

Regular Board Meeting
Agenda Summary
Tuesday, January 13, 2015
1:00 PM

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	544231
2	Call to Order - PROCEDURAL	1	1:00 PM	544232
3	Pledge of Allegiance - PROCEDURAL	1	1:01 PM	544233
4	Welcome Guests and Staff - PROCEDURAL	2	1:02 PM	544234
5	Oath of Office - Administered to Board Members: Dr. Patricia McCarver; Mr. Albert Filardo; Ms. Deb McCasland; and Mr. Steve Irwin - PROCEDURAL	5	1:04 PM	545074
6	Approval of December 9, 2014 Regular District Governing Board Minutes - DISCUSSION AND DECISION	3	1:09 PM	544235
7	Adoption of Agenda - DECISION	1	1:12 PM	544236
8	OWNERSHIP LINKAGE - HEADING	0	1:13 PM	549629
9	Election of Board Officers - Chair, Secretary, and Board Member Liaison Committee Appointments for 2015 - DISCUSSION AND/OR DECISION	10	1:13 PM	544257
10	Open Call - PROCEDURAL	10	1:23 PM	544237

Item No.	Item	Time Req.	Start Time	Ref No.
11	CONSENT AGENDA - HEADING	0	1:33 PM	544238
12	Receipt of Report on Revenues and Expenditures - December 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:33 PM	544239
13	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - December 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:34 PM	544240
14	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - December 2014 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:35 PM	544241
15	For Consideration for Approval of New Curriculum Proposals: Culinary Arts Fundamentals Certificate; Enology Certificate; Hotel and Restaurant Certificate; Integrated Systems Engineering Technician Certificate - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:36 PM	552087
16	Approval of Faculty Sabbatical Requests for 2015-2016 for Cynthia DeCecco, Richard Peters, and N. Mark Shelley - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:37 PM	544243
17	INFORMATION - HEADING	0	1:38 PM	544244
18	Information from the President to include: Spring 2015 Convocation; Taste of YC; Strategic Initiatives; Government Institute for Student Success (GISS-AZ); Yavapai College Trust Quarterly Report; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:38 PM	544246
19	Information from the Vice President for Instruction and Student Services to Include Updates from the Following Areas: Faculty Senate; Computer Technologies and Instructional Support; Adjunct Advisor, and Other Related Issues - INFORMATION AND/OR DISCUSSION	20	1:53 PM	544247
20	POLICY ISSUES - HEADING	0	2:13 PM	544248
21	Consideration of Preliminary Assumptions for 2015-2016 Budget Planning - DISCUSSION AND/OR DECISION	45	2:13 PM	544249
22	SHORT RECESS - PROCEDURAL	10	2:58 PM	544253
23	MONITORING REPORTS - HEADING	0	3:08 PM	544250
24	Receipt of President's Monitoring Report - Executive Limitations - 2.5 Communication and Support to the District Governing Board and 2.5.1 Compliance - MONITORING, DISCUSSION, AND/OR DECISION	5	3:08 PM	544251
25	Receipt of President's Monitoring Report - Executive Limitations - 2.6 Presidential Continuity and Absences - MONITORING, DISCUSSION, AND/OR DECISION	10	3:13 PM	549631
26	Board Self-Evaluation - Governance Policy 3.1 - Governing Style - MONITORING, DISCUSSION AND/OR DECISION	5	3:23 PM	544252
27	Board Self-Evaluation - Governance Policy 3.7 - Cost of Governance - MONITORING, DISCUSSION AND/OR DECISION	1	3:28 PM	544242
28	BOARD EDUCATION / STRATEGIC THINKING AND PLANNING - HEADING	0	3:29 PM	544254

Item No.	Item	Time Req.	Start Time	Ref No.
29	Board Education regarding Open Meeting Law, Ethics, and Conflict of Interest Declaration - INFORMATION AND DISCUSSION	45	3:29 PM	544255
30	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	4:14 PM	544256
31	Reports from Board Liaisons - Yavapai College Foundation and Verde Valley Board Advisory Committee (VVBAC) - INFORMATION AND/OR DISCUSSION	5	4:14 PM	544258
32	OTHER INFORMATION - HEADING	0	4:19 PM	544259
33	Correspondence to the Board - RECEIPT AND/OR DISCUSSION	5	4:19 PM	544260
34	Proposed Dates and Places of Future Meetings for 2015 - DISCUSSION AND/OR DECISION	5	4:24 PM	544261
35	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	0	4:29 PM	544262

Presenter : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 1
Proposed By : Ray Sigafoos **Time Req :** 0
Proposed : 10/29/2014 **Item Type :** Heading

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

Description : CALL TO ORDER - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos **Start Time :** 1:00 PM **Item No :** 2
Proposed By : Ray Sigafoos **Time Req :** 1
Proposed : 10/29/2014 **Item Type :** Procedure Item

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

Description : Call to Order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 10/29/2014

Start Time : 1:01 PM
Time Req : 1
Item Type : Procedure Item

Item No : 3

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
Proposed By : Ray Sigafoos
Proposed : 10/29/2014

Start Time : 1:02 PM
Time Req : 2
Item Type : Procedure Item

Item No : 4

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 Guests and Staff - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos
Proposed By : Ray Sigafoos
Proposed : 11/5/2014

Start Time : 1:04 PM
Time Req : 5
Item Type : Procedure Item

Item No : 5

Policy No.	Description	Ref No
3.1.1	Shall operate in all ways mindful of its civic trusteeship obligation to all the owners of its district and its lawful obligations in compliance with Title 15, Chapter 12 Community Colleges of the Arizona Revised Statutes and all other applicable federal and state statutes and regulations.	396361

Description : Oath of Office - Administered to Board Members: Dr. Patricia McCarver; Mr. Albert Filardo; Ms. Deb McCasland; and Mr. Steve Irwin - PROCEDURAL

Details : Mr. Tim Carter, Yavapai County School Superintendent, is pleased to announce the following appointments and administer the Oath of Office to the following Yavapai College District Governing Board members.

- Re-election of Dr. Patricia McCarver, Yavapai College Board Representative for District 4. This 6-year term is from January 1, 2015 through December 31, 2020.

Dr. Patricia McCarver lives in Prescott and represents the voters in District #4. Her professional experience includes being a faculty member and regional coordinator for Western Governors University. She works with Bachelor Degree students in Elementary Education programs and teaches courses for orientation to on-line learning and the University's educational process. She is a former Director of Administrative Services for the Yavapai County Community Health Services and a former Yavapai College Director of Campus Life. Dr. McCarver's educational background includes a Bachelor's Degree in Psychology from St. Norbert College in Wisconsin, Master's Degree in College Student Personnel Administration from Emporia State University in Kansas, and Ph.D. in Transformative Learning and Change from the California Institute of Integral Studies.

- Re-election of Mr. Albert Filardo, Yavapai College Board Representative for District 3. This 4-year term is from January 1, 2015 through December 31, 2018.

Mr. Filardo lives in Clarkdale and represents the voters in District #3. He earned a Bachelor of Science Degree in Human Relations and Organizational Behavior from the University of San Francisco and a Master's Degree in Human Resource Management from Webster University (Missouri, remotely at Luke Air Force Base). He is also a graduate of the Stanford University Executive Program. Mr. Filardo worked in engineering, manufacturing, sales, and marketing of telecommunications, computer manufacturing, and aerospace industries for thirty (30) years, most of that time with Motorola or its subsidiaries. Mr. Filardo completed his full time working experience as an Associate Dean, Chief of Staff, and Professor of Practice at Arizona State University, IRA Fulton Schools of Engineering. Albert and his wife have lived in the Verde Valley for almost fifteen (15) years.

- Election of Ms. Deb McCasland, Yavapai College Board Representative for District 2. This 2-year term is from January 1, 2015 through December 31, 2016.

Ms. McCasland lives in Prescott and represents the voters in District 2. She graduated from Yavapai College and has a Master's Degree in Community College Education. She has been affiliated with Yavapai College in various roles for 44 years; as a student, a staff member and now a retiree. She also served as President of the Adult Center of Prescott Board and Chairperson of the Prescott Library Advisory Board. Ms. McCasland and her family are long time Prescott residents, with her husband retiring from a long term position as the City of Prescott Parks and Recreation Director.

- Election of Mr. Steve Irwin, Yavapai College Board Representative for District 5. This 6-year term is from January 1, 2015 through December 31, 2020.

Mr. Irwin lives in Prescott Valley and represents the voters in District 5. He started his post secondary education at the community college level,

completed a Master's Degree in Business Administration, and has served in the Army. Mr. Irwin has worked in various government positions for 24 years, including, the AHCCCSA Long Term Care, the Juvenile Probation Department, and as a teacher at Yavapai College. Mr. Irwin and his wife are very active in Yavapai county and run a successful real estate business.

Attachments :

No Attachments

Presenter : Ray Sigafoos	Start Time : 1:09 PM	Item No : 6
Proposed By : Ray Sigafoos	Time Req : 3	
Proposed : 10/29/2014	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 December 9, 2014 Regular District Governing Board Minutes - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions, motions made and approved by the District Governing Board at the December 9, 2014 Regular District Governing Board Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the 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 -12-9-14.pdf	Jan 09, 2015	Unapproved Regular Meeting Minutes - 12-9-14.pdf



Yavapai College District Governing Board

Regular Board Meeting Unapproved Minutes of Regular Meeting Tuesday, December 9, 2014 1:00 PM

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

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

Members Present:

Mr. Ray Sigafoos, Chair
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. Harrington

4. Welcome to Guests and Staff – PROCEDURAL

Chair Sigafoos welcomed all guests and staff. Dr. Wills introduced four students from the Buckey O'Neill Society: Will Jones, Zara Glidden, Kristian Kangas, and Leah Steen.

5. Approval of District Governing Board November 18, 2014 Regular Meeting - DISCUSSION AND/OR DECISION

Dr. Fitzner moved, seconded by Mr. Harrington, to approve the District Governing Board November 18, 2014 Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. INFORMATION - HEADING

8. Recognition of Board Members For Their Years of Service - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 11-13).

- Dr. Dale Fitzner - 2006 to 2014

Chair Sigafoos recognized the honorable years of service and contributions by Dr. Fitzner from 2006-2014. Chair Sigafoos also read an appreciation letter submitted by Arizona Association District Governing Board members Jane Strain, Cochise Community College and Jim Harper, Portland Community College. Harvey Skoog, Mayor of Prescott Valley; Lora Lee Nye, Vice Mayor of Prescott Valley; and Larry Tarkowski, Town Manager for Prescott Valley, addressed the Board to recognize and thank Dr. Fitzner for his service and contributions.

- Herald Harrington - 1999 to 2014

Chair Sigafoos recognized the honorable years of service and contributions by Mr. Harrington from 1999-2014. Rick Mabery and Casey Rooney addressed the Board to recognize and thank Mr. Harrington for his business and servant leadership.

9. CONSENT AGENDA – HEADING

10. Receipt of Report on Revenues and Expenditures – Month of November 2014 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 15-24).

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

The President reported compliance.

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

The President reported compliance.

13. For Consideration of Approval for the Restatement of Yavapai College Optional Defined Contribution Retirement Plan - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 31-64).

For consideration of approval for the restatement of the Yavapai College Optional Defined Contribution Retirement Plan - Attached

Mr. Harrington moved, seconded by Mr. Filardo, to approve the consent agenda as presented. Motion carried unanimously.

14. INFORMATION - HEADING - CONTINUED

15. Information from the President to Include: Buckey O'Neill Society; District Governing Board Web Site; Tennis Courts Ribbon Cutting Ceremony; Winter Institute; Campus Master Plan Semi-Annual Update; College Highlights; Yavapai Staff Association; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 66-94).

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

- Buckey O'Neill Society – introduced four students
- District Governing Board Web Site – Karen Jones presented the new webpage, and the Board requested to add Board member's biographies; area for community member to post comments; back buttons on each subpage; and changing icons.
- Tennis Courts Ribbon Cutting Ceremony will be on December 11, 2014, at 10:30 a.m.
- Winter Institute will be on December 10 and 11, 2014.
- Campus Master Plan Semi-Annual Update - Attached, Information Only.
- College Highlights - November 2014 - Attached, Information Only.
- YCSA Update - December 2014 - Attached, Information Only.
- Facilities Management News - Attached, Information Only.

16. Update from Instruction and Student Services to Include: Faculty Senate Update; Student Development Update; Adjunct Advisor; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 95 – 107).

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

- Faculty Senate Update, Vikki Bentz recognized the service and dedication of both Dr. Fitzner and Mr. Harrington.
- Student Development Update, Tania Sheldahl, Interim Dean provided an update to include new projects; student development and retention; and future plans.
- Adjunct Advisor December 2014 - Attached, Information Only.

17. Information from Foundation and Advancement - Quarterly Report - Marketing Data Overview - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 108-118).

Steve Walker, Vice President for College Development and Foundation, acknowledged service and dedication of both Mr. Harrington and Dr. Fitzner. Mr. Walker shared that YC Foundation's annual audit will report fund raising at a record high for FY2013-2014 in both student scholarships and direct support to the college's programs.

- Mike Lange, Director of Marketing and Communications presented a Marketing Data Overview that included:

- o Outdoor signage and exposure.
- o New advisement for theater and cable TV.
- o YC online advertising and eNewsletter
- o YC Facebook
- o YC web site traffic
- o National trends presented by Clarus Corporation

18. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:21 p.m.; reconvened at 2:34 p.m.

19. MONITORING REPORTS – HEADING

20. Board Self-Evaluation - Governance Policy 3.2 - Board Job Description - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 119-121).

Governance Policy 3.2 - Board Job Description

As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance.

Comments included:

Request to discuss 3.2.1 Ownership Linkage.

Mr. Filardo agrees that 3.2 is a relative policy, and would suggest the policy be revised as follows:

Shall be the link between the president and its owners, who are residents of Yavapai Count and those who are affected by Yavapai College.

21. Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection – MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 122-128).

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.

Dr. Wills provided additional information regarding third party and state audit

Mr. Harrington moved, seconded by Dr. Fitzner, that we have read the President's Monitoring Report regarding Policy 2.4 and 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. Motion carried unanimously.

22. EXECUTIVE SESSION - A.R.S. §38-431.03 (A)(2) and (A)(3) - Discuss Proprietary and Confidential Records Related to the College's Technology Security Systems and Receive Legal Advice Related to Same - PROCEDURAL

Pursuant to A.R.S. §38-431.03 (A)(2) and (A)(3) - Discuss Proprietary and Confidential Records Related to the College's

Technology Security Systems and Receive Legal Advice Related to Same.

No motion was made and no executive session.

23. Convene in Public Session Pursuant to A.R.S. §38-431.03 (D) - PROCEDURAL

Pursuant to A.R.S. §38-431.03 (D), convene in public session.

No motion was made and no executive session.

24. OWNERSHIP LINKAGE - HEADING

25. Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION refer to Board agenda, pgs. 130-131).

The Board assesses how meetings are conducted on a quarterly basis. Dr. McCarver acted as the Board Evaluator and completed the review for September 2014 through November 2014. The Board Evaluator will evaluate the Board's commitment and consistency to act with Policy Governance:

Dr. McCarver suggests that Board continue current efforts on ownership linkage and anticipate future plans for ownership linkage.

26. Report on Formation of the Verde Valley Board Advisory Committee (VVBAC) - DISCUSSION AND/OR DECISION

The Board discussed the Verde Valley Board Advisory Committee with the following reports:

Mr. Filardo described VVBAC meetings and accomplishments for the month of November and December to include member orientation/member training/election of officers/development of operating guideline/investigating resources to provide data and analysis for Verde Valley program needs.

Dr. McCarver attended December 3rd VVBAC meeting and the committee focused on operating guidelines. Dr. McCarver requested the District Governing Board review, revise, and approve the attached draft operating guidelines. The committee also created a schedule of speakers through the next six months.

The Board requested that Lynne Adams, Legal Counsel, to review and provide a final of the operating guidelines.

The Board suggested revision to operating guidelines #10.

The Board requested staff to develop a VVBAC budget as a subgroup of the District Governing Board budget.

27. 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) - Jack Lundsford, new Executive Director for Arizona Community College Coordinating Council, presented at the December AADGB meeting. The next AADGB meeting will be January 4, 2015.

- Association of Community Colleges Trustees (ACCT) - Dr. Fitzner reported the GISS training session is still happening, but the date is changed to April 2015.

- Yavapai College Foundation - Dr. McCarver reported that the Foundation meeting will be December 10, 2014.

- Board Spokesperson – No report

27. Identify Board Officer and Liaison Roles - DISCUSSION

According to the District Governing Board Annual Calendar, the Board will discuss and review Board Officers and Liaison Roles in the month of December. District Governing Board Policy 3.5 covers the broad scope of responsibility that each role entails.

As required by A.R.S. §15-1443(B), the Board will elect a Chair and Secretary annually during the month of January. Current Officers were elected in 2013, with expectation to serve a two-year term; however, the Board may decide otherwise and elect a new Chair and Secretary every January.

- Mr. Ray Sigafoos, Chair and served two years

- Dr. Pat McCarver, Secretary and served two years

The Board Chair will appoint Board Liaisons for one-year terms at the January or February meeting.

Current liaisons are:

- Foundation Liaison - Dr. Pat McCarver

- AZ Association for District Governing Boards (AADGB) Representative - Dr. Dale Fitzner

- Board Spokesperson - Mr. Herald Harrington

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

- Verde Valley Board Advisory Committee - Mr. Al Filardo

28. OTHER INFORMATION – HEADING

29. Correspondence to the Board – RECEIPT

Correspondence received included: No correspondence

30. Dates and Places of Future Meetings - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 141- 143).

Board Members reviewed meeting dates, times, and locations for the District Governing Board calendar - attached. 2014 Calendar invites Board Members to:

- Tennis Courts Ribbon Cutting Ceremony on Thursday, December 11, 2014 at 10:30 a.m. at the Tennis Courts

- The Nursing Pinning Ceremony on Friday, December 12, 2014 at 3:00 p.m. in the Performing Arts Center.

2015 Calendar review of District Governing Board meeting dates and locations.

The Board requested Open Meeting training to be included for the District Governing Board January 13, 2015.

Dr. McCarver moved, seconded by Mr. Filardo, to schedule a Board Retreat on February 3, 2015 at 8:30 a.m. with Stacy Sjogren, Out of the Woods Consulting, to facilitate a review of Policy Governance. Motion carried unanimously.

31. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:09 p.m.

Respectfully submitted:

_____/S/_____
Ms. Karen Jones, Recording Secretary

Date: January 13, 2015

_____/S/_____
Mr. Ray Sigafoos, Chair

_____/S/_____
Dr. Patricia McCarver, Secretary

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

Presenter : Ray Sigafoos	Start Time : 1:12 PM	Item No : 7
Proposed By : Ray Sigafoos	Time Req : 1	
Proposed : 10/29/2014	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 : Adoption of Agenda - DECISION

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos	Start Time : 1:13 PM	Item No : 8
Proposed By : Ray Sigafoos	Time Req : 0	
Proposed : 12/8/2014	Item Type : Heading	

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

Description : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:13 PM

Item No : 9

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 10/29/2014

Item Type : Policy & Decision

Policy No.	Description	Ref No
3.2	As an informed agent of the ownership, the Board's specific job outputs are those that are unique to its trusteeship role and necessary to ensure appropriate organizational performance. Accordingly, the Board:	429130

Description : Election of Board Officers - Chair, Secretary, and Board Member Liaison Committee Appointments for 2015 - DISCUSSION AND/OR DECISION

Details : As required by A.R.S. §15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January.

Mr. Ray Sigafoos, Chair and Dr. Patricia McCarver, Secretary are concluding the second year of their two-year term in these executive roles. The Board may choose to elect a new Chair and/or Secretary or may choose to have Mr. Sigafoos and Dr. McCarver continue in these positions. The following positions will be elected:

- Board Chair
- Board Secretary

The elected Board Chair will discuss and appoint Board Liaisons for one-year terms for the following committees:

- Board Spokesperson
- Association of Community Colleges Trustees (ACCT)
- Arizona Association for District Governing Boards Representative (AADGB)
- Verde Valley Board Advisory Committee
- Yavapai College Foundation Liaison

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:23 PM

Item No : 10

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 10/29/2014

Item Type : Procedure Item

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

Description : Open Call - PROCEDURAL

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

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

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 1:33 PM

Item No : 11

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 10/29/2014

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 : 1:33 PM

Item No : 12

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 10/29/2014

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 - December 2014 - RECEIPT, DISCUSSION, AND/OR DECISION

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

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

The report of Revenues and Expenditures for the sixth month of FY 2014-2015 ending December 31, 2014 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Dec 2014 in Jan.pdf	Jan 08, 2015	Financial Update - Dec 2014 in Jan.pdf
YCFS Dec 2014 - Governing Board Budget Report.pdf	Jan 08, 2015	YCFS Dec 2014 - Governing Board Budget Report.pdf
Revenues_&_Expenditures_Cover_Sheet_Dec in Jan.pdf	Jan 08, 2015	Revenues_&_Expenditures_Cover_Sheet_Dec in Jan.pdf
YCFS Dec 2014_Summary.pdf	Jan 08, 2015	YCFS Dec 2014_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

December 2014

FY2013-2014 Close and Audit

- The year-end close for FY2013-2014 was completed in November 2014.
- The auditors began their field work on October 20, 2014. The audit report (Comprehensive Annual Financial Report) was 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 be \$150,000 under budget for the fiscal year due to lower than projected enrollments.
- 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 most of this deficit will be received over the remaining fiscal year.
- CIP is projected to be over budget for the fiscal year due to work related to the renovations of buildings one, three, and CTEC being shifted from fiscal year 2015-16 to 2014-15. This work shift is necessary in order for the renovations to be completed by the beginning of the fall 2015 semester. The overall financial impact is nil as next year's budget will be reduced by the same amount. Funds in the Capital Accumulation account will be used to cover this deficit.

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

**For the Six Months Ended December 31, 2014
Fiscal Year 2014-2015**

District Governing Board

Fiscal Year 2014-15 Appropriation:

\$ 166,256

	<u>Purpose</u>	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Total Expenditures/ Encumbrances</u>
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 18,130	\$ 14,606	\$ 32,736
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	2,249	-	2,249
Karen Jones	Travel	108	-	108
Larson Newspapers (Red Rock News)	Advertising	559	-	559
Osborn Maledon PA	Attorneys	9,382	33,818	43,200
Ourboardroom Technologies	Software maintenance	18,500	-	18,500
Out of the Woods Consulting	Consulting	6,270	-	6,270
Penelope Wills	Travel	2,035	-	2,035
Prescott Comm Access Channel	Membership Dues	135	-	135
Prescott Newspapers, Inc.	Advertising	2,592	-	2,592
Ray Sigafos	Travel	1,790	-	1,790
Roswell Bookbinding	Board Minutes	194	1,306	1,500
Sodexo Inc.	Food Supplies	888	4,112	5,000
Supplies/Other	Various Vendors	358	-	358
Thee Place	Food Supplies	197	1,527	1,724
Yavapai Broadcasting	Board Meetings	1,000	2,000	3,000
YC Printing Services	Printing	1,918	-	1,918
				<u>133,271</u>
<u>Verde Valley DGB Advisory Committee</u>				
Osborn Maledon PA	Attorneys	1,800	-	1,800
Thee Place	Various Vendors	276	-	276
				<u>2,076</u>
Remaining Budget - December 31, 2014				<u>\$ 30,909</u>

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 six months of FY2014-2015 ending December 31, 2014, is attached. Expenditures are reported on the modified accrual basis of accounting.

The General Fund gross revenues exceed projections at 59.4% of budget. Tuition and fees revenues are 85.1% of budget reflecting a significant amount of spring 2015 semester enrollments. State aid for the second quarter of the fiscal year was received in October 2014. General Fund expenditures represent 49.4% of the budget through six months. Institutional Support is over budget due to the encumbering of maintenance for software and equipment, advertising and professional fees, and supplies. Currently, General Fund revenues exceed expenditures/encumbrances by \$4,200,000.

Total General Fund revenues are expected to be below budget by about \$368,100. This is due to property tax collections being less than the levy and less tuition and fees. 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**. Tuition and fees is projected to be under budget for the fiscal year due to lower than projected enrollments. General Fund expenditures are projected to be under budget by approximately \$803,300. 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 sixth month, 47.5% of budget has been committed compared to 65.0% of revenues received. Residence Halls and Summer Conferences revenues are at 85.5% of budget reflecting spring 2015 semester room payments. Edventures revenues are at 149.1% of budget due to the October 2014 Spain trip exceeding projections. Lastly, the Regional Economic Development Center-Training revenue is significantly under budget, however, expenditures are under budget as well and a small net surplus is expected for the fiscal year.

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 most of this deficit will be received over the remaining fiscal year. CIP is projected to be over budget for the fiscal year due to work related to the renovations of buildings

one, three, and CTEC being shifted from fiscal year 2015-16 to 2014-15. This work shift is necessary in order for the renovations to be completed by the beginning of **the fall 2015 semester. The overall financial impact is nil as next year's budget will** be reduced by the same amount. Funds in the Capital Accumulation account will be used to cover this deficit.

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended December 31, 2014 - 50.0% of the Fiscal Year Complete

Fiscal Year 2014-2015

GENERAL 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>
REVENUES:							
Primary Property Taxes	\$ 15,460,668		\$ 15,460,668	\$ 31,155,000	49.6%	\$ 30,936,900	\$ (218,100)
Tuition and Fees	10,097,120		10,097,120	11,867,000	85.1%	11,717,000	(150,000)
State Appropriations	443,500		443,500	887,000	50.0%	887,000	-
Other Revenues	139,843		139,843	458,500	30.5%	458,500	-
Interest Income	19,449		19,449	35,000	55.6%	35,000	-
Fund Balance Applied to Budget	1,664,000		1,664,000	3,328,000	50.0%	3,328,000	-
General Fund Transfer Out	(2,766,750)		(2,766,750)	(5,533,500)	50.0%	(5,533,500)	-
TOTAL REVENUES	25,057,830		25,057,830	42,197,000	59.4%	41,828,900	(368,100)

	<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>
EXPENDITURES (note 1):								
Instruction	\$ 7,669,283	\$ 4,611,946	\$ 4,304,248	\$ 7,976,981	\$ 16,832,000	47.4%	\$ 16,731,008	\$ (100,952)
Academic Support	2,056,366	1,290,329	1,210,300	2,136,395	4,492,000	47.6%	4,465,048	(26,952)
Institutional Support	4,225,669	3,241,109	2,239,192	5,227,586	8,520,000	61.4%	8,468,880	(51,120)
Student Services	2,087,491	1,276,584	1,232,991	2,131,084	4,697,000	45.4%	4,659,424	(37,576)
Operation/Maintenance of Plant	2,588,185	1,549,625	1,237,322	2,900,488	6,123,000	47.4%	6,086,262	(36,738)
Scholarships	406,786	30,520	-	437,306	833,000	52.5%	833,000	-
Public Service	48,225	31,639	31,639	48,225	150,000	32.2%	150,000	-
Tuition Contingency	-	-	-	-	550,000	0.0%	-	(550,000)
TOTAL EXPENDITURES	19,082,005	12,031,752	10,255,692	20,858,065	42,197,000	49.4%	41,393,622	(803,338)
SURPLUS/(DEFICIT)				\$ 4,199,765	\$ -			

COMMENTS:

Second quarter State Aid was received in October 2014.

Tuition and Fees revenues above budget due to spring 2015 tuition payments.

Institutional Support expenditures above budget due to the encumbering of maintenance for software and equipment, advertising and other professional fees, and supplies.

The Budget currently has a surplus of \$4,199,765.

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 December 31, 2014 - 50.0% 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>
REVENUES:					
Federal Grants and Contracts	\$ 5,532,913		\$ 5,532,913	\$ 14,224,000	38.9%
State Grants and Contracts	66,806		66,806	225,000	29.7%
Private Gifts, Grants and Contracts	194,111		194,111	625,000	31.1%
Proposition 301 Funds	396,935		396,935	600,000	66.2%
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	180,869		180,869	N/A	N/A
TOTAL REVENUES	6,823,084		6,823,084	16,526,900	41.3%

	<u>Year-to-Date Expenditures</u>	<u>Total Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
Instruction	\$ 1,259,314	\$ 532,412	\$ 410,702	\$ 1,381,024	\$ 3,294,900	41.9%
Academic Support	-	-	-	-	4,000	0.0%
Student Services	473,932	248,991	241,234	481,689	1,198,000	40.2%
Scholarships	5,027,983	-	-	5,027,983	11,890,000	42.3%
Public Service	61,855	23,103	23,103	61,855	140,000	44.2%
TOTAL EXPENDITURES	6,823,084	804,506	675,039	6,952,551	16,526,900	42.1%
SURPLUS/(DEFICIT)				\$ (129,467)		

COMMENTS:

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

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 December 31, 2014 - 50.0% 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>
REVENUES:							
Residence Halls and Summer Conferences	\$ 982,632		\$ 982,632	\$ 1,149,000	85.5%	\$ 1,149,000	\$ -
Bookstore Rental and Commissions	101,090		101,090	210,000	48.1%	210,000	-
Food Services Sales	17,551		17,551	40,000	43.9%	40,000	-
Vending	22,631		22,631	33,000	68.6%	33,000	-
Edventures	295,171		295,171	198,000	149.1%	290,000	92,000
Community Events	296,782		296,782	520,000	57.1%	520,000	-
Regional Economic Development Center - Training	25,176		25,176	136,200	18.5%	136,200	-
Family Enrichment Center	257,078		257,078	533,000	48.2%	533,000	-
Winery - Tasting Room	1,009		1,009	20,000	5.0%	20,000	-
Yavapai College Foundation	143,016		143,016	435,000	32.9%	435,000	-
Other	220,025		220,025	231,800	94.9%	231,800	-
Fund Balance Applied to Budget	100,000		100,000	200,000	50.0%	200,000	-
General Fund Transfer In	384,350		384,350	768,700	50.0%	768,700	-
Auxiliary Fund Transfer Out	(200,400)		(200,400)	(400,800)	50.0%	(400,800)	-
TOTAL REVENUES	2,646,111		2,646,111	4,073,900	65.0%	4,165,900	92,000

	<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>
EXPENDITURES (note 1):								
Instruction	\$ 18,986	\$ 2,838	\$ -	\$ 21,824	\$ 49,100	44.4%	\$ 49,100	\$ -
Student Services	273,810	167,850	143,688	297,972	611,400	48.7%	611,400	-
Auxiliary Enterprises	662,032	250,527	166,371	746,188	1,346,000	55.4%	1,438,000	92,000
Public Service	384,818	214,019	206,750	392,087	1,016,100	38.6%	1,016,100	-
Facilities & Administrative Allocation Expense	475,650	-	-	475,650	951,300	50.0%	951,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	1,815,296	635,234	516,809	1,933,721	4,073,900	47.5%	4,065,900	(8,000)
SURPLUS/(DEFICIT)				\$ 712,390	\$ -			

COMMENTS:

Residence Halls and Summer Conferences revenues are above budget due to spring 2015 semester room payments.

Edventures sales and related expenditures are ahead of budget due to the October 2014 Spain trip exceeding projections. Note, Edventures expenditures are part of Auxiliary Enterprises.

Regional Economic Development Center - Training revenue is significantly under budget, however, expenditures are under budget as well. A small net surplus is expected for the fiscal year.

The Budget currently has a surplus of \$712,390.

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 December 31, 2014 - 50.0% 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>
REVENUES:					
Secondary Property Taxes	\$ 2,510,730		\$ 2,510,730	\$ 5,059,400	49.6%
Investment Income	4,309		4,309	10,000	43.1%
General Fund Transfer In	718,400		718,400	1,436,800	50.0%
Auxiliary Fund Transfer In	200,400		200,400	400,800	50.0%
Other Revenues	9,126		9,126	-	100.0%
TOTAL REVENUES	3,442,965		3,442,965	6,907,000	49.8%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Obligation Bonds						
Principal Payments	\$ -	\$ 2,035,000	\$ -	\$ 2,035,000	\$ 4,070,000	50.0%
Interest Payments	-	482,700	-	482,700	965,400	50.0%
Pledged Revenue Obligations						
Principal Payments	-	472,500	-	472,500	945,000	50.0%
Interest Payments	245,840	-	-	245,840	491,800	50.0%
Revenue Bonds						
Principal Payments	-	142,500	-	142,500	285,000	50.0%
Interest Payments	57,881	-	-	57,881	115,800	50.0%
Bank Fees	1,300	-	-	1,300	4,000	32.5%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	305,021	3,132,700	-	3,437,721	6,907,000	49.8%
SURPLUS/(DEFICIT)				5,244	-	

COMMENTS:

Through the sixth month, 49.8% of budget has been committed (excluding labor encumbrances) compared to 49.8% of revenues received.

