

**Regular Board Meeting  
Agenda Summary  
Tuesday, November 18, 2014  
1:00 PM**

Prescott Valley Auditorium/Council Chambers  
7401 E. Civic Circle  
Prescott Valley, AZ 86314-2228

*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	521806
2	Call to Order - PROCEDURAL	1	1:00 PM	521807
3	Pledge of Allegiance - PROCEDURAL	1	1:01 PM	521808
4	Welcome to Guests and Staff - PROCEDURAL	2	1:02 PM	521809
5	Approval of District Governing Board October 14, 2014 Regular Meeting Minutes and Joint District Governing Board November 10, 2014 Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:04 PM	521810
6	Adoption of Agenda - DECISION	1	1:07 PM	521811
7	Open Call - PROCEDURAL	20	1:08 PM	521812
8	CONSENT AGENDA - HEADING	0	1:28 PM	521813
9	Receipt of Report on Revenues and Expenditures - Month of October 2014 - RECEIPT, DISCUSSION AND/OR DECISION	1	1:28 PM	521814

Item No.	Item	Time Req.	Start Time	Ref No.
10	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - October 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:29 PM	521815
11	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - October 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:30 PM	521816
12	Board Evaluation of Policies - District Governing Board Policy 4.2 - Accountability of the President - MONITORING, DISCUSSION AND/OR DECISION	1	1:31 PM	521825
13	For Consideration of Approval of Resolution 2014 - #02 - Supporting "Expect More Arizona" - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:32 PM	544330
14	For Consideration for Approval of Resolution 2014 - #03 - Capital Accumulation Fund Contribution - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:33 PM	545117
15	INFORMATION - HEADING	0	1:34 PM	521818
16	Sabbatical Report From Mark Woolsey, Professor of Communications, Foundation Studies - INFORMATION AND/OR DISCUSSION	15	1:34 PM	521837
17	Information from the President to Include: Remembrance Day National Roll Call; Strategic Initiatives; AZ Wine Magazine Article; Sculpture Garden - Phase 4; Facilities Management News; College Highlights, Other Related Issues - INFORMATION AND/OR DISCUSSION	20	1:49 PM	521819
18	Update from Instruction and Student Services to Include: Fall Enrollment Report; Faculty Senate Update; Student Leadership Council; Business, Education, & Social Sciences Update; Adjunct Faculty; and Other Related Issues - INFORMATION AND/OR DISCUSSION	35	2:09 PM	521820
19	SHORT RECESS - PROCEDURAL	10	2:44 PM	521822
20	MONITORING REPORTS - HEADING	0	2:54 PM	521823
21	Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection - MONITORING, DISCUSSION AND/OR DECISION	10	2:54 PM	521824
22	OWNERSHIP LINKAGE - HEADING	0	3:04 PM	521830
23	Review of Verde Valley Board Advisory Committee (VVBAC) - DISCUSSION AND/OR DECISION	15	3:04 PM	544199
24	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community Colleges Trustees (ACCT); Yavapai College Foundation; Verde Valley Board Advisory Committee (VVBAC); Board Spokesperson - INFORMATION	5	3:19 PM	521831
25	OTHER INFORMATION - HEADING	0	3:24 PM	521833
26	Correspondence to the Board - RECEIPT	5	3:24 PM	521834
27	Proposed Dates and Places for Future Meetings for the remainder of 2014 and for upcoming 2015 - DISCUSSION AND/OR DECISION	10	3:29 PM	521835
28	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:39 PM	521836



**Presenter :** Ray Sigafoos

**Start Time :** 1:01 PM

**Item No :** 3

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 8/22/2014

**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 :** 1:02 PM

**Item No :** 4

**Proposed By :** Ray Sigafoos

**Time Req :** 2

**Proposed :** 8/22/2014

**Item Type :** Procedure Item

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

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

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:04 PM

**Item No :** 5

**Proposed By :** Ray Sigafoos

**Time Req :** 3

**Proposed :** 8/22/2014

**Item Type :** Decision Item

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

**Description :** Approval of District Governing Board October 14, 2014 Regular Meeting Minutes and Joint District Governing Board November 10, 2014 Meeting Minutes - DISCUSSION AND/OR DECISION

**Details :** To affirm discussion and record of actions, motions made and approved by the District Governing Board at the October 14, 2014 Regular District Governing Board Meeting and Joint Board Meeting with VACTE November 10, 2014 meeting minutes. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public meeting documents.)

**Attachments :**

Title	Created	Filename
Unapproved Regular Meeting Minutes -10-14 -14.pdf	Nov 07, 2014	Unapproved Regular Meeting Minutes - 10-14-14.pdf
Joint Board Meeting Unapprove Minutes Nov 10 2014.pdf	Nov 14, 2014	Joint Board Meeting Unapprove Minutes Nov 10 2014.pdf



# Yavapai College District Governing Board

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

Verde Valley Campus  
601 Black Hills Road, Building M, Room 137  
Clarkdale, Arizona

District Governing Board meeting recordings may be viewed on CableOne Access 13 or the Yavapai College Website. CableOne Access 13 records all regular board meetings for subsequent broadcast and the schedule is available on the Access 13 website at <http://www.access13.org>. The District Governing Board agenda, packet materials, handouts, and minutes are on file in the District Office and posted on the College website along with regular board meeting recordings posted approximately 12 days after each meeting at <http://www.yc.edu/v5content/district-governing-board/>.

### **Members Present:**

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

### **Administration Present:**

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

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

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

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

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

The Pledge of Allegiance was led by Mr. Filardo.

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

Chair Sigafoos welcomed all guests and staff.

#### **5. Approval of District Governing Board September 8, 2014 Retreat, September 9, 2014 Retreat, and September 9, 2014 Regular Meeting Minutes - DISCUSSION AND/OR DECISION**

Mr. Harrington moved, seconded by Dr. McCarver, to approve the District Governing Board September 8, 2014 Retreat, September 9, 2014 Retreat, and September 9, 2014 Regular Meeting Minutes. Motion carried unanimously.

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

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

#### **7. Open Call - PROCEDURAL**

The following requests were received to address the Board regarding:

Verde Valley Independent College - Lionel Martinez (handout); Ruth Wicks (handout); Joel Staadecker

Support of the District Governing Board – Steve Anderson; Casey Rooney, Director for Cottonwood Economic Development Council

Career Technology Education – Lois Lamer, CEO for Valley Academy Career Technology Education

Support of Public School Programs – Barbara U'Ren, Superintendent for Cottonwood-Oak Creek School District; Karin

Ward, Superintendent for Beaver Creek School District; Diane Joens, Mayor for Cottonwood

Verde Valley Economic Development – Norela Harrington, President for Northern Arizona Manufacturing; Tom Pitts

Equity in Expenses and Services – Deb McCasland

Sedona Property – Bob Oliphant

Appreciation for Student Work Program – Kathy Davis

### **8. CONSENT AGENDA – HEADING**

#### **9. Receipt of Report on Revenues and Expenditures – Month of September 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 20-29).

#### **10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – September 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 30-32).

The President reported compliance.

#### **11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – September 2014 - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 33-35).

The President reported compliance.

#### **12. Board Self-Evaluation - Board-President Linkage Policy 4.3 - Delegation to President - MONITORING, DISCUSSION AND/OR DECISION** refer to Board agenda, pgs. 36-37).

#### **13. For Consideration of New Curriculum Proposals: Computed Tomography Certificate; Magnetic Resonance Certificate - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 38-89).

For Consideration of New Curriculum Proposals:

- Computed Tomography Certificate

- Magnetic Resonance Certificate

Dr. McCarver moved, seconded by Mr. Harrington, to approve the consent agenda as written with the removal of item #13 New Curriculum Proposals for additional discussion. Motion carried unanimously.

**13. For Consideration of New Curriculum Proposals: Computed Tomography Certificate (CTC); Magnetic Resonance Certificate (MRC) - RECEIPT, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 38-89).

Dr. Blacklaw provided additional information regarding proposed new curriculum for CTC and MRC. Both programs will involve minimal startup expenses as the College will utilize existing faculty, facilities, along with current clinical sites and equipment partnerships.

Dr. McCarver moved, seconded by Mr. Harrington, to approve the New Curriculum Proposals: Computer Tomography Certificate and Magnetic Resonance Certificate as written. Motion carried unanimously.

**14. INFORMATION - HEADING**

**15. Information from the President to Include: Buckey O'Neill Society; Sedona Center; Tennis Courts; Southwest Wine Center Grand Opening; Southwest Wine & Dine in the Vines; Yavapai Combined Trust Quarterly Report; YCSA News; College Highlights; Capital Improvements; Other Related Issues - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 90-143)

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

- Buckey O'Neill Society – Dr. Wills provided an overview of this new student leadership program that will be led by the President. Faculty and staff have nominated a group of students that will become the ambassadors for the College. This group will meet on a monthly basis to develop and apply leadership skills along with promoting professional development and opportunities to connect with the professional community.
- Sedona Center – James Perey, Verde Valley Executive Dean, presented Moving Forward (Power Point) regarding current and future programming for the Sedona Center and Verde Valley Campus. The College will focus on the future with responsibility to community needs. Mr. Perey highlighted Sedona demographics including: median resident age of 56 years and 72% of residents have a bachelor's degree or higher. Current programming will continue to offer credit and noncredit classes; regional economic development; and dual enrollment. Future plans will focus on population and community needs; partnerships with K-12; expansion of Sedona Center parking; and possible renovations based on programming.
- Tennis Courts – Dr. Clint Ewell, Vice President for Finance and Administrative Services, updated the Board on the Project Overview: Roughrider Tennis Complex (Power Point). Dr. Ewell provided history of the 1974 construction and life expectancy of 20 years. In 1999 the agreement with the City of Prescott expired and Yavapai College made the decision to solely operate and maintain the courts for the last 15 years. The 2012 Facilities Condition Assessment Report identified the tennis courts as a preventative maintenance project with a June 2012 approval from the Board. Yavapai College shared the funding of the renovation with Prescott Area Tennis Association and City of Prescott.
- Southwest Wine Center Grand Opening was held on September 12, 2014, and both Mr. Filardo and Mr. Sigafos were presenters at the celebration.
- Southwest Wine & Dine in the Vines will be held on October 18, 2014 and Dr. Wills extended an invitation to all Board members.
- Yavapai Combined Trust Quarterly Update (refer to Board agenda, pgs. 114-130) - Rose Hurley, Human Resources Director, provided the quarterly update and information on Yavapai County's new Wellness Program.
- College Highlights - October 2014 - Attached - Information Only
- YCSA News - October 2014 - Attached - Information Only
- Facilities Management News - October 2014 - Attached - Information Only
- Other Related Issues – Dr. Wills reported on a new University of Arizona proposed academic program in veterinary medicine that may be available in the Verde Valley area. Students will have four tracks to enter the program: high school dual enrollment; community college, previous degree, or advance from the university. The program will be developed in the following areas: Verde Valley, Douglas County, Yuma, and Sierra Vista. The program is currently seeking funding, ABOR approval, and American Veterinary Medicine Association approval.

**16. Update from Instruction and Student Services to Include: The Lead Program; Faculty Senate; Verde Valley Campus Update; Verde Learning Center Annual Report; Adjunct Advisor; Student Activities; Other Related Issues - INFORMATION AND/OR DISCUSSION** (refer to Board agenda, pgs. 144-192)

Dr. Stuart Blacklaw introduced an update from Instruction and Student Services:

- The Lead Program (refer to Board agenda, pgs. 145-152) - Dr. Stuart Blacklaw, Vice President for Instruction and Student Services, presented a proposed high school student program "The Lead." The Lead seeks to remove the barriers and create an environment that leads Yavapai County high school graduates to a successful start in college.
- Faculty Senate (refer to Board agenda, pgs. 153 -167) - Vikki Bentz, Faculty Senate President, shared information regarding Faculty Senate, Faculty Association, and committee updates. Ms. Bentz's presentation provided an organizational chart including the purpose, activities, and faculty chair of all committees.
- Verde Valley Campus Update (refer to Board agenda, pgs. 168 - 186) - James Perey, Verde Valley Executive Dean, informed the Board that the Verde Valley Campus and Sedona Center programming is serving 1,500 credit students, 500 noncredit student, 400 dual enrollment high school students, and continued regional economic development. Future programs being considered include partnering with local schools to provide career and technical classes, and curriculum programs in digital media, culinary, hospitality, and enology. The Verde Valley Campus Advisory

Committee has been selected and primary responsibilities will include assisting in strategic planning; identifying potential programming opportunities, and informing the public of services offered at YC.

- Verde Learning Center Annual Report - Attached
- Adjunct Faculty Newsletter - Attached - Information Only
- Prescott Campus Student Activities - Attached - Information Only
- Verde Campus Student Activities - Attached - Information Only

## 17. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:56 p.m.; reconvened at 3:08 p.m.

### 18. Update on Strategic Initiatives – INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs.194 – 197).

Mr. Tom Hughes, Director of Institutional Effectiveness and Research, introduced the Board to the upcoming Strategic Initiatives planning process. The Strategic Planning Committee will be comprised of faculty, staff, administration, and students totaling 21 representatives. In the next three months the committee will begin training, and schedule meetings with stakeholder groups to gather information to build the strategic initiatives. During January/February 2015, the committee will review stakeholders' input and begin to develop the strategic plan along with the President's Leadership Team. March/April 2015 the committee will presented a draft strategic plan to stakeholders for additional input. May 2015 is the target date to implement the Strategic Initiatives.

The Board requested that regular updates be provided throughout this planning process.

## 19. MONITORING REPORTS – HEADING

### 20. Receipt of President's Monitoring Report - Ends Statements - 1.1 Education Ends – MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 198-223)

1 Ends

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

1.1 Education Ends

Students achieve their educational goals.

1.1.1 Job Seekers Ends

Job seekers have the qualifications, skills, and abilities to succeed.

1.1.2 Student Ends

Students seeking transfer will succeed at their next educational institution.

1.1.3 Lifelong Learning Adult Ends

Lifelong learning adults have affordable access to a variety of high-quality learning opportunities.

Mr. Harrington moved, seconded by Mr. Filardo, that we have read the President's Monitoring Report regarding Policy 1.1 and sub-policies, 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 1.1 and sub-policies. Motion carried unanimously.

### 21. Receipt of President's Monitoring Report - Ends Statements - 1.2 Economic Ends - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 224-231)

1 Ends

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

1.2 Economic Ends

Communities have the leadership and educational resources to generate and sustain economic base jobs.

1.2.1 Community Leadership

Leaders understand the importance of economic base jobs to Yavapai County.

The Board suggested that staff consider providing education for community leaders on "what is economic development" and "what can leaders do to support economic development."

Dr. McCarver moved, seconded by Mr. Filardo, that we have read the President's Monitoring Report regarding Policy 1.2 and sub-policies, 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 1.2 and sub-policies. Motion carried unanimously.

### 22. Receipt of President's Monitoring Report - Ends Statements - 1.3 Communities Ends- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 232-240)

1 Ends

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

1.3 Communities Ends

Yavapai County residents have access to a vibrant social and cultural life.

Mr. Harrington moved, seconded by Dr. McCarver, that we have read the President's Monitoring Report regarding Policy 1.3, 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 1.3. Motion carried unanimously.

**23. Receipt of President's Monitoring Report – Executive Limitation 2.1 Service to the Public – MONITORING, DISCUSSION, AND/OR DECISION** (refer to Board agenda, pgs. 241-250)

Executive Limitation 2.1 – Service to the Public – The President shall no cause or allow to exist any condition that is unsafe, compromises an individual's privacy or limits access.

Dr. McCarver moved, seconded by Dr. Fitzner, that we have read the President's Monitoring Report regarding Policy 2.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1. Motion carried unanimously.

**24. OWNERSHIP LINKAGE - HEADING**

**25. Report on Formation of the Verde Valley Board Advisory Committee - DISCUSSION AND/OR DECISION**

Mr. Filardo reported on the status of the Verde Valley Board Advisory Committee and clarified the committee's vision and mission as follows:

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

Mr. Tim Carter, Yavapai County Superintendent, is interviewing all candidates and checking references. Mr. Carter announced Jerome will not be submitting a candidate. Mr. Carter is expected to announce the seven appointed members by the end of October. The first mandatory committee meeting will be on November 7, 2014 at the Clarkdale Men's Club from 10:00 a.m. to 1:00 p.m. The first orientation meeting will include Open meeting law training and charge for future meeting (i.e. ownership linkage questions/topics). All agenda items should be forwarded to Executive Assistant by November 1, 2014, with posting 24 hours prior to the meeting. Board members would not need to be present at the VVBAC meetings, although request VVBAC report to the Board on a regular basis. Liaison's role will provide guidance.

The Board requested that Board Chair distribute letters to all appointed members, announcing selection and invitation to the November 7, 2014 meeting of the VVBAC.

The Board requested that the Executive Assistant create and post the November 7, 2014 VVBAC agenda.

The Board requested that the Board Attorney attend the November 7, 2014 at 10:00 a.m. VVBAC meeting for Open Meeting Law training.

Mr. Sigafos appointed Mr. Filardo the Verde Valley Board Advisory Committee Liaison.

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

- Arizona Association for District Governing Boards (AADGB) - Dr. Dale Fitzner distributed the Governance Institute for Student Success (handout) and asked the Board members to consider attending this training session on April 24 and 25, 2015 at Maricopa Community College.
- Association of Community Colleges Trustees (ACCT) - No report
- Yavapai College Foundation - No report
- Board Spokesperson – No report

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

Mr. Harrington moved, seconded by Dr. McCarver, to table the remaining agenda items and adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 4:25 p.m.

