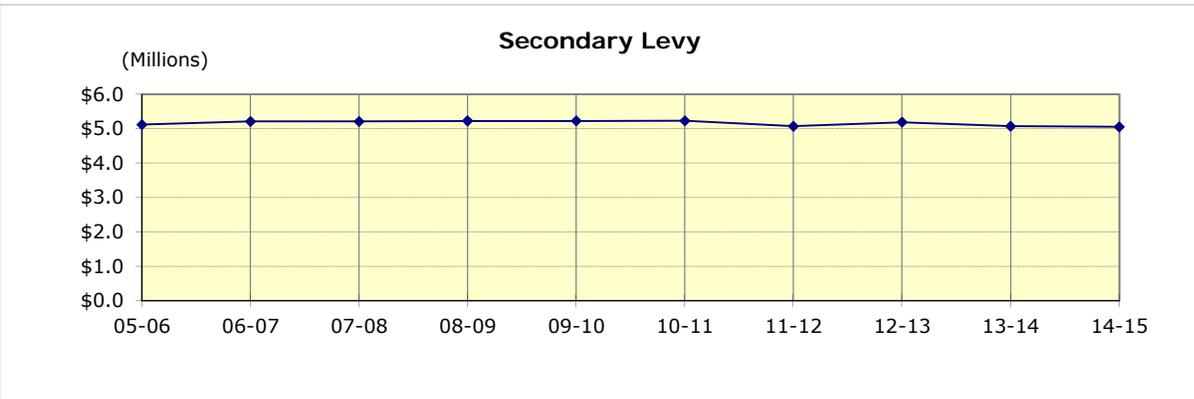
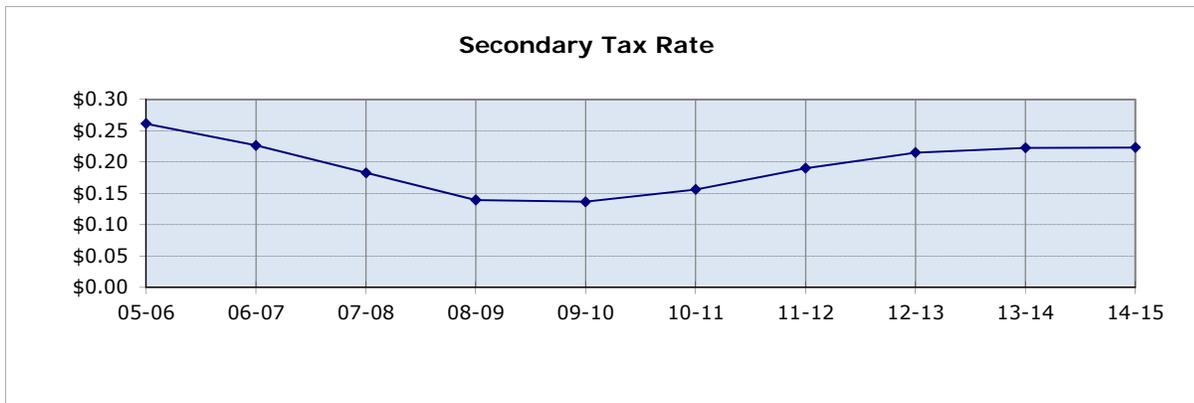
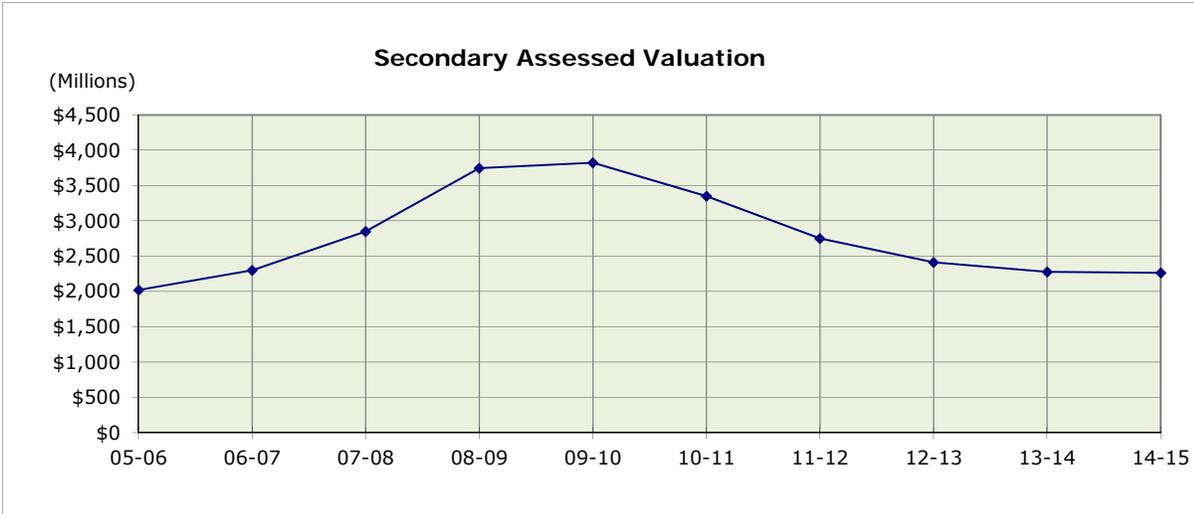
- | | |
|---|------------------|
| 1. 2014-2015 MAXIMUM ALLOWABLE PRIMARY PROPERTY TAX LEVY PURSUANT TO A.R.S. 42-301: | \$ 43,250,143 |
| 2. 2014-2015 PRIMARY PROPERTY TAX LEVY REQUIRED FOR BUDGET IS: | \$ 41,253,800 |
| 3. 2014-2015 PRIMARY ASSESSED VALUATION IS ESTIMATED TO BE: | \$ 2,217,272,811 |
| 4. 2014-2015 SECONDARY ASSESSED VALUATION IS ESTIMATED TO BE: | \$ 2,267,389,484 |
| 5. PROPOSED BUDGET LEVY QUALIFICATION: | |

YAVAPAI COLLEGE IS IN COMPLIANCE WITH PRIMARY TAX LEVY LIMITATIONS FOR FY2014-2015 BASED UPON 2014 ASSESSED VALUE ESTIMATES AND ALL APPLICABLE PROVISIONS OF ARS 42-301.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
PRIMARY PROPERTY TAX ASSESSED VALUES, TAX RATES and LEVIES
PAST TEN FISCAL YEARS**



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
SECONDARY PROPERTY TAX ASSESSED VALUES, TAX RATES and LEVIES
PAST TEN FISCAL YEARS**

