

**Regular Board Meeting  
Agenda Summary  
Tuesday, May 13, 2014  
1:35 PM**

Career and Technical Education Center (CTEC)  
220 Ruger Road  
Prescott, AZ 86301

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:35 PM	503392
2	Call to Order - PROCEDURAL	0	1:35 PM	503393
3	Pledge of Allegiance - PROCEDURAL	1	1:35 PM	503394
4	Welcome to Guests and Staff - PROCEDURAL	1	1:36 PM	503395
5	Approval of April 15, 2014 District Governing Board Regular Meeting Minutes and Executive Session Minutes - DISCUSSION AND/OR DECISION	3	1:37 PM	503396
6	Adoption of Agenda - DECISION	1	1:40 PM	503397
7	Open Call - PROCEDURAL	10	1:41 PM	503398
8	INFORMATION - HEADING	0	1:51 PM	503399
9	Recognition of Faculty Members' Advancement to Continuing Contract Status - INFORMATION AND DISCUSSION	5	1:51 PM	503400
10	SHORT RECESS - PROCEDURAL	10	1:56 PM	503401
11	CONSENT AGENDA - HEADING	0	2:06 PM	503402

Item No.	Item	Time Req.	Start Time	Ref No.
12	Receipt of Report on Revenues and Expenditures - Month of April 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	2:06 PM	503403
13	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - April 2014 - RECEIPT, DISCUSSION AND/OR DECISION	1	2:07 PM	503404
14	Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - April 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	2:08 PM	503405
15	Board Self-Evaluation of Governing Board Policy 3.0 - Governance Process - MONITORING, DISCUSSION AND/OR DECISION	5	2:09 PM	503417
16	Board Self-Evaluation - Governance Process 3.4 - Agenda Planning - MONITORING, DISCUSSION AND/OR DECISION	5	2:14 PM	503418
17	Board Self-Evaluation - Board-President Linkage 4.5 - President Compensation and Benefits - MONITORING, DISCUSSION AND/OR DECISION	5	2:19 PM	503419
18	Receipt of the Intergovernmental Agreement (IGA) between Superior Court in Yavapai County and Yavapai College to provide a Youth Summer Training and Enrichment Program (YouthSTEP) - RECEIPT, DISCUSSION, AND/OR DECISION	1	2:24 PM	511174
19	INFORMATION - HEADING - CONTINUED	0	2:25 PM	503409
20	Information from the President to Include: 2014 Commencement Ceremonies; Faculty Summer Institute; College Police Chief; Verde Valley Advisory Committee Update; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION	15	2:25 PM	503410
21	Update from Instruction and Student Services to Include: 2015 - 2016 Academic Calendar; Career and Technical Education Program; Faculty Senate; Adjunct Faculty; and Other Related Information - INFORMATION AND/OR DISCUSSION	15	2:40 PM	503411
22	Quarterly Update from Yavapai College Advancement Division to Include: Yavapai College Foundation Endowment Building Campaign; - INFORMATION AND/OR DISCUSSION	15	2:55 PM	510686
23	Reports from Board Members - INFORMATION AND/OR DISCUSSION	5	3:10 PM	503412
24	SHORT RECESS - PROCEDURAL	10	3:15 PM	503413
25	MONITORING REPORT - HEADING	0	3:25 PM	503414
26	Receipt of President's Monitoring Report - Executive Limitation 2.0 - MONITORING, DISCUSSION, AND/OR DECISION	5	3:25 PM	503415
27	Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - MONITORING, DISCUSSION, AND/OR DECISION	5	3:30 PM	503416
28	President's Evaluation Process - DISCUSSION AND/OR DECISION	5	3:35 PM	503420

Item No.	Item	Time Req.	Start Time	Ref No.
29	OWNERSHIP LINKAGE - HEADING	0	3:40 PM	503423
30	District Governing Board Ownership Survey - INFORMATION, DISCUSSION, AND/OR DECISION	5	3:40 PM	510561
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	3:45 PM	503424
32	OTHER INFORMATION - HEADING	0	3:50 PM	503425
33	Correspondence to the Board - RECEIPT	5	3:50 PM	503426
34	Planning of September 8, 2014 District Governing Board Retreat - DISCUSSION AND/OR DECISION	9	3:55 PM	511177
35	Proposed Dates and Places of Future Meetings for 2014 - DISCUSSION AND/OR DECISION	3	4:04 PM	503427
36	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	4:07 PM	503428

**Presenter :** Ray Sigafoos

**Start Time :** 1:35 PM

**Item No :** 1

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 3/21/2014

**Item Type :** Heading

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

**Description :** CALL TO ORDER - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:35 PM

**Item No :** 2

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 3/21/2014

**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 :** 1:35 PM

**Item No :** 3

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 3/21/2014

**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 :** 1:36 PM

**Item No :** 4

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 3/21/2014

**Item Type :** Procedure Item

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

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

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:37 PM

**Item No :** 5

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 3/21/2014

**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 April 15, 2014 District Governing Board Regular Meeting Minutes and Executive Session Minutes - DISCUSSION AND/OR DECISION

**Details :** To affirm discussion and record of actions and motions made and approved by the District Governing Board at the April 15, 2014 Regular Board meeting and Executive Session. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public documents.)

**Attachments :**

Title	Created	Filename
Unapproved Regular Meeting Minutes -4-15-14.pdf	May 09, 2014	Unapproved Regular Meeting Minutes - 4-15-14.pdf



## Yavapai College District Governing Board

### Regular Board Meeting Unapproved Minutes of Regular Meeting

Tuesday, April 15, 2014

11:30 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. Patricia McCarver, Chair/Secretary – left the meeting at 3:47 p.m.  
Dr. Dale Fitzner, 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 11:33 a.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. Approval of District Governing Board March 4, 2014 Regular Meeting and March 5, 2014 Workshop Minutes - DISCUSSION AND/OR DECISION**

**Mr. Harrington moved, seconded by Dr. McCarver, to approve the March 4, 2014 Regular Meeting and March 5, 2014 Workshop Minutes. Motion carried unanimously.**

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

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

#### **7. EXECUTIVE SESSION - A.R.S.§38-431.03 (A)(3), (A)(7) - Sedona Cultural Park Property and A.R.S.§38-431.03 (A)(3) Receive Advice from Legal Counsel Regarding Statutes Governing Community College Formation and Governance – PROCEDURAL**

Pursuant to A.R.S. §38-431.03 (A) (3), (A) (7), Discussion regarding the Sedona Cultural Park Property Letter of Intent and A.R.S. §38-431.03 (A) (3) receipt of legal counsel regarding statutes governing community college formation and governance.

**Mr. Harrington moved, seconded by Dr. Fitzner, to convene into Executive Session pursuant to Arizona Revised Statutes §38-431.03(A)(3), (A)(7) for the Letter of Intent regarding the Sedona Cultural Park Property and Arizona Revised Statute §38-431.03(A)(3) to receive legal counsel regarding state statutes governing community college formation and governance. Motion carried unanimously.**

Executive Session convened at 11:36 a.m.

#### **8. SHORT RECESS – PROCEDURAL**

Executive Session recessed at 12:58 p.m.; Regular session reconvened at 1:11 p.m.

#### **9. Convene in Public Session with Possible Action RE: Sedona Cultural Park – DECISION**

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. Discussion included congratulating Dr. Wills, college staff, and legal counsel.

**Mr. Harrington moved, seconded by Dr. McCarver, to authorize the Board Chair or designee to execute the Letter of Intent regarding the Sedona Cultural Park Property using the set of instructions that were given by the Board in the Executive Session. Motion carried unanimously.**

## 10. Open Call - PROCEDURAL

The following requests were received to address the Board:

Art Program – Leslie LaQuenichet (not present), Gail Holl, Jeri Smith Fornana, Donna Carver

Nursing Program – Donna Carver

10 Year Campus Master Plan/Independent Verde Valley Community College – Donna Michaels, Richard Dahl, Bob Oliphant, Lionel Martinez, Ruth Wicks, Jessica Williamson, Sandy Moriarty, Charlotte Chase

## 11. CONSENT AGENDA – HEADING

### 12. Receipt of Report on Revenues and Expenditures – Month of March 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs.15-24)

### 13. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – March 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 25-27)

The President reported compliance.

### 14. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – March 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 28-30)

The President reported compliance.

### 15. Approval of Resolution 2014 - #01 - Capital Accumulation Fund Contribution - RECEIPT, DISCUSSION, AND/OR DECISION (refer to packet pgs. 31-32)

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.

### 16. Receipt of Board Self-Evaluation – Board-President Linkage Policy 4.6 - President Emeritus/a Status - MONITORING, DISCUSSION, AND/OR DECISION (refer to packet pgs. 33-35)

All Board members have evaluated Policy 4.6 to be in compliance with no comments.

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

## 17. INFORMATION - HEADING

### 18. Information from the President to Include: 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 (refer to Board packet, pgs. 37-54).

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

- Jack Kent Cooke Scholarship Winner, Jasmine DeMaline. Jasmine is the first YC recipient of this scholarship and 1 of 85 national scholarship recipients.
- New Southwest Wine Center Video (<http://youtu.be/p-Xt49mIS8>) produced by the YC Foundation.
- YCSA Report - Andrea Annibale, Association President reported that the association has developed a service excellence recognition program, with appreciation of 40 staff members. YCSA is also recruiting staff volunteers, assisting with new hire welcomes, and producing a staff newsletter.
- YC Alumni Connections – Dr. Wills and staff traveled to UofA to visit with YC Alumni and made several successful connections. Planning to visit with NAU and ASU alumni during the month of April.
- The College held Service Excellence Recognition Day on March 18 and 20, to celebrate faculty and staff for their years of service at YC.
- Executive Leadership Team Retreat focused on the development of a Professional Leadership Program and an Annual Community Outreach Plan. The Outreach plan will address an annual communication strategy for K-12 leadership, County Supervisors, city governments, economic development associations, media contacts, and service groups.
- College Highlights - April 2014 - Attached - Information Only
- Facilities Management News - Attached - Information Only

### 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 (refer to Board packet, pgs. 55-71).

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

- Academic Programs - Dr. Stuart Blacklaw provided an update on the following academic programs that are being studied to align with community needs, as well as provide effective student opportunities and outcomes:
  - Photography certificate will be reviewed by the art faculty and Curriculum Committee to ensure the program reflects the latest state-of-the-art technology and excellence in the industry.
  - Magnetic Resonance Imaging (MRI) and Computer Tomography (CT) certificate are in the approval process and will be presented to the Board for approval in the near future.
  - Ultra Sound program is currently pursuing a partnership with Gateway Community College to ensure cost effectiveness.
  - Health Information program is an expansion of a current degree and is currently being studied to address the



- industry's needs and meet accreditation requirements.
- Tennis Courts improvement has given YC an opportunity to enhancement community services and expand tennis education.
- Digital Filmmaking program is currently being studied and retooled to expand opportunities for students.
- Culinary program is being investigated to determine viability. Preliminary report shows interest and relevance, although costs are very high in both capital and operation. Also exploring current and potential resources to assist with the expensive investment/operation.
- Hospitality program seems cost effective with existing facilities meeting the needs of the program. This program would fit well into the county's strong tourism industry and have a positive effect on the county's economy. Also discussing hospitality transfer programs with NAU.
- Remotely Piloted Aircraft Systems (RPAS) is an industry that is moving to smaller radio controlled vehicles, which leads to reduced expenses and expansion in other programming. Investigating applications that would be applied to our current programs i.e., agriculture and forestry.
- Lifelong Learning - Dennis Garvey, Dean of Lifelong Learning, informed the Board that the OLLI programs were seeing strong growth. Prescott campus saw 850 students participate last year and expecting 960 students this year. East County hosted 680 students last year and expecting 802 students this year. Expecting OLLI total membership to be 1,762. Community Education is up 15% to 3078 students this year. The division has six (6) full-time and five (5) part-time staff members to support these 4800 students. Another featured program is EDventures which is currently planning an October 2014 international trip to Spain. This division also hosts the television show "Successful Aging and Senior Moments" that reaches out to homebound students.
- Faculty Senate
  - Dr. Blacklaw announced the new Faculty President is Vikki Bentz and she will begin her term on May 10, 2014.
  - Debbie Roberts, History Professor, and Ed Bushman, Computer & Business Professor, reported on the Standards Committee which promotes excellence in scholastic affairs. The committee's activities and recommendations including on-line standards guidelines, academic policy review, and dual enrollment.
- College Honors Program (CHP) – Jade McCullough and Megan Daubert, both 2nd year students, presented a summary of activities that CHP students participated in during the 2013-2014 year. (<http://prezi.com>). Jason Whitesitt will be the new CHP Coordinator for 2014-2015.
- Adjunct Faculty Newsletter - Attached - Information Only

## 20. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:40 p.m.; reconvened at 2:47 p.m.

**Chair Sigafos directed the Board to move to agenda Item 29, as Dr. McCarver will be leaving the meeting at 3:45 p.m.**

## 21. MONITORING REPORTS – HEADING

### 22. Receipt of President's Monitoring Report - Executive Limitation 2.1.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board packet, pgs. 72-77).

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.

Mr. Filardo commented that Dr. Wills report was innovative.

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

**Board requested to revise the Worksheet for Executive Limitations and remove "Comments: (Please complete if any highlighted boxes are checked)"**

### 23. Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 78-84).

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.

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

### 24. Discussion of the President's Evaluation Process - DISCUSSION AND/OR DECISION (refer to Board packet, pgs. 84-95).

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.

- 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

**The Board requested that staff revise the Presidents' Evaluation forms as follows:**

- **Combine the Ends' summary/evidence with evaluation**
- **Remove "Not meeting expectations"**
- **Eliminate Section II on the Evaluation**

## 25. POLICY ISSUES – HEADING

### 26. Approval of the Preliminary Budget Review Presentation FY 2014-2015 - DISCUSSION AND/OR DECISION

(refer to Board packet, pgs. 96-147).

Dr. Clint Ewell, Vice President of Finance and Administrative Services, presented the FY 2014-2015 Preliminary Budget for the Board's input.

**The Board directed Dr. Ewell to move forward with the Final Budget.**

## 27. OWNERSHIP LINKAGE – HEADING

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

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.

### 29. 10 Year Campus Master Plan - Communication and Response - INFORMATION, DISCUSSION, AND/OR DECISION

**Agenda Item 29 was moved to follow Item 20**

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

Lynne Adams, Legal Counsel, reported on the Arizona Revised Statutes (A.R.S) that govern community colleges. Ms. Adams confirmed, according to A.R.S. §15-1445, that Yavapai County may have a single community college to be governed by the elected district board. In order to create a publicly funded second community college district within any county, the county would have to split and meet tax base and population requirements.

Regardless of the community college model that Yavapai College adopts, Arizona Statutes requires the governing board to continue to direct the budgetary priorities and delegate to a central administrative body. The Statutes do not address separate campuses or administrative levels. A potential model such as Maricopa County Community College District (MCCCD) does not allocate funds according to taxes collected by campus or site. MCCCD also does not duplicate programs and each campus may have focused program(s).

Dr. Ewell clarified that Yavapai College is reporting that \$12.2M in property taxes collected from the citizens of the Verde Valley. There is no legal definition of the "Verde Valley", but YC calculated the \$12.2M by school districts from district 2 and 3 that are commonly considered part of the Verde Valley. Others are reporting a conflicting figure that is including all of district 2 and 3 property tax, which would include Black Canyon, Cordes Junction, and other communities that are not recognized as part of the Verde Valley or the East side of the Yavapai County. Lynne Adams reminded the Board that A.R.S. directs budget on a county wide basis and does not separate collected funds based upon district or location. Any separation of funds based upon location would then lead to a need for legal definition of locations.

The Board then discussed that separating funds by location and offering services at all locations would not be fiscally responsible and impossible. The College is operating under the same model that Yavapai County uses to provide services, which is determined by economic and public needs.

**The Board requested that the District Governing Board September work session address services and funds allocated by tax base and include ownership input.**

Dr. Wills restated that the College is addressing the nursing academic programs and clarified that the program is not being cancelled. The medical field is changing rapidly, and the College has a responsibility to students and citizens to adjust with the industry. This issue is bigger than a single course on a specific campus, and will require the College to think outside of our current programs and work with expectations in this field. Partnering and consolidating programs and locations will allow Yavapai College to offer expansive and highly technical curriculums.

**The Board requested that the College communicate that the nursing program has not been cancelled and continue to recruit nursing students.**

Dr. McCarver emphasized the 10 year campus master plan was created with data and projections of need/population/growth of our county, in conjunction with the resources that the College has to offer.

**The Board requested that administration develop a protocol to deliver a "state of the college" message to local city/town councils and civic/service groups. This process should be formalized and include**

**feedback of citizen’s wants/needs/expectations to be reported back to the Board.**

**The Board directed administration to provide periodic updates of 10 Year Campus Master Plan.**

**The Board will finalize the September Retreat agenda at the June District Governing Board.**

- 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** (refer to Board packet, pgs. 149-153).

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

- The ACCT Call for Presentation - The deadline for proposals is May 2, 2014.
- Mr. Sigafoos, Dr. Fitzner, and Mr. Harrington will be in attendance at the ACCT Leadership Congress.

- 31. 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 will be May 1, 2014 to include budgeting and election of new officers.
- Association of Community Colleges Trustees (ACCT) – No report was given.
- Yavapai College Foundation – Mike Lange reported the Foundation’s Annual meeting will be on May 14<sup>th</sup> in the Performing Arts Center.

**32. OTHER INFORMATION – HEADING**

- 33. Correspondence to the Board – RECEIPT**

No correspondence where received.

- 34. Proposed Dates and Places of Future Meetings for 2014 - DISCUSSION AND/OR DECISION** (refer to Board packet, pgs. 155-157).

Board members reviewed dates and places of the 44th Annual Commencement Ceremonies along with future events/meetings.

The Board requested that the Retreat on September 8 2014 be held from 9:00 a.m. to 4:00 p.m.

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

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

Regular meeting adjourned at 4:53 p.m.

Respectfully submitted:

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

Date: May 13, 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](http://www2.yc.edu).  
The mission of Yavapai College is to provide cost-effective, convenient learning opportunities for the diverse populations of Yavapai County.*

<b>Presenter :</b> Ray Sigafoos	<b>Start Time :</b> 1:40 PM	<b>Item No :</b> 6
<b>Proposed By :</b> Ray Sigafoos	<b>Time Req :</b> 1	
<b>Proposed :</b> 3/21/2014	<b>Item Type :</b> Decision Item	

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

**Description :** Adoption of Agenda - DECISION

**Details :**

**Attachments :**

No Attachments

<b>Presenter :</b> Ray Sigafoos	<b>Start Time :</b> 1:41 PM	<b>Item No :</b> 7
<b>Proposed By :</b> Ray Sigafoos	<b>Time Req :</b> 10	
<b>Proposed :</b> 3/21/2014	<b>Item Type :</b> Procedure Item	

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

**Description :** Open Call - PROCEDURAL

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

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

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos  
**Proposed By :** Ray Sigafoos  
**Proposed :** 3/21/2014

**Start Time :** 1:51 PM  
**Time Req :** 0  
**Item Type :** Information Item

**Item No :** 8

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  
**Proposed By :** Ray Sigafoos  
**Proposed :** 3/21/2014

**Start Time :** 1:51 PM  
**Time Req :** 5  
**Item Type :** Information Item

**Item No :** 9

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 :** Recognition of Faculty Members' Advancement to Continuing Contract Status - INFORMATION AND DISCUSSION

**Details :** Dr. Stuart Blacklaw, Vice President for Instruction and Student Services, and the Division Deans will recognize the following faculty members who have advanced to continuing contract status with Yavapai College:

Katherine Windsor - Nursing  
Jerrad Smith - Automotive  
Lori Riden - Nursing  
Mark Balok - Philosophy  
Lindsay Henning - Business and Computer Science

**Attachments :**

Title	Created	Filename
Continuing Contract Instructors.pdf	May 05, 2014	Continuing Contract Instructors.pdf

May, 2014

**YAVAPAI COLLEGE  
2014 CONTINUING  
CONTRACT PROFESSORS**

# Katherine Windsor



## Concepts in Nursing

“Professor Windsor shed blood, sweat, and tears for us students and it's reflected in my success, my knowledge, and my **HAPPINESS**. She is priceless!”