**27. OTHER INFORMATION – HEADING**

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

Correspondence received included: Not reviewed

**29. Proposed Dates and Places of Future Meetings for the Remainder of 2014 and for Upcoming 2015 - DISCUSSION AND/OR DECISION** (refer to Board agenda, pgs. 256-258)

Tentative November 10, 2014 Joint District Governing Board Meeting with the Valley Academy Career and Technology Education (VACTE)

Respectfully submitted:

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

Date: November 18, 2014

\_\_\_\_\_/S/\_\_\_\_\_  
Mr. Ray Sigafos, Chair

\_\_\_\_\_/S/\_\_\_\_\_  
Dr. Patricia McCarver, Secretary

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

# Joint District Governing Board Meeting

◆ Valley Academy for Career & Technology Education - V'ACTE ◆  
◆ Yavapai Community College - YC ◆

**November 10, 2014**

**1:00 to 3:00 p.m.**

## **Unapproved Meeting Minutes**

*Valley Academy for Career and Technology Education  
830 S. Main Street  
Cottonwood, AZ 86326*

### Board Members attending:

Steve Dockray, V'ACTE Board Chair  
Stacey Barker, V'ACTE Board member  
Charlene Day, V'ACTE Board member  
Leland Wieweck, V'ACTE Board member  
Ray Sigafos, YC Board Chair  
Dr. Dale Fitzner, YC Board member  
Al Filardo, YC Board member

### Board Members absent:

Tom Moore, V'ACTE Board member  
Herald Harrington, YC Board member  
Dr. Patricia McCarver, YC Board member

### Staff/Guests attending:

Tim Carter, Yavapai County Superintendent  
Lois Lamer, V'ACTE CEO  
Celeste Ziemkowski, V'ACTE Business Manager  
Dr. Penny Wills, Yavapai College President  
Dr. Stuart Blacklaw, Yavapai College VP for Instruction and Student Services  
James Perey, Executive Dean for Verde Valley Campus  
John Morgan, Dean for Career and Technology Education Center

## **I. Welcome and Introductions**

Meeting was called to order at 1:00 p.m.

## **II. Opening Statements from Board Chairs**

Mr. Dockray, Valley Academy for Career and Technology Education Board Chair welcomed guests.

Mr. Sigafos, Yavapai College District Governing Board Chair thanked V'ACTE Board members for the opportunity to meet and discuss the Career and Technology Education (CTE) needs of the Verde Valley.

## **III. Career & Technology Education in the Verde Valley - Discussion**

Lois Lamer distributed a V'ACTE resource packet regarding current programs and JTED information. V'ACTE receives 95% of their budget from the state; is considered a public high school; and is educating students under the age of 22. The last Verde Valley CTE program study was conducted during fiscal year 2000.

Chair Sigafos provided YC history and community feedback requesting an increase of CTE offerings in the Verde Valley. Purpose of the joint meeting is to discuss ways that YC and V'ACTE could support, enhance, and expand CTE in the Verde Valley area.

James Perey provided information on proposed CTE programs that are being reviewed by the College: certificate in culinary; certificate in hospitality; dual enrollment with auto body. These programs are expensive, therefore important to consider using existing facilities and creating partnerships. Any grants that may be available to fund programs, typically cannot be used for facilities.

Al Filardo suggested that program forecasting should be based on a CTE program study which should include current and future technology, as well as community needs. Also suggested that CTE students participate in career path assessments.

#### **IV. Short Recess**

Meeting recession at 2:04 p.m.; reconvened at 2:19 p.m.

#### **V. Career & Technology Education in the Verde Valley – Discussion Continued**

Stacey Barker requested that a CTE needs assessment be conducted to identify programs that are needed based upon community, economics, and technology.

Mr. Sigafos requested non-traditional students be included in the assessment.

Dr Wills agreed that assessment is key to developing a successful CTE program, and will have YC conduct a CTE needs assessment study to include feedback from regional economic councils and business owners.

This report would be presented to both V'ACTE and YC as a guide for CTE program development.

John Morgan provided a history of YC's Career Technology Education Center that included programing, funding, and challenges.

Tim Carter recognized that either District can purchase property to build facilities or retrofit existing buildings, and clarified that both are eligible to initiate a municipal bond.

#### **VI. Wrap Up and Thank You**

Mr. Sigafos agreed that YC will complete the CTE Needs Assessment Report.

Tim Carter clarified that a central campus has several models with possibilities of using existing sites (high school or college) or neutral locations (i.e. hospital, businesses).

Mr. Dockray thanked everyone for attending and encouraged this dialogue regarding CTE collaboration to continue.

The meeting was adjourned at 2:58 p.m.



**Presenter :** Ray Sigafoos

**Start Time :** 1:28 PM

**Item No :** 8

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 8/22/2014

**Item Type :** Heading

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

**Description :** CONSENT AGENDA - HEADING

**Details :**

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 1:28 PM

**Item No :** 9

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 8/22/2014

**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 October 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 fourth month of Fiscal Year 2014-2015 ending October 31, 2014 is attached. Expenditures are reported on the modified accrual basis of accounting.

**Attachments :**

Title	Created	Filename
Financial Update - Oct 2014 in Nov.pdf	Nov 12, 2014	Financial Update - Oct 2014 in Nov.pdf
YCFS Oct 2014 - Governing Board Budget Report.pdf	Nov 12, 2014	YCFS Oct 2014 - Governing Board Budget Report.pdf
Revenues__Expenditures_Cover_Sheet_Oct in Nov.pdf	Nov 12, 2014	Revenues__Expenditures_Cover_Sheet_Oct in Nov.pdf
YCFS Oct 2014_Summary.pdf	Nov 12, 2014	YCFS Oct 2014_Summary.pdf

# **YAVAPAI COLLEGE**

## **FINANCIAL UPDATE**

October 2014

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

- The year-end close for FY2013-2014 is planned for November 2014.
- The auditors will began their field work on October 20, 2014. 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 2014-2015 Budget**

#### General Fund

- Total property taxes collected have historically been approximately .4% less than the levy. We expect this trend to continue. In addition, for FY 2014-2015, **YC's collections will be an additional .3% less as a result of a downward adjustment made to Transwestern Pipeline's centrally assessed values.**
- Tuition and fees is projected to come in at budget for the fiscal year.
- Expenditures are expected to come in under budget for the fiscal year due to vacancy savings and unused contingency budgets.

#### Auxiliary Fund

- Auxiliary Enterprises, which are those areas meant to be self-sufficient, are projected to be on budget for the fiscal year.

#### Unexpended Plant Fund

- The Unexpended Plant Fund currently has a deficit due to a significant amount of Equipment, Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

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

**For the Four Months Ended October 31, 2014  
Fiscal Year 2014-2015**

**District Governing Board**

**Fiscal Year 2014-15 Appropriation:**

**\$ 166,256**

	<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	\$ 12,220	\$ 18,871	\$ 31,091
Assoc. of Community College Trustees	Membership Dues	5,422	-	5,422
Assoc. of Community College Trustees	Conference Fees	4,175	-	4,175
Dale Fitzner	Travel	467	-	467
Karen Jones	Travel	50	-	50
Larson Newspapers (Red Rock News)	Advertising	559	-	559
Osborn Maledon PA	Attorneys	3,340	41,660	45,000
Ourboardroom Technologies	Software maintenance	9,250	9,250	18,500
Out of the Woods Consulting	Consulting	6,270	-	6,270
Penelope Wills	Travel	965	-	965
Prescott Newspapers, Inc.	Advertising	2,592	-	2,592
Ray Sigafoos	Travel	347	-	347
Roswell Bookbinding	Board Minutes	94	1,406	1,500
Sodexo Inc.	Food Supplies	731	4,269	5,000
Supplies/Other	Various Vendors	249	-	249
Thee Place	Food Supplies	197	1,803	2,000
Yavapai Broadcasting	Board Meetings	500	2,500	3,000
YC Printing Services	Printing	1,196	-	1,196
				<u>128,383</u>

**Remaining Budget - October 31, 2014**

**\$ 37,873**

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

**SUBJECT**

Acceptance of Reports of Revenues and Expenditures

**REASON FOR CONSIDERATION BY THE BOARD**

The District Governing Board reviews the College financial reports.

**BACKGROUND INFORMATION**

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

The report of Revenues and Expenditures for the four months of FY2014-2015 ending October 31, 2014, is attached. Expenditures are reported on the modified accrual basis of accounting.

The General Fund gross revenues exceed projections at 42.9% of budget. Tuition and fees revenues are 67.1% of budget reflecting fall 2014 and a portion of spring 2015 semester enrollments. State aid for the second quarter of the fiscal year was received in October 2014. General Fund expenditures represent 35.5% of the budget through four months. Institutional Support is over budget due to annual payments for liability insurance, maintenance agreements and other fees. Scholarships are at 54.8% of budget due to fall 2014 financial aid awards. Currently, General Fund revenues exceed expenditures/encumbrances by \$3,149,700.

Total General Fund revenues are expected to be below budget by about \$218,100. This is due to property tax collections being less than the levy. Property taxes collected have historically been about .4% less than the levy. We expect this trend to continue. In addition, for FY 2014-2015, **YC's collections will be an additional .3% less as a result of a downward adjustment made to Transwestern Pipeline's centrally assessed values.** General Fund expenditures are projected to be under budget by approximately \$793,900. This is a result of several factors including vacancy savings, unspent contingency funds and the continuous efforts by departments to incorporate cost management practices in decision making.

The Auxiliary Fund accounts for enterprise activities and other college-related support activities. Through the fourth month, 35.4% of budget has been committed compared to 49.4% of revenues received. Residence Halls and Summer Conferences revenues are at 82.0% of budget reflecting spring 2015 semester room payments. Edventures revenues are at 148.4% of budget due to the October 2014 Spain trip exceeding projections.

Unexpended Plant Fund expenditures are above projections directly attributed to the encumbering of a significant amount of general equipment, Master Plan projects and the remaining expenses related to the Tennis Court/Low Water Crossing project. Unexpended Plant Fund expenditures represented 40.9% of budget through four months and exceed the Unexpended Plant Fund revenues by \$1,189,200. The remaining revenues to cover these commitments will be received over the remaining fiscal year.

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Month Ended October 31, 2014 - 33.3% of the Fiscal Year Complete**

**Fiscal Year 2014-2015**

**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	\$ 18,116,194		\$ 18,116,194	\$ 42,197,000	42.9%
Restricted Fund	6,331,885		6,331,885	16,526,900	38.3%
Auxiliary Fund	2,013,499		2,013,499	4,073,900	49.4%
Unexpended Plant Fund	4,455,946		4,455,946	13,789,800	32.3%
Debt Service Fund	2,297,682		2,297,682	6,907,000	33.3%
<b>TOTALS</b>	<u><b>33,215,206</b></u>		<u><b>33,215,206</b></u>	<u><b>83,494,600</b></u>	<u><b>39.8%</b></u>

		<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>							
General Fund		\$ 13,146,268	\$ 15,425,548	\$ 13,605,346	\$ 14,966,470	\$ 42,197,000	35.5%
Restricted Fund		5,930,435	1,079,215	872,090	6,137,560	16,526,900	37.1%
Auxiliary Fund		1,303,963	863,316	726,161	1,441,118	4,073,900	35.4%
Unexpended Plant Fund		2,689,711	2,955,471	-	5,645,182	13,789,800	40.9%
Debt Service Fund		1,300	2,291,000	-	2,292,300	6,907,000	33.2%
<b>TOTALS</b>		<u><b>23,071,677</b></u>	<u><b>22,614,550</b></u>	<u><b>15,203,597</b></u>	<u><b>30,482,630</b></u>	<u><b>83,494,600</b></u>	<u><b>36.5%</b></u>
<b>SURPLUS/(DEFICIT)</b>					<u><u><b>2,732,576</b></u></u>	<u><u><b>-</b></u></u>	

**COMMENTS:**

Through the fourth month, 36.5% of budget has been committed (excluding labor encumbrances) compared to 39.8% of revenues received.

The Budget currently has a surplus of \$2,732,576 which is mainly due to Tuition and Fees revenues being above budget due to spring 2015 tuition payments and 2nd Quarter State appropriations received in October.

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



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Month Ended October 31, 2014 - 33.3% of the Fiscal Year Complete**

**Fiscal Year 2014-2015**

**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	\$ 5,219,805		\$ 5,219,805	\$ 14,224,000	36.7%
State Grants and Contracts	21,808		21,808	225,000	9.7%
Private Gifts, Grants and Contracts	129,111		129,111	625,000	20.7%
Proposition 301 Funds	312,054		312,054	600,000	52.0%
State Appropriation - STEM Workforce	401,450		401,450	802,900	50.0%
Fund Balance Applied to Budget	50,000		50,000	50,000	100.0%
Reimbursement Due	197,657		197,657	N/A	N/A
<b>TOTAL REVENUES</b>	<b>6,331,885</b>		<b>6,331,885</b>	<b>16,526,900</b>	<b>38.3%</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	\$ 562,027	\$ 707,236	\$ 508,997	\$ 760,266	\$ 3,294,900	23.1%
Academic Support	-	-	-	-	4,000	0.0%
Student Services	327,832	342,131	333,245	336,718	1,198,000	28.1%
Scholarships	4,996,257	-	-	4,996,257	11,890,000	42.0%
Public Service	44,319	29,848	29,848	44,319	140,000	31.7%
<b>TOTAL EXPENDITURES</b>	<b>5,930,435</b>	<b>1,079,215</b>	<b>872,090</b>	<b>6,137,560</b>	<b>16,526,900</b>	<b>37.1%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 194,325</b>		

**COMMENTS:**

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

Scholarships at 42.0% of budget due to fall 2014 financial aid awards.

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

**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Month Ended October 31, 2014 - 33.3% of the Fiscal Year Complete**

**Fiscal Year 2014-2015**

**AUXILIARY FUND**

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 14/15 Budget</u>	<u>Percent of Budget</u>	<u>FY 14/15 Estimate</u>	<u>Budget to Estimate Variance</u>
<b>REVENUES:</b>							
Residence Halls and Summer Conferences	\$ 942,305		\$ 942,305	\$ 1,149,000	82.0%	\$ 1,149,000	\$ -
Bookstore Rental and Commissions	99,054		99,054	210,000	47.2%	210,000	-
Food Services Sales	10,889		10,889	40,000	27.2%	40,000	-
Vending	5,378		5,378	33,000	16.3%	33,000	-
Edventures	293,736		293,736	198,000	148.4%	290,000	92,000
Community Events	127,156		127,156	520,000	24.5%	520,000	-
Regional Economic Development Center - Training	7,108		7,108	136,200	5.2%	136,200	-
Family Enrichment Center	184,004		184,004	533,000	34.5%	533,000	-
Winery - Tasting Room	1,009		1,009	20,000	5.0%	20,000	-
Yavapai College Foundation	89,653		89,653	435,000	20.6%	435,000	-
Other	63,907		63,907	231,800	27.6%	231,800	-
Fund Balance Applied to Budget	66,667		66,667	200,000	33.3%	200,000	-
General Fund Transfer In	256,233		256,233	768,700	33.3%	768,700	-
Auxiliary Fund Transfer Out	(133,600)		(133,600)	(400,800)	33.3%	(400,800)	-
<b>TOTAL REVENUES</b>	<b>2,013,499</b>		<b>2,013,499</b>	<b>4,073,900</b>	<b>49.4%</b>	<b>4,165,900</b>	<b>92,000</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 14/15 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 14/15 Estimate</u>	<u>Budget to Estimate Variance</u>
<b>EXPENDITURES (note 1):</b>								
Instruction	\$ 1,642	\$ -	\$ -	\$ 1,642	\$ 49,100	3.3%	\$ 49,100	\$ -
Student Services	187,682	235,218	204,882	218,018	611,400	35.7%	611,400	-
Auxiliary Enterprises	544,120	344,022	290,822	597,320	1,346,000	44.4%	1,438,000	92,000
Public Service	253,419	284,076	230,457	307,038	1,016,100	30.2%	1,016,100	-
Facilities & Administrative Allocation Expense	317,100	-	-	317,100	951,300	33.3%	951,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
<b>TOTAL EXPENDITURES</b>	<b>1,303,963</b>	<b>863,316</b>	<b>726,161</b>	<b>1,441,118</b>	<b>4,073,900</b>	<b>35.4%</b>	<b>4,065,900</b>	<b>(8,000)</b>
<b>SURPLUS/(DEFICIT)</b>				<b>\$ 572,381</b>	<b>\$ -</b>			

**COMMENTS:**

Residence Halls and Summer Conferences revenues are above budget due to fall 2014 and spring 2015 semester room payments.  
 Bookstore sales above budget due to fall semester sales.  
 Edventures sales and Auxiliary Expenses ahead of budget due to the October 2014 Spain trip exceeding projections.

The Budget currently has a surplus of \$572,381.

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



**YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

**REPORT OF REVENUES AND EXPENDITURES**

**For the Month Ended October 31, 2014 - 33.3% of the Fiscal Year Complete**

**Fiscal Year 2014-2015**

**DEBT SERVICE FUND**

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
<b>REVENUES:</b>					
Secondary Property Taxes	\$ 1,673,820		\$ 1,673,820	\$ 5,059,400	33.1%
Investment Income	3,037		3,037	10,000	30.4%
General Fund Transfer In	478,933		478,933	1,436,800	33.3%
Auxiliary Fund Transfer In	133,600		133,600	400,800	33.3%
Other Revenues	8,292		8,292	-	100.0%
Fund Balance Applied to Budget	-		-	-	100.0%
<b>TOTAL REVENUES</b>	<b>2,297,682</b>		<b>2,297,682</b>	<b>6,907,000</b>	<b>33.3%</b>

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
<b>EXPENDITURES (note 1):</b>						
General Obligation Bonds						
Principal Payments	\$ -	\$ 1,356,667	\$ -	\$ 1,356,667	\$ 4,070,000	33.3%
Interest Payments	-	321,800	-	321,800	965,400	33.3%
Pledged Revenue Obligations						
Principal Payments	-	315,000	-	315,000	945,000	33.3%
Interest Payments	-	163,933	-	163,933	491,800	33.3%
Revenue Bonds						
Principal Payments	-	95,000	-	95,000	285,000	33.3%
Interest Payments	-	38,600	-	38,600	115,800	33.3%
Bank Fees	1,300	-	-	1,300	4,000	32.5%
Property Tax Contingency	-	-	-	-	30,000	0.0%
<b>TOTAL EXPENDITURES</b>	<b>1,300</b>	<b>2,291,000</b>	<b>-</b>	<b>2,292,300</b>	<b>6,907,000</b>	<b>33.2%</b>
<b>SURPLUS/(DEFICIT)</b>				<b>5,382</b>	<b>-</b>	

**COMMENTS:**

Through the fourth month, 33.2% of budget has been committed (excluding labor encumbrances) compared to 33.3% of revenues received.