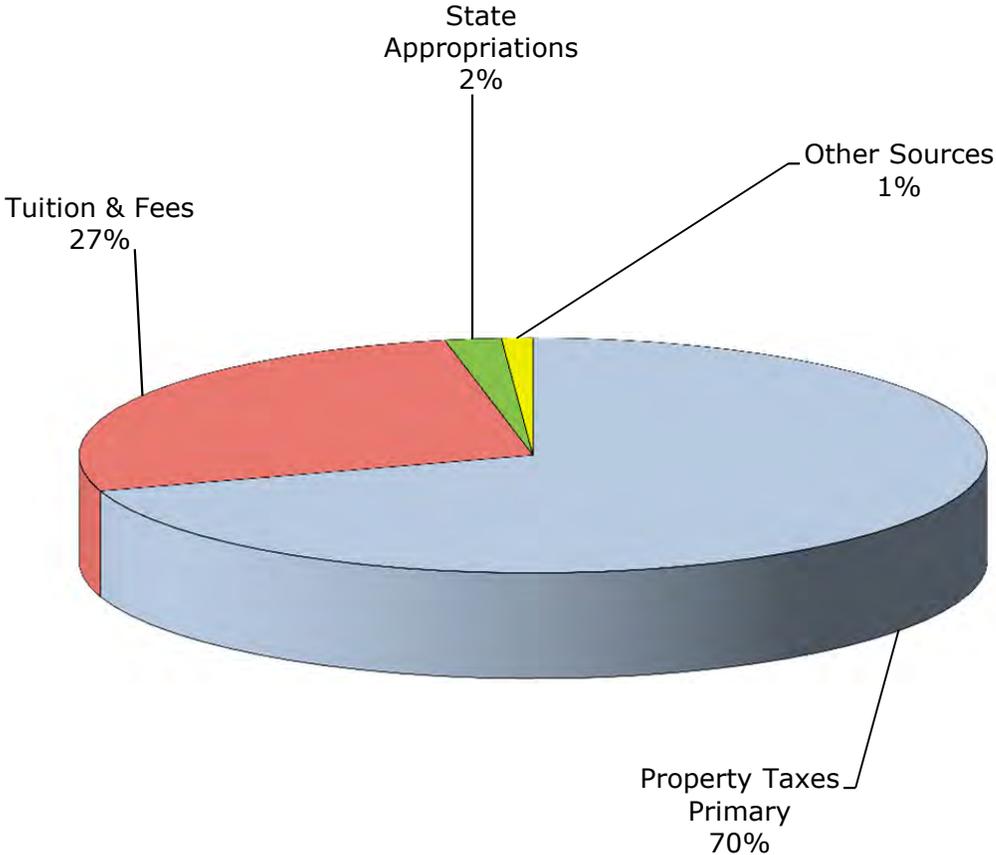


**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015
PAST TEN FISCAL YEARS**

ASSESSED VALUATION, TAX RATE AND LEVY HISTORY

<u>Year</u>	<u>Primary Assessed Valuation</u>	<u>Tax Rate</u>	<u>Tax Levy</u>	<u>Secondary Assessed Valuation</u>	<u>Tax Rate</u>	<u>Tax Levy</u>
05-06	1,877,847,425	1.4900	27,980,856	2,020,575,209	0.2612	5,282,090
06-07	2,125,710,207	1.4308	30,414,662	2,302,712,940	0.2265	5,214,983
07-08	2,470,265,871	1.3397	33,094,152	2,853,059,731	0.1828	5,214,651
08-09	2,956,557,356	1.1915	35,225,387	3,748,593,832	0.1394	5,227,884
09-10	3,274,078,347	1.1250	36,833,381	3,824,935,514	0.1367	5,228,333
10-11	3,187,577,677	1.2046	38,397,561	3,350,111,921	0.1563	5,235,677
11-12	2,712,177,881	1.4274	38,714,700	2,753,690,772	0.1901	5,077,500
12-13	2,405,473,723	1.6725	40,231,600	2,414,825,073	0.2150	5,192,500
13-14	2,232,629,599	1.8241	40,725,900	2,279,676,521	0.2227	5,077,500
14-15	2,217,272,811	1.8606	41,253,800	2,267,389,484	0.2231	5,059,400

Yavapai College GENERAL FUND REVENUE FY2014-2015



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015**

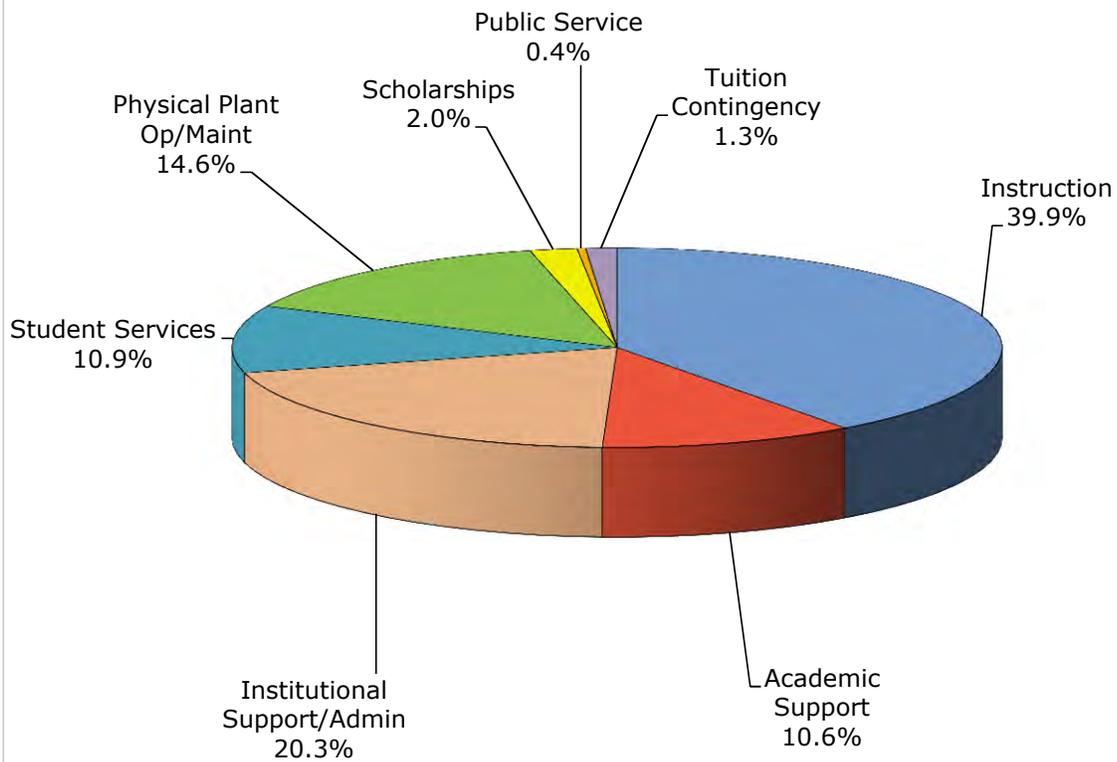
CURRENT FUNDS - UNRESTRICTED FUND BALANCE

	<u>Amount</u>
Unrestricted Current Funds Fund Balance as of July 1, 2013	\$ 10,336,000
Add: Estimated Revenues - FY2013-2014	\$ 44,700,000
Less: Estimated Expenses - FY2013-2014	(43,540,000)
Less: Transfer to Plant Fund - Capital Projects Accumulation Fund - FY2013-2014	(1,997,900)
Estimated Increase (Decrease) in Fund Balance FY2013-2014	<u>(837,900)</u>
Estimated Current Funds - Fund Balance June 30, 2014	9,498,100
Less: Governing Board Designated Amount for Financial Stability Policy	<u>(4,470,100)</u>
Estimated Fund Balance in Excess of Required Reserves as of June 30, 2014	5,028,000
Less: Transfer to Plant Fund - Capital Projects Accumulation Fund - FY2014 - 2015	(3,328,000)
Less: Auxiliary Fund - Amount Applied to Budget	(200,000)
Estimated Increase (Decrease) in Current Funds Unrestricted Fund Balance	<u>(3,528,000)</u>
Estimated Current Funds - Unrestricted Fund Balance Available to Provide Cash Flow for Operations at June 30, 2014	<u>\$ 1,500,000</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
FY2014-2015 BUDGET
CURRENT GENERAL FUND - REVENUES AND OTHER ADDITIONS**