# Jerrad Smith

## Automotive

“It was fun. Very hands-on and the best class I took,” and “Jerrad is a great instructor. He (finds a way) to make people understand what is going on and how things work.”



# Lori Riden



## **Nursing: Perinatal & Women's Health**

“I thoroughly enjoyed Mrs. Riden as an educator. She shared so many real-life experiences that helped tie classroom learning to real-world patient experiences and was always encouraging students to use critical thinking to problem-solve.”

# Mark Balok

## Philosophy

“The teacher is very exciting, knowledgeable, and down to earth;” and “When he saw the class was struggling, he slowed down, backed up and he taught it until we all understood what was going on.”



# Lindsay Henning



## **Business English, Microsoft Office and Office Management**

“Lindsay chose a very user friendly textbook and her classroom instructions and demonstration were excellent. She mixes humor, knowledge, class participation and respect for her students’ abilities and limitations.”

**Presenter :** Ray Sigafoos

**Start Time :** 1:56 PM

**Item No :** 10

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 3/21/2014

**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 :** There will be a brief recess for Board members to congratulate the faculty members who were advanced to Continuing Contract Status.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:06 PM

**Item No :** 11

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 3/21/2014

**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 :** 2:06 PM

**Item No :** 12

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 3/21/2014

**Item Type :** Consent Item

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

**Description :** Receipt of Report on Revenues and Expenditures - Month of April 2014 - RECEIPT, DISCUSSION, AND/OR DECISION

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

District Governing Board Detail Budget Report, Expenditures & Vendors - April 2014

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

The report of Revenue and Expenditures for the tenth month of FY 2013-2014 ending on April 30, 2014 is attached. Expenditures are reported on the accrual basis of accounting.

**Attachments :**

Title	Created	Filename
Financial Update -April in May.pdf	May 07, 2014	Financial Update -April in May.pdf
YCFS Apr 2014 - Governing Board Budget Report.pdf	May 07, 2014	YCFS Apr 2014 - Governing Board Budget Report.pdf
Revenues__Expenditures_Cover_Sheet_April in May.pdf	May 07, 2014	Revenues__Expenditures_Cover_Sheet_April in May.pdf
YCFS Apr 2014_Summary.pdf	May 07, 2014	YCFS Apr 2014_Summary.pdf

# **YAVAPAI COLLEGE**

## **FINANCIAL UPDATE**

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

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

**For the Ten Months Ended April 30, 2014  
Fiscal Year 2013-2014**

**District Governing Board**

**Fiscal Year 2013-14 Appropriation:**

**\$ 179,447**

	<b><u>Purpose</u></b>	<b><u>Year-to-Date Expenditures</u></b>	<b><u>Encumbered Obligations</u></b>	<b><u>Total Expenditures/ Encumbrances</u></b>
<b>EXPENDITURES (note 1):</b>				
Salary Expenses	Staff Support	\$ 28,477	\$ 4,710	\$ 33,187
Assoc. of Community College Trustees	Membership Dues	5,399	-	5,399
Assoc. of Community College Trustees	Conference Fees	4,990	-	4,990
Arizona Assoc of District Governing Brds	Membership Dues	1,000	-	1,000
Albert Filardo	Travel	725	-	725
Dale Fitzner	Travel	6,059	-	6,059
Jerry Brown PR	Consulting Services	2,748	-	2,748
Karen Jones	Travel	770	-	770
Osborn Maledon PA	Attorneys	27,280	32,720	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	2,000	1,000	3,000
YC Printing Services	Printing	2,293	-	2,293
				<u>150,457</u>
<b>Remaining Budget - April 30, 2014</b>				<b><u>\$ 28,990</u></b>

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

**DATE** May 13, 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 ten months of FY2013-2014 ending April 30, 2014, is attached. Expenditures are reported on the accrual basis of accounting.

The General Fund gross revenues exceed projections at 87.6% of budget. Tuition and fees revenues are 98.3% of budget reflecting summer 2014 semester enrollments. State aid for the fourth quarter of the fiscal year was received in April 2014. General Fund expenditures represent 80.1% of the budget through ten months. Currently, General Fund revenues exceed expenditures/encumbrances by \$3,090,000.

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 the Residence Halls, Food Services (meal plans) and the Performing Arts Center having larger losses than projected.

Unexpended Plant Fund revenues are slightly above projections and expenditures are slightly below projections. Unexpended Plant Fund revenues represented 85.8% of budget through ten months and exceed the Unexpended Plant Fund expenditures by \$546,500. For the fiscal year ended June 30, 2014, the Unexpended Plant Fund is projected to be within budget.



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Ten Months Ended April 30, 2014 - 83.3% of the Fiscal Year Complete**

**Fiscal Year 2013-2014**

**SUMMARY - ALL FUNDS**

	<u>Year-to-Date Revenues</u>				<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
General Fund	\$ 36,239,823				\$ 36,239,823	\$ 41,373,000	87.6%
Restricted Fund	12,769,744				12,769,744	14,586,000	87.5%
Auxiliary Fund	2,873,388				2,873,388	3,725,700	77.1%
Unexpended Plant Fund	15,832,054				15,832,054	18,442,600	85.8%
Debt Service Fund	5,744,024				5,744,024	6,928,000	82.9%
<b>TOTALS</b>	<b><u>73,459,033</u></b>				<b><u>73,459,033</u></b>	<b><u>85,055,300</u></b>	<b><u>86.4%</u></b>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>							
General Fund		\$ 32,438,340	\$ 3,347,529	\$ 2,635,983	\$ 33,149,886	\$ 41,373,000	80.1%
Restricted Fund		12,769,744	343,987	184,390	12,929,341	14,586,000	88.6%
Auxiliary Fund		2,790,641	248,206	180,312	2,858,535	3,725,700	76.7%
Unexpended Plant Fund		10,270,522	5,014,993	-	15,285,515	18,442,600	82.9%
Debt Service Fund		886,753	4,858,646	-	5,745,399	6,928,000	82.9%
<b>TOTALS</b>		<b><u>59,156,000</u></b>	<b><u>13,813,361</u></b>	<b><u>3,000,685</u></b>	<b><u>69,968,676</u></b>	<b><u>85,055,300</u></b>	<b><u>82.3%</u></b>
<b>SURPLUS/(DEFICIT)</b>					<b><u>3,490,357</u></b>	<b><u>-</u></b>	

**COMMENTS:**

Through the tenth month, 82.3% of budget has been committed (excluding labor encumbrances) compared to 86.4% of revenues received.

The Budget currently has a surplus of \$3,490,357.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Ten Months Ended April 30, 2014 - 83.3% of the Fiscal Year Complete**

**Fiscal Year 2013-2014**

**GENERAL FUND**

	<u>Year-to-Date Revenues</u>			<u>Total Revenues</u>	<u>FY 13/14 Budget</u>	<u>Percent of Budget</u>	<u>FY 13/14 Estimate</u>	<u>Budget to Estimate Variance</u>	
<b>REVENUES:</b>									
Primary Property Taxes	\$ 25,750,910			\$ 25,750,910	\$ 31,134,600	82.7%	\$ 31,010,000	\$ (124,600)	
Tuition and Fees	11,112,315			11,112,315	11,310,000	98.3%	11,310,000	-	
State Appropriations	893,900			893,900	893,900	100.0%	893,900	-	
Other Revenues	400,372			400,372	350,000	114.4%	380,000	30,000	
Interest Income	32,742			32,742	25,000	131.0%	40,000	15,000	
Fund Balance Applied to Budget	1,664,917			1,664,917	1,997,900	83.3%	1,997,900	-	
General Fund Transfer Out	(3,615,333)			(3,615,333)	(4,338,400)	83.3%	(4,338,400)	-	
<b>TOTAL REVENUES</b>	<b>36,239,823</b>			<b>36,239,823</b>	<b>41,373,000</b>	<b>87.6%</b>	<b>41,293,400</b>	<b>(79,600)</b>	
		<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>FY 13/14 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 13/14 Estimate</u>	<u>Budget to Estimate Variance</u>
<b>EXPENDITURES (note 1):</b>									
Instruction		\$ 14,063,921	\$ 892,708	\$ 718,517	\$ 14,238,112	\$ 16,535,000	86.1%	\$ 16,369,650	\$ (165,310)
Academic Support		3,360,371	400,600	383,110	3,377,861	4,478,000	75.4%	4,410,830	(67,170)
Institutional Support		6,504,332	1,023,866	736,994	6,791,204	8,589,000	79.1%	8,459,665	(129,335)
Student Services		3,453,720	414,831	393,976	3,474,575	4,441,000	78.2%	4,396,590	(44,410)
Operation/Maintenance of Plant		4,357,466	593,793	391,886	4,559,373	5,885,000	77.5%	5,796,725	(88,275)
Scholarships		625,695	-	-	625,695	776,000	80.6%	776,000	-
Public Service		72,835	21,731	11,500	83,066	119,000	69.8%	103,000	(16,000)
Tuition Contingency		-	-	-	-	550,000	0.0%	-	(550,000)
<b>TOTAL EXPENDITURES</b>		<b>32,438,340</b>	<b>3,347,529</b>	<b>2,635,983</b>	<b>33,149,886</b>	<b>41,373,000</b>	<b>80.1%</b>	<b>40,312,460</b>	<b>(1,060,500)</b>
<b>SURPLUS/(DEFICIT)</b>					<b>\$ 3,089,937</b>	<b>\$ -</b>			

**COMMENTS:**

Through the tenth month, 80.1% of budget has been committed (excluding labor encumbrances) compared to 87.6% of revenues received.

Fourth quarter State Aid was received in April 2014.

The Budget currently has a surplus of \$3,089,937.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Ten Months Ended April 30, 2014 - 83.3% of the Fiscal Year Complete

Fiscal Year 2013-2014

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
Federal Grants and Contracts	\$ 11,461,421				\$ 11,461,421	\$ 13,456,000	85.2%
State Grants and Contracts	76,349				76,349	180,000	42.4%
Private Gifts, Grants and Contracts	394,120				394,120	350,000	112.6%
Proposition 301 Funds	513,682				513,682	550,000	93.4%
Fund Balance Applied to Budget	50,000				50,000	50,000	100.0%
Reimbursement Due	274,172				274,172	N/A	N/A
<b>TOTAL REVENUES</b>	<b>12,769,744</b>				<b>12,769,744</b>	<b>14,586,000</b>	<b>87.5%</b>

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>						
Instruction	\$ 1,516,104	\$ 234,821	\$ 84,089	\$ 1,666,836	\$ 2,612,000	63.8%
Student Services	889,901	100,548	91,683	898,766	1,100,000	81.7%
Scholarships	10,290,648	-	-	10,290,648	10,753,000	95.7%
Public Service	73,091	8,618	8,618	73,091	121,000	60.4%
<b>TOTAL EXPENDITURES</b>	<b>12,769,744</b>	<b>343,987</b>	<b>184,390</b>	<b>12,929,341</b>	<b>14,586,000</b>	<b>88.6%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ (159,597)</b>		

**COMMENTS:**

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

Scholarships at 95.7% of budget due to spring 2014 financial aid awards.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**  
**REPORT OF REVENUES AND EXPENDITURES**  
**For the Ten Months Ended April 30, 2014 - 83.3% of the Fiscal Year Complete**  
**Fiscal Year 2013-2014**

**AUXILIARY FUND**

**AREAS THAT ARE MEANT TO BE SELF-SUFFICIENT**

	Expenditures (note 1)					Year-to-date Profit/(Loss)	Budgeted Profit / (Loss)	FY 13/14 Estimate	Budget to Estimate Variance
	Revenues	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances				
<b>AUXILIARY ENTERPRISES</b>									
Residence Halls	\$ 827,113	\$ 763,929	\$ 39,317	\$ 19,344	\$ 783,902	\$ 43,211	\$ -	\$ (30,000)	\$ (30,000)
Food Service	29,010	51,041	-	-	51,041	(22,031)	(79,400)	(170,000)	(90,600)
Vending	32,629	-	-	-	-	32,629	30,000	34,000	4,000
Bookstore	189,731	20,250	-	-	20,250	169,481	185,700	188,500	2,800
Performing Arts Center	310,687	907,540	79,539	56,573	930,506	(619,819)	(449,700)	(625,000)	(175,300)
Edventures	116,464	137,191	6,675	6,675	137,191	(20,727)	(21,000)	(10,000)	11,000
Family Enrichment Center	428,632	540,994	67,712	51,134	557,572	(128,940)	(194,300)	(186,000)	8,300
<b>TOTAL ENTERPRISES</b>	<b>1,934,266</b>	<b>2,420,945</b>	<b>193,243</b>	<b>133,726</b>	<b>2,480,462</b>	<b>(546,196)</b>	<b>(528,700)</b>	<b>(798,500)</b>	<b>(269,800)</b>

**AREAS SUPPORTED BY GENERAL TUITION AND FEES**

	Year-to-Date Revenues				Total Revenues	Budget	Percent of Budget	FY 13/14 Estimate	Budget to Estimate Variance
<b>REVENUES:</b>									
Other Revenues	\$ 218,537				\$ 218,537	\$ 195,200	112.0%	\$ 255,000	\$ 59,800
Private Gifts	217,002				217,002	308,000	70.5%	295,000	(13,000)
Fund Balance Applied to Budget	83,333				83,333	100,000	83.3%	100,000	-
General Fund Transfer In	553,583				553,583	657,500	84.2%	657,500	-
Auxiliary Fund Transfer Out	(133,333)				(133,333)	(160,000)	83.3%	(160,000)	-
<b>TOTAL REVENUES</b>	<b>939,122</b>				<b>939,122</b>	<b>1,100,700</b>	<b>85.3%</b>	<b>1,147,500</b>	<b>46,800</b>

	Actual Expenditures	Encumbered Obligations	Labor Encumbrances	Total Expenditures and Non-Labor Encumbrances	Budget	Percent of Actual and Non- Labor Encumbrances to Budget	FY 13/14 Estimate	Budget to Estimate Variance
<b>EXPENDITURES (note 1):</b>								
Auxiliary Enterprises	\$ 269,241	\$ 42,543	\$ 36,009	\$ 275,775	\$ 388,000	71.1%	\$ 341,000	\$ (47,000)
Public Service	100,455	12,420	10,577	102,298	84,000	121.8%	108,000	24,000
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
<b>TOTAL EXPENDITURES</b>	<b>369,696</b>	<b>54,963</b>	<b>46,586</b>	<b>378,073</b>	<b>572,000</b>	<b>66.1%</b>	<b>449,000</b>	<b>(123,000)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>561,049</b>	<b>528,700</b>			
<b>ENTERPRISE SURPLUS/(DEFICIT)</b>				<b>(546,196)</b>	<b>(528,700)</b>			
<b>TOTAL AUXILIARY FUND</b>				<b>14,853</b>	<b>-</b>			

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Ten Months Ended April 30, 2014 - 83.3% of the Fiscal Year Complete**

**Fiscal Year 2013-2014**

**UNEXPENDED PLANT FUND**

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
Primary Property Taxes	\$ 7,934,554				\$ 7,934,554	\$ 9,591,300	82.7%
State Appropriations	248,600				248,600	-	100.0%
Yavapai College Foundation Donation	-				-	875,000	0.0%
Investment Income	15,583				15,583	10,000	155.8%
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	1,664,917				1,664,917	1,997,900	83.3%
<b>TOTAL REVENUES</b>	<b>15,832,054</b>				<b>15,832,054</b>	<b>18,442,600</b>	<b>85.8%</b>
		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>							
Preventative Maintenance		\$ 1,422,341	\$ 1,483,998	\$ -	\$ 2,906,339	\$ 4,246,000	68.4%
Unplanned Maintenance		435,496	16,736	-	452,232	500,000	90.4%
Capital Improvement Projects		6,873,027	3,410,678	-	10,283,705	10,045,000	102.4%
Equipment		1,251,404	30,477	-	1,281,881	2,473,000	51.8%
Furniture and Fixtures		161,186	-	-	161,186	250,000	64.5%
Library Books		59,964	50,631	-	110,595	98,700	112.1%
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%
<b>TOTAL EXPENDITURES</b>		<b>10,270,522</b>	<b>5,014,993</b>	<b>-</b>	<b>15,285,515</b>	<b>18,442,600</b>	<b>82.9%</b>
<b>SURPLUS/(DEFICIT)</b>					<b>546,539</b>	<b>-</b>	

**COMMENTS:**

Through the tenth month, 82.9% of budget has been committed (excluding labor encumbrances) compared to 85.8% of revenues received.

Fourth quarter State Aid was received in April 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 surplus of \$546,539.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Ten Months Ended April 30, 2014 - 83.3% of the Fiscal Year Complete**

**Fiscal Year 2013-2014**

**DEBT SERVICE FUND**

	<u>Year-to-Date Revenues</u>				<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>							
Secondary Property Taxes	\$ 4,200,429				\$ 4,200,429	\$ 5,077,500	82.7%
Investment Income	7,762				7,762	7,500	103.5%
General Fund Transfer In	1,402,500				1,402,500	1,683,000	83.3%
Auxiliary Fund Transfer In	133,333				133,333	160,000	83.3%
Fund Balance Applied to Budget	-				-	-	100.0%
<b>TOTAL REVENUES</b>	<b>5,744,024</b>				<b>5,744,024</b>	<b>6,928,000</b>	<b>82.9%</b>

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>						
General Obligation Bonds						
Principal Payments	\$ -	\$ 3,283,333	\$ -	\$ 3,283,333	\$ 3,940,000	83.3%
Interest Payments	554,800	371,033	-	925,833	1,111,000	83.3%
Pledged Revenue Obligations						
Principal Payments	-	762,500	-	762,500	915,000	83.3%
Interest Payments	264,178	175,822	-	440,000	528,000	83.3%
Revenue Bonds						
Principal Payments	-	233,333	-	233,333	280,000	83.3%
Interest Payments	67,375	32,625	-	100,000	120,000	83.3%
Bank Fees	400	-	-	400	4,000	10.0%
Property Tax Contingency	-	-	-	-	30,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>886,753</b>	<b>4,858,646</b>	<b>-</b>	<b>5,745,399</b>	<b>6,928,000</b>	<b>82.9%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>(1,375)</b>	<b>-</b>	

**COMMENTS:**

Through the Tenth month, 82.9% of budget has been committed (excluding labor encumbrances) compared to 82.9% of revenues received.

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

**Presenter :** Ray Sigafoos

**Start Time :** 2:07 PM

**Item No :** 13

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 3/21/2014

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

**Details :** For consideration for 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
2.3.1 Monitoring Report Executive Limitations April in May (3).pdf	May 09, 2014	2.3.1 Monitoring Report Executive Limitations April in May (3).pdf

**Monitoring Report - Monthly  
Executive Limitations Policy 2.3.1 – Budget Deviations  
April 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 ten months ended April 30, 2014, the General Fund has a surplus of \$3,090,000. This is primarily the result of tuition and fee revenues reflecting spring and summer 2014 enrollments and expenditures being under budget.

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 the Residence Halls, 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 \$100,000, or 2.7% 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 ten months ended April 30, 2014, the Unexpended Plant Fund has a surplus of \$546,500.

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 April 30, 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 ten months ended April 30, 2014, there were no significant variances from budget.

## **President's Conclusion:**

I report compliance.

**Presenter :** Ray Sigafoos

**Start Time :** 2:08 PM

**Item No :** 14

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 3/21/2014

**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 President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - April 2014 - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** For consideration for approval of the monthly monitoring report for Executive Limitation 2.3.2 - Reserves. The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Funds reserves below \$1 million without specific Board authorization and a realistic recovery.