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

**Presenter :** Ray Sigafoos

**Start Time :** 1:29 PM

**Item No :** 10

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 8/22/2014

**Item Type :** Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none"><li>a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract and</li><li>b) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.</li></ul>	429146

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

**Details :** Executive Limitations 2.3.1 - Budget Deviations

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

**Attachments :**

Title	Created	Filename
Policy 2 3 1_Oct in Nov.pdf	Nov 12, 2014	Policy 2 3 1_Oct in Nov.pdf

**Monitoring Report - Monthly  
Executive Limitations Policy 2.3.1 – Budget Deviations  
October 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 May/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 four months ended October 31, 2014, the General Fund has a surplus of \$3,149,700. This is primarily the result of tuition and fee revenues reflecting fall 2014 and a portion of spring 2015 semester enrollments.

For the fiscal year ended June 30, 2015, General Fund revenues are projected to be below budget by \$218,100 and expenditures are projected to be under budget by \$793,900, resulting in a net surplus of \$575,800 — a 1.4% positive variance.

Auxiliary Fund



For the fiscal year ended June 30, 2015, the Auxiliary fund is projected to be within budget.

### Unexpended Plant Fund



For the four months ended October 31, 2014, the Unexpended Plant Fund has a deficit of \$1,189,200 due to a significant amount of Equipment and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 2015, the Unexpended Plant Fund is projected to be within budget.

### Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. As of October 31, 2014, no significant variances from budget are expected.

### Debt Service Fund



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

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

I report compliance.

**Presenter :** Ray Sigafoos

**Start Time :** 1:30 PM

**Item No :** 11

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 8/22/2014

**Item Type :** Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none"><li>a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract and</li><li>b) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.</li></ul>	429146

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

**Details :** Executive Limitation 2.3.2 - Reserves

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

**Attachments :**

Title	Created	Filename
Policy 2 3 2_Oct in Nov.pdf	Nov 12, 2014	Policy 2 3 2_Oct in Nov.pdf

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

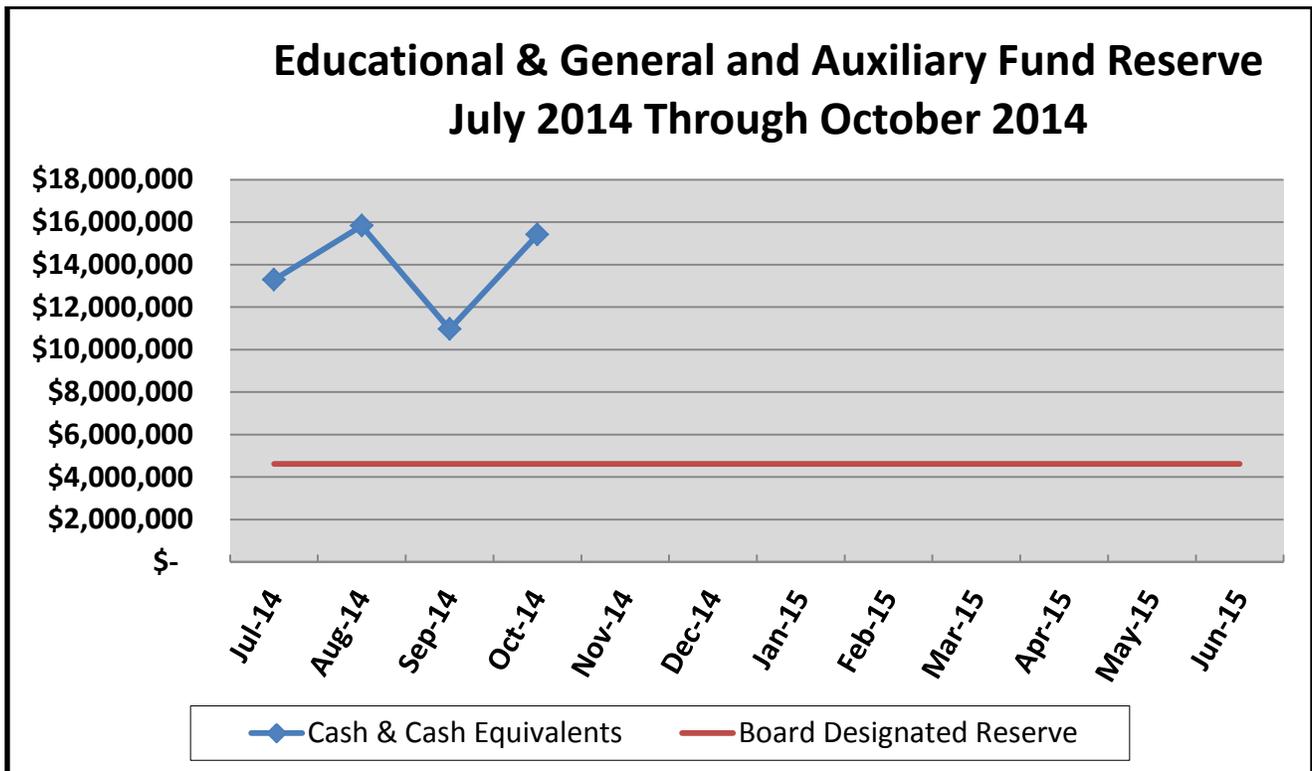
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

**President’s Interpretation:**

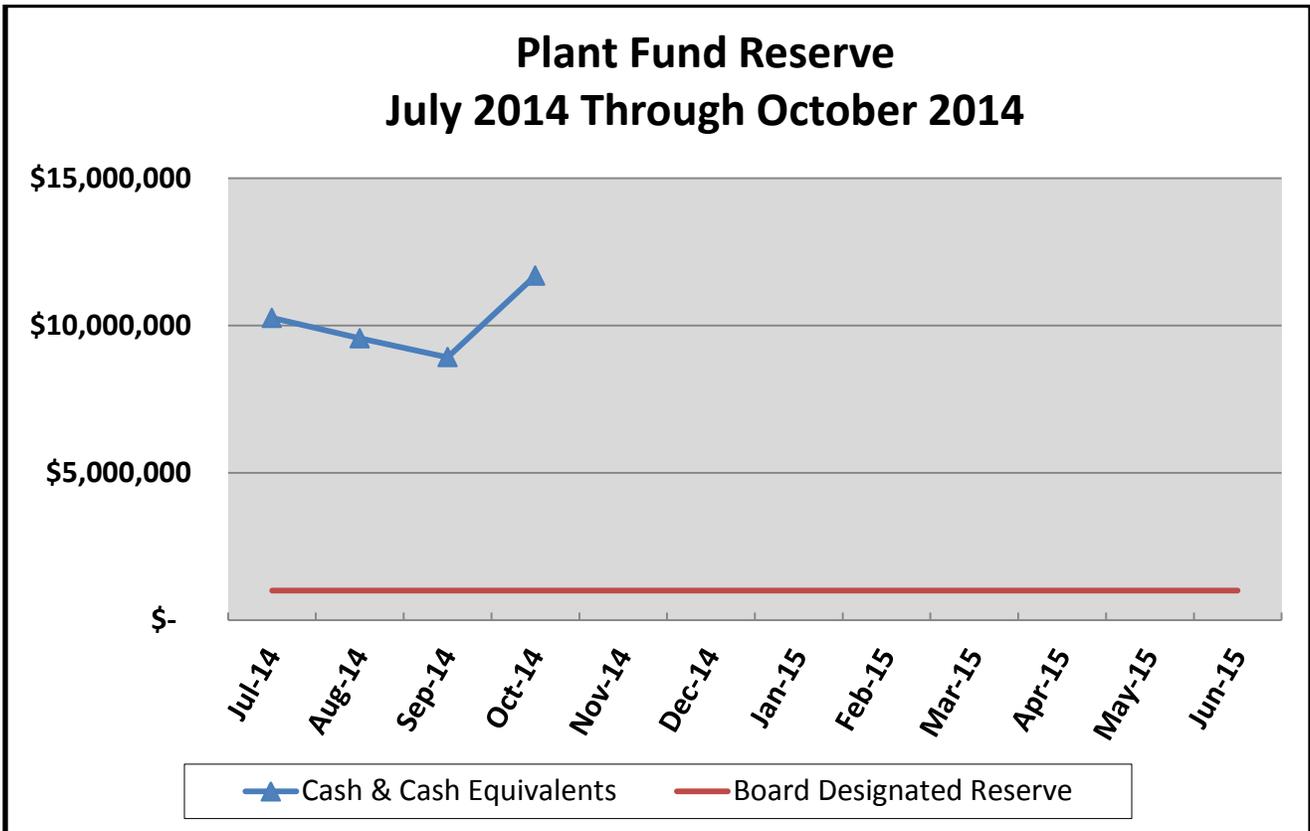
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves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



For the period July 1, 2014, through October 31, 2014, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of October 31, 2014, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$10,690,000.

**President's Conclusion:**

I report compliance.

**Presenter :** Ray Sigafoos

**Start Time :** 1:31 PM

**Item No :** 12

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 8/22/2014

**Item Type :** Consent Item

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

**Description :** Board Evaluation of Policies - District Governing Board Policy 4.2 - Accountability of the President - MONITORING, DISCUSSION AND/OR DECISION

**Details :** Policy 4.2 - Accountability of the President - The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President.

**Attachments :**

Title	Created	Filename
4.2 Compilation.pdf	Nov 07, 2014	4.2 Compilation.pdf

Policy Number	<p align="center"><b>District Governing Board Policy Review Evaluation of Board Policies Compilation - November 2014</b></p> <p><b>Policies:</b>  <b>4.2 Accountability of the President</b>  <b>4.2.1 Delegation of Employment Contract Authority</b>  <b>4.2.2 President Performance</b>  <b>4.2.3 Other Staff Performance</b></p> <p><b><u>Call if you need any help finding data in OurBoardroom™</u></b>  <i>(Barbara, 928.776.2023)</i></p>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
<b>4.2 Accountability of the President</b>	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly:	<b>3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.2.1 Delegation of Employment Contract Authority</b>	Pursuant to A.R.S. 15-1444(A)(6) & (B)(4), the Governing Board hereby delegates to the College President all of its authority to employ; specifically, it delegates all of its authority to enter into, amend, or terminate all employment contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of College President. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Governing Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Governing Board.	<b>3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.2.2 President Performance</b>	The Board shall view the President's performance as identical to organizational performance, so that organizational accomplishment of Board stated Ends and avoidance of Board proscribed means shall be viewed as successful President performance.	<b>3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.2.3 Other Staff Performance</b>	The Board shall not evaluate, either formally or informally, any staff other than the President.	<b>3</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:

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Is this policy still relevant or useful to the Board? Yes **2** 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 :** 1:32 PM

**Item No :** 13

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 10/30/2014

**Item Type :** Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none"><li>a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract and</li><li>b) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.</li></ul>	429146

**Description :** For Consideration of Approval of Resolution 2014 - #02 - Supporting "Expect More Arizona" - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** For consideration of approval of Resolution 2014 - #02 - Supporting "Expect More Arizona" - Attached

"Expect More Arizona" is a movement toward a shared vision to engage the community in efforts to support a world-class education for every child, birth through career.

**Attachments :**

Title	Created	Filename
Resolution 2.pdf	Nov 07, 2014	Resolution 2.pdf

**YAVAPAI COLLEGE DISTRICT GOVERNING BOARD**

***RESOLUTION 2014-#02***

A RESOLUTION OF THE DISTRICT GOVERNING BOARD, YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT, ARIZONA, **SUPPORTING "EXPECT MORE ARIZONA<sup>®</sup>" THE MOVEMENT FOR A WORLD CLASS EDUCATION.**

WHEREAS, the mission of the College makes education a top priority in our community to ensure a strong economic future and a higher quality of life for everyone; and

WHEREAS, the College believes in a shared vision for a world-class education system that enables every child, regardless of background, income, or zip code to succeed in the early years, read proficiently by 3<sup>rd</sup> grade, graduate high school ready for college and/or career, and attain a college degree and/or certificate or industry credential; and

WHEREAS, the College recognizes the importance of the community coming together to advance this shared vision for education and believes everyone has a role to play in promoting a world-class education; and

WHEREAS, Expect More Arizona<sup>®</sup> is a statewide, education advocacy organization building a movement of individuals, organizations, schools and municipalities to advance a shared vision for a world-class education; and

WHEREAS, the College understands the significance of partnerships to achieve big goals and collectively tackle large issues.

NOW, THEREFORE, BE IT RESOLVED by the Yavapai College District Governing Board that Yavapai College hereby affirms that we are a World-Class Education Partner with Expect More Arizona<sup>®</sup> and as such will actively engage the community in efforts to support a world-class education for every child, birth through career.

PASSED, APPROVED and ADOPTED by the District Governing Board of the Yavapai County Community College District this 18<sup>th</sup> day of November, 2014.

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Mr. Ray Sigafos, Board Chair

ATTEST:

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Dr. Patricia McCarver, Board Secretary

**Presenter :** Ray Sigafoos

**Start Time :** 1:33 PM

**Item No :** 14

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 11/7/2014

**Item Type :** Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none"><li>a) deal with items which the Board has delegated but is required to review or receive by relevant law or contract and</li><li>b) to speed up the processing of Board decisions which the Chair believes the Board may not need further deliberation.</li></ul>	429146

**Description :** For Consideration for Approval of Resolution 2014 - #03 - Capital Accumulation Fund Contribution - RECEIPT, DISCUSSION, AND/OR DECISION

**Details :** Approval of Resolution 2014 - #03 - Capital Accumulation Fund Contribution - attached.

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

**Attachments :**

Title	Created	Filename
Resolution 3.pdf	Nov 13, 2014	Resolution 3.pdf

**YAVAPAI COLLEGE DISTRICT GOVERNING BOARD**

***RESOLUTION 2014-#03***

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Yavapai College District Governing Board that a contribution in the amount of \$8,328,000 be deposited into the Capital Accumulation account to fund the five year deferred maintenance and capital improvement plans. The contribution amount is comprised of \$3,328,000 of unspent General Fund monies related to prior fiscal years and \$5,000,000 of Plant fund monies accumulated for the purpose of completing preventative maintenance and Capital Improvement Projects (CIP) as budgeted by the District.

PASSED, APPROVED and ADOPTED by the District Governing Board of the Yavapai County Community College District this 18<sup>th</sup> day of November, 2014.

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Mr. Ray Sigafos, Board Chair

ATTEST:

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Dr. Patricia McCarver, Board Secretary

**Presenter :** Ray Sigafoos                      **Start Time :** 1:34 PM                      **Item No :** 15  
**Proposed By :** Ray Sigafoos                      **Time Req :** 0  
**Proposed :** 8/22/2014                      **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 :** 1:34 PM                      **Item No :** 16  
**Proposed By :** Ray Sigafoos                      **Time Req :** 15  
**Proposed :** 8/22/2014                      **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 :** Sabbatical Report From Mark Woolsey, Professor of Communications, Foundation Studies - INFORMATION AND/OR DISCUSSION

**Details :** - Mark Woolsey, Professor of Communications, Foundation Studies, was awarded a sabbatical during Fall Semester 2013 to enhance his knowledge on narratives of oral traditions. His sabbatical presentation will include:

- Research
- Communication Interaction
- Curriculum Development

**Attachments :**

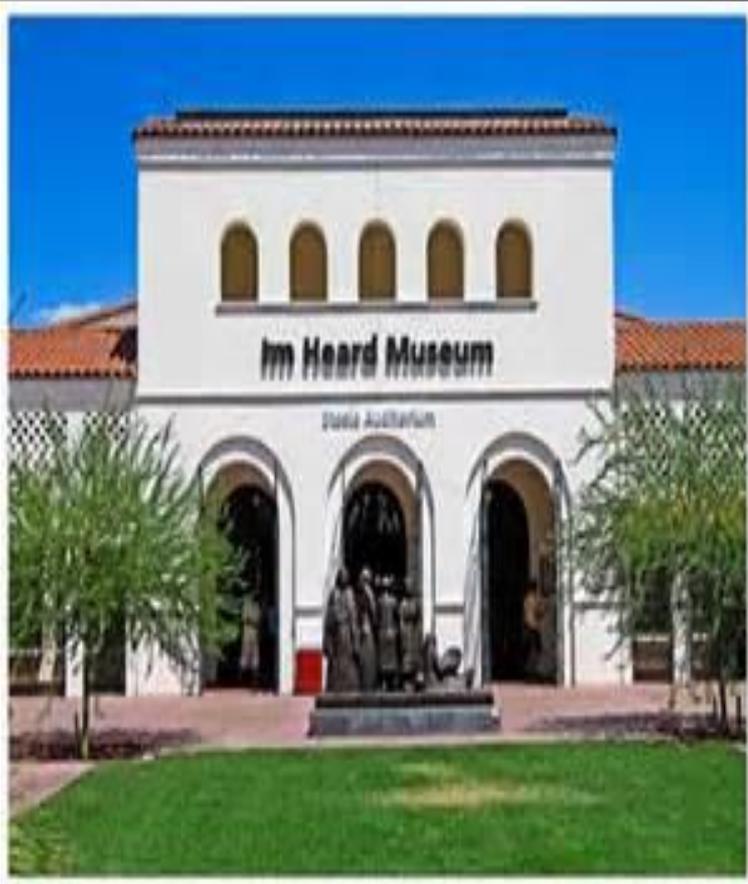
Title	Created	Filename
Sabbatical Report.pdf	Nov 14, 2014	Sabbatical Report.pdf

COM 100 Introduction to Human Communication  
COM 131 Fundamentals of Speech Communication  
COM 217 Introduction to Argumentation and Debate  
Com 271 Small Group Communication

The stories that we tell are not simply reflections of what we regard as significant, they become our reality.