REVENUES	2013-2014 BUDGET	2014-2015 BUDGET	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
PROPERTY TAXES - PRIMARY	\$ 31,134,600	\$ 30,995,000	\$ (139,600)	-0.4%
STATE APPROPRIATIONS				
Maintenance Support	\$ 893,900	\$ 887,000	\$ (6,900)	-0.8%
Sub-total State Appropriations	\$ 893,900	\$ 887,000	\$ (6,900)	-0.8%
TUITION & STUDENT FEES				
General Tuition	\$ 10,255,000	\$ 10,592,000	\$ 337,000	3.3%
Out-of-District Tuition	40,000	50,000	10,000	25.0%
Tuition - Noncredit	160,000	225,000	65,000	40.6%
Out-of-State Tuition	600,000	710,000	110,000	18.3%
Student Fees	5,000	40,000	35,000	700.0%
Tuition and Fee Remissions/Waivers	250,000	250,000	-	0.0%
Sub-Total Tuition & Student Fees	\$ 11,310,000	\$ 11,867,000	\$ 557,000	4.9%
OTHER SOURCES				
Investment Income	\$ 25,000	\$ 35,000	\$ 10,000	40.0%
Other	350,000	458,500	108,500	31.0%
Sub-Total Other Sources	\$ 375,000	\$ 493,500	\$ 118,500	31.6%
Gross Revenues	\$ 43,713,500	\$ 44,242,500	\$ 529,000	1.2%
Unrestricted Fund Balance Applied to Budget	\$ 1,997,900	\$ 3,328,000	\$ 1,330,100	66.6%
TRANSFERS IN/OUT				
Transfers to Auxiliary Fund	(657,500)	(756,700)	(99,200)	15.1%
Transfers to Retirement of Indebtedness Plant Fund	(1,683,000)	(1,436,800)	246,200	100.0%
Transfer from GF Fund Balance to Plant Fund - Capital Projects Accumulation Account	(1,997,900)	(3,328,000)	(1,330,100)	66.6%
TOTAL REVENUES AVAILABLE FOR EXPENDITURES	\$ 41,373,000	\$ 42,049,000	\$ 676,000	1.6%

Yavapai College GENERAL FUND EXPENDITURES FY2014-2015



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
FY2014-2015
CURRENT GENERAL FUND
EXPENDITURES AND OTHER DEDUCTIONS**

EXPENDITURES	2013-2014 BUDGET	2014-2015 BUDGET	DOLLAR (\$) DIFFERENCE	PERCENTAGE (%) DIFFERENCE
<u>Current General Fund</u>				
Instruction	\$ 16,535,000	\$ 16,796,000	\$ 261,000	1.6%
Academic Support	4,478,000	4,486,000	8,000	0.2%
Institutional Support/Administration	8,589,000	8,530,000	(59,000)	-0.7%
Student Services	4,441,000	4,582,000	141,000	3.2%
Physical Plant Operations/Maintenance	5,885,000	6,122,000	237,000	4.0%
Scholarships	776,000	833,000	57,000	7.3%
Public Service	119,000	150,000	31,000	26.1%
Tuition Contingency	550,000	550,000	-	0.0%
TOTAL CURRENT GENERAL FUND BUDGET	<u>\$ 41,373,000</u>	<u>\$ 42,049,000</u>	<u>\$ 676,000</u>	1.6%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015
CURRENT AUXILIARY ENTERPRISES FUND
REVENUES AND OTHER ADDITIONS**

	<u>Budget</u>		<u>Increase/(Decrease)</u>	
	<u>2013-2014</u>	<u>2014-2015</u>	<u>Current vs. Proposed</u>	<u>Amount</u>
			<u>Amount</u>	<u>%</u>
<u>Revenues & Other Additions By Source</u>				
<u>SALES/SERVICES/AUXILIARY ENTERPRISES</u>				
Residence Halls and Summer Conferences	\$ 979,000	\$ 1,149,000	\$ 170,000	17.4%
Bookstore Rental and Commissions	210,000	210,000	-	0.0%
Food Services Sales	40,000	40,000	-	0.0%
Vending	30,000	33,000	3,000	10.0%
Edventures	180,000	198,000	18,000	10.0%
Performing Arts Center	678,000	520,000	(158,000)	-23.3%
Regional Economic Development Center - Training	-	136,200	136,200	100.0%
Family Enrichment Center	508,000	533,000	25,000	4.9%
Winery - Tasting Room	-	20,000	20,000	100.0%
Subtotal	<u>\$ 2,625,000</u>	<u>\$ 2,839,200</u>	<u>\$ 214,200</u>	<u>8.2%</u>
<u>OTHER REVENUES</u>				
Yavapai College Foundation	\$ 308,000	\$ 435,000	\$ 127,000	41.2%
Other	195,200	231,800	36,600	18.8%
Subtotal	<u>\$ 503,200</u>	<u>\$ 666,800</u>	<u>\$ 163,600</u>	<u>32.5%</u>
Total Revenues & Other Additions	\$ 3,128,200	\$ 3,506,000	\$ 377,800	12.1%
UNRESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET	100,000	200,000	100,000	100.0%
TRANSFERS IN/OUT				
Transfer from General Fund	\$ 657,500	\$ 756,700	\$ 99,200	15.1%
Transfer to Retirement of Indebtedness Plant Fund - Revenue Bond P & I	(160,000)	(400,800)	(240,800)	100.0%
TOTAL AVAILABLE FOR EXPENDITURES	<u>\$ 3,725,700</u>	<u>\$ 4,061,900</u>	<u>\$ 336,200</u>	<u>9.0%</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015**

CURRENT AUXILIARY FUND - REVENUES AND EXPENDITURES

	REVENUE	OPERATING EXPENSE	FACILITIES & ADMINISTRATIVE ALLOCATION EXPENSE	TOTAL EXPENSE	NET
Areas meant to be Self-Sufficient					
Residence Halls and Summer Conferences	\$ 1,149,000	\$ 471,300	\$ 400,100	\$ 871,400	\$ 277,600
Debt Service - Transfer to Debt Fund	(400,800)	-	-	-	(400,800)
Sub-Total - Residence Halls	748,200	471,300	400,100	871,400	(123,200)
Bookstore	210,000	-	23,800	23,800	186,200
Food Service	40,000	190,000	57,500	247,500	(207,500)
Vending	33,000	-	-	-	33,000
Edventures	198,000	208,500	10,700	219,200	(21,200)
Performing Arts Center	520,000	755,200	349,900	1,105,100	(585,100)
Regional Economic Development Center - Training	136,200	130,900	5,300	136,200	-
Family Enrichment Center	533,000	611,400	104,000	715,400	(182,400)
Winery - Tasting Room	20,000	35,000	-	35,000	(15,000)
Total "Self-Supporting"	\$ 2,438,400	\$ 2,402,300	\$ 951,300	\$ 3,353,600	\$ (915,200)
Areas Supported by General Tuition & Fees					
SBDC	\$ -	\$ 103,000	\$ -	\$ 103,000	\$ (103,000)
Contingency	-	100,000	-	100,000	(100,000)
Total Supported Areas	\$ -	\$ 203,000	\$ -	\$ 203,000	\$ (203,000)
Other and Miscellaneous					
Yavapai College Foundation	\$ 435,000	\$ 435,000	\$ -	\$ 435,000	\$ -
Miscellaneous	231,800	70,300	-	70,300	161,500
Total Other and Miscellaneous	\$ 666,800	\$ 505,300	\$ -	\$ 505,300	\$ 161,500
UNRESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET	200,000	\$ -	\$ -	\$ -	\$ 200,000
Transfer In/Out					
Transfer in from General Fund to balance	\$ 756,700	\$ -	\$ -	\$ -	\$ 756,700
TOTAL	\$ 4,061,900	\$ 3,110,600	\$ 951,300	\$ 4,061,900	\$ -