**Attachments :**

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 2_April in May.pdf	May 09, 2014	Monitoring Report Executive Limitations Policy 2 3 2_April in May.pdf

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

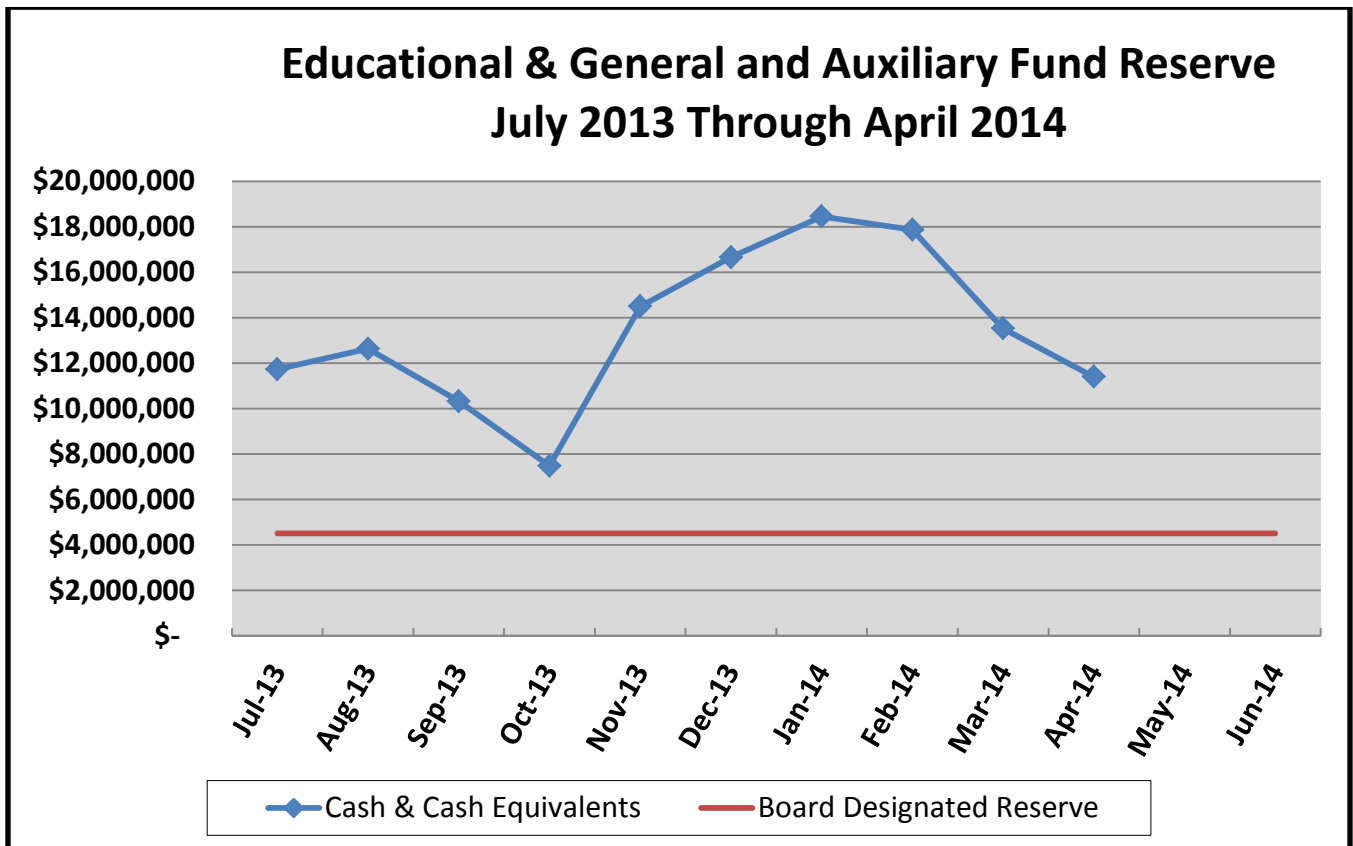
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

**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:**

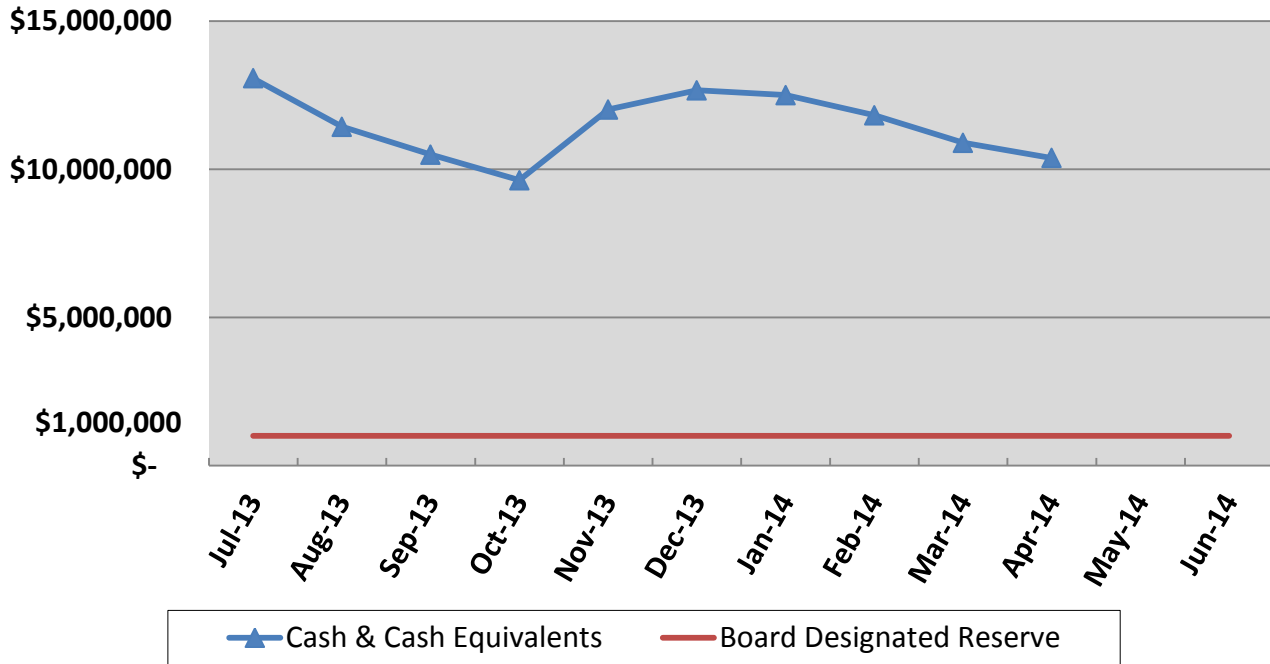
Source: Banner Finance



For the period July 1, 2013, through April 30, 2014, Current Fund reserves have exceeded the Governing Board’s designated reserve.



## Plant Fund Reserve July 2013 Through April 2014



For the period July 1, 2013, through April 30, 2014, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of April 30, 2014, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$9,382,000.

### **President's Conclusion:**

I report compliance.

**Presenter :** Ray Sigafoos

**Start Time :** 2:09 PM

**Item No :** 15

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 3/21/2014

**Item Type :** Consent Item

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

**Description :** Board Self-Evaluation of Governing Board Policy 3.0 - Governance Process - MONITORING, DISCUSSION AND/OR DECISION

**Details :** 3.0 Governance Process

The purpose of the Yavapai College District Governing Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.

**Attachments :**

Title	Created	Filename
Compilation - Board Evaluation 3.0.pdf	May 07, 2014	Compilation - Board Evaluation 3.0.pdf

Policy Number	<b>District Governing Board Policy Review Evaluation of Board Policies Compilation - May 2014</b>  <b>Policies: 3.0 Governance Process</b>  <u><i>Call if you need any help finding data in OurBoardroom™</i></u> <i>(Barbara, 928.776.2023)</i>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
<b>3.0 Governance Process</b>	The purpose of the Yavapai College District Governing Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

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

---



---

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

---

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

---

Comments/Remarks:

---



---



---

**Presenter :** Ray Sigafoos

**Start Time :** 2:14 PM

**Item No :** 16

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 3/21/2014

**Item Type :** Consent 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 :** Board Self-Evaluation - Governance Process 3.4 - Agenda Planning - MONITORING, DISCUSSION AND/OR DECISION

**Details :** 3.4 Agenda Planning

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.

**3.4.1 End of Year Cycle**

The cycle shall conclude each year on the last day of September so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.

**3.4.2 Start of Annual Cycle**

The cycle shall start with the Board's development of its agenda for the next year.

**3.4.2.1 Calendar for Owner Input**

Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, to be held during the balance of the cycle.

**3.4.2.2 Calendar for Education and Ends**

Governance education and education related to Ends determination (e.g., Board training, presentations by futurists, demographers, advocacy groups and staff, studying internal and external publications, attending conferences etc.) shall be arranged in September and October, to be held during the balance of the cycle.

**3.4.2.2.1 Board Member Orientation Process**

New board members will be oriented in a manner that ensures acquaintance with all the Board's most critical responsibilities, documents and processes.

a) An existing Board member will be appointed in advance of the November elections to mentor each new Board member and ensure their completion of the orientation process.

b) Board members will be familiarized with:

1) Title 15, Chapter 12 - Community Colleges, of the Arizona Revised Statutes and with the Open Meeting Law

2) The Board's Policy Manual

3) The principles and practice of Policy Governance (through relevant reading and/or workshop attendance).

4) The responsibilities of all staff engaged in Board support (including a meeting with the President)

5) Use of OurBoardroom to access and organize all Board documents, agendas, minutes, as well as submission of agenda items and monitoring report assessments.

#### 3.4.3 All Meeting Agendas

The Board shall plan its agenda around the specific job products of the Board, set out in the Board's Job Description Policy 3.2. All meeting agendas shall, therefore, clearly distinguish between items for the purposes of:

- a) Ownership Linkage
- b) Policy Development
- c) Monitoring of President Performance
- d) Fulfillment of items that are:
  - 1) Procedural
  - 2) For Information Only
  - 3) For Board Education

For Monitoring of Board Performance, Board agendas will also distinguish between items for discussion and items for decision and items on the Boards Consent Agenda (see Policy 3.4.3.4).

##### 3.4.3.1 Referencing Existing Board Policy

All items on the agenda will reference the relevant existing Board policies.

##### 3.4.3.2 Distinguishing Between Matters for the Board or President

- a) Any matter that falls outside the scope of the Board's Ends or President's Executive Limitations policies is a matter for Board decision.
- b) Any matter that falls within the scope of the Board's Ends or President's Executive Limitations policies is a matter for the President's decision.

##### 3.4.3.3 Process for Placing Items on the Agenda

The President and any Board member who wishes to place an item on the agenda should do so through the Board Chair

- a) If it is the Board's issue it will be placed on the next Board agenda.
- b) If it is the President's issue, the Chair will refer it to the President to be dealt with in accordance with Board policy and inform any Board member concerned.
- c) If the Board member feels that this process has not been followed appropriately, he/she will inform the Chair who will place the matter on the next Board agenda.

##### 3.4.3.4 Consent Agenda

The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.

Therefore, the Consent Agenda will be used to:

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

#### 3.4.4 President Monitoring

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.

#### 3.4.5 Elections/Appointments

As required by A.R.S. 15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the newly-elected Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January. The Chair and Secretary shall serve from the date of election until the date on which their replacements are elected. The newly-elected Board Chair will appoint Board Liaisons for one-year terms at the January or February meeting.

#### 3.4.6 Items for Action

Board members and the President shall present items for action or discussion at a Board meeting only when on the agenda.

#### **Attachments :**

<b>Title</b>	<b>Created</b>	<b>Filename</b>
Compilation - Board Evaluation 3.4.pdf	May 07, 2014	Compilation - Board Evaluation 3.4.pdf

Policy Number	<p align="center"><b>District Governing Board Policy Review Evaluation of Board Policies Compilation - May 2014</b></p> <p><b>Policies: 3.4 Agenda Planning</b></p> <p><b><u>Call if you need any help finding data in OurBoardroom™</u></b> (Barbara, 928.776.2023)</p>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
<b>Policy 3.4 – Agenda Planning</b>	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.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy 3.4.1 End of Year Cycle</b>	The cycle shall conclude each year on the last day of September so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy 3.4.2 Start of Annual Cycle</b>	The cycle shall start with the Board's development of its agenda for the next year.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy 3.4.2.1 Calendar for Owner Input</b>	Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, to be held during the balance of the cycle.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy 3.4.2.2 Calendar for Education Ends</b>	Governance education and education related to Ends determination (e.g., Board training, presentations by futurists, demographers, advocacy groups and staff, studying internal and external publications, attending conferences etc.) shall be arranged in September and October, to be held during the balance of the cycle.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy 3.4.2.2.1 Board Member Orientation Process</b>	<p>3.4.2.2.1 Board Member Orientation Process</p> <p>New board members will be oriented in a manner that ensures acquaintance with all the Board's most critical responsibilities, documents and processes.</p> <p>a) An existing Board member will be appointed in advance of the November elections to mentor each new Board member and ensure their completion of the orientation process.</p> <p>b) Board members will be familiarized with:</p> <ol style="list-style-type: none"> <li>1) Title 15, Chapter 12 - Community Colleges, of the Arizona Revised Statutes and with the Open Meeting Law</li> <li>2) The Board's Policy Manual</li> <li>3) The principles and practice of Policy Governance (through relevant reading and/or workshop attendance).</li> <li>4) The responsibilities of all staff engaged in Board support (including a meeting with the President)</li> <li>5) Use of OurBoardroom to access and organize all Board documents, agendas, minutes, as well as submission of agenda items and monitoring report assessments.</li> </ol>	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy 3.4.3 All Meeting Agendas</b>	<p>The Board shall plan its agenda around the specific job products of the Board, set out in the Board's Job Description Policy 3.2. All meeting agendas shall, therefore, clearly distinguish between items for the purposes of:</p> <ol style="list-style-type: none"> <li>a) Ownership Linkage</li> <li>b) Policy Development</li> <li>c) Monitoring of President Performance</li> <li>d) Fulfillment of items that are: <ol style="list-style-type: none"> <li>1) Procedural</li> <li>2) For Information Only</li> <li>3) For Board Education</li> </ol> </li> </ol> <p>For Monitoring of Board Performance, Board agendas will also distinguish between items for discussion and items for decision and items on the Boards Consent Agenda (see Policy 3.4.3.4).</p>	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Policy 3.4.3.1 Referencing Existing Board Policy</b>	All items on the agenda will reference the relevant existing Board policies.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy 3.4.3.2 Distinguishing Between Matters for the Board or President</b>	a) Any matter that falls outside the scope of the Board's Ends or President's Executive Limitations policies is a matter for Board decision. b) Any matter that falls within the scope of the Board's Ends or President's Executive Limitations policies is a matter for the President's decision.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy 3.4.3.3 Process for Placing items on the Agenda</b>	The President and any Board member who wishes to place an item on the agenda should do so through the Board Chair a) If it is the Board's issue it will be placed on the next Board agenda. b) If it is the President's issue, the Chair will refer it to the President to be dealt with in accordance with Board policy and inform any Board member concerned. c) If the Board member feels that this process has not been followed appropriately, he/she will inform the Chair who will place the matter on the next Board agenda.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy 3.4.3.4 Consent Agenda</b>	The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making. Therefore, the Consent Agenda will be used to: a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract and b) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy 3.4.4 President Monitoring</b>	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.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy 3.4.5 Elections/ Appointments</b>	As required by A.R.S. §15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the newly-elected Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January. The Chair and Secretary shall serve from the date of election until the date on which their replacements are elected. The newly-elected Board Chair will appoint Board Liaisons for one-year terms at the January or February meeting.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Policy 3.4.6 Items for Action</b>	Board members and the President shall present items for action or discussion at a Board meeting only when on the agenda.	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

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

---

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

---

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

---

Comments/Remarks:

---



---



---

**Presenter :** Ray Sigafoos

**Start Time :** 2:19 PM

**Item No :** 17

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 3/21/2014

**Item Type :** Consent Item

Policy No.	Description	Ref No
4.5	<p>The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President.</p> <p>President remuneration shall be decided in or about June of each year and shall be consistent with any existing contract, after a review of monitoring reports received in the last year.</p>	429157

**Description :** Board Self-Evaluation - Board-President Linkage 4.5 - President Compensation and Benefits - MONITORING, DISCUSSION AND/OR DECISION

**Details :** 4.5 President Compensation and Benefits

The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President.

President remuneration shall be decided in or about June of each year and shall be consistent with any existing contract, after a review of monitoring reports received in the last year.

**Attachments :**

Title	Created	Filename
Compilation - Board Evaluation 4.5.pdf	May 07, 2014	Compilation - Board Evaluation 4.5.pdf

Policy Number	<b>District Governing Board Policy Review Evaluation of Board Policies Compilation - May 2014</b>  <b>Policies:</b> <b>4.5 President Compensation and Benefits</b>  <u><i>Call if you need any help finding data in OurBoardroom™</i></u> <i>(Barbara, 928.776.2023)</i>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
<b>4.5 President Compensation and Benefits</b>	The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President.  President remuneration shall be decided in or about June of each year and shall be consistent with any existing contract, after a review of monitoring reports received in the last year.	<b>4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

---

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

---



---

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

---

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

---

Comments/Remarks:

---



---



---

**Presenter :** Ray Sigafoos

**Start Time :** 2:24 PM

**Item No :** 18

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 5/6/2014

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

**Description :** Receipt of the Intergovernmental Agreement (IGA) between Superior Court in Yavapai County and Yavapai College to provide a Youth Summer Training and Enrichment Program (YouthSTEP) - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** For consideration for approval of the IGA between the Superior Court in Yavapai County Juvenile Court Center and Yavapai College to provide a Youth Summer Training and Enrichment Program (YouthSTEP) for the period from May 13, 2014 through September 30, 2014.

**Attachments :**

Title	Created	Filename
YOUTHSTEP IGA 5 6 14.pdf	May 07, 2014	YOUTHSTEP IGA 5 6 14.pdf

**INTERGOVERNMENTAL AGREEMENT  
BETWEEN SUPERIOR COURT IN YAVAPAI COUNTY  
AND YAVAPAI COLLEGE  
FOR THE OPERATION OF THE YouthSTEP PROGRAM**

This is an Intergovernmental Agreement (“Agreement”) entered into pursuant to ARS § 11-952 by and between the Superior Court in Yavapai County (Yavapai County Juvenile Court Center (“YCJCC”)) and the Governing Board of Yavapai County Community College District, doing business as Yavapai College, a community college district of the State of Arizona (“College”), each of which is a public agency of the State of Arizona as that term is defined in A.R.S. § 11-952.

**WITNESSETH:**

WHEREAS, the presiding judge of the juvenile court in Yavapai County is required pursuant to ARS § 8-322 to submit a plan for expenditure of monies to fund programs to reduce the number of repeat juvenile offenders and to provide services for juveniles who are on probation and

WHEREAS, YCJCC has determined to include in its plan summer youth training and education services provided by the College due to the beneficial effect of these services upon juvenile offenders in Yavapai County;

NOW, THEREFORE, pursuant to ARS § 11-952 Yavapai County, YCJCC and the College hereby agree as follows:

**ARTICLE I**

DURATION OF AGREEMENT: This Agreement shall become effective upon execution and shall terminate on the 30<sup>th</sup> day of September, 2014.

**ARTICLE II**

PURPOSE: The purpose of this Agreement is to set forth the understanding of the parties regarding the terms and conditions under which YCJCC and the College will provide a summer youth training and education program:

Yavapai County, through the Yavapai County Juvenile Court Center, obtained approval from the Administrative Office of the Courts to utilize state funds allocated to the Yavapai County Juvenile Court Center to fund a summer job training program. The program, Youth Summer Training and Enrichment Program, YouthSTEP (“Program”), consists of a summer job readiness and remedial education/life skills program for 16 juvenile offenders. The collaboration of partner agencies includes YCJCC, Community Counts, and the College. Funding for the Program is available, in the amount of **\$53,420.00**.