Thomas Holihan





Heard Museum  
Phoenix, Arizona



Autry Museum  
Los Angeles, CA





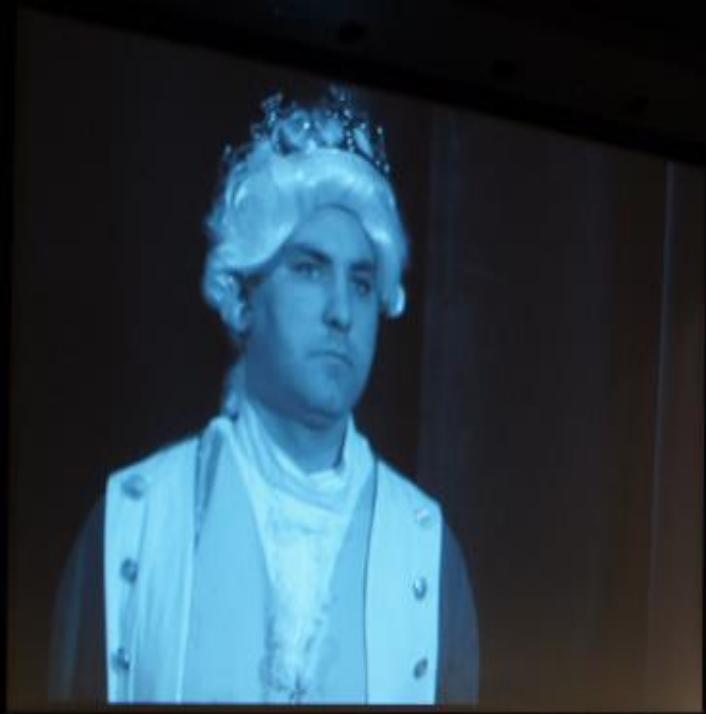
Michelle Powskey  
Native American Storytelling  
Thumb Butte Speech Festival





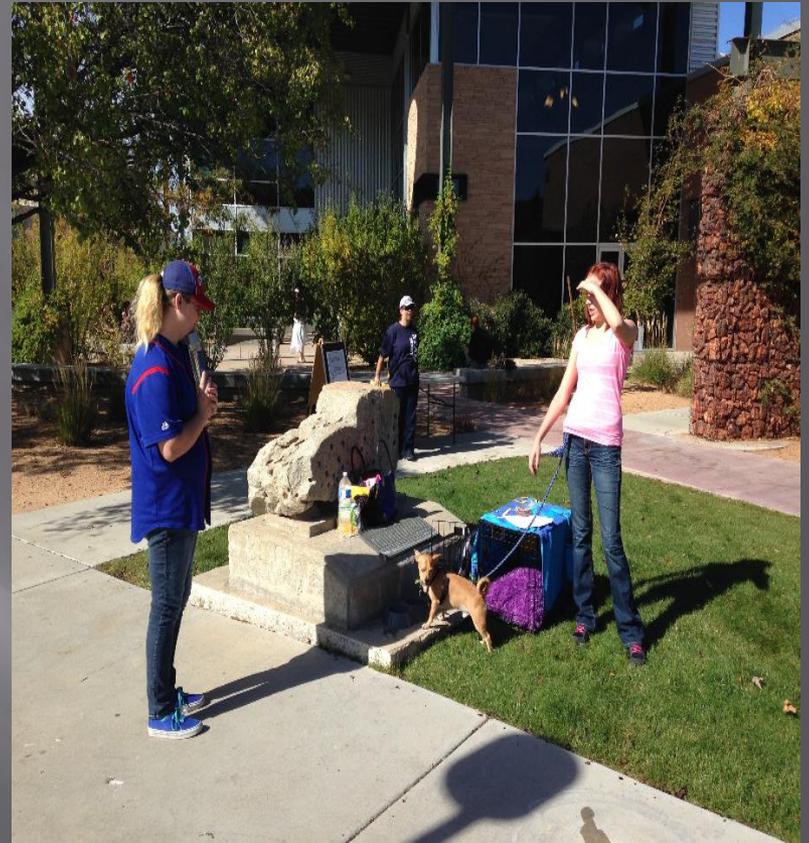








Rosie the Riveter  
Ashley Scholes



Animal Shelters  
Emily Hoff & Chico



Speakers Corner , Hyde Park 1872



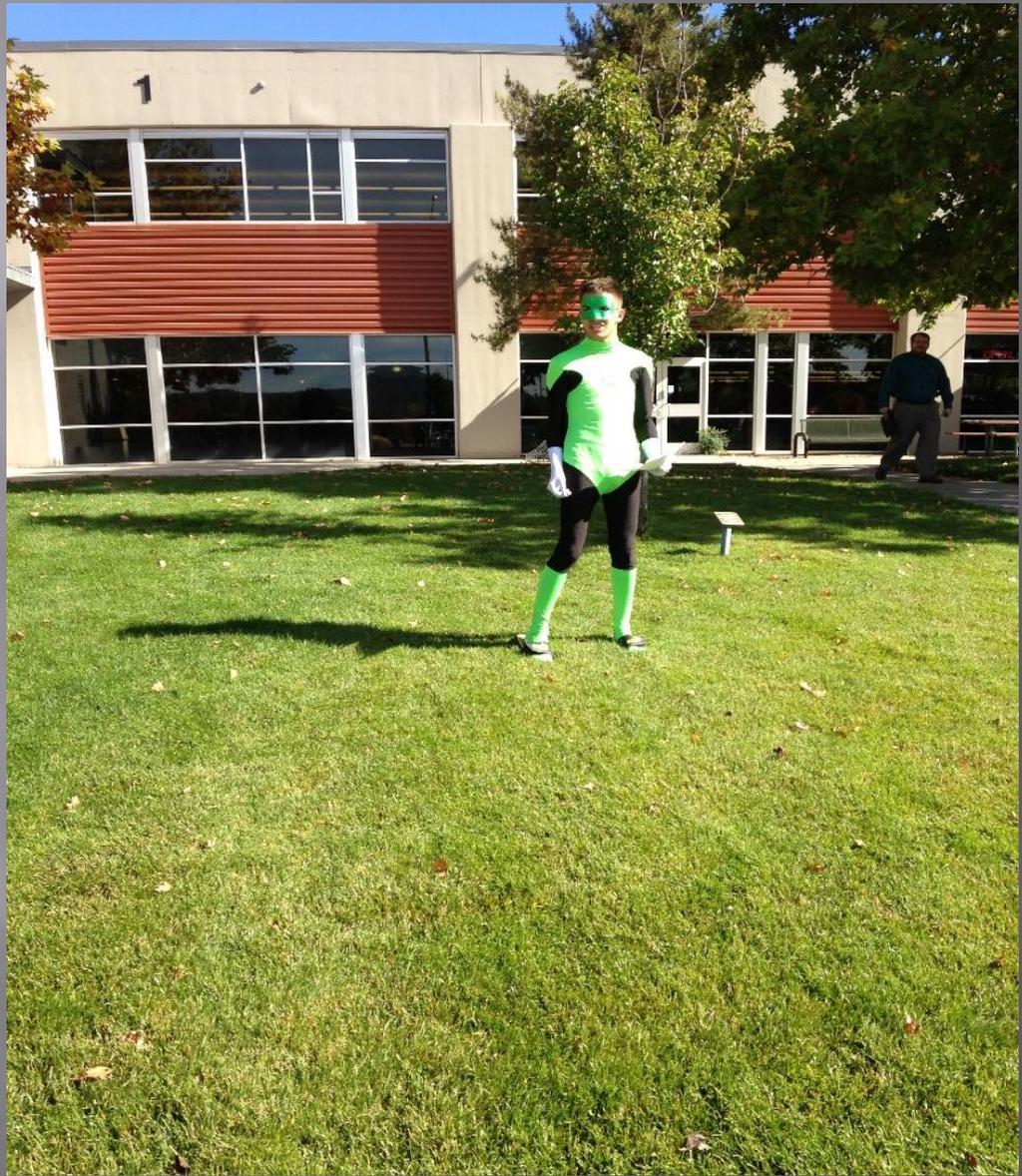
## Speakers Corner, Yavapai College 2014

Speakers Corner  
Yavapai College  
Prescott, AZ.



Speakers Corner  
Hyde Park  
London England

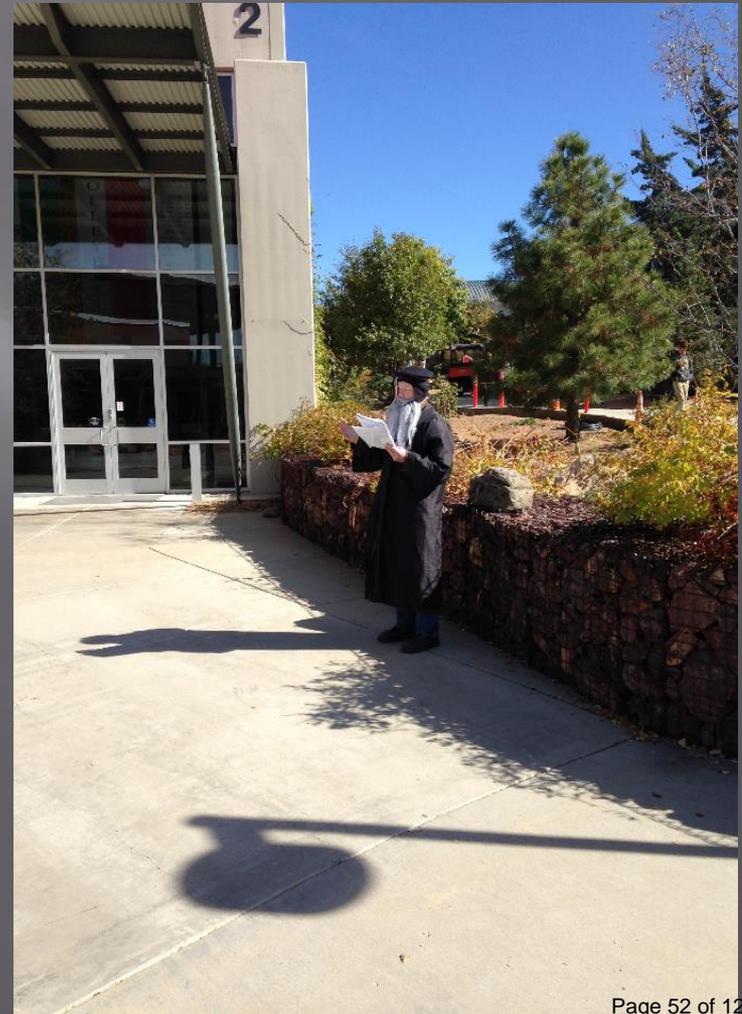






Speakers Corner  
Hyde Park  
London England

Speakers Corner  
Yavapai College  
Prescott, AZ.



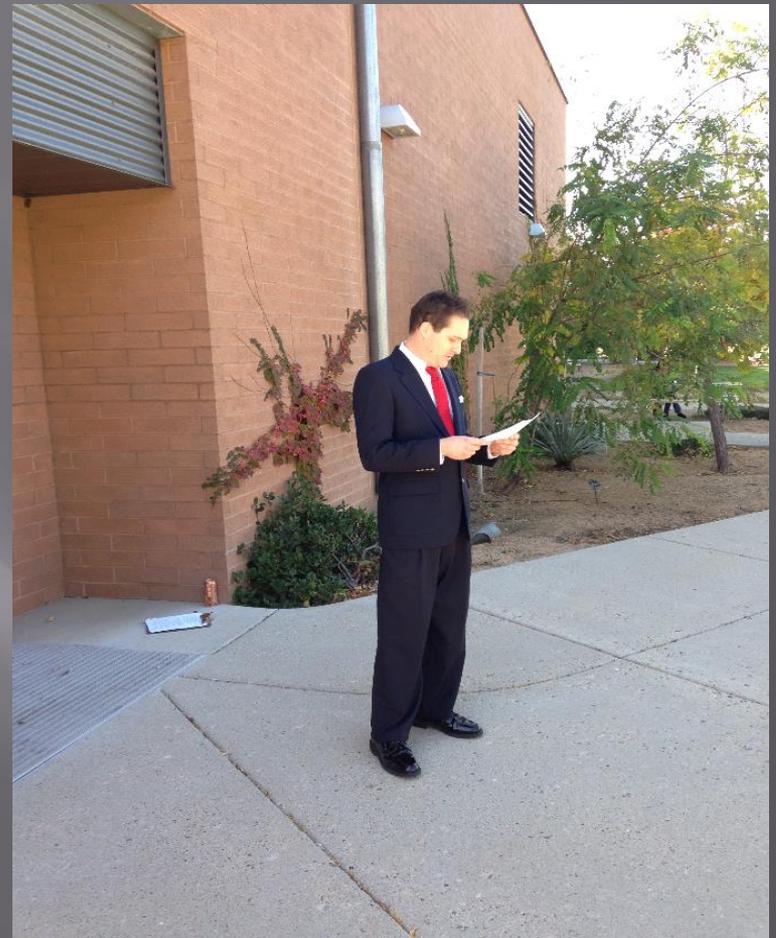
**Speakers Corner  
Yavapai College  
Prescott, AZ.**



**Speakers Corner  
Hyde Park  
London England**



Speakers Corner  
Hyde Park  
London England



Speakers Corner  
Yavapai College  
Prescott, AZ.

**Speakers Corner  
Yavapai College  
Prescott, Arizona  
Topic: Beware of Student Loans**



**Speakers Corner  
Hyde Park  
London England  
Topic: One Nation**



**Presenter :** Ray Sigafoos

**Start Time :** 1:49 PM

**Item No :** 17

**Proposed By :** Ray Sigafoos

**Time Req :** 20

**Proposed :** 8/22/2014

**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: Remembrance Day National Roll Call; Strategic Initiatives; AZ Wine Magazine Article; Sculpture Garden - Phase 4; Facilities Management News; College Highlights, Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- The Remembrance Day National Roll Call - Veteran's Day, November 10, 2014
- Strategic Initiatives
- AZ Wine Magazine Article - Attached
- Unveiling of Sculpture Garden -Phase 4, November 12, 2014
- Facilities Management News - October 2014 - Attached, Information Only
- College Highlights - October 2014 - Attached, Information Only
- Other Related Issues

**Attachments :**

Title	Created	Filename
Day of Remembrance.pdf	Nov 06, 2014	Day of Remembrance.pdf
AZ Wine Article.pdf	Nov 13, 2014	AZ Wine Article.pdf
Unveiling of Sculpture Garden Phase 4.pdf	Nov 13, 2014	Unveiling of Sculpture Garden Phase 4.pdf
November 2014 YAVAPAI COLLEGE Facilities Management News.pdf	Nov 13, 2014	November 2014 YAVAPAI COLLEGE Facilities Management News.pdf
November 2014 College Highlights.pdf	Nov 13, 2014	November 2014 College Highlights.pdf



# *The Remembrance Day National Roll Call*

DEFENDING LIBERTY AND FREEDOM

## **VETERANS DAY**

HONORING ALL WHO SERVED

# **11-10-14**

You are cordially invited to participate in

### **The Remembrance Day National Roll Call**

In honor of service members who  
have given the ultimate sacrifice in:

#### **THE IRAQ AND AFGHANISTAN CONFLICTS**

Monday, November 10, 2014

Building 19-147 Community Room - Prescott Campus

Building M - 137 Verde Campus

Program begins at 7:30 am & concludes approximately 5:00 pm  
with the reading of the final name

For more information contact  
Karen Leja at (928) 776-2270

**yavapai**  
COLLEGE  
life explored

# AZ WINE

Lifestyle

**The School  
of Wine**  
*Southwest  
Wine Center*

**Not Your  
Average Winery**  
*AZ Hops & Vines*

**Come Sail Away**  
*Zarpara Vineyard  
and Winery*

**Trending  
@AZWINE Lifestyle**  
*"Top Secret"  
Provisioner*

November - February  
2014-2015

DISPLAY UNTIL MARCH 2015 \$3.95  
3 4 >



0 74470 25510 9

# The School of

## Southwest Wine Center



# Wine

teaches the craft



Story by Paul Kirchgraber & Marcia Jacobson  
Photographs by Patrick Coulie



**T**he Verde Valley is being transformed. A young, vibrant wine industry, built on the area's rich farming heritage, is revitalizing the local economy. Vineyards, wineries and tasting rooms, scattered throughout the region, are adding jobs while creating new opportunities for wine-related support businesses. Increased tourism to an area already known for its natural beauty and cultural attractions is being fueled by the unique experiences found at local vineyards and tasting rooms.

### **Creating a Wine Education Center for Arizona**

At the center of this movement to strengthen and transform Arizona's rural economy by building on the momentum of the emerging wine industry is Yavapai College.

Yavapai College, along with the Verde Valley Wine Consortium, the Arizona Wine Growers Association, the University of Arizona and its many partners, has created a plan that will establish all of the components needed to support the thriving new industry. This vision includes establishing the Southwest Wine Center at Yavapai College. The Wine Center, located on the Verde Valley campus in Clarkdale, AZ, will be the primary academic and training center supporting wine growers throughout the southwest United States.

#### **Academic Programs**

The Southwest Wine Center at Yavapai College will provide high-quality technical training in viticulture (grape growing) and enology (winemaking) that will ensure that local growers have the trained workforce they need. The one-year Certificate in Viticulture has been offered since 2009, with the Associate of Applied Science in Viticulture and Enology launched in the Fall 2012. Non-credit community education and lifelong learning opportunities in wine appreciation will further enhance and encourage the region's residents to participate in wine education activities.

#### **Student-run Vineyard**

A 17-acre vineyard, planted in the foothills of Mingus Mountain on Yavapai College's Verde Valley campus, will provide students with hands-on real world, scientific experience in vineyard establishment and management including, plant science, water management, vine selection, land preparation, and planting and harvesting the grapes.

#### **A Low Impact Teaching Winery**

With an eye toward creating a low impact 'classroom' for students, the winery was constructed from an underused racquetball court on campus using existing walls to accommodate the production area, barrel and case storage areas, as well as a public wine tasting room (not yet open). Shaded translucent clerestory windows were added to bring outside light into the inner space which allows the winery to function during daylight hours without the need for artificial lighting. The existing 12-inch thick masonry walls contribute to a building design that uses 50 percent less power per square foot than a standard Arizona home.