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015**

CURRENT RESTRICTED FUND - REVENUES AND OTHER ADDITIONS

	<u>Budget 2013-2014</u>	<u>Budget 2014-2015</u>	<u>Increase/(Decrease) Current vs. Proposed Amount</u>	<u>%</u>
<u>Revenues and Other Additions by Source</u>				
GIFTS, GRANTS, AND CONTRACTS				
Federal Grants and Contracts				
U.S. DOE - TRIO Student Cluster	\$ 889,000	\$ 995,000	\$ 106,000	11.9%
U.S. DOE - Adult Education	264,000	182,000	(82,000)	-31.1%
U.S. DOE - Financial Aid Cluster	10,900,000	11,570,000	670,000	6.1%
U.S. DOE - Vocational Education	160,000	167,000	7,000	4.4%
U.S. DOL - Trade Adjustment/Career Training	828,000	900,000	72,000	8.7%
U.S. Small Business Administration	121,000	140,000	19,000	15.7%
Other	294,000	270,000	(24,000)	-8.2%
Subtotal	\$ 13,456,000	\$ 14,224,000	\$ 768,000	
State Grants and Contracts				
AZ DOE - Adult Education	\$ -	\$ 95,500	\$ 95,500	100.0%
AZ DES - First Things First	47,500	47,500	-	0.0%
Other	132,500	82,000	(50,500)	-38.1%
Subtotal	\$ 180,000	\$ 225,000	\$ 45,000	
Private Gifts, Grants and Contracts				
Bernard Osher Foundation	\$ 94,000	\$ 100,000	\$ 6,000	6.4%
Yavapai College Foundation	165,000	185,000	20,000	12.1%
Freeport-McMoRan	75,000	95,000	20,000	26.7%
Other	16,000	140,000	124,000	775.0%
Subtotal	\$ 350,000	\$ 520,000	\$ 170,000	48.6%
OTHER REVENUES AND ADDITIONS				
Prop. 301 Sales Tax Revenues	550,000	600,000	50,000	9.1%
Subtotal	550,000	600,000	50,000	9.1%
Total Revenues & Other Additions	\$ 14,536,000	\$ 15,569,000	\$ 1,033,000	7.1%
RESTRICTED FUND BALANCE AT JULY 1 APPLIED TO BUDGET				
	50,000	50,000	-	0.0%
TOTAL AVAILABLE FOR EXPENDITURES	\$ 14,586,000	\$ 15,619,000	\$ 1,033,000	7.1%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015**

CURRENT RESTRICTED FUND - EXPENDITURES AND OTHER DEDUCTIONS

	<u>Budget</u> <u>2013-2014</u>	<u>Budget</u> <u>2014-2015</u>	<u>Increase/(Decrease)</u> <u>Current vs. Proposed</u>	
			<u>Amount</u>	<u>%</u>
CURRENT RESTRICTED FUND (Note 1)				
Instruction	\$ 2,612,000	\$ 2,492,000	\$ (120,000)	-4.6%
Academic Support	-	4,000	4,000	100.0%
Student Services	1,100,000	1,198,000	98,000	8.9%
Scholarships	10,753,000	11,785,000	1,032,000	9.6%
Public Service	121,000	140,000	19,000	15.7%
	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL EXPENDITURES AND OTHER DEDUCTIONS OF CURRENT RESTRICTED FUND	<u>\$ 14,586,000</u>	<u>\$ 15,619,000</u>	<u>\$ 1,033,000</u>	<u>7.1%</u>

Note 1: Restricted Fund expended only to the extent that Grants and Gifts are received.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015**

UNEXPENDED PLANT FUND - FUND BALANCE

		<u>Amount</u>
Fund Balance as of July 1, 2013	\$	12,347,000
Add: Estimated Revenues - FY2013-2014	\$	10,170,100
Less: Estimated Expenses - FY2013-2014		(16,412,000)
Add: Transfer from General Fund - Capital Projects Accumulation Account - FY2013-2014		1,997,900
Estimated Increase (Decrease) in Fund Balance FY2013-2014		<u>(4,244,000)</u>
Estimated Fund Balance as of June 30, 2014	\$	8,103,000
Estimated Balance in Capital Accumulation Account		2,200,000
Fund Balance Reserved for Capital Projects		<u>2,200,000</u>
Estimated Fund Balance Available/Reserves as of June 30, 2014	\$	<u><u>5,903,000</u></u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015**

UNEXPENDED PLANT FUND - REVENUES AND OTHER ADDITIONS

	<u>Budget 2013-2014</u>	<u>Budget 2014-2015</u>	<u>Increase/(Decrease) Current vs. Proposed</u>	
			<u>Amount</u>	<u>%</u>
<u>Revenues and Other Additions By Source</u>				
<u>Recurring</u>				
Primary Levy - Capital	\$ 9,591,300	\$ 10,258,800	\$ 667,500	7.0%
State Appropriation - STEM Workforce Capital	-	260,800	260,800	100.0%
Investment Income	10,000	18,000	8,000	80.0%
Other	-	20,000	20,000	100.0%
<u>Non-Recurring</u>				
Revenue Bond Proceeds	4,300,000	-	(4,300,000)	100.0%
Yavapai College Foundation Donation	875,000	325,000	(550,000)	100.0%
Total Revenues	\$ 14,776,300	\$ 10,882,600	\$ (3,893,700)	-26.4%
Fund Balance Applied to Budget	\$ 1,668,400	\$ 341,900	\$ (1,326,500)	-79.5%
<u>TRANSFERS IN/OUT</u>				
Transfer in from General Fund - Capital Projects Accumulation Account	1,997,900	3,328,000	1,330,100	66.6%
AMOUNT AVAILABLE FOR EXPENDITURES				
- UNEXPENDED PLANT FUND	\$ 18,442,600	\$ 14,552,500	\$ (3,890,100)	-21.1%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015**

UNEXPENDED PLANT FUND - EXPENDITURES AND OTHER DEDUCTIONS

	<u>Budget</u>		<u>Increase/(Decrease)</u>	
	<u>2013-2014</u>	<u>2014-2015</u>	<u>Current vs. Proposed</u>	<u>%</u>
UNEXPENDED PLANT FUND				
Buildings/Infrastructure				
Preventative Maintenance	\$ 4,246,000	\$ 3,020,000	\$ (1,226,000)	-28.9%
Unplanned Maintenance	500,000	500,000	-	0.0%
Capital Improvement Projects (CIP)	10,045,000	7,584,800	(2,460,200)	-24.5%
Equipment				
Equipment	2,473,000	2,309,400	(163,600)	-6.6%
Furniture and Fixtures	250,000	250,000	-	0.0%
Capital Leases				
Principal on Capital Leases	78,000	41,300	(36,700)	-47.1%
Interest on Capital Leases	4,600	1,000	(3,600)	-78.3%
Library Books				
	98,700	98,700	-	0.0%
Contingency				
Operating Contingency	500,000	500,000	-	0.0%
Property Tax Contingency	247,300	247,300	-	0.0%
TOTAL EXPENDITURES AND OTHER DEDUCTIONS - UNEXPENDED PLANT FUNDS				
	\$ 18,442,600	\$ 14,552,500	\$ (3,890,100)	-21.1%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015**

