

**Regular Board Meeting  
Agenda Summary  
Tuesday, August 12, 2014  
1:00 PM**

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	512494
2	Call to Order - PROCEDURAL	0	1:00 PM	512495
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	512496
4	Welcome and Recognition of Guests and Staff - PROCEDURAL	1	1:01 PM	512497
5	Approval of District Governing Board June 10, 2014 Regular Meeting and Executive Session Minutes - DISCUSSION AND DECISION	3	1:02 PM	512498
6	Adoption of Agenda - DECISION	3	1:05 PM	512499
7	EXECUTIVE SESSION - A.R.S. §38-431.03 (A)(3), (A)(7) - Receive Legal Advice from Legal Counsel regarding Sedona Cultural Park Property Development Agreement and Intergovernmental Agreement between City of Sedona, Sathcupa L.L.C., and Yavapai County Community College District - PROCEDURAL	20	1:08 PM	518779

Item No.	Item	Time Req.	Start Time	Ref No.
8	Convene in Public Session with Possible Action RE: Sedona Cultural Park Property Development Agreement and Intergovernmental Agreement between City of Sedona, Sathcupa L.L.C., and Yavapai County Community College District - DECISION	5	1:28 PM	518774
9	Open Call - PROCEDURAL	10	1:33 PM	512500
10	CONSENT AGENDA - HEADING	0	1:43 PM	512501
11	Receipt of Report on Revenues and Expenditures - Month of June 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:43 PM	512502
12	Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.1 - Budget Deviations - June 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:44 PM	512503
13	Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - June 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:45 PM	512504
14	Board Self-Evaluation - Governing Board Policy 4.7 - President Succession - MONITORING AND/OR DISCUSSION	1	1:46 PM	512513
15	INFORMATION - HEADING	0	1:47 PM	512507
16	Information from the President to Include: Convocation; Residence Halls Grand Opening ; Southwest Wine Center Grand Opening; Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting; Tax Appeals; Facilities Management News; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:47 PM	512508
17	Information from Instruction and Student Services to Include: Introduction of the New Dean for Arts and Humanities; Search for New Dean for Student Development; Faculty Senate; and Instructional Support and Improvement Division - INFORMATION AND/OR DISCUSSION	20	2:02 PM	512509
18	Reports from Board Members - INFORMATION AND/OR DISCUSSION	5	2:22 PM	518808
19	MONITORING REPORTS - HEADING	0	2:27 PM	512512
20	Board Self-Evaluation - Governing Board Policy 4.0 - Board/President Linkage - MONITORING AND/OR DISCUSSION	5	2:27 PM	512505
21	SHORT RECESS - PROCEDURAL	10	2:32 PM	518776
22	POLICY ISSUES - HEADING - CONTINUED	0	2:42 PM	518053
23	Naming of the Observatory Pursuant to College Policy 6.2.2 - INFORMATION, DISCUSSION, AND/OR DECISION	10	2:42 PM	518051
24	BOARD EDUCATION / STRATEGIC PLANNING - HEADING	0	2:52 PM	512514
25	Information from the International Policy Governance Association (IPGA) Conference - INFORMATION AND/OR DISCUSSION	5	2:52 PM	512515
26	Update on the District Governing Board Retreat - DISCUSSION AND/OR DECISION	10	2:57 PM	512516

Item No.	Item	Time Req.	Start Time	Ref No.
27	OWNERSHIP LINKAGE - HEADING	0	3:07 PM	512517
28	Preliminary Results of District Governing Board Ownership Survey - INFORMATION, DISCUSSION, AND/OR DECISION	10	3:07 PM	518668
29	For Consideration of Approval of the Formation of the Verde Valley Advisory Committee (VVAC) - INFORMATION, DISCUSSION, AND/OR DECISION	15	3:17 PM	518295
30	Reports from Board Liaisons - Yavapai College Foundation; and Board Spokesperson - INFORMATION AND/OR DISCUSSION	5	3:32 PM	512518
31	OTHER INFORMATION - HEADING	0	3:37 PM	512519
32	Correspondence to the Board - RECEIPT	5	3:37 PM	512520
33	Proposed Dates and Places of Future Meetings for the Remainder of 2014 and for Upcoming 2015 - DISCUSSION AND/OR DECISION	5	3:42 PM	512522
34	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:47 PM	512523

**Presenter :** Ray Sigafoos

**Start Time :** 1:00 PM

**Item No :** 1

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/28/2014

**Item Type :** Heading

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

**Description :** CALL TO ORDER - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:00 PM

**Item No :** 2

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/28/2014

**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 :** 1:00 PM

**Item No :** 3

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 5/28/2014

**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 :** 1:01 PM

**Item No :** 4

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 5/28/2014

**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 and Recognition of Guests and Staff - PROCEDURAL

**Details :** Chair Sigafoos will welcome all guests and staff.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:02 PM

**Item No :** 5

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 5/28/2014

**Item Type :** Discussion

Policy No.	Description	Ref No
3.5.4	Unless the Chair has delegated his or her authority otherwise pursuant to Policy 3.5.2.3, the Secretary fulfills the duties of the Chair in the absence of the Chair, including chairing Board meetings and signing documents on behalf of the Board and/or Yavapai College. The Secretary assures the accuracy of Board documents. The Board has its own documents so the accuracy of Board records are critical for historical purposes. The Secretary attests to the Board's adoption of policy.	429149

**Description :** Approval of District Governing Board June 10, 2014 Regular Meeting and Executive Session Minutes - DISCUSSION AND DECISION

**Details :** To affirm discussion and record of actions and motions made and approved by the District Governing Board at the June 10, 2014 District Governing Board Regular Meeting and Executive Sessions. 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 decision 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 -6-10-14.pdf	Jul 24, 2014	Unapproved Regular Meeting Minutes - 6-10-14.pdf



# Yavapai College District Governing Board

## Regular Board Meeting Unapproved Minutes of Regular Meeting Tuesday, June 10, 2014 1:00 PM

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

### **Administration Present:**

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

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

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

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

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

The Pledge of Allegiance was led by Dr. McCarver

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

Chair Sigafoos welcomed all guests and staff. Special guest, Mike Tennyson, property owner of Sedona Cultural Park, was introduced and he provided remarks to the Board regarding the potential land exchange.

#### **5. Approval of District Governing Board May 13, 2014 Budget Public Hearing; Budget Adoption; and Regular Meeting Minutes - DISCUSSION AND/OR DECISION**

**Mr. Harrington moved, seconded by Mr. Filardo, to approve the May 13, 2014 Budget Public Hearing; Budget Adoption; and Regular Meeting Minutes. Motion carried unanimously.**

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

**Dr. McCarver moved, seconded by Dr. Fitzner, 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 Real Property Exchange Agreement - PROCEDURAL**

Pursuant to A.R.S. §38-431.03 (A)(3), (A)(7), Discussion regarding the Sedona Cultural Park Real Property Exchange Agreement.

**Mr. Harrington moved, seconded by Mr. Filardo, to convene into Executive Session pursuant to Arizona Revised Statutes §38-431.03(A)(3), (A)(7) to receive legal counsel for the Sedona Cultural Park Real Property Exchange. Motion carried unanimously.**

Executive Session convened at 1:09 p.m.

Executive Session recessed at 1:41 p.m.; Regular session reconvened at 1:42 p.m.

#### **8. Convene in Public Session with Possible Action RE: Sedona Cultural Park Real Property Exchange Agreement – 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.

**Mr. Harrington moved, seconded by Dr. McCarver, to approve the Sedona Cultural Park Real Property Exchange with Sathcupa, L.L.C. and authorize the Board Chair to execute the agreement using the set of instructions that were given by the Board in the Executive Session. Motion carried unanimously.**

The Board congratulated Dr. Wills and staff for their dedication to resolving the Sedona Center's land issues, and highlighted the college will be investing an additional \$1.5M in the Sedona property.

**9. Open Call - PROCEDURAL**

The following requests were received to address the Board:

Verde Valley Educational Plan – Ruth Wicks

Sedona Film School – Dr. J.C. Alvarez; John Lawler; Bryan Reinhart; Otto Rolwing; and Bob Oliphant

**10. CONSENT AGENDA – HEADING**

**11. Receipt of Report on Revenues and Expenditures – Month of May 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 16-25)

**12. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – May 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 26-28)

The President reported compliance.

**13. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – May 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 29-31)

The President reported compliance.

**14. For Consideration of Approval of Public and Charter School Dual Enrollment Intergovernmental Agreements with Yavapai Community College District -RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 32-54)

The Intergovernmental Agreement (IGA's) will enable Yavapai College to provide Dual Enrollment Courses from July 1, 2014 through June 30, 2015, to eligible students for the following School Districts.

Ash Fork Joint Unified School District No. 31

Bagdad Unified School District No. 20

Camp Verde Unified School District No. 28

Chino Valley Unified School District No. 51

Humboldt Unified School District No. 22

Mayer Unified School District No. 43

Mingus Union High School District No. 4

Mountain Institute Joint Technology Education District No. 2

Northpoint Expeditionary Learning Academy

Prescott Unified School District No. 1

Sedona-Oak Creek Joint Unified School District No. 9

Tri-City College Preparatory High School

Exhibit B - Type of Instruction Dual Enrollment Courses, identifies specific courses being offered with each institute.

**15. For Consideration for Approval of the First Amendment to the Intergovernmental Agreement (IGA) between the City of Prescott and Yavapai College for use of a Fire Training Facility- RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda pgs. 55-62)

For consideration for approval of the First Amendment to the IGA between the City of Prescott and Yavapai College of a facility at 2900 Sundog Ranch Road to be used as a fire training facility for the period from July 1, 2014 through June 30, 2015.

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

**16. INFORMATION - HEADING**

**17. Information from the President to Include: National Association of College and University Business Officers Award (NACUBO); Campus Master Plan Update; District Governing Board Ownership Survey Update; ACCT Outstanding Faculty Award Nomination; Yavapai Combined Trust; College Highlights; and Other Related Issues- INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 64-87)

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

- ACCT Outstanding Faculty Award Nomination from Yavapai College will be Dr. Matt Percy (Biology)

- NACUBO Award for Innovation has been awarded to Yavapai College in recognition of their Instructional Cost Dashboard. Accolades to Dr. Clint Ewell and his budget/finance team to include Tom Hughes, Director for Institutional Effectiveness & Research, Carl Moody, Senior Programmer Analyst, and Duane Ransom, Assistant Director of Budgeting.

- Campus Master Plan updates are available on the College's website at <http://masterplan.yc.edu/>

- District Governing Board Ownership Survey Update – Mike Lange, Director of Marketing informed the Board that the survey was launched on June 9, 2014 and is available on the YC website. Community participation is being promoted through a variety of media resources, including 90,000 direct mailers being sent to Yavapai County households.

- Yavapai Combined Trust Quarterly Update prepared by Rose Hurley, Human Resources Director

- College Highlights - June 2014 - Attached - Information Only

- Other Related Issues

**18. Update from Instruction and Student Services to Include: Yavapai County School Superintendents**

**Outreach; Update on Sedona Film School; and Allied Health Presentation** (refer to Board agenda, pgs. 88-103)

Dr. Stuart Blacklaw, Vice President for Instruction and Student Services, presented an update on the following:

- Yavapai County School Superintendents Outreach - Dr. Blacklaw has visited several Superintendents in Yavapai County and plans to meet with all of the school district leaders. Dr. Blacklaw is discovering the college's relationship and opportunities with each district with focus on simplifying dual enrollment processes.
- Sedona Film School Update - Dr. Blacklaw reported the film program has been closed. This decision was based on enrollment being volatile and the program being highly subsidized. Dr. Blacklaw attended the final Thesis Film Screening on May 23<sup>rd</sup> through 25<sup>th</sup> and was disappointed with low attendance by the community. Dr. Blacklaw had the opportunity to view six (6) student films that were very impressive and demonstrated technical expertise. Dr. Blacklaw will continue to study alternative film programs that may better fit a community college model and update the Board accordingly.
- Allied Health Presentation - Nancy Bowers, Allied Health Director, provided an overview of the Allied Health Programs to include current enrollment and programs offered, along with the top 10 highest paying professions within Allied Health.

**19. Reports from Board Members - INFORMATION AND/OR DISCUSSION**

No reports from Board members.

**20. SHORT RECESS – PROCEDURAL**

Meeting recessed at 2:24 p.m.; reconvened at 2:39 p.m.

**21. MONITORING REPORTS – HEADING**

**22. Receipt of President's Monitoring Report - Executive Limitation 2.3 - Financial Management- - MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 106-109)

Executive Limitation 2.3 - Financial Management

The President shall not cause or allow annual financial planning and budgeting that deviates materially from the Board's Ends priorities, jeopardizes financial solvency, or fails to be part of a multi-year strategic management plan, or violates applicable statutes.

**Comments included: My responses are based on a limited view due to the fact I have only been in this position for two and a half months. I am basing my responses on the information provided by the President.**

**Mr. Harrington moved, seconded by Dr. Fitzner, that we have read the President's Monitoring Report regarding Policy 2.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3. Motion carried unanimously.**

**23. BOARD EDUCATION / STRATEGIC THINKING AND PLANNING – HEADING**

**24. Presentation of the Board's Obligations Pursuant to State Statutes and Changes that Govern Community Colleges by District Governing Board Legal Counsel, Lynne Adams- INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 110-117)

In accordance with the District Governing Board Annual Calendar, Lynne Adams, District Governing Board Legal Counsel, presented and discussed recent legislative changes to the statutes that govern community colleges and their boards:

- Financial Reporting – HB2654: Expanded the information that must be included on the College's website
- Non-Resident Reporting – HB2005: Requires community colleges to report number of non-resident students
- Distance Learning – HB2577: Permits an IGA for managing distance learning

**25. OWNERSHIP LINKAGE – HEADING**

**26. Board Meeting Evaluation (quarterly) – INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 119-120)

The Board assesses how meetings are conducted on a quarterly basis. Dr. Fitzner acted as the Board Evaluator and completed the review for February 2014 to April 2014 to assess the Board's commitment and consistency to act with Policy Governance.

**27. District Governing Board Open Seats for the November 4, 2014 Election - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 121-122)

Yavapai College District Governing Board Candidate information and required documents are available on-line at [www.ycesa.com/school-elections](http://www.ycesa.com/school-elections). Candidates must notify the Elections Department in writing or by e-mail no later than July 7, 2014 for participation in the upcoming election. Candidates must file nomination and petitions no later than August 6, 2014 for participation in the upcoming election. For additional information contact Laurin Custis, School Elections Coordinator at 928-442-5138 or Tim Carter, Yavapai County School Superintendent at 928-925-6560.