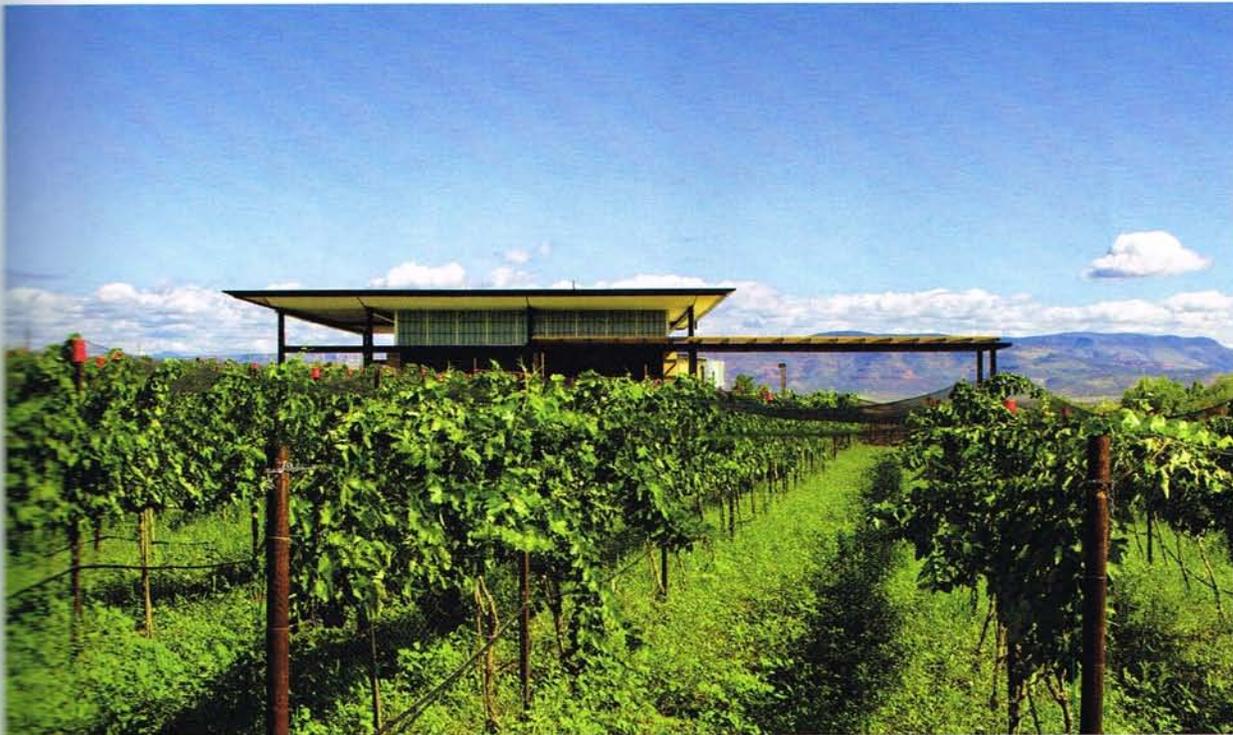
The roof is 2.5 times the size of the building, creating a covered, shaded outdoor area for grape staging, weighing and crushing. Rainwater collected on the oversized roof and stored in two freestanding tanks will allow the building to eventually be Net Zero for water usage. Future plans call for photovoltaic solar cells, placed on a shade structure over the wine center parking area, that will generate sufficient power to make the building Net Zero for electricity.

Students will learn the concepts of producing wine at the state-of-the-art teaching winery. The winery has production areas and barrel and case storage to support production of 3,000 cases of wine per year. Students will gain experience in the marketing and business aspects of the wine industry by working in the tasting room with its adjoining trellis-covered tasting patio.

#### **Knowledge Gateway and Repository**

The Southwest Wine Center at Yavapai College, in collaboration with the University of Arizona, will serve as a catalyst for knowledge discovery and information sharing. The U of A will work with YC to manage a knowledge gateway and repository that will make historical data about Arizona

*The Southwest Wine Center  
will provide high-quality technical training  
in viticulture and enology.*



land, soil and water use, as well as new information about grape growing and winemaking in the desert Southwest accessible to the public. The gateway will provide a portal to research, articles, books, videos and websites in digital format, as well as to archived information.

#### **Business Linkages**

Through Yavapai College's Regional Economic Development Center (REDC) the Southwest Wine Center will create opportunities for industry collaboration and information-sharing that supports the economic development of the wine industry in the Verde Valley. It will foster entrepreneurship and serve as a clearinghouse for linking new businesses to the resources needed for success. Social networks created through the Center will facilitate the transfer of knowledge about techniques, emerging technologies, and market trends among industry partners. It will also provide the mechanism to allow newcomers to enter the industry and make connections with local producers.

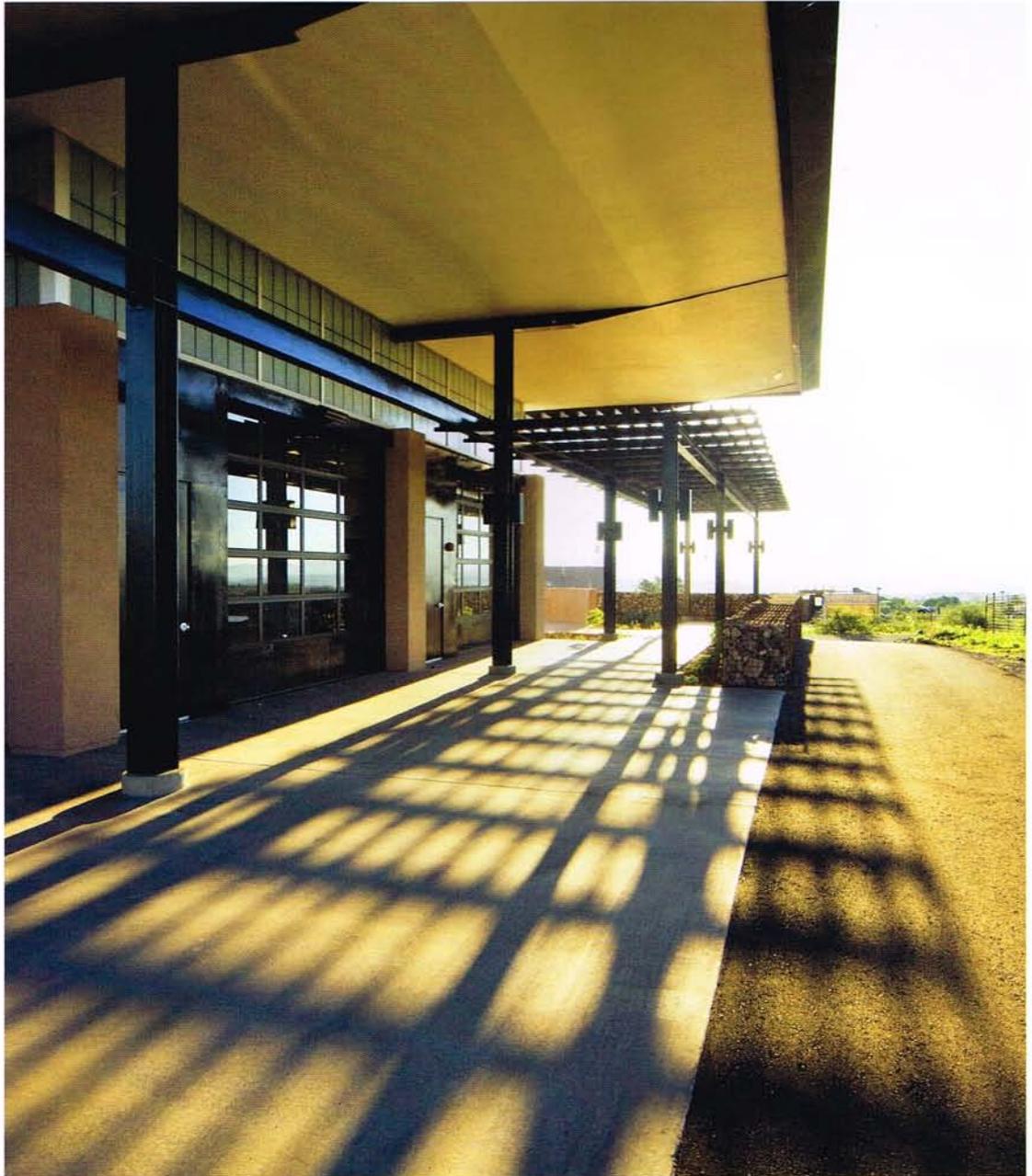
#### **Why Create a Wine Education Center at Yavapai College?**

##### **Training a New Workforce**

For more than 45 years Yavapai College has been providing workplace training and degree programs for the community. The Southwest Wine Center at Yavapai College will provide wine growers with the trained workers they need for their

A 17 acre vineyard, planted in the foothills of Mingus Mountain on Yavapai College's Verde Valley campus, will provide students with hands-on real world, scientific experience.

The roof is 2.5 times the size of the building, creating a covered, shaded outdoor area for grape staging, weighing and crushing.



industry to grow and thrive. Industry partners will be involved in planning and teaching meaningful courses. Residents will have access to local training that leads to a rewarding career in their own community.

#### **Hands-On Experience**

Textbook theory and concepts are important, but the best way to prepare a workforce for entry into a new industry is provide hands-on experiences as a critical part of learning, career exploration and skill building. Located on the Verde Valley campus, the student-run vineyard and teaching winery both serve as teaching labs that provide students with real world experience that cannot be duplicated in a classroom setting alone. Students will also gain business experience through marketing and sales of Yavapai College-labeled wine in the teaching winery's own tasting room.

#### **Good for the Environment**

The newness of the wine industry in Arizona provides ideal conditions for modeling an innovative farming paradigm – one that is environmentally sound and resource-conserving. With more Arizona land being converted to grape growing each season, Southwest Wine Center programs will identify and promote best arid region growing practices and demonstrate the



*The total economic impact of the Verde Valley wine industry in 2015 will be over \$44 million.*

The winery was constructed from an underused racquetball court on campus using existing walls to accommodate the production area and a public wine tasting room.

importance of low impact solutions to conserving precious natural resources.

As an example, in collaboration with the City of Cottonwood, a 5,150 foot, eight-inch water line is bringing reclaimed wastewater from the City's wastewater treatment plant to the campus vineyard site. The wastewater is grade A+ reclaimed water and will provide irrigation to the 17-acre campus vineyard.

### **Knowledge Discovery**

Most of the grapes in Arizona are grown between 2,500 and 5,000 feet in elevation in a climate similar to that of the Rhone Valley in southern France with the top five varieties in terms of acreage being Cabernet Sauvignon, Syrah, Grenache, Zinfandel, and Merlot. Though grapes have been grown in Arizona for hundreds of years, the commercial wine industry is very young. While off to a great start, there is still much to learn about practices that capitalize upon, and sustain, our unique environment. Faculty and staff at the Southwest Wine Center at Yavapai College will work with area vintners and growers to advance our understanding of best practices for growing grapes in the desert southwest.

## Economic Impact

### Wine – A New Economic Engine for the Region

Washington State serves as a benchmark for the substantial economic impact made possible by wine industry growth. Today, in Washington, the wine industry attracts over two million annual visitors and has a total economic impact on the state of over \$3 billion. This is Arizona's potential.

Arizona has three major growing regions: southern Arizona in the Sonoita/Elgin area, the Willcox area in Cochise County and the Verde Valley region. Grape growing is also scattered in other areas such as Kingman, Benson, Payson and Portal. In an area that has experienced some of the most difficult economic conditions in decades, the Arizona wine industry holds the promise of significant and sustainable growth. Changes to state law in 2006 provided the first opportunity for the wine industry to provide major economic impact.

As reported by the USDA's National Agricultural Statistics Service in 2014, there were 65 vineyards and more than 90 wineries and tasting rooms operating throughout Arizona. Vineyard operators planted a total of 950 acres in 2013 with the value of grapes grown totaling \$2.2 Million. A majority of growers intend to expand operations in the next three years. By the end of 2016, an additional 350 acres are planned. If realized, acres planted would total 1,300 statewide.

The estimated direct economic impact of Verde Valley wineries, vineyards, and tasting rooms alone in 2009-2010 was \$5.5 million and the total of all economic activity in Arizona related to Verde Valley wine is estimated to be almost \$25 million.\*

### Rural Economic Development

As the industry grows, new businesses will open or relocate nearby to take advantage of the expanding market. The wine industry will support businesses involved in packaging, marketing, storing, selling and shipping wine, as well as those that provide the supplies and maintain the equipment for the businesses. While total spending by wine industry members with other private firms totaled more than \$6.5 million during 2009, regional business expansion will result in a larger percentage of business-to-business expenditures staying in the region.

### Growth in Tourism

As the wine industry grows, the region's economy will be impacted by increased wine-related tourism. The verdant Verde Valley sits between historic Prescott and artistic Sedona, two locations that already draw many visitors. A strong wine industry will build upon this natural advantage. An estimated \$15 million in additional economic activity is already generated in Yavapai and Coconino counties due to Verde Valley wine sales and Verde Valley wine tourism that takes place outside the wineries and tasting rooms.\* Based on a conservative growth estimate of 10% per year, the total economic impact of the Verde Valley wine industry in 2015 will be over \$44 million.

## From Vision to Reality

### A \$3 Million Fundraising Campaign for the Southwest Wine Center

Wine growing regions throughout the U.S. have always grown and prospered alongside a prominent academic partner. Arizona is no exception. Yavapai College serves as that partner and has embarked on a Capital Campaign to raise the \$3 million necessary to complete this vision.

Central to the campaign is the need to provide the funds necessary to finish the 17-acre vineyard and state-of-the-art teaching winery located on the Clarkdale campus in the Verde Valley. Together these facilities serve as a gathering place for research and education to spark innovation, fuel economic development, support regional and national collaboration, and provide a catalyst for research. Donations support the continued construction, outfitting and maintenance of these educational facilities and are tax deductible to the fullest extent allowed by law.

To learn more about enrolling in classes at the Southwest Wine Center or to get involved as a contributor to the fundraising campaign visit [www.yc.edu/swc](http://www.yc.edu/swc) or call (928) 717-7773.

*Paul Kirchgraber is the director of development and Marcia Jacobson is the grants director for the Yavapai College Foundation.*

\*University of Arizona, Yavapai County Cooperative Extension, The Economic Contributions of Verde Valley Winemaking (April 2011)

\*University of Arizona, Yavapai County Cooperative Extension, The Economic Contributions of Verde Valley Winemaking (April 2011)

# Unveiling of Sculpture Garden Phase 4 November 12, 2014



# YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

November 2014

Greetings from Facilities!

The November 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**

Phase 1A of the Campus Master Plan is now in the Design Development phase. During this phase of design, a much more detailed package of drawings is taking shape which includes structural, electrical and mechanical layouts all in preparation for the final stage of design which is Construction Documents (CDs). CDs are used to procure materials, obtain bids and schedule work and is generally the road map from start to finish of construction projects.

Thank you to all faculty and staff who were able to review the progress and provide feedback to the construction and design team for Buildings 1 and 3 at the October 15 meeting and at the CTEC review meeting on November 5.

Construction of CTEC is scheduled to begin December 19 and conclude July 31, 2015. The schedule for Buildings 1 and 3 is March 6 through July 31, 2015.

In preparation for the Buildings 1 and 3 renovations, the first step of the moving process is underway with the renovation of the first floor of Building 32 for the Institutional Effectiveness and Research (IER) department. Once the IER team is moved into Building 32, the bulk of the Business Office functions will be moved to Building 30 followed by the Dean of Computer Technologies and Instructional Support office suite moving to the first floor of Building 1. Also in this first wave of construction, Building 3 room 117 will be converted to administrative offices for Allied Health and a new Registrar's office in Building 1. Moving for these spaces will be complete by December 19, 2014.



Building 32 Renovation for IER

The moving committee for CTEC and Prescott campus meets weekly so feel free to contact Chris Larson or James Crockett for more information about scheduling and preparations for moving.

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**

### Sedona Center Parking Lot

Utility locators will be on site the week of November 10 followed by the installation of a construction fence around the work zone in preparation for ground breaking for the new lot. The new lot will include lighting, landscaping and will add approximately 90 new parking slots. Construction on the new lot is scheduled to conclude by the end of February 2015.



Location of Upcoming Arts Village Road and New Parking Lot Construction Projects



Grade Staking in Preparation for Excavation

Michael Taylor and Associates

McCarthy Building Companies

Project Manager: David Laurence

Residence Hall Landscaping

The Facilities Grounds Team continues to install landscape and hardscape features around the perimeters of Kachina and Marapai through the end of November.



New Landscape at Marapai



New Landscaping at the North Side of Kachina

### Performing Arts Center Elevator

Construction is underway for an elevator at the PAC to aid patrons with limited mobility needing access to balcony seating and provide a safe method to move heavy equipment from floor to floor. The elevator will be located near the junctions of Buildings 15 and 16 and should be complete in July 2015.



Location of New Elevator Assembly and Temporary Exit Route



Location of Elevator Cab Access Point

GLHN Architects and Engineers

Haley Construction, Inc.

Project Manager: David Laurence

### Building 2 Gym Floor Storm Damage Update

The gym is closed to all personnel as demolition has started and the area is unsafe. The replacement of the floor is scheduled to take 4 months so stay tuned for Newsflash announcements and future editions of this newsletter as the project progresses.