**RETIREMENT OF INDEBTEDNESS PLANT FUND
REVENUES AND OTHER ADDITIONS**

	<u>Budget 2013-2014</u>	<u>Budget 2014-2015</u>	<u>Increase/(Decrease) Current vs. Proposed</u>	
			<u>Amount</u>	<u>%</u>
<u>RETIREMENT OF INDEBTEDNESS</u>				
Secondary Tax Levy	\$ 5,077,500	\$ 5,059,400	\$ (18,100)	-0.4%
Interest Income	7,500	10,000	2,500	33.3%
	<hr/>			
TOTAL RETIREMENT OF INDEBTEDNESS REVENUES	<u>\$ 5,085,000</u>	<u>\$ 5,069,400</u>	<u>\$ (15,600)</u>	-0.3%
FUND BALANCE AT JULY 1 APPLIED TO BUDGET	-	-	-	0.0%
TRANSFERS IN/OUT				
Transfer in from General Fund - Pledged Revenue Obligations P & I	\$ 1,443,000	\$ 1,436,800	\$ (6,200)	-0.4%
Transfer in from General Fund - Revenue Bond P & I	240,000	-	(240,000)	-100.0%
Transfer in from Auxiliary Fund - Revenue Bond P & I	160,000	400,800	240,800	150.5%
	<hr/>			
TOTAL AMOUNT AVAILABLE FOR RETIREMENT OF REVENUE & PLEDGED REVENUE BONDS	<u>\$ 1,843,000</u>	<u>\$ 1,837,600</u>	<u>\$ (5,400)</u>	-0.4%
TOTAL AVAILABLE FOR EXPENDITURES - RETIREMENT OF INDEBTEDNESS	<u>\$ 6,928,000</u>	<u>\$ 6,907,000</u>	<u>\$ (21,000)</u>	-0.3%

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015**

**RETIREMENT OF INDEBTEDNESS PLANT FUND
EXPENDITURES AND OTHER DEDUCTIONS**

	<u>Final Maturity</u>	<u>Budget 2013-2014</u>	<u>Budget 2014-2015</u>	<u>Increase/(Decrease) Current vs. Proposed Amount</u>	<u>%</u>
RETIREMENT OF INDEBTEDNESS					
Retirement of Indebtedness (Principal)					
General Obligation Bonds - 2012 Refunding	7/1/2024	\$ 1,760,000	\$ 2,965,000	\$ 1,205,000	68.5%
General Obligation Bonds - 2011 Refunding	7/1/2021	1,110,000	1,105,000	(5,000)	-0.5%
General Obligation Bonds - 2005 Series C	7/1/2014	1,070,000	-	(1,070,000)	-100.0%
Total General Obligation Bonds		3,940,000	4,070,000	130,000	3.3%
Pledged Revenue Obligations	7/1/2025	915,000	945,000	30,000	3.3%
Revenue Bonds	7/1/2028	280,000	285,000	5,000	1.8%
Sub-total Retirement of Indebtedness		\$ 5,135,000	\$ 5,300,000	\$ 165,000	3.2%
Interest on Indebtedness					
General Obligation Bonds - 2012 Refunding		\$ 776,000	\$ 740,400	\$ (35,600)	-4.6%
General Obligation Bonds - 2011 Refunding		281,000	225,000	(56,000)	-19.9%
General Obligation Bonds - 2005 Series C		54,000	-	(54,000)	-100.0%
Total General Obligation Bonds		1,111,000	965,400	(145,600)	-13.1%
Pledged Revenue Obligations		528,000	491,800	(36,200)	-6.9%
Revenue Bonds		120,000	115,800	(4,200)	-3.5%
Sub-total Interest on Indebtedness		\$ 1,759,000	\$ 1,573,000	\$ (186,000)	-10.6%
Bank Fees		4,000	4,000	-	0.0%
Property Tax Contingency		30,000	30,000	-	0.0%
TOTAL EXPENDITURES AND OTHER DEDUCTIONS - RETIREMENT OF INDEBTEDNESS		<u>\$ 6,928,000</u>	<u>\$ 6,907,000</u>	<u>\$ (21,000)</u>	<u>-0.3%</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015
EXPENDITURE LIMITATION COMPLIANCE**

	Current Funds			Plant Funds		TOTAL
	Unrestricted		Restricted	Plant	Debt	
	General	Auxiliary				
PROJECTED BUDGET EXPENDITURES (see below)	\$ 40,749,000	\$ 3,911,900	\$ 15,619,000	\$ 13,555,200	\$ 6,907,000	\$ 80,742,100
LESS EXCLUSIONS						
BOND PROCEEDS	-	-	-	-	-	-
REVENUE BOND PROCEEDS	-	-	-	-	-	-
DEBT SERVICE/BONDED INDEBTEDNESS	-	-	-	-	6,907,000	6,907,000
PROCEEDS - LONG-TERM OBLIGATIONS	-	-	-	-	-	-
DEBT SERVICE - OTHER LONG-TERM OBLIGATIONS	-	-	-	42,300	-	42,300
DIVIDENDS, INTEREST AND GAIN ON SALE	35,000	-	-	18,000	-	53,000
GRANTS & AID FROM FEDERAL GOVERNMENT	-	-	14,224,000	-	-	14,224,000
GRANTS, ETC. FROM PRIVATE AGENCY	-	435,000	520,000	325,000	-	1,280,000
PROP. 301 FUNDS	-	-	600,000	-	-	600,000
AMOUNTS RECEIVED - LAND, BLDGS OR IMPROVEMENTS	-	-	-	-	-	-
AMOUNTS ACCUMULATED TO PURCHASE LAND AND CAPITAL	-	-	-	3,669,900	-	3,669,900
TUITION AND FEES	11,867,000	731,000	-	-	-	12,598,000
PRIOR YEARS CARRY FORWARD USED	-	-	-	-	-	-
TOTAL EXCLUSIONS	\$ 11,902,000	\$ 1,166,000	\$ 15,344,000	\$ 4,055,200	\$ 6,907,000	\$ 39,374,200
BUDGET EXPENDITURES SUBJECT TO LIMIT	\$ 28,847,000	\$ 2,745,900	\$ 275,000	\$ 9,500,000	\$ -	\$ 41,367,900
BUDGETED EXPENDITURE LIMITATION AS CALCULATED BY THE ECONOMIC ESTIMATES COMMISSION						<u>\$ 42,036,867</u>
AMOUNT (OVER) UNDER LIMITATION						\$ 668,967
PRIOR YEARS CARRY FORWARD AVAILABLE FOR USE:						
Balance after Use for FY2012-2013 Actual	\$ 10,187,000	\$ -	\$ 200,000	\$ 2,106,000	\$ 7,287,000	\$ 19,780,000
BUDGETED EXPENDITURES	\$ 42,049,000	\$ 4,061,900	\$ 15,619,000	\$ 14,552,500	\$ 6,907,000	\$ 83,189,400
Less: Budgeted Items Not Expected to be Spent:						
Contingencies	550,000	100,000	-	747,300	-	1,397,300
Reserve for Capital Projects	-	-	-	-	-	-
Allowance for Unexpended Appropriations	750,000	50,000	-	250,000	-	1,050,000
Total adjustments	<u>\$ 1,300,000</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 997,300</u>	<u>\$ -</u>	<u>\$ 2,447,300</u>
BUDGETED EXPENDITURES FOR EXPENDITURE LIMITATION	<u>\$ 40,749,000</u>	<u>\$ 3,911,900</u>	<u>\$ 15,619,000</u>	<u>\$ 13,555,200</u>	<u>\$ 6,907,000</u>	<u>\$ 80,742,100</u>