Yavapai College District will have a total of four (4) seats open for the November 4, 2014 election:

- District #2 - Incumbent Herald Harrington

- District #3 - Incumbent Albert Filardo
- District #4 - Incumbent Patricia McCarver
- District #5 - Incumbent Dale Fitzner

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

- Arizona Association for District Governing Boards (AADGB) – Dr. Fitzner reported that the last meeting focused on providing a conference for all Board members of AADGB. This conference would be held at Maricopa Community College on a Saturday and include ACCT training for student success. The Board requested that the training stay within policy governance perimeters, and suggested the session provide information/programs that the federal government will or has implemented regarding student success.
- Association of Community Colleges Trustees (ACCT) – No Report
- Yavapai College Foundation – Dr. McCarver reported that Annual Foundation Meeting was held on May 14<sup>th</sup> in the Performing Arts Center. This meeting was an annual celebration to report successes, awards, and fundraising accomplishments of the year.
- Board Spokesperson – Mr. Harrington and Mr. Filardo attended a meeting with several mayors from the Verde Valley area. Mr. Harrington would like to propose an advisory committee that would assist the Board with ownership linkage. This advisory committee would consist of the mayors, County Supervisors, and/or a representative from each municipality, to provide feedback from the community. The Board requested that the advisory committee’s purpose be defined and clarified that the committee will not be directing operations.  
**Mr. Harrington and Mr. Filardo will further define the Board Advisory Committee’s purpose/function along with potential membership. The August District Governing Board meeting will include additional information.**

**29. OTHER INFORMATION – HEADING**

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

Correspondence received included: Men’s Soccer schedule; article from The Chronicle – Think College Costs too Much; email from Ruth Wicks

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

Board members discussed the planning of the September 8, 2014 District Governing Board Retreat with a possible follow-up session on September 9, 2014:

- Retreat will focus on connecting the role of an Elected Official - Ownership Linkage – Policy Governance
  - Analyze input from focus groups, survey, advocacy groups, and advisory committees (current issues)
  - Review other models – Pima/ACCT/Maricopa (Verde Valley separate college)
  - Determine an effective interface with the Policy Governance, owner’s input, and proposed models (proposed solutions)
  - Create a plan/process for ownership linkage and its relationship to the Board’s elective role within the Policy Governance arena (future direction)
- Facilitator - Mr. Sigafos proposed inviting Stacy Sjogren, Policy Governance Consultant, to facilitate the September Retreat.

**32. Proposed Dates and Places of Future Meetings for the Remainder of 2014 and 2015 Draft- DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 125-127)**

The Board reviewed the Proposed Dates and Places of Future Meetings for:

- Remainder of 2014
- Draft for 2015

**33. EXECUTIVE SESSION - A.R.S. §38-431.03(A)(1), Review of President's Annual Evaluation, Compensation, and Employment Agreement – PROCEDURAL**

Pursuant to A.R.S. §38-431.03(A)(1), Review and consideration of President Wills' annual evaluation, compensation, and employment agreement (the employee has been notified in writing).

**Mr. Harrington moved, seconded by Mr. Filardo, to convene into Executive Session pursuant to Arizona Revised Statutes §38-431.03(A)(3), (A)(7) for the review of the President’s Annual Evaluation, Compensation, and Employment Agreement. Motion carried unanimously.**

Executive Session convened at 4:04p.m.

Executive Session recessed at 5:05 p.m.; Regular session reconvened at 5:06 p.m.

**34. Convene in Public Session with Possible Action RE: President's Evaluation, Compensation, and Employment Agreement as a Result of Executive Session – 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.

**Mr. Harrington moved, seconded by Dr. McCarver, based on the Board’s evaluations and discussions regarding Dr. Wills’ performance, to extend the President’s employment agreement for one (1) year,**

**compensation increase of 5% in base salary, expense account to remain the same, and authorize Chair Sigafoos to complete the necessary documents to continue her employment per the instructions given during the Executive Session. Motion carried unanimously.**

The Board complimented Dr. Wills' performance, adding that she has done an exemplary job this year, the College has made great progress, and looking forward to another great year to come. The Board also complimented Dr. Wills' leadership and selection of a strong executive team.

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

**Dr. McCarver moved, seconded by Mr. Harrington, to adjourn the meeting. Motion carried unanimously.**

Regular meeting adjourned at 5:13 p.m.

Respectfully submitted:

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

Date: August 12, 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.*



**Presenter :** Ray Sigafoos

**Start Time :** 1:28 PM

**Item No :** 8

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 8/6/2014

**Item Type :** Procedure Item

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

**Description :** Convene in Public Session with Possible Action RE: Sedona Cultural Park Property Development Agreement and Intergovernmental Agreement between City of Sedona, Sathcupa L.L.C., and Yavapai County Community College District - DECISION

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

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:33 PM

**Item No :** 9

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 5/28/2014

**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 :** Open Call - PROCEDURAL

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

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

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:43 PM

**Item No :** 10

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/28/2014

**Item Type :** Heading

Policy No.	Description	Ref No
3.4.3.4	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.	429146

**Description :** CONSENT AGENDA - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:43 PM

**Item No :** 11

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 5/28/2014

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

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

Included is the financial update report highlighting the status of several key financial indicators.

The report of Revenues and Expenditures for the twelve months of FY 2013-2014 ending June 2014 is attached. Expenditures are reported on the accrual basis of accounting.

Note: Consistent with prior years, pre-closing and unaudited June financials are presented at the August Board meeting. Due to the new fiscal year just beginning, July financials will not be presented. August financials will be presented in September.

**Attachments :**

Title	Created	Filename
Financial Update _June in Aug.pdf	Aug 05, 2014	Financial Update _June in Aug.pdf
YCFS June 2014 - Governing Board Budget Report.pdf	Aug 05, 2014	YCFS June 2014 - Governing Board Budget Report.pdf
Revenues__Expenditures_Cover_Sheet_June in Aug.pdf	Aug 05, 2014	Revenues__Expenditures_Cover_Sheet_June in Aug.pdf
YCFS June 2014_Summary.pdf	Aug 05, 2014	YCFS June 2014_Summary.pdf

# **YAVAPAI COLLEGE**

## **FINANCIAL UPDATE**

June 2014 – Pre-closing and Unaudited

### **FY2013-2014 Close and Audit**

- The year-end close for FY2013-2014 is planned for September 2014.
- The auditors began their preliminary field work in July, will return in October, and wrap up in December. The audit report (Comprehensive Annual Financial Report) will be issued in mid-December 2014 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 FY2013-2014 will be presented to the Board in early 2015.

### **FY 2013-2014 Budget**

#### General Fund

- Total property taxes collected are below budget by .4%. This is due to delinquent taxes and is consistent with past years. The College has a contingency set-up for delinquent property taxes.
- Tuition and fees is above budget by approximately 2.1% for the fiscal year. This is due to both credit and non-credit being higher than projected.
- Expenditures are below budget primarily due to unspent contingency **budgets, a "healthcare premium" holiday** that occurred in January, vacancy savings and lower non-labor expenditures (i.e. utilities).

#### Auxiliary Fund

- Residence Hall and Food Service losses are higher than budgeted due to lower than expected occupancy.
- The Performing Arts Center has 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 has a large surplus. Expenditures are below budget for the fiscal year ended June 30, 2014, as a result of less equipment and preventative maintenance expenditures being incurred. A good portion of these expenditures will be incurred in future years.

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

**For the Twelve Months Ended June 30, 2014 - Pre-closing and Unaudited  
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	\$ 34,636	\$ -	\$ 34,636
Assoc. of Community College Trustees	Membership Dues	5,399	-	5,399
Assoc. of Community College Trustees	Conference Fees	5,615	-	5,615
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	2,071	-	2,071
Osborn Maledon PA	Attorneys	36,236	-	36,236
Ourboardroom Technologies	Software maintenance	18,500	-	18,500
Penelope Wills	Travel	1,880	-	1,880
Ray Sigafos	Travel	2,508	-	2,508
Roswell Bookbinding	Board Minutes	451	-	451
Sharpsdots.com	Printing Services	-	-	-
Sodexo Inc.	Food Supplies	1,904	-	1,904
Supplies/Other	Various Vendors	1,426	-	1,426
Survey - Countywide	Feedback on YC/DGB	16,265	-	16,265
Thee Place	Food Supplies	908	-	908
Yavapai Broadcasting	Board Meetings	2,750	-	2,750
YC Printing Services	Printing	4,556	-	4,556
				<u>145,637</u>

**Remaining Budget - June 30, 2014**

**\$ 33,810**

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

**DATE** August 12, 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 twelve months of FY2013-2014 ending June 30, 2014, is attached. Expenditures are reported on the accrual basis of accounting.

The General Fund gross revenues exceed projections at 100.8% of budget. Tuition and fees revenues are at 102.1% of budget due to higher than budgeted credit and non-credit tuition and fees. State aid for the fourth quarter of the fiscal year was received in April 2014. General Fund expenditures represent 92.2% of the budget through twelve months. Currently, General Fund revenues exceed expenditures/encumbrances by \$3,559,700.

Total General Fund revenues are expected to be above budget by about \$342,400. General Fund expenditures are projected to be under budget by approximately \$2,858,000. This is a result of several factors including vacancy savings, unspent contingency funds, a "healthcare premium" holiday which occurred in January 2014, and lower non-labor expenditures (i.e. utilities).

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 below projections and expenditures are significantly below budget. Unexpended Plant Fund revenues represented 98.5% of budget through twelve months and exceed the Unexpended Plant Fund expenditures by \$4,475,500. This significant surplus is a result of less equipment and preventative maintenance expenditures being incurred. A good portion of these expenditures will be incurred in future years.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Twelve Months Ending June 30, 2014 - Pre-closing and Unaudited**

**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	\$ 41,721,725				\$ 41,721,725	\$ 41,373,000	100.8%
Restricted Fund	14,083,720				14,083,720	14,586,000	96.6%
Auxiliary Fund	3,390,849				3,390,849	3,725,700	91.0%
Unexpended Plant Fund	18,174,303				18,174,303	18,442,600	98.5%
Debt Service Fund	6,927,741				6,927,741	6,928,000	100.0%
<b>TOTALS</b>	<b><u>84,298,338</u></b>				<b><u>84,298,338</u></b>	<b><u>85,055,300</u></b>	<b><u>99.1%</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		\$ 38,162,060	\$ -	\$ -	\$ 38,162,060	\$ 41,373,000	92.2%
Restricted Fund		14,083,720	-	-	14,083,720	14,586,000	96.6%
Auxiliary Fund		3,618,348	-	-	3,618,348	3,725,700	97.1%
Unexpended Plant Fund		13,698,820	-	-	13,698,820	18,442,600	74.3%
Debt Service Fund		6,928,137	-	-	6,928,137	6,928,000	100.0%
<b>TOTALS</b>		<b><u>76,491,085</u></b>	<u>-</u>	<u>-</u>	<b><u>76,491,085</u></b>	<b><u>85,055,300</u></b>	<b><u>89.9%</u></b>
<b>SURPLUS/(DEFICIT)</b>					<b><u>7,807,253</u></b>	<u>-</u>	

**COMMENTS:**

Through the twelfth month, 89.9% of budget has been committed (excluding labor encumbrances) compared to 99.1% of revenues received.

The Budget currently has a surplus of \$7,807,253.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Twelve Months Ending June 30, 2014 - Pre-closing and Unaudited**

**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	\$ 31,019,921			\$ 31,019,921	\$ 31,134,600	99.6%	\$ 31,020,000	\$ (114,600)
Tuition and Fees	11,551,451			11,551,451	11,310,000	102.1%	11,550,000	240,000
State Appropriations	893,900			893,900	893,900	100.0%	893,900	-
Other Revenues	545,269			545,269	350,000	155.8%	540,000	190,000
Interest Income	51,684			51,684	25,000	206.7%	52,000	27,000
Fund Balance Applied to Budget	1,997,900			1,997,900	1,997,900	100.0%	1,997,900	-
General Fund Transfer Out	(4,338,400)			(4,338,400)	(4,338,400)	100.0%	(4,338,400)	-
<b>TOTAL REVENUES</b>	<b>41,721,725</b>			<b>41,721,725</b>	<b>41,373,000</b>	<b>100.8%</b>	<b>41,715,400</b>	<b>342,400</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	\$ 15,990,428	\$ -	\$ -	\$ 15,990,428	\$ 16,535,000	96.7%	\$ 16,075,000	\$ (459,960)
Academic Support	4,018,965	-	-	4,018,965	4,478,000	89.7%	4,050,000	(428,000)
Institutional Support	7,933,079	-	-	7,933,079	8,589,000	92.4%	8,050,000	(539,000)
Student Services	4,172,470	-	-	4,172,470	4,441,000	94.0%	4,230,000	(211,000)
Operation/Maintenance of Plant	5,278,443	-	-	5,278,443	5,885,000	89.7%	5,330,000	(555,000)
Scholarships	653,431	-	-	653,431	776,000	84.2%	660,000	(116,000)
Public Service	115,244	-	-	115,244	119,000	96.8%	120,000	1,000
Tuition Contingency	-	-	-	-	550,000	0.0%	-	(550,000)
<b>TOTAL EXPENDITURES</b>	<b>38,162,060</b>	<b>-</b>	<b>-</b>	<b>38,162,060</b>	<b>41,373,000</b>	<b>92.2%</b>	<b>38,515,000</b>	<b>(2,857,960)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 3,559,665</b>	<b>\$ -</b>			

**COMMENTS:**

Through the twelfth month, 92.2% of budget has been committed (excluding labor encumbrances) compared to 100.8% of revenues received.

Fourth quarter State Aid was received in April 2014.

The Budget currently has a surplus of \$3,559,665.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Twelve Months Ending June 30, 2014 - Pre-closing and Unaudited**

**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	\$ 12,533,793				\$ 12,533,793	\$ 13,456,000	93.1%
State Grants and Contracts	90,409				90,409	180,000	50.2%
Private Gifts, Grants and Contracts	434,978				434,978	350,000	124.3%
Proposition 301 Funds	597,221				597,221	550,000	108.6%
Fund Balance Applied to Budget	50,000				50,000	50,000	100.0%
Reimbursement Due	377,319				377,319	N/A	N/A
<b>TOTAL REVENUES</b>	<b>14,083,720</b>				<b>14,083,720</b>	<b>14,586,000</b>	<b>96.6%</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	\$ 1,876,766	\$ -	\$ -	\$ 1,876,766	\$ 2,612,000	71.9%
Student Services	1,085,123	-	-	1,085,123	1,100,000	98.6%
Scholarships	11,018,618	-	-	11,018,618	10,753,000	102.5%
Public Service	103,213	-	-	103,213	121,000	85.3%
<b>TOTAL EXPENDITURES</b>	<b>14,083,720</b>	<b>-</b>	<b>-</b>	<b>14,083,720</b>	<b>14,586,000</b>	<b>96.6%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ -</b>		

**COMMENTS:**

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

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**  
**REPORT OF REVENUES AND EXPENDITURES**  
**For the Twelve Months Ending June 30, 2014 - Pre-closing and Unaudited**  
**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	\$ 853,771	\$ 918,026	\$ -	\$ -	\$ 918,026	\$ (64,255)	\$ -	\$ (60,000)	\$ (60,000)
Food Service	33,964	243,654	-	-	243,654	(209,690)	(79,400)	(206,000)	(126,600)
Vending	36,063	-	-	-	-	36,063	30,000	37,000	7,000
Bookstore	204,796	24,300	-	-	24,300	180,496	185,700	187,000	1,300
Performing Arts Center	390,953	1,095,960	-	-	1,095,960	(705,007)	(449,700)	(680,000)	(230,300)
Edventures	135,185	160,453	-	-	160,453	(25,268)	(21,000)	(21,000)	-
Family Enrichment Center	530,118	655,508	-	-	655,508	(125,390)	(194,300)	(128,000)	66,300
<b>TOTAL ENTERPRISES</b>	<b>2,184,850</b>	<b>3,097,901</b>	<b>-</b>	<b>-</b>	<b>3,097,901</b>	<b>(913,051)</b>	<b>(528,700)</b>	<b>(871,000)</b>	<b>(342,300)</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	\$ 308,939				\$ 308,939	\$ 195,200	158.3%	\$ 315,000	\$ 119,800
Private Gifts	293,894				293,894	308,000	95.4%	295,000	(13,000)
Fund Balance Applied to Budget	100,000				100,000	100,000	100.0%	100,000	-
General Fund Transfer In	663,166				663,166	657,500	100.9%	663,000	5,500
Auxiliary Fund Transfer Out	(160,000)				(160,000)	(160,000)	100.0%	(160,000)	-
<b>TOTAL REVENUES</b>	<b>1,205,999</b>				<b>1,205,999</b>	<b>1,100,700</b>	<b>109.6%</b>	<b>1,213,000</b>	<b>112,300</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	\$ 396,434	\$ -	\$ -	\$ 396,434	\$ 388,000	102.2%	\$ 398,000	\$ 10,000
Public Service	124,013	-	-	124,013	84,000	147.6%	124,000	40,000
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
<b>TOTAL EXPENDITURES</b>	<b>520,447</b>	<b>-</b>	<b>-</b>	<b>520,447</b>	<b>572,000</b>	<b>91.0%</b>	<b>522,000</b>	<b>(50,000)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>685,552</b>	<b>528,700</b>			
<b>ENTERPRISE SURPLUS/(DEFICIT)</b>				<b>(913,051)</b>	<b>(528,700)</b>			
<b>TOTAL AUXILIARY FUND</b>				<b>(227,499)</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 Twelve Months Ending June 30, 2014 - Pre-closing and Unaudited**