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

Presenter : Ray Sigafoos

Start Time : 1:34 PM

Item No : 13

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 10/29/2014

Item Type : Consent Item

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

Description : Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - December 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
Monitoring Report Executive Limitations Policy 2 3 1_Dec in Jan.pdf	Jan 09, 2015	Monitoring Report Executive Limitations Policy 2 3 1_Dec in Jan.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
December 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 six months ended December 31, 2014, the General Fund has a surplus of \$4,200,000. This is primarily the result of tuition and fee revenues reflecting a significant portion of spring 2015 semester enrollments.

For the fiscal year ended June 30, 2015, General Fund revenues are projected to be below budget by \$368,100 and expenditures are projected to be under budget by \$803,300, resulting in a net surplus of \$435,200 — a 1.0% positive variance.

Auxiliary Fund



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

Unexpended Plant Fund



- The Unexpended Plant Fund is projected to be over budget this year due to the renovations of buildings one, three, and CTEC being completed sooner than originally anticipated. Expediting the projects by two months will allow the renovations to be

completed by the beginning of the fall 2015 semester, but will move the related expenses from next year to this year in the process.

- Funds in the Capital Accumulation account will be used to cover these expenses.
- The two-year net financial impact to the District is zero, **as next year's budget will be** reduced by an offsetting amount. In other words, the total project costs remain the same, but the expenses are incurred sooner.
- For the fiscal year ended June 30, 2015, Plant Fund expenditures are currently projected to be over budget by approximately \$900,800, resulting in a net deficit of 6.5%. Expenditure projections are based upon estimates provided by contractors for the amount of work to be completed by June 30, 2015. Projections will be updated **monthly based upon contractor's progress and billings.**

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 December 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 six months ended December 31, 2014, there were no significant variances from budget.

President's Conclusion:

I report compliance.

Presenter : Ray Sigafoos

Start Time : 1:35 PM

Item No : 14

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 10/29/2014

Item Type : Consent Item

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

Description : Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - December 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
2.3.2 Monitoring Report Executive Limitations Policy 2.3.2_Dec in Jan.pdf	Jan 09, 2015	2.3.2 Monitoring Report Executive Limitations Policy 2.3.2_Dec in Jan.pdf

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

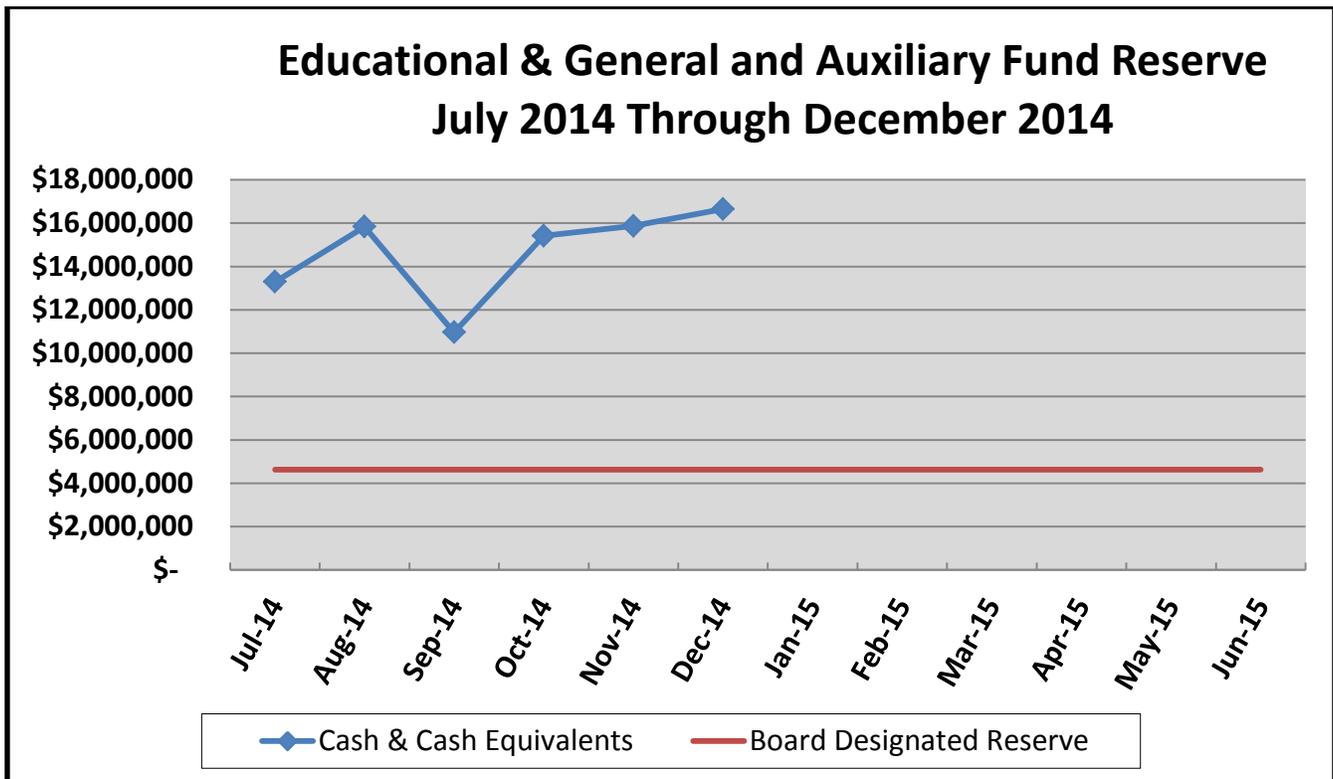
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

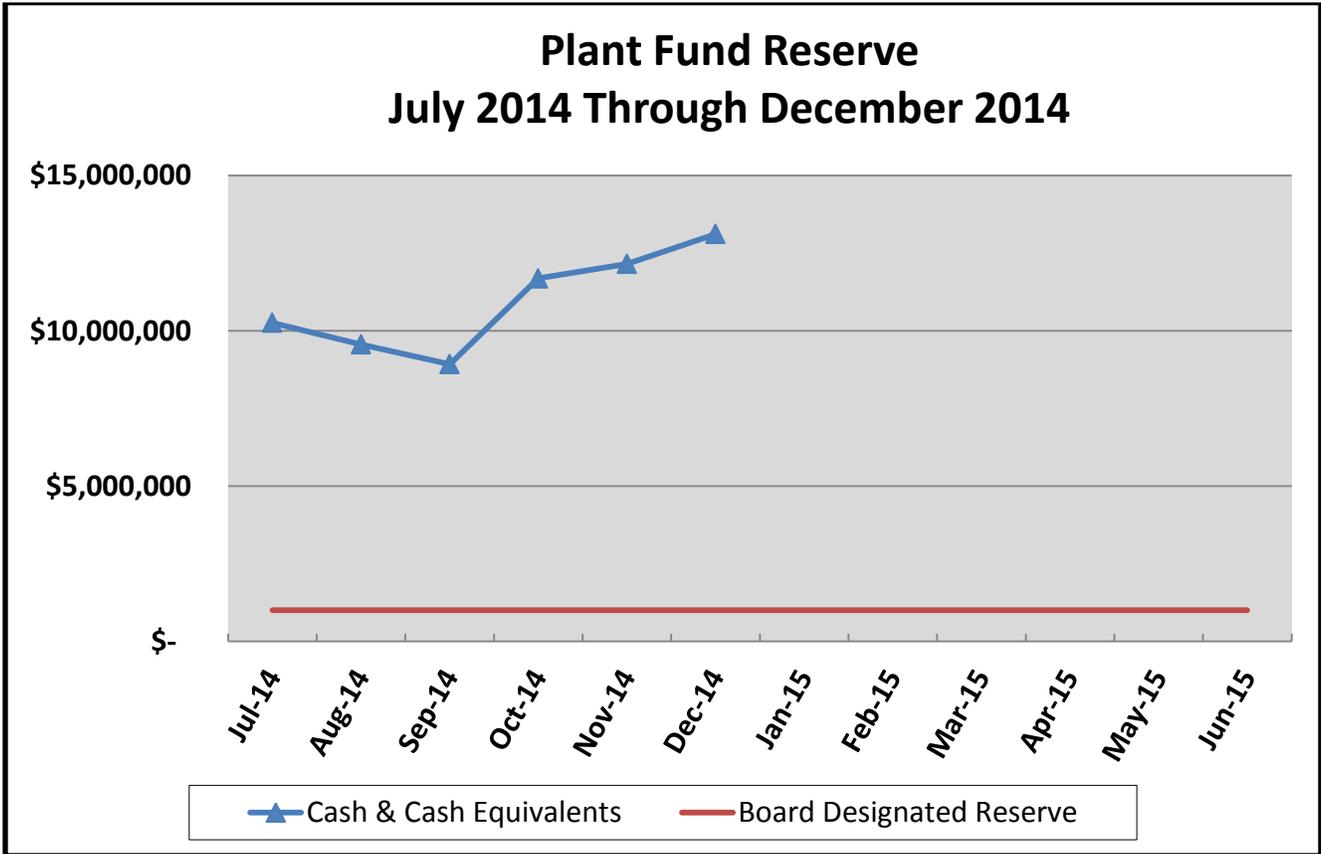
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves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



For the period July 1, 2014, through December 31, 2014, Plant Fund reserves have exceeded the **Governing Board's** designated reserve. As of December 31, 2014, Plant Fund reserves **exceed the Governing Board's** designated reserve amount by \$12,118,000.

President's Conclusion:

I report compliance.

Presenter : Ray Sigafoos

Start Time : 1:36 PM

Item No : 15

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 1/7/2015

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 : For Consideration for Approval of New Curriculum Proposals: Culinary Arts Fundamentals Certificate; Enology Certificate; Hotel and Restaurant Certificate; Integrated Systems Engineering Technician Certificate - RECEIPT, DISCUSSION, AND/OR DECISION

Details : For Consideration for Approval of New Curriculum Proposals for the following programs:

- Culinary Arts Fundamentals Certificate
- Enology Certificate
- Hotel and Restaurant Certificate
- Integrated Systems Engineering Technician Certificate

Attachments :

Title	Created	Filename
Curriculum.pdf	Jan 07, 2015	Curriculum.pdf

Yavapai College
Office of Academic Affairs

Date: January 5, 2015
To: Dr. Penelope H. Wills, President
From: Dr. Stuart Blacklaw, Vice President for Instruction & Student Services
RE: Curriculum Proposals

The following curriculum proposals have been reviewed by the appropriate faculty, Deans and the Curriculum Committee. I recommend approval of the creation of certificates in Culinary Arts Fundamentals, Enology, Hotel and Restaurant Management, and Integrated Systems Engineering Technician.

Overview of New Programs

Culinary Arts Fundamentals Certificate

The Certificate in Culinary Arts Fundamentals is designed to equip students with basic skills in culinary arts including: culinary concepts and terminology, kitchen safety and sanitation, use of equipment, nutritional guidelines, measurements, food costing, and culinary theory and practice. To make a culinary arts program feasible, Yavapai College can lease a teaching kitchen with 6 separate units at Camp Verde High School. Currently there are over 200 students enrolled in secondary culinary programs in Yavapai County, however there is not yet a pathway to postsecondary certificates or credentials.

Enology Certificate

The Enology Certificate program is designed to prepare students for careers in the wine industry with an emphasis on wine production. The courses in this certificate are all part of, and are applicable to, the existing AAS in Viticulture and Enology. The end goal of the program is to provide a comprehensive education in wine production that creates employable graduates.

Hotel and Restaurant Management Certificate

The Hotel and Restaurant Management Certificate program, with a mix of business and life skills, will prepare individuals for management careers in hotels and commercial food service. The program will require little to no capital infrastructure – utilizing existing classrooms and facilities – while supporting local economy, business and industry.

Integrated Systems Engineering Technician Certificate

The Certificate in Integrated Systems Engineering Technician will prepare students to apply basic engineering principles and technical skills to the identification and resolution of production problems in product manufacturing. The manufacturing industry needs multifunctional technicians competent in engineering graphics, CNC operations, robotics and the integration of these technologies into fully functioning automated systems. This certificate repackages seven existing courses in CNC and robotics and adds one new course: CAD with SolidWorks to provide workers trained in multiple disciplines.

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach [Program Progression Plan](#).
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Questions? Contact your Division Curriculum Representative - [Curriculum Committee](#)

1.	Date:	9/10/14	
			Last saved: 11/12/2014
2.	Initiator:	James Perey	
3.	E-mail address:	james.perey@yc.edu	
4.	Phone:	928-634-6513	
5.	Initiating division:	Career Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Culinary Arts Fundamentals	
8.	Program description: (brief/this will appear in the College Catalog)	<p>The Certificate in Culinary Arts Fundamentals is designed to equip students with basic skills in culinary arts. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.</p>	
9.	Program learning outcomes: (List outcomes with course or courses)	<p>Identify which courses within the program will meet each outcome. (see guidelines within New Program Proposal Components)</p> <ol style="list-style-type: none"> 1. Identify culinary principles, nutrition practices, safety and sanitation techniques for basic kitchen and food service operation. (CUL 101, 102, 103, 104) 2. Identify fruit and vegetable classifications and demonstrate preparation and usage of products. (CUL 101, 103) 3. Use kitchen small wares, equipment, knives and bakery equipment. (CUL 101, 102, 103, 104) 4. Use food costing techniques and recipe conversions using standard and metric measurements. (CUL 101, 102, 103, 104) 5. Fabricate meat, fish and poultry products. (CUL 102) 6. Produce stocks, sauces and soups. (CUL 102) 7. Use a variety of methods to cook poultry, fish and meat products. (CUL 102) 8. Create a variety of cheeses and pastas. (CUL 103) 9. Make dressings for salads and sandwiches. (CUL103) 10. Make simple salads, sandwiches, breakfast foods, and hors d'oeuvres appropriate for the food service industry. (CUL 103) 11. Prepare basic breads, rolls, cakes, cookies, bakery sauces, icings and fillings. (CUL 104) 	
10.	Projected start semester:	Fall 2015	
11.	Online delivery	No	

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only:

**12. Special admission No
required:**

13. Financial Aid: Yes
Does the program
meet requirements
for Title IV funding?

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

14. Program sequence Program Progression Plan

Attach form prior to submission

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

*******Gainful Employment Requirements – Contact Institutional Research for Assistance*******

NOTE: Yavapai College must retain documents that support this information for review or submission to the
Department of Education upon request.

15. CIPC Code: 12.0500

16. SOC Codes: Cooking and Related Culinary Arts, General. 35-2012 Cooks, Institution and
(Standard Cafeteria
Occupational
Classification(s) that
this certificate helps
prepare for:

**17. Minimum 1-year (9 months)
completion time in
months:**
(assumes Fall
semester start)

18. Program Costs: 18.4 load for teaching of coursework @ \$717 per load hour = \$13,192.80
Lease of facility for the year \$5,000
Supplies 15,000-initial cost for equipment and supplies.
Total cost- \$33,192.80

In-State Tuition \$92.00 a credit hour
Books & Supplies Culinary Fundamentals: Basics (Web Access Code) (Required)
ISBN:
Author: Kp Systems
Estimated Price: \$80.00 (new)
Student supplies including knives and uniforms \$300.00
Lab Fees NA
Other Special
Fees/Expenses

19. Narrative description of the need for the program: (For example, describe what need this program will address and how the institution became aware of that need)
The College is well positioned to serve a thriving culinary and hospitality community. This specific program not only provides educational opportunities to students of Yavapai county but can fill a need in providing highly qualified individuals who can support local business and industry. Currently there are over 200 students enrolled in secondary culinary programs in Yavapai County, however there is no pathway to postsecondary certificates or credentials. We became aware of the need based on input from business and industry representatives and our secondary partners.

20. Narrative description of how This program is designed to train students in the culinary fundamentals needed for employment in the restaurant industry. The program teaches a

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the program was designed to meet local market needs, or for an online program, regional or national market needs:

wide range of culinary skills necessary for success in the culinary industry. Annual openings for jobs in this industry are 120 per year in (Yavapai County). See report from Institutional Research.

(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

- 21. Narrative description of any wage analysis the institution may have performed:** See attached report from Institutional Research.
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

- 22. Narrative description of how the program was reviewed or approved:** During the 2013-2014 I made three visits to culinary programs/institutes throughout the united states. Based on my findings it is not feasible to build new construction for a culinary arts program due to cost. However, Camp Verde High School has a teaching kitchen with 6 separate units, which the college can lease to offer a short 16 credit hour certificate. By utilizing The idea was approved by PLT and curriculum was forwarded to the curriculum office and committee.

23. Advisory Committee:

- Names of members and expertise:** This is an exploratory committee. Advisory committees are not usually formed until after the program is given the clearance to launch.
Patty King-Culinary instructor Camp Verde High School
Ralph Fobair-CTE director VACTE
Lisa Dahl-owner and chef of Cucina Rustica, Dahl & Di Luca Ristorante Italiano, and Pisa Lisa - Wood Fired Pizza
Jennifer Wehsselhoff-CEO Sedona chamber
- Additional expertise:**
Michael Sabo director Charleston Culinary institute
Tim Meyers coordinator culinary and baking DePage Community College
- Number of times met to plan the program:** **This group has met twice**
- Future meeting plans:** **Once the program is established an advisory committee will be formed and will meet up to two times a year.**

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: Justin Brereton per email Date: 10/31/14

Reviewed

Reviewed/Change Noted: _____

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

Instructional Dean/s

- | | |
|---|--|
| <input type="checkbox"/> Business & Computer Science | <input type="checkbox"/> Sciences & Health |
| <input type="checkbox"/> Career & Technical Education | <input type="checkbox"/> Visual, Performing & Liberal Arts |
| <input type="checkbox"/> Foundation Studies | <input checked="" type="checkbox"/> Verde Valley/Sedona |

Name: James Perey per submission Date: 10/31/14

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: [Signature] Date: 12/4/14

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: [Signature] Date: 12/2/14

Approved Not Approved

Approved/Change Noted: _____

President

Name: [Signature] Date: 1-6-15

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

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About the Culinary Arts Fundamentals Certificate

The Certificate in Culinary Arts Fundamentals is designed to prepare students with basic skills in culinary arts. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.

Program Outcomes

Upon successful completion of the Culinary Arts Fundamentals Certificate program, the learner will be able to:

1. Identify culinary principles, nutrition practices, safety and sanitation techniques for basic kitchen and food service operation. (CUL 101, 102, 103, 104)
2. Identify fruit and vegetable classifications and demonstrate preparation and usage of products. (CUL 101, 103)
3. Use kitchen small wares, equipment, knives and bakery equipment. (CUL 101, 102, 103, 104)
4. Use food costing techniques and recipe conversions using standard and metric measurements. (CUL 101, 102, 103, 104)
5. Fabricate meat, fish and poultry products. (CUL 102)
6. Produce stocks, sauces and soups. (CUL 102)
7. Use a variety of methods to cook poultry, fish and meat products. (CUL 102)
8. Create a variety of cheeses and pastas. (CUL 103)
9. Make dressings for salads and sandwiches. (CUL 103)
10. Make simple salads, sandwiches, breakfast foods, and hors d'oeuvres appropriate for the food service industry. (CUL 103)
11. Prepare basic breads, rolls, cakes, cookies, bakery sauces, icings and fillings. (CUL 104)

Program-Specific Requirements

Course	Course Title	Hours
CUL 101	Culinary Principles	4
CUL 102	Culinary Fundamentals: Hot Foods	4
CUL 103	Culinary Fundamentals: Breakfast and Garde Manger	4
CUL 104	Culinary Fundamentals: Baking and Pastry	4

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Certificate	Program Name	Program Mission:
	Culinary Arts	The Certificate in Culinary Arts Fundamentals is designed to equip students with basic skills in culinary arts. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Courses emphasize fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.
Assessment Period:	Academic Year	
	2014-2015	

Required Course Matrix:

Course Name	CUL 101	CUL 102	Culinary Fund: Hot Foods	Culinary Fund: Breakfast and Garden Manager	Culinary Fund: Baking and Pastry															
AAS Course Prefix & Number Please Include * if a Capstone Course																				
Gen Ed Assessment Courses (GECCO)																				
Credits:	4	4	4	4	4															
Program Outcomes:																				
Identify culinary principles, nutrition practices, safety and sanitation techniques for basic kitchen and food service operation.	IR	IRP	IRP	IRP	IRP															
Identify fruit and vegetable classifications and demonstrate preparation and usage of products.	IR																			
Use kitchen small wares, equipment, knives and bakery equipment.	IR	IRP	IRP	IRP	IRP															
Use food costing techniques and recipe conversions using standard and metric measurements.	IR	IRP	IRP	IRP	IRP															
Fabricate meat, fish and poultry products.		IRP	IRP																	
Produce stocks, sauces and soups.		IRP	IRP																	
Use a variety of methods to cook poultry, fish and meat products		IRP	IRP																	
Create a variety of cheeses and pastas.			IRP																	
Make dressings for salads and sandwiches.			IRP																	
Make simple salads, sandwiches, breakfast foods, and hors d'oeuvres appropriate for the food service industry			IRP																	
Prepare basic breads, rolls, cakes, cookies, bakery sauces, icings and fillings.					IRP															
Minimum Credits Required																				

Directions: For each Outcome row, enter "I" / "R" / "P"

I = Introduced (in Program)
 R = Reinforced (in Program)
 P = Proficient (for Program)

Gen Ed Assessment Course Codes:
 C Creativity
 CE Civil Engagement
 CT Critical Thinking
 IL Information Literacy
 OC Oral Communication
 QL Quantitative Literacy

Johnson, Jeni

From: Brereton, Justin
Sent: Thursday, November 13, 2014 5:26 PM
To: Johnson, Jeni; Perey, James
Cc: Schlosberg, Patti
Subject: RE: Culinary Fundamentals & Hotel Rest Management

Thank you I have reviewed

From: Johnson, Jeni
Sent: Thursday, November 13, 2014 3:10 PM
To: Perey, James; Brereton, Justin
Cc: Schlosberg, Patti; Johnson, Jeni
Subject: Culinary Fundamentals & Hotel Rest Management
Importance: High

These two packets are ready for your review and approval. James...please note I still need CSA 126 & HOS 195 accounted for on your program outcomes and curriculum map. The sooner we can "put this to rest" the better so we can move on to some other proposals that need to be ready for the December meeting.

Thanks.

Jeni

Jenyl Johnson Instructional Support Manager
jenyl.johnson@yc.edu P: 928.776.2353

Yavapai
COLLEGE
life explored

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach [Program Progression Plan](#).
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Questions? Contact your Division Curriculum Representative - [Curriculum Committee](#)

1.	Date:	9/30/14	Last saved: 10/16/2014
2.	Initiator:	Michael Pierce	
3.	E-mail address:	michael.pierce@yc.edu	
4.	Phone:	9286346586	
5.	Initiating division:	Career Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Enology Certificate	
8.	Program description: (brief/this will appear in the College Catalog)	The Enology certificate is designed to prepare individuals for careers in the wine industry with an emphasis on wine production. Classroom instruction, laboratory and winery applications of enological principles and practices will be covered.	
9.	Program learning outcomes: (List outcomes with course or courses)	Identify which courses within the program will meet each outcome. (see guidelines within New Program Proposal Components) <ol style="list-style-type: none"> 1. Select, analyze and process grapes for winemaking. (VEN 195E, 200) 2. Perform steps in the winemaking process. (VEN 195E, 200, 201, 202) 3. Apply chemistry and microbiology concepts needed for winemaking. (CHM 130, VEN 195E, 200, 201, 202) 4. Perform and analyze fermentations. (VEN 195E, 200, 201, 202) 5. Produce wines. (VEN 195E, 200, 201, 202) 6. Analyze wines. (VEN 120, 121, 195E, 200, 201, 202) 7. Evaluate wines. (VEN 120, 121, 195E, 200, 201, 202) 	
10.	Projected start semester:	Fall 2015	
11.	Online delivery only:	No	
12.	Special admission required:	Yes	
13.	Financial Aid: Does the program meet requirements for Title IV funding?	Yes	

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

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14. Program sequence Program Progression Plan

Attach form prior to submission

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

*****Gainful Employment Requirements – Contact Institutional Research for Assistance*****

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

15. CIPC Code: 01.0309

16. SOC Codes: 51-0000 Production Occupations
(Standard 51-9012 Separating, Filtering, Clarifying, Precipitating, and Still Machine
Occupational Setters, Operators, and Tenders
Classification(s) that
this certificate helps
prepare for:

17. Minimum completion time in months: 12 months
(assumes Fall semester start)

18. Program Costs:
In-State Tuition
Books & Supplies
Lab Fees
Other Special Fees/Expenses

19. Narrative description of the need for the program: Students have expressed an interest in an education focused specifically on winemaking. This certificate will provide that education and create another pathway to completion. The courses in this certificate are all a part of the Viticulture and Enology A.A.S. degree. Students completing this certificate will be able to apply these credits towards the A.A.S. degree if they so choose.
(For example, describe what need this program will address and how the institution became aware of that need)

20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs: The purpose of this certificate is to provide students with another pathway to graduation in a focused field. The enology certificate will concentrate directly on wine production at an industry scale comparable to what is currently seen in the southwest. The goal of the program to provide a comprehensive education in wine production that creates employable graduates.
(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

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21. **Narrative description of any wage analysis the institution may have performed:** See attached
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. **Narrative description of how the program was reviewed or approved:** A review of enology certificate programs at peer institutions was conducted. The purpose of the review was to compare the course content and learning outcomes offered at these schools with what is offered at Yavapai College. Course modifications have been proposed in addition to this certificate proposal to ensure a comprehensive education will be offered.

23. **Advisory Committee:**
Names of members and expertise:
Number of times met to plan the program:
Future meeting plans:

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: Justin Brereton per submission Date: _____

- Reviewed
 Reviewed/Change Noted: _____

Institutional Research (IR must verify all submitted employment projections)

Name: See Program Planning & Authorization Date: 11/04/14

- Gainful Employment Information Verified
 Resources: _____



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

Instructional Dean/s

X Verde Valley/Sedona

Name: James Perey per email Date: 11/18/14

- Recommended Not Recommended
 Recommended/Change Noted: _____

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Curriculum Committee

Name: [Signature] Date: 12/4/14

Approved Not Approved

Approved/Change Noted: Remove pre-reg of VEN 120 for VEN 200.

Vice President for Instruction and Student Services

Name: [Signature] Date: 12/12/14

Approved Not Approved

Approved/Change Noted: _____

President

Name: [Signature] Date: 1-6-15

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

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About the Enology Certificate

The Enology certificate is designed to prepare individuals for careers in the wine industry with an emphasis on wine production. Classroom instruction, laboratory and winery applications of enological principles and practices will be covered.

Program Outcomes

Upon successful completion of the Animal Care and Management Certificate program, the learner will be able to:

1. Select, analyze and process grapes for winemaking. (VEN 195E, 200)
2. Perform steps in the winemaking process. (VEN 195E, 200, 201, 202)
3. Apply chemistry and microbiology concepts needed for winemaking. (CHM 130, VEN 195E, 200, 201, 202)
4. Perform and analyze fermentations. (VEN 195E, 200, 201, 202)
5. Produce wines. (VEN 195E, 200, 201, 202)
6. Analyze wines. (VEN 120,121,195E, 200, 201, 202)
7. Evaluate wines. (VEN 120,121,195E, 200, 201, 202)

Program-Specific Requirements

Course	Course Title	Hours
CHM 130	Fundamental Chemistry	4
VEN 120	Wines of the US	2
VEN 121	Wines of the World	2
VEN 195E	Winemaking Practicum	6
VEN 200	Science of Winemaking	3
VEN 201	Science of Winemaking II	3
VEN 202	Science of Winemaking III	3
	Total	23

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Certificate

Certificate Name: Enology Certificate

The Enology certificate is designed to prepare individuals for careers in the wine industry with an emphasis on wine production. Classroom instruction, laboratory and winery applications of enological principles and practices will be covered.

Certificate Mission / Objectives:

2014-20

Academic Year:

2014-2015

Assessment Period:

Required Course Matrix:

Course Name: Please Include * if a Capstone Course Course Prefix: (ie, ACC 232)	X = Assessed this Period													
	VEN 120	VEN 121	VEN 195E	VEN 200	VEN 201	VEN 202	CHM130	Wines of the United States	Wines of the World	Winemaking Practicum (3)	Science of Winemaking I	Science of Winemaking II	Science of Winemaking III	Fundamental Chemistry
Outcome 1: Select, analyze and process grapes for winemaking.	2	2	2	3	3	3	4							
Outcome 2: Perform steps in the winemaking process.					R							P		
Outcome 3: Apply chemistry and microbiology concepts needed for winemaking.					R							P		
Outcome 4: Perform and analyze fermentations.					R							P	IRP	
Outcome 5: Produce wines.					R							P		
Outcome 6: Analyze wines	IRP	IRP	IRP	IRP	R							P		
Outcome 7: Evaluate wines.	IRP	IRP	IRP	IRP	R							P		
Total Credits														

Directions: For each Outcome enter a descriptor, "I" / "R" / "P" in the appropriate course - only one per course, and the highest level.

I = Introduced (in Program) R = Reinforced (in Program) P = Proficient (for Program)

Program Outcomes (Competencies): Statements of observable, measurable results of the educational experience, linked to program Outcomes (Section I), that specify what a student is expected to know or be able to do throughout a program; these must be detailed and meaningful enough to guide decisions in program planning, improvement, pedagogy, and practice.

Certificates do not include a general education component and, therefore, do not need to be aligned with the Gen Ed Core Courses (GECCO).

Note: A Program Outcome should not contain the word, basic. This term should be used in course assessments. Program Outcomes are the highest degree of competency attained.

Academic Program Planning and Authorization

To ensure that new academic programs implemented by Yavapai College are of the highest quality and are aligned with the District Governing Board's and college's strategic plans, the following criteria and process for new academic program authorization must be submitted to the Executive Leadership Team for authorization, prior to program planning.

Date

Initiator Phone Number

E-mail Address

Instructional Division Sponsoring Campus

Program Type Program Name

Projected Start Semester to Plan Projected Start Semester for Program

Program Description

The Enology certificate is designed to prepare individuals for various careers in the wine industry with an emphasis on wine production. Classroom instruction, laboratory and winery applications of enological principles and practices are included in the program of study.

How does the program relate to the College mission?

To offer Career Educational programs that provide the education and training necessary to compete in the global job market.

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

The enology certificate program will be comprised of courses within the existing Viticulture and Enology A.A.S. degree.

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

The enology certificate will be another program offered as a part of Yavapai College's Southwest Wine Center. The enology certificate will be stack-able within the Viticulture and Enology A.A.S. degree.

Explain student demand and evidence of the proposed programs responsiveness to the needs of the region, state, or nation. Provide documentation (Resources: Office of Institutional Effectiveness & Research, Office of Regional Economic Development)

The program is already in existence. Students have expressed an interests in just the enology portion of the associates degree.

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

Not at this time.

What is the proposed tuition rate for the program?

\$92.00 per credit hour

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List the proposed programs outcomes.

1. Select, analyze and process grapes for winemaking. (VEN 195E,200)
2. Perform steps in the winemaking process. (VEN 195E, 200, 201, 202)
3. Apply chemistry and microbiology concepts needed for winemaking. (VEN 195E,200,201,202)
4. Perform and analyze fermentations. (VEN 195E,200,201,202)
5. Produce wines. (VEN 195E,200,201,202)
6. Analyze wines. (VEN 120,121,195E,200,201,202)
7. Evaluate wines. (VEN 120,121,195E,200,201,202)

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

None

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

None

Proposed Program Initiator		Recommended
Director of Institutional Effectiveness & Research		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Initiator's Instructional Dean **Forward Copy to Curriculum Office		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vice President for Instruction & Student Services		<input type="checkbox"/> Yes <input type="checkbox"/> No
Vice President for Administrative Services		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
President's Leadership Team Review	Approved 4/9/14	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
College President		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Johnson, Jeni

From: Pierce, Michael
Sent: Wednesday, November 19, 2014 12:32 PM
To: Johnson, Jeni
Cc: Brereton, Justin; Perey, James
Subject: RE: Enology Certificate
Attachments: Major_Course_Modification_VEN195E.docx; VEN 195E - Proposed changes.docx

Jeni,

The changes to VEN 202 look good to me. I have attached the course modification form and the proposed changes for the VEN195E class.

Michael Pierce
Director of Enology
Yavapai College - Verde Campus
Cell: (602) 909-0309
Office: (928) 634-6586

From: Johnson, Jeni
Sent: Tuesday, November 18, 2014 1:23 PM
To: Perey, James
Cc: Pierce, Michael; Brereton, Justin
Subject: RE: Enology Certificate

See attached for most current, I had to change the "tense"

From: Perey, James
Sent: Tuesday, November 18, 2014 1:21 PM
To: Johnson, Jeni
Cc: Pierce, Michael; Brereton, Justin
Subject: Re: Enology Certificate

Jeni, I am fine with these changes. I'd like Michael to weigh in as these are his descriptions. Also I reviewed the packet and it looks good.