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015
FIVE-YEAR PROJECTIONS OF REVENUES AND EXPENDITURES**

	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>	<u>FY 2018-19</u>
Revenues					
Property Taxes - Primary	\$ 41,253,800	\$ 42,285,145	\$ 43,342,274	\$ 44,425,831	\$ 45,536,477
Property Taxes - Secondary	5,059,400	5,069,519	5,079,658	5,089,817	5,099,997
General Fund - Tuition and Fees	12,598,000	13,101,920	13,625,997	14,171,037	14,737,878
State Appropriations	1,147,800	1,147,800	1,147,800	1,147,800	1,147,800
Federal Grants and Contracts	14,224,000	14,508,480	14,798,650	15,094,623	15,396,515
State Grants and Contracts	225,000	229,500	234,090	238,772	243,547
State Workforce Development Funds	600,000	615,000	630,375	646,134	662,287
Investment Income	63,000	64,260	65,545	66,856	68,193
Sales and Services	2,798,500	2,868,463	2,940,174	3,013,678	3,089,020
Private Foundations	1,280,000	585,000	585,000	585,000	585,000
Unrestricted Fund Balance at July 1 Applied to Budget - Auxiliary Fund	200,000	-	-	-	-
Capital Projects Accumulation Account	341,900	5,919,261	-	6,165,974	-
Other (Fund Balance and Miscellaneous)	3,398,000	20,000	20,400	20,808	21,224
Total Revenues	\$ 83,189,400	\$ 86,414,348	\$ 82,469,963	\$ 90,666,330	\$ 86,587,938
Expenditures					
General Fund	\$ 42,049,000	\$ 43,730,960	\$ 45,480,198	\$ 47,299,407	\$ 49,191,382
Auxiliary Fund	4,061,900	4,122,829	4,184,671	4,247,441	4,311,153
Restricted Fund	15,619,000	15,931,380	16,250,008	16,575,008	16,906,508
Plant Fund - Operations	1,096,000	1,117,920	1,140,278	1,163,084	1,186,346
Plant Fund - Capital Leases - P & I	42,300	-	-	-	-
Plant Fund - Building Maintenance Program	3,520,000	3,510,000	3,503,000	3,510,000	3,500,000
Plant Fund - Equipment Replacement Program	2,309,400	2,165,000	1,925,000	1,866,000	1,719,000
Plant Fund - Capital Improvement Plan	7,584,800	8,911,900	4,387,100	9,066,900	4,650,000
Plant Fund - Campus Master Plan Projects (Savings)	-	10,452	(1,321,113)	10,748	(1,811,121)
Debt Service Fund	6,907,000	6,913,907	6,920,821	6,927,742	6,934,670
Total Expenditures	\$ 83,189,400	\$ 86,414,348	\$ 82,469,963	\$ 90,666,330	\$ 86,587,938
Favorable/(Unfavorable)	\$ -				

Assumptions: Primary property tax levy - 1.0% levy increases on average plus an additional 1.5% increases from new construction.
Tuition and fees - 2.0% enrollment growth and 2.0% price increases.
General Fund expenditures - 3.0% to 4.0% for increases in health insurance, retirement, commodities, contracted services, utilities and salaries plus an additional 1.0% for strategic initiatives.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT
(YAVAPAI COLLEGE)
BUDGET FOR FY2014-2015
FIVE-YEAR PROJECTIONS OF EXPENDITURE LIMITATION COMPLIANCE**

	<u>FY 2014-15</u>	<u>FY 2015-16</u>	<u>FY 2016-17</u>	<u>FY 2017-18</u>	<u>FY 2018-19</u>
<u>Expenditures</u>					
General Fund	\$ 42,049,000	\$ 43,730,960	\$ 45,480,198	\$ 47,299,407	\$ 49,191,382
Auxiliary Fund	4,061,900	4,122,829	4,184,671	4,247,441	4,311,153
Restricted Fund	15,619,000	15,931,380	16,250,008	16,575,008	16,906,508
Plant Fund - Operations	1,096,000	1,117,920	1,140,278	1,163,084	1,186,346
Plant Fund - Capital Leases	42,300	-	-	-	-
Plant Fund - Building Maintenance Program	3,520,000	3,510,000	3,503,000	3,510,000	3,500,000
Plant Fund - Equipment Replacement Program	2,309,400	2,165,000	1,925,000	1,866,000	1,719,000
Plant Fund - Capital Improvement Plan	7,584,800	8,911,900	4,387,100	9,066,900	4,650,000
CIP - Future Projects	-	10,452	(1,321,113)	10,748	(1,811,121)
Debt Service Fund	6,907,000	6,913,907	6,920,821	6,927,742	6,934,670
Contingencies	(1,397,300)	(1,397,300)	(1,397,300)	(1,397,300)	(1,397,300)
Not Expected to be Expended	(1,050,000)	(997,500)	(947,625)	(900,244)	(855,232)
Total Adjusted Expenditures	\$ 80,742,100	\$ 84,019,548	\$ 80,125,038	\$ 88,368,786	\$ 84,335,406
<u>Exclusions</u>					
Bond Debt Service Payments	\$ 6,907,000	\$ 6,913,907	\$ 6,920,821	\$ 6,927,742	\$ 6,934,670
Lease Purchase payments	42,300	-	-	-	-
Interest Income	53,000	64,260	65,545	66,856	68,193
Federal Grants	14,224,000	14,508,480	14,798,650	15,094,623	15,396,515
Gifts from Private Agencies	1,280,000	585,000	585,000	585,000	585,000
Amounts Accumulated - Capital	3,669,900	5,919,261	-	6,165,974	-
Tuition & Fees	12,598,000	13,101,920	13,625,997	14,171,037	14,737,878
Prop 301 Funds	600,000	615,000	630,375	646,134	662,287
Total Revenues	\$ 39,374,200	\$ 41,707,828	\$ 36,626,388	\$ 43,657,366	\$ 38,384,543
Expenditures Subject to Limitation	\$ 41,367,900	\$ 42,311,720	\$ 43,498,650	\$ 44,711,420	\$ 45,950,863
Estimated Expenditure Limitation	42,036,867	43,297,973	44,596,912	45,934,819	47,312,864
Favorable/(Unfavorable)	\$ 668,967	\$ 986,254	\$ 1,098,262	\$ 1,223,399	\$ 1,362,001
FTSE @ 2% Growth-per-Year	4,050	4,131	4,214	4,298	4,384