**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	\$ 9,606,850				\$ 9,606,850	\$ 9,591,300	100.2%
State Appropriations	248,600				248,600	-	100.0%
Yavapai College Foundation Donation	328,843				328,843	875,000	37.6%
Investment Income	23,710				23,710	10,000	237.1%
Revenue Bond Proceeds	4,300,000				4,300,000	4,300,000	100.0%
Fund Balance Applied to Budget	1,668,400				1,668,400	1,668,400	100.0%
General Fund Transfer In	1,997,900				1,997,900	1,997,900	100.0%
<b>TOTAL REVENUES</b>	<b>18,174,303</b>				<b>18,174,303</b>	<b>18,442,600</b>	<b>98.5%</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		\$ 1,809,485	\$ -	\$ -	\$ 1,809,485	\$ 4,246,000	42.6%
Unplanned Maintenance		470,066	-	-	470,066	500,000	94.0%
Capital Improvement Projects		9,542,925	-	-	9,542,925	10,045,000	95.0%
Equipment		1,513,742	-	-	1,513,742	2,473,000	61.2%
Furniture and Fixtures		180,006	-	-	180,006	250,000	72.0%
Library Books		93,124	-	-	93,124	98,700	94.4%
Principal/Interest on Capital Leases		89,472	-	-	89,472	82,600	108.3%
Operating Contingency		-	-	-	-	500,000	0.0%
Property Tax Contingency		-	-	-	-	247,300	0.0%
<b>TOTAL EXPENDITURES</b>		<b>13,698,820</b>	<b>-</b>	<b>-</b>	<b>13,698,820</b>	<b>18,442,600</b>	<b>74.3%</b>
<b>SURPLUS/(DEFICIT)</b>					<b>4,475,483</b>	<b>-</b>	

**COMMENTS:**

Through the twelfth month, 74.3% of budget has been committed (excluding labor encumbrances) compared to 98.5% 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 \$4,475,483.

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



**Presenter :** Ray Sigafoos

**Start Time :** 1:44 PM

**Item No :** 12

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 5/28/2014

**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 the President's Monthly Monitoring Report - Executive Limitations 2.3.1 - Budget Deviations - June 2014 - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** For consideration of approval of the monthly monitoring report for Executive Limitations 2.3.1 - Budget Deviation. The President shall not fail to promptly inform the Board of Governors when there are materially significant deviations from the budget.

**Attachments :**

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 1_June in Aug.pdf	Aug 05, 2014	Monitoring Report Executive Limitations Policy 2 3 1_June in Aug.pdf

**Monitoring Report - Monthly  
Executive Limitations Policy 2.3.1 – Budget Deviations  
June 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 twelve months ended June 30, 2014, the General Fund is projected to have a net surplus of \$3,200,400.

General Fund revenues are projected to be above budget by \$342,400 and expenditures are projected to be under budget by \$2,858,000. Revenues are higher than budgeted due to increased credit and non-credit tuition and fees. Expenses are less than budgeted due to several factors including unspent contingency funds, **vacancy savings, a “healthcare premium” holiday in January,** and lower non-labor expenditures (i.e. utilities).

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 \$180,000, or 4.8% of the \$3,725,700 of budgeted expenditures.

## Unexpended Plant Fund



For the fiscal year ended June 30, 2014, the Unexpended Plant Fund is projected to have a surplus exceeding \$4,000,000. This surplus is a result of less equipment and preventative maintenance expenditures being incurred. A good portion of these expenditures will be incurred in future years.

## 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. For the fiscal year ended June 30, 2014, Restricted fund revenues are projected to cover all expenditures.

## 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 twelve months ended June 30, 2014, there were no significant variances from budget.

## **President's Conclusion:**

I report compliance.

**Presenter :** Ray Sigafoos

**Start Time :** 1:45 PM

**Item No :** 13

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 5/28/2014

**Item Type :** Consent Item

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

**Description :** Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - June 2014 - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** For consideration of approval of the monthly monitoring report for Executive Limitations 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_June in Aug.pdf	Aug 05, 2014	Monitoring Report Executive Limitations Policy 2 3 2_June in Aug.pdf

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

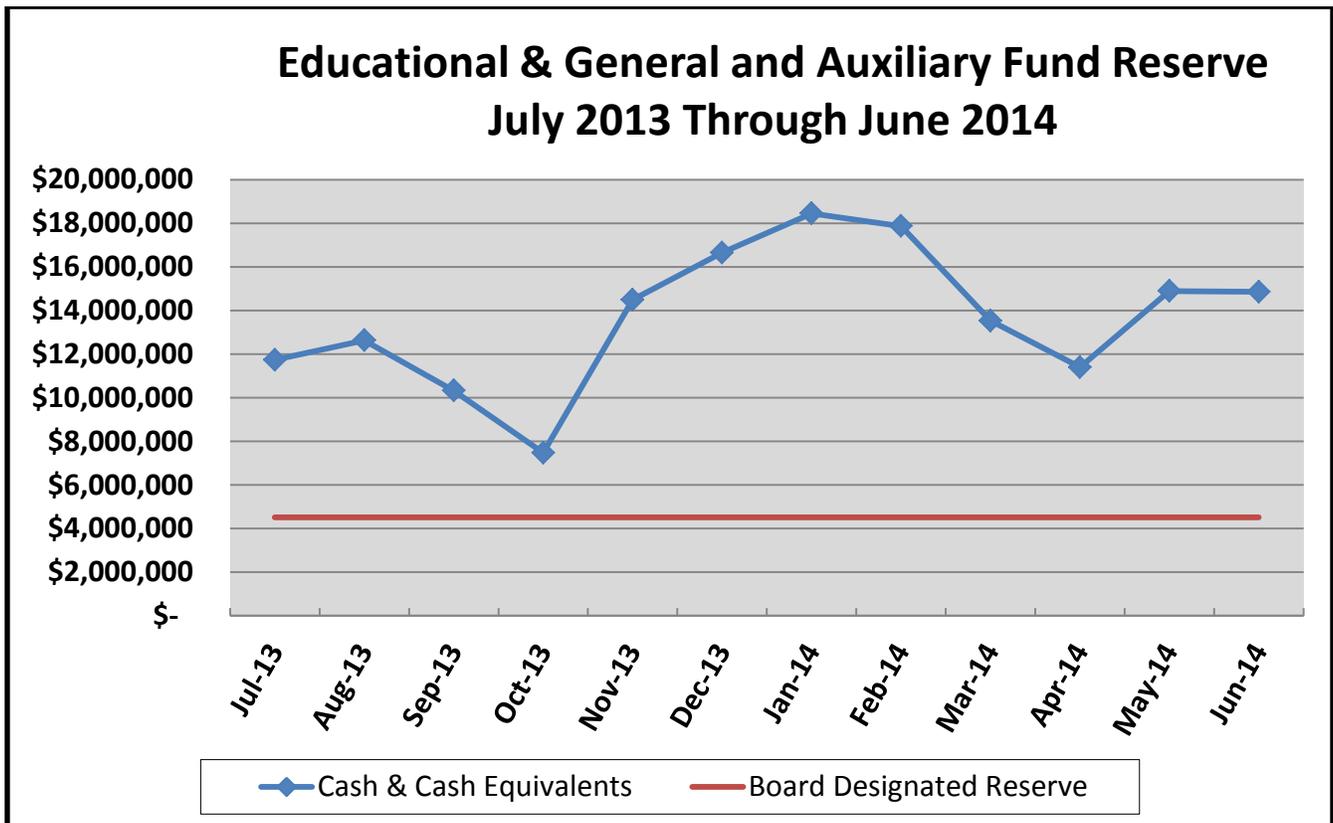
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

**President’s Interpretation:**

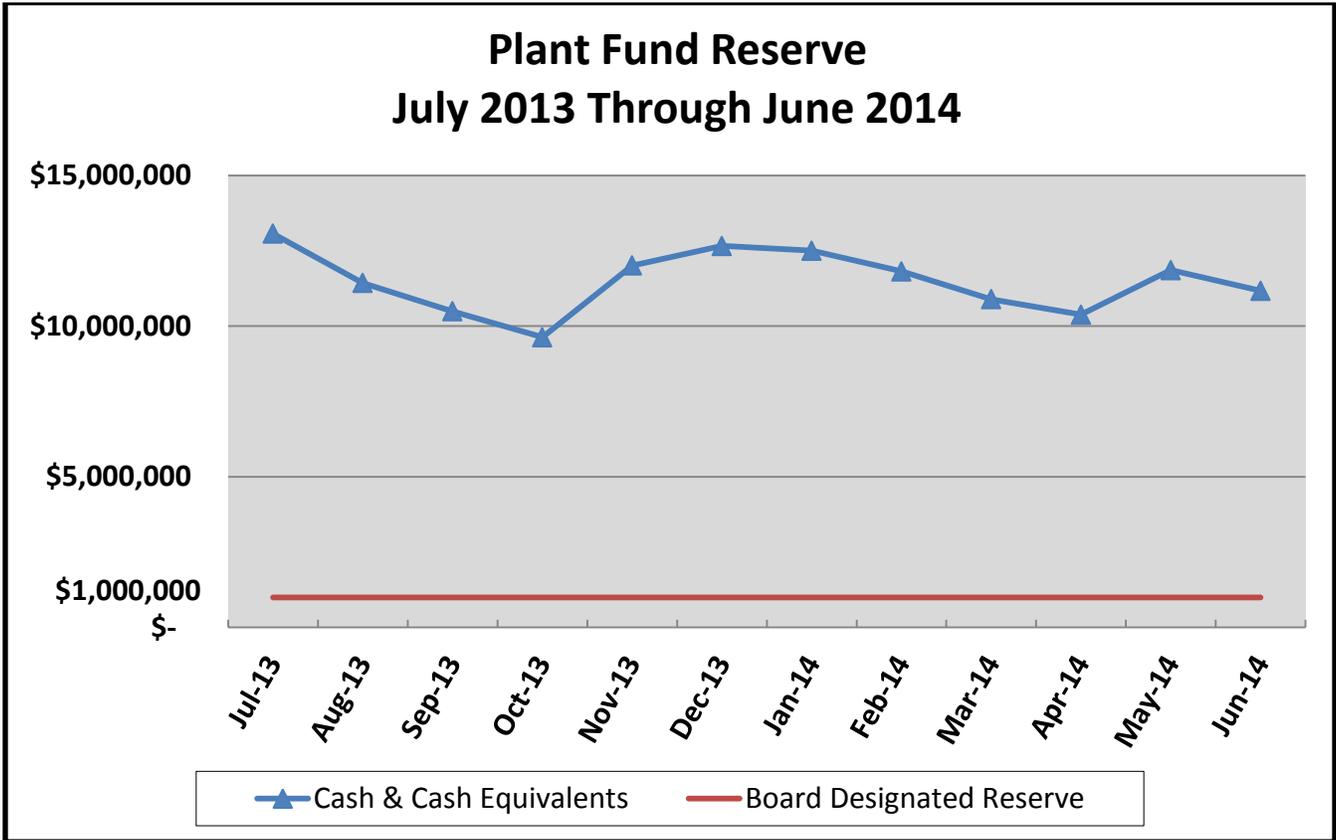
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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 June 30, 2014, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2013, through June 30, 2014, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of June 30, 2014, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$10,174,000.

**President's Conclusion:**

I report compliance.

**Presenter :** Ray Sigafoos

**Start Time :** 1:46 PM

**Item No :** 14

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 5/28/2014

**Item Type :** Consent Item

Policy No.	Description	Ref No
4.7	<p>In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.</p> <p>When the President is absent or unavailable, the Vice President for Finance and Administrative Services; Vice President for Instruction and Student Services; or Vice President for College Advancement, Executive Director, Foundation; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Vice President for Finance and Administrative Services, Vice President for Instruction and Student Services; and Vice President for College Advancement, Executive Director, Foundation.</p> <p>The Chair of the District Governing Board shall be kept apprised of the President's schedule.</p>	511143

**Description :** Board Self-Evaluation - Governing Board Policy 4.7 - President Succession - MONITORING AND/OR DISCUSSION

**Details :** Policy 4.7 - President Succession

In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and presidential issues and processes.

When the President is absent or unavailable, the Vice President for Finance and Administrative Services; Vice President for Instruction and Student Services; or Vice President for College Advancement, Executive Director, Foundation; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Vice President for Finance and Administrative Services, Vice President for Instruction and Student Services, and Vice President for College Advancement, Executive Director, Foundation.

The Chair of the District Governing Board shall be kept apprised of the President's schedule.

**Attachments :**

Title	Created	Filename
4.7 Compilation.pdf	Aug 07, 2014	4.7 Compilation.pdf

Policy Number	<b>District Governing Board Policy Review Evaluation of Board Policies Compilation - August 2014</b>  <b>Policies: 4.7 President Succession</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>4.7 President Succession</b>	<p>In order to protect from sudden loss of Presidential services, the President shall have a Succession Plan with at least one other senior staff person familiar with Board and Presidential issues and processes.</p> <p>When the President is absent or unavailable, the Vice President for Finance and Administrative Services; Vice President for Instruction and Student Services; or Vice President for College Advancement, Executive Director, Foundation; will be empowered to act by the President prior to the absence. When the President is physically incapacitated or unexpectedly absent for a long period of time, the Board shall appoint one of the three vice presidents as Acting President during the President's absence. The President's whereabouts shall be available through the President's executive assistant and known by the Vice President for Finance and Administrative Services, Vice President for Instruction and Student Services; and Vice President for College Advancement, Executive Director, Foundation.</p> <p>The Chair of the District Governing Board shall be kept appraised of the President's schedule.</p>	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  No

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

Comments/Remarks:

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**Presenter :** Ray Sigafoos

**Start Time :** 1:47 PM

**Item No :** 15

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/28/2014

**Item Type :** Heading

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

**Description :** INFORMATION - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:47 PM

**Item No :** 16

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 5/28/2014

**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 :** Information from the President to Include: Convocation; Residence Halls Grand Opening ; Southwest Wine Center Grand Opening; Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting; Tax Appeals; Facilities Management News; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Convocation on August 11, 2014
- Kachina and Marapai Grand Opening on August 21, 2014 at 4:30 p.m.
- Southwest Wine Center Grand Opening on September 12, 2014 at 4:30 p.m.
- Government Finance Association Certificate of Achievement in for Excellence in Financial Reporting for the 2013-2014 Fiscal Year
- Tax Appeal - Transwestern Pipeline Company Settlement and Drake Cement Appeal
- Facilities Management News - July 2014 - Attached - Information Only
- College Highlights - August 2014- Attached - Information Only
- Other Related Issues

**Attachments :**

Title	Created	Filename
Invitation.pdf	Jul 30, 2014	Invitation.pdf
SW Wine Center Grand Opening.pdf	Aug 04, 2014	SW Wine Center Grand Opening.pdf
GFOA Cert of Achievement for Excellence in Financial Reporting.pdf	Aug 04, 2014	GFOA Cert of Achievement for Excellence in Financial Reporting.pdf
July 2014 YAVAPAI COLLEGE Facilities Management News.pdf	Aug 04, 2014	July 2014 YAVAPAI COLLEGE Facilities Management News.pdf
August 2014 Facilities Management News.pdf	Aug 07, 2014	August 2014 Facilities Management News.pdf
August 2014 College Highlights.pdf	Aug 07, 2014	August 2014 College Highlights.pdf



## KACHINA & MARAPAI RESIDENCE HALL GRAND OPENING

August 21, 2014 - 4:30 to 6:00 p.m.