Sent from my iPhone

On Nov 18, 2014, at 12:13 PM, Johnson, Jeni <jeni.johnson@yc.edu> wrote:

I promise...last email for now...

I also modified the description to conform to YC standards...

~~VEN 202. Science of Winemaking III (3). Basic sensory science and how sensory evaluation relates to oak barrel selection. Exploration of fining and filtration, blending, wine defects, and compounds responsible for specific aroma and flavor components. Economics relating to wine production and sales including federal, state, and local regulations. Developing a winery business plan, state and~~

federal winery permits, wine production, taxation, reporting, labeling, market research, and sales and distribution. Must be 21 years of age or older to enroll. Prerequisite: VEN 201. Two lecture. Two lab.

Now all we need is the modified outline for VEN 195E and we can have this ready for the December 3 meeting – it would be great if I could get that info this afternoon, we are in a time crunch because of the holiday and such.

Thanks.

From: Johnson, Jeni
Sent: Tuesday, November 18, 2014 12:04 PM
To: Pierce, Michael; Brereton, Justin
Subject: RE: Enology Certificate

I went ahead and did the cover sheet for VEN 202, so I just need the modified outline for VEN195E.

Also – I deleted the wording Minimum Grade of C on the prerequisite, because all of our course prereqs must be completed with a C or better – it is College policy.

From: Johnson, Jeni
Sent: Tuesday, November 18, 2014 11:23 AM
To: Pierce, Michael
Cc: Brereton, Justin
Subject: FW: Enology Certificate
Importance: High

I am helping Patti review these and I need the modified course description for VEN195E and the Modification Cover Sheet for VEN 202!!
Jeni

From: Pierce, Michael
Sent: Friday, October 17, 2014 8:18 AM
To: Brereton, Justin; Schlosberg, Patti
Subject: RE: Enology Certificate

Justin/Patti,

Attached are two additional course modifications I would like to submit to curriculum. Thank you.

Michael Pierce
Director of Enology
Yavapai College - Verde Campus
Cell: (602) 909-0309
Office: (928) 634-6586

From: Brereton, Justin
Sent: Thursday, October 16, 2014 4:27 PM
To: Pierce, Michael; Schlosberg, Patti
Subject: RE: Enology Certificate

Johnson, Jeni

From: Perey, James
Sent: Tuesday, November 18, 2014 1:21 PM
To: Johnson, Jeni
Cc: Pierce, Michael; Brereton, Justin
Subject: Re: Enology Certificate

Jeni, I am fine with these changes. I'd like Michael to weigh in as these are his descriptions. Also I reviewed the packet and it looks good.

Sent from my iPhone

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I also modified the description to conform to YC standards...

VEN 202. Science of Winemaking III (3). ~~Basic sensory science and how sensory evaluation relates to oak barrel selection. Exploration of fining and filtration, blending, wine defects, and compounds responsible for specific aroma and flavor components.~~ Economics relating to wine production and sales including federal, state, and local regulations. Developing a winery business plan, state and federal winery permits, wine production, taxation, reporting, labeling, market research, and sales and distribution. Must be 21 years of age or older to enroll. Prerequisite: VEN 201. Two lecture. Two lab.

Now all we need is the modified outline for VEN 195E and we can have this ready for the December 3 meeting – it would be great if I could get that info this afternoon, we are in a time crunch because of the holiday and such.

Thanks.

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Sent: Tuesday, November 18, 2014 12:04 PM
To: Pierce, Michael; Brereton, Justin
Subject: RE: Enology Certificate

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Also – I deleted the wording Minimum Grade of C on the prerequisite, because all of our course prereqs must be completed with a C or better – it is College policy.

From: Johnson, Jeni
Sent: Tuesday, November 18, 2014 11:23 AM
To: Pierce, Michael
Cc: Brereton, Justin
Subject: FW: Enology Certificate
Importance: High

I am helping Patti review these and I need the modified course description for VEN195E and the Modification Cover Sheet for VEN 202!!

Jeni

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach [Program Progression Plan](#).
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Questions? Contact your Division Curriculum Representative – [Curriculum Committee](#)

1.	Date:	10/14/14	Last saved: 11/13/2014
2.	Initiator:	James Perey	
3.	E-mail address:	james.perey@yc.edu	
4.	Phone:	928-634-6513	
5.	Initiating division:	Career Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Hotel and Restaurant Management	
8.	Program description: (brief/this will appear in the College Catalog)	Designed to prepare graduates for management careers in ^{hotels} restaurants and commercial food service management. The curriculum is designed to provide a program that is well-rounded with a mix of business and life skills that are in demand in the field of hospitality and restaurant management.	
9.	Program learning outcomes: (List outcomes with course or courses)	<p>Identify which courses within the program will meet each outcome. (see guidelines within New Program Proposal Components)</p> <ol style="list-style-type: none"> 1. Identify the elements that comprise the hospitality industry and describe current trends in the industry. (HOS 100, HOS 195) 2. Explain the various components of food service management (CUL 102, HOS 110, HOS 195) 3. Describe the functions, responsibilities, and controls of the front office/desk operations. (CSA 126, HOS 115, HOS 195) 4. Hot food preparation for commercial production. (CUL 102) 5. Identify principles for planning and operating meetings, conventions, and exhibitions. (CSA 126, HOS 120, HOS 195) 6. Recognize the major safety and legal responsibilities/ liabilities in the hospitality industry. (HOS 150, HOS 195) 7. Categorize the planning, implementation, and monitoring of the hospitality environment. (CSA 126, HOS 150, HOS 195) 	
10.	Projected start semester:	Fall 2015	
11.	Online delivery only:	No	
12.	Special admission required:	No	
13.	Financial Aid: Does the program meet requirements for Title IV funding?	Yes	

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

208

14. Program sequence Program Progression Plan

Attach form prior to submission

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

*****Gainful Employment Requirements – Contact Institutional Research for Assistance*****

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

-
- 15. CIPC Code:** 52.0909
-
- 16. SOC Codes:** 52.0909 Hotel, Motel, and Restaurant Management. 11-9051 Food Service
(Standard Managers
Occupational 52.0909 Hotel, Motel, and Restaurant Management. 11-9081 Lodging Managers
Classification(s) that 52.0909 Hotel, Motel, and Restaurant Management. 25-1011 Business Teachers,
this certificate helps Postsecondary
prepare for:
-
- 17. Minimum completion time in months:** **1-year**
(assumes Fall semester start)
-
- 18. Program Costs:**
In-State Tuition \$92.00 per credit hour
Books & Supplies
Lab Fees NA
Other Special NA
Fees/Expenses
-
- 19. Narrative description of the need for the program:** The College is well positioned to serve a thriving hospitality community. This specific program not only provides educational opportunities to students of Yavapai county but can fill a need in providing highly qualified individuals who can support local hospitlity business and industry. We became aware of the need based on imput from business and industry representatives and our secondary partners.
(For example, describe what need this program will address and how the institution became aware of that need)
-
- 20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:** This program is desinged to train students in the Hotel and Restaurant managemnt. The program teaches a wide range of skills necessary for success in the hospitality industry. Annual openings for jobs in this industry are 71 per year in (Yavapai County). See report from Institutional Research.
(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

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21. Narrative description of any wage analysis the institution may have performed: See attached report from Institutional research.
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. Narrative description of how the program was reviewed or approved: During the 2013-2014 I made three visits to culinary/hospitality programs/institutes throughout the united states. Based on my findings a program in hotel and restaurant mamangement requires little to no capital infastructure and can utilize existing classrooms and faciltties. In addition it can support the local economy, business, and industry. The idea was approved by PLT and curriculum was forwarded to the curriculum representative and curriculum office.

23. Advisory Committee:
Names of members and expertise: **Steve Segner (president of sedona lodging council and owner operator of El Portal) Jennifer Wesselhoff (CEO Sedona Chamber of Commerce), Brian Rader (restaurant manager Cliff Castle Casino), Nate Schriber(director of feed and beverage Cliff Castle Casino).**
Number of times met to plan the program: **2**
Future meeting plans: **Once per semester or as needed.**

Review Recommendations and Signatures

Division Curriculum Representative - [Curriculum Committee](#)

Name: Justin Brereton Date: 11/12/14

Reviewed

Reviewed/Change Noted: _____

Institutional Research (IR must verify all submitted employment projections)

Name: _____ Date: _____

Gainful Employment Information Verified

Resources: _____



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

210

General Education Committee Chair

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

Business & Computer Science

Sciences & Health

Career & Technical Education

Visual, Performing & Liberal Arts

Foundation Studies

X Verde Valley/Sedona

Name: James Perey per submission Date: 11/12/14

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: _____ Date: 12/4/14

Approved Not Approved

Approved/Change Noted: minor change to program outcome.

Vice President for Instruction and Student Services

Name: _____ Date: 12/2/14

Approved Not Approved

Approved/Change Noted: _____

President

Name: Lucretia N. Wills Date: 1-6-15

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

211

About the Hotel and Restaurant Management Certificate

The Certificate in Hotel and Restaurant Management is designed to prepare graduates for management careers in ~~restaurants~~ and commercial food service management. The curriculum is designed to provide a program that is well-rounded with a mix of business and life skills that are in demand in the field of hospitality and restaurant management.

hotels

Program Outcomes

Upon successful completion of the Hotel and Restaurant Management certificate program, the learner will be able to:

1. Identify the elements that comprise the hospitality industry and describe current trends in the industry. (HOS 100, HOS 195)
2. Explain the various components of food service management (CUL 102, HOS 110, HOS 195)
3. Describe the functions, responsibilities, and controls of the front office/desk operations. (CSA 126, HOS 115, HOS 195)
4. ~~Hot food preparation~~ ^{prepare} for commercial production. (CUL 102)
5. Identify principles for planning and operating meetings, conventions, and exhibitions. (CSA 126, HOS 120, HOS 195)
6. Recognize the major safety and legal responsibilities/ liabilities in the hospitality industry. (HOS 150, HOS 195)
7. Categorize the planning, implementation, and monitoring of the hospitality environment. (CSA 126, HOS 150, HOS 195)

Program-Specific Requirements

Course	Course Title	Hours
CSA 126	Microsoft Office	3
CUL 102	Culinary Fundamentals: Hot Food	4
HOS 100	Introduction to the Hospitality Industry	3
HOS 110	Food Service Systems Management	3
HOS 115	Hospitality Front Office Procedures	3
HOS 120	Meeting and Convention Management	3
HOS 150	Hospitality Property Management	3
HOS 195	Hospitality Practicum	6
	Total	28

2/2

Associated of Applied Science Degree		Program Name: Hotel and Restaurant Management									
Program Mission:		The Certificate of Hotel and Restaurant Management is designed to prepare graduates for management careers in the hotel and restaurant industry. The curriculum is designed to provide a program that is well-rounded with a mix of industry and life skills that are in demand with employers.									
Assessment Period:		Academic Year									
Required Course Matrix:											
Course Name		Hot Foods	Meeting and Convention	Hospitality Property Management	Hospitality Practicum	Microsoft Office					
AAS Course Prefix & Number Please include * if a Capstone Course											
Gen Ed Assessment Courses (GECCO)											
Credits:											
Program Outcomes:											
Outcome 1	Identify the elements that comprise the hospitality industry and describe current trends in the industry. (HOS 100, HOS 195)	R	R	RP	RP	IRP					
Outcome 2	Identify the various components of the food service management (HOS 110, CUL 102, HOS 195)	IR	IRP		IRP						
Outcome 3	Describe the functions, responsibilities, and controls of the front office/desk operations (HOS 115, HOS 195, CSA 126).	IRP	IRP		IRP	IRP					
Outcome 4	Demonstrate hot food preparation for commercial production (CUL 102)	I	IRP		IRP						
Outcome 5	Identify principles for planning, operating meeting, conventions, and exhibitions (HOS 120, HOS 195, CSA 126)		IRP	RP	RP	IRP					
Outcome 6	Identify and describe the major safety and legal responsibilities/liabilities in the hospitality industry (HOS 150, HOS 195)	I	I	IRP	RP	RP					
Outcome 7	Identify and describe the planning, implementation, and monitoring of the hospitality environment (HOS 150, HOS 195, CSA 126)		IRP	IRP	IRP	IRP					
Outcome 8											
Outcome 9											
	Minimum Credits Required										
Directions: For each Outcome row, enter "I" / "R" / "P"											
I = Introduced (in Program)		Gen Ed Assessment Course Codes:									
R = Reinforced (in Program)		C	Creativity	IL	Information Literacy						
P = Proficient (for Program)		CE	Civil Engagement	OC	Oral Communication						
		CT	Critical Thinking	QL	Quantitative Literacy						

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Note: A Program Outcome should not contain the word, basic. This term should be used in course assessments. Program Outcomes are the highest degree of competency attained.

Johnson, Jeni

From: Brereton, Justin
To: Johnson, Jeni; Perey, James
Cc: Schlosberg, Patti
Subject: RE: Culinary Fundamentals & Hotel Rest Management

Thank you I have reviewed

From: Johnson, Jeni
Sent: Thursday, November 13, 2014 3:10 PM
To: Perey, James; Brereton, Justin
Cc: Schlosberg, Patti; Johnson, Jeni
Subject: Culinary Fundamentals & Hotel Rest Management
Importance: High

These two packets are ready for your review and approval. James...please note I still need CSA 126 & HOS 195 accounted for on your program outcomes and curriculum map. The sooner we can "put this to rest" the better so we can move on to some other proposals that need to be ready for the December meeting.

Thanks.

Jeni

Jenyl Johnson Instructional Support Manager
jenyl.johnson@yc.edu P: 928.776.2353

Yavapai
COLLEGE
life explored

New Program Proposal

INSTRUCTIONS:

- Save this document to a Word file.
- Attach proposed new degree/certificate program in catalog format.
- Attach **Program Progression Plan**.
- Attach proposed new permanent course proposals for all new courses in the program.
- Attach modified course outlines for all modified courses.
- Questions? Contact your Division Curriculum Representative – Curriculum Committee

1.	Date:	10/4/2014	Last saved: 11/26/2014
2.	Initiator:	Rick Peters	
3.	E-mail address:	rick.peters@yc.edu	
4.	Phone:	928 771-6114	
5.	Initiating division:	Career Technical Education	
6.	Program type:	Certificate	
7.	Degree/certificate program name:	Integrated Systems Engineering Technician	
8.	Program description: (brief/this will appear in the College Catalog)	The Integrated Systems Engineering Technician certificate prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. Includes machine operations, production line operations, robotics, system integration, computer-aided drafting (CAD), and computer-aided manufacturing (CAM).	
9.	Program learning outcomes: (List outcomes with course or courses)	Identify which courses within the program will meet each outcome. (see guidelines within <u>New Program Proposal Components</u>) <ol style="list-style-type: none"> 1. Program and operate a CNC mill and lathe. (CNC 101) 2. Set tools for CNC machining of a given product. (CNC 102) 3. Design a product for CNC machining. (CNC 201, CNC 202) 4. Reverse engineer a product for 3D replication. (CNC 202) 5. Utilize a computer language to program a robot in a robotic-based work cell capable of performing repetitive tasks. (ELT 130) 6. Utilize robot vision for error proofing and single and multi-view pick and place operations. (ELT 140) 7. Create 2D sketches in SolidWorks, demonstrate the different extrusion options, and utilize geometric relations to display and modify parametric relations. (EGR 180) 8. Create drawing layouts from solid models and demonstrate the assembly modeling methodology to place parts using SolidWorks SmartMates. (EGR 180) 9. Identify different types of manufacturing processes from engineering to product shipment. (MET 100) 10. Interpret documentation of products and processes to accomplish manufacturing tasks with application of Statistical Process Control, ISO 9000 and Total Quality Control. (MET 100) 	
10.	Projected start semester:	Fall 2015	
11.	Online delivery only:	No	

162

12. Special admission required: No

13. Financial Aid: Yes
Does the program meet requirements for Title IV funding?

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

14. Program sequence Program Progression Plan

Attach form prior to submission

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

163

*****Gainful Employment Requirements – Contact Institutional Research for Assistance*****

NOTE: Yavapai College must retain documents that support this information for review or submission to the Department of Education upon request.

-
- 15. CIPC Code:**
-
- 16. SOC Codes:**
(Standard Occupational Classification(s) that this certificate helps prepare for:
-
- 17. Minimum completion time in months:** 9 months
(assumes Fall semester start)
-
- 18. Program Costs:**
In-State Tuition
Books & Supplies
Lab Fees
Other Special Fees/Expenses
-
- 19. Narrative description of the need for the program:** **More and more, the manufacturing industry is looking to hire multifunctional technicians competent in engineering graphics, CNC operations, robotics and the integration of these technologies into fully functioning automated systems. It's no longer sufficient to know a single technology (such as robotics, engineering graphics or CNC), since these technologies are often integrated into a single system, or automated work cell. In order to install, maintain and troubleshoot these complex systems, workers must be trained in multiple disciplines. That's what the Integrated Systems Engineering Technician certificate is all about.**
(For example, describe what need this program will address and how the institution became aware of that need)
This new certificate is really a repackaging of seven existing classes in CNC and robotics and includes one new course: EGR 180: CAD with SolidWorks. The demand for SolidWorks trained professionals both locally, nationally, and globally is staggering. SolidWorks is the industry-recognized standard for engineering graphics worldwide. It's parametric modeling features allows for quick design, re-design and engineering modeling without actually building prototypes.
-
- 20. Narrative description of how the program was designed to meet local market needs, or for an online program, regional or national market needs:**
(For example, indicate if Bureau of Labor Statistics data or State labor data systems information was used)

164

21. Narrative description of any wage analysis the institution may have performed:
(Include any consideration of Bureau of Labor Statistics wage data related to the program)

22. Narrative description of how the program was reviewed or approved:

23. Advisory Committee:
Names of members and expertise:
Number of times met to plan the program:
Future meeting plans:

Review Recommendations and Signatures

Division Curriculum Representative - Curriculum Committee

Name: Justin Brereton Date: 11/5/14

Reviewed

Reviewed/Change Noted: _____

Institutional Research (IR must verify all submitted employment projections)

Name: Tom Hughes per Academic Planning form Date: 11/5/14

Gainful Employment Information Verified

Resources: _____



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

165

General Education Committee Chair

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Associate Dean/s or Program Director/s

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

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Instructional Dean/s

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

Name: _____ John Morgan _____ Date: __11/5/14

Recommended Not Recommended

Recommended/Change Noted: _____

Manager, Instructional Support

Name: _____ Date: _____

Recommended Not Recommended

Recommended/Change Noted: _____

Curriculum Committee

Name: _____ Date: 12/4/14

Approved Not Approved

Approved/Change Noted: _____

Vice President for Instruction and Student Services

Name: _____ Date: 12/9/14

Approved Not Approved

Approved/Change Noted: _____

President

Name: _____ Date: 1-6-15

Approved Not Approved

Approved/Change Noted: _____

Governing Board

Board Meeting Agenda: _____ Date: _____

Approved Not Approved

Approved/Change Noted: _____

Financial Aid (If required)

Department of Education Submission Date: _____

Approved Not Approved

166

About the Integrated Systems Engineering Technician Certificate

The Integrated Systems Engineering Technician certificate prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. Includes machine operations, production line operations, robotics, system integration, computer-aided drafting (CAD), and computer-aided manufacturing (CAM).

Program Outcomes

Upon successful completion of the Integrated Systems Engineering Technician Certificate program, the learner will be able to:

1. Program and operate a CNC mill and lathe. (CNC 101)
2. Set tools for CNC machining of a given product. (CNC 102)
3. Design a product for CNC machining. (CNC 201, CNC 202)
4. Reverse engineer a product for 3D replication. (CNC 202)
5. Utilize a computer language to program a robot in a robotic-based work cell capable of performing repetitive tasks. (ELT 130)
6. Utilize robot vision for error proofing and single and multi-view pick and place operations. (ELT 140)
7. Create 2D sketches in SolidWorks, demonstrate the different extrusion options, and utilize geometric relations to display and modify parametric relations. (EGR 180)
8. Create drawing layouts from solid models and demonstrate the assembly modeling methodology to place parts using SolidWorks SmartMates. (EGR 180)
9. Identify different types of manufacturing processes from engineering to product shipment. (MET 100)
10. Interpret documentation of products and processes to accomplish manufacturing tasks with application of Statistical Process Control, ISO 9000 and Total Quality Control. (MET 100)

Program-Specific Requirements

Course	Course Title	Hours
CNC 101	CNC Machine Operator	2
CNC 102	CNC Machine Set Up	2
CNC 201	Computer Aided Programming for CNC Machining	3
CNC 202	3-D Programming & Rapid Prototyping for CNC	4
ELT 130	Introduction to Robotics	3
ELT 140	Robot Vision	3
EGR 180	CAD with SolidWorks	3
MET 100	Intro to Manufacturing Technology	4
	Total	24

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Certificate

Certificate Name: Integrated Systems Engineering Technician

The Integrated Systems Engineering Technician coursework prepares individuals to apply basic engineering principles and technical skills to the identification and resolution of production problems in the manufacture of products. Includes machine operations, production line operations, robotics, system integration, computer-aided drafting (CAD), and computer-aided manufacturing (CAM).

Certificate Mission / Objectives:

Assessment Period:

2013-18

Academic Year:

2013-14

Required Course Matrix:

Course Name: Please Include * if a Capstone Course Course Prefix: (ie, ACC 232)	2013-18										2013-14									
	CNC 101	CNC 102	CNC 201	CNC 202	ELT 130	ELT 140	EGR 180	MET 100	Course	Course	Course	Course	Course	Course	Course	Course	Course	Course		
Credits:	2	2	3	4	3	3	3	4												
Outcome 1: Program and operate a CNC mill and lathe.	R,I	P																		
Outcome 2: Set tools for CNC machining of a given product.	I	P																		
Outcome 3: Design a product for CNC machining.			R,I,P																	
Outcome 4: Reverse engineer a product for 3D replication.				R,I,P																
Outcome 5: Utilize a computer language to program a robot in a robotic-based work cell capable of performing repetitive tasks.																				
Outcome 6: Utilize robot vision for error proofing and single and multi-view pick and place operations.										R,I,P										
Outcome 7: Create 2D sketches in SolidWorks, demonstrate the different extrusion options, and utilize geometric relations to display and modify parametric relations.																				
Outcome 8: Create drawing layouts from solid models and demonstrate the assembly modeling methodology to place parts using SolidWorks SmartMates.																				
Outcome 9: Identify different types of manufacturing processes from engineering to product shipment.																				
Outcome 10: Interpret documentation of products and processes to accomplish manufacturing tasks with application of Statistical Process Control, ISO 9000 and Total Quality Control.																				
Outcome 11: Total Credits																				

Directions: For each Outcome enter a descriptor, "I" / "R" / "P" in the appropriate course - only one per course, and the highest level.

Program Outcomes (Competencies): Statements of observable, measurable results of the educational experience, linked to program Outcomes (Section I), that specify what a student is expected to know or be able to do throughout a program; these must be detailed and meaningful enough to guide decisions in program planning, improvement, pedagogy, and practice.

Certificates do not include a general education component and, therefore, do not need to be aligned with the Gen Ed Core Courses (GECCO).

Note: A Program Outcome should not contain the word, basic. This term should be used in course assessments. Program Outcomes are the highest degree of competency attained.

170

Presenter : Ray Sigafoos

Start Time : 1:37 PM

Item No : 16

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 10/29/2014

Item Type : Consent Item

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

Description : Approval of Faculty Sabbatical Requests for 2015-2016 for Cynthia DeCecco, Richard Peters, and N. Mark Shelley - RECEIPT, DISCUSSION, AND/OR DECISION

Details : This item is on the consent agenda to comply with A.R.S. §15-510 - Authorization of Leaves of Absence; Application; Preservation of Rights.

Three faculty members applied for a Sabbatical leave during FY 2015-2016 semesters. Applications were reviewed and prioritized by the Division Dean, Professional Growth Committee, Vice President for Instruction and Student Services, and the President. Upon review of available funding and prioritizing, the College will recommend that the District Governing Board approve the support of all three (3) requests.

Cynthia DeCecco, Arts and Humanities Division, requests a sabbatical leave for Spring Semester 2016, to study the creation of inventive copper sculpture from master Roman metalsmiths and sculptors. This sabbatical will expand student curriculum and knowledge, in addition to providing inventive forms to be presented in an exhibit at the Yavapai College Art Gallery to be enjoyed by students, faculty, administration, staff, and community members.

Richard Peters, CTEC Electronics Division, requests a sabbatical leave for Spring Semester 2016, to pursue a Master's in Electronic Engineering. This sabbatical will allow Mr. Peters to master expertise, improve curriculum, and improve effectiveness as a technology educator.

N. Mark Shelley, Social, Behavioral, & Organizational Sciences Division, requests a sabbatical leave for Fall Semester 2015, to research the impact of personal mobile technology on student success. Mr. Shelley will analyze quantitative and qualitative data to identify behavior of technology dependence and create strategies to help students manage these behaviors to promote student success. Mr. Shelley will be sharing his research findings through student courses, faculty speaking series, and proposed publication in a scholarly journal.

Attachments :

Title	Created	Filename
Cynthia DeCecco Sabbatical.pdf	Jan 07, 2015	Cynthia DeCecco Sabbatical.pdf
Rick Peters Sabbatical.pdf	Jan 07, 2015	Rick Peters Sabbatical.pdf
Mark Shelley Sabbatical.pdf	Jan 07, 2015	Mark Shelley Sabbatical.pdf



Yavapai COLLEGE

Your community. Your college.

Full-time Faculty Sabbatical

Application

I. Reviews/Recommendations/Action

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Due Date		<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	Date	Signature
Oct. 15	Division Dean	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	10/15/14	<i>Clayton Hallston</i>
Nov. 1	Pro Gro	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	11/21/14	<i>Sharon Mason / BKN</i>
Dec. 1	Campus Dean	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	10/15/14	<i>See Above</i>
Dec 15	VP / Provost	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	12/12/14	<i>[Signature]</i>
Jan. 15	President	<input checked="" type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	12/16/14	<i>P. Willis</i>
Within 1 week	President notifies applicants of recommendation one week prior to submission to Board.				
March 15	Board Action	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved		
Within 48 hrs	Board Secretary Notifies Recipients 48 hrs. after Board Decision				
April 1	President Notifies Recipients in Writing				
Within 2 weeks of notification from President	Recipient accepts/rejects in writing to President				
Nov. 1, following year	Recipient submits written report to Provost (copy to ProGro). May be asked to present to Board				

II. Submission of Application

- The faculty applicant has verified with Human Resources the completion of 6 full years of probationary/continuing contract status.
- The faculty applicant has read and understands the college requirements in accordance with the Sabbatical Leave of Absence for Full-Time Faculty Policy 2.7.3 and the Intellectual Property Policy 2.3.1.

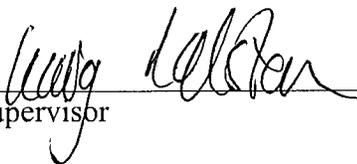
Signature of Applicant Cynthia Decco Date: 10/15/14

III. Faculty Acceptance Agreement:

- I agree to return to Yavapai College and resume my duties for a period of two years immediately following my sabbatical leave.
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College Commitment to Sabbatical (to be completed by supervisor)

COLLEGE COMMITMENT	COST AND SOURCE OF SUPPORT
Salary to employee for the period of the sabbatical:	\$ 31,956.50
Replacement plan and cost:	\$ 10,755.00 15 hrs x \$ 771.00 adjunct pay
Hardware, software or other support required: (list)	\$ _____
Staff support required:	\$ _____


10/15/14
 Supervisor Date

 Campus Dean Date

Cindy De Cecco

Arts & Humanities

Prescott Campus

Spring Semester 2016

Sabbatical Request: **“Invention and Form”**

Project Description: “Invention and Form”

I seek to enhance and further develop my ability to create inventive sculpture with nuanced form in copper. I will travel to Rome, Italy to study works of art from the masters of the Renaissance, Baroque and include industrial designers of today. I am applying for a Fellowship at the American Academe in Rome. Should I receive the fellowship the dates would be from early February 2016 to early August 2016. The fellowship provides studio space in an academic setting for 36 artists who share a scholarly focused study in art.

Invented form is the draw. I seek the opportunity to study, know, absorb and integrate the best from the master Roman metalsmiths and sculptors. Gian Lorenzo Bernini transforms Daphne. The subtle transition from a toe to laurel root is believable because of the truth in form. What is true and reality are bridged by the sculptor. After my two visits to the Borghese Museum, Bernini’s sculpture, “Apollo and Daphne,” still has lessons to teach me.

The nuance of form cannot be learned by seeing small photographs that reproduce a sculpture in a book. It is the act of looking that allows the eyes to become the extension of our selves that can touch a sculpture without physically touching. If the eyes can see it, the hands can make it. I want to see it. I want to make that connection.

Should the fellowship not be awarded to me, my plan is to go to Rome for 30 days of focused study at museums and palazzos that exhibit collections of fine art. Once back in Arizona, intense studio time will allow me to apply my studies and create a body of work in welded copper.

Relevance of the Research Project

Reference to the Strategic Plan

- Student success will be developed by creating updated instructional materials such as PowerPoints and in class demonstrations.
- Employee development is met by participating in the professional growth program offered by Yavapai College.
- Community development and partnership is very much part of this proposal as it will lead to an exhibit at the Yavapai College Art Gallery that is open to all members of our community. I will create a lecture and PowerPoint about my sabbatical that could be presented in the Yavapai College Art Gallery and/or at an Art a la Cart Saturday lecture series offered by the Yavapai College Friends of Art.
- Continued study by faculty supports the Mission Statement by continuing to provide quality higher learning and cultural resources for the diverse populations of Yavapai County.

Identify need in the country or region

- Yavapai County is rural and has limited access to major museums and a broad spectrum of works of art. I plan to exhibit the new body of sculpture at the Yavapai College Art Gallery. I will give a lecture at the Yavapai College Art Gallery and/or with the Yavapai College Friends of Art about my sabbatical experience. All of these venues are open to the public and would be free of charge.

Describe in detail how your sabbatical will benefit students at YC

- The sharing of information from my sabbatical leave will expand our students' breathe of knowledge. I will create twenty new lectures; PowerPoints filled with images and update several class assignments.

Identify international and/or potential national markets or profit center opportunities

- There could be opportunities to exhibit nationally and possibly internationally the sculptures created from the sabbatical leave.

Specify products that will likely result from the support research time such as texts, publications, teaching materials for use by adjuncts or other faculty, and software (describe, e.g. how many lessons, text only, or graphics, etc.) Address intellectual property, if applicable.

- A body of welded copper sculptures will be produced
- Twenty new lectures; PowerPoints with images will be created for class instruction or for a community wide audience.

Benefits to the Employee

The acquired depth of knowledge will allow me to impart my experience to my students with new lecture material and during labs. The guidance I give students about the progress of their assignments during the lab portion of class is where I expect to see the greatest results from the new material and techniques. I am excited to see this process unfold and how it will have an effect on my teaching.

I anticipate the benefits of having studied in Rome and a lengthy and continuous time to work in the studio will develop a fresh insight and incite a concise body of welded sculpture with nuanced inventive forms. I look forward to having an exhibit at the Yavapai College Art Gallery to share these sculptures with students, faculty, administration, YC staff and community members.

Service History

- Hired as full-time Art faculty at Yavapai College in 2000.
- Probationary faculty from Fall 2000 to Spring 2003. (3 years)
- Received continuing contract status Fall of 2003.
- Continuously taught Fall and Spring semesters to the present, Fall 2014. (14 years)
These dates were verified by Kirsten Fanning, in H.R.
- I serve as the Chair of the Compensation Committee, Chair of the Art ATF Committee, Art Acquisition Committee member and SEM Committee member.
- No previous sabbaticals.