The College and YCJCC are authorized by A.R.S. § 11-952 et. seq. to enter into agreements for the joint exercise of any power common to the contracting parties as to governmental functions necessary to the public health, safety and welfare, and the proprietary functions of such public agencies.

The College and YCJCC desire to work in cooperation with one another to further the goals of the approved Program. The College is familiar with the educational, administrative and operational requirements, goals and objectives of the Program as set forth and acknowledges and agrees that it can meet and achieve those requirements, goals and objectives by providing the services, personnel and resources set forth in Article III.

### ARTICLE III

#### SCOPE OF SERVICES TO BE PERFORMED BY THE COLLEGE:

- A. Provide office space for Program staff and a location to conduct the classroom and work experience portions of the program;
- B. Provide administrative support as appropriate;
- C. Utilize available resources and support personnel to achieve project goals;
- D. Recruit, hire and train faculty, mentors and coordinators for the program;
- E. Provide co-directors for the program.

### ARTICLE IV

FINANCE AND BUDGET: The budget for the Program is split between two fiscal years, FY 2013-2014 and FY 2014-2015. As such, budget allocations and expenditures must be made for each corresponding fiscal year's budget and may not overlap, as outlined below:

#### A. Fiscal Year 2013-2014 Budget

The College, on or before July 15, 2014, will submit invoices to YCJCC for expenditure reimbursement. All expenditures must be expended by June 30, 2014. These invoices may be submitted on a monthly basis during the budget period. Upon receipt of an expenditure reimbursement request, YCJCC will issue a warrant to the College pursuant to allowable budget categories, as follows:

Personnel	\$12,185.00
ERE	\$1,828.00
Contract Services	\$14,976.00
Operating & Supplies	\$1,850.00
Travel	\$911.00
<b>Total</b>	<b>\$31,750.00</b>



B. Fiscal Year 2014-2015 Budget

The College, on or before October 15, 2014, will submit invoices to YCJCC for expenditure reimbursement. All expenditures must be expended by September 30, 2014. These invoices may be submitted on a monthly basis during the budget period. Upon receipt of an expenditure reimbursement request, YCJCC will issue a warrant to the College pursuant to allowable budget categories, as follows:

Personnel	\$7,241.00
ERE	\$1,086.00
Contract Services	\$11,980.00
Operating & Supplies	\$600.00
Travel	\$762.00
<b>Total</b>	<b>\$21,670.00</b>

C. Payment Terms: Upon receipt of an expenditure reimbursement request from the College, YCJCC will remit a warrant to the College.

**ARTICLE V**

FUND ACCOUNTING:

- A. The College is responsible to expend funds in the amount of **\$31,750.00** during Fiscal Year 2013-2014 as enumerated in Article IV, A and in the amount of **\$21,670.00** during Fiscal Year 2014-2015 as enumerated in Article IV, B. Funds distributed to the College shall be handled and accounted for in accordance with the regular operating procedures established by the College. Any interest earned on these monies while in the possession of the College shall accrue to the College and may be used by the College for the Program.
- B. Fiscal Year 2013-2014 funds shall be expended by June 30, 2014 and invoiced to YCJCC by July 15, 2014. Fiscal Year 2014-2015 funds shall be expended by September 30, 2014 and invoiced to YCJCC by October 15, 2014. Funds expended or requested for reimbursement after these time lines will not be reimbursed to the College.
- C. Any operating supplies purchased by the College with funds distributed under this agreement shall be used by the College for the administrative, operational and educational services associated with this IGA. At the end of this agreement term, or any successive agreement term with YCJCC, any remaining and unused operating supplies having more than nominal value shall be returned to the Yavapai County Juvenile Court Center.

**ARTICLE VI**

EMPLOYMENT STATUS OF STAFF: Except as otherwise provided in law, in the performance of this Agreement and the Program, both parties hereto will be acting in their individual governmental capacities and not as agents, employees, partners, joint venturers, or

associates of each other. The employees, agents, or subcontractors of one party shall not be deemed or construed to be the employees or agents of the other party.

## ARTICLE VII

FINGERPRINTING: The provisions of A.R.S. 41-1758, et seq. are hereby incorporated as provisions of this Agreement.

- A. Personnel who are employed by the College in connection with the Program, whether paid or not, and who are required or allowed to provide services directly to juveniles shall be fingerprinted as a condition of employment. The College shall submit employee fingerprints to the Department of Public Safety or its designated agency before the performance of any job duties by the employee which require or allow the employee to provide services directly to juveniles without supervision. Personnel under eighteen years of age shall not be prohibited from employment solely because criminal history record information is not available to the department.
- B. Fingerprint checks shall be conducted pursuant to A.R.S. Section 41-1750, 41-1758, et seq.
- C. The College shall assume the costs of fingerprint checks and may charge these costs to its fingerprinted personnel.
- D. Personnel who are employed by the College in connection with the Program, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they are awaiting trial on or have ever been convicted of any of the following criminal offenses in this state or similar offenses in another state or jurisdiction:

Sexual abuse of a minor; incest; first or second degree murder; kidnapping; arson; sexual assault; sexual exploitation of a minor; contributing the delinquency of a minor; commercial sexual exploitation of a minor; felony offenses involving distribution of marijuana or dangerous or narcotic drugs; burglary; robbery; a dangerous crime against children as defined in A.R.S. 13-705; child abuse; sexual conduct with a minor; molestation of a child; manslaughter; aggravated assault.

- E. Personnel who are employed by the College in connection with the Program, whether paid or not, and who are required or allowed to provide services directly to juveniles shall certify on forms provided by the Department of Public Safety and notarized whether they have ever committed an act of sexual abuse of a child, including sexual exploitation and commercial sexual exploitation, or any act of child abuse.
- F. This Agreement may be canceled or terminated if the fingerprint check or the certified form of any person who is employed by the College in connection with the Program, whether paid or not, and who is required or allowed to provide services directly to juveniles discloses that a person has committed any act of sexual abuse of a child, including sexual exploitation or commercial sexual exploitation, or any act of child abuse or that the person has been convicted of or awaiting trial on any of the following criminal offenses in this state or similar offenses in another state or jurisdiction: Sexual abuse of a

minor; incest; first or second degree murder; sexual assault; sexual exploitation of a minor; commercial sexual exploitation of a minor; a dangerous crime against children as defined in A.R.S. 13-705; child abuse; sexual conduct with a minor; molestation of a child.

The College may avoid cancellation or termination of the Agreement if the person whose fingerprints or certification form shows that he has been convicted or is awaiting trial on the offenses listed in this subsection or has committed any of the acts listed in subsection "D" of this article is immediately prohibited from employment or service with the provider in any capacity requiring or allowing contact with juveniles.

- G. The Agreement may be canceled or terminated if the fingerprint check or certified form of any person who is employed by the College in connection with the Program, whether paid or not, and who is required or allowed to provide services directly to juveniles without supervision discloses that the person has been convicted of or is awaiting trial on any of the following criminal offenses in this state or similar offenses in another jurisdiction: Arson; contributing to the delinquency of a minor; felony offenses involving distribution of marijuana or dangerous or narcotic drugs; burglary; robbery; kidnapping; manslaughter; aggravated assault.

The College may avoid cancellation or termination of the Agreement if the person whose fingerprints or certification form shows that he has been convicted of or awaiting trial on an offense or similar offense as listed in this subsection is immediately prohibited from employment or service with the provider in any capacity requiring or allowing the person to provide services directly to juveniles without supervision, or, for providers of substance abuse services for minors, unless the person has been granted an exception for good cause pursuant to the requirements and procedures of A.R.S 41-619.55.

- H. The requirements of subsections A through G of this article do not apply to any personnel who are employed by a provider that has a contract for services to juveniles with licenses or is certified by the Department of Health Services, the Supreme Court or the State Department of Juvenile Corrections and who have been fingerprinted and submitted the required certification form in connection with that employment. Federally recognized Indian tribes or military bases may submit and the Department of Public Safety shall accept certifications that state that no personnel who are employed or who will be employed during the Agreement term have been convicted of, have admitted committing or are awaiting trial on any offense under subsection D of this article.
- I. Adult clients of a provider or licensee who receive treatment services are exempt from the requirements of this section, unless they provide services directly to juveniles without supervision. Volunteers who provide services to juveniles under direct visual supervision of the provider's employees are exempt from the fingerprinting requirements of this section.

## ARTICLE VIII

AUDIT OF RECORDS: Pursuant to A.R.S. 35-214 and 35-215, the College shall retain and shall contractually require each subcontractor to retain all data, books and other records ("records") relating to this Agreement for a period of five years after completion of the Agreement. All records shall be subject to inspection and audit by the appropriate State of Arizona agency or department at reasonable times and with a minimal disruption of the College's educational activities. Upon request from YCJCC, the College shall produce the original of any or all such records within a reasonable amount of time.

## ARTICLE IX

TERMINATION: This Agreement may be terminated upon written notice by either party if in its judgment such action is necessary due to: funding availability, statutory changes in the Program, either party's failure to implement or operate the approved Program, or either party's non-compliance with this Agreement. Upon termination of this agreement any remaining and unused operating supplies having more than nominal value shall be returned to the Yavapai County Juvenile Court Center.

## ARTICLE X

CONFLICT OF INTEREST: The parties acknowledge that this Agreement is subject to cancellation provisions pursuant to A.R.S. § 38-511, the provisions of which are incorporated herein and made a part hereof. The YCJCC may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the YCJCC is, at any time while this Agreement or any extension is in effect, an employee or agent of the College with respect to the subject matter of this Agreement.

## ARTICLE XI

INDEMNIFICATION: To the extent permitted by law, each party (as "indemnitor") agrees to indemnify, defend, and hold harmless each other party (as "indemnitee") from and against any and all claims, losses, liability costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such claims which result in vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of the indemnitor, its officers, officials, agents, employees, or volunteers.

## ARTICLE XII

INSURANCE: Prior to commencing services under this Agreement, the College must furnish the YCJCC certification from insurer(s) for coverage in the minimum amounts as stated below. The coverage shall be maintained in full force and effect during the term of this Agreement and

shall not serve to limit any liabilities or any other College obligations. The *insurance requirements* herein are minimum requirements and in no way limit the indemnity covenants contained in the Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the governmental entity or the College from liabilities that might arise out of the performance of the work under this Agreement by the College, its agents, representatives, employees or subcontractors, and College and the governmental entity are free to purchase additional insurance. (*Note: this applies only to Colleges used by a governmental entity, not to the governmental entity itself.*)

A. MINIMUM SCOPE AND LIMITS OF INSURANCE: College shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.

- General Aggregate: \$2,000,000
- Products – Completed Operations Aggregate: \$1,000,000
- Personal and Advertising Injury: \$1,000,000
- Blanket Contractual Liability – Written and Oral: \$1,000,000
- Fire Legal Liability: \$50,000
- Each Occurrence: \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: *“The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the College”.*

*(Note that the other governmental entity(ies) is/are also required to be additional insured(s) and they should supply the College with their own list of persons to be insured.)*

- b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the College.

2. Excess Liability to follow form of the primary Commercial General Liability in the minimum amount of \$3,000,000.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies are to contain, or be endorsed to contain, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees *and the other governmental entity* shall be additional insureds to the full limits of liability purchased by the College even if those limits of liability are in excess of those required by the Agreement.
2. The College's insurance coverage shall be primary insurance with respect to all other available sources.
3. The College's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Coverage provided by the College shall not be limited to the liability assumed under the indemnification provisions of its Agreement with the other governmental entity(ies) party to the IGA.

C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this Agreement shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to (State of Arizona Department Representative's Name and Address) and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the College from potential insurer insolvency.

E. VERIFICATION OF COVERAGE: College shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Agreement. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Agreement must be in effect at or prior to commencement of work under this Agreement and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Agreement, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Agreement shall be sent directly to (State of Arizona Department Representative's Name and Address). The State of Arizona project/contract number and project description are to be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT DIVISION.

F. SUBCONTRACTORS: College's certificate(s) shall include all subcontractors as insureds under its policies or the College shall furnish to the State of Arizona separate certificates for each subcontractor. All coverages for subcontractors shall be subject to

the minimum requirements identified above.

G. APPROVAL: Any modification or variation from the *insurance requirements* in any Intergovernmental Agreement must have prior approval from the State of Arizona Department of Administration, Risk Management Division, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.

H. EXCEPTIONS: In the event the College or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the College or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university then none of the above shall apply.

### ARTICLE XIII

COMPLIANCE WITH LAWS: Both parties shall comply with all applicable laws, ordinances, rules, regulations and statutes which may be applicable to this Agreement. This Agreement shall be construed under the laws of the State of Arizona and shall incorporate by reference all laws governing the intergovernmental agency agreements and mandatory contract provisions of state agencies required by statute or executive order.

### ARTICLE XIV

SEVERABILITY: Each provision of this Agreement stands alone and any provision of this Agreement found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Agreement

### ARTICLE XV

MODIFICATIONS: Any modification or amendments shall be by formal written amendment and executed by the parties hereto.

### ARTICLE XVI

ENTIRE AGREEMENT: This Agreement contains the entire Agreement of the parties. This Agreement may not be changed orally. This Agreement may be modified by a subsequent agreement in writing, signed by the party against whom enforcement of any waiver, change, modification, extension, addendum or discharge is sought.

### ARTICLE XVII

NON-AVAILABILITY OF FUNDS: Every payment obligation of the YCJCC under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the YCJCC at the end of the period for which funds are available. No liability shall accrue to the YCJCC in the event this provision is exercised, and the YCJCC shall not be obligated or liable for any future payments or for any

damages as a result of termination under this paragraph. The YCJCC shall not be liable for any purchases or subcontracts entered into by the parties to this IGA in anticipation of funding.

### ARTICLE XVIII

NON-DISCRIMINATION: The College and YCJCC shall comply with Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act, and State Executive Order No. 2009-09 which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities. The College and YCJCC shall comply with the Rehabilitation Act of 1973, as amended, which prohibits discrimination in the employment or advancement in employment of qualified persons because of physical or mental handicap, and the Americans With Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.

### ARTICLE XIX

ARBITRATION: The parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review required by Supreme Court Administrative Policy 4.07, to the extent required by A.R.S.12-1518 and A.R.S. 12-133 except as may be required by other applicable statutes.

### ARTICLE XX

INVALIDITY OF PART OF THE AGREEMENT: The parties agree that should any part of this Agreement be held to be invalid or void, the remainder of the Agreement shall remain in full force and effect and shall be binding upon the parties.

### ARTICLE XXI

NOTICES: All notices, requests for payment, or other correspondence between the parties regarding this Agreement shall be mailed or delivered to the respective parties at the following addresses:

Scott Mabery Director of Juvenile Court Services Yavapai County Juvenile Court 1100 Prescott Lakes Parkway Prescott, Arizona 86301	Phyllis Lewellen Director of Purchasing and Contracts Yavapai College 1100 E. Sheldon St. Prescott, Arizona 86301
--	---



**ARTICLE XXII**

**COMPLIANCE REQUIREMENTS FOR A.R.S. § 41-4401 – IMMIGRATION LAWS AND E-VERIFY REQUIREMENTS:**

- 1) The Parties warrant compliance with all Federal immigration laws and regulations relating to employees and warrant compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: “After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.”)
- 2) A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the Parties may be subject to penalties up to and including termination of the Agreement.
- 3) The Parties retain the legal right to inspect the documents of any employee of the other Party who works on the Agreement to ensure that the other party is complying with the warranty under this paragraph.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the date written below:

YAVAPAI COUNTY JUVENILE COURT

YAVAPAI COLLEGE

\_\_\_\_\_  
Honorable Anna Young  
Yavapai County Presiding Juvenile Judge

\_\_\_\_\_  
Dr. Penelope H. Wills  
President, Yavapai College

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mr. Ray Sigafos  
Chair, Board of Governors

\_\_\_\_\_  
Date

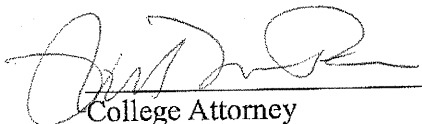
**INTERGOVERNMENTAL AGREEMENT:**

REVIEWED AND APPROVED AS TO FORM

The foregoing Intergovernmental Agreement between Yavapai County Superior Court on behalf of the Yavapai County Juvenile Court Center, and Yavapai College has been reviewed pursuant to ARS § 11-952 by the undersigned, who have determined that it is in the proper form and is within the powers and authority granted under the laws of the State of Arizona and Yavapai College.

YAVAPAI COLLEGE

OFFICE of the ATTORNEY GENERAL  
STATE of ARIZONA

 5/6/14  
\_\_\_\_\_  
College Attorney Date

\*See attached INTERGOVERNMENTAL  
AGREEMENT DETERMINATION form



Thomas C. Horne  
Attorney General

Office of the Attorney General  
State of Arizona

INTERGOVERNMENTAL AGREEMENT DETERMINATION

**KR14 - 0032**

Attorney General Contract No. \_\_\_\_\_ which is an Agreement between public agencies, has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General, who has determined that it is in the proper form and is within the powers granted under the laws of the State of Arizona to those Parties to the Agreement represented by the Attorney General.

Dated this 2<sup>nd</sup> Day of May, 2014

THOMAS C. HORNE  
The Attorney General

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

Assistant Attorney General

**Presenter :** Ray Sigafoos                      **Start Time :** 2:25 PM                      **Item No :** 19  
**Proposed By :** Ray Sigafoos                      **Time Req :** 0  
**Proposed :** 3/21/2014                      **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 - CONTINUED

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos                      **Start Time :** 2:25 PM                      **Item No :** 20  
**Proposed By :** Ray Sigafoos                      **Time Req :** 15  
**Proposed :** 3/21/2014                      **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: 2014 Commencement Ceremonies; Faculty Summer Institute; College Police Chief; Verde Valley Advisory Committee Update; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

- 2014 Commencement Ceremonies
- Faculty Summer Institute
- College Police Chief
- Verde Valley Advisory Committee Update
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Information

**Attachments :**

Title	Created	Filename
May 2014 College Highlights.pdf	May 08, 2014	May 2014 College Highlights.pdf
Facilities Management News May 2014.pdf	May 08, 2014	Facilities Management News May 2014.pdf

## May 2014 College Highlights

### Foundation Studies

- **Craig Lefever**, Program Director for Yavapai College's Adult Basic Education program, reports that Arizona Adult Education is ranked 2<sup>nd</sup> in the nation. Based on the National Reporting System for Adult Education, 64 percent of Arizona's adult learners achieved at least one educational gain in FY 2012-2013. Yavapai College's Adult Education program, as well as other programs across the state, provides adults access to quality educational opportunities to support employment, job training and higher education aspirations.

### Instructional Support and Improvement

- The program Volunteer Income Tax Assistance (VITA) is a Yavapai College (YC) community service program operated in partnership with the Internal Revenue Service. Each year the program provides income tax assistance to qualifying taxpayers by providing an appropriate tax preparation environment in which qualified Yavapai College student volunteers can render free tax preparation assistance to low and moderate income clientele.

The VITA program has provided our YC student volunteers a practical application for their studies while making a positive impact the local community. Student volunteers obtain valuable certifiable tax preparation experience and correspondingly improve their employment resumes. YC course credit is now awarded for successful VITA participation.

VITA tax preparation has become the Service Learning component of the Accounting program at Yavapai College. For the 2014 tax filing season just ended, student and supervisory volunteer participation exceeded 850 hours, and 185 clients were served.

#### 2014 Yavapai College Student Volunteers:

##### Prescott:

**Harold Clark – Site Coordinator**  
**Thomas Sweeney – Tax Preparer**  
**John Sapone – Tax Preparer**  
**Natasha Prescott – Tax Preparer**  
**Katherine Bucklein – Tax Preparer**  
**Gloria Garcia – Tax Preparer**

##### Verde:

**Kristi Bright – Tax Preparer**  
**Matthew Macho – Tax Preparer**

##### Yuma:

**Shannon Kelly-Tidaback – Tax Preparer**

A special thanks to **Harold Clark** who returned as a second year student volunteer, serving in a supervisory site coordinator role for the Prescott campus site. Harold spent many additional volunteer hours promoting our service.