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

Capital Improvement Projects - Description	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY 2018-19
CTEC - Expansion/Land	\$ 200,000	-	-	-	-
CTEC - Class/Lab Expansion Design, Construction & FF&E	670,000	\$ 1,126,500	-	-	-
CTEC - Class/Lab Renovation Design, Construction & FF&E	1,540,000	3,853,600	-	-	-
CTEC - Parking Expansion Design, Construction	165,300	252,000	-	-	-
Prescott - Residence Hall Grounds	200,000	-	-	-	-
Prescott - Marapai Renovation	350,000	-	-	-	-
Prescott - Supai Demolition	175,000	-	-	-	-
Prescott - New Residence Hall Design, Construction & FF&E	-	-	-	-	\$ 675,000
Prescott - Building 1 University Center Design, Const. & FF&E	562,400	100,000	-	-	-
Prescott - Building 3 Activity Center Design, Const. & FF&E	367,100	104,000	-	-	-
Prescott - Building 15 Art/Music Design, Const. & FF&E	-	1,420,000	\$ 3,688,100	-	-
Prescott - Building 29 Business Center Design, Const. & FF&E	55,000	667,600	-	-	-
Prescott - Building 32 Design, Const. & FF&E	250,000	-	-	-	-
Prescott - Expand OLLI, Design, Construction & FF&E	-	976,000	-	-	-
Prescott - Lecture Hall Design, Construction & FF&E	-	-	-	\$ 4,203,000	-
Prescott - Multi-use Field Design, Construction & FF&E	-	-	105,000	2,777,400	-
Prescott - Surface Lot Construction	-	-	216,000	1,000,000	-
Prescott - PAC Elevator	500,000	250,000	-	-	-
Prescott - PAC Yava Java Construction	125,000	-	-	-	-
Prescott - Event Center Design & Construction	-	-	-	1,086,500	3,975,000
Prescott - Open Space Improve Phase 1	-	-	270,000	-	-
Prescott - Way Finding Phase 1 Design, Construction	-	81,100	-	-	-
Prescott - Building 6 Purchasing/Warehouse renovation	65,000	-	-	-	-
PV - Land	460,000	-	-	-	-
Verde - Open Space Improve Phase 1	-	-	108,000	-	-
Verde - Southwest Wine Center	600,000	-	-	-	-
Verde - Way Finding Phase 1 Design, Construction	-	81,100	-	-	-
Sedona - Road/Parking	1,300,000	-	-	-	-
Total Capital Projects	\$ 7,584,800	\$ 8,911,900	\$ 4,387,100	\$ 9,066,900	\$ 4,650,000
Revenue Sources					
Investment Income	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Capital Project Accum. Account - Property Tax Deposits	4,115,600	4,269,300	3,633,300	4,899,300	4,221,200
Capital Project Accum. Account	2,715,400	3,888,800	-	138,800	-
STEM Workforce Capital Appropriation	260,800	260,800	260,800	260,800	260,800
Grants	150,000	150,000	150,000	150,000	150,000
YC Foundation - Winery	325,000	325,000	325,000	-	-
Sale of PV Library Building/Condo	-	-	-	3,600,000	-
Total Revenues	\$ 7,584,800	\$ 8,911,900	\$ 4,387,100	\$ 9,066,900	\$ 4,650,000
Excess/(Needed Capital)	\$ -				

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

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

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

<u>Department</u>	<u>FY 2014-2015</u>	<u>FY 2015-2016</u>	<u>FY 2016-2017</u>	<u>FY 2017-2018</u>	<u>FY 2018-2019</u>
INSTRUCTION					
Career & Technical Education					
Agribusiness	\$ 6,000	\$ 17,500	\$ 4,500	\$ 4,500	\$ 4,500
Aviation	-	-	-	45,000	45,000
Gunsmithing	24,000	24,000	16,000	24,000	21,000
Automotive	12,034	11,434	25,534	9,034	27,600
Industrial Plant	8,640	-	-	-	-
Lineworker	22,000	-	-	-	-
Mining	-	-	-	-	-
CNC	25,000	7,500	-	-	-
Welding	30,500	52,500	36,500	31,500	26,500
Public Safety-					
EMS Program:	14,800	55,400	-	3,800	16,400
Fire Science Program:	113,100	41,350	41,350	36,700	36,700
NARTA:	-	12,500	12,500	-	12,500
Performing & Liberal Arts					
Prescott Campus:					
Instrumental:	2,500	6,700	-	6,000	7,000
Vocal	-	-	-	-	-
Ceramics	5,425	6,485	5,425	-	-
3D Fine Art	14,190	14,788	1,430	10,300	-
2D Fine Art	18,530	-	-	-	6,000
Verde Campus:	7,415	7,696	-	-	-
Foundation Studies					
	-	-	-	-	-
Sciences, Nursing, Allied Health, HPER & Athletics					
Sciences-Prescott	39,645	31,819	22,256	29,000	29,756
Sciences-Verde	15,000	18,600	11,900	14,000	20,500
Athletics	7,000	16,300	11,500	8,700	5,000
HPER Programs-Prescott	13,250	12,999	25,600	22,475	20,200
HPER Programs-Verde	3,445	1,500	11,200	1,666	10,000
Nursing-Prescott	38,567	34,850	28,457	50,510	43,150
Nursing-Verde	-	4,000	-	-	-
Allied Health	7,637	9,215	5,987	11,350	7,200
Radiology	13,400	-	-	4,000	-
Sedona Film School					
	-	39,050	35,450	39,050	35,450
Instruction, Support & Improvement					
Library Services	35,950	-	51,136	4,936	-
ADMINISTRATIVE SERVICES					
Information Technology Services					
Applications Development	-	-	-	-	-
TSS Desktop Services-	299,800	364,300	317,900	391,700	385,900
Technology Support Services (PTSS)	272,300	323,100	535,100	389,700	341,800
Systems Administration	300,000	320,000	320,000	315,000	290,000
Network Services	87,000	67,000	92,000	92,000	82,000
Telephony	45,000	45,000	25,000	20,000	35,000
Web Services	-	5,000	-	5,000	-
Business Services					
Printing Services - District-Wide:	47,521	105,589	35,161	35,553	35,844
Mail Services - District-Wide:	20,000	-	-	-	-
Facilities - Operations, District	39,000	100,000	40,264	5,000	9,000
Facilities - Custodial	12,700	6,000	5,000	2,100	72,500
Facilities - Grounds	39,500	14,000	14,000	94,000	90,000
Facilities - Maintenance	108,451	79,000	135,500	96,951	-
Campus Safety	297,000	250,000	-	-	-
Marketing	3,500	-	-	-	-
Auxiliary Enterprises					
Family Enrichment Center	20,400	3,025	3,350	2,475	2,500
YC Performing Arts Center	239,200	56,800	55,000	60,000	-
Other					
	-	-	-	-	-
Total Equipment	\$ 2,309,400	\$ 2,165,000	\$ 1,925,000	\$ 1,866,000	\$ 1,719,000

Presenter : Ray Sigafoos

Start Time : 3:04 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/6/2014

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 : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:04 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/24/2014

Item Type : Information Item

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

Description : Review of Completed Board members' 2014 Annual Conflict of Interest Forms - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Board member Mr. Filardo has completed the Annual Conflict of Interest Declaration, as required by Board Policy 3.3. Conflict of Interest forms are shared and reviewed by all Board members. Completed forms are maintained on file and shall be open to the public.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:05 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 30

Proposed : 3/28/2014

Item Type : Discussion

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 : 10 Year Campus Master Plan - Communication and Response - INFORMATION, DISCUSSION, AND/OR DECISION

Details : As requested at the March 4, 2014 District Governing Board meeting, the members will discuss the Board's response to concerns and input regarding Yavapai College's proposed 10 year Campus Master Plan, including the potential creation of a Verde Valley community college.

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:35 PM

Item No : 30

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/6/2014

Item Type : Decision 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 : 45th Annual Association of Community College Trustees (ACCT) Leadership Congress - Call for Board Member(s) Attendance Commitment and Possible Presentation - DISCUSSION AND/OR DECISION

Details : The 45th Annual Association of Community College Trustees (ACCT) Leadership Congress will be held on October 22-25, 2014 in Chicago, IL.

The Board will discuss:

- The ACCT Call for Presentation - The deadline for proposals is May 2, 2014.
- Board Members will be asked for a commitment of attendance to the ACCT Leadership Congress allowing staff to make travel arrangements. Early Bird rates end August 15, 2014.