Additional Resources Required

- None

Pro-Growth Meeting 11/21/2014

Called to order at 08:30 am on 11/21/2014 // Adjourned at 10: 03

In Attendance/ Voting Members:

Steve Mason – Committee Chair – Arts & Humanities (Art Prescott)

Sal Buffo – (BESS-Psychology /Verde campus)

Stephen Doyle – (BESS- Geography)

Di Dwan – Foundation Studies (Math Verde Valley)

Denise Woolsey – (Foundation Studies/Communications)

Maria Thomas – Sciences and Health (Nursing Prescott)

Alfred Garbagnati – (BESS – Psychology)

Not Present:

Ron Luellen- (CTE-Auto)- **not available until spring semester

Ruth Harrison (BUCS- Paralegal)- Retiring

Steve Rollin- (CTE- Public Safety)

Agenda Items

1. Approval of minutes from November 7, 2014–approved.
2. Budget review – We have \$2493.11 remaining in this year’s budget. This includes budgeted monies for the Spring 2015 semester. Basically we have expended the entire budget for professional growth. The committee will continue to accept applications for the remainder of the academic year, and will forward these applications to Dr. Blacklaw in the event that additional monies may be discovered for funding.
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 - Lauren McCrea - approved for \$656.00
 - Jason Whitesitt – approved for \$1346.00
5. Election of Committee Chair for Fall 2015- The position of committee chairperson was discussed. The committee unanimously elected Steve Mason as the Chairperson for next year. Committee members are highly encouraged to attend the January Faculty Association meeting where the issue may be discussed.
6. New Members: As Di Dwan will be leaving the committee and retiring, we plan to welcome Jim Bostwick to the committee from the Verde Campus. Di – you will be sorely missed!
 - a. **Action:** Steve M. will contact Steven Rollin to see if he plans to participate in the committee in Spring.
7. Spring 2015 Meetings: We will begin the next semester’s meetings on February 13 – **location TBA**
Probably in rooms: Prescott- 3-270 // Verde – I-123B

Respectfully submitted by Maria Thomas

Rick Peters



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Rick Peters

Digitally signed by Rick Peters
DN: cn=Rick Peters, o=Yavapai
College, ou=Electronics Department,
email=rick.peters@yc.edu, c=US
Date: 2014.10.03 12:52:44 -07'00'

Signature of Applicant _____

Date: _____

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(to be completed by supervisor)**

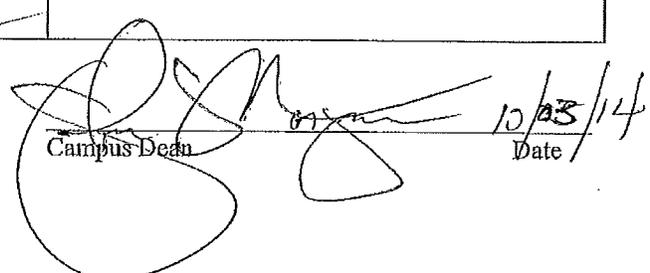
COLLEGE COMMITMENT	COST AND SOURCE OF SUPPORT
Salary to employee for the period of the sabbatical:	\$ 1/2 annual salary \$31,117
Replacement plan and cost:	\$ 13,623 for adjuncts to cover classes.
Hardware, software or other support required: (list)	\$ None
Staff support required:	\$ None

Supervisor

Date

Campus Dean

Date



Handwritten signatures and dates: 10/23/14

RECEIVED
OCT 3 2014
By BKN

Rick Peters

CTEC Division: Electronics

Yavapai College, CTEC Campus

Sabbatical Request for Spring 2016

Date of Request: October 3, 2014

Purpose of Sabbatical Request: Pursuit of an advanced degree, improving and updating subject matter expertise, improving curriculum, enhancing Yavapai College's relationship with Yavapai

County High Schools.

Project Description

With this sabbatical leave request, I am proposing a program that will improve my effectiveness as a technology educator at Yavapai College by strengthening the knowledge, skill, and abilities required of the position.

I am currently halfway through the required coursework for a Masters in Electronic Engineering Technology at Pittsburg State University, Pittsburg, KS. With my current teaching load it is difficult to take more than one course per semester as graduate engineering courses are both rigorous and very demanding. With a semester sabbatical I could take multiple courses and finish up the required coursework.

While much of the graduate course material is too advanced for my students, I have already incorporated some of the material learned into my EGR 102: Introduction to Engineering course. Added topics include VHDL (Very large scale integration Hardware Description Language) and Value Engineering. As I complete my studies I'm sure even more topics will come into play.

One of the courses required for the master's degree is ETECH 810: Collaborative Projects in Engineering Technology. The project I'm pursuing is directly related to our existing robotics courses, as well as to our new integrated systems engineering technician curriculum, where students will learn integrated manufacturing systems.

In broad strokes, integrated manufacturing is interconnecting complex manufacturing equipment to create standalone work cells. Specifically, I'd like to integrate our existing FANUC LR-Mate robots with the college's CNC (computer numeric controlled) machines and then develop a set of lab exercises for our robotics and integrated systems students to perform as part of their coursework. These labs would entail interfacing our robots with the CNC machines so that they will pick and place the parts that the machines mill to create a truly automated system. This would give students the ability to work on real-world examples of integrated manufacturing—experience that would be invaluable to them in industry.

Just as important as the degree are my continuing efforts to improve the electronics, robotics and applied pre-engineering curricula by upgrading student outcomes. The best way to do this is to keep myself current with the technologies that are constantly evolving.

Specifically, I will work with the staff at ISCET, (International Society of Certified Electronics Technicians), to upgrade and revise their ESA (Electronics Systems Associate) modules that we currently use in our electronics curriculum.

I would bring my publishing expertise along with my technical acumen to remove errors, edit content for better readability and comprehension, and reformat questions to match the ISCET ESA exams. This will improve the online learning experience for our students (and students around the world) who use the ISCET ESA modules. For our Yavapai College students

specifically in Electrical & Instrumentation Technology, Electronics Technology, Electric Utility Technology, and Applied Pre-Engineering, this would impact four courses: ELT 111: DC Electrical Systems, ELT 112: AC Electrical Systems, ELT 126: Solid State Devices and ELT 183: Digital Circuits.

I also plan to offer workshops on the fundamentals of robotics to local middle and high school math and science teachers. This would enable them to form Ranger-class teams to compete internationally in the MATE (Marine Advanced Technology Education) yearly underwater robot competitions. I would process the required paperwork and certification so that Yavapai College can become a regional competition center for MATE.

Relevance of the Project

- Reference to the Strategic Plan – Strategic initiative 5d is “Enhance partnerships with Yavapai County high schools.” What better way to enhance a partnership than by helping high school teachers motivate their students in STEM (Science, Technology, Engineering and Math)?

With workshops aimed at middle and high school math and science teachers we can accelerate their skills so that their students can compete locally and internationally in underwater robotics. At the same time, this will excite students about a career in STEM.

- Identify Need in County or Region – There will soon be a nationwide shortage in robot technicians and integrated systems technicians. A study by Metra Martech, a market research firm, concluded that growth in robot use will result in the creation of 500,000 to 900,000 direct jobs worldwide from 2012 to 2016. At a middle skills level there is the need for technicians who are able to build, maintain, repair and operate robots and automated systems.

There are many local and regional companies that use robots. FMI (Freeport McMoRan Copper & Gold) in Bagdad, Arizona currently utilizes robots to study highwall stability in their open pit mine. Pure Wafer in Prescott, Arizona uses numerous robots in their silicon wafer reclamation processing. Integrated circuit manufacturers in Phoenix, Arizona such as Intel and Motorola use robots extensively in their production facility; Amazon.com in Phoenix is also highly automated.

- Benefits to the Students at Yavapai College – The work I’ll be able to complete on improving the IS CET ESA modules will directly impact our students to help them better understand the module content.

My sabbatical work in upgrading our integrated systems technician program will help our students become gainfully employed in the wide open field of robotics. Additionally, I always employ YC electronics students as mentors in our own robot camps. This not only helps reinforce what they've learned in our program, but it also puts much-needed dollars in their pockets. Finally, my advanced degree work will prove useful in upgrading course content in both the robotics, automated systems and applied pre-engineering curricula.

- **Benefits to the College Community** – The benefits of employing competent, qualified professors at Yavapai College are many. For Yavapai College to remain competitive the college must employ knowledgeable, well-prepared, and competent instructors who are current, skilled, and competent in their fields. This is especially paramount in the fields of electronics, robotics and automated where technology changes on almost a daily basis. The activities proposed in this sabbatical project will keep our programs current which will contribute to student success and employability, as well as faculty development.
- **Identify International and/or Potential National Markets or Profit Center Opportunities** – As stated above there will be a national market for robot and integrated systems engineering technicians. My sabbatical work will result in a higher-quality curriculum, which will lead to better employment prospects for our students.
- **Products That Will Result** – There are five products that will result from my sabbatical:
 1. Improved curriculum for our EGR 102: Introduction to Engineering course.
 2. Updated curriculum and labs for both our robotics courses and the new integrated systems engineering technician curriculum.
 3. Improved ISCET ESA modules for both our students and electronics students worldwide.
 4. High school math and science teachers trained in fundamentals of robotics.
 5. Middle and high school students competing locally and internationally at the MATE underwater robot challenges.

Benefits to the Employee

This sabbatical will allow me to complete my graduate degree in a timely manner and will help me to improve the curricula in electronics technology, electrical & instrumentation technology, electric utility technology, applied pre-engineering, and integrated systems engineering technician.

At the same time, I'll be able to devote more time to helping middle and high school teachers get their students excited about STEM careers. In a recent article in Forbes titled "*America*

Desperately Needs More STEM Students” author Rodney C. Adkins, senior vice president of IBM’s Systems & Technology Group, points out, “It is clear that to benefit our economy and society, our national priority should be on encouraging more students to study STEM. Unfortunately, the U.S. is trending in the opposite direction.”

Finally, working with ISCET to improve their ESA modules will help create a better learning environment for Yavapai College electronics and pre-engineering students.

Service History

I have been Full-time faculty since Fall 2006. I have never had a sabbatical. During my time as Full-time faculty at Yavapai College I have served on the Standards Committee as well as being a peer mentor.

Additional Resources Required

Since our electronics lab and CNC areas are so well-equipped, I don’t anticipate requiring additional technological resources. As part of my work on my collaborative project in engineering technology I’ll need access to our CNC machines; I will mostly likely need the help of Dick Hartley (our CNC instructor) to interface our robots to his machines.

I plan on applying for Professional Growth funds to travel to Chicago for Automate 2016, an international manufacturing technology fair, to learn as much as possible about current trends in robotics and automated systems.

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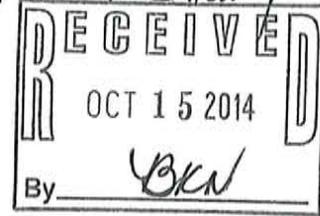
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Probably in rooms: Prescott- 3-270 // Verde – I-123B

Respectfully submitted by Maria Thomas

Application

Full-time Faculty Sabbatical

N. Mark Shelley



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Signature of Applicant Robert Mark Kelly Date: 10-13-14

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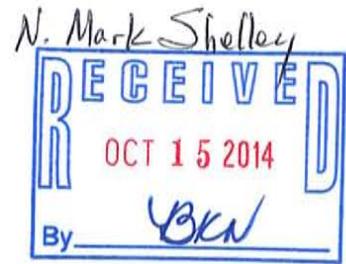
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Salary to employee for the period of the sabbatical:	\$ 39,680.
Replacement plan and cost:	\$ 10,755.
Hardware, software or other support required: (list)	\$
Staff support required:	\$

D. J. [Signature]
13 Oct 14

Supervisor _____ Date _____ Campus Dean _____ Date _____

Application



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- If the sabbatical is for one-half year, I will return to the College for the remainder of the contract year along with the two-year requirement.
- If I do not return to my college employment, I understand I will be required to reimburse the College for all salary and benefits received during the sabbatical leave.
- I also agree to submit a written report and make a presentation by November 1 of the year following the sabbatical, to the President and Governing Board of the activities completed while on my sabbatical.
- I understand that if I fail to carry out the purposes and activities for which the leave was granted, disciplinary action may be initiated.
- I agree that Yavapai College will have appropriate access to all sabbatical related research materials pursuant to the Yavapai College Intellectual Property Policy.
- I agree to comply with any additional conditions specified below:

N. Mark Shelley, Ph.D.

Social and Behavioral Sciences

Business, Education and Social Sciences Division

Sabbatical Proposal for Fall Semester, 2015

Requested October 1, 2014

Research Project:

“Digital Narcotics?”

The Impact of Personal Mobile Technology on Student Success”

THE PROJECT

The first phone with a typewriter (QWERTY) keyboard, the Nokia 9000, appeared in 1996. The first “smartphone” was sold in 2000, but the ubiquitous iPhone didn’t come on the scene until 2007, a mere 7 years ago! Personal mobile digital technology has become not only accessible to the majority of the U.S. population, but to almost ALL of the students at Yavapai College. A report from Pew Research in 2013 reported that fully 91% of American adults own cell phones (Rainee, 2013). Initial original research conducted by me during the 2013-14 academic year revealed that 98% of YC students possess cell phones, 95% have texting capacity, and 80% own smartphones (with Internet capability). “The cell phone is the most quickly adopted consumer technology in the history of the world,” concluded the Pew Research Center (Rainee, 2013).

Mobile digital technology, in all its incarnations, has descended upon us with giga-speed. The change has come so quickly, and our fascination with widgets and apps so all-encompassing, that the impact of these technologies on student success has yet to be systematically studied. A quick “Google” search reveals many “experts” and “educators” singing the praises of these devices and trying to concoct ways to use them for educational purposes (and make a few bucks!). Well and good. However, there are indications that cell phones, tablets, computers and video games have become obsessions of more than a small number of “nerds,” and are developing into major distractions to learning, degree completion and success for many students.

”There is a widespread belief among teachers that students’ constant use of digital technology is hampering their attention spans and ability to persevere in the face

of challenging tasks,” The New York Times reported in November, 2012 (Richter). The article continues:

Scholars who study the role of media in society say no long-term studies have been done that adequately show how and if student attention span has changed because of the use of digital technology. But there is mounting indirect evidence that constant use of technology can affect behavior, particularly in developing brains, because of heavy stimulation and rapid shifts in attention.

Nicholas Carr’s challenging book, *The Shallows: What the Internet is doing to Our Brains* (2010) documents research on how digital technology is changing the way we talk, write, read and even think. *Texture: Human Expression in an Age of Communication Overload* (Harper, 2010) has explored why we seek out new digital methods of communicating while at the same time we complain about excessive emails, texts and social media messages. Just recently, Michael Harris (2014) has examined *The End of Absence: What We’ve Lost in a World of Constant Connection*. John Naisbitt, back in his 1982 best-seller *Megatrends: Ten New Directions Transforming Our Lives* predicted, long before the Internet, that “High Tech” (increasing technology) would create a need for “High Touch” (a need to recover the ‘humanness’ in our interactions). His thoughts now seem eerily prophetic.

These findings should seize the attention of educators, particularly college educators—for we are inheriting in our classrooms the first wave of “digital natives” who have had a lifetime of exposure to digital technologies, and in many cases are the early adopters of cell phone technologies.

The proposed project had a surprising beginning. While teaching a student success course in the Fall of 2013, our textbook had this prompt with which I challenged my students: “*What is your greatest timewaster?*” That was it. No other instructions.

Their responses were a bit alarming. Eighteen of twenty-one students indicated that some form of digital technology, primarily but not exclusively cell phones and their accompanying apps, were their biggest barrier in getting things (particularly schoolwork) done. The students were quite candid in their writing, stating things such as:

“I practically text every day and all day.”

“The stuff (Facebook and Twitter) is so addicting but totally useless.”

“Video games take so much out of my day and there is no way to get everything done with the amount of time I spend online.”

“I watch [Netflix] almost every day, and end up getting sucked in; consequently, I don't get homework done until later in the night.”

“I'm up on my iPhone all hours of the night and I'm also on it when I should be doing homework. It becomes a big distraction when I should be focusing on more important things in my life.”

This is but a small sample of those students' responses. As a sociologist, I couldn't help but ask the question, “What is going on here?”

As a result of this simple assignment, I committed myself to seeing if this was just a “fluke” sample, or if this was reflective of Yavapai College students as a whole. I designed an extensive survey querying students about their use of technology, collecting 535 responses (a robust scientific sample), including 50 different classes (morning, afternoon, evening and online) representing 39 different subject areas across the Prescott campus and online courses. There were quantitative and qualitative questions on the instrument. I have been able to execute a “first run” analysis of the quantitative data. Among the findings were the following:

- Students report averaging more than 3 hours a day on their cell phones.
- 34% of students indicated that cell phones interrupt or prevent them from sleeping.

- 46% of students report that their phones are a “significant distraction” when they are studying and/or trying to do homework.
- 13% of students said they were “definitely addicted” to their technology, and another 45% said they were “probably or maybe addicted.” Almost 60% of our students admit to having issues with ineffective dependence on their devices.

Perhaps more revealing than their answers to these items were their responses to the open-ended and qualitative items on the survey. I have not had the time to systematically analyze these, but even a cursory reading of their comments points to a goldmine of information for understanding students’ actions, attitudes and struggles with managing the “always on and (now) always with us” (Turkle, 2011) digital environment.

Sherry Turkle, Professor of Technology and Culture at MIT and author of her third study on technology, *Alone Together: Why We Expect More from Technology and Less from Each Other* (2011, quoted above) concluded, “Once we remove ourselves from the flow of physical, messy, untidy life... we become less willing to get out there and take a chance.” When this idea is applied to students, it begins to shed light on why many current students may be so reticent (which, as instructors, we may interpret as lack of motivation) to engage in their studies.

The initial analysis of the quantitative data was so interesting and revealing, I was invited to share it at a standing room only session at the Conference on the First Year Experience and Students in Transition in February, 2014. Subsequently, I have been asked to discuss the topic on The Morning Scramble television show (AZTV-7) and KQNA radio, and at a special program at the Prescott Public Library. People of all ages and in all walks of life want to understand and get a handle on this phenomenon. Further analysis of this topic has the potential of providing insights to assist our students

in being successful--in college, in the workplace and in life--and to help us more generally understand how these new forms of communication and entertainment may be changing the very texture of our society.

A personal note: I am NOT "anti-technology." I am not even "less technology." I use technology extensively (perhaps more extensively than I really want) in my professional and personal life. Digital technology is not going away, and will very likely become even more pervasive than it is today. The issue I am addressing here is how students (and we) *manage* all this, so that we can reap the benefits of technology and minimize its consequences, in whatever setting.

THE PROPOSAL

During my proposed sabbatical, I intend to complete analyzing both the quantitative and qualitative data from the surveys conducted this past year (which are sitting in a box in my office, crying out for attention!). This investigation is so relevant and potentially important because it directly reflects the thoughts and behavior of Yavapai College students! There are, I am confident, keys to "student success" to be uncovered in this data.

In addition to the information already collected, I plan on conducting interviews and focus groups with students willing to discuss these initial findings and give additional, more nuanced understanding to these issues. Analysis of this data would follow the Grounded Theory approach to qualitative research.

I also want to read more broadly and specifically about research that is being conducted regarding this topic, and see how it correlates with the responses of our

students. In the end, I would like to be able to get to some of the root causes of our (over)dependence on technology, and create some strategies to help our students manage all this digitization.

The final product will be (at minimum) an article to be published in a scholarly journal, such as *The Journal of Student Success and Retention*, and/or a monograph or book. For me, the most important product will be the discovery of ways we can implement some of the conclusions to increase student success and retention at Yavapai College.

RELEVANCE OF THE RESEARCH OR PROJECT

- **Reference to Strategic Plan**

A revised Strategic Plan is due out this semester. In our current plan, “Student Success and Satisfaction” and “Quality and Effectiveness of Instruction” are the first two categories. This project relates directly to both.

--If, indeed, students’ ability to manage their personal technologies gets in the way of their academic and personal success, then the implications of this research have a strong potential to directly benefit students. This is my sincere hope.

--I teach courses in Research Methods, Statistics, Social Problems and Student Success, as well as Introduction to Sociology and Introduction to Psychology.

The conduct and analysis of this research will address a social and psychological issue that is highly relevant to our society and individuals within it, as well as

providing an example of research and statistical analysis to be used in classes. Students are more engaged and learn more deeply when faculty share their original research in a provocative, passionate and interesting way.

- **Identify need in county or region**

--I have yet to talk with an instructor (or employer) who does not struggle with a "cell phone policy," impolite emails from students (or employees or customers), and general student disengagement as a result of cell phone dependence/addiction. One of the goals of this research is to provide faculty at the colleges, public school districts and other interested education-related organizations in our county and region with a deeper understanding of these issues, and hopefully some strategies which can be employed in the classroom and other settings.

- **Describe in detail how your sabbatical will benefit students at YC.**

--It should be apparent that the major impetus of this research is to help YC students (over half of whom reported issues in managing technology in their lives) to become more successful. Specifically, I am hoping that a unit of "Managing Personal Technology," can be developed and widely used in FYE103 Success in College, Career and Life, and possibly in other courses.

- **Describe how your plan benefits the college community.**

--I will definitely share my findings with all FYE instructors, and any other college groups who are interested.

- **Identify international and/or potential national markets or profit center opportunities.**

--I would be more than willing to participate in a "Faculty Speaker Series" which would be open to the public and share faculty interests. The current research at the FEC by Professor Wilson and Dr. Jacobson might fit into something like this as well, along with other faculty who are conducting research or participating in projects which might be of interest to the community. Dean Jill Fitzgerald suggested that the large grandparent population in Prescott might be drawn to these topics.

- **Specify products that will likely result from the support research time such as texts, publications, teaching materials for use by adjuncts or other faculty, and software .**

--As stated above, the minimal anticipated result of this sabbatical research will be the publication of an article in a scholarly journal. Other potential products might be a monograph or book, lessons for FYE103 and other courses, and resources for both faculty and students regarding the management and effective use of personal digital technologies.

- **Address intellectual property, if applicable.**

--Intellectual properties issues are adequately addressed, in regard to this project, in Policy 2.3.1, Intellectual Property Rights.

REFERENCES

Carr, N. (2010). *The shallows: what the internet is doing to our brains*. New York, NY: W.W. Norton.

Harper, R. H. R. (2010). *Texture: human expression in the age of communications overload*. Cambridge, MA: MIT Press.

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Rainee, L. (June 6, 2013). Cell phone ownership hits 91% of adults. Pew Research Center. Retrieved from <http://www.pewresearch.org/fact-tank/2013/06/06/cell-phone-ownership-hits-91-of-adults/>

Richtel, M. (November 1, 2012). Technology changing how students learn, teachers say. New York Times (Education Section). Retrieved from <http://www.nytimes.com/2012/11/01/education/technology-is-changing-how-students-learn-teachers-say.html?pagewanted=all>

Turkle, S. (2011). *Alone together: why we expect more from technology and less from each other*. New York, NY: Basic Books.

Pro-Growth Meeting 11/21/2014

Called to order at 08:30 am on 11/21/2014 // Adjourned at 10: 03

In Attendance/ Voting Members:

Steve Mason – Committee Chair – Arts & Humanities (Art Prescott)

Sal Buffo – (BESS-Psychology /Verde campus)

Stephen Doyle – (BESS- Geography)

Di Dwan – Foundation Studies (Math Verde Valley)

Denise Woolsey – (Foundation Studies/Communications)

Maria Thomas – Sciences and Health (Nursing Prescott)

Alfred Garbagnati – (BESS – Psychology)

Not Present:

Ron Luellen- (CTE-Auto)- **not available until spring semester

Ruth Harrison (BUCS- Paralegal)- Retiring

Steve Rollin- (CTE- Public Safety)

Agenda Items

1. Approval of minutes from November 7, 2014–approved.
2. Budget review – We have \$2493.11 remaining in this year’s budget. This includes budgeted monies for the Spring 2015 semester. Basically we have expended the entire budget for professional growth. The committee will continue to accept applications for the remainder of the academic year, and will forward these applications to Dr. Blacklaw in the event that additional monies may be discovered for funding.
 - a. **Action:** Al will draft an email announcement to inform faculty about the situation and ask them to continue to submit their applications.
3. Sabbatical Review – Dr. Blacklaw attended the meeting to discuss the applicants for sabbatical. All three applications were approved by Dr. Blacklaw and will be forwarded to the president for approval and then onto the college board.
4. Approval of pending applications –
 - Lauren McCrea - approved for \$656.00
 - Jason Whitesitt – approved for \$1346.00
5. Election of Committee Chair for Fall 2015- The position of committee chairperson was discussed. The committee unanimously elected Steve Mason as the Chairperson for next year. Committee members are highly encouraged to attend the January Faculty Association meeting where the issue may be discussed.
6. New Members: As Di Dwan will be leaving the committee and retiring, we plan to welcome Jim Bostwick to the committee from the Verde Campus. Di – you will be sorely missed!
 - a. **Action:** Steve M. will contact Steven Rollin to see if he plans to participate in the committee in Spring.
7. Spring 2015 Meetings: We will begin the next semester’s meetings on February 13 – **location TBA**
Probably in rooms: Prescott- 3-270 // Verde – I-123B

Respectfully submitted by Maria Thomas

Presenter : Ray Sigafoos

Start Time : 1:38 PM

Item No : 17

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 10/29/2014

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 : 1:38 PM

Item No : 18

Proposed By : Ray Sigafoos

Time Req : 15

Proposed : 10/29/2014

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: Spring 2015 Convocation; Taste of YC; Strategic Initiatives; Government Institute for Student Success (GISS-AZ); Yavapai College Trust Quarterly Report; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Spring 2015 Convocation
- Taste of YC
- Strategic Initiatives - Tom Hughes, Director for Institutional Effectiveness and Research
- Government Institute for Student Success (GISS-AZ) - April 10-11, 2015 at Maricopa Community College in Phoenix
- Yavapai College Trust Quarterly Report - Frank D'Angelo, Controller
- College Highlights - December 2014 - Attached - Information Only
- Facilities Management News- Attached - Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
January 2015 CONVOCATION SCHEDULE FLYER 120814.pdf	Jan 08, 2015	January 2015 CONVOCATION SCHEDULE FLYER 120814.pdf
Yavapai Combined Trust Update_ 1-8-2015.pdf	Jan 08, 2015	Yavapai Combined Trust Update_ 1-8-2015.pdf
January 2015 College Highlights.pdf	Jan 08, 2015	January 2015 College Highlights.pdf
January 2015 YAVAPAI COLLEGE Facilities Management News.pdf	Jan 08, 2015	January 2015 YAVAPAI COLLEGE Facilities Management News.pdf



Convocation January 2015

Wednesday, January 7, 2015

9:00 - 10:30 am Faculty Association Meeting
Prescott Community Room Building 19, Room 147
(All Faculty invited to attend - Continental Breakfast served)

Division Meetings
Time & location to be announced by your Deans

Thursday, January 8, 2015

Learning Management Systems (LMS) Demonstrations

Simultaneous demonstrations will be provided by the three vendor finalists:

Blackboard Learn, Brightspace by Desire 2 Learn and Instructure Canvas
9:00 am – 10:00 am, 10:30 am - 11:30 am, 1:30 pm - 2:30 pm and 3:00 pm – 4:00 pm

Please plan to attend all three - Prescott Campus Interactive Classrooms – TBA

(All Faculty and Staff invited to attend)

Taste of YC!

11:30 am – 1:30 pm

Prescott Community Room Building 19, Room 147
(All Faculty and Staff invited to attend)

Yavapai Combined Trust Update

Yavapai Combined Trust Quarterly Board meeting: January 8, 2015

Key agenda items included:

- Financial Review – after several years of positive claims experience, medical claim costs are trending higher - closer to national levels.
- The Board began preliminary discussions of premium amounts for the 2015-2016 plan year. It appears the Board may recommend a moderate increase in premiums for the next fiscal year. The Board will have final discussions at the March meeting.

January 2015 College Highlights

Sciences, Health and Public Services

- **Nancy Bowers**, Director of Allied Health, reports the Yavapai College HOSA –Future Health Professionals club collected 341 pounds of food for the Yavapai and Prescott Community Cupboard Food Banks in time for Thanksgiving. Club members also brought holiday cheer to the residents of five Prescott area long-term care, assisted-living, and hospice facilities by serenading them with Christmas carols.
- The YC Athletics Department did an outstanding job of hosting the National Soccer Tournament in mid-November. **Brad Clifford**, Director of Athletics, reports the tournament was able to break even on expenses due to the support of the town of Prescott Valley and the City of Prescott, and the many volunteers and donations.

The following YC Soccer Students were recognized at the tournament:

Niall Logue named NJCAA All-American

Niall Logue, Jason Romero, Daniel Diaz, Guillermo Diaz and Hugo Gutierrez named 2014 National Soccer Coaches Association of America/Continental Tire Junior College Division One Men's All-West team.

Niall Logue and Jason Romero named 2014 NSCAA/Continental Tire Junior College Division One Men's All-America Team.

Brad Clifford also reports 43 student athletes achieved a grade point average (GPA) of 3.0 or higher and made the Athletic Director's Honor Roll for Fall 2014. Six athletes finished the semester with a 4.0 GPA. Kudos to YC coaches for making academics a priority and congratulations students!

Career and Technical Education

- The University of Arizona Cooperative Extension office selected the YC Chino Valley Campus as the location for a northern Arizona spinach trial to determine if this is a good location for growing summer spinach.
- Yavapai College's welding department students are working on a new welding simulator designed to reduce the learning curve of welding by having automatic feedback on travel speed, arc length and position angle. The simulator is an actual welder that provides feedback through a SIM screen above the machine. If successful, this simulator will lead to lower consumable supply costs long term.

Computer Technologies and Instructional Support

- The Yavapai College Teaching and e-Learning Services (TeLS) Department reports their *Quality Matters* initiative is a leader in quality assurance for online education and has received national recognition for its peer-based approach to continuous improvement in online education and student learning. The program features faculty-centered, continuous improvement models for assuring the quality of online courses

through peer review. It offers professional development workshops, certification courses for instructors and online learning professionals, and rubrics for applying quality standards to course design.

As part of the initiative, YC faculty members participated in two 7.5 hour long workshops titled "Applying the Quality Matters Rubric to Your Course." Members included **Carol Bettino, Lori Riden, Dr. Dave Graser, Joanne Oellers, Selina Bliss, Shane Gibson, Jeri Hamilton, Dr. Molly Beauchman, Lisa Church, Dr. Matt Percy, Elsie Freeman, Roy Traver, Susan Hebert, Laura Cline, Curtis Kleinman, Joan Fisher, Brandelyn Andres, Chris Heyer, Katie Windsor, Dr. Amy Stein, Steve Waples, James Voska, Kara Giannetto, Tara O'Neill, Gary Gang, Iain Davidson, Lindsay Henning, Dr. Karla Phillips, Jeri Dennison, Jason Whitesitt, Mark Luffman, Tina Luffman, Andrea Schaben, Ashley Picard, Beth Bazevage and Dr. Joy D'Angelo.**

- The YC TeLS Department also sponsored a very successful 9x9x25 CHALLENGE. 23 participants wrote for nine weeks and produced 187 pieces of writing about teaching and learning. Last year's 9x9x25 included 16 participants. Yavapai College participants shared some of their writing with faculty at Northwestern Michigan College and Northwestern shared with YC. **Sal Buffo** will have one of his pieces published by Faculty Focus Magazine on January 9, 2015. 9x9x25 participants included: **David Alegre, Ruth Alsobrook-Hurich, Dr. Stuart Blacklaw, Sal Buffo, Laura Cline, Mark Frederick, Dr. Dave Graser, Chris Heyer, Curtis Kleinman, Le Anne Lawhead, Charles Lohman, Joanne Oellers, Tina Luffman, Lori Riden, Dr. Ellen Savoini, Nancy Schaffer, Dr. Mark Shelley, Mary Verbout, James Voska, Roxanne Wessel, Jason Whitesitt and Denise Woolsey.**

Business, Education and Social Sciences

- **Nancy Schafer**, Professor of English, and **Dr. Mark Shelley**, Professor of Sociology and Psychology, coordinated the opening General Session on First Year Experience (FYE) at the Winter Institute on Wednesday, December 10th. In addition to presenting an overview of the program, Professors Shafer and Shelley facilitated a panel discussion by the nine faculty who taught the FYE103: First Year Experience course this fall. All faculty who taught the course shared a common Blackboard "shell" but customized the course based upon their own teaching style, delivery format, and student demographics. Course topics ranged from campus resources, to brain care, to critical and creative thinking to financial literacy. Said one student about the course, "This semester has definitely been the best I have ever had so far in my college career. Previously I attended [another CC in AZ] and I most definitely did not like how things were going for me there. Yavapai College has a better overall vibe and all the professors and staff are extremely friendly and always helpful. I am really glad I decided to transfer. FYE taught me how to break the habits that were causing me to not succeed in my academics." Attached below is a flyer from the Winter Institute with further detail about course topics and student comments.