## Visual, Performing, and Liberal Arts

- **Eric Boos**, Adjunct Art Faculty, displayed art work in the Prescott College exhibition March - April 2014 at the Sam Hill Warehouse. In a big break from his ceramics, his recent work involves cut and bent plywood to create surreal figures with wings for hands and feet, graffiti, tattooed and flying on the walls.
- **Laura Bloomenstein**, Professor of Art, is exhibiting new art work at the Youth Library in Tempe, Arizona from now through August 20, 2014. The work evolved during her sabbatical and includes large format 2D prints (24" x 36") of multidimensional geometric images created by using 3D modeling software.
- **Jan McFarland**, Adjunct Psychology Faculty, is a Steering Committee Member for the Mental Health Coalition Verde Valley (MHCVV). The group formed in September 2013 and meets monthly to further discuss needs, resources and possible actions to address mental health issues in local communities. The MHCVV is a non-profit organization entirely managed by volunteers, and is committed to advocating for the needs of local communities.
- **Curtis Kleinman**, Professor of Spanish, reports continued great response to Clases de computación en Español (computer classes in Spanish). His SPA 202 students continue to teach basic computing to Spanish speakers living in the Prescott Valley area at the Prescott Valley Public Library. SPA 202 students improve their Spanish speaking skills as they plan and give the lessons in Spanish. Many Spanish speaking patrons are getting their first library cards, and becoming savvy about the resources that are available, free of charge, at their local library. In addition, Professor Kleinman reports that the annual TALC (Tri-cities Association for Language Classes) Conference was held Friday, April 25. There were 7 presentations, and this year they included many graduate students from NAU.
- **Lauren McCrea**, Professor of Art and Graphic Design Program Director, reports that **Rhonda Snyder**, graphic designer and photography student, is being interviewed by the Arizona Republic for her art work that involved the Fallen 19 firefighters.
- **Laraine Herring**, Professor of Creative Writing and Creative Writing Program Director, reports that the program presented its first all-day free writing conference, WRITE NOW! for students and the wider community on Saturday, April 5. No RSVPs were required, so there was some apprehension beforehand about potential turnout. However, all things worked for the best and 53 enthusiastic participants were in attendance! Professor Herring also reports that her short story, "Moon Party" was accepted for publication in Writer's Tribe Review's upcoming issue on "Alienation."
- **Dr. Tama Kott**, Adjunct Music Faculty, performed on the YC Faculty Recital in April and recently had a student invited to participate in the Arizona Music Ambassador Tour during the summer of 2014. She was also an invited finalist to interview and audition to serve as Conductor for the Flagstaff Community Band.
- **Dana Cohn**, Adjunct Art Faculty, reports that he was a judge for the 2014 Mountain Artists Guild show in Prescott, AZ and is part of several group shows: "Kaleidoscopes" Albertus Magnus College, New Haven, CT. May 2014; "A Two Man Show" A Small Art Gallery, Prescott, AZ. June 2014; and "The Arts Speak" Tucson Museum of Art , Tucson, AZ.

# YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

May 2014

Greetings from Facilities!

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

## **College Wide Campus Master Plan**

Programming for the Building 1 University Transfer Center, Building 3 Student Center and the renovation of CTEC kicked-off on April 14 with a follow up meeting on May 2. During programming of Building 1 it was determined that the Testing and Learning Centers will be addressed as well. Thanks to the faculty and staff who met with the SmithGroup JJR, to discuss ideas for possible inclusion in design. If you would like more information about the campus master plan or implementation schedule, please go to <http://masterplan.yc.edu/> . This site is updated on a regular basis as new information concerning project progress becomes available.

## **CONSTRUCTION UPDATES**

### Verde Valley Campus Southwest Wine Center Building O Reuse

Exterior work continues related to the gathering area and final gabion wall construction. Work is underway for the roof overhang soffit and fascia boards. EIFS (synthetic stucco) installed on exterior walls to significantly raise the buildings R value and promote a cool interior climate. Interior work continues with plumbing, electrical and drywall.

Equipment related to wine production is being coordinated and ordered through Purchasing.

Completion is on schedule to occur in late June 2014.



Gabion Wall Construction and Walkway/Access Ramp



Soffit and Fascia Board Installation





Tasting Room Framing and Insulation

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. A contractor for the pumps and storage system was selected and this work is scheduled to be complete by the end of May.

Project Manager: Chris Larson

## Marapai Hall Renovation

Patio pavers are installed at the front of Marapai and at the back of Kachina. Fencing is installed at the college's east property line and at the sports courts. The fire department access road is nearing completion along with the new seating area at the back of the building. Exterior painting is in process.

Room painting is nearing completion with each room having one of three different accent wall colors. Room lighting fixtures are being installed along with the setting of bathroom fixtures.

Rough-in is under way for new security cameras and access control hardware.



Typical Resident's Room



New Tile and Bathroom Fixtures



New Paver Gathering and Seating Area



New Sports Court



Fire Department Access Road and New Fence

DLR Group

Haley Construction

YC Project Manager: David Laurence

### Tennis Court Renovation/Paving and Roadway Replacement

Demolition of the old courts is complete along with pavement at the low water crossing. Retaining walls are under construction and site grading is nearing completion. Light pole bases are being installed along with plumbing for drinking fountains and irrigation.

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.



## New Storm Water Piping



Boreholes for New Light Pole Bases

GLHN Architects and Engineers

Asphalt, Paving and Supply

YC Project Manager: David Laurence

### **Safety/Health/Emergency Management – Ken Krebbs**

April-May

During the month of April our office provided OSHA training at the CTE division retreat and conducted quarterly safety inspections of Building M's AEDs. A number of EOC members attended either county emergency management training and tabletop exercise or completed 300 level FEMA class.

At the end of April, an Active Shooter exercise was conducted on the Verde campus and included approximately 16 agencies. This exercise was very productive for campus police in learning the new active shooter techniques and getting to work with so many outside agencies.

So far in May there has been an EOC meeting for a June tabletop exercise with planning to be continued for that event. Quarterly safety inspections will start on the Sedona campus and then move to inspections of the Prescott, PV, CTEC, and Chino sites. Training schedules will also be developed for a wide variety of topics including building captains.

### **FACILITIES MANAGEMENT NEW TEAM MEMBERS**

Please join me in welcoming James Crockett to the Facilities Management Team as our new District Manager of Construction & Space Planning. James has many years of experience in the construction industry including owning a business.

James is practically a native having grown up in Prescott and lived here for the past 38 years.

His favorite pastime is hiking & backpacking with his wife & 5 children.

Welcome James!

Facilities is still looking to fill the following positions:

Maintenance Supervisor Verde Campus

Lead Custodian Verde 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 :** 2:40 PM

**Item No :** 21

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 3/21/2014

**Item Type :** Information Item

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

**Description :** Update from Instruction and Student Services to Include: 2015 - 2016 Academic Calendar; Career and Technical Education Program; Faculty Senate; Adjunct Faculty; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

- 2015 - 2016 Academic Calendar (see attached)
- Career and Technical Education Program - John Morgan, Dean
- Recognition of Joani Fisher, Faculty Senate Past President
- Adjunct Faculty Newsletter - Attached - Information Only
- Other Related Information

**Attachments :**

Title	Created	Filename
Academic Calendar 2015-16 Final 051314.pdf	May 05, 2014	Academic Calendar 2015-16 Final 051314.pdf
CTEC.pdf	May 07, 2014	CTEC.pdf
CTEC PP.pdf	May 08, 2014	CTEC PP.pdf
Adjunct_Advisor_Vol_3_Issue_9_May_2014.pdf	May 08, 2014	Adjunct_Advisor_Vol_3_Issue_9_May_2014.pdf



**YAVAPAI COLLEGE  
2015-2016 ACADEMIC CALENDAR**

**Fall Semester 2015: August 24 – December 12**

Faculty/Staff Development Day	August 17
Faculty Activities Week	August 17-21
Fall Regular Semester Begins	August 24
Labor Day Holiday (no classes, offices closed)	September 7
Veterans Day (no classes, offices closed)	November 11
Thanksgiving Holiday	November 25-27
Northern Arizona Regional Training Academy Completion Ceremony TH	December 10
Fall Regular Semester Ends	December 12
Nursing Pinning Ceremony	December 12
Final Grades Due	December 16
Offices Closed - Holiday Break	Dec 21-Jan 1

**Spring Semester 2016: January 19 – May 7**

Faculty/Staff Development Day	January 13
Faculty Activities Week	January 13-15
Martin Luther King Day Holiday (no classes, offices closed)	January 18
Spring Regular Semester Begins	January 19
Spring Break (offices closed)	March 6-12
Northern Arizona Regional Training Academy Completion Ceremony	May 5
Spring Regular Semester Ends at 3:00 PM	May 6
Verde Valley Graduation	May 6
Nursing Pinning Ceremony	May 7
Prescott Graduation	May 7
Final Grades Due	May 13
Offices Closed – Memorial Day	May 30

**Summer Session 2016: June 6 – July 28**  
**Semester: Monday-Thursday**

Summer Session begins	June 6
Independence Day Observed (no classes, offices closed)	July 4
Summer Session Ends	July 28

**CAREER AND  
TECHNICAL  
EDUCATION  
PROGRAM**

**JOHN MORGAN, DEAN**



# CTE Division Update

YC Board Meeting, May, 2014  
John Morgan, Deán, Career and Technical Education

## Division Enrollment Growth

- High growth for 5 straight years. With some programs growing doubling or tripling (AJS, Automotive, Aviation, Pre-Engineering, Gunsmithing, CNC, EMA)
- Enrollment May of 2010 in SCH 1,200. Enrollment May 2014 in SCH 5,896
- On par for another record enrollment year in fall 2014. Already up 19% SCH as a division. We'll see if it holds up over the summer enrollment period as students are registering earlier now.
- Why the growth? We suspect relevance and jobs – but we have great faculty, staff, and facilities as well!



## Interesting Facts

- According to the USDOL, USA Today, and The Occupational Outlook Handbook, Technical Trade Certifications average annual wages have surpassed Baccalaureate average annual wages in the United States \$55,000 to \$51,000.
- Less college debt is accumulated by students in Technical Trade Certifications creating wealth sooner.
- Blue collar jobs are quickly becoming “gold collar” in wages with skilled worker shortages.



## Gender non-traditional growth rising

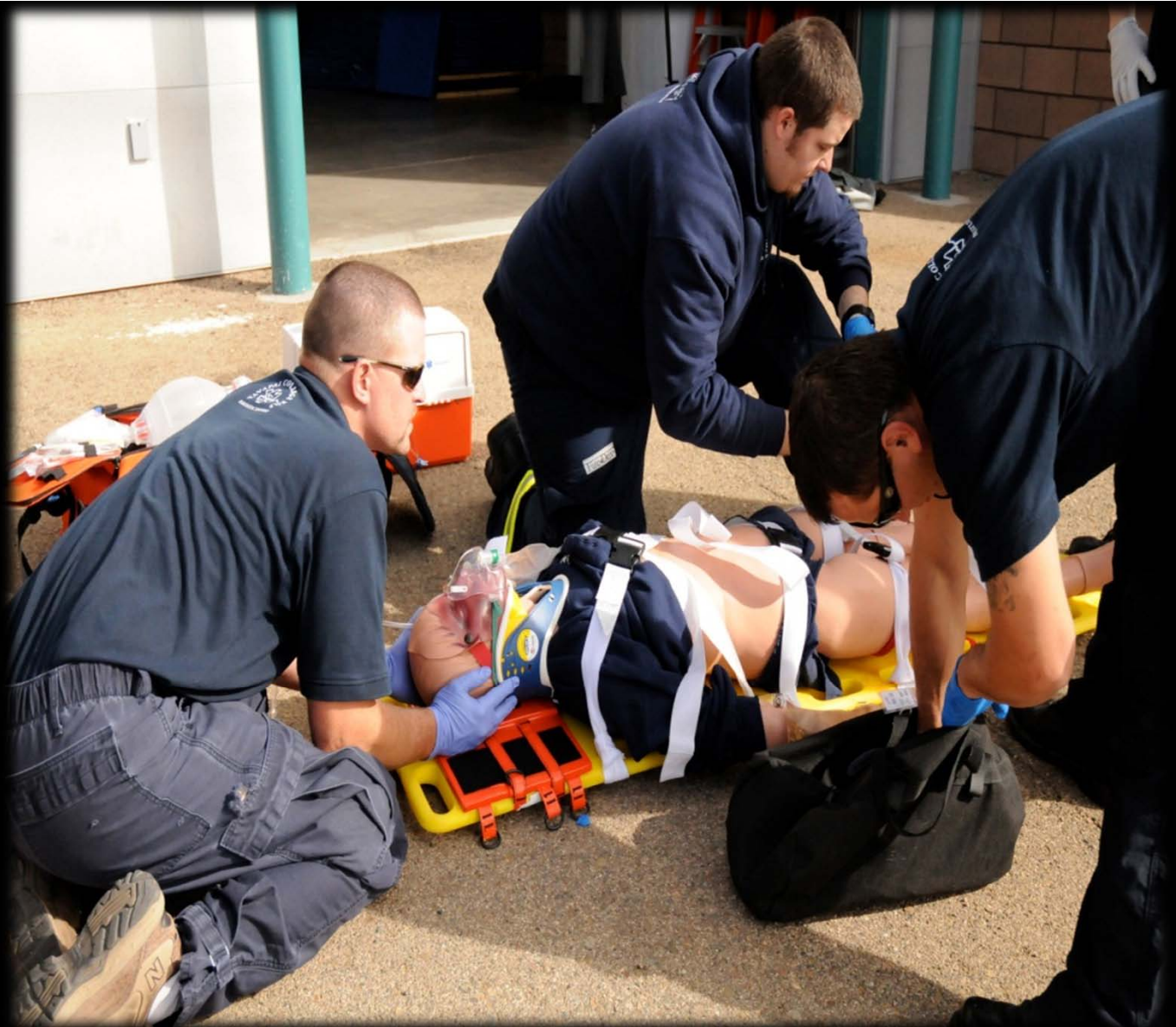
- For the first time in 5 years, YC has met the 25% threshold of gender non-traditional students in CTE programs (\*primarily female in CTE Division). Up from 13% two years ago.
- Female students are performing exceptionally well in male dominated areas as evidenced by outstanding student awards this year going to women in Administration of Justice, Diesel Mechanics, Industrial Plant Technician, Electrical Instrumentation and Agriculture.



[http://www.youtube.com/watch?v=cUsCO5euqE8&feature=player\\_embedded](http://www.youtube.com/watch?v=cUsCO5euqE8&feature=player_embedded)

## Division areas set for high job demand in the United States

- EMT and Paramedics expecting 22% national job growth over the next 6 years

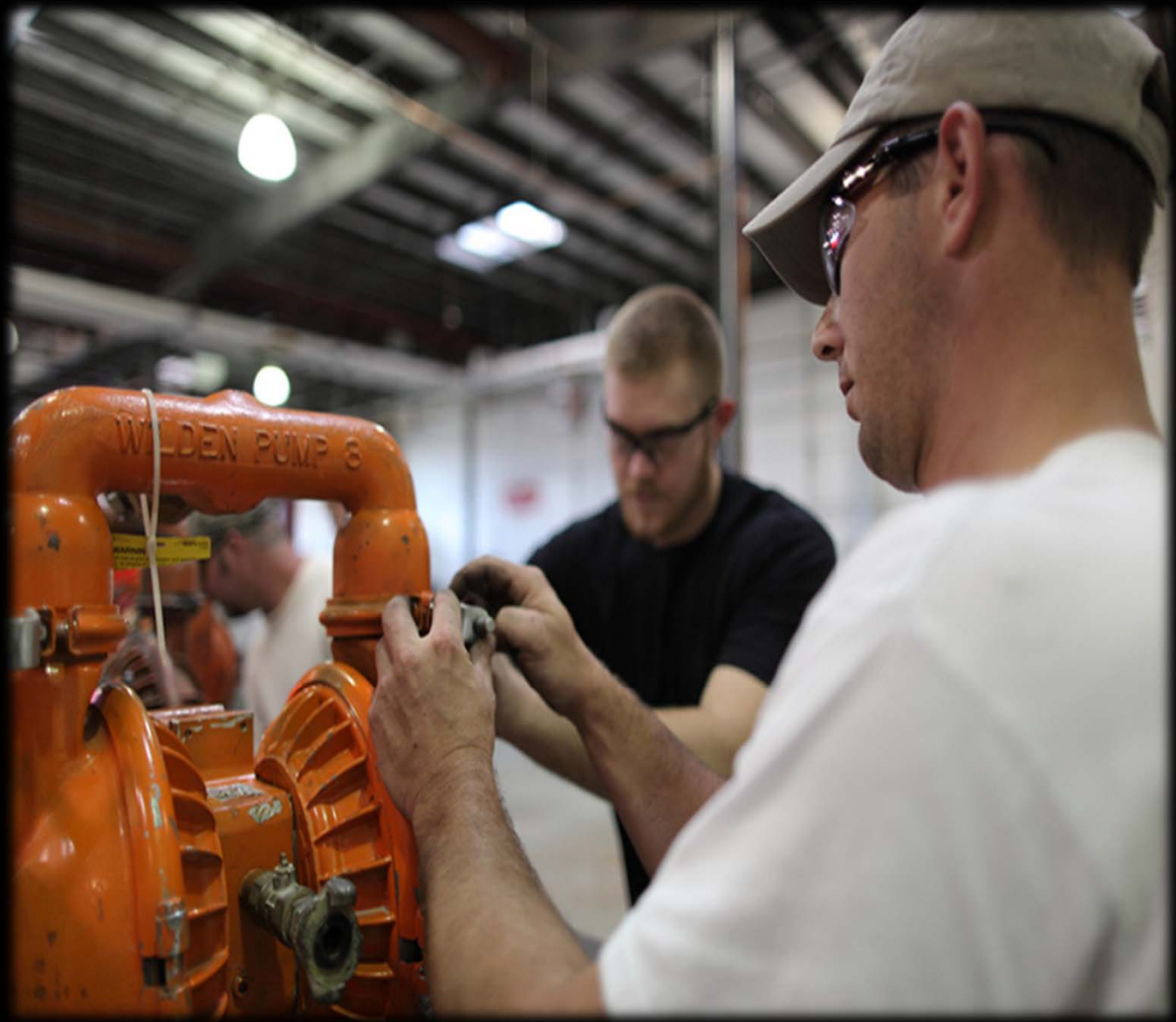


**Aviation** – Pilots (10-12,000 per year) for the next 12 years, \*Air Controllers 1,000 per year for the next 10 years (\*\$112,000 average salary).





**Industrial Mechanics**  
(Millwrights,  
machinists,  
pipefitters). Another  
high growth job area  
for Jack or Jane of all  
trades. 24% turnover  
expected by 2020.  
Combined represent  
more than 230,000  
jobs either new or  
replacing retirees.



**Welding** – shortage already here. Calls from Arizona to North Dakota from prospective employers. Expected 9,500 new hires per year over the next 10 years in the United States plus retiree backfill.



**Electrical workers**  
(including  
Lineworkers,  
Process and  
Instrument Control  
Techs, Power Plant  
Operators,  
Communications  
Specialists) 18,000  
over the next 5  
years in southwest  
5 state radius.



Public Safety  
(Police, Fire,  
Corrections)  
13% over the  
next 6 years.



# Program Highlights

- Fire Science

- Continues to be the only IFSAC credentialed postsecondary program for the state. 10 plus years strong.
- Hosted an outstanding Mass Casualty Drill, utilizing partnerships between FSC, EMA, EMS, Campus and local Police, regional s.w.a.t. team, Clarkdale, Cottonwood, Verde Valley, and Camp Verde Fire agencies as well as Guardian Air and Verde Valley Ambulance Co.
- Recognized by the National Fire Academy/FESHE for outstanding performance with meeting/exceeding NFA FESHE national Professional Development model.