**Join Yavapai College**

In celebration of the Grand Opening of our recently  
renovated and remodeled residence halls

**Ribbon Cutting @ 4:30 Followed by**  
**Tours** ❖ **Food** ❖ **Music**



*You're invited*

**GRAND OPENING of the Teaching Winery  
at the Southwest Wine Center  
September 12, 2014 at 4:30pm**

Dr. Penny Wills, President of Yavapai College, would like to invite you to the GRAND OPENING of the Teaching Winery at the Southwest Wine Center. The state of the art teaching winery will be the knowledge gateway and data repository for viticulture and enology practices throughout the desert southwest.

Following the ceremonial toast, guests will be given private tours of the teaching winery.

**Yavapai College Verde Valley Campus  
601 Black Hills Drive, Clarkdale AZ**



**RSVP Karen Jones**  
karen.jones@yc.edu or 928.776.2307

Page 36 of 120



Government Finance Officers Association

**Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting**

Presented to

**Yavapai County  
Community College District  
Arizona**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2013**

Executive Director/CEO

# YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

July 2014

Greetings from Facilities, we hope you have a happy and safe Independence Day!

The July 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 is wrapping up and the team is looking to begin the next stage of design. The following are some of the space needs generated during the programming process:

### Building 1 First Floor

- ❖ University Transfer Center
- ❖ Reconfiguration of Student Services Offices
- ❖ Space for Veterans' Services

### Building 1 Second Floor

- ❖ Learning Center Expansion
- ❖ Renovated Testing Center
- ❖ Relocation and renovation of spaces for Veterans Upwards Bound, ABE and student study/lounge.

### Building 3 First Floor

- ❖ Enlarge space for new Student Center including student meeting and work area, lounge, game room and Student Life administration
- ❖ Renovation of Instructional Support and TELs to include space for Dean, Instructional Support and Improvements office suite.
- ❖ Renovate space for a 100 seat multi-purpose room.
- ❖ Additional outside covered seating

### CTEC

- ❖ Renovation to improve space for Automotive, Diesel, Motorcycle, Upholstery, Industrial Plant, Gunsmithing, CNC and Welding.

- ❖ Replacement of temporary classrooms with new permanent classrooms
- ❖ Additional offices and conference rooms for Student Services and Regional Economic Development.
- ❖ 7,000 square feet of reserved space for future growth

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

The Southwest Wine Center is nearing completion. A small amount of electrical and mechanical work remains including the installation of the automated building system controls which will be complete by July 3. Commissioning of the building is scheduled to be complete in mid-July.

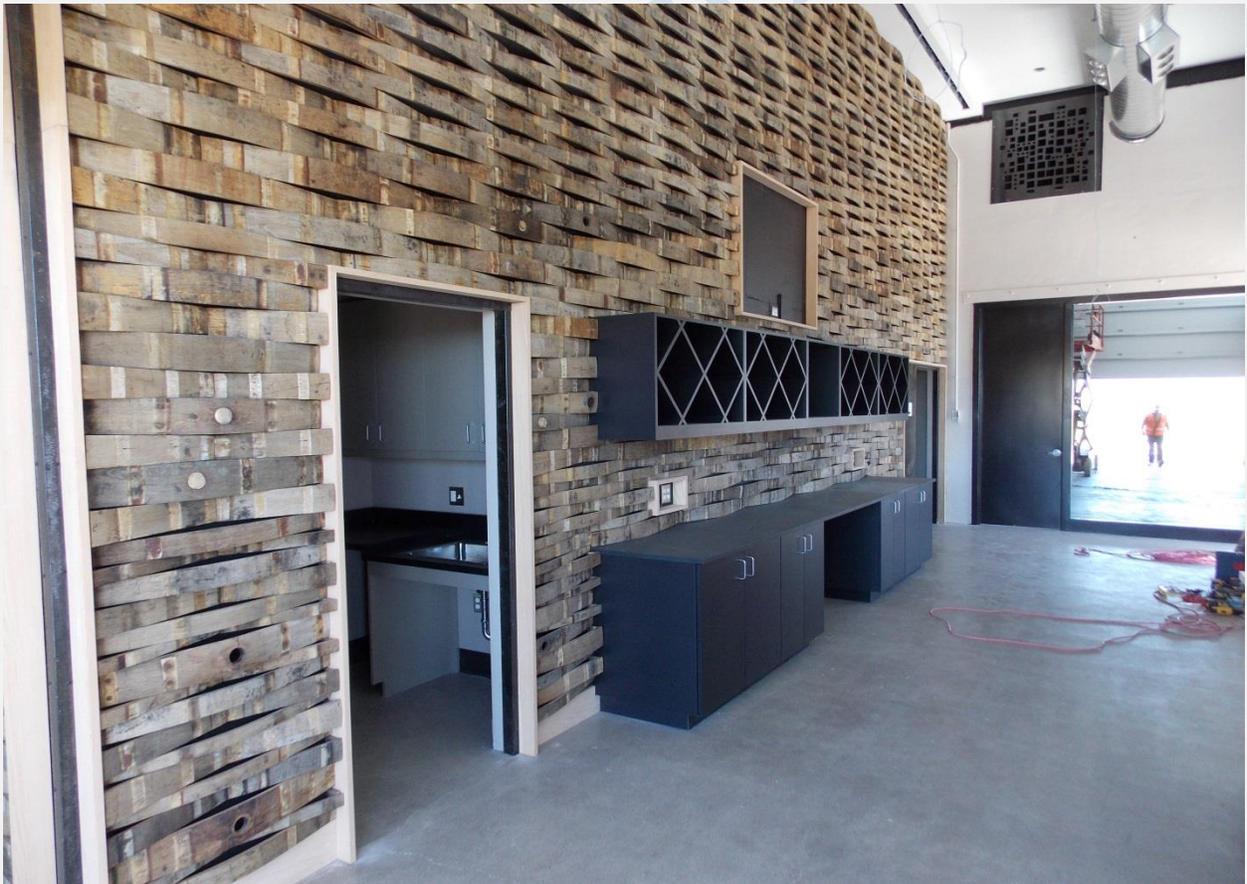
Winemaking equipment from the United States and abroad will be arriving soon and will be installed throughout the month of July. Furniture is ordered and beginning to arrive.



SWC East Elevation with Rain Water Capturing Storage



Overhead Doors to Tasting Room (Right) and Tank Storage (Left)



Barrel Staves Accent Wall in the Tasting Room



Inside View of Tank Storage Room



Seating and Gathering

Boxwood

FCI Constructors

Project Manager: David Laurence

Verde Campus Reclaimed Water Line Cooperative with City of Cottonwood

With the help of James Perey, Bill Dunn, Mike Kervin, Tim Hudnall, Juvenal Gil, Chris Larson, Jason Major and Nikki Check, the upper vineyard is now being irrigated with reclaimed water from the Cottonwood treatment plant. These folks worked hard to bring the water to the vineyard two weeks ahead of schedule.

Storage tanks are installed and the pumping system to ensure the vineyard has a reserve supply of water will be complete July 3.



Two 5,000 Gallon Vineyard Irrigation Storage Tanks



Reclaimed Water Pump for Water Storage

Project Manager: Chris Larson

Pump Tech

### CTEC Parking Expansion

Work is nearing completion for the striping of the back and front lots along with additional lighting. Striping the lots and adding side parking has added 70 parking slots increasing the capacity of CTEC parking to 339 slots.



Newly Striped Rear Lot Awaiting Additional Light Pole Delivery

Project Manager: Mike Kervin

### Marapai Hall Renovation

Furniture is being installed throughout the building as tile setting, painting and electrical work is nearing completion. Testing and balance is underway for the HVAC system.

Hardscaping is nearly complete and the Grounds team will begin landscaping later on this month.



Commons and Kitchen Area



Typical Resident's Room



North Hallway Ready for Final Inspection



New Volley Ball Pit



Front of Building Finally Open to Traffic

DLR Group

Haley Construction

YC Project Manager: David Laurence

### Tennis Court Renovation/Paving and Roadway Replacement

Construction continues on a number of retaining walls and drainage structures. Fence poles are being installed along with pole lights. Site grading in preparation for the new courts will continue until July 15.

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.

The Tennis Court portion of this project is scheduled to be complete in mid-August and the low water crossing and roadwork piece in mid-September.



New Storm Water Piping



Site Work Continues for Court Preparation

GLHN Architects and Engineers

Asphalt, Paving and Supply

YC Project Manager: David Laurence

## Baseball Field Plaza Project

Work is underway to replace the aging concrete bleachers with a new plaza. The plaza will be a combination of fixed and open seating for spectators to view the action from center field. The plaza is scheduled for completion at the beginning of August.



YC Project Manager: Chris Larson

T&H Construction

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

On June 5, a table top exercise was conducted to simulate an active shooter at the Prescott campus and a fire in Kachina Hall. Information gathered during this drill will be used to further emergency management efforts for the college.

During the month of July, meetings are scheduled with Residence Life to conduct training for a variety of topics related to safety and emergency management in preparation for the return of students. A similar program will be held for the FEC.

A schedule for emergency management and safety program implementation and employee training is being developed.

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

Please join me in welcoming Jorge Alvarez to the Facilities Management Team as our new Lead Custodian at the Verde campus. Jorge moved from southern California last June with his wife Nicole and two sons; Damien 10 and Vincent 8. Jorge was the night supervisor for Operations, Planning, and Construction at California State University Channel Islands in Camarillo, CA. before moving to Prescott Valley to be closer to his in-laws who live in Prescott. Jorge loves any kind of animals especially dogs. In his spare time he enjoys hanging out with his family and taking his boys fishing.

Welcome Jorge!

Facilities is still looking to fill the following positions:

Maintenance Supervisor, 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.

# YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

August 2014

Greetings from Facilities!

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

## **College Wide Campus Master Plan**

The renovation of CTEC, Building 1 University Transfer Center/Student Services Improvements and the Building 3 Student Activity Center/Multi-purpose Room project are now in the Schematic Design phase. In September there will be an open house for the college community to stop by and review the design team's progress.

During the month of August, a selection committee will be choosing a construction team for the first phase of the campus master plan by reviewing qualifications and interviewing construction managers/general contractors. The committee consists of, Dr. Stuart Blacklaw, Tania Sheldahl, John Morgan, Patrick Burns, Katie Stachler, SmithGroup/JJR (project architect) and Tony Cohill, Skyline Builders (licensed contractor representative). Ryan Bouwhuis will be officiating as a member of Purchasing.

Discussions related to developing a plan to provide student services related functions while construction has begun. The goal is to ensure that student convenience is maintained by keeping as many student services functions as possible in areas of Buildings 1 and 3 that are not under construction. A more detailed list of who is moving where will be provided within the next month. Kudos to Jeni Johnson and Sandy Carney for juggling the classroom schedule for Buildings 1 and 3 while construction occurs.

The construction schedule at this point in time is scheduled to begin at the conclusion of the fall semester 2014 and continue to August 15, 2015 for Buildings 1 and 3. CTEC will need to be renovated in phases to ensure programs can remain in operation while construction occurs.

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

There will be a “Southwest Wine Center Grand Opening” on September 12, 2014. This event is scheduled to begin at 4:30 p.m. and run until 6:00 p.m., so please stop by and see this beautiful facility.



Under



Barrel Staves Accent Wall in the Tasting Room



Inside View of Tank Storage Room



Barrel Room



Gathering Area

Boxwood

FCI Constructors

Project Manager: David Laurence

Verde Campus Reclaimed Water Line Cooperative with City of Cottonwood

The project is complete with reclaimed water being supplied to the vineyard for irrigation.



Two 5,000 Gallon Vineyard Irrigation Storage Tanks

Project Manager: Chris Larson

Pump Tech

Marapai Hall Renovation

There will be a grand opening of Marapai along with a Kachina tour on August 21<sup>st</sup> , 4:30 to 6:00 p.m. Please plan on stopping by to check out the renovations and enjoy a hot dog and other refreshments with the students.

Students have begun to arrive and settle in at the newly renovated hall. The Grounds team has started their work of transforming the areas around the building with a new ramada, irrigation, trees, shrubs and lawn.



Sam Johnson, Jason Major, Rob Turpin, and Juvenal Gil Installing Lawn at Kachina

Under Construction



Marapai Ready for Plantings



Sports Courts Ready for Play



Commons and Kitchen Area



Second Floor Lobby



Second Floor Study Room

DLR Group

Haley Construction

YC Project Manager: David Laurence

### Tennis Court Renovation/Paving and Roadway Replacement

Post tension slab work continues with the seven new courts. The final court will be poured the week of August 10<sup>th</sup> and will require a 25 day period for curing and striping. Fence fabric will be installed the week of August 10<sup>th</sup> as well.

Unfortunately, the monsoon rains of July has had a big impact on the construction schedule so at this time it looks like the courts will be finished in mid-September and the entire project will not be complete until mid-October.



Preparation for Court 4 Concrete

Under



Recently Poured Courts 5 and 6

GLHN Architects and Engineers

Asphalt, Paving and Supply

YC Project Manager: David Laurence

Baseball Field Plaza Project

Work is nearing completion to replace the aging concrete bleachers with a new plaza. The plaza will be a combination of fixed and open seating for spectators to view the action from center field. The plaza is scheduled for completion at the end of August.



YC Project Manager: Chris Larson

T&H Construction

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

Emergency preparedness training is occurring this month for Resident Life staff and FEC staff. Fire alarm testing continues into the second week of August.

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

Please join me in welcoming Tom James to the Facilities Management Team as our new Supervisor at the Verde campus. Please see below for an excerpt from Tom:

I am married to Kelly James and have 3 grown children, Anthony, Thomas and Caitlin, and our grandson Jackson who turns 8 August 15<sup>th</sup>. I live in Phoenix at this time and plan on moving to Cottonwood in the future. I worked in the Deer Valley School District for 10 years. I enjoy spending my off time with my family and friends, fishing, love animals and working around the house. It is great being here!!!!

Welcome Tom!