Preparation for Demolition of Gym Floor

### **PREVENTIVE MAINTENANCE PROJECTS**

In the September issue of this newsletter, it was discussed that major maintenance projects would be addressed as information concerning implementation becomes available. The College is looking to enlist the services of a construction manager to

schedule major maintenance work over the next three fiscal years. Some of the major projects identified during this fiscal year include:

Exterior Stucco Repair and Painting of the Sedona Site – College is accepting bids

Roof Replacement Verde Campus Building L – In process

ADA Parking Lot Modifications at the Verde Valley Campus – In design

Roof Replacement of Building 2, Prescott Campus – Researching design options

Pavement Rehabilitation, Sheldon to Low Water Crossing – Summer 2015

Major HVAC Replacement Building 3 – May/June 2015

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

Please welcome Noël Bossen to Facilities Management as the new District Office Manager. She is previously from the area, and is returning to the area after a short time serving in the Army. She is the proud mother of two teenage daughters, one of which is currently enrolled in YC. Being an employee of an entity that has an integral part in the Yavapai/Prescott community was on the top of her list for job searching, and she feels this job fits that perfectly!

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.

## November 2014 College Highlights

- In recognition of Veteran's Day, the public was invited to attend, "The First World War Symposium: A Series of Interdisciplinary Lectures Presented by the Faculty of Yavapai College." This lecture series ran from November 6-8 at both the Clarkdale and Prescott campuses, free of charge. In addition to the lectures and presentations by Yavapai College professors, the symposium featured screenings of films "All Quiet on the Western Front" and "Johnny Got His Gun" as well as a Master Chorale performance directed by **Dennis Houser**, Adjunct Music instructor. **Dr. Amy Stein**, Professor of History and Humanities, was the coordinator of the event as well as one of the presenters.

### Arts and Humanities

- **Lauren McCrea**, Professor of Graphic Design, reports we have a celebrity in the making at Yavapai College. Shelly Stuckman aspires to create fashion design, and so she is currently studying Graphic Design in Professor McCrea's class. Shelly is learning more than she could have imagined. She created her own blog, <http://shellystuckman.blogspot.com/p/art.html> and won a contest last summer where she was flown to Canada to meet a famous fashion blogger that she admires. This week Shelly had to leave class early to catch a plane because *Teen Vogue* was flying her to an Armani fitting for her guest spot on TV Young Hollywood. Next week, the People's Choice awards are coming to town to film Shelly's story.
- **Laraine Herring**, Professor of English and Creative Writing, recently had her short story, "Moon Party," published in the *Writer's Tribe Journal*.

### Sciences Health and Public Services

- Yavapai College, along with the City of Prescott and the Town of Prescott Valley, will proudly host the 2014 NJCAA Men's Division I National Soccer Tournament November 17-23, 2014. For updates and information on how to purchase tickets to the tournament and the dinner of champions, please see the Soccer Championship page: <http://soccer2014.yc.edu/>
- The Yavapai College Chapter of HOSA (Health Occupations Students of America) raised \$630.00 through their participation in the Alzheimer's Walk on October 4, 2014.
- The Yavapai College Athletics Hall of Fame boosted its total inductees to nine by enshrining three new members. Longtime athletics contributor Paul Roberts, former baseball standout Billy Hatcher, and the entire 1990 men's soccer team made their way into the Hall, and each with an individual story of triumph to tell. Here is the link to the article in the *Daily Courier*:  
<http://dcourier.com/main.asp?Search=1&ArticleID=137153&SectionID=2&SubSectionID=1125&S=1>

## Business, Education and Social Sciences

- **Susan Mucci**, Adjunct Psychology Instructor, recently completed a certification with Permafix Environmental Services, Inc. (PESI), as an approved provider of continuing education credits by the National Association of Alcoholism and Drug Abuse Counselors. The certification was offered through The Meadows of Wickenburg, Arizona and was presented by Bessel Van Der Kolk, MD, a senior fellow at The Meadows. The name of the presentation was “The Body Keeps Score: Trauma, PTSD and the Brain.”
- **Kelli Jones**, Adjunct Geography Instructor and HR Recruiter, participated in the Biosphere II Teacher’s Program: “Environmental Challenges in Latin America and the Middle East” on November 1<sup>st</sup> – 2<sup>nd</sup>. The program was hosted by the University of Arizona’s Center for Latin American Studies and Center for Middle Eastern Studies. After submitting information about the courses and content she teaches, she was selected as 1 of 22 educators who incorporate arid lands studies, water rights, human rights, and conservation topics into student learning experiences.

## Foundation Studies

- **Mark Woolsey**, Professor of Communication, and the Communication Department hosted the Yavapai College Speaker’s Corner event on the Prescott Campus, October 30<sup>th</sup>. The event featured over 25 student orators on a variety of topics as well as speakers performing excerpts from some of America’s greatest historical speeches. Professor Woolsey recently traveled to London, England where he experienced “Speaker’s Corners,” an event which began in 1872 and remains a symbol of free speech. For more information about the history of Speaker’s Corner, visit this link: <http://www.speakerscorner.net/>

**Presenter :** Ray Sigafoos

**Start Time :** 2:09 PM

**Item No :** 18

**Proposed By :** Ray Sigafoos

**Time Req :** 35

**Proposed :** 8/22/2014

**Item Type :** Information Item

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

**Description :** Update from Instruction and Student Services to Include: Fall Enrollment Report; Faculty Senate Update; Student Leadership Council; Business, Education, & Social Sciences Update; Adjunct Faculty; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Fall Enrollment Report - Dr. Stuart Blacklaw, Vice President for Instruction and Student Services
- Faculty Senate Update - Vikki Bentz
- Student Leadership Council, Josh Eggiman and Amanda Knutson - Josh Schmidt, Faculty Coordinator for Student Leadership Council
- Business, Education, & Social Sciences Update - Jill Fitzgerald, Dean
- Adjunct Faculty Update, November - Attached, Information Only
- Other Related Issues

**Attachments :**

Title	Created	Filename
Fall 2014 Enrollment Update - Day 79.pdf	Nov 06, 2014	Fall 2014 Enrollment Update - Day 79.pdf
Student Leadership Council.pdf	Nov 13, 2014	Student Leadership Council.pdf
BESS Division Updates 2014 Rev 2-5.pdf	Nov 13, 2014	BESS Division Updates 2014 Rev 2-5.pdf
AA_Vol_4_Issue_4_November_2014.pdf	Nov 13, 2014	AA_Vol_4_Issue_4_November_2014.pdf

# Fall 2014 Enrollment Update



**PREPARED FOR THE NOVEMBER 18<sup>TH</sup>  
DISTRICT GOVERNING BOARD MEETING**

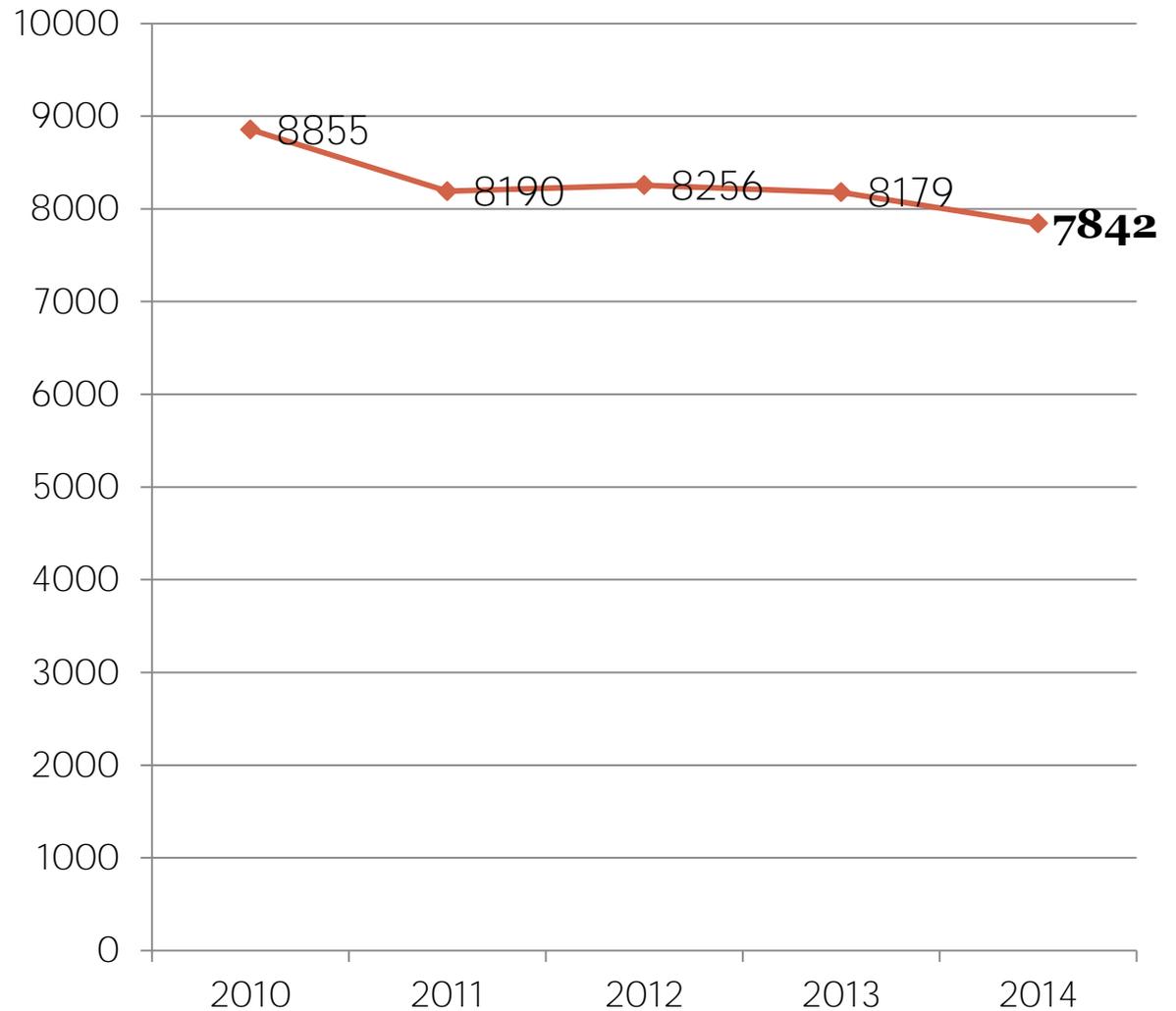


# District Enrollment

Unduplicated Headcount as of day 79

Fall-over-fall headcount is down (-4.1%)

### Fall 2014 Unduplicated Headcount - Day 79



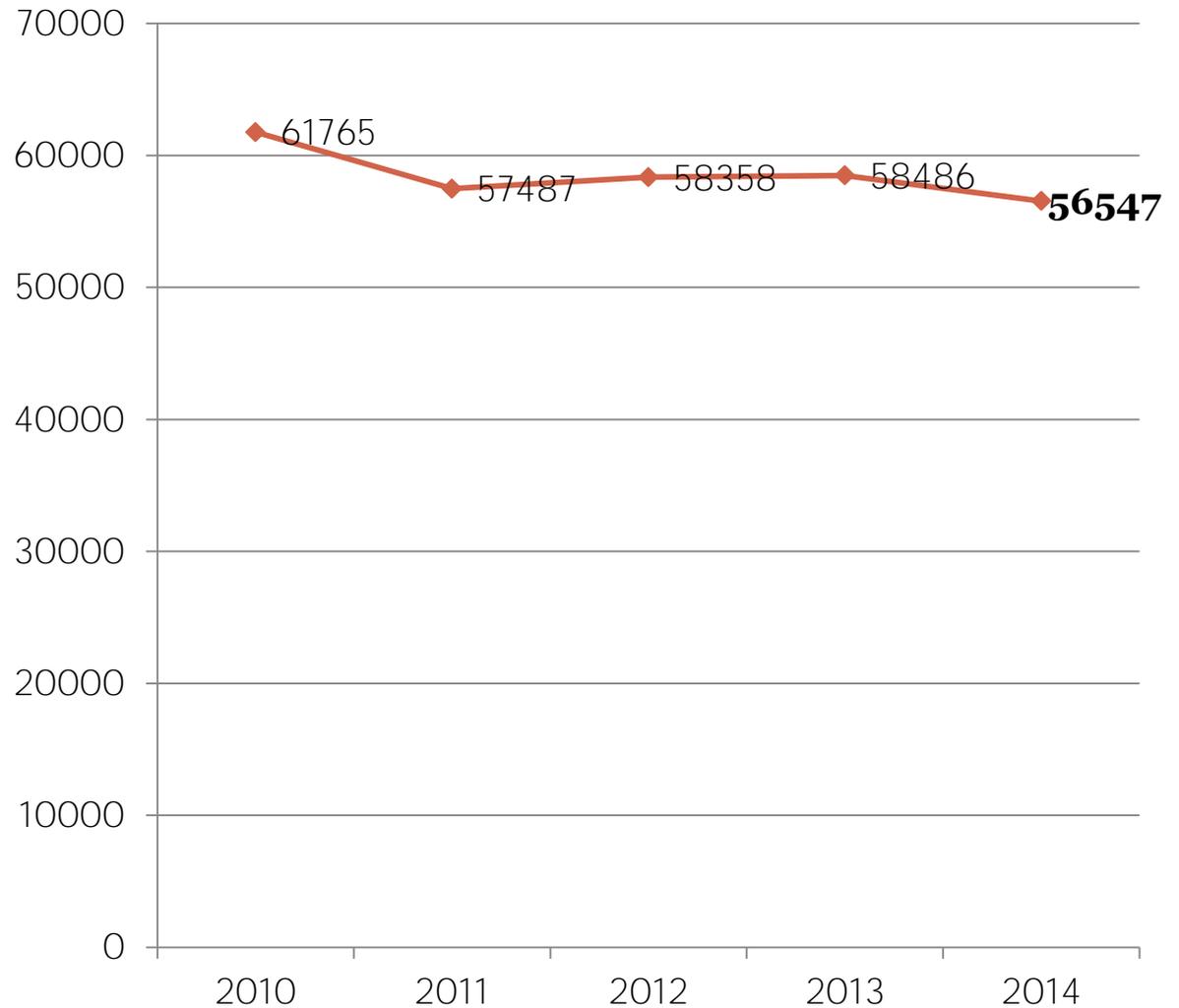


## District Enrollment

Student Credit Hours (SCH) as of day 79

Fall-over-fall student credit hours are down (-3.3%)

### Fall 2014 Student Credit Hours - Day 79





## Fall Enrollment by Campus

Enrollment Increases:

Chino Valley, CTEC, and Online.

Enrollment Decreases:

Prescott, Sedona, Verde, Off-Site, and Dual Enrollment.

### Fall 2014 Student Credit Hours (SCH) by Campus - Day 79

Campus	2013	2014	Change	% Change
Chino Valley	1270	1388	118	9%
CTEC	4702	4712	10	0%
Dual Enrollment	3630	3204	-426	-12%
Online	16461	17141	680	4%
Prescott	22728	21561	-1167	-5%
Prescott Valley	2983	2175	-808	-27%
Sedona	372	15	-357	-96%
Verde	4375	4373	-2	0%
Off-Site	1964	1956	-8	0%

# Subjects +/- 150 SCH (Day 14)



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

	Fall 2013	Fall 2014	% Change	Change
FYE First Year Experience	NA	987		987
ELT Electronics Technology	372	674	81.2%	302
PSY Psychology	2,509	2,769	10.4%	260
COM Communications	1,308	1,509	15.4%	201
NTR Nutrition	312	474	51.9%	162
EMS Emergency Medical Services	1,165	966	-17.1%	-200
CSA Computer Systems & Application	1,803	1,569	-13.0%	-234
STU Student Success Skills	414	160	-61.4%	-254
NSG Nursing	1,901	1,639	-13.8%	-262
ACC Accounting	1,043	770	-26.2%	-273
SOC Sociology	1,213	904	-25.5%	-309
ART Art	2,997	2,653	-11.5%	-344
DFM Digital Filmmaking	361	0	-100.0%	-361
PHE Physical Education	2,263	1,851	-18.2%	-412
ENG English	5,628	5,202	-7.6%	-426
MAT Mathematics	6,891	6,316	-8.3%	-575

# Questions and Comments



## Next Steps:

A detailed Fall 2014 enrollment analysis will be conducted in November.



# District Governing Board November 18th

## Student Leadership Council Presentation



## Students

- **Josh Eggiman** – Josh is currently in his last year at Yavapai College, and has been a student at Yavapai since fall of 2012. This is his second year as a member of the Student Leadership Council. He will be graduating in May of 2015 with his Associates of Arts, and his focus is on Psychology. After he graduates he plans to transfer to the University of Arizona to get a Bachelors of Arts in Psychology, and start on the path toward his Ph.D. in Clinical Psychology/Forensic Psychology.
- **Amanda Knutson** – Amanda is a true freshmen here at Yavapai College. Is it her first year in the Student Leadership Council and her major currently is business.
- **Joshua Schmidt** – Faculty Coordinator for SLC

## Current Projects

- **NJCAA Tournament** – The SLC students have contacted local business, have organized the hospitality tent for both locations and will man, with help from college honors program the hospitality tent.
- **Course Surveys** – With help from the Faculty Senate SLC has rolled out a new pilot course survey that will start with new hire probationary faculty and hopefully in the near future include all faculty members.
- **Technology Delivery Product Testing for Course Modules Such as Blackboard, etc.** - Still to be determined once programs have been narrowed down to three top contenders.

## Current Projects (Cont.)

- **Uniformity of Grading, Syllabus etc.** - for all faculty to follow Still working on these issues but moving along nicely with faculty senate.
- **Dorm Room Contract and Judicial Issues** - Currently working with the Interim Dean for Student Development to give input on this issue and disciplinary panel hearings. The SLC has researched what other similar institution are doing in the state and would like to make recommendations for policy change to Interim Dean Sheldahl and Administration.



## In Closing

- The SLC over the past three years has really stepped into the role of a liaison for student issues between the students of Yavapai College and faculty, staff and administrators.
- In the past we have helped implement policies such as response time for faculty, grading time for faculty and other issues. The SLC will continue to work with the faculty in aiding student success at YC.