# Agribusiness

- Yavapai College Ag program is developing it's own CSA and will be launching a new class focusing on Ag product marketing, harvesting and selling.
- 21 Students passed pest application certification as well as GHP/GAP (Good Handling Practices/Good Ag Practices) certifications this spring.
- Largest horticulture group in 5 years this spring.
- Annual plant sale generated \$7,500
- 200 lbs of produce donated to Food Bank from Greenhouse.
- Professor Brereton arranging for student run presence at Prescott Farmers Market.



# Gunsmithing

- Waitlist grew too large (4 years)
- Students now have shotgun start (no pun intended) every January to get in. First 50 completed applications get first dibs. Applications include CCW. Waiting list of 15 kept after that. After the first two weeks of registration those who fail to register lose their spots and we go to the 15 list.
- Trending towards a much younger student in the fall. TV shows?
- Average instructor time with college in the program 16.2 years.



# NARTA

- Agencies starting to hire again all over the state.
- Already 45 for fall pending background checks and more on the waiting list. Largest class in several years.
- 36 classes since 1996
- 47 different law enforcement agencies
- Over the past three years, NARTA recruits have raised more \$15,000 for Yavapai Big Brothers, Big Sisters, Arizona Special Olympics, Prescott Valley Head Start, The 100 club, and St. Jude Children's hospital.





## Mining Areas

- Redoing program with Freeport McMoran. Mainly centers around who gets in, how the apprenticeship works, and what happens when they graduate.
- ASARCO back onboard after one year hiatus due to strike looming.
- Drake Cement has been hiring grads in both electrical process control and industrial plant maintenance.
- 100% job placement in electrical and diesel graduates for spring 2014.



## Facilities completed this spring (both grant funded)

- Lineman Yard Chino Valley Campus
- ATC Lab and Flight SIM lab CTEC Campus (Phase 2 for helicopter SIMS will be done by Fall 2014).



# JTED

- Continue to have tremendous success with JTED students in welding, automotive, aviation, and pre-engineering
- More than 100 took and passed third party assessments this year in AWS, ASE, ISCET, HAAS CNC, and Feature Cam.
- Performing on par with, or better than adults.
- 100% of Pre-engineering students went on to either universities or YC.
- Charter Schools are now entering the JTED. YC has an entire section in pre-engineering this fall with Tri-City Prep students.
- Adding Line worker program to the JTED for Fall of 2014 as well as Allied Health in Dean Farnsworth's area.
- Students attending YC scored the highest on state CTE secondary tests in engineering, robotics, and CNC. Students were in the top 4 in the state in automotive and welding testing.





**UPCOMING FACULTY & ACADEMIC  
CALENDAR ITEMS:**

May 2 - Last Pay Date for Adjunct Faculty Spring semester

May 3 - Verde Plant-A-Vine (yard);  
8:00 A.M – 3:00 P.M.

**May 5 - Regular Semester Ends**

May 8 - NARTA Graduation; 11:00 am in the Performing Arts Center

May 9 - Verde Valley Commencement; 6:00 pm in the Verde Campus Pavilion

May 7 - Nursing Commitment & Pinning Ceremony; 3:00 pm in the Performing Arts Center; <http://www.yc.edu/v5content/student-life/graduation.htm> **Corrected info**

May 10 - Prescott Commencement; 6:00 pm in the Performing Arts Center

**May 12 - Final Grades due!**

May 13 - Summer Institute AF Social Get-together, Bldg. 19; 5:30 pm

**Registrar Updates... Sheila Jarrell**  
Prescott Campus, Bldg. 1-Rm. 111

Many thanks from the Office of the Registrar to our adjunct faculty for all that you do for our students!

Final grading is now available for all Spring semester classes that end by May 5. Final grades are due: **May 12.**

Please note that final grades are not viewable for students until all grades are submitted and final processing completed for the semester. This processing usually takes a couple of days, so my goal is to have all transcripts (grades and GPA) updated and viewable for students by end of day May 14.

Summer semester: June 2 – July 24

Final grades will be due July 31 for all regular Summer classes.

*(Short classes will be managed separately.)*

**Questions?** Email [registrar@yc.edu](mailto:registrar@yc.edu) or call 776.2107 or come by my office on the Prescott Campus: 1 – 111.

Colleagues,

This is my favorite time of year – so busy, filled with celebrations of success and achievement.



As I talk to students about their experiences at Yavapai College, time and again I hear stories of great instructors. While we who work in higher education often talk about adjunct and full time faculty as separate groups, students make no such differentiation. They only know that their learning is fulfilling; their classroom experiences are excellent.

The stories I hear of great instruction are as likely to be about our adjunct faculty as our full time instructors. That is as it should be, and I thank you for making that happen semester after semester, year after year.

*Stuart*



Join fellow faculty & staff for the  
**TeLS 9<sup>th</sup> Annual Summer Institute 2013**

**May 13\*, 14, 15**

Hosted by the Teaching & eLearning Support (TeLS) Department and Great Ideas for Teaching (GIFT) Center, the three-day, Student Success themed, Summer Institute 2014 will be held on **Tuesday, May 13<sup>th</sup>, Wednesday, May 14<sup>th</sup> and Thursday, May 15<sup>th</sup>.** Staff are encouraged to attend sessions, too! Please take a few minutes out of your busy day to register for this awesome experience! We need an accurate count by **May 8, 2014.** To view the schedule, please navigate to: [https://courseweb.yc.edu/tels-fs/SummerInstitute/Summer\\_Institute\\_2014\\_Schedule.pdf](https://courseweb.yc.edu/tels-fs/SummerInstitute/Summer_Institute_2014_Schedule.pdf)

To register for sessions, navigate to <http://training.yc.edu>. If you have not logged into Yavapai College, select **"Please login to get started"**. Login with your Yavapai College username and password. Select **Summer Institute**. Please click on the session title for more information. If you'd like to sign up for that workshop, select **"Sign up for this class"** in the session you've selected.

**The Keynote:** My Personal Journey with Quality Matters & the QM Quickie will start at 9:30 AM on the first day of this **Summer Institute 2014**. Melody Buckner will discuss "a unique perspective on this subject" & her "personal journey with Quality Matters".

**Day one General Session - S.A.L.T. and Faculty Involvement** into focus with Jacquie Carroll joining us from American Student Assistance.

Day one ends with our **Evening Adjunct Social Gathering** at 5:30 pm.

**Day two -The Maricopa Millions Project.** Keynote presenters Donna Gaudet and Lisa Young will present "a comprehensive strategic plan to accomplish the goal of saving our students \$5 million over 5 years in course materials." Well worth attending!

**Day two General Session -** Join **GIFT Fellowship Award for Teaching Excellence** recipient, **Matt Percy**, for a fun filled presentation on how he strives to bring best practices and quality teaching to our students. Congratulations Matt Percy!

The Summer Institute 2014 has something for everyone. Be sure to sign up for **all** the sessions you plan on attending, including Breakfast and Lunch. **Questions?** Please contact the Teaching & eLearning Support Department at 771-6120 or [tels@yc.edu](mailto:tels@yc.edu).

Follow Us On The Web!



## 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)



### Learning Center Update ...

The Learning Center is OPEN all summer! We'll have tutors on duty 9:00 am -2:00, Mon-Wed, and will be open on Thursdays for students to come in and use the facilities.

#### Questions? Call us!

Prescott - (928) 776-2085  
Verde - (928) 634-6562

Please Note: Fitness & Pool Fees are changing for Summer - See the [HPER website](#) for more information.

### Financial Aid Processing:

#### Classes:

**Summer 2014** – There is financial aid for Summer! Pell Grants have been awarded – For student loans, student must complete a *Summer Loan Request Form*.

**Fall 2014** – Students must complete 2014-2015 FAFSA to be eligible for the upcoming Fall semester. – Award notices for Fall 2014/Spring 2015 will begin the end of May (e-mail notification).

#### No Shows:

##### For Summer

For classes that begin on June 2<sup>nd</sup>. Report no shows to Enrollment Services ([enrollmentservices@yc.edu](mailto:enrollmentservices@yc.edu)) by end of day on June 8<sup>th</sup> - Make sure to include the student's Y# and Name.

##### For Fall

Classes begin Monday, August 18<sup>th</sup>. Report no shows by end of the day August 24<sup>th</sup>.

#### Book Advances & Financial Aid Disbursements:

##### For Summer

- First Disbursement of Financial Aid – June 11<sup>th</sup>
- Book Advances available to students May 19<sup>th</sup>

##### For Fall

- First Disbursement of Financial Aid - August 29<sup>th</sup>
- Book Advances available to students August 6<sup>th</sup>

Questions? Please call -

Diana Dowling, Assistant Director Financial Aid  
Prescott Campus, Bldg I  
Tel: (928) 776-2381  
[diana.dowling@yc.edu](mailto:diana.dowling@yc.edu)

## VUB/SSS Updates... Jane Hersh



Help students and veterans get on the path to college success with TRIO Programs at Yavapai College!

### Veterans Upward Bound (VUB TRIO):

Do you know a veteran not yet enrolled in college, but wants a refresher before plunging into the rigors of college classes? If so, please refer them to the VUB TRIO Program where free pre-college courses and transitional services are designed to prepare eligible veterans for success in college. It's not too late to enroll! VUB TRIO self-paced, open-entry instructional courses are available now and through the summer to prepare eligible veterans for the Summer and Fall 2014 semesters.

If you know any interested veterans living in northern Arizona, please encourage them to take the first step toward their education by calling 928.717.7686 or visiting [www.yc.edu/VUB](http://www.yc.edu/VUB) for more details on how to get started with VUB TRIO.

### Student Support Services (SSS TRIO):

With registration underway for Summer and Fall 2014 semesters, applications for the SSS TRIO Program have begun being accepted. Your referrals make all the difference for eligible Yavapai College students to receive additional support designed to help them achieve.

As the Spring 2014 semester winds down, we would also like to take this opportunity to thank you for supporting students participating in the SSS TRIO Program. The instructor progress reports we receive from our students help us identify areas where extra attention is needed and gives us another opportunity to discuss skills and strategies for student success. Our goal through free individualized tutoring, advising and planning, is to help eligible students achieve their dreams. Encourage your students to find out more - call 928.776.2084 or visit [www.yc.edu/SSS](http://www.yc.edu/SSS).

## Dig in for Fun!

### Help Plant-a-Vine (yard) ~ May 3 on the Verde Campus

#### Plant a Vine(yard)

Dig in for Fun!!!  
May 4, 2013, Verde Valley Campus  
Click here to register now!!!



Join us for the 3rd annual Plant-a Vine(yard) in the Yavapai College vineyard on the Verde Valley Campus, 601 Black Hills Drive in Clarkdale, AZ 86324.

**Our goal:** Plant 3,000 vines on 3 acres – in one day!

**Date/Time:** May 3, 2013 from 8:00 A.M – 3:00 P.M.

**Registration:** Reserve your 1-hour block of vineyard planting time (starting at 8:00 am) on a first- come first-served basis. The planting schedule is organized into 1-hour blocks of time with additional on-site training prior to entering the vineyard.

#### Space is Limited. Registration Required.

To learn more about how you can help, or to register employee/volunteers for the event, please call (928) 634-6572 or email [foundation@yc.edu](mailto:foundation@yc.edu). For more information visit the [Plant a Vine\(yard\) web page](#).

Dear Fellow Faculty - As we come to the close of another semester and academic year, I just want to say **THANK YOU** for all that you do for your students and Yavapai College.

Sometimes we get caught up in what students **don't** do; what we **didn't** get to do or say. Let's take some time to reflect on all the **great things** that we **do**, and the **positive** words and actions we afford our students.

Remember, hug your family (and pets too!) - it's the reason you do what you do. Get your fingers (and toes) into the water, dirt, or sand this summer. Drink lots of water, relax and have some fun.

Thank you!

Chris Heyer,  
AF Coordinator



**Presenter :** Ray Sigafoos

**Start Time :** 2:55 PM

**Item No :** 22

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 4/28/2014

**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 :** Quarterly Update from Yavapai College Advancement Division to Include: Yavapai College Foundation Endowment Building Campaign; - INFORMATION AND/OR DISCUSSION

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

- Endowment Building Campaign

**Attachments :**

Title	Created	Filename
May 2014 report to DGB.pdf	Apr 28, 2014	May 2014 report to DGB.pdf

# YCF Endowment Building Campaign

## 2010-2020 Progress Update

Steve Walker  
Vice President of Advancement, Yavapai College  
Executive Director, Yavapai College Foundation

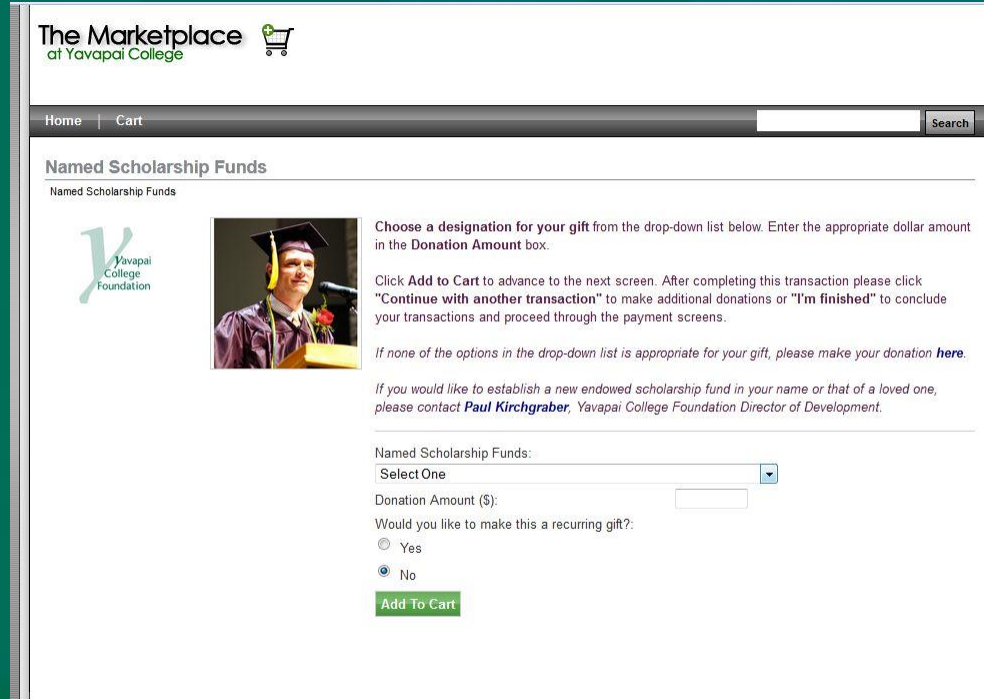
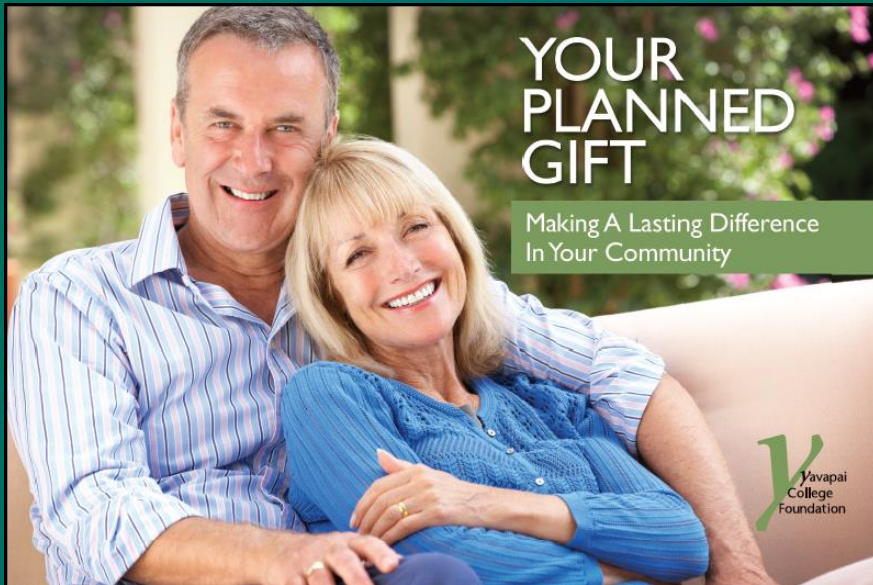


life explored

**You Must Have Full Board Buy in and Commitment!**  
**Massie Life Insurance Gift & Scholarship Plus Program**



# Develop Excellent Marketing Materials and Website!



## Plan and Carry out Your Endowment Building Activities

- Eleven Board solicitations per year
- Two Newsletter articles per year
- Minimum of one Will seminar per year
- Two special planned giving mailings per year
- Seven donor phone calls per week
- Three donor visits per week

## Plan and Carry out Your Endowment Building Activities, cont.

- **Twenty four donor cultivation activities per year including:**
  - **Four Legacy League receptions**
  - **PACE Platinum party**
  - **YCCE Gala**
  - **Two PACE/CE Events**
  - **Four Literary Southwest Series receptions**
  - **Six YC Friends of ART events**
  - **One RR Club Spring Banquet**
  - **One Founders Luncheon**
  - **One BYU Performer's dinner**
  - **Four FoSWC events**