Facilities is still looking to fill the following positions:

HVAC Technician, District

Technician III, Carpenter

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

Under Construction

## August 2014 College Highlights

### Sciences and Health

- Northern Arizona Regional Training Academy (NARTA) started August 4<sup>th</sup> with 41 recruits from several different agencies. The NARTA program runs for 18 weeks, starting two weeks prior to the regular semester.
- Yavapai College Prescott Valley Campus is hosting the American Red Cross (ARC) Blood Drive on Wednesday, August 13<sup>th</sup> from 12:30– 4:30 p.m. To schedule your appointment contact ARC at 1-800-733-2767 or log on to [www.redcrossblood.org](http://www.redcrossblood.org)

The Yavapai College Athletic Department shared the following updates and announcements:

- Four former Roughrider baseball players currently in the Major Leagues: Kyle Blanks (A's), Ken Giles (Phillies), Kirby Yates (Rays), Kole Calhoun (Angels).
- Roger Espinoza, a former Roughrider soccer player, competed for Honduras in the 2014 World Cup in Brazil.
- Members of the 2014 Yavapai College Soccer Team will conduct two free youth soccer clinics:
  - 1) Friday, August 8<sup>th</sup> from 6:30 to 8:00 p.m. at Mountain Valley Park in Prescott Valley.
  - 2) Saturday, August 9<sup>th</sup> from 9:30 to 11:00 a.m. at Ken Lindley Field in Prescott. Boys and girls ages 5-16 are eligible to participate. No registration is required. If possible, participants should bring their own soccer ball. A coaches' clinic will take place in conjunction with the players' clinic. All participants will receive a special soccer souvenir gift.
- Green and Gold Volleyball intra-squad match at Walraven Gym at Friday, August 8<sup>th</sup> at 6:00 p.m. There will be a free youth clinic from 4:30 – 5:30 p.m.
- Green and Gold Soccer intra-squad match at Northern Arizona University on Saturday, August 9<sup>th</sup>.
- Green and Gold Soccer intra-squad match at Mingus Union High School in Cottonwood on Saturday, August 16<sup>th</sup> at 1:30 p.m.
- Four YC student athletes earn Academic All-American Honors: Stephen Carabajal, Logan Pollei, Nicholas Sagendorf, and Rebecca Long.
- 28 student athletes make Athletic Director's Honor Roll (those students with a 3.0 or higher).
- National Tournament tickets on sale at <http://soccer2014.yc.edu/>
- YC Athletic Hall of Fame inductees: Billy Hatcher (2-time All-American, 1979-81, Professional Baseball player), 1990 Soccer Team (first of seven national titles), Paul Roberts (Roughrider Club president, long-time supporter). The inductions will take place on Saturday, October 11<sup>th</sup> at noon in Walraven Gym. Ticket information will be forthcoming.
- Meet-n-Greet luncheon with the coaches and public on Wednesday, August 20<sup>th</sup> at noon at Augies. Lunches are available for purchase.

- Opening home soccer match: Thursday, August 28<sup>th</sup> at Prescott Valley against Scottsdale. Kick-off is 6:00 p.m.
- Opening home volleyball match: Friday, September 5<sup>th</sup> against New Mexico Military Institute at 2:30 p.m. in the Walraven Gym.

### Foundation Studies

- On Saturday, August 2<sup>nd</sup> the first annual Dual Enrollment Professional Development Day was held on the Prescott Campus. The morning was spent in a group session with 42 Dual Enrollment Faculty, 5 High School Advisors, 4 High School Administrators, 5 Yavapai College Dual Enrollment Faculty Liaisons, and 6 Yavapai College Staff. During the afternoon, breakout session discussions centered on discipline-specific topics. This development day is a part of the college's preparation to apply for accreditation for our Dual Enrollment Program through the NACEP Organization in the coming year.

**Presenter :** Ray Sigafoos

**Start Time :** 2:02 PM

**Item No :** 17

**Proposed By :** Ray Sigafoos

**Time Req :** 20

**Proposed :** 5/28/2014

**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 :** Information from Instruction and Student Services to Include: Introduction of the New Dean for Arts and Humanities; Search for New Dean for Student Development; Faculty Senate; and Instructional Support and Improvement Division - INFORMATION AND/OR DISCUSSION

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

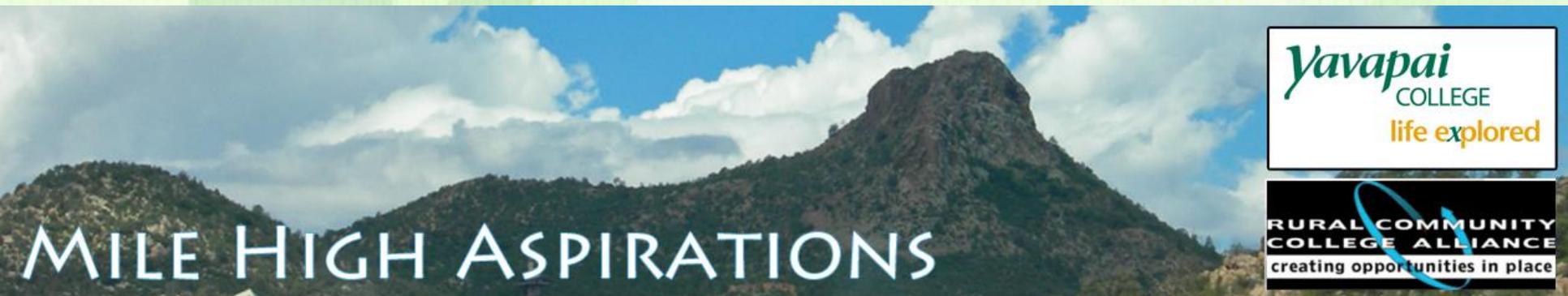
- Introduction of Dr. Craig Ralston, Dean for Arts and Humanities - Dr. Stuart Blacklaw
- Departure of Sandy Garber, Dean for Student Services - Dr. Stuart Blacklaw
- Faculty Senate Update - Vikki Bentz, Faculty Senate President
- Instructional Support and Improvement Division Update - Stacey Hilton, Dean

**Attachments :**

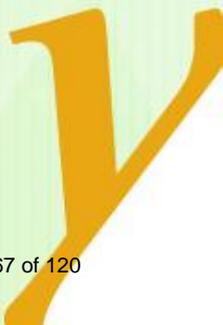
Title	Created	Filename
Stacey Hillton PP.pdf	Aug 05, 2014	Stacey Hillton PP.pdf

# Rural Community College Alliance Pre-Conference Workshop

Wednesday, September 24, 2014



Presented by  
Teaching & eLearning Support (TeLS)



# Workshop Topics

life explored

## Summer & Winter Institutes

*The institutes focus on best practices in the classroom, as well as technology topics for enhancing the student learning experience.*



## Teacher Academy

*A full day workshop designed for K-12 community educators.*

Teacher Academy  
2014  
the web 2.0 world

Welcome!

8:30 - 9:00 Breakfast & Refreshments

9:00 - 9:45 Demo & Introduction to Web 2.0

9:45 - 10:30 Blogs  
break

10:45 - 11:30 Google Documents

11:30 - 12:00 Photosharing

12:00 - 1:00 Lunch

Google  
Google+  
Blogger  
twitter  
flickr  
facebook  
YouTube  
Broadcast Yourself

# Workshop Topics

life explored

## EDU 255: Fundamentals of Educational Technology

*Emphasis on systematic processes for designing, developing, evaluating and implementing technology effectively into instruction and the impact emerging technologies have on the educational environment.*

## Teaching Online Workshop

*Introduces instructors new to online learning the best practices and basic skills needed to be effective in the online environment.*



**TEACHERS LEARNING TOGETHER**

Home Start Here Controlling the Web - Adding Content - A Bigger Community - EDU 256 - Who We Read ISTE Standards

« Older Entries

### How Long is Too Long?

Posted July 14, 2014 By Thatcher Bohman

Say "Videos have to be 5 minutes or less", then repeat that to your friends and coworkers. They will no doubt agree, or suggest that really it has to be 3 minutes or less, or even, in marketing circles, 1 minute or less. I agree, too. Unless it's an educational thing, then you can wiggle a bit. In fact, wiggle a lot, on the couch or in a comfortable chair even, if that what it takes to settle in and enjoy video over 5 minutes long.

Caveat: I am old by some definitions, born in 1969. Still, my attention span isn't that great sometimes, either. That said, I think we all, generation gaps be damned, should slow down and enjoy the video, even the 20+ minute ones. **If it's for the sake of**

**Flickr Group**

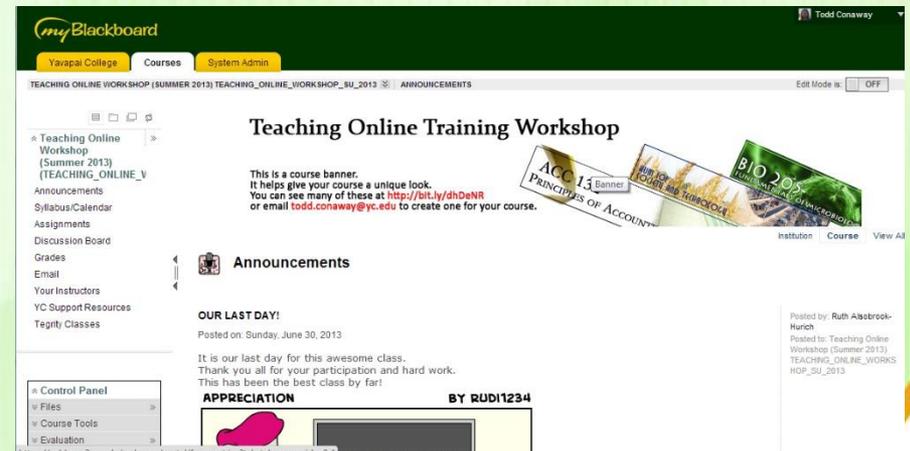
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**4 Free Web Tools for Student Portfolios**  
[Edublog](#)  
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myBlackboard

Yavapai College Courses System Admin

TEACHING ONLINE WORKSHOP (SUMMER 2013) TEACHING\_ONLINE\_WORKSHOP\_SU\_2013 ANNOUNCEMENTS

### Teaching Online Training Workshop

This is a course banner. It helps give your course a unique look. You can see many of these at <https://bit.ly/dhDeNR> or email [todd.conaway@yc.edu](mailto:todd.conaway@yc.edu) to create one for your course.

ACC 13 Banner  
BIO 205 Banner  
PRINCIPLES OF ACCOUNTING

#### Announcements

**OUR LAST DAY!**

Posted on: Sunday, June 30, 2013

It is our last day for this awesome class. Thank you all for your participation and hard work. This has been the best class by far!

**APPRECIATION** BY RUDI1234

Control Panel  
Files  
Course Tools  
Evaluation

Posted by: Ruth Aabrock-Hurch  
Posted to: Teaching Online Workshop (Summer 2013)  
TEACHING\_ONLINE\_WORKSHOP\_SU\_2013

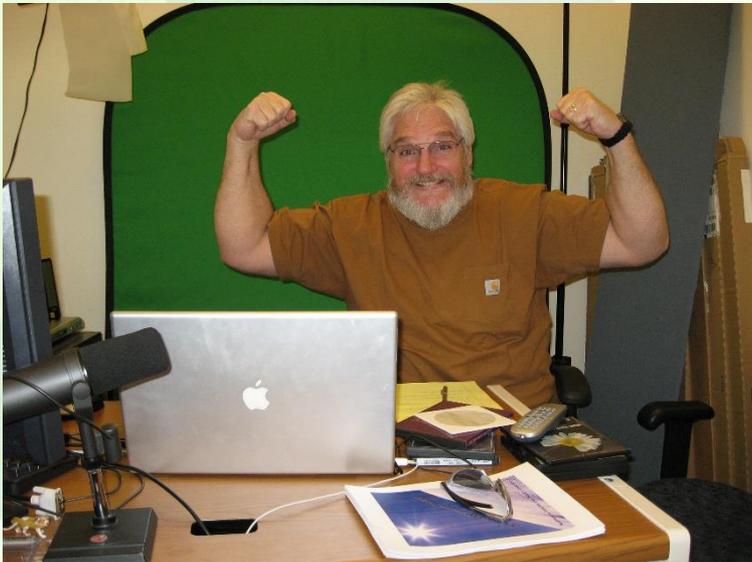
# Workshop Topics

## TeLS Media Studio

*TeLS provides a state of the art media studio for audio and video creation.*

## New Faculty Orientation

*First year probationary faculty are required to complete a comprehensive year long orientation program. TeLS contributes to the content and training for first year faculty.*



# Workshop Topics



## 9x9x25 Challenge

*Faculty were challenged to write 25 sentences about teaching and learning per week for nine weeks.*

## TeLS Webletter

*Web based resource for current topics in education and a place to share TeLS support and information.*



# Workshop Topics

## 57 Second Blackboard Tip

*Weekly tips distributed to all college faculty targeting the use of the Blackboard LMS.*

## March for Best Practice

*A two week event that asked faculty to create short “Best Practice” videos shared on YouTube and Webletter.*



**Blackboard**  
tip of the week

**yavapai**  
COLLEGE

Your community. Your college.

### March for Best Practice! March 17th through the 28th



Are you ready to march with us? You can [find directions](#) and [propaganda here](#). Don't want to march with us? Well, you can see our march below and learn from the participants by simply clicking the play button on any video! They all play full screen if you click the icon in the lower right corner of the player! This is a peaceful march, so please, no screaming obscenities, throwing objects, flipping cars, or demeaning those who do not support our noble cause.

### WALK WITH US IN THE MARCH FOR BEST PRACTICE



**VERDE ADJUNCT FACULTY** Best Practice:  
Sharing with your colleagues



**JOANNE OELLERS** Best Practice:  
Activities lead to desired learning outcomes



**THATCHER BOHRMAN** Best Practice:  
Using synchronous learning tools

# Workshop Topics



## Student Orientation to Online Learning & Digital Literacy Workshops

*Workshops targeted to assist students new to online learning and technology.*

### Student Orientation to Online Learning

Campus	Day & Time	Location
Prescott	Thursday, August 14th, 3:30 pm - 5:00 pm	19-206
Prescott	Friday, August 15th, 3:00 pm - 4:30 pm	19-206
Prescott	Wednesday, August 20th, 12:00 pm - 1:30 pm	19-208
Prescott	Tuesday, August 26th, 9:00 am - 10:30 am	19-206
Verde Valley	Thursday, August 14th, 10:00 am - 11:30 am	G-104
Verde Valley	Monday, August 18th, 3:00 pm - 4:30 pm	G-104

# Workshop Materials

2014rccaconference.wordpress.com

**MILE HIGH ASPIRATIONS**

Yavapai COLLEGE life explored

RURAL COMMUNITY COLLEGE ALLIANCE creating opportunities in place

CONFERENCE RESOURCES ▾ ABOUT TELS ONLINE HOMES ▾ 🔍

- HOME
- TELS WEBLETTER
- SUMMER & WINTER INSTITUTES
- OUR MEDIA STUDIO
- VIDEO CREATION AND SERVICES
- 57 SECOND BLACKBOARD TIP OF THE WEEK
- BROWN BAG TRAININGS
- 9X9X25 CHALLENGE
- MARCH FOR BEST PRACTICES

## WELCOME TO OUR PRE-CONFERENCE SESSION!

🕒 JULY 15, 2014 🗨️ LEAVE A COMMENT

Welcome to Prescott and welcome to our Teaching and eLearning Support (TeLS) pre-conference workshop. During this four hour session will share some of the tools and strategies we use to engage faculty on the web, in their offices and in the hallways, and in their classrooms.

### Engage with Your Students (of all ages) and Your

### THE TELS TEAM

The Teaching and eLearning Support team here at Yavapai College welcomes you to the RCCA Conference and our pre-conference session!