FYE 103
A Brief Course Overview

TEXTBOOKS:

The Winner's Brain: 8 Strategies Great Minds Use to Achieve Success, by Brown and Fenske
Thriving in Community College and Beyond, by Cuseo, Thompson, McLaughlin and Moono

WEEK	THEME	SAMPLE ACTIVITIES
ONE	Connecting	Intro to Blackboard, Emails, etc. High School vs. College What Employers Want College Graduates to Know
TWO	BrainPower Tools for Success	Win Factors Campus Scavenger Hunt
THREE	Campus Resources	Degree Works SALT (saltmoney.org)
FOUR	Brain Care	Sleep, Sweet Sleep! Bring in Brain Foods Risky Behaviors Discussion
FIVE	Priority Management	Time diaries and ideal schedules Planner/Scheduling
SIX	Successful Study Strategies	Previewing Strategy, Glossing/highlighting, Cornell notes Multiple Intelligences
SEVEN	Acing Exams Career Cruising	Test-taking strategies
EIGHT	Self-Awareness	Who Am I? VIA Strengths Inventory Personality Inventory
NINE	Critical and Creative Thinking	Distractions/Myth of Multi-tasking Image analysis (50Cent) Bloom's Taxonomy
TEN	Motivation and Goal Setting Registrar: College Culture	Short, Medium & Long Term Goals Measuring your Success toward Goals Navigating Transcripts and Student Records
ELEVEN	Focus and Motivation	Narrow and Broad Focus Map, Rev, Drive London Cab Drivers
TWELVE	Adaptability and Resilience	Neuroplasticity The Art of "Bounce-Back"
THIRTEEN	Emotional Effectiveness	Emotional Intelligence/Emotional Balance Case Study: Lauren and Nick
FOURTEEN	Financial Literacy	Loans and Debt Budget and Expense Worksheets
FIFTEEN	The Next Step	Final Exam/Project/Presentations Evaluations

BrainPower Tools
"Opportunity Radar"
"Optimal Risk Gauge"
"Effort Accelerator"
"Goal Laser"
"Talent Meter"

Win Factors
Self-Awareness Adaptability
Motivation Resilience
Memory Brain Care
Emotional Balance Focus

What FYE103 Students Say

- "This class has given me tools and skills on new and interesting ways with how to handle some of the daily challenges that life can throw at you sometimes."
- "I think that it would be smart for kids to take this class because even if you don't want to it gives you things to consider and options that you might not have thought of."

- “It is easy to assume that FYE has no benefits, but it’s not true. This course does teach common sense concepts, but it’s surprising how much detail of these common concepts that you didn’t know.”
- “I thought I knew a lot about me but then coming in this class , I found out so much more .”
- “I would absolutely recommend this course for all freshmen. It helps give you a head start and teaches you the ropes of college before it’s too late.”
 - “To be completely honest, this class was beneficial because everything we did in class and outside of class related to life, school, and everything else. The activities we learned were for a better future and a better life in the long term after college.”
- “This class really helped me get out of my shell and know what I’m capable of doing.”
- “This semester has definitely been the best I have ever had so far in my college career. Previously I attended [another CC in AZ] and I most definitely did not like how things were going for me there. Yavapai College has a better overall vibe and all the professors and staff are extremely friendly and always helpful. I am really glad I decided to transfer. FYE taught me how to break the habits that were causing me to not succeed in my academics.”
- “I came into the FYE course in a different situation than most students. I was entering my sophomore year at school and looking for a large improvement on my previous school year. That thankfully is exactly what I got out of this class! It took me from a student who struggled to get a 2.6 GPA to some who in a semester where I was taking 18 credits is on course for a 3.5 GPA. That is a huge improvement.”
- “When I signed up for classes this summer, I wondered why my academic advisor recommended this course so highly. After taking the class this Fall, now I know. This course teaches you how to succeed in every area of your life and this course helps you learn about yourself.”
- “I think if I would not have taken this course this semester, my grades would not have been what they are. I would most definitely recommend this course to other students, whether they are first year students or not first year students.”
- “I would highly recommend this course to any incoming freshman because it will really help you out with pretty much every issue you can go through in life and college.”
- “For the rest of my college career I will work to carry out the lessons we covered, and carry them into my future courses. I will also carry out the life lessons discussed in class to help me have successes in life.”
- “The benefits of taking FYE103 are that you can get advice directly from teachers or other staff members that come and talk to the class. The professors and other staff members give insider’s advice on how to have a successful college experience.”
- “Without taking this class, I don’t think I would feel as confident about my college experiences. I am the first person in my immediate family to go to college, so there is kind of a lot of pressure to that, and this course has helped me feel more at ease. My good performance in this class has given me a great little success to build upon.”
- “I was definitely able to apply all the principles and strategies I have learned in this class to all my other classes. This class hits every nook and cranny there could possibly be in steps to becoming successful in college and in the future. This is a phenomenal class, and I would absolutely recommend it to anyone and everyone. This is the most fun, energetic, and helpful class I have ever taken.”
- “In FYE103 I have discovered that the way to succeed is to stay focused and keep track of my assignments. In my other classes I have noticed a tremendous boost in my grades. This class seems more useful than anything I have ever taken before.”
- “The transition to college was to this point in my life the hardest thing I’ve ever attempted. I got worried about how I was gonna figure it all out. Then I went to my First Year Experience class. FYE103 is the handbook for how to not only succeed in college but tools for winning at life.”
- “This class has showed me the many ways to achieve goals that I set for myself. The way we are taught to be successful is straight up, which makes it easier to understand. I know this class

has given me the tool I need in order to the best I can in my college experience. If a student didn't take this class I believe they would feel lost."

- "Now that I know what I am supposed to be doing and have all the wonderful tips and guidelines to help me out, I am sure that the rest of my college experience will be nothing but success and accomplishments."
- "First year experience class was quite possibly the most helpful class I have ever taken. I have learned more in this short semester about success than I ever learned in high school. This class really opened my eyes about college and has made me more successful in a number of ways."
- "This class has taught me how to map out my journey as a college student step by step into greater success."
- "The small influential changes I've seen in my life from this class encourage me that I can take control of my college experience."
- "This course is full of crazy and valuable things. It has taught me not only how to succeed in college, but how to be successful in everything I do. It has taught me so many new things I never knew could help me. This course was not what I expected. I thought, 'So what? I already know what I need for college.' I was a hundred percent proven wrong."

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

January 2015

Happy New Year from Facilities!

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

College Wide Campus Master Plan

CTEC Classroom and Laboratory Renovation

Phase 1A of the Campus Master Plan is now in the construction stage for CTEC while minor construction has occurred in Buildings 1 and 3 during the break.

Phase 1 of construction at CTEC is underway for the new locations of the Automotive, Transmission, Motorcycle, Upholstery and Industrial Plant programs. A temporary wall is being constructed to enclose the southeast section of the building as a work zone so construction activities will have a minimal impact on neighboring academics. This phase of construction is scheduled to run through May 4, 2015. The second and third phases of construction will begin in March and May respectively, and conclude July 31, 2015.

Seven cargo containers were filled with equipment and miscellaneous items in preparation for the construction. Thank you to the faculty and staff at CTEC who worked with ITS and Facilities right up to the afternoon of December 19 to clear the building for construction!



Equipment Storage



Southeast Corner of CTEC - Future Location of Industrial Plant and Motorcycle



Demolition of Obsolete Mechanical System

Building 1 University Transfer Center and Renovation/Building 3 Student Activity Center

The bulk of the construction for Buildings 1 and 3 is scheduled from March 6 through July 31, 2015 however, minor construction occurred during the month of December. This consisted of construction to accommodate the move of the CTIS office suite to Building 1, new Registrar's Office, and Dean of Student Services office along with Building 3 room 119 as the Allied Health administrative office suite.

Also in preparation for Buildings 1 and 3 renovations, Institutional Effectiveness and Research moved to the first floor of Building 32, Business Office moved to Building 30 and CTIS along with the Registrar are now located on the first floor of Building 1 in Suite 119.



New Allied Health Administrative Office Suite



A Happy Customer in Her New Office

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

Construction continues with final grading and the installation of storm sewers and underground electrical. Curb and gutter along with landscaping will be installed the week of January 19 followed by aggregate base for pavement. This project will add approximately 90 new parking slots and is scheduled to be complete by February 15, 2015.

Infrastructure and paving preparation continues for the new Arts Village Drive which is a joint venture between the College and Sathcupa, LLC the owner of the Cultural Center. The new road will connect the Sedona Center with the parking lot and property further to the west and is scheduled to be complete in mid-February.



Buildup and Compaction of Sub- base for New Lot



Installation of Storm Water Drainage and Retaining Wall Arts Village Drive

Parking Lot Project

Michael Taylor and Associates

McCarthy Building Companies

Project Manager: David Laurence

Arts Village Drive Improvements

Sathcupa, LLC

Performing Arts Center Elevator

Construction continues with the pouring of footings for the elevator pit, adjoining equipment room and storage. Vertical masonry construction for the elevator shaft will progress through January. The elevator project is scheduled for completion in July of 2015.



Location of New Elevator Shaft



Location of Elevator Cab Access Point and Temporary Exit Route

GLHN Architects and Engineers

Haley Construction, Inc.

Project Manager: David Laurence

Building 2 Gym Floor Storm Damage Update

The demolition of the old floor, abatement and testing is complete. New electrical and data work is under way while the concrete slab moisture dispates. It is anticipated that the new wood floor will be installed during the month of February. Please stay tuned for Newsflash annoucements and future editions of this newsletter for project updates.



Preparation for Replacement Gym Floor

Project Manager: James Crockett

Supai Demolition

The abatement is nearing completion and the building will be ready for demolition January 12. Building demolition and site clearing is expected to be complete by January 28.



Project Manager: Andrew Gilstrap

Kinney Construction Services

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 has selected Haley Construction to provide 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:

Roof Replacement/ Stucco Repair/Exterior Painting of the Sedona Site – Design

Roof Replacement Verde Campus Building L – Complete

New Sidewalk Verde Campus/SWC Connection – Vendor Selected

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

There are no new team members for the month of December, however there are openings for replacement Coordinator, Loss Control and Risk Management, Accounting Technician and Lead Custodian for the Verde Campus.

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

Presenter : Ray Sigafoos

Start Time : 1:53 PM

Item No : 19

Proposed By : Ray Sigafoos

Time Req : 20

Proposed : 10/29/2014

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 Vice President for Instruction and Student Services to Include Updates from the Following Areas: Faculty Senate; Computer Technologies and Instructional Support; Adjunct Advisor, and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Information regarding Faculty Senate, Faculty Association, and committee updates -Vikki Bentz, Faculty Senate President
- Computer Technologies and Instructional Support - Stacey Hilton, Dean
- Adjunct Advisor January 2015 - Attached, information only
- Other Related Issues

Attachments :

Title	Created	Filename
Civic Engagement for board Jan 2015.pdf	Jan 09, 2015	Civic Engagement for board Jan 2015.pdf
Board Presentation 1-13-15 - Hilton.pdf	Jan 09, 2015	Board Presentation 1-13-15 - Hilton.pdf
AA_Vol4_Issue_6_January_2015.pdf	Jan 09, 2015	AA_Vol4_Issue_6_January_2015.pdf

Civic Engagement and Service Learning at Yavapai College



Yavapai College's General Education Core Curriculum Outcomes (GECCO) statement on Civic Engagement



Civic Engagement is the active participation in the public life of the community in an informed, committed and constructive manner, with a focus on the common good.

Students who graduate with a degree or AGEC certificate from Yavapai College will be able to:

1. Explain the evolving influences of social, economic, cultural, **historical and/or political contexts of one's communities**
2. Demonstrate skills of active citizenship
3. Relate individual motivations, values and ethics to effective **participation in one's communities**

A Definition of Service Learning:



The combination of classroom instruction with community service, focusing on critical, reflective thinking as well as personal and civic responsibility. Service learning programs involve students in activities that address community-identified needs while developing their academic skills and commitment to their community.

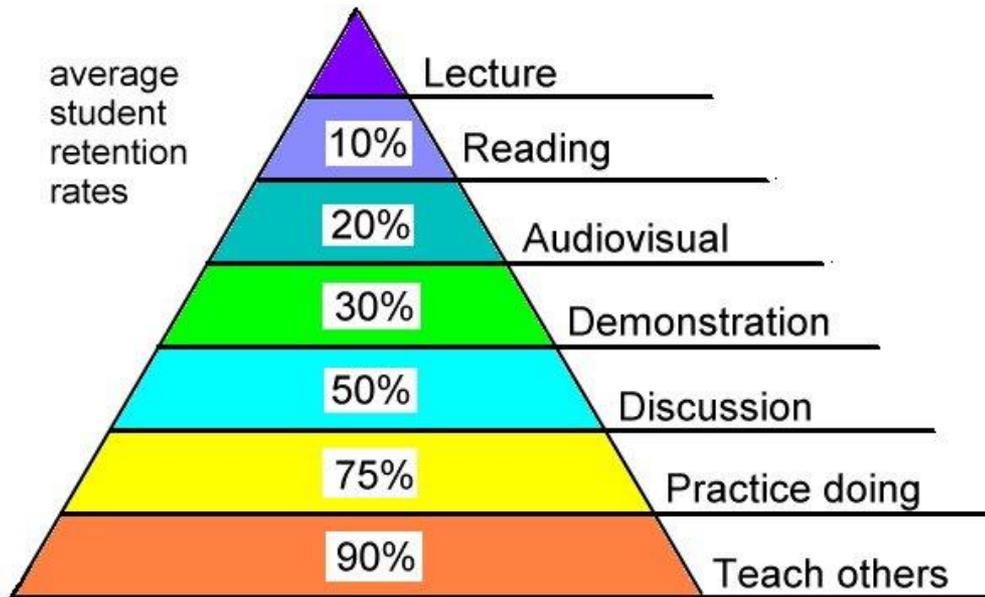
(The American Association of Community Colleges, Gotlieb and Robinson 2006)

Service Learning differs from “volunteering” in that there is an explicit academic/learning and reflection component in Service Learning.

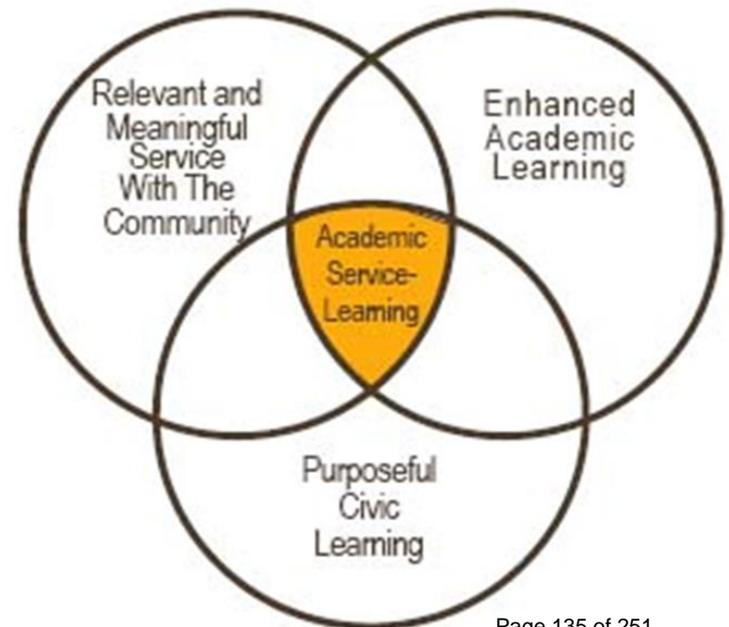
How We Learn



Learning Pyramid



Source: National Training Laboratories, Bethel, Maine



Service Learning: Benefits for Stakeholders



For Students:

- **Relevancy and application is added to course content**
- **Resume building and professional networking opportunities**
- **Workforce preparation and professional skill development**
- **Career opportunity exploration**
- **Opportunities to connect with people of diverse cultures and lifestyles**
- **Practice skills that are essential for leadership and effective teamwork**
- **Develops a sense of community and public responsibility**

Service Learning: Benefits for Stakeholders



For Yavapai College:

- **Students who are engaged in the external community through their coursework are more likely to be retained and become degree, certificate and program completers.**
- **Instructors in any discipline find that adding a service-learning component enhances their students' understanding of the course content.**
- **The college receives a positive boost in visibility and public perception due to the reciprocal nature of the relationships that emerge between it and the community at large.**

Civic Engagement through Service Learning is an educational “Best Practice.”

Service Learning: Benefits for Stakeholders



For the Community:

Service Learning students assist numerous local schools, agencies and non-profits in addressing needs that would otherwise be unmet, or underserved.

Impacts



- Spring 2013: 300+ students/4000+ hours
 - Fall 2013: 80+ students/1000+ hours
 - Spring 2014: 200+ students/2500+ hours
 - Fall 2014: 70+ students/900+ hours
-
- Yavapai College students perform service projects in dozens of schools, non-profits, and agencies throughout the county in a single semester.

Service Learning at YC: History and the Future

Where we've been

- The formal SL program at YC was created in the Fall of 2009
- Established a variety of community partnerships for service learning placements
- Provided professional development for faculty and student support staff implementing service activities
- Added civic engagement as an element of our General Education Core Curriculum Outcomes
- Developed a web tool to support the program and make finding opportunities and submitting service documentation more accessible for faculty and students
- Typically coordinated through a partial faculty reassignment plus the support of an AmeriCorps/VISTA position (for two years)

Where we're going

- Pilot a 1 credit hour SL course (STU 196) to provide a transcriptable service experience for students
- Develop a 3 credit hour transferable general education SL course (STU 296)
- Expand and enhance relationships with community organizations
- Continue to work with faculty to integrate service learning into courses and/or programs
- Collect documentation of all community service related activities at YC (by students, staff and faculty)
- Research and apply for grants to support and expand the program
- **Add a SL “designation” to courses to assist students registering**
- Add SL to faculty performance management/professional development options
- Work to develop internal resources to

Links and Contacts



<http://www.youtube.com/watch?v=LvhasY17mqg>

<http://yceducation.wordpress.com>

tara.Oneill@yc.edu

george.Jean-babets@yc.edu

brent.roberts@yc.edu

Computer Technologies & Instructional Support

Tuesday, January 13, 2015

**Presented by
Stacey L. Hilton
Dean, Computer Technologies &
Instructional Support**

Faculty Orientation



New Faculty Orientation

First year probationary faculty are required to complete a comprehensive year long orientation program. There are currently 9 new full-time faculty going through the orientation this year.

New Adjunct Faculty Orientation

There were 14 adjunct faculty that participated in the new adjunct faculty orientation on January 7th.

Demonstrations

Learning Management and Lecture Capture Systems

The college sent out a request for proposals for learning management systems and lecture capture systems during the fall 2014 semester.

LMS Vendor Demonstrations took place on January 8th. In addition, faculty members had an opportunity over Winter Break to evaluate the three finalist systems.

Lecture Capture System proposals were recently received and a steering committee will be working on narrowing down the selections.

We are hopeful for a fall 2015 transition.

Quality Matters



Quality Matters is a leader in quality assurance for online education and has received national recognition for its peer-based approach to continuous improvement in online education and student learning. The program features a faculty-centered, continuous improvement model for assuring the quality of online courses through peer review.

There were 38 faculty that participated in two (September and December) 7.5 hour long workshops titled “Applying the Quality Matters Rubric to Your Course.”

The Hour of Code

The Computer Technologies Video Game Development division and Lincoln Elementary School celebrated Computer Science Education Week (December 8th-12th) with several activities aimed at getting young students involved in computer science and programming.

The “Hour of Code” is a national movement organized by Code.org, a public non-profit dedicated to expanding participation in computer science by making it available in more schools.

Institutes

Winter Institute

The Winter Institute was held December 10th and 11th, 2014. The institutes focus on best practices in the classroom, as well as technology topics for enhancing the student learning experience.

There were close to 100 participants over the two day event in December.



9x9x25 Challenge

life explored

YC faculty were challenged to write 25 sentences about teaching and learning per week for nine weeks in a blog.

There were 23 participants this fall that took the challenge.



Upcoming Adjunct Faculty Events:

- January 7 - New Adjunct Faculty Orientation; Prescott; Bldg. 19 - 5:15 pm
- January 9 - Verde Valley Campus Welcome Back Faculty; 10:30 am - Noon; Rm. M-137
- Friday, January 30 - Noon—1:30 pm; Verde Adjunct Meeting; Rm. M 203

Spring 2015

Jan. 5 - 9; Faculty Activities/Division

Jan 8 - Online Welcome Back - Check your Email for the link

Jan. 8 - Roger Runyan Scholarship "Taste of YC" Prescott Comm. Room 11:30 am

Jan. 12 - Spring Semester Begins!

Jan. 18 - All regular (15 week) semester classes: Short Classes (5-8 weeks) - 6th day after displayed start date:

- Last day to add / or drop

Classes less than 5 weeks - Last day to add or drop with refund :

- Day before first class meeting

[Link to Academic Calendar](#)

Hey Faculty! Remember, your students will need help with:



- Researching paper
- Using library databases
- Searching the web for relevant, authoritative & reliable information

Your friendly Library Instruction Team can help!

Schedule 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 Prescott Campus or Ext. 6540 for Verde Campus; or just click the link below to schedule a class for your students for an academic-enhancing library instruction.

[Library Instruction & Tours Link](#)

See you soon at the library!

Shelly Gilliam,
Library Instruction Librarian
shelly.gilliam@yc.edu



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

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

Add/Drop:

- The deadline for students to add/drop full semester classes:
 - ◇ Sunday, **January 18**
 - ◇ For short or late-start classes: the deadline to add/drop is 6th day after the displayed start date.

No Shows:

- If you have "no shows" in your class, email enrollmentservices@yc.edu
 - ◇ Include: **CRN** of the class, student name and **Y-number**
— Simply copy/paste from your roster into the email

NOTE: Federal financial aid and Veteran's Administration regulations require this reporting.

Enrollment during the First Week:

- Enrollment will shift through January 18 as students add and drop classes, and as faculty identify no shows.
- As the no shows are processed, those seats are made available for other students.

Please access your rosters regularly through the first week and **AT LEAST** once a week throughout the semester.

Timeline:

- January 12-18: Report no shows
 - ◇ Students disappear from the roster
 - ◇ All charges for the class are reversed
- Beginning January 19: Withdraw students who have quit participating!
 - ◇ Students remain on the roster as "Withdrawn"
 - ◇ There is no refund

Withdrawing Students:

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

NOTE: Federal financial aid and Veteran's Administration regulations require this reporting.

FTSE: Full-time student enrollment:

- FTSE calculations are completed every semester on the 45th day for YC enrollment reported. Even though we don't get a lot of money these days, it is still *required by the Auditor General*.
- **FTSE for Spring is February 25.** If you monitor rosters weekly and report no shows & students who quit participating, completing your FTSE roster is simple.

Teaching & eLearning Support 

Blackboard was updated - Are you ready for the semester?

If not, check out TeLS! The TeLS staff will help you get ready - Copy / Export /Merge courses in Blackboard, and more!

Questions? Don't hesitate to contact Teaching & eLearning Support (TeLS) at 771-6120 or tels@yc.edu.

Coming Soon!

Spring Transfer Day Events

- February 25th Verde Campus
~ 10:00am -1:00pm
- February 26th Prescott Campus
~10:30am -1:30pm

The Adjunct Advisor

Published for Yavapai College Adjunct Faculty
1100 E. Sheldon Street— Prescott, AZ 86301
Chris Heyer, AF Coordinator, Editor
Phone: 928-649-4568 (Verde)
928-776-2018 (Prescott)
Email: chris.heyer@yc.edu

\$\$ Money—Money—Money \$\$

Compensation Rate for 2014+15

\$717/load hour

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

Pay dates for Spring 2015:

- * February 6, 20
- * March 6, 20
- * April 3, 17
- * May 1

Please note that the final pay date for the spring semester will be Friday, May 1st

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



Several Offices moved over the Holiday ...

- **Advising & Registrar still in Bldg 1;**
Staff moved offices
- **Allied Health Offices -**
Nancy Bennett & Stephanie Kallam to 3-117
Marie Hardman & Ashley Pickard to 2-219
- **Business Office - moved to Bldg 30 (next to HR); 113-120B**
- Duane Ransom, Frank D'Angelo, Cassidy Grantham, Leanne Burcham, Susan Godby, Blaine Harris, Julie Garver, Tina Wadsworth & Cris Whitlock NOTE: Susan Godby, Bursar & Jami Dodwell – NOTE: Cashier still in Building 1
- **CTEC Some faculty office changes**
- **Institutional Research to Bldg 32**
Tom Hughes, Leo Derek, Diane Mazmanian, Carl Moody & Scott Rhyner
- **Instructional Support, CTIS Dean, Curriculum, & AF Coordinator to Bldg. 1-111;** Stacey Hilton, Linda Hoffman, Chris Heyer & Patti Schlosberg,
- **NAU to 1-129C & 1-207E**
Cheryl Klaus & Nancy Baker
- **ODU moved to 1-121 & 29-106B**
Kit Hickman, 29-106B
- **OLLI Prescott- some office changes**
- **OLLI Verde to L-210**
- **REDC/SBDC to Bldg. 29, 101-104**
Alexandra Wright, Kurt Haskell & Fred Kennedy
- **Residence Life still in Bldg. 3- moved offices to 107 & 107C**
Shar Jennigas & Rebecca Seigars

Money Matters Financial Aid Update Spring 2015 . . . Diana Dowling

Reporting No Shows and Students who Stop Participating



Please make sure to report students that:

- Have not begun participating in class during the **first** week
- Have stopped participating at some point throughout the semester

At the beginning of every semester, we ask that faculty report students as “no-shows” prior to the end of the add/drop period so that the Financial Aid office does not disburse aid, and Veterans Services does not certify credits for students who really aren't here! In most instances this creates a debt to the student.

For Spring 2015, please report no shows to Enrollment Services no later than Sunday, January 18th

It is vital for faculty to report no shows and students who stop participating because the college will no longer write off financial aid debts. When students stop participating they might not be eligible for their full financial aid/veterans benefits. The college has now decided to hold students responsible for this debt, so it's vital for faculty to report no shows, and students who have stopped participating as soon as possible. Reporting no shows during that first week of class prevents aid from being disbursed and stops students from incurring debt!

Throughout the course of the semester, we ask that faculty administratively drop students from classes if they've stopped attending in-person classes or have stopped participating in on-line classes for an extended period of time.

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

Other Important Information:

Financial Aid Refunds and Book Advances

Financial Aid is disbursed/refunded to students approximately 10 days after regular semester begins. However, students need their books well before then, so we have partnered with our book store to allow students to buy their books IF they have enough financial aid awarded to cover their book costs.

~ Students can charge books at the bookstore using their financial aid:
Spring 12/19/14 – 1/17/15

~ Bookstore Opt out form – students who need to use financial aid to buy their books that do not wish to use the bookstore can ask for a bookstore opt out form
Bookstore Opt Out deadline 1/6/15; checks cut to student 1/7/15

~ First Refund to students: **1/23/15** ←

Reminder About Disbursing Aid per Attending Hours

- Financial Aid will be disbursed to students based on attending hours. Students registered in classes that ALL begin on January 12th will receive ALL of their financial aid (after YC charges are paid) when we disburse for the first time on January 23rd; business as usual...
- If a student's registration includes a combination of classes that start on January 12th AND classes that start after January 12th, the student may receive a partial disbursement of financial aid on January 23rd and the remainder will disburse approximately 7 – 10 days after the next class(s) begin.
- Students ONLY enrolled in late start classes, meaning those that start after January 12th, can expect their disbursement approximately 7-10 days after those classes begin.
- If you are offering a class that is scheduled to begin after January 12th, you may hear from students who are confused or concerned about their aid being refunded to them in increments. Please refer students to the Answer Center so that we're able to address each student's specific question.

Satisfactory Academic Progress (SAP) Policy

- Students who receive financial aid must maintain a Rate of Progression (cumulative attempted vs. cumulative earned credits) of at least 66% and a minimum 2.0 GPA.
- Students receiving financial aid are also expected to complete their degrees/certificates within 150% of the published requirements.
- Students who fall below the 66% Rate of Progression and/or earn far more credits than their degrees/certificates require will find their financial aid in jeopardy.
 - ~ Grades of A, B, C, D or S are earned
 - ~ Grades of F, U, I, W or Y are not earned and negatively impact Rate of Progression

FY16 Environmental Analysis & Budget Planning Assumptions

January, 2015

Who is Yavapai College?

Mission:

to provide quality higher learning and cultural resources for the diverse populations of Yavapai County

What are Yavapai College's Goals?

Board Ends:

YC exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment

1. Education Ends:

- Job Seekers, Transfer, Lifelong Learners

2. Economic Ends

- Help communities generate/ sustain jobs

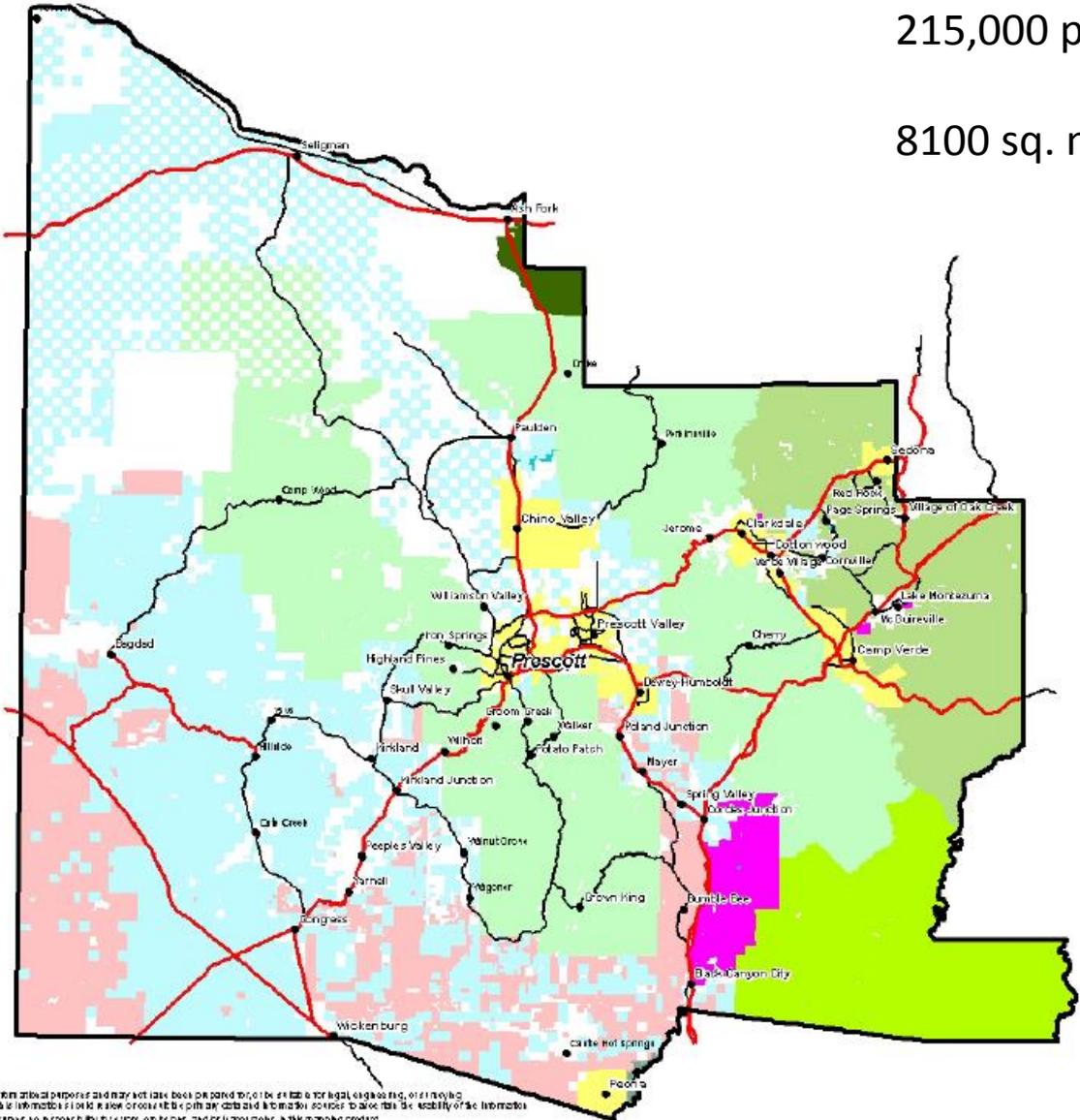
3. Community Ends

- Provide access to vibrant social and cultural life

215,000 people

8100 sq. mi.