Attachments :

Title	Created	Filename
Call for Presentations Online Brochure v2.pdf	Mar 20, 2014	Call for Presentations Online Brochure v2.pdf

CALL FOR PRESENTATIONS

WINDS OF CHANGE:

Staying the Course to the American Dream

ACCT
ASSOCIATION OF
COMMUNITY COLLEGE TRUSTEES

OCTOBER 22-25, 2014
HYATT REGENCY CHICAGO



CHICAGO

**LEADERSHIP
CONGRESS '14**

Register and Submit your
Presentation Proposal at:

WWW.ACCT.ORG

WINDS OF CHANGE:

Staying the Course to the American Dream

TRACKS

- 1. Socioeconomic Priorities:** Entrepreneurial and strategic alliances to meet local workforce needs and partnerships with K-12
- 2. Student Success:** Data-informed solutions to foster equity, access, and student success and completion
- 3. Innovation and Technology:** Improved teaching and learning
- 4. Funding and Finance:** Innovative financial strategies and new strategies for leveraging resources and partnerships
- 5. Commitment to Inclusion:** Combating poverty, serving at-risk and underserved populations, and ensuring access
- 6. Governance:** Procedures, practices, and policies that promote effective governance
- 7. Relevant Programs and Services:** Campus security, athletics, STEM, MOOCs, civic engagement, etc.



Register and submit your presentation proposal at:

WWW.ACCT.ORG

GUIDELINES FOR SUBMISSIONS

REQUIREMENTS:

- Demonstrate relevance of the session topic to the 2014 Congress theme: **WINDS OF CHANGE: Staying the Course to the American Dream**
- Indicate which of the seven tracks your session will address
- Include trustees among presenters
- All presenters must be registered for the congress
- Include handouts
- Session must be approximately 60 minutes in length
- Proposal must include a letter of support from your college

Note: **Greater consideration will be given to proposals submitted in partnership with other colleges and/or organizations.**

All submissions must be received by Friday, May 2, 2014

TO SUBMIT YOUR PROPOSAL:

Go to www.acct.org/call-presentations

TO REGISTER FOR CONGRESS AND PRE-CONGRESS ACADEMIES:

Go to www.acct.org/congress-registration

QUESTIONS?

Please contact:

Narcisa Polonio, Ed.D.

Executive Vice President for Education, Research, and Board Services

Email: Narcisa_Polonio@acct.org

Phone: 202.276.1983

Christina Sage Simons

Education Events Specialist

Email: csage@acct.org

Phone: 202.775.4462

TOLL FREE: 1.866.895.ACCT (2228)

PHONE: 202.775.4667

E-MAIL: congress@acct.org



ASSOCIATION OF
COMMUNITY COLLEGE TRUSTEES

EASY FOLLOW-UP CHECKLIST

SUBMIT TO YOUR PRESIDENT OR PROFESSIONAL BOARD STAFF

- PLEASE REGISTER ME FOR THE 2014 ACCT LEADERSHIP CONGRESS
 - PLEASE ADD THIS TO THE AGENDA FOR THE NEXT BOARD MEETING
 - OTHER
-
-
-

PLEASE REGISTER ME FOR ONE OF THE FOLLOWING PRE-CONGRESS ACADEMIES:

- THE CHAIR'S ACADEMY: THE LEADERSHIP TEAM OF THE BOARD
- EFFECTIVE BOARD GOVERNANCE: POLICY GOVERNANCE TO TRADITIONAL MODELS
- THE BOARD'S GUIDE TO PRESIDENTIAL CONTRACTS
- POLICY AND GUIDELINES FOR FISCAL HEALTH AND MANAGEMENT

REGISTRATION IS NOW OPEN!

REGISTER AND SUBMIT YOUR PRESENTATION PROPOSAL ONLINE TODAY AT:

WWW.ACCT.ORG

Presenter : Ray Sigafoos

Start Time : 3:40 PM

Item No : 31

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/6/2014

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">1) Foundation Liaison2) AADGB Representative3) Board Spokesperson	436609

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

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

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

Yavapai College Foundation - Dr. Patricia McCarver

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:45 PM

Item No : 32

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 3/6/2014

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 : 3:45 PM

Item No : 33

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/6/2014

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 : 3:50 PM

Item No : 34

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 3/6/2014

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 - DISCUSSION AND/OR DECISION

Details : Board members will review dates and places of the 44th Annual Commencement Ceremonies along with future events/meetings.

Attachments :

Title	Created	Filename
2014- Proposed Dates and Places of Future Meetings.pdf	Mar 20, 2014	2014- Proposed Dates and Places of Future Meetings.pdf
Annual Commencements 2014.pdf	Mar 26, 2014	Annual Commencements 2014.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
Regular Board Meeting	March 4, 2014, Tuesday, 1:00 p.m. * Location: Sedona Campus
Work Session	March 5, 2014, Wednesday, 9:00 a.m. Location: Prescott Campus – Rock House
Roughrider Community Tennis Center Ground Breaking	March 6, 2014, Thursday, 11:00 a.m. Location: Prescott Campus – Roughrider Community Tennis Center
Regular Board Meeting	April 15, 2014, Tuesday, 1:00 p.m.* Location: Prescott Campus-Rock House
Nursing Pinning Ceremony	May 7, 2014, Wednesday, 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 8, 2014, Thursday, 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 9, 2014, Friday, 6:00 p.m. Location: Verde Valley Campus
Prescott Commencement	May 10, 2014, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
Regular Board Meeting	May 13, 2014, Tuesday, 1:00 p.m. Location: Career & Technical Education Center (CTEC) Rm 144
Regular Board Meeting	June 10, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
JULY 2014 – NO BOARD MEETING	
Regular Board Meeting	August 12, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board Retreat - Strategic Planning	September 8, 2014, Monday - TBD Location: Prescott Campus-Rock House
Regular Board Meeting	September 9, 2014, Tuesday, 1:00 p.m. Location: Verde Campus Room M-137
Regular Board Meeting	October 14, 2014, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center Rm 120/121
Regular Board Meeting	November 18, 2014, Tuesday, 1:00 p.m.* Location: Town of Prescott Valley Auditorium
Northern Arizona Regional Training Academy (NARTA) Commencement	December 2014 - TBD Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 2014 - TBD Location: Prescott Campus – Performing Arts Center
Annual Board Retreat	December 2014 - TBD Location: Prescott Campus – Rock House
Regular Board Meeting	December 9, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House

- * February 4, 2014 (First Tuesday of the Month) changed due to out of state conferences
- * March 4, 2014 (First Tuesday of the Month) changed due to Spring Break scheduled for March 10th – 14th
- * 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.

YAVAPAI COMMUNITY COLLEGE FORTY-FOURTH
ANNUAL COMMENCEMENTS

- **Nursing Pinning Ceremony**
Wednesday, May 7, 2014, 3:00 p.m. at the Performing Arts Center, Prescott Campus

- **Northern Arizona Regional Training Academy (NARTA) Completion Ceremony**
Thursday, May 8, 2014, 11:00 a.m. at the Performing Arts Center, Prescott Campus

- **Verde Valley Campus Commencement**
Friday, May 9, 2014, 6:00 p.m. at the Pavilion, Verde Valley Campus

- **Prescott Campus Commencement**
Saturday, May 10, 2014, 6:00 p.m. at the Performing Arts Center, Prescott Campus

- **GED Graduation**
Saturday, May 24, 2014, 12:00 Noon at Performing Arts Center, Prescott Campus

Presenter : Ray Sigafoos

Start Time : 3:55 PM

Item No : 35

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 3/6/2014

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