#### TELS WEBLETTER

The ITC Summer Newsletter Features Three YC Faculty

A Copyright Education

League for Innovation Learning Summit

**Presenter :** Ray Sigafoos

**Start Time :** 2:22 PM

**Item No :** 18

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 8/7/2014

**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 :** 2:27 PM

**Item No :** 19

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/28/2014

**Item Type :** Heading

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

**Description :** MONITORING REPORTS - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:27 PM

**Item No :** 20

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 5/28/2014

**Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
4	The Board's sole official connection to the operational organization, its achievements and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.	396329

**Description :** Board Self-Evaluation - Governing Board Policy 4.0 - Board/President Linkage - MONITORING AND/OR DISCUSSION

**Details :** Policy 4.0 - Board/President Linkage

The Board's sole official connection to the operational organization, its achievements and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.

**Attachments :**

Title	Created	Filename
4.0 Compilation.pdf	Aug 07, 2014	4.0 Compilation.pdf

Policy Number	<b>District Governing Board Policy Review            Evaluation of Board Policies            Compilation-August 2014</b>  <b>Policies:</b> <b>4.0 Board - President Linkage</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>4.0 Board-President Linkage</b>	The Board's sole official connection to the operational organization, its achievements and conduct shall be through a Chief Executive Officer, titled President of Yavapai College.	<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  **1**

---

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

---

Comments/Remarks:

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**Presenter :** Ray Sigafoos

**Start Time :** 2:32 PM

**Item No :** 21

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 8/6/2014

**Item Type :** Procedure Item

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

**Description :** SHORT RECESS - PROCEDURAL

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:42 PM

**Item No :** 22

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 7/1/2014

**Item Type :** Heading

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

**Description :** POLICY ISSUES - HEADING - CONTINUED

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 2:42 PM

**Item No :** 23

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 7/1/2014

**Item Type :** Policy & Decision

Policy No.	Description	Ref No
3.2.1.4	Shall also approve names for District real property as recommended by the President.	429139

**Description :** Naming of the Observatory Pursuant to College Policy 6.2.2 -  
INFORMATION, DISCUSSION, AND/OR DECISION

**Details :** The Board will discuss opportunities to show the College's appreciation to the late Jim Conley and his wife, Lynne Conley, for the donation of the observatory and telescope. The observatory advances astronomy education and the benefits future astronomers.

- Scott Farnsworth, Dean for Sciences, Health and Public Services will provide background on the observatory.

- Steve Walker, Vice President for College Development and Foundation, will present the Yavapai College current policy and the Foundation Board's recommendation for naming of the Observatory.

**Attachments :**

Title	Created	Filename
Policy 6.2.2 Naming of Facilities.pdf	Jul 01, 2014	Policy 6.2.2 Naming of Facilities.pdf
DFAC Conley plaque 14.pdf	Jul 22, 2014	DFAC Conley plaque 14.pdf

**Policy Number: 6.2.2**

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

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

**Scope: All Employees**

**Policy**

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

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

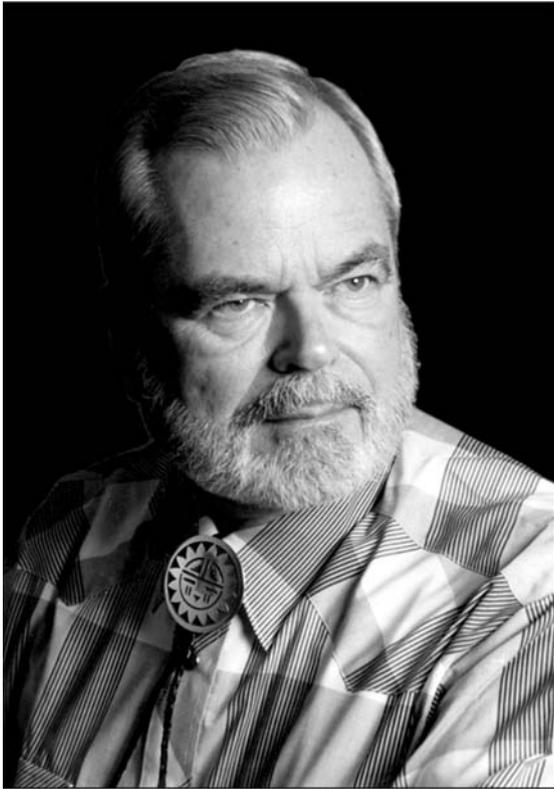
1. Naming of facilities, positions, or programs will have two primary dimensions:
  - a. Named recognition associated with exemplary service to Yavapai College.
  - b. Named recognition associated with outstanding philanthropic support of Yavapai College through the Yavapai College Foundation.
2. Facilities,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

**Procedures**

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

# CONLEY OBSERVATORY

**E. JAMES CONLEY (1937 - 2013)**



**Telescope and drive donated  
May 2014**

*“For the advancement of  
astronomy education at  
Yavapai College, and the  
benefit of future astronomers.  
May your skies be always clear.”*



**Jim & Lynne Conley, Phoenix Arizona  
2006 - 2014 charter members of the  
Desert Foothills Astronomy Club**



**Presenter :** Ray Sigafoos

**Start Time :** 2:57 PM

**Item No :** 26

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 5/28/2014

**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 :** Update on the District Governing Board Retreat - DISCUSSION AND/OR DECISION

**Details :** Update on the District Governing Board Retreat to be held on Monday, September 8, 2014 from 9:00 a.m. to 4:00 p.m., and a continuation on Tuesday, September 9, 2014 starting at 10:30 a.m. at the Prescott Campus Rock House.

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:07 PM

**Item No :** 27

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/28/2014

**Item Type :** Heading

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

**Description :** OWNERSHIP LINKAGE - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:07 PM

**Item No :** 28

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 7/31/2014

**Item Type :** 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 :** Preliminary Results of District Governing Board Ownership Survey - INFORMATION, DISCUSSION, AND/OR DECISION

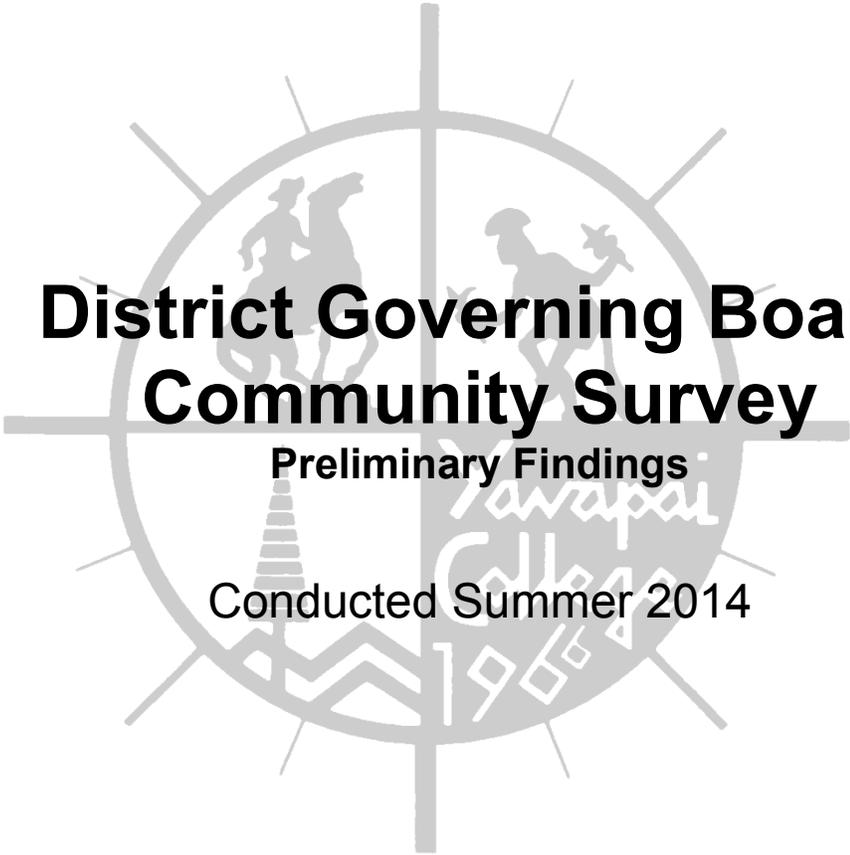
**Details :** Tom Hughes, Director, Institutional Effectiveness and Research and Mike Lange, Director of Marketing and Communications, will present the preliminary results of the District Governing Board Ownership Survey. This survey will be an addition to the Board's Outreach Plan and provide ownership feedback/input for the September Retreat.

**Attachments :**

Title	Created	Filename
DGB Survey draft preliminary findings executive summary version - 8-7-14 r2.pdf	Aug 07, 2014	DGB Survey draft preliminary findings executive summary version - 8-7-14 r2.pdf

# *Yavapai* COLLEGE

---



## **District Governing Board Community Survey**

**Preliminary Findings**

Conducted Summer 2014

**The Office of Finance & Administrative Services  
The Office of Institutional Effectiveness & Research**

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**Executive Summary**

## **Appendices**

A. Geographic Region Definitions

B. Results

i. Summary Tables by Region

ii. Summary Tables by Gender

iii. Summary Tables by Age Group

iv. Summary Tables by Residence Length

C. Survey Comment Themes

D. Methodology

## District Governing Board Community Survey

### Introduction

At the December 2013 District Governing Board (DGB) Meeting, the DGB approved the development of a district-wide survey to seek community feedback. The objective of the survey was to provide a complete, accurate and unbiased measure of the community's perception of, involvement in and satisfaction with the college. Specifically, the approved survey instrument had 3 major sections:

1. assess community agreement with the Ends (Goals) established for Yavapai college by the DGB
2. measure the community participation rate in, and satisfaction with, a variety of services provided by Yavapai College
3. gauge the overall value provided by Yavapai College to its Yavapai County service district

The survey was designed by the Office of Institutional Effectiveness and Research of Yavapai College with input from college administrators and the DGB. The survey questionnaire was reviewed by Hanover Research, a for-profit research firm with a higher education practice.

The survey was implemented in the Summer of 2014. Survey participation was promoted throughout the district via radio and newspaper ads, as well as the Yavapai College website. In addition, a postcard was sent to every household (90,000) in Yavapai County. These efforts yielded over 1600 participants, which allow the college to accurately generalize to the entire population of the county. With a 95% confidence level, the margin of error is +/- 2.5%.

Demographic information was collected including geographic region (see Appendix A for definitions), age, gender, and residency longevity. Survey results are presented accordingly in Appendix B. Participants were also offered the opportunity to provide input on what Yavapai College could do to improve its services. These results are presented in Appendix C.

The survey responses were not representative of the county's population as measured by geographic region, age, and gender. To correct this bias and to allow for valid generalizations beyond the sample, a statistical weight was applied to the data. The weighting methodology is provided in Appendix D.

## **Executive Summary**

### Ends (Goals)

There is strong support throughout the district for the three Ends: Education (Job Seekers, Transfer Students, and Lifelong Learners), Economic Development, and Cultural Enrichment. This holds true by Region, Gender, Age, and Residency Longevity. Though all three are strongly supported, residents are in strongest agreement with our Education End.

### Participation in YC Services

Community participation rates at Yavapai College events and activities are consistently in the top quartile of community colleges across the country according to the National Community College Benchmark Study.

In this study, we asked participants about their family's participation in 19 different YC services over the past 3 years. In regard to Gender, Men tend to participate in fewer services than Women. In regard to residency, newcomers participated in fewer events than residents who have lived in Yavapai County for 6 years or longer. Finally, residents of the East Region participated in fewer events than Residents of the West Region or Balance of County.

### Satisfaction with Yavapai College Events and Activities

There is high satisfaction throughout the District with events and activities in which participants have participated. In general, this holds true by Region, Age, Gender, and Residency Longevity.

Though still satisfied, people in the Balance of County are less satisfied with YC services and activities than East and West Region residents.

Though still satisfied, District Residents are less satisfied with Economic Development activities compared to other YC events/ activities in which they have participated.

### "YC makes Yavapai County a better place to learn, to work, and to live"

When viewing the data sorted by Age, Gender and Residency Longevity, residents are in strong agreement with the above statement. Though still in agreement, the East County Region is less in agreement with the above statement than the West Region or Balance of County.

## Appendix A – Geographic Regions

The regions are categorized by zip code and defined as:

### West County

86301 Prescott  
86302 Prescott  
86303 Prescott  
86304 Prescott  
86305 Prescott  
86312 Prescott Valley  
86313 Prescott  
86314 Prescott Valley  
86315 Prescott Valley  
86323 Chino Valley  
86327 Dewey  
86329 Humboldt  
86333 Mayer  
86334 Paulden

### East County

86322 Camp Verde  
86324 Clarkdale  
86325 Cornville  
86326 Cottonwood  
86331 Jerome  
86335 Rimrock  
86336 Sedona  
86340 Sedona  
86341 Sedona  
86342 Lake Montezuma  
86351 Sedona

### Balance of County

85324 Black Canyon City,  
Rock Springs  
85332 Congress  
85362 Yarnell  
85390 Wickenburg  
86320 Ash Fork  
86321 Bagdad  
86332 Kirkland  
86337 Seligman  
86338 Skull Valley  
86343 Crown King

## Appendix B - Results

### Community Responses by Region

Highlighted scores for a question are statistically lower ( $p < .05$ ) from the other bolded scores in the same row.

Agreement/Satisfaction Scale: 1 (disagree) 3 (neutral) 5 (agree)

#### Board Ends Questions

Board Ends	Agreement - Mean Score			
	District	West	East	Bal of County
YC should help job seekers	4.8	<b>4.7</b>	<b>4.9</b>	4.8
YC should prepare students for transfer	4.8	4.8	4.9	4.9
YC should provide personal enrichment opportunities	4.7	<b>4.7</b>	<b>4.8</b>	4.8
YC should help to attract new businesses to County	4.2	4.1	4.2	4.3
YC should enhance residents' cultural life	4.1	<b>4.1</b>	<b>4.2</b>	<b>3.7</b>

#### Community Participation in YC Events Questions

YC Events	% Participants				Satisfaction - Mean Score			
	District	West	East	Bal of County	District	West	East	Bal of County
FEC	3%	4%	2%	4%	4.2	<b>4.3</b>	4.4	<b>3.0</b>
Dual Enrollment	17%	18%	16%	10%	4.5	4.5	4.5	4.1
GED	6%	6%	7%	6%	4.4	4.5	4.2	5.0
Credit Class	55%	58%	50%	47%	4.6	<b>4.6</b>	<b>4.6</b>	<b>4.1</b>
Non-credit	21%	22%	20%	8%	4.6	<b>4.7</b>	<b>4.6</b>	<b>3.5</b>
Econ Dev Mtg.	3%	3%	5%	0%	3.7	3.8	3.6	----
SBDC	6%	5%	8%	4%	4.3	4.4	4.2	4.0
Library	63%	66%	55%	66%	4.7	4.7	4.6	4.7
Computer Lab	35%	38%	29%	31%	4.6	4.6	4.6	4.6
Art Gallery	45%	49%	37%	54%	4.6	<b>4.7</b>	4.5	<b>4.4</b>
Sports	14%	19%	4%	12%	4.6	4.6	4.6	4.4
Rec	28%	31%	18%	46%	4.5	<b>4.5</b>	<b>4.3</b>	4.6
Facilities Mtg.	43%	44%	40%	42%	4.6	<b>4.6</b>	<b>4.6</b>	<b>4.0</b>
Sculpture Garden	35%	46%	10%	43%	4.6	<b>4.7</b>	4.6	<b>4.4</b>
PAC	55%	69%	28%	49%	4.7	4.7	4.6	4.6
Verde Pavillion	14%	5%	30%	23%	4.5	<b>4.8</b>	<b>4.6</b>	<b>2.9</b>
Kids Activity	6%	8%	3%	6%	4.7	4.7	4.8	5.0
Art ala Cart	8%	10%	3%	12%	4.7	4.7	4.8	5.0
Edventures	3%	5%	1%	0%	4.7	4.7	4.8	----
Avg. # of Events/Activities	4.6	<b>5.1</b>	<b>3.7</b>	<b>4.7</b>				

#### Overall Agreement Question

Overall Satisfaction	Agreement - Mean Score			
	District	West	East	Bal of County
YC makes Yavapai County a better place to learn, to work, and to live	4.3	<b>4.5</b>	<b>3.9</b>	<b>4.4</b>

## Community Survey Responses by Gender

Highlighted scores for a question are statistically lower ( $p < .05$ ) from the other bolded scores in the same row.