- BLM 11%
- AZ 25%
- USFS 38%



Public & Private Ownership

Legend

- Cities
- ▭ County Boundary
- Interstate Highways
- State Highways
- Major Roads
- ▭ City Boundaries
- ▭ ARIZONA GAME AND FISH
- ▭ ARIZONA STATE PARKS
- ▭ BUREAU OF LAND MANAGEMENT
- ▭ BUREAU OF RECLAMATION
- ▭ COCONINO NATIONAL FOREST
- ▭ KAIBAB NATIONAL FOREST
- ▭ NATIONAL MONUMENT
- ▭ PRESCOTT NATIONAL FOREST
- ▭ STATE OF ARIZONA LAND
- ▭ TONTO NATIONAL FOREST
- ▭ PRIVATE PROPERTY



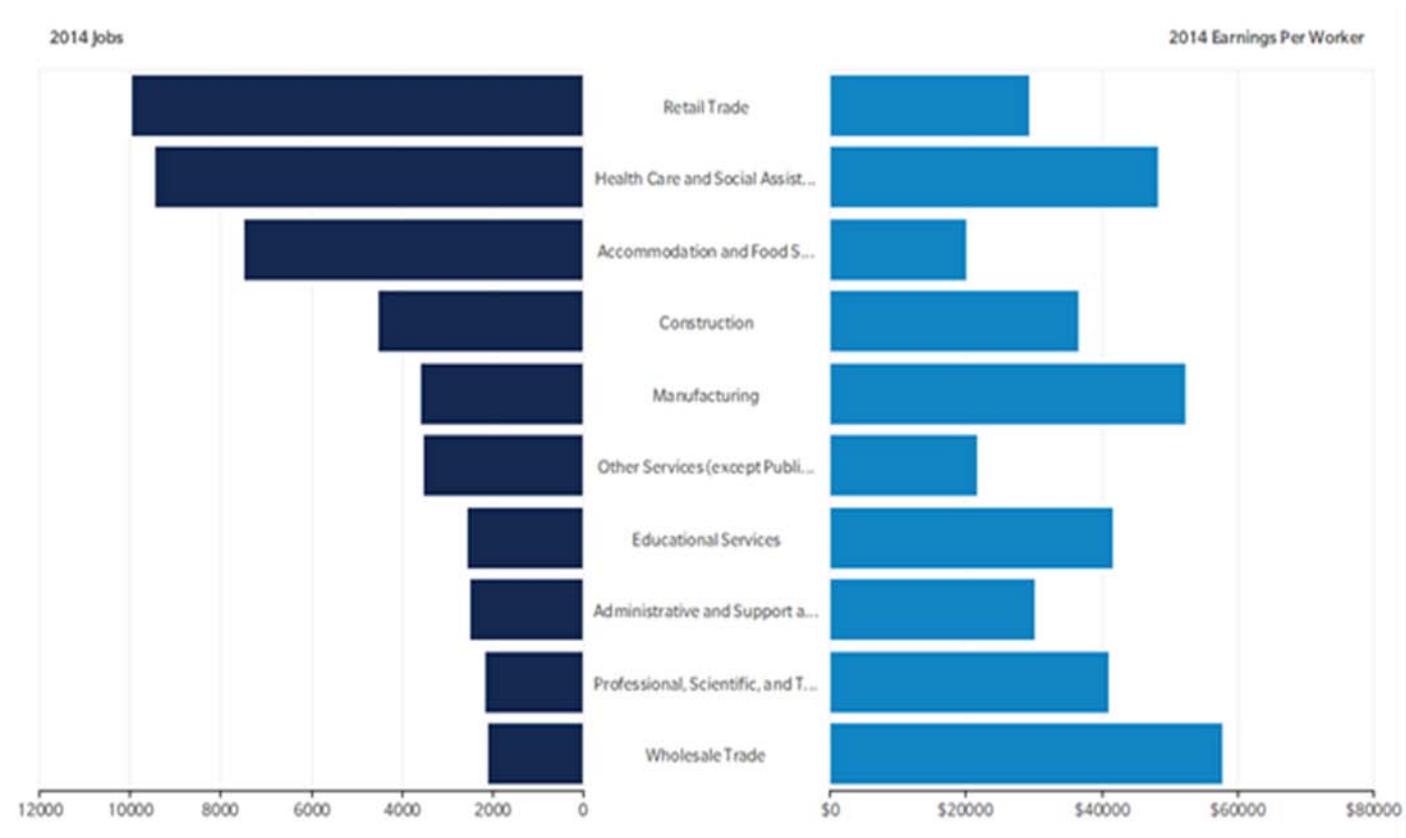
1 inch = 11.5 miles

September 2012

This product is for informational purposes only and may not have been prepared for or used in a legal proceeding, or in a public proceeding. Use of this information is at the user's own risk. The user should consult with a professional to determine the reliability of the information. Yavapai County assumes no responsibility for errors, omissions, or inaccuracies in this mapping product.

Yavapai County

Top 10 Industry Sectors with Wages



Source: Alex Wright, REDC

Job Growth Forecast

Top 10 Sectors

Yavapai County

Description	5 Year Growth
Health Care and Social Assistance	1,247
Retail Trade	893
Accommodation and Food Services	728
Finance and Insurance	610
Manufacturing	536
Real Estate and Rental and Leasing	492
Other Services (except Public Administration)	412
Wholesale Trade	322
Educational Services	274
Government	224

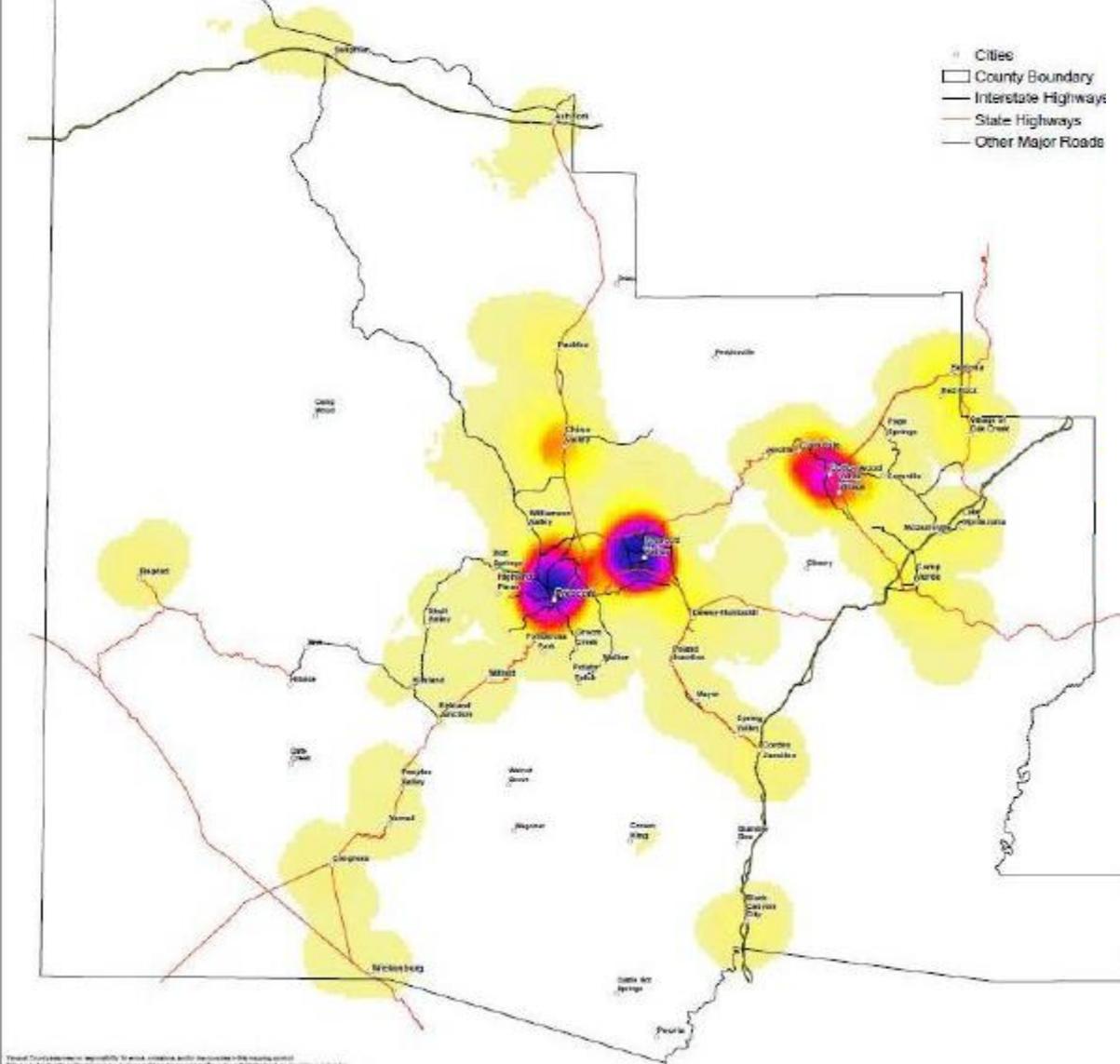
YC Programs

- *NUR, RAD, EMT, Human Services
- *Business
- *CNC, IPT, Electronics, Welding
- *Education, ECE
- *CS, Science, Pre-Eng.
- *General Studies
- *Hospitality/ Culinary in process

Arizona

Description	5 Year Growth
Health Care and Social Assistance	65,589
Finance and Insurance	34,830
Professional, Scientific, and Technical Services	29,912
Real Estate and Rental and Leasing	28,973
Accommodation and Food Services	28,285
Retail Trade	27,032
Educational Services	20,829
Government	19,418
Other Services (except Public Administration)	16,171
Administrative and Support and Waste Management	14,834

2010 POPULATION DENSITY BASED ON CENSUS BLOCKS



Campuses:
 Prescott
 Verde Valley

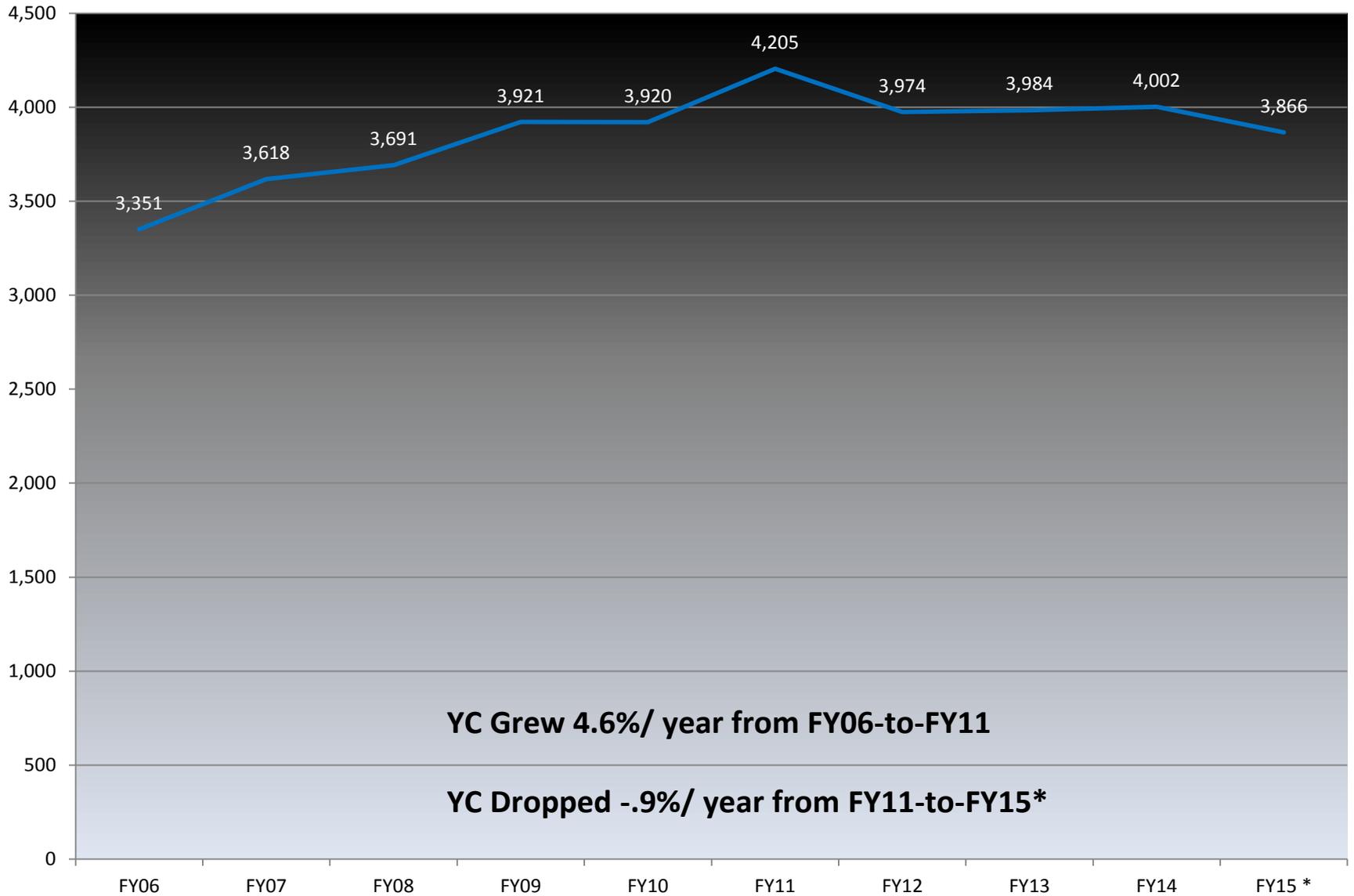
Centers:
 CTEC
 Chino Valley
 Mayer
 Prescott Valley (2)
 Sedona

Yavapai County is not responsible for errors or omissions in this map. The map is provided for informational purposes only. The map is not intended to be used for legal or financial purposes. The map is not intended to be used for any other purpose. The map is not intended to be used for any other purpose.

Yavapai County Facts

	County	AZ	US
Median \$	\$42,987	\$49,771	\$53,046
Poverty	15.8%	17.9%	15.4%
HS Grad	90.2%	85.7%	86%
BA	24.2%	26.9%	28.8%

YC FTSE Enrollments

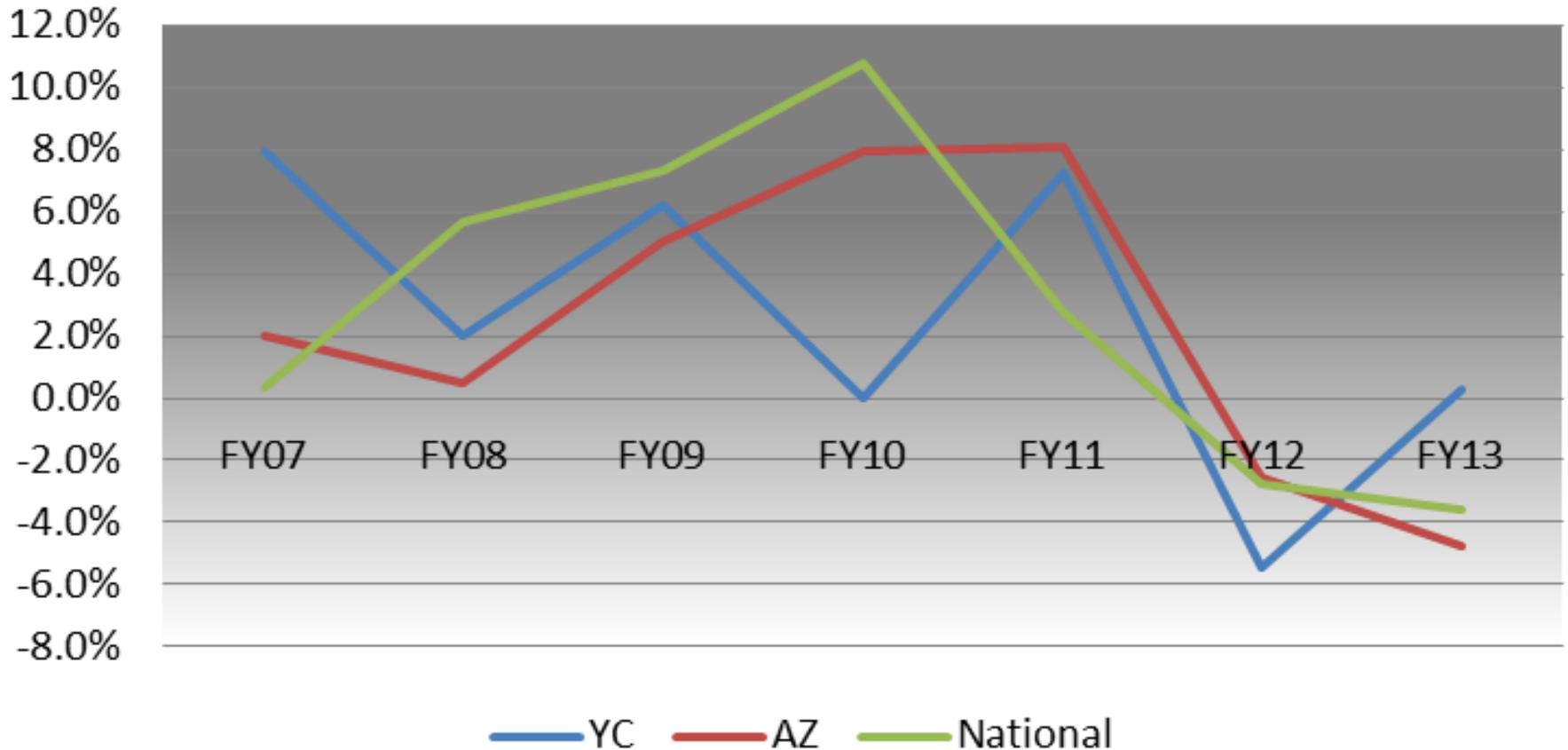


YC Grew 4.6%/ year from FY06-to-FY11

YC Dropped -.9%/ year from FY11-to-FY15*

* Estimated

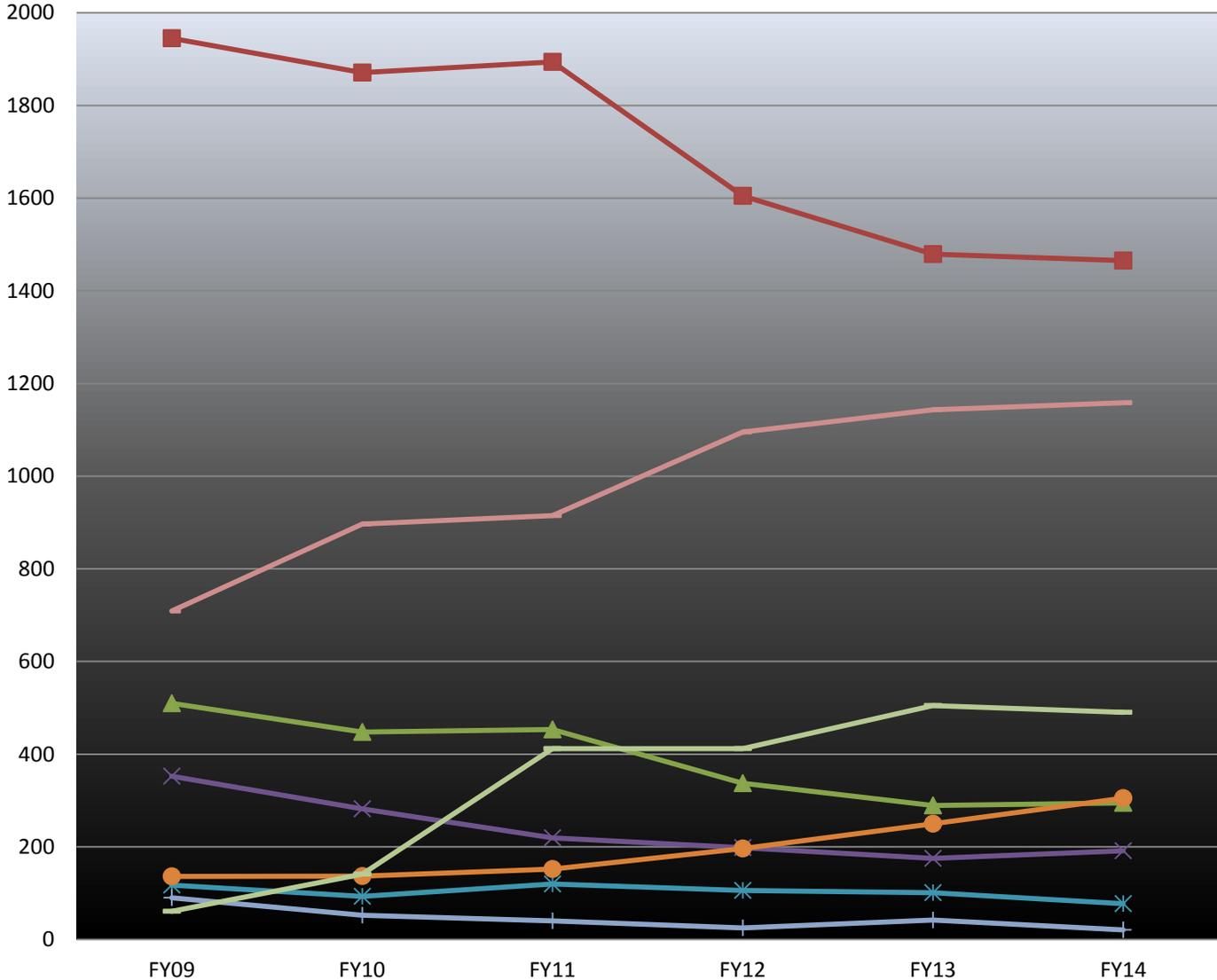
Enrollments



YC Grew an average of 2.5% per year
AZ CC's Grew an average of 2.2% per year
Nat'l CC's Grew an average of 2.8% per year

Source: IPEDS

FTSE by Location

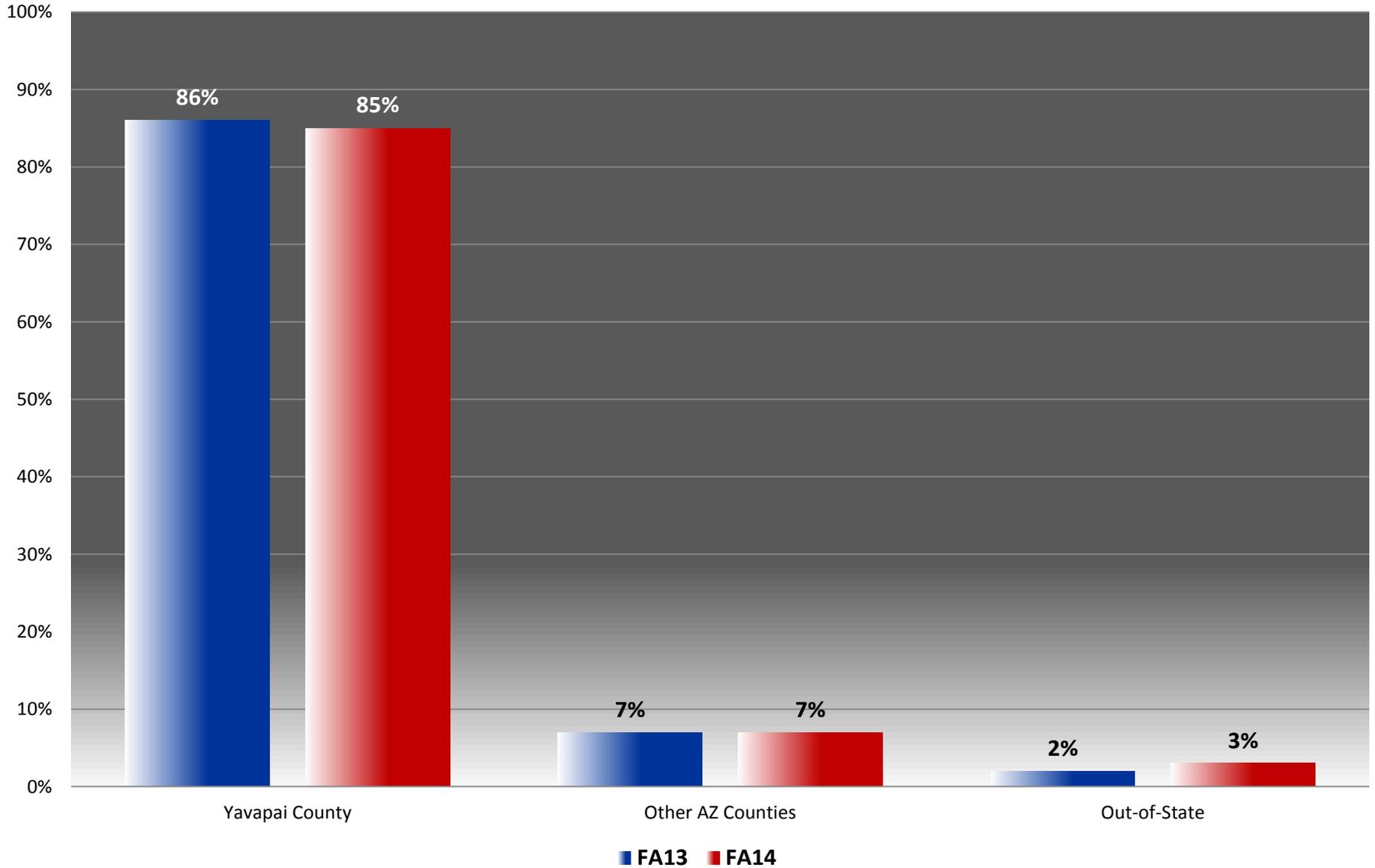


Campus	5-Year CAGR
Prescott	-5.5%
PV	-11.5%
VV	-10.4%
Chino	-8.1%
CTEC	17.5%
Sedona	-25.7%
Online	10.3%
Off-site	51.9%
District	0.4%

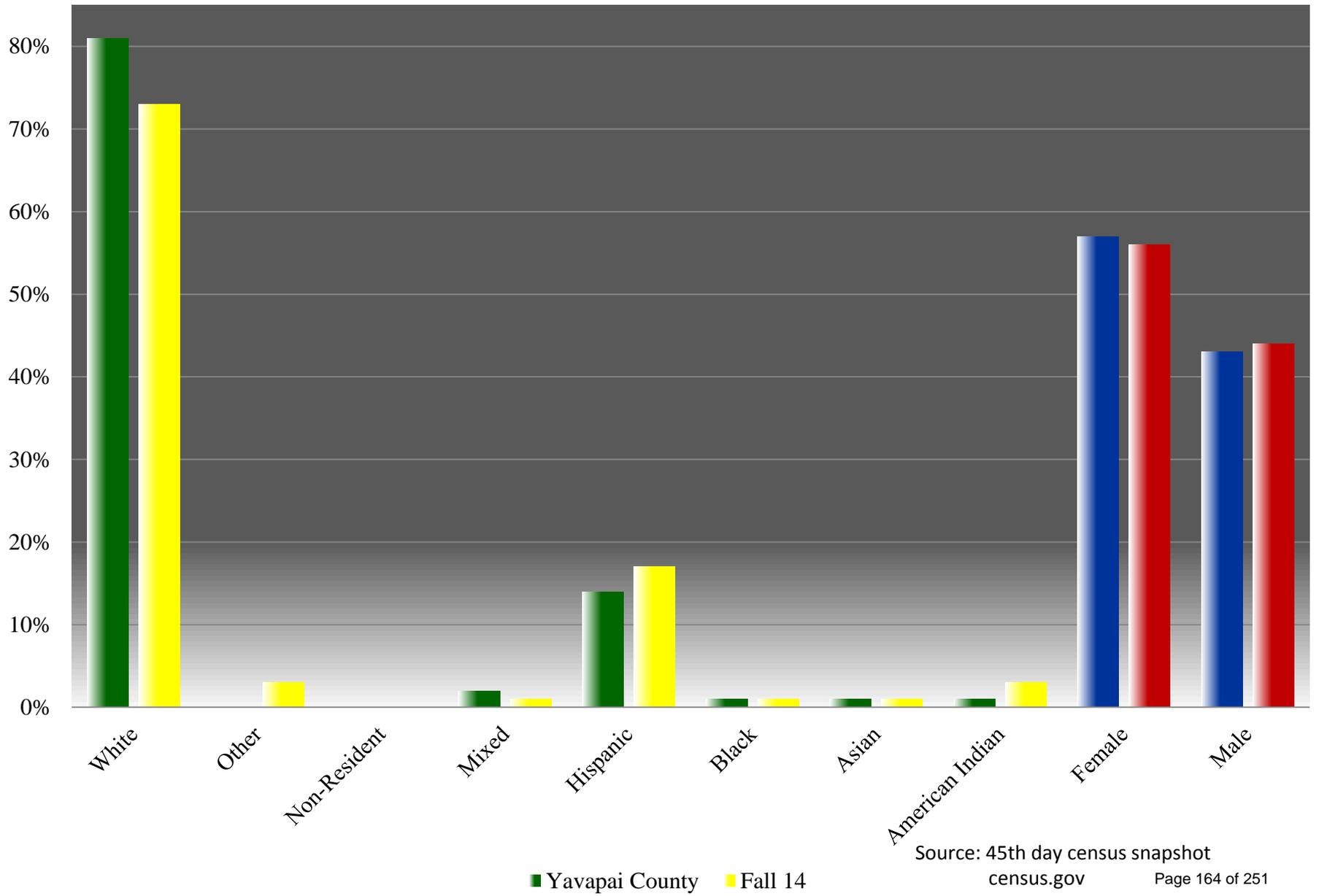
■ Prescott
 ▲ Verde
 × PV
 ✱ Chino
 ● CTEC
 + Sedona
 — Online
 — Off-Site
 ◆ District