## Get out and Meet Your Donors

The people we already know are our best planned giving prospects

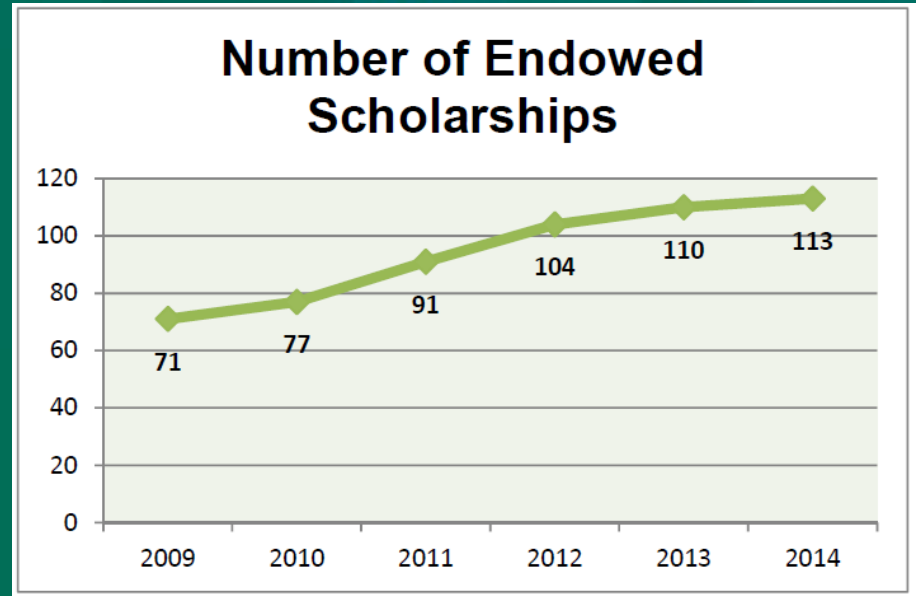


**Spend the Majority of Time on Planned Gifts, but  
Also Pursue Outright Endowment Gifts!**



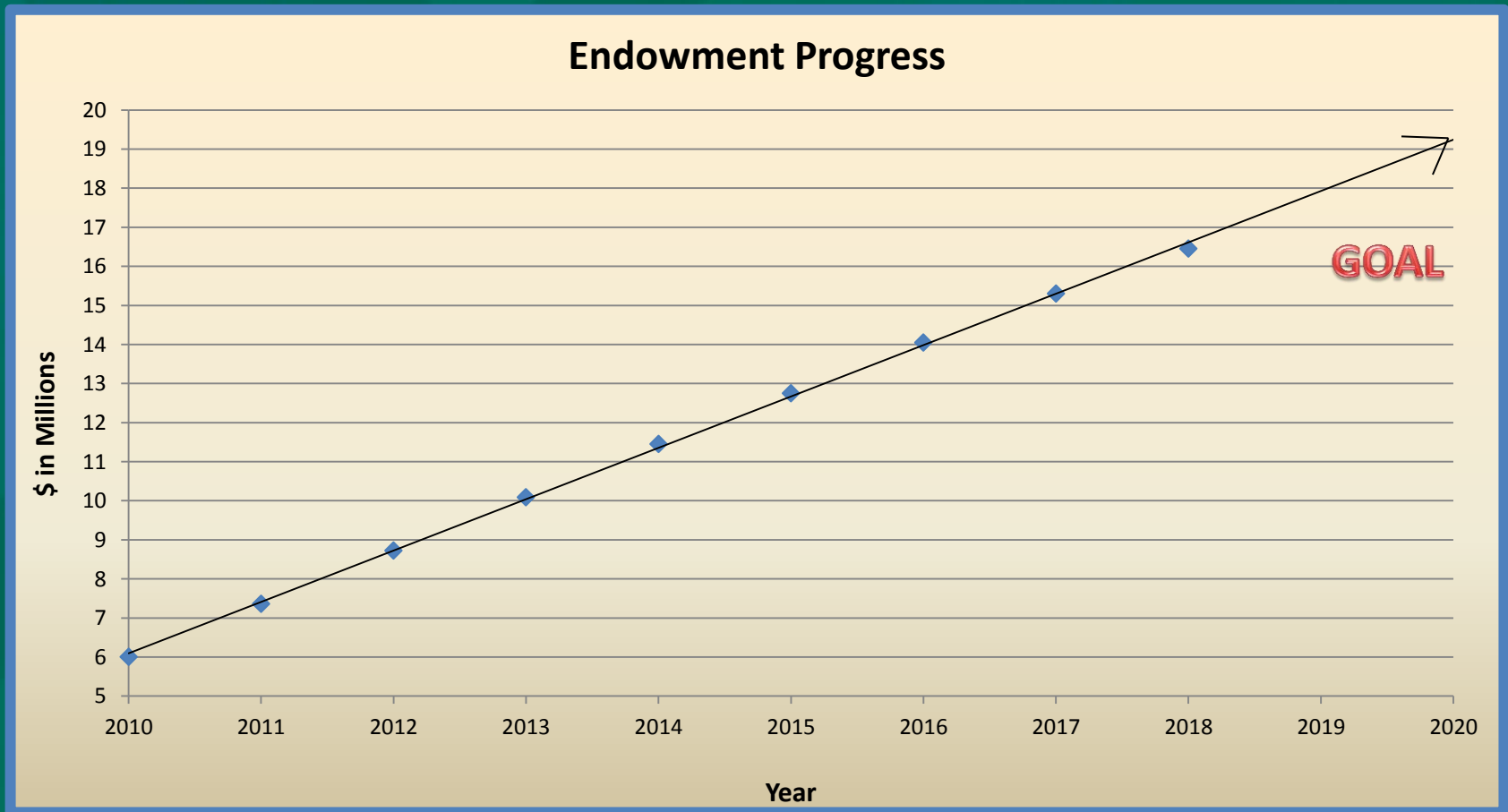
## Be Diligent and Expect Success

Endowment Pipeline	
	<i>Total as of Year End</i>
FY ending 2011	\$1,235,876
FY ending 2012	\$3,701,876
FY ending 2013	\$5,632,876
As of 4/1/2013	\$5,849,843
Represents 20% of Known Bequests	



Legacy League Growth	
Prior to 2008	34 members
As of 2014	157 members

## Endowment Progress Toward Goal





**Presenter :** Ray Sigafoos

**Start Time :** 3:10 PM

**Item No :** 23

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 3/21/2014

**Item Type :** Information Item

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

**Description :** Reports from Board Members - INFORMATION AND/OR DISCUSSION

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

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:15 PM

**Item No :** 24

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 3/21/2014

**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 :** 3:25 PM

**Item No :** 25

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 3/21/2014

**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 REPORT - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:25 PM

**Item No :** 26

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 3/21/2014

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
2	The President shall not cause or allow any practice, which is either illegal, unethical, imprudent, or inconsistent with college policies.	344940

**Description :** Receipt of President's Monitoring Report - Executive Limitation 2.0 - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** 2.0 Executive Limitations

The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with college policies.

**MOTION OPTIONS:**

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.0, 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 2.0.

2. If Board intends to not accept Monitoring Report:

If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.0 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 2.0. I move that the President provide the Board with a new Monitoring Report for Policy 2.0 [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 2.0 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 2.0. I move that the President provide the Board with a new Monitoring Report for Policy 2.0 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

**Attachments :**

Title	Created	Filename
2.0 Presidential Monitoring Report.pdf	May 02, 2014	2.0 Presidential Monitoring Report.pdf
Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.0.pdf	May 07, 2014	Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.0.pdf

**President's Monitoring Report  
Executive Limitations 2.0 – Executive Limitations  
May 2014**

**Executive Limitations 2.0 – Executive Limitations**

The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with College policies.

**President's Interpretation:**

All College employees must strive to achieve the highest quality in fulfilling their job responsibilities. All must be cognizant of and abide by current legal aspects related to their specific roles; be versed in and practice ethical behavior; be knowledgeable and support all College policies; and maintain and incorporate their understanding of best practices in their fields. It is expected that all employees will remain cognizant and support the mission of Yavapai College and the Ends Statements established annually by the Board.

**Supporting Evidence:**

The supporting evidence for Executive Limitation 2.0 is dependent on two primary sources. First, the President will report the highest quality in fulfilling job responsibilities which is demonstrated within the Executive Limitations 2.1 through 2.5.1 Monitoring Reports. Attached is a compilation of all the Monitoring Reports to date identifying the **President's** Outcomes and **the Board's** Conclusions and Comments.







Second, the President must report any known practice by employees which is inappropriate as described above. As such, this data must be included in Monitoring Reports 2.1.1 and 2.1.2. As there are no known actions in violation of laws, ethics, prudence, or consistency, it is the absence of such data which indicates compliance.

**President's Conclusion:**

**I report compliance**








# Summary of Executive Limitations Results for July 2013 – May 2014

The District Governing Board has evaluated the President performance for Fiscal Year 2013-2014 through the Monitoring Reports of the Executive Limitations. Below is a compilation of all the Monitoring Reports to date identifying the President's outcomes, and the Board's conclusions with comments.

Executive Limitation	Date of Report/President's Conclusions	Board Conclusions and Comments
<b>Policy 2.0 – Executive Limitations –</b> The President shall not cause or allow any practice, which is either illegal, unethical, imprudent or inconsistent with college policies.	<a href="#">Report in May 2014</a>	
<b>2.1. Service to the Public –</b> The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual's privacy or limits accessibility, nor fail to provide a grievance process.	<b>-October 2013- President reported In Compliance</b>	<b>* Board Accepted Monitoring Report 2.1</b>   <a href="#">October 15, 2013 Approved Minutes</a>
<b>2.1.1 Treatment of Employees –</b> 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.	<b>-April 2014 – President reported In Compliance</b>	<b>* Board Accepted Monitoring Report 2.1.1</b>   <a href="#">April 15, 2014 Approved Minutes</a>
<b>2.1.2 Treatment of Students –</b> The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on Student Success.	<a href="#">Report in May, 2014</a>	
<b>2.2 Compensation and Benefits –</b> 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.	<b>-April 2014 - President reported In Compliance</b>	<b>* Board Accepted Monitoring Report 2.2</b>   <a href="#">April 15, 2014 Approved Minutes</a>
<b>2.3 Financial Management –</b> 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.	<a href="#">Report in June 2014</a>	
<b>2.3.1 Budget Deviations</b> - The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget. <i>Report Monthly - This monitoring report aligns with the Consent Agenda: Receipt of Report on Transfers &amp; Other Expenditures.</i>	<b>-Monthly Update– President reported In Compliance</b> <a href="#">Annual Report in June 2014</a>	<b>Board Approved Monthly Monitoring Report Update 2.3.1 – July 2013 through April 2014</b>
<b>2.3.2 Reserves –</b> 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. <i>Report Monthly - This monitoring report aligns with the Consent Agenda: Receipt of Report on Revenues and Expenditures.</i>	<b>-Monthly Update– President reported In Compliance</b> <a href="#">Annual Report in June 2014</a>	<b>Board Approved Monthly Monitoring Report Update 2.3.2 – July 2013 through April 2014</b>

\*The Board's acceptance of the President's Monitoring Reports concludes that the interpretation of the policy is reasonable and the evidence is sufficient to support the conclusion of compliance.

# Summary of Executive Limitations Results for July 2013 – May 2014

Executive Limitation	Date of Report/President's Conclusions	Board Conclusions and Comments
<b>2.3.3 Certification Financial Records –</b> 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.	-February 2014 - President reported In Compliance-	* <b>Board Accepted Monitoring Report 2.3.3</b>  <a href="#">February 4, 2014 Approved Minutes</a>
<b>2.3.4 Real Property</b> - The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.	- March 2014 - President reported In Compliance	* <b>Board Accepted Monitoring Report 2.3.4</b>  <a href="#">March 4, 2014 Approved Minutes</a>
<b>2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property –</b> Pursuant to A.R.S. §15-1444(B)(2), the Governing Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the College without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Governing Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Governing Board. The President shall not enter into any lease agreement more than one year in duration or that exceeds \$200,000 per year without Board authorization.	- March 2014 - President reported In Compliance-	* <b>Board Accepted Monitoring Report 2.3.4.1</b>  <a href="#">March 4, 2014 Approved Minutes</a>
<b>2.3.4.2 Improvements to Leased Property –</b> The President shall not make improvements to any real property, structure, or land leased by the District without notifying the Board; any lease improvements over \$10,000 requires the District Governing Board's approval.	- March 2014 - President reported In Compliance-	* <b>Board Accepted Monitoring Report 2.3.4.2</b>  <a href="#">March 4, 2014 Approved Minutes</a>
<b>2.4 Asset Protection</b> - The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.	-November 2013- President reported In Compliance-	* <b>Board Accepted Monitoring Report 2.4</b>  <a href="#">November 12, 2014 Approved Minutes</a>
<b>2.5 Communication and Support to the District Governing Board –</b> The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.	- January 2014 – President reported In Compliance-	* <b>Board Accepted Monitoring Report 2.5</b>  <a href="#">January 14, 2014 Approved Minutes</a>
<b>2.5.1 Compliance –</b> 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.	- January 2014 – President reported In Compliance-	* <b>Board Accepted Monitoring Report 2.5.1</b>  <a href="#">January 14, 2014 Approved Minutes</a>

\*The Board's acceptance of the President's Monitoring Reports concludes that the interpretation of the policy is reasonable and the evidence is sufficient to support the conclusion of compliance.

**Presidential Monitoring Worksheet for Executive Limitations Policies**  
**Policy 2.0 – Executive Limitations**  
**Compilation - May 2014**

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

<b>Executive Limitation 2.0</b>	<b>Executive Limitations</b> The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with College policies.	
Is the interpretation reasonable?	YES <b>4</b>	NO
Does the data demonstrate compliance with the interpretation?	YES <b>4</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES <b>4</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES	NO <b>4</b>
Comments:		

<b>The following questions will apply to the WHOLE policy:</b>		
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?	YES <b>4</b>	NO
Is there reason to doubt the integrity of the information presented?	YES	NO <b>4</b>
Comments:		

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

**Presenter :** Ray Sigafoos

**Start Time :** 3:30 PM

**Item No :** 27

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 3/21/2014

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
2.1.2	The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on Student Success.	371198

**Description :** Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - MONITORING, DISCUSSION, AND/OR DECISION

**Details :** Executive Limitation 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 that ensure a college-wide focus on Student Success.

**MOTION OPTIONS:**

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding policy 2.1.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1.2.

2. If Board intends to not accept Monitoring Report:

If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.1.2 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.2 [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 2.1.2 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.2 [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 2 1 2 Treatment of Students - MAY 2014.pdf	May 02, 2014	Monitoring Report 2 1 2 Treatment of Students - MAY 2014.pdf
Compilation - Presidential Monitoring Worksheet for Executive Limitations 2 1 2.pdf	May 07, 2014	Compilation - Presidential Monitoring Worksheet for Executive Limitations 2 1 2.pdf



**President's Monitoring Report**  
**Executive Limitations 2.1.2 - Treatment of Students**  
**May 2014**

**Executive Limitations 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 that ensure a college-wide focus on Student Success.

**President's Interpretation:**

In order to ensure that students (both credit and non-credit) receive a high- quality education, the college must create an environment which fosters learning and excellent student support. The focus of our efforts must remain on the students' success. It is understood that in order to be successful, each student must accept his/her responsibility to be engaged in the learning process. Likewise, the college must accept its responsibility to develop, implement, and evaluate its policies and procedures that affect students.

**Supporting Evidence:**

**POLICIES AND PROCEDURES**

Yavapai College develops, implements, evaluates, and revises policies and procedures that affect students. The policies and procedures comply with District Governing Board policies, as well as state and federal laws and regulations. All academic policies are reviewed by the appropriate faculty committee(s) before advancing to institutional review by the deans, Policy Review Council, and final approval by the President's Leadership Team. A major audit and review of academic policies is now in progress.

**Academic Policies and Procedures**

Through the shared governance process, the college develops and maintains academic policies. Faculty have an important role in developing, maintaining and implementing academic policies to ensure high instructional standards and support student success.

[Academic Systems Policies](#)

[Policy 3.2 Academic Freedom](#)

[Policy 3.4.1 Curriculum](#)

[Policy 3.4.2 Syllabus Development](#)

[Policy 3.7 Change of Grade by Faculty](#)

[Policy 3.16 Student Appeal of Academic or Instructional Decisions by Faculty](#)

[Policy 3.23 Emeritus Faculty](#)

[Policy 3.27 Library Materials Selection](#)

## **Faculty Committees**

The Faculty Association has standing committees that participate in the review of academic policies and systems including:

- Curriculum Committee
- Faculty Affairs Committee
- College Standards Committee
- Professional Growth Committee
- Student Learning Outcomes Assessment Committee
- Faculty Compensation Committee
- Faculty Peer Review Oversight Committee
- General Education Committee
- Developmental Education Committee
- Faculty Senate

## **Curriculum**

Fundamental to the success of all students are the development of a vibrant curriculum, regular review of certificate and degree programs, and the articulation of meaningful student learning outcomes.

[Yavapai College Curriculum Website](#)

[Arizona Revised Statute 15-1410 - Curriculum](#)

[Arizona Transfer Course Equivalency Guide- Higher Education](#)

[2014-2015 Annual Course Schedule](#)

[2014-2015 Degree & Certificate Programs at Yavapai College](#)

## **Assessment**

Faculty measure outcomes within their courses and programs using assessment tools that provide both students and faculty with information about student progress towards the outcomes.

[Student Learning Outcomes Assessment](#)

[General Education Core Curriculum Outcomes \(GECCO\)](#)

## **Annual Course Scheduling – Degree/Certificate Sequence Planning**

The goal for creating an annual course schedule and sequencing is to provide students effective tools for planning their annual class schedule and completing their programs, and to assist our institution in retention and completion efforts. We are currently in the process of upgrading our degree audit system, which will provide students with improved educational planners and provide academic divisions and student services with additional reporting tools.

[https://cleveland.yc.edu/MYSSB/pkgyc\\_csweb.P Term](https://cleveland.yc.edu/MYSSB/pkgyc_csweb.P_Term)

The second annual schedule was released on April 1, 2014, and registration is underway for Summer/Fall 2014. Using the full annual schedule in concert with DegreeWorks, students can now create an educational plan more than a year in advance.

An unexpected benefit is that our schedule planning process has become more timely and deliberate, as in setting an earlier deadline for curriculum changes. Although the project requires more work in a condensed time frame, the entire schedule-building process has become more transparent and cohesive, due to the cooperation and efforts of faculty, academic divisions, Instructional Support and the Registrar's Office.

Retention and completion data will be assessed after fall 2014.

### **Accreditation and Federal Compliance**

Yavapai College is in compliance with Higher Learning Commission accreditation and federal compliance requirements. In March 2013, the College had a successful onsite reaccreditation visit. Additionally, the Higher Learning Commission approved the College's contractual arrangements with Guidance Academy, LLC and North-Aire, Inc. for the Associate of Applied Science in Aviation Technology, emphasis professional pilot.

The College's Radiologic Technology program is undergoing accreditation by the Joint Review Committee on Education in Radiologic Technology (JRCERT) this year. The self-study has been submitted and a site visit is scheduled for June 16 and 17, 2014.

The College's Nursing program was reaccredited in 2013 by the National League for Nursing Accrediting Commission, Inc. (NLNAC).

The following Yavapai College programs have third-party program-level accreditation and are in good standing with their accreditors: Nursing, Radiology, Fire Science, and Emergency Medical Services. Evidence of third-party accreditation is included in the HLC 2013 Final Team Report.

[Higher Learning Commission Statement of Affiliation](#)

[Yavapai College Accreditation Website](#)

[Student-Right-to-Know and Higher Education Act \(HEA\) Consumer Information and Disclosures](#)



HLC 2013 Final Team  
Report.pdf



HLC Contractual  
Approval.pdf

### **Instructional Support:**

Instructional Support provides academic systems that directly support students, faculty and staff and are indispensable and critical for student success. Instructional Support is directly tied to Board End 1.1 Instructional Support areas include:

- Instructional Support & Improvement [Instructional Support & Improvement website](#)
- Library [Library website](#)
- Teaching and eLearning Support [Teaching and eLearning website](#)

## Student Rights and Responsibilities

Yavapai College provides students avenues to appeal academic or non-academic decisions made by faculty or staff. These processes are reviewed annually, evaluated, revised, and when necessary, reviewed by College attorneys to insure students' due process.

### [Student Code of Conduct and Incident Reporting](#)

#### [Academic Complaint Process](#)

#### [Non Academic Complaint Process](#)

#### [Policy 3.16 Student Appeal of Academic or Instructional Decisions by Faculty](#)

#### [Student Appeal of Academic or Instructional Decision by Faculty](#) YC Catalog, page 37

#### [Standards of Residence Conduct](#) Standards of Residence, Conduct Process, page 6

## Student Services:

Yavapai College provides comprehensive student services focused on student development and completion. These services are addressed by the following areas:

- Student Services [Student Services website](#)
- Academic Advising [Academic Advising website](#)
- Financial Aid and Veterans' Services [Financial Aid website](#)
- Enrollment Services and Recruitment [Enrollment Services website](#)
- Admissions [Explore Yavapai & Admissions website](#)
- Registrar's Office [Registrar's Office website](#)
- Residence Life and Judicial Affairs [Residence Life website](#)
- TRIO Programs [Student Support Services TRIO website](#)
- Testing Center [Testing Center website](#)
- Learning Centers [Learning Centers website](#)
- Disability Resources [Disability Resources website](#)

## 2013-2014 Student Services Success Initiatives

- First Year Experience (FYE): Yavapai College faculty and staff developed and implemented several FYE best practices that have been proven to increase student success and retention: *New Student Orientations* were offered to students who registered for the first time for courses in fall 2013 and spring 2014. 365 students attended the orientation for fall semester 2013 and 125 attended for spring semester 2014. 90 to 98% of all students who attended and who completed the evaluation agreed that they felt better prepared to be successful at Yavapai College. New Student-Veteran Orientations will be offered in May, July, and August 2014 to address veteran-specific needs and to increase engagement among veterans. A *FYE Seminar course* was developed and offered in fall 2013 and spring 2014. Faculty who teach the course in fall 2014 will receive training to assist them in using established best practices and strategies to help students be more successful in their academic career at Yavapai College. Yavapai College Learning Centers in the Verde Valley and Prescott are piloting *supplemental instruction* in collaboration with math and science faculty.