*Agreement/Satisfaction Scale: 1 (disagree) 3 (neutral) 5(agree)*

### Board Ends Questions

Board Ends	Agreement - Mean Score		
	District	Male	Female
YC should help job seekers	4.8	<b>4.7</b>	<b>4.8</b>
YC should prepare students for transfer	4.8	4.8	4.8
YC should provide personal enrichment opportunities	4.7	4.7	4.8
YC should help to attract new businesses to County	4.2	4.2	4.1
YC should enhance residents' cultural life	4.1	<b>4.0</b>	<b>4.2</b>

### Community Participation in YC Events Questions

YC Activities by Gender	% Participants		Satisfaction - Mean Score	
	Male	Female	Male	Female
FEC	2%	4%	<b>3.9</b>	<b>4.5</b>
Dual Enrollment	17%	16%	4.4	4.5
GED	6%	6%	4.4	4.4
Credit Class	54%	56%	<b>4.5</b>	<b>4.7</b>
Non-credit	17%	24%	4.6	4.6
Econ Dev Mtg.	3%	3%	3.8	3.6
SBDC	5%	6%	4.4	4.3
Library	63%	63%	<b>4.6</b>	<b>4.7</b>
Computer Lab	34%	36%	4.5	4.6
Art Gallery	42%	49%	<b>4.5</b>	<b>4.7</b>
Sports	17%	10%	4.6	4.7
Rec	24%	32%	4.6	4.5
Facilities Mtg.	40%	45%	4.6	4.6
Sculpture Garden	33%	37%	<b>4.5</b>	<b>4.8</b>
PAC	53%	58%	4.7	4.7
Verde Pavillion	13%	15%	4.6	4.3
Kids Activity	5%	7%	4.7	4.8
Art ala Cart	6%	10%	4.8	4.7
Edventures	3%	4%	4.8	4.6
Avg. # of Events/Activities	<b>4.4</b>	<b>4.9</b>		

### Overall Agreement Question

Overall Satisfaction	Agreement - Mean Score		
	District	Male	Female
YC makes Yavapai County a better place to learn, to work, and to live	4.3	4.3	4.3

## Community Survey Responses by Age Group

Highlighted scores for a question are statistically lower ( $p < .05$ ) from the other bolded scores in the same row.

Agreement/Satisfaction Scale: 1 (disagree) 3 (neutral) 5 (agree)

### Board Ends Questions

Board Ends	Agreement - Mean Score					
	District	18-24	25-34	35-49	50-59	60+
YC should help job seekers	4.8	4.8	<b>4.6</b>	4.7	4.8	<b>4.8</b>
YC should prepare students for transfer	4.8	4.8	4.8	4.8	4.8	4.8
YC should provide personal enrichment opportunities	4.7	<b>4.9</b>	4.8	<b>4.6</b>	4.8	4.7
YC should help to attract new businesses to County	4.2	4.3	4.1	4.2	4.1	4.1
YC should enhance residents' cultural life	4.1	<b>4.4</b>	<b>4.0</b>	<b>3.9</b>	<b>4.1</b>	<b>4.2</b>

### Community Participation in YC Events Questions

YC Activities by Age	% Participants					Satisfaction - Mean Score				
	18-24	25-34	35-49	50-59	60+	18-24	25-34	35-49	50-59	60+
FEC	4%	3%	4%	3%	2%	4.2	<b>4.7</b>	<b>5.0</b>	4.3	<b>3.5</b>
Dual Enrollment	49%	15%	22%	16%	6%	4.4	<b>4.1</b>	<b>4.8</b>	4.5	4.3
GED	10%	10%	9%	7%	3%	4.5	4.0	4.5	4.5	4.6
Credit Class	87%	77%	66%	57%	35%	4.6	4.5	4.7	4.6	4.6
Non-credit	2%	6%	10%	20%	34%	4.8	4.6	4.6	4.6	4.6
Econ Dev Mtg.	0%	1%	1%	3%	6%	----	5.0	3.0	3.4	3.8
SBDC	1%	5%	7%	9%	5%	4.5	4.6	4.4	4.1	4.3
Library	77%	73%	65%	62%	56%	4.6	<b>4.5</b>	4.7	<b>4.8</b>	<b>4.7</b>
Computer Lab	61%	59%	42%	31%	20%	4.6	4.5	4.6	4.7	4.5
Art Gallery	35%	29%	35%	48%	56%	<b>4.5</b>	<b>4.0</b>	<b>4.6</b>	<b>4.7</b>	<b>4.7</b>
Sports	15%	10%	19%	15%	12%	4.5	4.1	4.6	4.7	4.7
Rec	30%	27%	31%	28%	26%	4.4	4.2	4.6	4.5	4.5
Facilities Mtg.	20%	32%	43%	49%	49%	4.4	<b>4.3</b>	4.4	<b>4.7</b>	<b>4.7</b>
Sculpture Garden	32%	25%	27%	39%	39%	<b>4.2</b>	4.5	<b>4.7</b>	<b>4.8</b>	<b>4.7</b>
PAC	46%	41%	54%	63%	59%	4.7	4.4	4.7	4.7	4.8
Verde Pavillion	4%	11%	15%	17%	15%	4.5	4.0	4.3	4.7	4.5
Kids Activity	8%	8%	14%	7%	3%	4.9	4.1	4.9	4.8	4.7
Art ala Cart	8%	8%	5%	7%	10%	4.5	4.5	4.8	4.8	4.8
Edventures	1%	7%	0%	3%	6%	5.0	4.0	5.0	5.0	4.7
Avg. # of Activities	4.9	4.5	4.7	4.9	4.5					

### Overall Agreement Question

Overall Satisfaction	Agreement - Mean Score					
	District	18-24	25-34	35-49	50-59	60+
YC makes Yavapai County a better place to learn, to work, and to live	4.3	<b>4.5</b>	<b>4.2</b>	4.3	4.3	4.3

## Community Survey Responses by Length of Residence

Highlighted scores for a question are statistically lower ( $p < .05$ ) from the other bolded scores in the same row.

Agreement/Satisfaction Scale: 1 (disagree) 3 (neutral) 5 (agree)

### Board Ends Questions

Board Ends	Agreement - Mean Score				
	District	5 Years or Less	6-10 Years	11-20 Years	Over 20 Years
YC should help job seekers	4.8	4.7	4.8	4.8	4.8
YC should prepare students for transfer	4.8	4.8	4.8	4.8	4.8
YC should provide personal enrichment opportunities	4.7	4.7	4.8	4.7	4.7
YC should help to attract new businesses to County	4.2	4.2	4.3	4.1	4.1
YC should enhance residents' cultural life	4.1	4.2	4.2	4.0	4.1

### Community Participation in YC Events Questions

YC Activ. Length Residence	% Participants				Satisfaction - Mean Score			
	5 Years or Less	6-10 Years	11-20 Years	Over 20 Years	5 Years or Less	6-10 Years	11-20 Years	Over 20 Years
FEC	1%	4%	2%	4%	3.9	4.2	4.2	4.4
Dual Enrollment	14%	13%	20%	18%	4.2	4.6	4.5	4.6
GED	5%	7%	5%	9%	4.0	4.6	4.4	4.6
Credit Class	49%	57%	53%	61%	4.6	4.6	<b>4.5</b>	<b>4.7</b>
Non-credit	17%	23%	24%	20%	4.5	4.7	4.6	4.6
Econ Dev Mtg.	1%	5%	4%	4%	2.6	3.6	3.9	3.9
SBDC	3%	7%	6%	6%	4.9	4.3	4.1	4.2
Library	58%	64%	60%	69%	<b>4.6</b>	4.7	<b>4.7</b>	<b>4.7</b>
Computer Lab	31%	41%	32%	36%	4.6	4.6	4.4	4.7
Art Gallery	35%	48%	48%	51%	4.6	4.6	4.6	4.6
Sports	9%	11%	16%	17%	4.4	4.7	4.6	4.7
Rec	24%	29%	29%	30%	4.5	<b>4.6</b>	<b>4.3</b>	<b>4.6</b>
Facilities Mtg.	32%	48%	48%	43%	4.5	4.7	4.5	4.7
Sculpture Garden	29%	41%	37%	35%	4.6	4.7	4.6	4.7
PAC	39%	59%	61%	62%	4.8	4.8	4.7	4.7
Verde Pavillion	11%	14%	15%	15%	4.6	4.6	4.2	4.5
Kids Activity	3%	7%	6%	9%	4.7	4.5	4.6	4.9
Art ala Cart	6%	9%	8%	8%	4.7	4.9	4.7	4.8
Edventures	2%	4%	6%	2%	4.6	5.0	4.6	4.6
Avg. # of Events/Activities	<b>3.7</b>	<b>4.9</b>	<b>4.9</b>	<b>5.1</b>				

### Overall Agreement Question

Overall Satisfaction	Agreement - Mean Score				
	District	5 Years or Less	6-10 Years	11-20 Years	Over 20 Years
YC makes Yavapai County a better place to learn, to work, and to live	4.3	4.4	4.3	4.2	4.4

## Appendix C – Survey Comment Themes

# DGB 2014 Survey

## What Can YC Do to Improve?

### East County Themes (n = 489)

(Items with 5 or more proponents)

1. Programming
  - a. Keep Nursing (31)
  - b. More Cultural/ Entertainment Events (22)
  - c. Concerned about moving east county programs to west county (18)
  - d. Support/ expand Community Ed & OLLI (17)
  - e. Bring Back Film (14)
  - f. CTE (12)
  - g. Programs that lead to jobs (12)
  - h. More Art (10)
  - i. Focus on Instruction only (no Econ Dev or Culture) 9
  - j. Dorms (6)
2. Scheduling Issues
  - a. More face to face (28)
  - b. Schedule to allow completion (10)
  - c. Fewer cancellations (7)
  - d. More evening classes (7)
3. Concerned about not spending enough East County Taxes in East County (41)
4. Improve Marketing/ Outreach (30)
  - a. Become visible part of community
  - b. Hold public forums
  - c. Bring back paper schedule of classes
  - d. Advertise events & classes
  - e. In-class announcements
  - f. Radio
  - g. Better informed employees
  - h. Campus Tours/ Open Houses

# DGB 2014 Survey

## What Can YC Do to Improve?

### West County Themes (n = 1060)

(Items with 11 or more proponents)

1. Lower Pricing 32
  - a. Books 2
  - b. More audit/ non-credit- 10
  - c. Tuition – 7
  - d. Dorms – 2
  - e. FEC – 2
  - f. Senior discounts 4
  - g. More financial aid/ scholarships 5
2. Keep/More Art (28)
3. Academic Quality (20)
  - a. Online
  - b. Faculty Knowledge & interactions
  - c. Mathlab/ blackboard
  - d. Focus on Instruction not Economic Development or Culture
4. Improve Marketing/ Outreach (19)
  - a. Bring back paper schedule of classes
  - b. Advertise events & classes & activities
  - c. In-class announcements
  - d. Radio
  - e. Better informed employees
  - f. Campus Tours/ Open Houses
5. Keep taxes low 11
6. More evening/ weekend classes for working adults 11
7. Better/ friendlier registration process 11
8. Keep Chino Valley center open 11

## Appendix D – Survey Methodology

The survey questionnaire was developed by Yavapai College administration and Yavapai College Office of Institutional Effectiveness and Research with input and approval by the District Governing Board. The questionnaire was reviewed by Hanover Research, a for-profit research firm with a higher education practice.

The survey was conducted primarily online. The survey link, on Yavapai College's website, was available to Yavapai County residents from June 4 through July 12, 2014. A paper version was also available to address respondents who did not have, or preferred not to use, the electronic survey. Less than 50 requests were received for the paper survey. The survey was marketed using print newspaper ads run from early June through early July; online leaderboard ads on local area newspaper websites; direct mail postcard sent to 90,000 Yavapai County households; other activities: email to Chambers of Commerce, YC website, social media posts, and radio public service announcements.

The study used a self-selected sampling design. This design allowed all Yavapai County residents age 18 and older to have an opportunity to participate in the survey. A total of 1,655 surveys were submitted. Not all survey respondents answered every question, so individual variables may have totals less than the total count of surveys submitted. Descriptive analysis of the raw data indicated that survey responses were not representative of the County's population distribution by geographic region, gender, and age group. To correct for this bias, and allow for generalizations beyond the sample, a statistical weight was applied to the analysis included in this report.

A three factor fixed weight based on region, gender, and age group was applied using IBM's SPSS statistical software, SPSS version 21. The weight assigns an adjustment weight to each case. Under-represented groups receive a weight larger than 1, and those in over-represented groups get a weight smaller than 1. The weighting factor is calculated creating a new multiple factor variable and dividing the population proportion by the raw sample proportion.

Population Proportion / Sample Proportion = Weight Adjustment

Table 1 shows the raw data, Yavapai County adult population figures, and the weighted data for geographic region, gender, and age group.

Table 1

*Community Survey and Yavapai County Demographics*

<b>Geographic Region</b>	<b>Raw Survey Data</b>		<b>Yavapai County Population</b>		<b>Weighted Survey Data</b>	
	<b>%</b>	<b>N</b>	<b>%*</b>	<b>N</b>	<b>%</b>	<b>N</b>
West	65.6%	1060	63.9%	118,741	63.9%	1014
East	32.9%	531	30.9%	57,455	30.9%	491
Balance	1.5%	24	5.2%	8,868	5.2%	83
<b>Gender</b>					<b>%</b>	<b>N</b>
Male	38.2%	621	48.7%	90,503	48.7%	773
Female	61.8%	1005	51.3%	95,395	51.3%	815
<b>Age Group</b>					<b>%</b>	<b>N</b>
18-24 years	8.3%	136	11.7%	21,731*	11.7%	186
25-34 years	8.6%	141	10.3%	19,170	10.3%	164
35-49 years	16.5%	269	17.1%	31,792	17.1%	272
50-59 years	21.7%	354	17.8%	33,039	17.8%	282
60+ years	44.8%	731	43.1%	80,166	43.1%	685
<b>Total</b>		<b>1655</b>		<b>185,898</b>		<b>1588</b>

\*Population data from Economic Modeling Systems International, 2014: Yavapai County; County population includes 15-24.

**Presenter :** Ray Sigafoos

**Start Time :** 3:17 PM

**Item No :** 29

**Proposed By :** Ray Sigafoos

**Time Req :** 15

**Proposed :** 7/23/2014

**Item Type :** Decision Item

Policy No.	Description	Ref No
3.5	The Chair's role is to ensure the integrity of the Board's process and to represent the Board to outside parties.	396950

**Description :** For Consideration of Approval of the Formation of the Verde Valley Advisory Committee (VVAC) - INFORMATION, DISCUSSION, AND/OR DECISION

**Details :** For consideration of approval of the formation, purpose, member selection, and timeline of the Verde Valley Advisory Committee (VVAC). Board member, Albert Filardo, will present information relative to the proposed VVAC.