YC Demographics - Residency

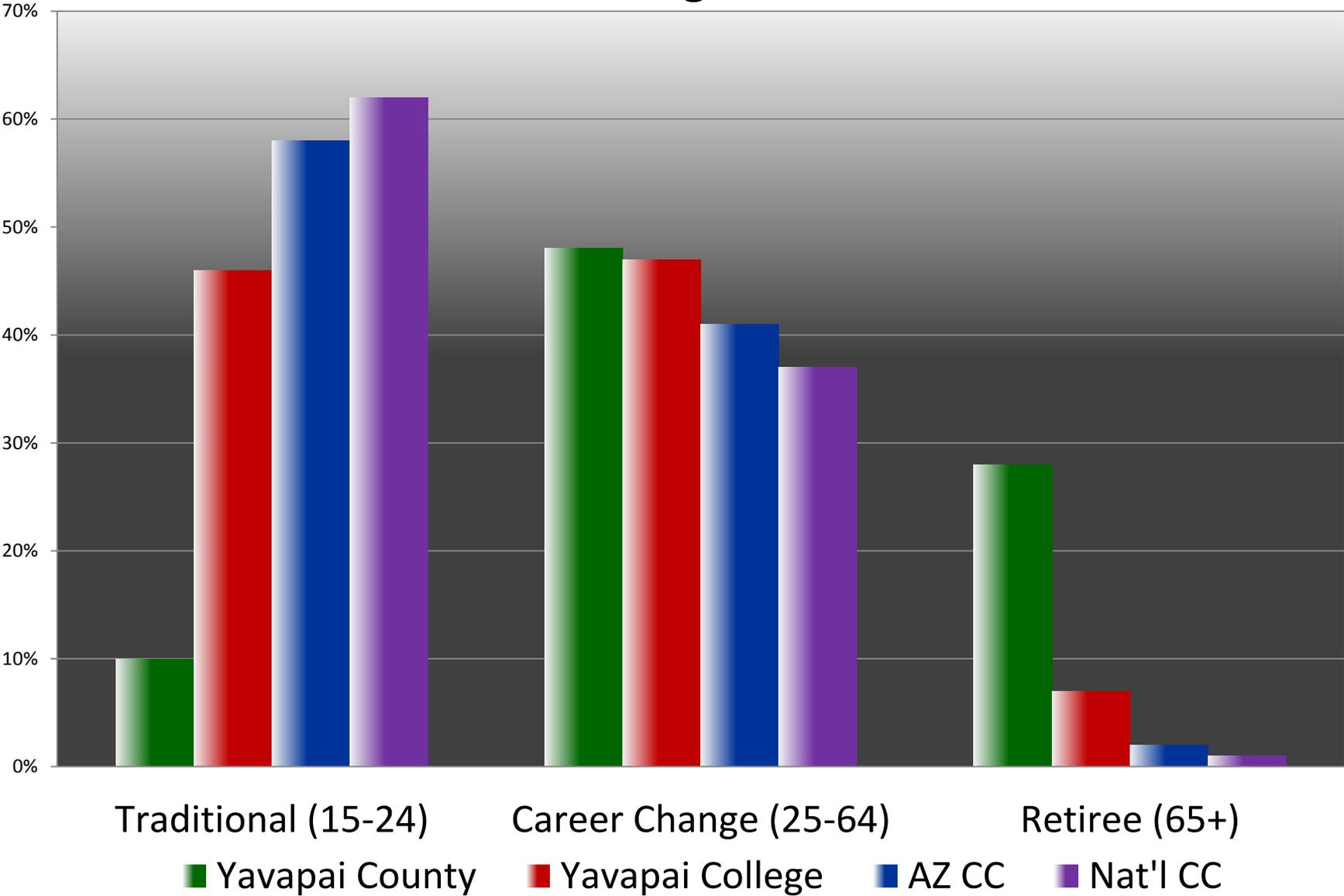
Fall13 vs Fall14



Comparison of Yavapai College to Yavapai County Demographics

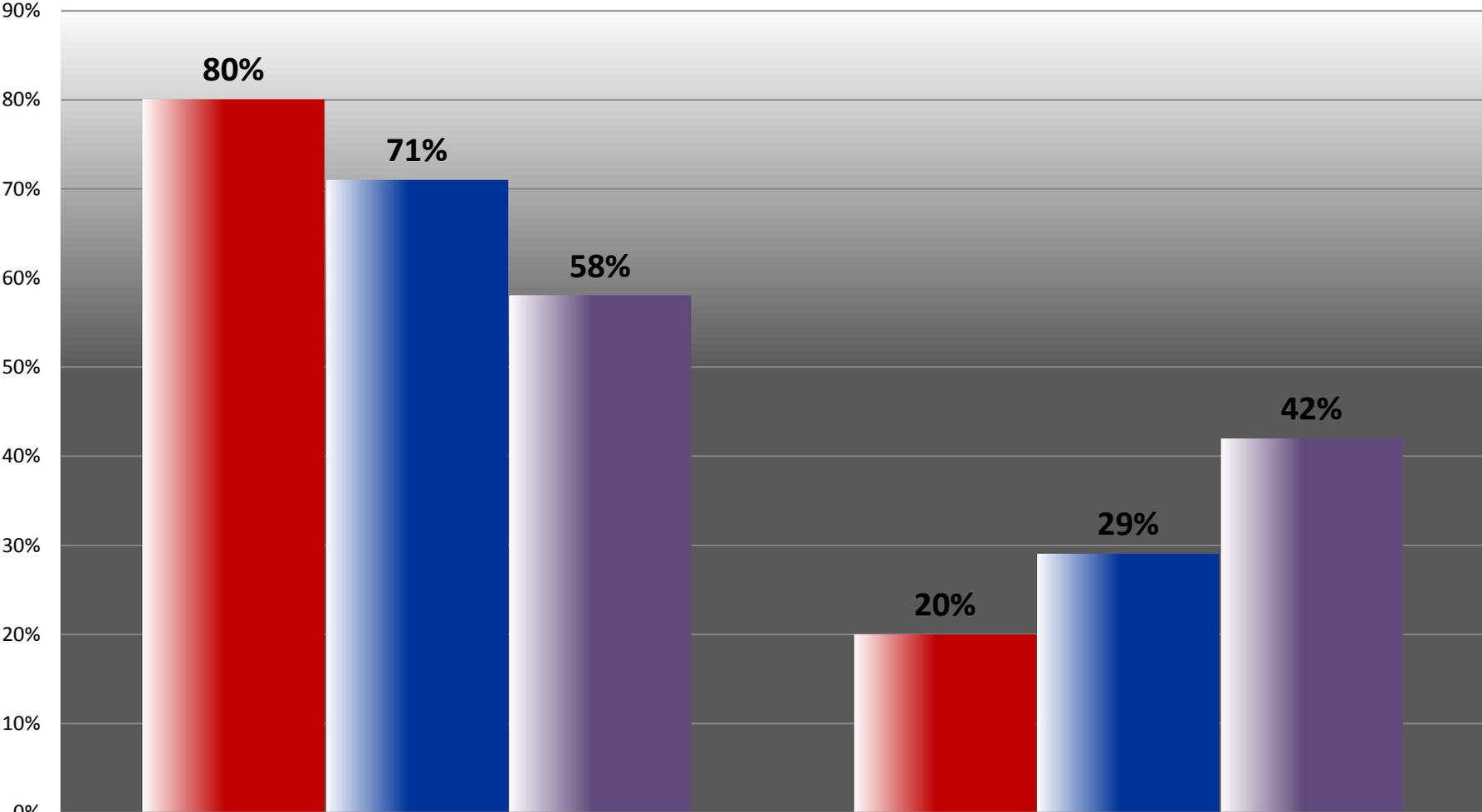


Age



Source: EMSI, IPEDS, YC Institutional

Student Attendance Status



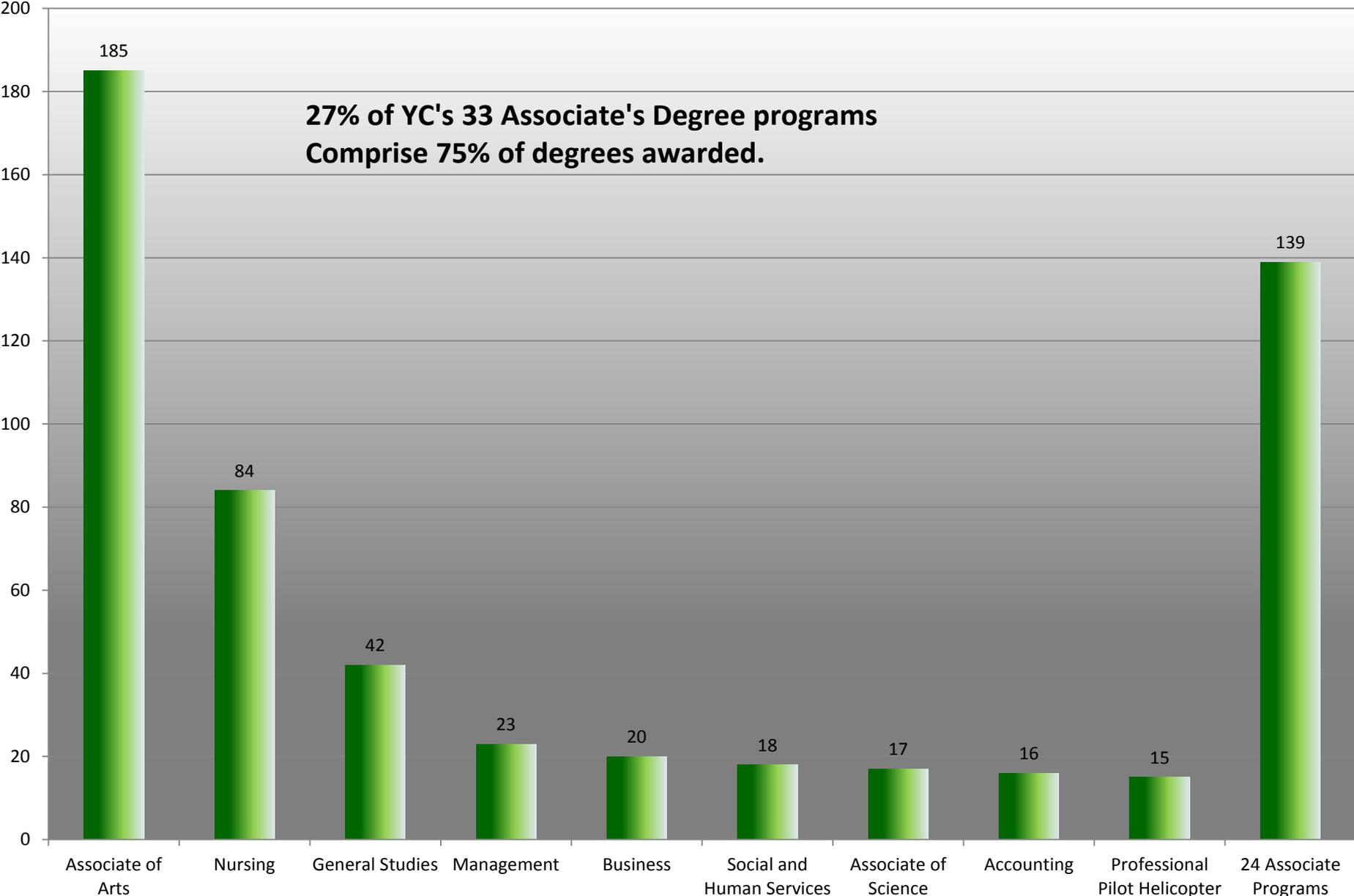
Part-Time Student

Full-Time Student

■ Yavapai College ■ AZ CC ■ Nat'l CC

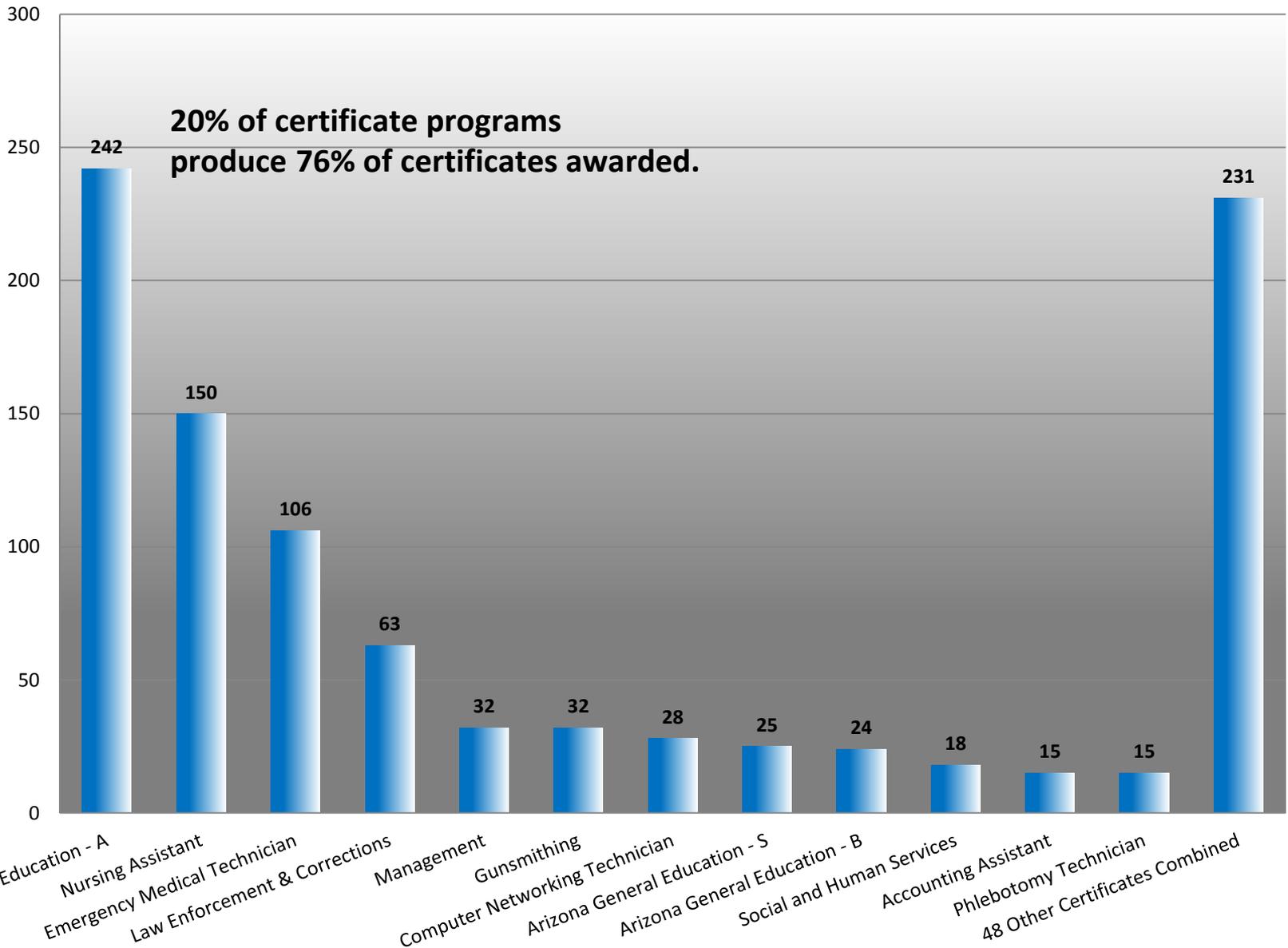
Sources: Yavapai College and AZ CC figures from the ACCPC Annual Report FY14; National figures from the NCCBP, 2014 Report
Page 166 of 251

Associate's Degrees Awarded 2013 - 2014



**27% of YC's 33 Associate's Degree programs
Comprise 75% of degrees awarded.**

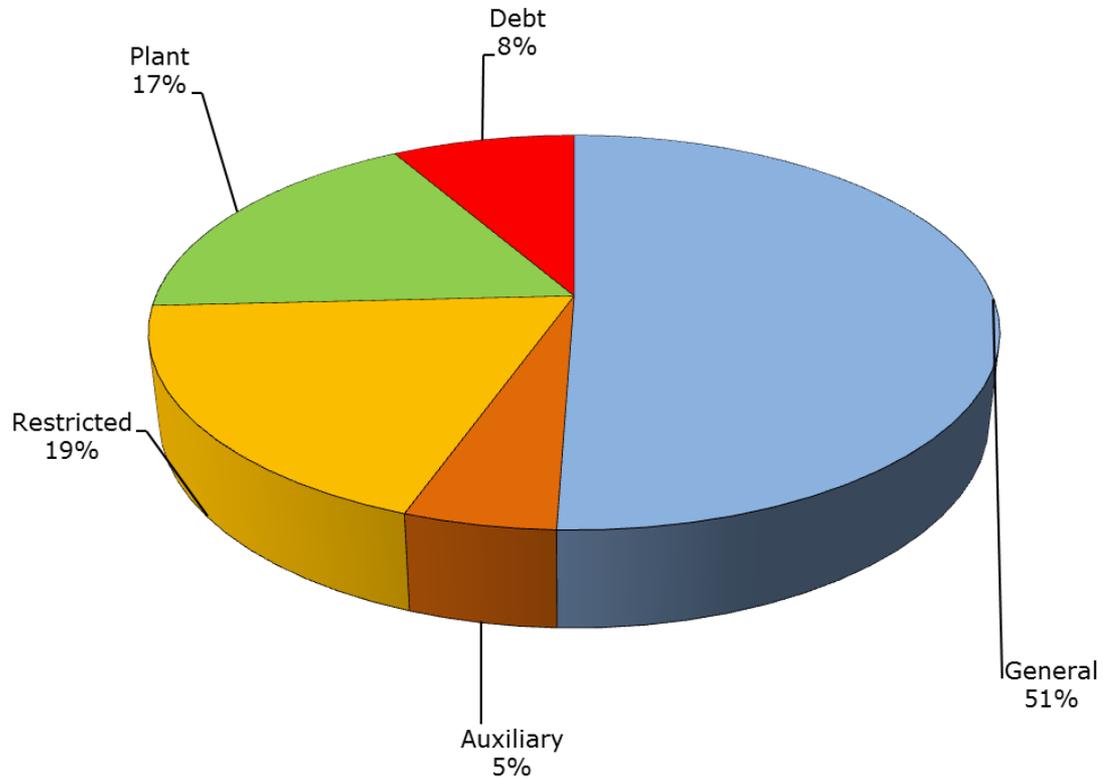
Certificates Awarded 2013 - 2014



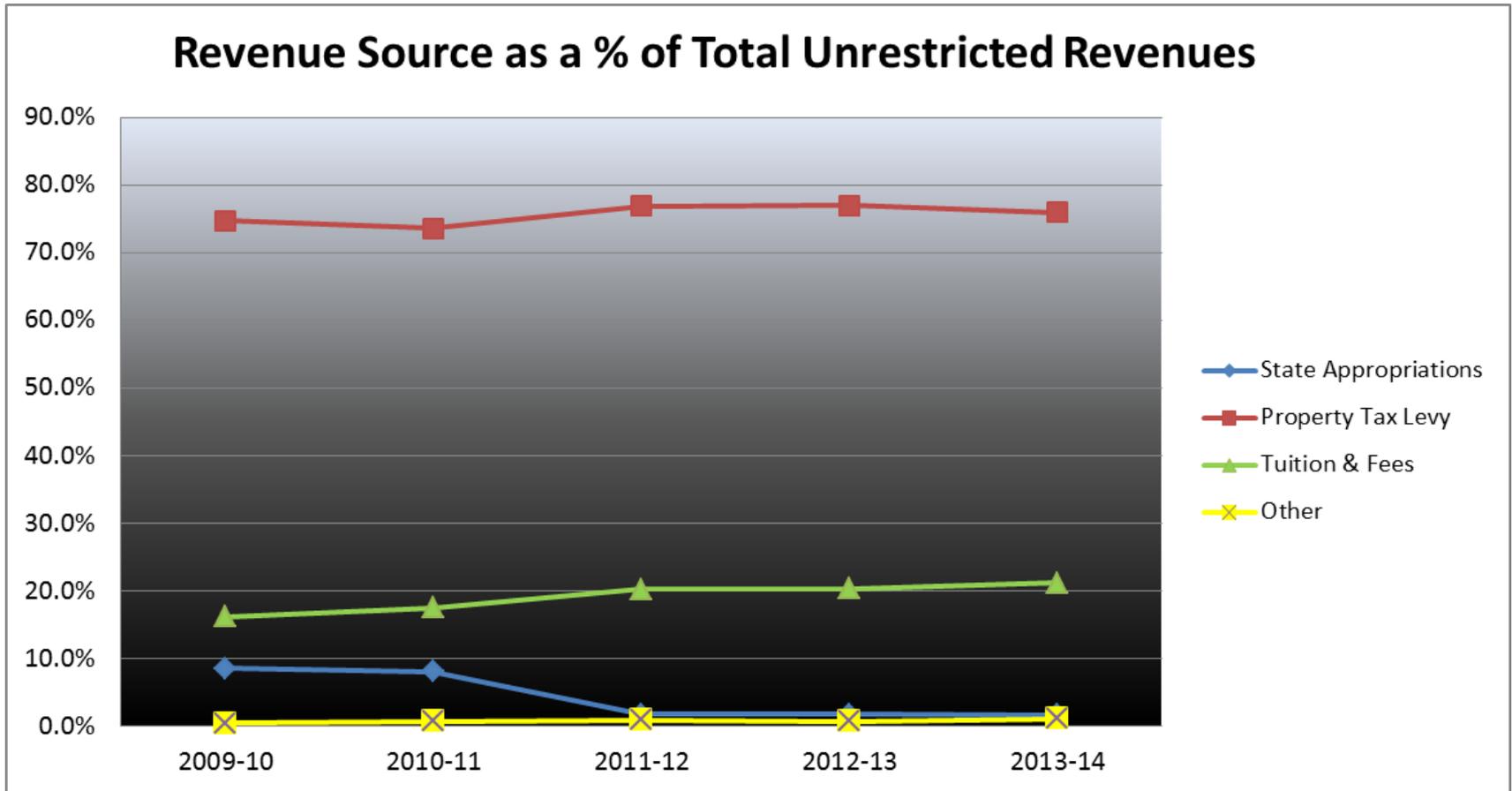
Budget Timeline

- Jan: Environment Overview
Preliminary Assumptions
- Feb: Capital Budget Draft
- Mar: Revenue Budget Approval
- Apr: Draft Budget Review & Feedback
- May: Final Budget Approval
and Truth in Taxation Hearing (if needed)

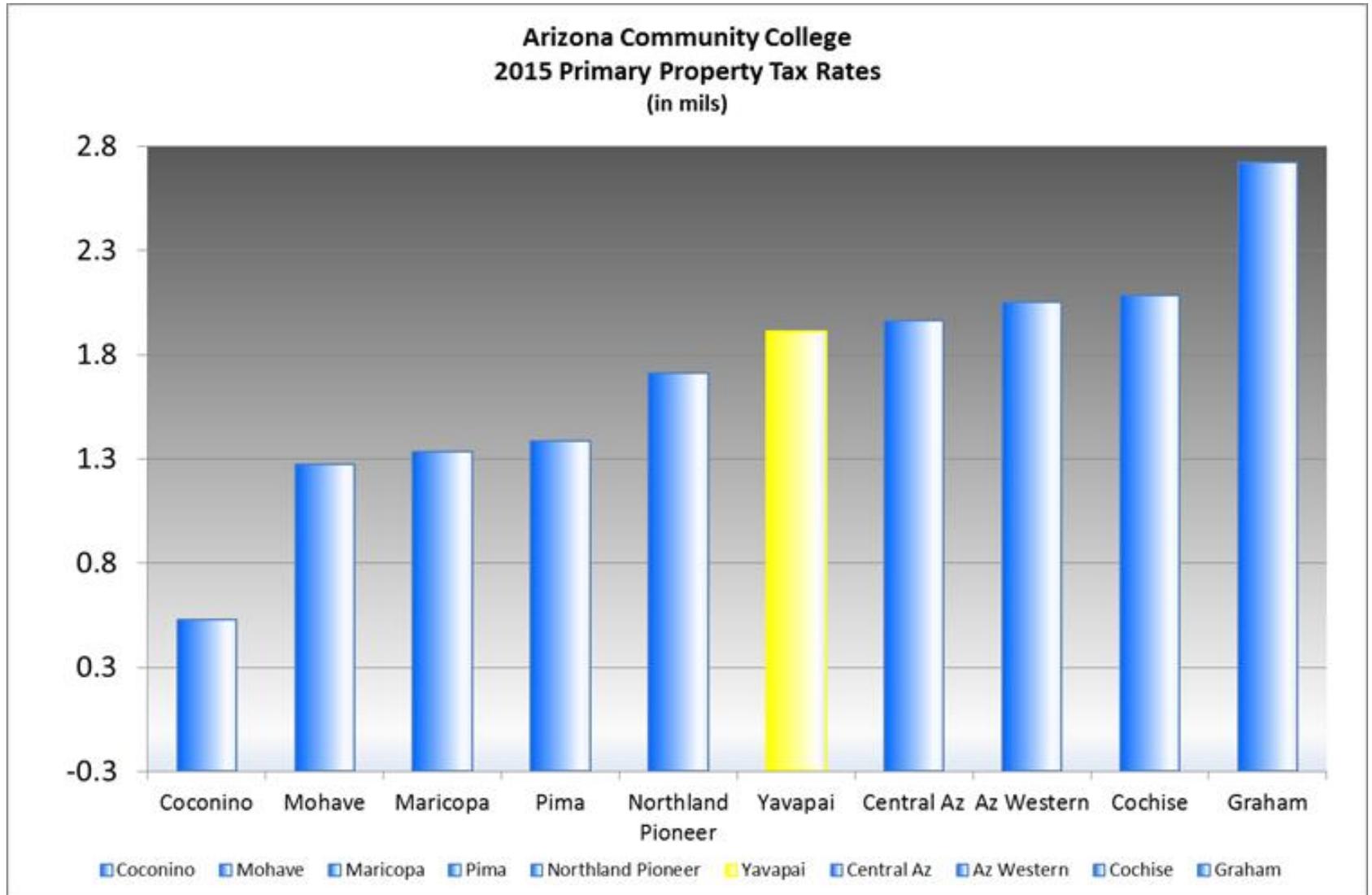
Yavapai College EXPENDITURES - ALL FUNDS FY2014-2015



Revenues

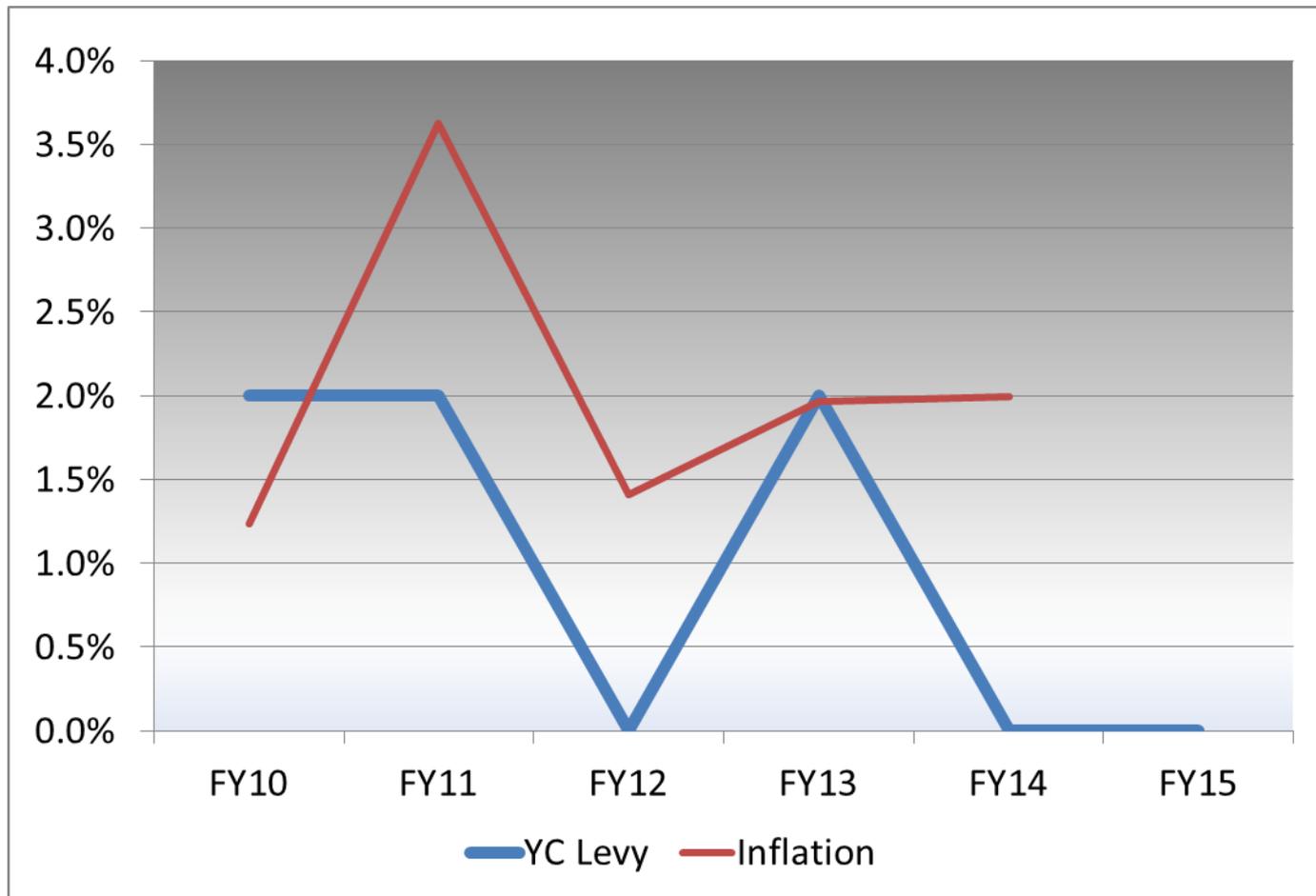


Unrestricted Revenues: Property Tax



Unrestricted Revenues: Property Tax

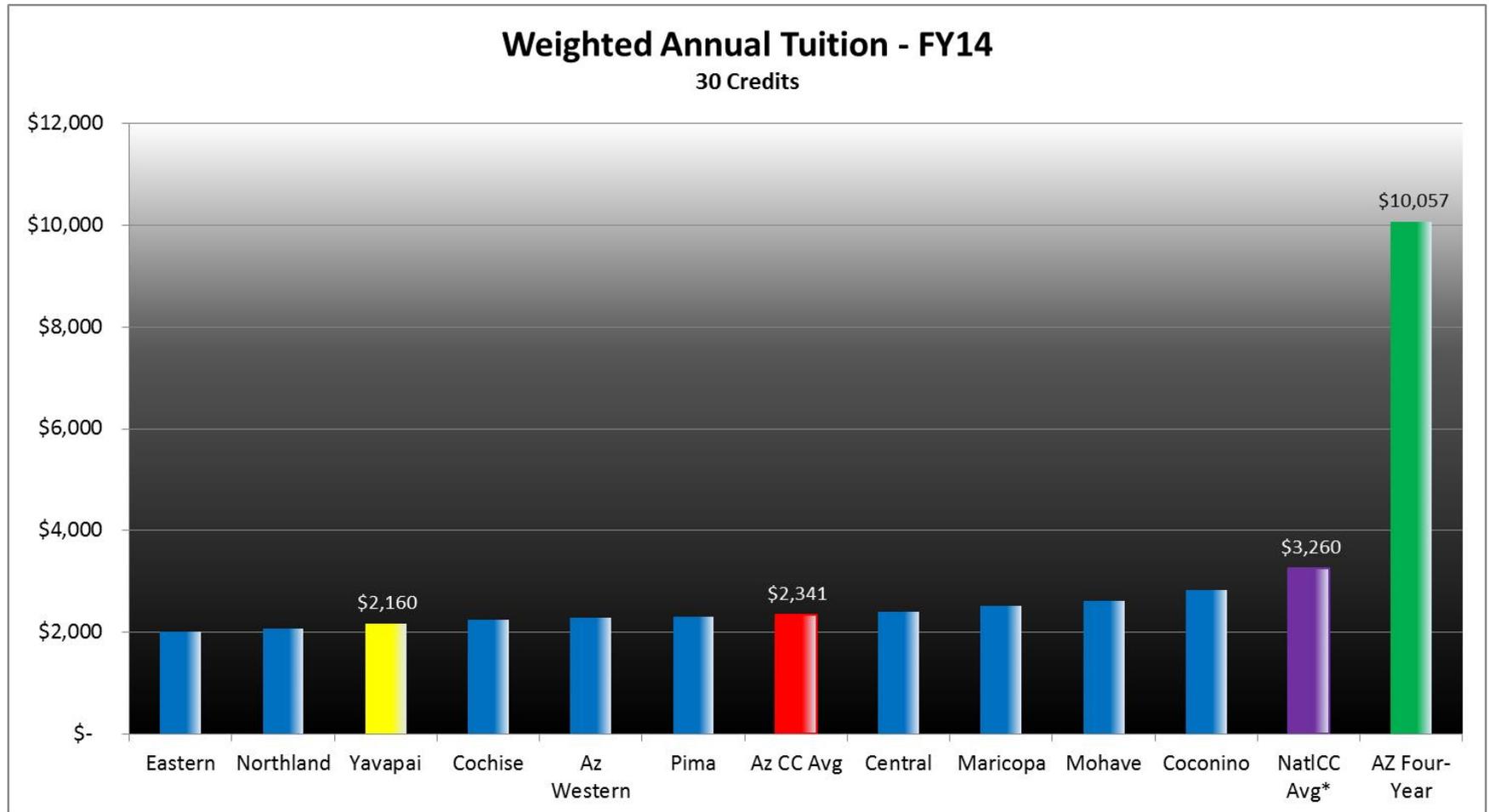
Property Tax Levy vs. Inflation



Inflation averaged 2%

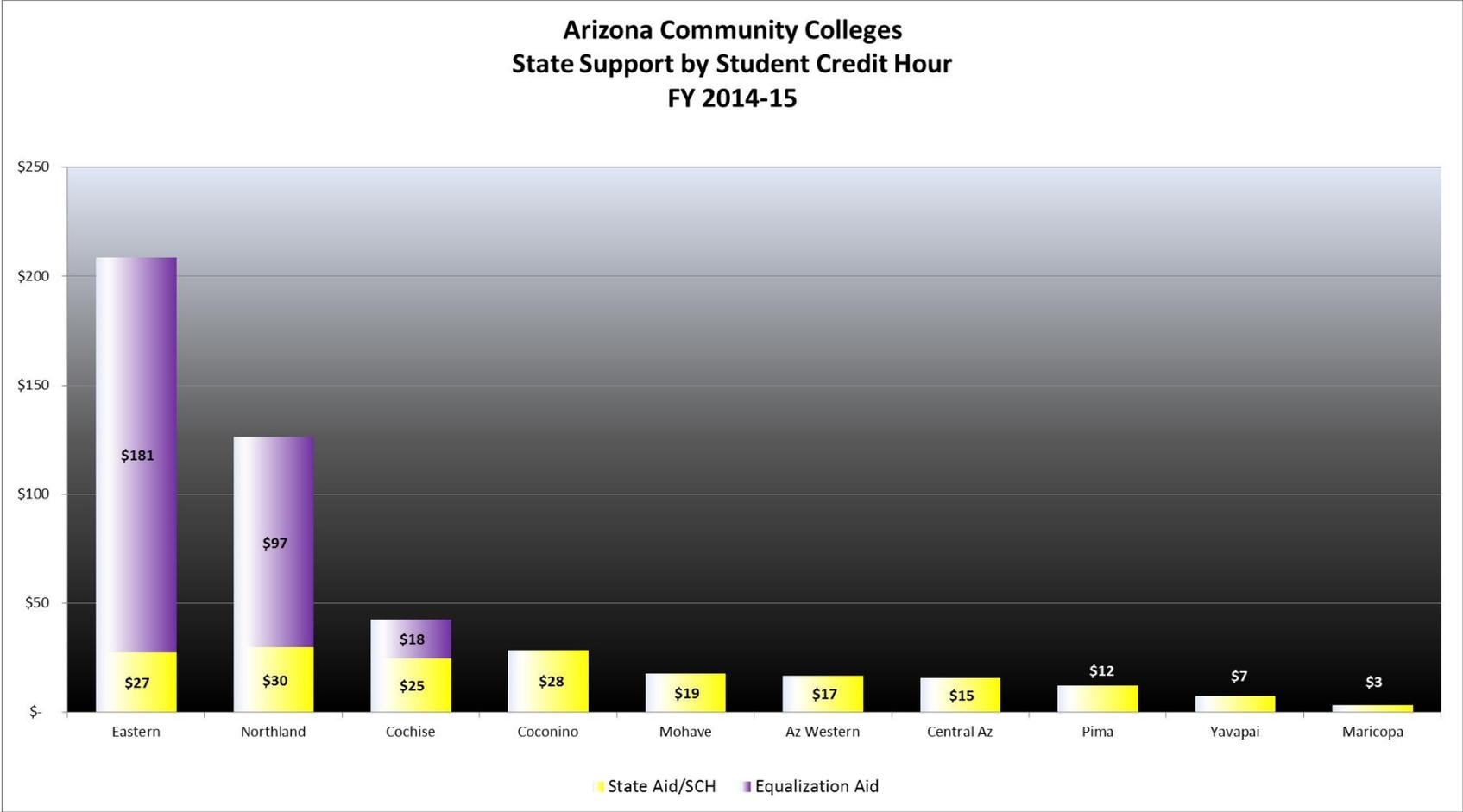
YC Tax Levy increase averaged 1% Page 173 of 251