# Fall 2014 Update

Business + Education + Social Sciences =

## **The BESS Division**

*We are a new division this fall!*

# Instructional Divisions

## 2011-2014

1. Business, Computer Science & Workforce Development
2. Career & Technical Education
3. Foundation Studies
4. Instructional Support & Improvement
5. Lifelong Learning
6. Sciences & Health
7. Visual, Performing & Liberal Arts

# Instructional Divisions

## Fall 2014

1. *Arts & Humanities*
2. *Business, Education & Social Sciences*
3. *Career & Technical Education*
4. *Computer Technologies & Instructional Support*
5. *Foundation Studies*
6. *Lifelong Learning*
7. *Sciences, Health & Public Safety*

# Business



A word cloud of business-related terms. The words are arranged in a roughly rectangular shape, with some overlapping. The colors range from dark green to light yellow-green. The words include: Human, Success, Resources, Supervision, Search, Entrepreneurship, Career, Analysis, Financial, Accounting, Business, Ethics, Management, and Statistical.

Human  
Success Resources  
Supervision Search  
Career Analysis Entrepreneurship  
Financial Accounting Business  
Ethics Management  
Statistical

# Accounting (ACC)



# Administration of Justice (AJS)



# Business Administration (BSA)



# Paralegal (LAW)



# Education



A word cloud of education-related terms. The words are arranged in a roughly rectangular shape, with varying font sizes and colors (green, yellow, brown). The terms include: SEI, Provisional, Structured, Language, Experience, Exceptional, Endorsement, English, Literacy, Diversity, Immersion, Education, Cultural, and Learner.

SEI Provisional  
Structured Language  
Experience  
Endorsement Exceptional  
Diversity English Literacy  
Immersion Education  
Cultural Learner

# Early Childhood Education (ECE)



# The Del E. Webb Family Enrichment Center

Arizona Charitable Tax Credit

**Give Now!**

Support the Good Work of the FEC.



# Education (EDU)



# Social Sciences



# Anthropology



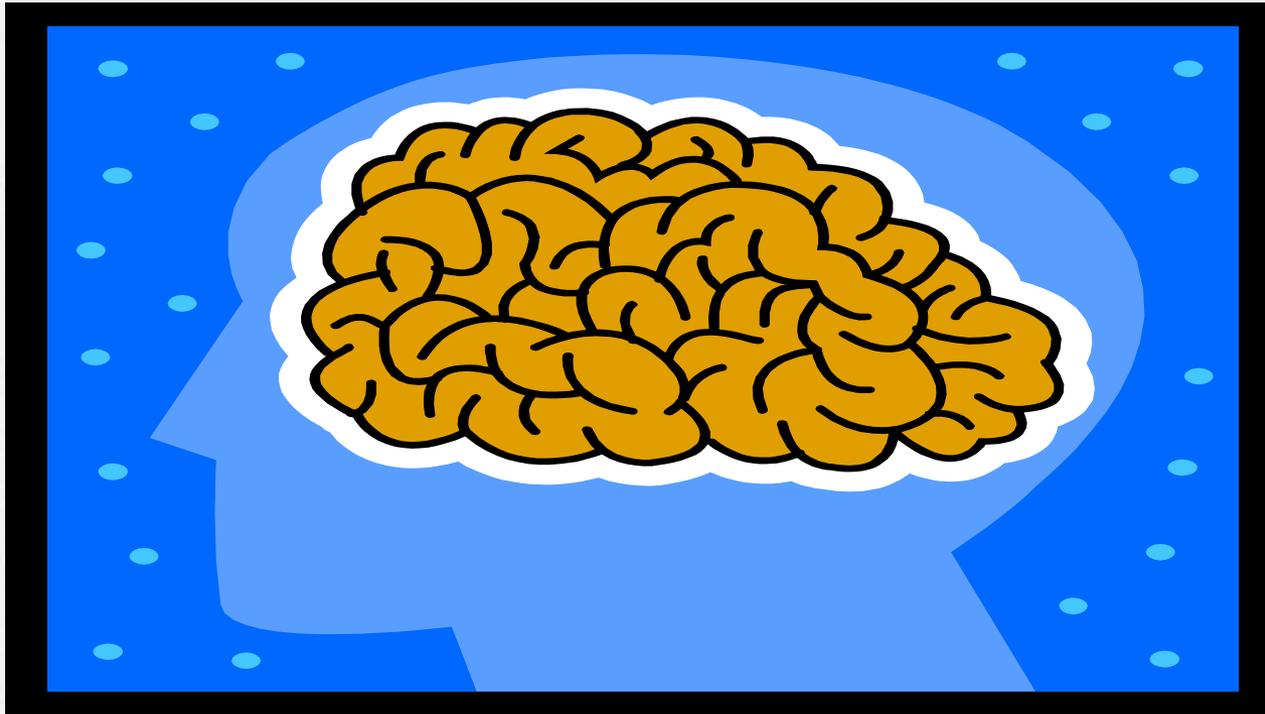
# Geography



# Gerontology



# Psychology



# Sociology



# BESS by the Numbers

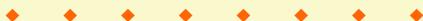
## FALL 2014

- o 1 Family Enrichment Center/Lab School
- o 1 annual conference in its 20<sup>th</sup> year
- o 1 Service Learning Program
- o 2 grant programs (DES & RAR)
- o 9 degree programs
- o 12 certificate programs
- o 19 full-time faculty
- o 37 adjunct faculty (8 Dual Enrollment)
- o 99 classes
- o 167 sections
- o 2256 unduplicated headcount



**Upcoming Adjunct Faculty Events:**

- November 4, Tuesday; Noon - 1:30 pm; **Prescott** AF Small Group Meeting; GIFT Center 3-105
- November 7, Friday; Noon-1:30 pm; **Verde / Sedona** Adjunct Faculty Meeting; M-203
- November 7, Friday - **First Friday Events** 9:00 am - 3:00 pm - Variety of trainings; check out [YC Training site](#) for offerings.
- November 14, Friday - 5:30 pm - **Prescott** Area Full AF Meeting; Bldg. 3, Room 203
- December 3, Wednesday; 4:00 - 5:30 pm; **Prescott** AF Small Group Meeting; GIFT Center 3-105
- December 6, Classes End
- December 10 & 11— Winter Institute



**UPCOMING ACADEMIC CALENDAR ITEMS:**

- 11/3 - Open Registration Begins
- 11/4 - VOTE!
- 11-6-8 - WWI Symposium - Prescott & Verde
- 11/ 11 Veterans Day Holiday. All campuses closed- **KISS A Veteran!**
- 11/ 27 thru 11/28 Thanksgiving Holiday  
No classes. All offices closed.
- 12/6 - Semester Ends
- 12/14 - Final Grades Due at Noon**
- 12/22–1/4/ 2015 -Winter Break-All campuses closed
- Jan 4th - Offices Re-open
- Jan 12th - Spring Semester Begins

**A Newsletter for & about Yavapai College Adjunct Faculty**

**From the Registrar ...** Sheila Jarrell, M.Ed., 928-776-2107

Dear Faculty,

Please note the chart below - **November 25** is the deadline to withdraw students!

Final grading will be available shortly after Thanksgiving, and final grades are due on Sunday, **December 14**.

If you have any questions about final grading, posting grades, accessing rosters, assigning incomplete grades or resolving grading issues, please contact me as soon as possible. I'm happy to help!

Thank you for a great first half of the semester!  
*Sheila*

**Grading deadlines:**

Part of Term	Faculty Withdraw Deadline	Grading Opens	Final Grades Due
POT 1	Tuesday, November 25	December 1	Sunday, December 14-Noon
POT 3	Thursday, November 25	December 1	Sunday, December 14-Noon
POT 53	Thursday, November 25	December 1	Sunday, December 14-Noon
POT 72	Thursday, November 25	December 1	Sunday, December 14-Noon

**How to withdraw students:**

Email [enrollmentservices@yc.edu](mailto:enrollmentservices@yc.edu) - Include **CRN** of your class, the student's *name*, student's **Y-number**, and the **last date of attendance**.

**Questions?** [registrar@yc.edu](mailto:registrar@yc.edu) or 928-776-2107 or Office Bldg. #1-Room 129D on the Prescott Campus. Let me know how I can help you!

**WINTER INSTITUTE**  
DECEMBER 10<sup>TH</sup> AND 11<sup>TH</sup> 2014

**Our 9th Annual Winter Institute  
December 10th and 11th, 2014!**

Over the past 9 years, **Teaching & eLearning Support (TeLS)**, in collaboration with our **Great Ideas for Teaching (GIFT) Center** has organized the Summer and Winter Institutes.



This year's Winter Institute focus will continue with **Student Success**.

**Questions?**

Please contact Ruth Alsobrook-Hurich in the TeLS Office; [Ruth.Alsobrook@yc.edu](mailto:Ruth.Alsobrook@yc.edu), or 928-776-2076.

**Updates from the Library ~**

**Finals Week**

The Prescott Campus Library will be ready to **revive** your students during finals week! Library staff - and maybe a secret guest - will be making the rounds, offering free water and snacks to students studying and preparing for their final projects **December 1 thru 5**.



*Do your students look like this...?*



Study rooms will be available for group collaboration & study carrels with outlets ready for those in need of a quiet area.

← Just what the 'Doctors' ordered!?

The *De-stress Room* will also be open and filled with board games, puzzles, soothing music, and snacks.

## The Adjunct Advisor

Published for Yavapai College Adjunct Faculty

Yavapai College  
1100 E. Sheldon Street— Prescott, AZ 86301  
Chris Heyer, AF Coordinator, Editor  
Phone: 928-649-4568 (Verde)

Be sure to  
**VOTE**  
November  
4th!



### Don't Forget!

Spring 2015 Open Registration Begins  
**Monday, November 3.**  
Remind Your Students!

Spring 2015  
Registration Opens



Please remember to Thank and Honor Veterans. Veteran's Day is Tuesday, November 11<sup>th</sup>.

### Learning Center Update... Angela Fabela

*The mission of the Learning Center is to provide individualized attention in a supportive and comfortable learning environment, which nurtures academic independence and success for all students.*

The Learning Center is OPEN Monday thru Thursday 8am-8pm and Friday 9:30am-5pm.

Services include...drop in tutoring, online tutoring services, study skills tips and workshops, supplemental instruction, computer lab and individual/group study rooms.

#### Upcoming events include...

Fall 2014 Cram Jam, December 1-4  
Cram jam events will include content review sessions, chair massages, stress reduction activities and coffee/snacks for students.

**Questions?** Call or Visit Us:  
Prescott (1-207) 776-2085  
Verde (M-122) 634-6562



## World War I Symposium – Lecture & Film Series November 6-8, 2014

See last page. . .

A Series of Interdisciplinary Lectures Presented by the Faculty of Yavapai College. [See Web info](#) for specific events taking place at the Prescott and Verde Valley campuses. Attendance is **FREE**. Make this an assignment, extra credit, or attend with your class!

## Attention All Faculty...

### Spring 2015 Semester is Just Around the Corner!

Have You...

- Checked your schedule? [Search by Term Selection](#)
- Checked textbooks? [Select by Course](#)
- Is your Online Course Ready? If not, get help from [TeLS](#)
- Need to print your Syllabus get a Cool Calendar? Make sure to use [Printing Services](#)

### Financial Aid Update ... Diana Dowling, Assistant Director of Financial Aid - 928-776-2391

I hope you are all having a fabulous semester! I wanted to thank all of you for reporting no-show students and those who have stopped attending. We still have some students who do are not reported as no-shows until the FTSE date. The reason this is so important is that we have already disbursed this student's financial aid, and in some cases have authorized VA benefits. This then creates a debt for both Yavapai College and the student.

The Answer Center is here to help! If students have questions about financial aid, registration or veteran services, we are here to help. Send them our way.

We are located in Building #1 on the Prescott Campus and Building I at the Verde Campus. They can also call 776-2149. Our motto is, the only challenges we want the student to have are the challenges in YOUR classroom!

Thanks for all you do!



# Updates from the Testing Centers

Classroom Make-up & Online/Hybrid Testing – End of Semester Extended Hours



## CLASSROOM MAKE-UP & ONLINE/HYBRID TESTING FALL SEMESTER FINALS EXTENDED HOURS

ALL FINAL TESTS MUST ARRIVE AT THE TESTING CENTERS  
AT LEAST 24 HOURS PRIOR TO NOVEMBER 26th

(Please follow your department's procedures to have Finals printed.)

Link: [Locate specific Campus site procedures and the Proctor Request Form at www.yc.edu/makeup](http://www.yc.edu/makeup)

### PRESCOTT CAMPUS

#### Bldg I Room 224

Walk-in or call to make an appointment  
776-2201

Dec 1-5 (M-F) 8:00 AM - 8:30 PM  
Dec 6 (Sat) 8:00 AM - 3:00 PM

### VERDE CAMPUS

#### Bldg I Room 120

Must CALL to make an appointment  
634-6561

Dec 1-3 (M-W) 8:30 AM - 4:30 PM  
Dec 4 (Th) 8:30 AM - 7:00 PM  
Dec 5 (F) 8:30 AM - 1:00 PM

**!! REMINDER !!** For student accommodations contact **Disability Resources, 776-2079.**

Compensation Rate for 2014

**\$717/load hour**

\* September 5, 19 \* October 3, 17, 31

\* November 14, 28

**Please note that the final pay date for the fall semester will be Friday, November 28<sup>th</sup>**

## Hey Faculty!



Do your students need help with:

- Researching papers?
- Using library databases?
- Searching the web for relevant, authoritative, and reliable information?

### **Your friendly Library Instruction Team can help!**

Please consider scheduling a Library Instruction and tour for your students. We'll style a lesson plan just for your students' needs. It's fun and educational!

Scheduling is easy! Call the library's Reference Desk Ext. 2261 for the Prescott Campus or Ext. 6540 for the Verde Campus; or just click the link below to schedule a class for your students for an academic-enhancing library instruction.

<http://yc.campusguides.com/libraryinstruction>

See you soon at the library!  
Shelly Gilliam,  
Library Instruction Librarian  
[shelly.gilliam@yc.edu](mailto:shelly.gilliam@yc.edu)



## Focus on Adjunct Faculty: Joan Baum

### Computer Technologies & Instructional Support Division

Joan has been teaching at YC since summer of 2008. She started with Community Ed, and then with the BUCS division, ending up teaching for the Veterans Upward Bound & the YC Contract Training Division, First Friday Classes & TeLS Institutes. Whew!



She runs her own business (**Multiplex Consulting**), which provides computer software and business topic workshops and classes to help local businesses and individuals keep up with their business support and computer training. At Yavapai College, besides teaching three credit courses; **CSA 100 Getting To Know Your Computer**, **CSA 111 Keyboarding**, and **CSA 126 Microsoft Office**, she still teaches computer classes for YC's Community Education Division.

Joan's background is in both business and academia. She graduated from Penn State University with a BS in Education, and after teaching for a number of years, decided to get another degree in computers. She has been a Tape Librarian for the State of Illinois, and late a Programmer III for various departments from Revenue to Corrections. She's also been a purchasing agent for HUD, a systems analyst for WANG Labs, HR Manager (one a Cruise ship in Hawaii!!) and a trainer for IBM subsidiaries & Texas Instruments, Shell Todd, and Rosetta Stone.

Says Joan, "I love traveling, and am a bit of a gypsy as I enjoy living and working in different environments. I travelled to all 50 states by the time I was 25 and have lived in over 10 states and 3 countries and started with Yavapai College in 2008, after having lived overseas in New Zealand. I taught school in Santiago, Chile right out of college. I have 2 great sons; one lives here in Prescott and goes to YC and one is in New Zealand."

**Way to go, Joan!**

# WORLD WAR I SYMPOSIUM

LECTURE & FILM SERIES

NOVEMBER 6-8, 2014

## PRESCOTT CAMPUS

**THU 6**  
**LECTURE SERIES**  
**3:00PM** *Causes, Course, and Consequences.* Debbie Roberts.  
**4:15PM** *For the Duration: Women's Roles and Women's Fashions in WWI.* Suzanne Waldenberger, PhD.

**FILM SERIES**  
**7:00PM** *All is Quiet on the Western Front, 1930.*  
 Film introduction: Debbie Roberts.

**FRI 7**  
**LECTURE SERIES**  
**3:00PM** *The Trauma of War.* Sal Buffo.  
**4:15PM** *How the Great War Modernized Medicine.* Ellen Hollander Savoini, PhD.

**FILM SERIES**  
**7:00PM** *Johnny Got His Gun, 1970.*  
 Film introduction: Debbie Roberts.

**SAT 8**  
**LECTURE SERIES**  
**10:00AM** *Artistic Reactions to the First World War.* Brandelyn Andres.  
**11:15AM** *All Quiet on the Eastern Front: The Untold History of Russia and World War I.* Paul Ewing.

## VERDE CAMPUS

**THU 6**  
**LECTURE SERIES**  
**3:00PM** *Causes, Course, and Consequences.* Amy Ilona Stein, PhD.  
**4:15PM** *All Quiet on the Eastern Front: The Untold History of Russia and World War I.* Paul Ewing.

**FILM SERIES**  
**7:00PM** *All is Quiet on the Western Front, 1930.*  
 Film introduction: Helen Stephenson, Director, Sedona Center.

**FRI 7**  
**LECTURE SERIES**  
**3:00PM** *Tanks, Poppies, and the Old Lie: The Evolution of World War I Poetry.* Jason Whitesitt.  
**4:15PM** *Gas Warfare in World War I.* Gino Romeo, PhD.

**FILM SERIES**  
**7:00PM** *Johnny Got His Gun, 1970.*  
 Film introduction: Helen Stephenson, Director, Sedona Center.

**SAT 8**  
**LECTURE SERIES**  
**10:00AM** *The Influenza Pandemic of 1918-1919.* Matthew Pearcy, PhD.  
**11:15AM** *The Trauma of War.* Sal Buffo.  
**CHORALE PERFORMANCE**  
**1:00PM** *Dona Nobis Pacem: A Master Chorale Performance.* Conducted by Dennis Houser.