**Attachments :**

Title	Created	Filename
VVAC Selection Process.pdf	Jul 23, 2014	VVAC Selection Process.pdf
VVAC Framework Final Revision #7.pdf	Jul 23, 2014	VVAC Framework Final Revision #7.pdf

VERDE VALLEY ADVISORY COMMITTEE

Formation Process Timeline – STEPS 1 through 7

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1. DUE BY AUGUST 12, 2014.

**Approval of VVAC Framework.** Yavapai College District Governing Board Members Filardo and Harrington present the framework to the Yavapai College District Governing Board for approval at the August 12th DGB meeting.

2. DUE BEFORE 3 PM on September 30, 2014

**Municipal and County Nominations.** The following municipalities and individuals may nominate 2 candidates each into Yavapai County Superintendent of Schools Tim Carter's selection process:

Councils of Camp Verde, Clarkdale, Cottonwood, Jerome, and Sedona;

Yavapai County District 2 Supervisor; and

Yavapai County District 3 Supervisor.

Candidates shall submit a letter of interest and a statement of qualifications to Superintendent Tim Carter on or before 3 PM on September 30, 2014.

This nomination process results in a pool of at most 14 nominated candidates as input to the selection process.

3. DUE TO BE ACCOMPLISHED DURING THE MONTH OF OCTOBER, 2014.

**Selection of Municipal and County VVAC Members.** Superintendent Carter will select the best of the candidates submitted by the governing councils of the Verde Valley municipalities and county supervisors above based on qualifications. This results in at most 7 people being selected for the Verde Valley Advisory Committee (VVAC), one from each municipality and one from each county district. If neither candidate submitted by any municipality or either district is qualified, Superintendent Carter may choose to seek additional nominations from those communities' governing councils in need of qualified applicants.

4. DUE BEFORE 3 PM on September 30, 2014

**Self-nomination of the public for a single, at-large seat on the VVAC.** Interested Yavapai County District 2 or 3 residents in the Verde Valley may self-nominate.

The College will advertise the self-nomination option in local papers. Those self-nominations consisting of a letter of interest and a statement of qualifications shall be received by Superintendent Tim Carter on or before 3 PM on September 30, 2014.

5. DUE TO BE ACCOMPLISHED DURING THE MONTH OF OCTOBER, 2014.

**Selection of At-large Community VVAC Member.** Superintendent Carter will select the best candidate from the self-nominating pool based on qualifications. Should there not be enough qualified applicants, Superintendent Carter will appoint, making a total of 8 individuals appointed to the VVAC at this point.

6. ACCOMPLISHED BY OCTOBER 31, 2014.

**Appointment of the Community Outreach Coordinator to the VVAC.** The Community Outreach Coordinator for Yavapai College shall be appointed as a voting member of the VVAC for so long as the Coordinator resides within the Verde Valley. This results in a maximum of 9 members appointed to the VVAC.

The Verde Valley Advisory Committee shall be announced by Superintendent Carter via press release on or before October 31, 2014.

7. BY NOVEMBER 30, 2014.

**VVAC first meeting held.** VVAC first meeting is held and a Chair is selected. DGB members Filardo and/or Harrington shall provide the orientation for VVAC.

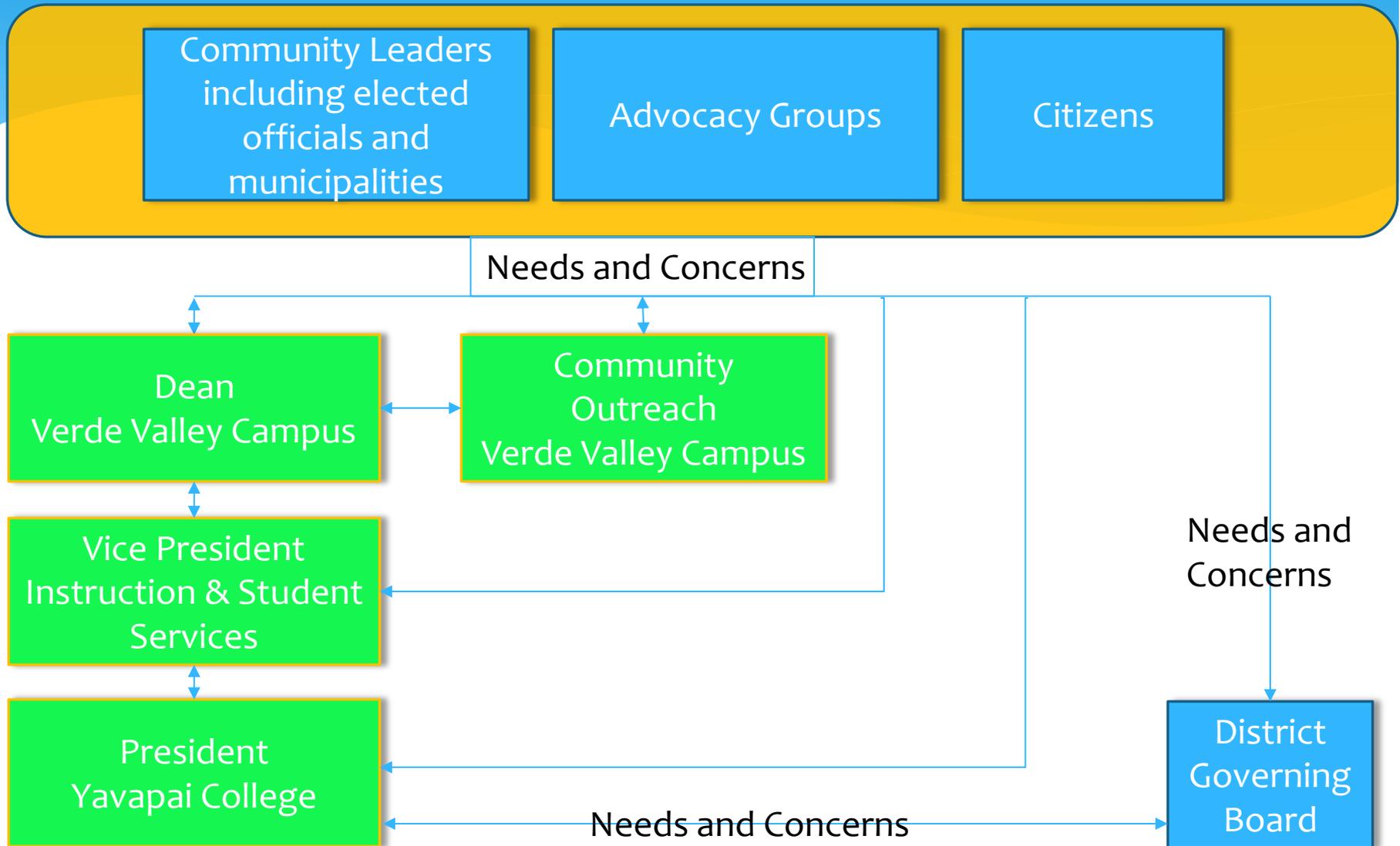
VVAC SELECTION PROCESS  
By Month

AUGUST 2014	SEPTEMBER 2014	OCTOBER 2014	NOVEMBER 2014
12 <sup>th</sup> - Approval of VVAC Framework	30 <sup>th</sup> – Before 3 PM Municipal and County Nominations plus Self-nominations due to Superintendent Carter	31 <sup>st</sup> – Selection of Municipal and County Members plus At-large Community Member and the Community Outreach Coordinator appointed to VVAC	30 <sup>th</sup> – First meeting of VVAC held

# Verde Valley Advisory Committee

Albert M. Filardo  
Herald Harrington  
As of June 27, 2014

# Current Communications – Many Channels



# Formation of VV Advisory Committee

Selection of Members  
**Process TBD**

Verde Valley Advisory  
Committee

- Camp Verde
- Clarkdale
- Cottonwood
- Jerome
- Sedona
- Yavapai County District 2 and 3 (unincorporated areas)

- YC Community Outreach, Verde Campus to join the Committee

# VV Advisory Committee - Vision

## VISION

Recognized as the Verde Valley's voice for constructive and collaborative dialog between residents and the Yavapai College District Governing Board to promote improved access to quality higher education

We ensure the citizens of the Verde Valley have a forum by which their voices are heard regarding their educational needs and concerns. Addressing the array of needs across diverse populations in the Verde Valley is important. We partner with the Yavapai College District Governing Board to determine the most effective and efficient ways for our citizens to access quality education. Furthermore, we collaborate with the District Governing Board to help them create plans that serve the current and future needs of all citizens, enriching their lives at every age.

# VV Advisory Committee - Mission

## MISSION

To provide advice to the Yavapai College District Governing Board based on objective analysis and feedback from Verde Valley communities

We are an unbiased, community communications vehicle by which citizens in the Verde Valley may provide data-driven advice to the Yavapai College District Governing Board. Based on accurate and reliable data and input from citizens, we perform careful analysis as the basis for advice we present. We seek input from the array of communities in the Verde Valley: young and old; public and private; businesses and non-profits. We are citizen leaders that speak with one voice to prioritize the educational needs of the Verde Valley.

# VV Advisory Committee - Goals

1. Establish bylaws
2. Select officers
3. Inform the communities of the purpose of the Committee
4. Determine issues to resolve and prioritize
5. Create meeting schedule

# VV Advisory Committee – Guiding Principles

1. Integrity
2. Teamwork
3. Accountability
4. Leadership
5. Service
6. Stewardship

# Integrity

**We never compromise our integrity. Having integrity means more than simply the absence of deception. We tell the truth, honor our commitments, adhere to ethical standards, treat others with respect and act responsibly. We do the right thing because it is the right thing to do.**

# Teamwork

**We practice teamwork through such actions as assisting each other, providing each other feedback, exchanging information, and executing our tasks in a timely and integrated manner. We recognize that we make better decisions and produce better results together than working alone. Consensus and coherence are key to our approach. We speak with one voice once the group makes a decision.**

# Accountability

**We honor our commitments and take responsibility for our actions.**

# Leadership

**As citizen leaders we lead by example. We foster an environment that empowers and motivates others to successfully accomplish their objectives. We mentor and develop each other and our peers.**

# Service

**We commit ourselves not only to meeting expectations, but to exceeding them. We recognize that our citizens are the most important judges of the quality of the processes, advice, and analysis we provide. We are faithful servants.**

# Stewardship

**We strive to make the best use of resources within our control and to support others in doing the same. We recognize that we are caretakers of these resources.**

# Focused Communications

Community Leaders  
including elected  
officials and  
municipalities

Advocacy Groups

Citizens

Various Needs and Concerns

Verde Valley Advisory Committee  
Prioritizes Needs and Concerns

District Governing Board

President, Yavapai College

**Presenter :** Ray Sigafoos

**Start Time :** 3:32 PM

**Item No :** 30

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 5/28/2014

**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 - Yavapai College Foundation; and Board Spokesperson - INFORMATION AND/OR DISCUSSION

**Details :**

Yavapai College Foundation - Dr. Patricia McCarver

Board Spokesperson - Mr. Herald Harrington

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:37 PM

**Item No :** 31

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 5/28/2014

**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 :** 3:37 PM

**Item No :** 32

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 5/28/2014

**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 :** 3:42 PM

**Item No :** 33

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 5/28/2014

**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 the Remainder of 2014 and for Upcoming 2015 - DISCUSSION AND/OR DECISION

**Details :** The Board will discuss the Proposed Dates and Places for Future Meetings for the remainder of 2014 and for upcoming 2015 - attached.  
- September 9th Retreat - Additional retreat session prior to the Regular Board Meeting  
- September 9th Regular Board Meeting - Relocate to Prescott Campus  
- October 14th Regular Board Meeting - Relocate to Verde Campus

**Attachments :**

Title	Created	Filename
2014 Proposed Dates and Places of Future Meetings.pdf	Aug 07, 2014	2014 Proposed Dates and Places of Future Meetings.pdf
2015- Proposed Dates and Places of Future Meetings.pdf	Aug 07, 2014	2015- Proposed Dates and Places of Future Meetings.pdf

**PROPOSED DATES AND PLACES OF FUTURE MEETINGS  
2014**

<b>TYPE OF MEETING</b>	<b>DATE/DAY/TIME/LOCATION</b>
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
Regular Board Meeting	May 13, 2014, Tuesday, 1:00 p.m. Location: Career & Technical Education Center (CTEC) Rm 105
Regular Board Meeting	June 10, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
<b>JULY 2014 – NO BOARD MEETING</b>	
<b>Regular Board Meeting</b>	<b>August 12, 2014, Tuesday, 1:00 p.m.</b> <b>Location: Prescott Campus-Rock House</b>
<b>Grand Opening – Kachina &amp; Marapai Residence Halls</b>	<b>August 21, 2014, Thursday, 4:30 p.m.</b> <b>Location: Prescott Campus – Kachina &amp; Marapai</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>Board Retreat Continued - Strategic Planning</b>	<b>September 9, 2014, Tuesday – 10:30 a.m.</b> <b>Location: Prescott Campus-Bldg.32-119</b>
<b>Regular Board Meeting</b>	<b>September 9, 2014, Tuesday, 1:00 p.m.</b> <b>Location: Prescott Campus-Rock House</b>
<b>Southwest Wine Center Grand Opening</b>	<b>September 12, 2014, Friday, 4:30 p.m.</b> <b>Location: Verde Campus SW Wine Center</b>
<b>Regular Board Meeting</b>	<b>October 14, 2014, Tuesday, 1:00 p.m.</b> <b>Location: Verde Campus Room M-137</b>
<b>Association of Community College Trustees (ACCT) Leadership Congress</b>	<b>October 22 – October 25, 2014</b> Location: Chicago, IL
<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 workload.

## PROPOSED DATES AND PLACES OF FUTURE MEETINGS 2015

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
Regular Board Meeting	January 13, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	February 10, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	March 3, 2015, Tuesday, 1:00 p.m. Location: Sedona Campus
Regular Board Meeting	April 14, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Nursing Pinning Ceremony	May 9, 2015, Saturday, 3:00 p.m. Location: Prescott Campus – Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 7, 2015, Thursday, 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Verde Valley Commencement	May 8, 2015, Friday, 6:00 p.m. Location: Verde Valley Campus
Prescott Commencement	May 9, 2015, Saturday, 6:00 p.m. Location: Prescott Campus – Performing Arts Center
Regular Board Meeting	May 12, 2015, Tuesday, 1:00 p.m. Location: Career & Technical Education Center (CTEC) Rm 105
Regular Board Meeting	June 9, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
JULY 2015 – NO BOARD MEETING	
Regular Board Meeting	August 11, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Board Retreat - Strategic Planning	September TBD, 2015, XXXday – 9:00 a.m. Location: Prescott Campus-Rock House
Regular Board Meeting	September 8, 2015, Tuesday, 1:00 p.m. Location: Verde Campus Room M-137
Regular Board Meeting	October 13, 2015, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center Rm 120/121
Association of Community College Trustees (ACCT) Leadership Congress	October 14 – October 17, 2015 Location: San Diego, CA
Regular Board Meeting	November 10, 2015, Tuesday, 1:00 p.m. Location: Town of Prescott Valley Auditorium
Northern Arizona Regional Training Academy (NARTA) Commencement	December 2015 - TBD Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 2015 - TBD Location: Prescott Campus – Performing Arts Center
Annual Board Retreat	December 2015 - TBD Location: Prescott Campus – Rock House
Regular Board Meeting	December 8, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House

\* March 3, 2015 (First Tuesday of the Month) changed due to Spring Break scheduled for March 9<sup>th</sup> – 13<sup>th</sup>

**Presenter :** Ray Sigafoos

**Start Time :** 3:47 PM

**Item No :** 34

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 5/28/2014

**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