First Year Experience  
FA13.pptx



New Student  
Orientation Evaluation

- Creation of a High School Relations Office

The High School Programs Office consists of the Recruitment Specialist and the Dual Enrollment Coordinator and is committed to expand access to a college education, as well as helping to create a college going culture within Yavapai County high schools. The High School Programs Office was developed to provide post- secondary information, opportunities, and academic and career advising resources to high school students. Partnerships with Yavapai County high schools are nurtured to ensure that prospective students experience a seamless transition from high school to college. The purpose of these interventions is to increase the number of new high school students that enroll and are retained as a result of their dual and concurrent enrollment experience. Group academic and career advising is provided to students at seven public and charter high schools within Yavapai County, and individual academic and career advising is provided to students at six public and charter high schools. In some instances both types of advising is provided within the same district.



Dual Enrollment  
Orientation 2014.pptx



DE Group Advising  
Presentation 2014.ppt

- 2013-2014 Veteran Supportive Initiatives

A committee consisting of both veteran and non-veteran staff, faculty, and student-veterans was established in fall 2013. The committee's mission is to provide guidance and recommendations for Yavapai College to apply and become certified as a Veteran Supportive College through the State of Arizona. Approximately 990 student-veterans were surveyed to gain perspective on the needs of YC veterans and to meet the initial guideline toward Arizona state certification. With the resulting 10% return, the committee was given insight to make recommendations including veteran orientations, veteran center, and others. An additional question to identify veterans was also included in the Noel Levitz Student Satisfaction Survey to gauge veterans' overall satisfaction with services and instruction. Committee input is in the process of being compiled and are expected to be finalized by mid-May 2014. Submission to Arizona Department of Veterans Services is anticipated by the end of May 2014.



Veteran Survey  
Summary 04252014.xl

- Creation of the Student Services Answer Center

In an effort to better serve our students, frontline professionals in the Verde Valley and Prescott have been cross-trained so that they are better able to provide answers for any questions regarding admissions, registration, financial aid, veteran's services, and other college questions. The Answer Center mission has resulted in improved overall service to our students.

- Transforming Good Students into Great Learners workshop series  
During the 2013/14 academic year, 6 sessions of the Transforming Good Students into Great Learners workshop series were presented to 128 students. Each series consists of 4 hours of instruction on using metacognitive techniques to improve learning outcomes and test results. Students learn how to focus their study sessions on using deeper levels of thinking such as applying, analyzing, and evaluating, as opposed to just memorizing isolated facts. This results in deeper learning because students employ more active learning techniques, and they begin to understand relationships among concepts and applications to solving problems. Students also learn how to monitor and evaluate their own learning so that they can be better prepared for exams.
- Pilot Program-- Smart Start Summer Bridge Program  
The Smart Start summer bridge program is in development to be presented as a pilot at the Verde Valley campus in August 2014. It is intended as an in-depth extension of the New Student Orientation program. The Verde Learning Center will offer a one (1) week program to entering, traditional age students during the week immediately prior to the start of fall semester. The purpose of the program is to smooth the transition from high school into the demands and expectations of rigorous college courses so that students can be more successful their first semester. The program will encompass: understanding degree requirement, developing skills for study effectiveness, career decision making principles, practice using course technology, learning about college resources, and community building exercises.



Start Smart  
Brochure.pdf

- Auto Conferral  
In January of 2014, Yavapai College employees from Instructional Support, ITS and the Registrar collaborated on a project to identify and award certificates and degrees to students who had completed the requirements, but who had not applied for graduation and subsequently had not been conferred. A large net was cast back to fall of 2009, when Banner was implemented at Yavapai College, through fall of 2013. As a result of this process, students were identified and conferred completers for 19 degrees and 49 certificates. The auto conferral process will now be included as an end-of-term project each semester.
- The Democracy Commitment  
In December of 2013, Yavapai College joined The Democracy Commitment (TDC), which is a “national initiative providing a platform for development and expansion of community college programs, projects and curricula aiming at engaging students in civic learning and democratic practice across the country.” As the Campus Coordinator, the Registrar posts events and blogs on the TDC website and maintains communication with the TDC National Coordinator. Yavapai College event highlights can be viewed at <http://thedemocracycommitment.org/institution/yavapai-college/>.

- Course Availability Notification System (CANS)  
As of April 15, 2014, a new notification system was made available to students who want to be contacted if a seat opens in a full class. Students can access the system via their portal at [www.yc.edu](http://www.yc.edu), and they can choose to be contacted via email or mobile text. ITS developed the concept, and Student Services tested and provided feedback. An email was sent to all enrolled students letting them know that this option is available, explaining how it can help and informing them on how to access CANS. There is also a method for students to cancel the notification at any time.
- Arizona Sun Corridor- Get Into Energy (ASC-GIE) Consortium/Credit for Prior Learning:  
“The five community colleges (Northland Pioneer, Pima, Chandler Gilbert, Estrella Mountain and Yavapai College) that are partnering on the ASC-GIE Consortium made commitments to adopt common practices relative to PLA (Prior Learning Assessment) to assure that students entering the energy programs defined in the project would have a common experience regarding PLA review, consideration and credit, regardless of which college they attend.”
- Aviation Program LEAN Process Redesign  
External partners who provide flight training for YC Aviation students, and instructional and student services staff completed a process redesign that focused on increasing program completion rates, increasing course success rates, and increasing course completion rates (reducing incompletes). The successful implementation of the project tasks identified in the process redesign will increase student success and satisfaction with the college and the aviation program. Metrics were identified and ongoing meetings to insure goals are met have been scheduled.



Project Plan - AVT    Redesign Report Out  
Program - 1-31-2014.- AVT - 1-31-2014.ppt

- Communications to current and prospective students: A Constituent Relations Management system (CRM) has been purchased and will be implemented during spring and summer semesters 2014 for use in communicating more effectively with prospective and current students beginning fall semester 2014.

## STUDENT SUCCESS

### Retention:

- A key element in fostering student success is retaining students. Yavapai College tracks retention through its participation in the National Community College Benchmark Project<sup>1</sup> and the federal Integrated Postsecondary Educational Data Survey<sup>2</sup>. Retention measures link directly to Board End 1.1
- Yavapai College’s fall to fall retention rate for students classified as first time/full-time degree seeking was 63% in fall 2012 (source IPEDS).
- YC’s fall11 to fall12 retention rate of all credit students was 51% which is above the national median average of 48%.



Retention Trends  
1.1.xlsx



NCCBP Fall-to-Fall  
Retention.docx

**Source:**

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

<sup>2</sup>Integrated Postsecondary Educational Data Survey, 2007 – 2013

**Career and Technical Success:**

Career and Technical success measures tie directly to Board End 1.1.1. The five-year compound annual growth rate is 7% for Associate of Applied Science Degree Programs and 4% for Certificates.

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Associate of Applied Science <sup>3</sup>	193	210	237	268	253
Certificates <sup>3</sup>	399	354	395	389	620

**2013 Pass Rates**

First-time pass rates for Nursing license<sup>4</sup>

YC  
95.8%

US  
83.0%

AZ  
88.3%

First-time pass rate for Radiological Tech license<sup>5</sup>

85.7%

89.6%

NA



Career & Technical  
Awards 2008-2013+.x



Statewide NCLEX  
Results 2008-2013 W



ARRT  
NationalComparison 2f



Carl Perkins  
Measurement 1P1.doc

**Sources:**

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

<sup>4</sup>National Council of State Boards, National Council Licensure Examination (NCLEX)

<sup>5</sup>American Registry of Radiologic Licensure Examination (ARRT)

**Transfer Success:**

Transfers and Transfer degree success measures tie directly to Board End 1.1.2. The five-year compound annual growth rate for Associate Degrees and Arizona General Education Certificates is 7% and 53% respectively. Students transferring to public Arizona universities consistently perform above the national median first-year grade point average of 2.93<sup>1</sup> Further comparison to the National Community College Benchmark cohort, positions Yavapai College transfer students' first year GPA at transfer school in the 90th percentile.

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>
Associate Degrees <sup>3</sup>	197	249	224	269	259
Arizona General Education Certificates <sup>3</sup>	60	244	243	272	266
Average first-year grade point average (GPA) at transfer institutions <sup>6</sup>	3.16	2.95	3.14	3.15	3.12





Associates & Transfer  
Trends 1.1.2.xlsx



Yavapai Transfer  
Hour Trends 2012-13.



First Year Transfer  
GPA Trends.xlsx



NCCBP First Year  
GPA.docx

**Sources:**

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

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

<sup>6</sup>Arizona State System for Information on Student Transfer (ASSIST)

**Student Satisfaction and Engagement:**

In an effort to provide an environment which fosters learning, excellent student support, and student engagement, the College surveys students to measure satisfaction and engagement. In recent years, two different forms of measurement have been used to survey students' satisfaction and engagement. In spring 2011 and again in spring 2014, the Noel-Levitz Satisfaction survey was administered to Yavapai College students and focused on student satisfaction with curriculum and services. Results from the spring 2014 survey will not be available until summer 2014.

The second survey, Community College Survey of Student Engagement (CCSSE) was administered in spring 2012 and focused more on student engagement in their Yavapai College experience. The findings from these surveys support Board End 1.1. Administration of the CCSSE survey is planned for spring 2015.

Noel-Levitz Student Satisfaction Survey (2011 Results)

- When asked about overall satisfaction with their experience at Yavapai College, 84% of students reported satisfaction, which was statistically higher than the national average response of 77%.
- 86% of students reported yes when asked "All in all, if you had to do it over, would you enroll at Yavapai College again?" This finding was statistically higher than the national average of 80%.



Noel-Levitz Report -  
2011.doc

**Source:**

2011 Noel-Levitz Student Satisfaction survey

## Community College Survey of Student Engagement (CCSSE) (2012 Results)

The CCSSE survey focused primarily on student engagement. Research shows that the more actively engaged students are with college faculty and staff, with students, and the course subject matter; the more likely they are to persist in their college studies.

- Students felt they had friendly and supportive relationships with instructors and other students.
- More than one-half felt their experience at Yavapai College contributed to the following:
  - Acquiring a broad general education
  - Thinking critically and analytically
  - Solving numerical problems
  - Using computing and information technology
  - Learning effectively on your own
  - Developing clearer career goals
- Academic and service areas of most importance to students include:
  - Academic advising
  - Financial aid advising
  - Computer lab
  - Transfer credit assistance



CCSSE 2012 Key Findings



CCSSE Use-Satis-Importance. Relationships & Skills



CCSSE -

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



**Presidential Monitoring Worksheet for Executive Limitations Policies**  
**Policy 2.1.2 – Treatment of Students**  
**Compilation - May 2014**

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

<b>Executive Limitation</b> <b>2.1.2</b>	<b>Treatment of Students</b> The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on Student Success	
Is the interpretation reasonable?	YES <b>4</b>	NO
Does the data demonstrate compliance with the interpretation?	YES <b>4</b>	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES <b>4</b>	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES	NO <b>4</b>
Comments:		

<b>The following questions will apply to the WHOLE policy:</b>		
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?	YES <b>4</b>	NO
Is there reason to doubt the integrity of the information presented?	YES	NO <b>4</b>
Comments:		

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

**Presenter :** Ray Sigafoos

**Start Time :** 3:35 PM

**Item No :** 28

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 3/21/2014

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
4.2	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President.  Accordingly:	413391
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:	429156

**Description :** President's Evaluation Process - DISCUSSION AND/OR DECISION

**Details :** At the June 10, 2014 District Governing Board meeting, the Board is schedule to evaluate the President's performance for FY 2013-2014. The evaluation will be based on the President's progress in meeting the Ends established by the Board and her compliance with the Executive Limitations and other applicable Board polices, as set forth in the Monitoring Reports. The following is the suggested schedule to complete the process:

1. The Board members will receive a performance summary from the President, applicable Monitoring Reports, other relevant information, and evaluation forms by May 16, 2014.
2. Board members are requested to complete the evaluation and forward to Lynne Adams, Legal Counsel, no later than May 30, 2014.
3. The information will be compiled by Lynne Adams.
4. The Board will present the compiled information to President Wills at the June 10, 2014 District Governing Board meeting in executive session.

**Attachments :**

Title	Created	Filename
Board's Evaluation and Comments for the President - Revised.pdf	May 09, 2014	Board's Evaluation and Comments for the President - Revised.pdf



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	Board Conclusions and Comments	Performance Rating	
		Exceeds Expectations	Meets Expectations
<b>1.1 Education Ends</b>			
Students achieve their educational goals. <b>1.1.1 Job Seekers Ends</b> Job seekers have the qualifications, skills, and abilities to succeed. <b>1.1.2 Student Ends</b> Students seeking transfer will succeed at their next educational institution <b>1.1.3 Lifelong Learning Adult Ends</b> Lifelong learning adults have affordable access to a variety of high-quality learning opportunities.	<b>October 2013</b> ▪ <b>President reported In Compliance</b> ▪ <b>Board Accepted Monitoring Report 1.1 Reports and Minutes:</b>  <a href="#">Ends Monitoring Report 1.1</a>  <a href="#">Ends Monitoring Report 1.1.1</a>  <a href="#">Ends Monitoring Report 1.1.2</a>  <a href="#">Ends Monitoring Report 1.1.3</a>		
	October 15, 2013 Approved Minutes		

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	Board Conclusions and Comments	Performance Rating	
<b>1.2 Economic Ends</b>		Exceeds Expectations	Meets Expectations
<p>Communities have the leadership and educational resources to generate and sustain economic base jobs.</p> <p><b>1.2.1 Community Leadership</b>  Leaders understand the importance of economic base jobs to Yavapai County.</p>	<p><b>October 2013</b></p> <ul style="list-style-type: none"> <li>▪ <b>President reported In Compliance</b></li> <li>▪ <b>Board Accepted Monitoring Report 1.2</b></li> <li>▪ <b>Reports and Minutes:</b></li> </ul> <p><a href="#">Ends Monitoring Report 1.2</a></p> <p><a href="#">Ends Monitoring Report 1.2.1</a></p> <p> October 15, 2013 Approved Minutes</p>		

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.

\*The Board's acceptance of the President's Monitoring Reports concludes that the interpretation of the policy is reasonable and the evidence is sufficient to support the conclusion of compliance.

Performance Description	Board Conclusions and Comments	Performance Rating	
<b>1.3 Community Ends</b>		Exceeds Expectations	Meets Expectations
Yavapai County residents have access to a vibrant social and cultural life.	<p><b>October 2013</b></p> <ul style="list-style-type: none"> <li>▪ <b>President reported In Compliance</b></li> <li>▪ <b>Board Accepted Monitoring Report 1.3</b></li> </ul> <p><a href="#">Ends Monitoring Report 1.3</a></p> <p> October 15, 2013 Approved Minutes</p>		

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.

\*The Board's acceptance of the President's Monitoring Reports concludes that the interpretation of the policy is reasonable and the evidence is sufficient to support the conclusion of compliance.

**Part II– 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.**

\*The Board’s acceptance of the President’s Monitoring Reports concludes that the interpretation of the policy is reasonable and the evidence is sufficient to support the conclusion of compliance.



<b>Presenter :</b> Ray Sigafoos	<b>Start Time :</b> 3:40 PM	<b>Item No :</b> 29
<b>Proposed By :</b> Ray Sigafoos	<b>Time Req :</b> 0	
<b>Proposed :</b> 3/21/2014	<b>Item Type :</b> 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

<b>Presenter :</b> Ray Sigafoos	<b>Start Time :</b> 3:40 PM	<b>Item No :</b> 30
<b>Proposed By :</b> Ray Sigafoos	<b>Time Req :</b> 5	
<b>Proposed :</b> 4/21/2014	<b>Item Type :</b> Information Item	

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

**Description :** District Governing Board Ownership Survey - INFORMATION, DISCUSSION, AND/OR DECISION

**Details :** Dr. Clint Ewell, Vice President for Finance and Administrative Services will present a proposed District Governing Board Ownership Survey. This survey will be an addition to the Board's Outreach Plan and provide ownership feedback/input for the September Retreat.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:45 PM

**Item No :** 31

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 3/21/2014

**Item Type :** Information Item

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

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

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

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

Yavapai College Foundation - Dr. Patricia McCarver

Board Spokesperson - Mr. Herald Harrington

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:50 PM

**Item No :** 32

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 3/21/2014

**Item Type :** Heading

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

**Description :** OTHER INFORMATION - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:50 PM

**Item No :** 33

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 3/21/2014

**Item Type :** Information Item

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

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

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:55 PM

**Item No :** 34

**Proposed By :** Ray Sigafoos

**Time Req :** 9

**Proposed :** 5/7/2014

**Item Type :** Decision Item

Policy No.	Description	Ref No
3.1.5	To ensure the continual development of governance capability, shall include orientation of new Board members in the Boards governance process and periodic Board training and discussion of process improvement.	396376

**Description :** Planning of September 8, 2014 District Governing Board Retreat - DISCUSSION AND/OR DECISION

**Details :** Board members will discuss the planning of the September 8, 2014 District Governing Board Retreat:

- Facilitators
- Proposed Topic - Compare community college models to Yavapai College's model to evaluate ownership linkage

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 4:04 PM

**Item No :** 35

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 3/21/2014

**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 :** Proposed Dates and Places of Future Meetings for 2014 .

**Attachments :**

Title	Created	Filename
2014- Proposed Dates and Places of Future Meetings.pdf	May 08, 2014	2014- Proposed Dates and Places of Future Meetings.pdf

## PROPOSED DATES AND PLACES OF FUTURE MEETINGS 2014

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
Regular Board Meeting	January 14, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus–Rock House
Regular Board Meeting	February 4, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
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, 11:30 a.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
<b>Regular Board Meeting</b>	<b>May 13, 2014, Tuesday, 1:00 p.m.</b> <b>Location: Career &amp; Technical Education Center (CTEC) Rm 105</b>
<b>Regular Board Meeting</b>	<b>June 10, 2014, Tuesday, 1:00 p.m.</b> <b>Location: Prescott Campus-Rock House</b>
<b>JULY 2014 – NO BOARD MEETING</b>	
<b>Regular Board Meeting</b>	<b>August 12, 2014, Tuesday, 1:00 p.m.</b> <b>Location: Prescott Campus-Rock House</b>
<b>Board Retreat - Strategic Planning</b>	<b>September 8, 2014, Monday – 9:00 a.m.</b> <b>Location: Prescott Campus-Rock House</b>
<b>Regular Board Meeting</b>	<b>September 9, 2014, Tuesday, 1:00 p.m.</b> <b>Location: Verde Campus Room M-137</b>
<b>Regular Board Meeting</b>	<b>October 14, 2014, Tuesday, 1:00 p.m.</b> <b>Location: Chino Valley Agribusiness Center Rm 120/121</b>
<b>Association of Community College Trustees (ACCT) Leadership Congress</b>	<b>October 22 – October 25, 2014 Location: Chicago, IL</b>
<b>Regular Board Meeting</b>	<b>November 18, 2014, Tuesday, 1:00 p.m.*</b> <b>Location: Town of Prescott Valley Auditorium</b>
<b>Northern Arizona Regional Training Academy (NARTA) Commencement</b>	<b>December 2014 - TBD</b> <b>Location: Prescott Campus – Performing Arts Center</b>
<b>Nursing Pinning Ceremony</b>	<b>December 2014 - TBD</b> <b>Location: Prescott Campus – Performing Arts Center</b>
<b>Annual Board Retreat</b>	<b>December 2014 - TBD</b> <b>Location: Prescott Campus – Rock House</b>
<b>Regular Board Meeting</b>	<b>December 9, 2014, Tuesday, 1:00 p.m.</b> <b>Location: Prescott Campus – Rock House</b>

- \* February 4, 2014 (First Tuesday of the Month) changed due to out of state conferences
- \* March 4, 2014 (First Tuesday of the Month) changed due to Spring Break scheduled for March 10<sup>th</sup> – 14<sup>th</sup>
- \* November 18, 2014 (Third Tuesday of the Month) changed due to Veteran’s Day November 11
- \* April 15, 2014 (Third Tuesday of the Month) - Mr. Sigafos is requesting third Tuesday of the month, due to his tax season workload.

**Presenter :** Ray Sigafoos

**Start Time :** 4:07 PM

**Item No :** 36

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 3/21/2014

**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