ANDRES    BUFFO    EWING    HOUSER    PERCY    ROBERTS    ROMEO    SAVOINI    STEIN    WALDENBERGER    WHITESITT

1100 E. SHELDON ST. PRESCOTT, AZ • 601 BLACK HILLS DR. CLARKDALE, AZ

**Yavapai**  
 COLLEGE

**Presenter :** Ray Sigafoos

**Start Time :** 2:44 PM

**Item No :** 19

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 8/22/2014

**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 :** 2:54 PM

**Item No :** 20

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 8/22/2014

**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 :** 2:54 PM

**Item No :** 21

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 8/22/2014

**Item Type :** Monitoring & Decision

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

**Description :** Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection - MONITORING, DISCUSSION AND/OR DECISION

**Details :** Executive Limitation 2.4 - Asset Protection

The President shall not cause or allow existing any condition that is unsafe, compromises an individual's privacy or limits accessibility, nor fails to provide a grievance process.

**MOTION OPTIONS:**

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.4, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.4.

2. If Board intends to not accept Monitoring Report:

If for unreasonable Interpretation:

We have read the President's Monitoring Report regarding Policy 2.4 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.4. I move that the President provide the Board with a new Monitoring Report for Policy 2.4 [at the X board meeting] [within X amount of months] that includes a new interpretation.

If for Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 2.4 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.4 I move that the President provide the Board with a new Monitoring Report for Policy 2.4 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

**Attachments :**

Title	Created	Filename
2014 Executive Limitations Policy 2 4 Asset Protection 103014.pdf	Nov 07, 2014	2014 Executive Limitations Policy 2 4 Asset Protection 103014.pdf
2.4 Compilation.pdf	Nov 07, 2014	2.4 Compilation.pdf

**President's Monitoring Report  
Executive Limitations 2.4 – Asset Protection  
November 2014**

**Executive Limitations 2.4 – Asset Protection**

The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.

**President's Interpretation:**

As stewards of public funds, it is imperative that the college maintains and strengthens **the public's trust. One of the key avenues to do that is to ensure that our assets are** legally and effectively expended, wisely invested, and sufficiently insured. These assets are not limited to structural facilities, but rather include such matters as **intellectual property, copyrights and trademarks, operating capital, and the college's reputation.** Examples of such safeguards include but are not limited to: 1) Adequate insurance against fire, theft, and casualty losses to the full extent of replacement value and against liability losses incurred by the college itself, its Board members, and its employees, consultants, and agents in an amount usually carried by comparable organizations. 2) Protecting intellectual property, information, and files from loss, significant damage, or willfully violating the individual rights of others. 3) Deposit and/or invest operating funds in only secured instruments or bonds through high- quality, low-risk mechanisms (approved by AZ statutes). 4) **All college employees, through their actions, will respect the college's public image and credibility by not acting in any way to hinder the progress of the Board's Ends or Strategic Initiatives.**

**Sources of Data to Support President's Interpretation:**

1. Insurance:

The District is a member of the Arizona School Risk Retention Trust, Inc., (the Trust). The Trust provides high quality, professionally managed, affordable property and casualty indemnity protection services to over 250 school districts and community colleges in the state. The District has various other supplemental insurance policies including cyber liability insurance to further minimize its financial risk.

Summary of Current Coverage:

General Liability including Governing Board and Professional Liability - \$10M/  
occurrence

Excess Liability coverage - \$50M aggregate limit

Property Insurance – Aggregate limit - \$142,084,000, replacement value/like kind.

2. Information Asset Protection:

The District has a multifaceted strategy in place to protect information from lost or potential misuse. The Information Technology Services department is tasked with developing this strategy and the corresponding tasks associated. The college has developed Policy 2.07 Intellectual Property Rights that defines and protects employee and college interests. The college follows FERPA requirements and supports employees with training on handling of confidential information. Yavapai College

Policy 2.28 Copyright Use states that the college will follow US Copyright Law, respect the fair use doctrine, and designate staff as liaisons. The copyright committee and the liaisons have created an educational program to assure that faculty and staff members have a working knowledge of copyright law and how it impacts the field of education. All materials copied by the college print contractor (Ricoh) are copyright checked.

[Policy 2.07 Intellectual Property Rights](#)

[Policy 2.28 Copyright Use Policy](#)

### Summary of Data Protection Practices:

- The College has a comprehensive disaster recovery plan for its information assets.
- Critical systems are replicated to our secondary data center on the Verde Campus on a continuous basis. These systems and the data which resides on these systems can be quickly recovered in the event of a disaster.
- Important databases and files are backed up on a routine schedule. Back-up snapshots are taken frequently for quick recovery of data. Long-term storage of information is completed via a backup solution and stored on physical disk arrays at our secondary data center site on the Verde Campus.
- Redundant disk arrays are utilized to reduce the risk of data loss associated with hardware failures.
- Server rooms are protected by UPS systems. The primary and secondary data centers have a backup generators and redundant cooling.
- File-level, database, and physical security are managed by the ITS Department according to best practices.
- Multi-tiered virus scanning and security vulnerability testing are employed to protect data. Additionally, many network security devices and practices are in place to mitigate risks to College-owned data.
- The ITS Department manages and maintains all district wide software licensing agreements. All employees and students must adhere to our Technology Resource Standards policy that prohibits individuals from installing and using unlicensed software on college computers.
- **The ITS Department has established an "IT Information Security and Privacy Incident Management Procedure" for assessing, responding to, and managing information security and privacy incidents.** In addition, the College has purchased additional cyber liability insurance should any of our systems be compromised.

### 3. Deposits and Investments:

**The District's primary objective in investing available cash is the preservation of capital and the protection of investment principal while earning the best reasonable relative rate of return.**

**The District's operating funds are invested in insured or collateralized interest bearing deposit accounts and the County Treasurer's Investment pool.**

The District's deposits at September 30, 2014, were as follows:

<u>Investment Type</u>	<u>Amount</u>
Wells Fargo operating account	\$4,990,800
Wells Fargo capital accumulation savings account	4,929,000
County Treasurer's investment pool	13,513,300

4. Public Image:

The College maintains several policies and procedures that require employees to respect the College's image and credibility by not acting in any way to hinder the progress of the Board's Ends or Strategic Initiatives:

- [Policy 2.19: Code of Ethics](#)
- [Policy 2.20: Conflict of Interest](#)
- [Policy 2.25: Reporting Dishonest or Fraudulent Conduct](#)
- [Policy 2.26: Zero Tolerance for Threats or Disruptive Behavior](#)
- [Oath of Office required from all employees – as per Arizona Statue 38.231](#)

**President's Conclusion:**

**I report compliance**

**Presidential Monitoring Worksheet for Executive Limitations Policies**  
**Policy 2.4 – Asset Protection**  
**Compilation - November 2014**

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

<b>Executive Limitation 2.4</b>	<b>Real Property</b> The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.		
Is the interpretation reasonable?		<b>3</b>	NO
Does the data demonstrate compliance with the interpretation?		<b>2</b>	NO <b>1</b>
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?		<b>2</b>	NO <b>1</b>
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?		YES	<b>3</b>
Comments: Although the data protection practices are outlined in the interpretation what is not apparent in the report is any evidence that the practices have been tested against failure or intrusion. Consideration should be given to hiring outside auditors or security experts to test the systems. The consequences of intrusion in an AZ community college district data system are in the news. Data loss to intrusion is expensive to correct and embarrassing to the district in question.  Are there any statistics about incidents reported under college policies 2.19, 2.20, 2.25 or 2.26?			

<b>The following questions will apply to the WHOLE policy:</b>			
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?		<b>2</b>	NO <b>1</b>
Is there reason to doubt the integrity of the information presented?		YES	<b>3</b>
Comments:			

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





## YAVAPAI COUNTY EDUCATION SERVICE AGENCY

*The "First Choice" for Responsive Educational Services*

Tim Carter  
Yavapai County  
School Superintendent  
2970 Centerpointe East Dr.  
Prescott, AZ 86301-8426  
Phone 928-925-6560  
Fax 928-771-3329  
tim.carter@yavapai.us

### NEWS RELEASE – FOR IMMEDIATE RELEASE

Yavapai County School Superintendent Tim Carter is pleased to have been asked to facilitate a process which has led to the appointment of a **Verde Valley Advisory Committee** that will communicate directly with the **Yavapai College District Governing Board** about the many educational issues of importance to valley residents.

Carter complimented the college for seeking a dedicated process that would encourage additional viewpoints and further open lines of communication. He appreciated the fact that the Yavapai College District Governing Board designed and approved an appointment system allowing the municipalities, the Yavapai Apache Nation, and the leaders of the unincorporated areas of Yavapai County to nominate candidates for his consideration. He was willing to use the same basic process he would use when making appointments to fill vacancies on school district governing boards thus, making the final appointments completely independent of Yavapai College.

The process called for the City/Town/Tribal Councils and the two members of the Yavapai County Board of Supervisors to each nominate representatives of their community for consideration. The nominees each submitted a letter of interest and a resume. Superintendent Carter reviewed the documentation and then interviewed each candidate for about an hour, with a list of common questions. At that point, Carter met individually, in person or by phone, with each Mayor and Councilor to get their input about the candidates and their plans for Yavapai College. The Superintendent then made a selection from each pool of candidates to result in a seven (7) member committee.

The Town of Jerome attempted to identify residents who wished to be considered for the committee, with no one stepping forward. As a result, at this point, the town did not put forth any nominees.

Carter took eight (8) days, spread throughout the month of October, to complete the process. In addition to speaking with the previously identified participants in the official process, since the Yavapai College Ten (10) Year Plan was first introduced and approved, he has spoken with well over one hundred (100) Verde Valley residents about their thoughts related to Yavapai College's role in the community. He greatly appreciated the insights shared with him, and they all were weighted as part of his decision regarding the appointments.

Carter publically stated at the beginning of the process, he would prefer "people who did not have pre-conceived opinions or an axe to grind and who would approach the topic from an impartial position with an open mind." He quickly found out many of the nominees held very strong views that parallel the thinking of the many "camps" that have emerged in regard to Yavapai College concerns. His final appointments reflect both the concept of being open minded to other ideas, while ensuring the views of those "camps" are represented.

Mr. Carter said, "Many well qualified candidates were nominated. All of them would have served with integrity and would have approached their duties with dedication and a sincere desire to resolve concerns. I believe the residents of the Verde Valley should be extremely proud that they had so many distinguished citizens who were willing to take part in this process. I was also

extremely happy with the level of community involvement into the process. Local residents came forward in very large numbers to make me aware of their thoughts and concerns, both general and specific, which helped bring focus and clarity to the appointments. In total, these were the most difficult appointments I have made in my tenure as County School Superintendent.”

The appointees are:

**Camp Verde**

**Amber Marchant-Lee**

Amber holds three (3) degrees from Northern Arizona University, including a Doctorate in Educational Psychology. She has worked with the Camp Verde Unified School District since 2002, currently serving as the District Superintendent. Amber meets monthly with all of the Verde Valley District Superintendents, the Dean of Verde Campus of Yavapai College, and the County Superintendent.

**Clarkdale**

**William “Bill” Regner**

Bill is a graduate of the University of Arizona. He is a member of the Clarkdale Town Council, where he serves as the liaison to Yavapai College and the Verde Valley Regional Economic Organization. He has experience as a member of the Yavapai College Foundation and is currently a member of the Friends of the Southwest Wine Center Board.

**Cottonwood**

**Randy Garrison**

Randy is a graduate of Yavapai College and Northern Arizona University. He has served on the Governing Boards of both Mingus Union High School District and the Cottonwood Oak Creek School District. He is currently a member of the Cottonwood City Council and is the city representative to the Northern Arizona Council of Governments. He is the webmaster of Fentek Industries, Inc.

**Sedona**

**Paul Chevalier**

Paul is a navy veteran and graduate of both the Columbia University School of Business and the Columbia University School of Law. He worked with Carter Hawley Hale Stores and Montgomery Ward for almost thirty (30) years before retiring to Sedona. He has chaired both the Sedona Community Foundation and the City’s Arts and Culture Commission.

**Yavapai-Apache Nation**

**Leona Wathogoma**

Leona attended Camp Verde High School and is a graduate of Yavapai College. She is a twenty four (24) year employee of the Yavapai Apache Nation, currently serving as the Johnson O’Malley Education Manager. She has three (3) grandchildren who attend schools in the Verde Valley.

**Yavapai County Supervisor District 2 (Thurman)**

**Janet Aniol**

Janet is a graduate of Arizona State University, and received her Master’s Degree from Northern Arizona University. She retired to Rimrock after thirty (30) years of teaching in the Phoenix Union High School District. She served in the Arizona National Guard for twenty one (21) years and is currently an officer on the Lake Montezuma Property Owners Association and Director of Beaver Creek Transit.

**Yavapai County Supervisor District 3 (Davis)**

**Carolyn Fisher**

Carolyn is a graduate of Randolph-Macon and the University of West Florida. She retired from the United States Air Force as a Lt. Colonel. She lives in the Village of Oak Creek, and previously served as President of the Big Park Regional Coordinating Council and is currently the Director of the Sedona Literacy Center.

The appointments begin Friday, November 7<sup>th</sup>, when the committee meets for the first time at the Yavapai College Verde Campus, 601 Black Hills Drive, Clarkdale, Arizona, building G, room 105, at 10:00 AM for an orientation and organizational meeting. The Committee will follow Open Meeting Laws and all of the meetings will be open to the public, unless posted by law as an “executive session.”

If you have any questions, please call Tim Carter at 928-925-6560 (cell).

**Presenter :** Ray Sigafoos

**Start Time :** 3:19 PM

**Item No :** 24

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 8/22/2014

**Item Type :** Information Item

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

**Description :** Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community Colleges Trustees (ACCT); Yavapai College Foundation; Verde Valley Board Advisory Committee (VVBAC); Board Spokesperson - INFORMATION

**Details :** Arizona Association for District Governing Boards (AADGB) - Dr. Dale Fitzner  
Association of Community Colleges Trustees (ACCT) - Dr. Dale Fitzner  
Yavapai College Foundation - Dr. Patricia McCarver  
Verde Valley Board Advisory Committee (VVBAC) - Al Filardo  
Board Spokesperson - Mr. Herald Harrington

**Attachments :**

No Attachments

**Presenter :** Ray Sigafoos

**Start Time :** 3:24 PM

**Item No :** 25

**Proposed By :** Ray Sigafoos

**Time Req :** 0

**Proposed :** 8/22/2014

**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 :** 3:24 PM

**Item No :** 26

**Proposed By :** Ray Sigafoos

**Time Req :** 5

**Proposed :** 8/22/2014

**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 :** 3:29 PM

**Item No :** 27

**Proposed By :** Ray Sigafoos

**Time Req :** 10

**Proposed :** 8/22/2014

**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 for Future Meetings for the remainder of 2014 and for upcoming 2015 - DISCUSSION AND/OR DECISION

**Details :** Board Members will review the 2014 and 2015 District Governing Board calendars and will confirm meeting dates, times and locations for future Board meetings (calendars attached)

- Request to move the February 10, 2015 meeting to February 3, 2015. The President is attending the Rural Community College Alliance Day in Washington D.C. during this period. This event is an opportunity to advocate for community colleges.

- Consideration for a District Governing Board Retreat on February 3, 2015 (prior to regular board meeting).

**Attachments :**

Title	Created	Filename
2014 Proposed Dates and Places of Future Meetings.pdf	Nov 14, 2014	2014 Proposed Dates and Places of Future Meetings.pdf
2015- Proposed Dates and Places of Future Meetings.pdf	Nov 14, 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 Center
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>	
Regular Board Meeting	August 12, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Grand Opening – Kachina & Marapai Residence Halls	August 21, 2014, Thursday, 4:30 p.m. Location: Prescott Campus – Kachina & Marapai
Board Retreat - Strategic Planning	September 8, 2014, Monday – 9:00 a.m. Location: Prescott Campus-Rock House
Board Retreat Continued - Strategic Planning	September 9, 2014, Tuesday – 10:30 a.m. Location: Prescott Campus-Bldg.32-119
Regular Board Meeting	September 9, 2014, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Southwest Wine Center Grand Opening	September 12, 2014, Friday, 4:30 p.m. Location: Verde Campus SW Wine Center
Regular Board Meeting	October 14, 2014, Tuesday, 1:00 p.m. Location: Verde Campus Room M-137
Sedona Campus Open House	October 14, 2014, Tuesday, 4:30 p.m. Location: Sedona Center Room 34
Association of Community College Trustees (ACCT) Leadership Congress	October 22 – October 25, 2014 Location: Chicago, IL
Verde Valley Board Advisory Committee Meeting	November 7, 2014, Friday, 10:00 a.m. Location: Verde Campus Rooms G-105 and G-106
Tentative Joint District Governing Board Meeting With Valley Academy Career and Technology Education	November 10, 2014, Monday, 1:00 p.m. Location: Valley Academy for Career & Technical Educ., 830 S. Main St., Cottonwood
<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 4, 2014, Thursday, 10:00 a.m.</b> <b>Location: Prescott Campus – Performing Arts Center</b>
<b>Regular Board Meeting</b>	<b>December 9, 2014, Tuesday, 1:00 p.m.</b> <b>Location: Prescott Campus – Rock House</b>
<b>Board Holiday Social</b>	<b>December 9, 2014, After regular meeting, no business to be conducted.</b>
<b>Nursing Pinning Ceremony</b>	<b>December 12, 2014, Friday, 3:00 p.m.</b> <b>Location: Prescott Campus – Performing Arts Center</b>

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

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

\* **November 18, 2014 (Third Tuesday of the Month) changed due to Veteran’s Day November 11**

\* April 15, 2014 (Third Tuesday of the Month) - Mr. Sigafos is requesting third Tuesday of the month, due to his tax season workload.

## 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
Board Retreat	February TBD, 2015, XXXday, - 9:00 a.m. Location: TBD
Regular Board Meeting	February 3, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	March 3, 2015, Tuesday, 1:00 p.m. Location: Sedona Center
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
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: Verde Campus Room M-137
Northern Arizona Regional Training Academy (NARTA) Commencement	May 14, 2015, Thursday, 11:00 a.m. Location: Prescott Campus – Performing Arts Center
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: Career & Technical Education Center (CTEC) Rm 105
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 :** 3:39 PM

**Item No :** 28

**Proposed By :** Ray Sigafoos

**Time Req :** 1

**Proposed :** 8/22/2014

**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