Unrestricted Revenues: Tuition & Fees



Source: Consolidated Community College 2016 State Aid Request
JLBC FY2015 Baseline Report

Unrestricted Revenues: State Support

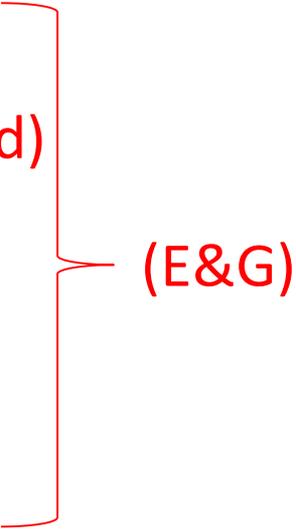


Restricted Revenues: State Support

- Prop 301 - \$600k – expires in FY19
- STEM - \$800k – will be under pressure

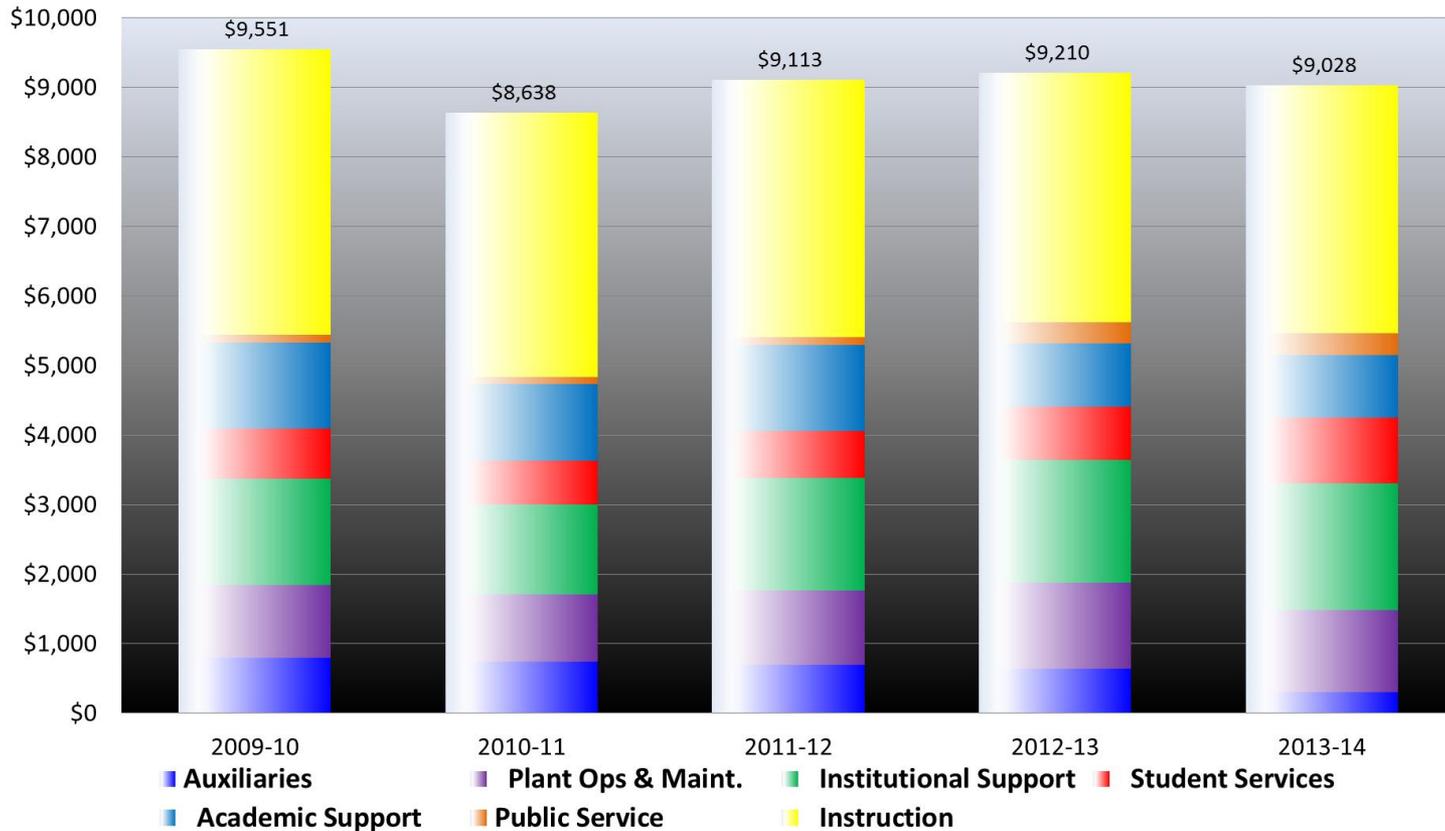
These both could affect our Capital Budget

YC Operating Expenses

- Instruction
 - Student Services (Advising, Registrar, Fin Aid)
 - Academic Support (Deans, Library, ISE)
 - Institutional Support (Admin.)
 - Facilities (Grounds, Maint. Grounds)
 - Auxiliaries (Bookstore, Food, Res. Halls, FEC, Tasting Room)
 - Public Service (Community Events, REDC)
 - ~~Financial Aid & Depreciation~~
- 
- (E&G)

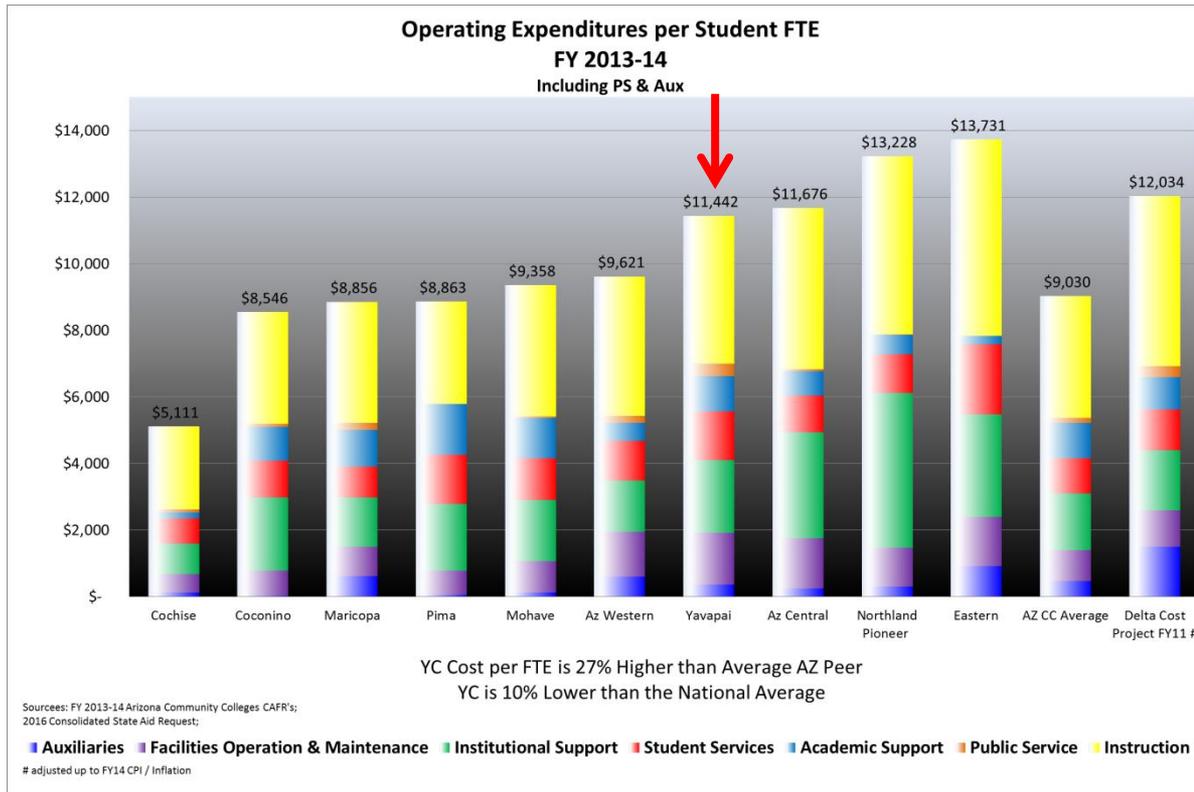
YC Cost Improvements

Yavapai College Unrestricted Operating Expenditures per Student FTE
 (including Public Service and Auxiliaries)
 Inflation Adjusted to 2009 dollars



YC has reduced unrestricted operating costs per FTSE by 5.5% over the past 5 years.

YC vs. State & National Peers



Why More \$ than AZ Peers?

- AZ Very Efficient State
- Unique Services
 - Athletics
 - FEC
 - YCPAC
 - Res Halls
 - Scholarships
- Operations
 - Well maintained facilities
 - Product Mix (CT & AH; Community Ed)
 - Geography

YC reduced Premium vs. AZ Average
from 42% to 27% over 6 years

YC is 5% below national average as of FY11

FY15 Budget Assumptions

Budget

A budget is a list of all planned expenses and revenues

-- Yahoo.com

A budget is the Mission, Vision, Governing Board Ends, Strategic Plan, Educational & Campus Master Plans stated in monetary terms

-- Yavapai College

Operating Budget

- Change in Revenues

– New Construction PT:	\$630k
– State appropriations:	-\$24k
– Enrollment growth:	-\$330k
– New Property Tax Levy:	TBD
– <u>Tuition & Fee Price:</u>	<u>TBD</u>
TOTAL	\$276,000

- Change in Expenses

– 3% Raises	\$682k
– 3% Fringe (FICA,ASRS)	\$114k
– 3% Health Ins	\$ 78k
– Mkt Comp Adjust	\$ 50k
– Utilities	\$ 50k
– HW/SW Maint	\$ 50k
– <u>Scholarship Adjust</u>	<u>\$ 24k</u>
TOTAL	\$1,048,000

Capital Budget

- Change in Revenues

- FY19 Prop301: ?
- State STEM: ?

- Change in Expenses

- Capital Improvement Plan
 - CMP Phase 1 n/c
- PM n/c
- Unplanned n/c
- ERP n/c
- Contingency n/c

Budgets for Other Funds

- Auxiliary: unchanged
- Debt: unchanged
- Restricted: unchanged

Questions and Discussion

Executive Limitations

2.5 Communication and Support to the District Governing Board

The President shall not permit the board to be uninformed, misinformed, or unsupported in its work.

2.5.1 Compliance

The President shall not fail to advise the Board, if in the President's opinion, the Board is not in compliance with one or more of its own policies, particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.5 and 2.5.1, 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 2.5 and 2.5.1.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's monitoring report regarding Policy 2.5 and 2.5.1 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.5 and 2.5.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.5 and 2.5.1 [at the X board meeting] [within X amount months] that includes a new interpretation.

If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.5 and 2.5.1 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.5 and 2.5.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.5 and 2.5.1 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2.5 & 2.5.1.pdf	Jan 07, 2015	Monitoring Report Executive Limitations Policy 2.5 & 2.5.1.pdf
2.5 and 2.5.1 Compilation.pdf	Jan 09, 2015	2.5 and 2.5.1 Compilation.pdf

**President's Monitoring Report
Executive Limitations 2.5
Communication and Support to the District Governing Board
January 2014 – December 2014**

Executive Limitations 2.5

Communication and Support to the District Governing Board

The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.

President's Interpretation:

The relationship between the Board and their president is one built on open communication, trust, and respect. The president must be vigilant in informing the Board of developments and activities through the following ways:

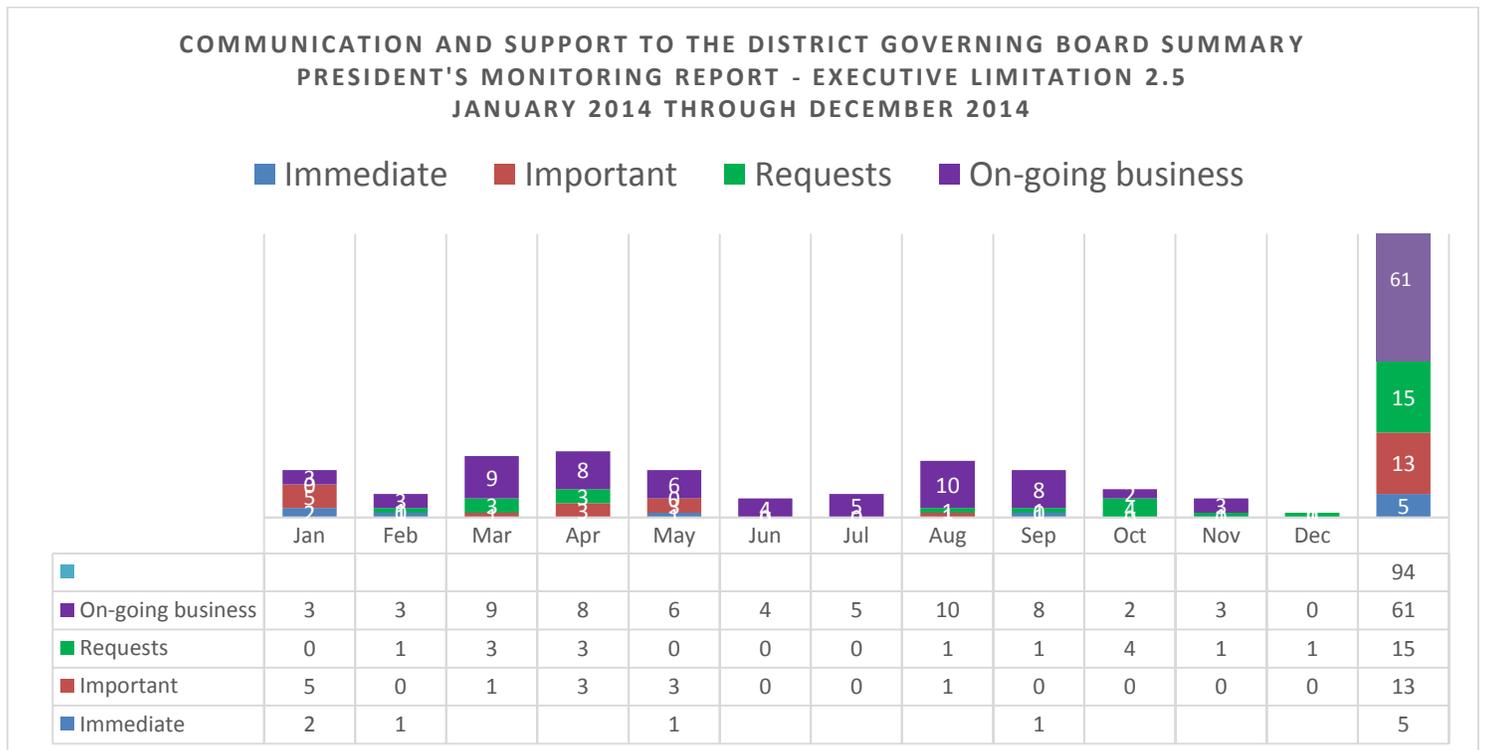
1. Emergency and/or Matters of Public Concern with immediate phone calls to Board members.
2. Timely Notification of Major College Decisions with phone calls to Board members.
3. Data whether specifically requested by the Board or through monthly presentations to the Board.
4. On-going College activities through summaries as included in monthly Board packet.

Supporting Evidence:

Dr. Wills communicates with the College and the Board on a regular basis through the "News from the President – College Update". She also informs the Board in a timely manner of major decisions, immediate issues, or matters of public concern.

To compile with **Executive Limitations 2.5 and 2.5.1**, the President's Office maintains a log of all communication to the District Governing Board (Log of Communication and Support to the District Governing Board) as to when and why the President informs the Board of developments and activities according to the categories listed above.

The chart below provides a summary of communications from January 2014 - December 2014 either to all Board members or individual Board members.



President's Conclusion: I report compliance

**President's Monitoring Report
Executive Limitations 2.5.1
Compliance
January 2014 through December 2014**

Executive Limitations 2.5.1 Compliance

The President shall not fail to advise the Board, if in the President's opinion, the Board is not in compliance with one or more of its own policies particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.

President's Interpretation:

If the President concludes that the Board is not acting in compliance with one or more of its own policies, it is the President's responsibility to bring this concern to the Board's attention. The President does so with the intent to strengthen the open communication between the Board and its employee.

Supporting Evidence:

To comply with Executive Limitations 2.5 and 2.5.1, the President's Office maintains a log of all communication to the District Governing Board (Log of Communication and Support to the District Governing Board). Included in the log are notations of any incidents of Board members' behavior which is perceived to be detrimental to the Board/Presidential relationship. Such incidents were noted on October 8, 2014 and October 13, 2014. This behavior was subsequently addressed by Board colleagues.

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

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.5 – Communication and Support to the District Governing Board
Policy 2.5.1 - Compliance
Compilation - January 2015

Executive Limitation 2.5	Communication and Support to the District Governing Board The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.	
Is the interpretation reasonable?	YES 5	NO
Does the data demonstrate compliance with the interpretation?	YES 4	NO 1
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES 4	NO 1
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES 1	NO 4
Comments: Need more information		

Executive Limitation 2.5.1	Compliance The President shall not fail to advise the Board, if in the President's opinion, the Board is not in compliance with one or more of its own policies particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.	
Is the interpretation reasonable?	YES 4	NO 1
Does the data demonstrate compliance with the interpretation?	YES 4	NO 1
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES 4	NO 1
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES 1	NO 4
Comments: (Please complete if any highlighted boxes are checked) Inadequate information supplied		

The following questions will apply to the WHOLE policy:		
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?	YES 4	NO 1
Is there reason to doubt the integrity of the information presented?	YES 1	NO 4
Comments: Inadequate information supplied		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Ray Sigafoos

Start Time : 3:13 PM

Item No : 25

Proposed By : Ray Sigafoos

Time Req : 10

Proposed : 12/8/2014

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.6	The President shall not fail to appoint a College Vice President to act in the President's place when the President is absent or unavailable and to communicate necessary information about the absence and individual empowered to act to the Chair of the District Governing Board prior to the absence.	485994

Description : Receipt of President's Monitoring Report - Executive Limitations - 2.6 Presidential Continuity and Absences - MONITORING, DISCUSSION, AND/OR DECISION

Details : 2.6 Presidential Continuity and Absences

The President shall not fail to appoint a College Vice President to act in the President's place when the President is absent or unavailable and to communicate necessary information about the absence and individual empowered to act to the Chair of the District Governing Board prior to the absence.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.6, 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 2.6.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's monitoring report regarding Policy 2.6 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 2.6. I move that the President provide the Board with a new Monitoring Report for Policy 2.6 [at the X board meeting] [within X amount months] that includes a new interpretation.

If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.6 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 2.6. I move that the President provide the Board with a new Monitoring Report for Policy 2.6 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
2015 Executive Limitations Policy 2.6.pdf	Jan 08, 2015	2015 Executive Limitations Policy 2.6.pdf
2.6 Compilation.pdf	Jan 09, 2015	2.6 Compilation.pdf

**President's Monitoring Report
Executive Limitations 2.6 – Presidential Continuity and Absences
January 2015**

Executive Limitations 2.6 – Presidential Continuity and Absences

The President shall not fail to appoint a College Vice President to act in the President's place when the President is absent or unavailable and to communicate necessary information about the absence and individual empowered to act to the Chair of the District Governing Board prior to the absence.

President's Interpretation:

Whenever the President attends meetings outside of the state of Arizona or on personal vacation, she will appoint a College Vice President to serve as acting President. This temporary appointment will be shared with the Board Chair as well as the President's Leadership team.

Support Evidence:

To comply with Executive Limitation 2.6 the President will appoint an Acting President during her absences and the Executive Assistant will notify the District Governing Board Chair. Below are Presidential Continuity and Absences for 2014:

Notification Date	Acting President	Board member notified
2/7/2014	Steve Walker	Sigafoos
5/15/2014	Stuart Blacklaw	Sigafoos
5/22/2014	Clint Ewell	Sigafoos
6/12/2014	Stuart Blacklaw	Sigafoos
10/20/2014	Clint Ewell	Sigafoos
11/25/2014	Stuart Blacklaw	Sigafoos

President's Conclusion:
I report compliance

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.6 – Presidential Continuity and Absences
Compilation - January 2015

Executive Limitation 2.6	Presidential Continuity and Absences The President shall not fail to appoint a College Vice President to act in the President's place when the President is absent or unavailable and to communicate necessary information about the absence and individual empowered to act to the Chair of the District Governing Board prior to the absence.	
Is the interpretation reasonable?	YES 5	NO
Does the data demonstrate compliance with the interpretation?	YES 5	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES 5	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES 1	NO 4
Comments: Why is communication only with the Board Chair?		

The following questions will apply to the WHOLE policy:		
Is there sufficient evidence to indicate compliance with the WHOLE policy, not just portions of it?	YES 5	NO
Is there reason to doubt the integrity of the information presented?	YES	NO 5
Comments:		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Ray Sigafoos

Start Time : 3:23 PM

Item No : 26

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 10/29/2014

Item Type : Monitoring & Decision

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

Description : Board Self-Evaluation - Governance Policy 3.1 - Governing Style - MONITORING, DISCUSSION AND/OR DECISION

Details : Governance Policy 3.1

The Board shall govern Yavapai College proactively rather than reactively. The Board shall stay adequately informed by incorporating within the Board meeting reports from the President on strategic issues and engaging the Board in strategic thinking on relevant issues and approach its task with a style which emphasizes:

- Outward vision rather than an internal preoccupation
- Diversity in viewpoints
- Strategic leadership derived from future rather than past or present thinking
- Clear distinction of Board and staff roles
- Emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects

More specifically, the Board shall:

3.1.1 Trustee Obligation

Shall operate in all ways mindful of its civic trusteeship obligation to all the owners of its district and its lawful obligations in compliance with Title 15, Chapter 12 Community Colleges of the Arizona Revised Statutes and all other applicable federal and state statutes and regulations.

3.1.1.1 Open Meeting Law

Board members will comply with the Open Meeting Law. Board members will not engage in any communication by any means, including any technological means, outside of a Board meeting with a quorum of the Board concerning a matter that may foreseeably come before the Board for action. This prohibition includes communication via email, Twitter, Facebook, or similar electronic means of communication. (Yavapai College District Governing Board Policy Regarding E-mail Use, legal Opinion was received and adopted November 15, 2005, Executive Session and Regular Meeting).

3.1.2 Value and Perspectives

Shall direct, control, and inspire the organization through the establishment of written policies that clearly define the organizations values.

3.1.3 Member Expertise

Shall use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute his/her individual values for the groups values.

3.1.4 Self-Evaluation

Shall monitor and regularly discuss the Boards own process and performance through:

a) regular monitoring by the full Board of its Governance process and Board-President Linkage policies.

b) review of the Boards overall performance as a governing body.

Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3

3.1.5 Continuity

To ensure the continual development of governance capability, shall include orientation of new Board members in the Board's governance process and periodic Board training and discussion of process improvement.

3.1.6 Hindrance

Shall not allow an officer, individual or committee of the Board to hinder the fulfillment of his or her commitments.

Attachments :

Title	Created	Filename
3.1 Compilation.pdf	Jan 09, 2015	3.1 Compilation.pdf

Policy Number	<p align="center">District Governing Board Policy Review Evaluation of Board Policies Compilation - January 2015</p> <p>Policies: 3.1 Governing Focus and Style 3.1.1 Trustee Obligation 3.1.1.1 Open Meeting Law 3.1.2 Governing Policies 3.1.2 Values and Perspectives 3.1.3 Member Expertise 3.1.4 Self-Evaluation 3.1.5 Continuity 3.1.6 Hindrance</p>	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
3.1 Governing Focus and Style	<p>The Board shall govern Yavapai College proactively rather than reactively. The Board shall stay adequately informed by incorporating within the Board meeting reports from the President on strategic issues and engaging the Board in strategic thinking on relevant issues and approach its task with a style which emphasizes:</p> <ul style="list-style-type: none"> - outward vision rather than an internal preoccupation - diversity in viewpoints; - strategic leadership derived from future rather than past or present thinking; - clear distinction of Board and staff roles; - collective rather than individual decisions; and - emphasis on intended long-term impacts on the communities, not on the administrative or programmatic means of attaining those effects. <p>More specifically, the Board shall:</p>	3	<input type="checkbox"/>	2	<input type="checkbox"/>
3.1.1 Trustee Obligation	<p>Shall operate in all ways mindful of its civic trusteeship obligation to all the owners of its district and its lawful obligations in compliance with Title 15, Chapter 12 Community Colleges of the Arizona Revised Statutes and all other applicable federal and state statutes and regulations.</p>	3	1	1	<input type="checkbox"/>
3.1.1.1 Open Meeting Law 3.2.1.2 Governing Policies	<p>Board members will comply with the Open Meeting Law. Board members will not engage in any communication by any means, including any technological means, outside of a Board meeting with a quorum of the Board concerning a matter that may foreseeably come before the Board for action. This prohibition includes communication via email, Twitter, Facebook, or similar electronic means of communication. (Yavapai College District Governing Board Policy Regarding E-mail Use, Legal Opinion was received and adopted November 15, 2005, Executive Session and Regular Meeting).</p>	3	<input type="checkbox"/>	2	<input type="checkbox"/>
3.1.2 Values and Perspectives	<p>Shall direct, control, and inspire the organization through the establishment of written policies that clearly define the organizations values.</p>	3	<input type="checkbox"/>	2	<input type="checkbox"/>
3.1.3 Member Expertise	<p>Shall use the expertise of individual members to enhance the ability of the Board as a body, rather than to substitute his/her individual values for the group's values.</p>	3	<input type="checkbox"/>	2	<input type="checkbox"/>
3.1.4 Self-Evaluation	<p>Shall monitor and regularly discuss the Boards own process and performance through</p> <ol style="list-style-type: none"> a) regular monitoring by the full Board of its Governance Process and Board-President Linkage policies. b) review of the Boards overall performance as a governing body. <p>Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3.</p>	3	<input type="checkbox"/>	2	<input type="checkbox"/>
3.1.5 Continuity	<p>To ensure the continual development of governance capability, shall include orientation of new Board members in the Boards governance process and periodic Board training and discussion of process improvement.</p>	3	<input type="checkbox"/>	2	<input type="checkbox"/>
3.1.6 Hindrance	<p>Shall not allow an officer, individual or committee of the Board to hinder the fulfillment of his or her commitments.</p>	3	<input type="checkbox"/>	2	<input type="checkbox"/>

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

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

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

Comments/Remarks:

As a new Board member I do not have enough information at this time to answer these questions.

I see no evidence of the Board being mindful of its civic trusteeship obligations to all the owners of its District.

Presenter : Ray Sigafoos

Start Time : 3:28 PM

Item No : 27

Proposed By : Ray Sigafoos

Time Req : 1

Proposed : 10/29/2014

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
3.7	Because poor governance costs more than learning to govern well, the Board shall invest in its governance capacity. Accordingly:	429151

Description : Board Self-Evaluation - Governance Policy 3.7 - Cost of Governance - MONITORING, DISCUSSION AND/OR DECISION

Details : 3.7 Cost of Governance

Because poor governance costs more than learning to govern well, the Board shall invest in its governance capacity.

Accordingly:

3.7.1 Budget

Costs shall be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability. The Board shall develop its budget by April each year to ensure its inclusion in the overall district budget and shall include, but not be limited to allowances for support and training (including consulting and technical services, orientation, conferences and workshops); audits and other third party monitoring of organizational performance; and ownership linkages (surveys, focus groups, etc.) and Board legal services.

Attachments :

Title	Created	Filename
3.7 Compilation.pdf	Jan 09, 2015	3.7 Compilation.pdf

Policy Number	District Governing Board Policy Review Evaluation of Board Policies Compilation - January 2015 Policies: 3.7 Cost of Governance 3.7.1 Budget 3.7.1.1 Key Operational Expenses	In Compliance	Out of Compliance	* Need More Data	N/A - Not Relevant at this time
3.7 Cost of Governance	Because poor governance costs more than learning to govern well, the Board shall invest in its governance capacity. Accordingly:	3	<input type="checkbox"/>	2	<input type="checkbox"/>
3.7.1 Budget	Costs shall be prudently incurred, though not at the expense of endangering the development and maintenance of superior capability. The Board shall develop its budget by April each year to ensure its inclusion in the overall district budget and shall include, but not be limited to allowances for support and training (including consulting and technical services, orientation, conferences and workshops); audits and other third party monitoring of organizational performance; and ownership linkages (surveys, focus groups, etc.) and Board legal services.	3	<input type="checkbox"/>	2	<input type="checkbox"/>

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

Is this policy still relevant or useful to the Board? Yes **2** No

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

Comments/Remarks:

As a new board member I don't have enough information to answer these questions.

The board has a modest budget and reviews it monthly. The new budget is developed during the annual budgeting process and needs are discussed with the board as a whole.

Presenter : Ray Sigafoos

Start Time : 3:29 PM

Item No : 28

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 10/29/2014

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 : BOARD EDUCATION / STRATEGIC THINKING AND PLANNING -
HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 3:29 PM

Item No : 29

Proposed By : Ray Sigafoos

Time Req : 45

Proposed : 10/29/2014

Item Type : Board Education

Policy No.	Description	Ref No
3.1.1.1	Board members will comply with the Open Meeting Law. Board members will not engage in any communication by any means, including any technological means, outside of a Board meeting with a quorum of the Board concerning a matter that may foreseeably come before the Board for action. This prohibition includes communication via email, Twitter, Facebook, or similar electronic means of communication. (Yavapai College District Governing Board Policy Regarding E-mail Use, Legal Opinion was received and adopted November 15, 2005, Executive Session and Regular Meeting).	396362
3.3	The Board expects of itself, as a whole and of its individual members, ethical and professional conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as Board members.	4081

Description : Board Education regarding Open Meeting Law, Ethics, and Conflict of Interest Declaration - INFORMATION AND DISCUSSION

Details : Lynne Adams, District Governing Board Counsel, will provide Board Education related to Open Meeting Law for Board members, with particular emphasis on ethics and the conflict of interest statutes.

Board members are asked to complete the Annual Conflict of Interest Declaration annually, as required by Board Policy 3.3. Conflict of Interest forms are provided in the Board packet to be completed and returned to the Executive Assistant by January 31, 2015. The Conflict of Interest forms will be shared and reviewed by all Board members at the February 3, 2015 Regular Board meeting. This form shall be kept in a file maintained by the College and which shall be open to the public.

Attachments :

Title	Created	Filename
2015 Open Meeting Law Training presentation Yavapai College.pdf	Jan 08, 2015	2015 Open Meeting Law Training presentation Yavapai College.pdf

Open Meeting Law and Conflict Of Interest Training: The Basics



LYNNE C. ADAMS
OSBORN MALEDON



Yavapai College District Governing Board Meeting
January 13, 2015



OPEN MEETING LAW BASICS

Basic Rule



“All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. **All legal action of public bodies shall occur during a public meeting.**”

What is a “meeting”?



- **“Meeting” means a gathering**
 - in person or through technological devices,
 - of a quorum of members of a public body
 - at which they discuss, propose or take legal action, including any deliberations by a quorum with respect to such action.

What is a quorum?



- Generally a quorum is a majority of a board or commission.
 - 3 members for a 5 member board
- Vacancies do count toward the number of members of a board unless your statutes/laws say otherwise.
 - No exception to general rule for community college boards.

What activity triggers a “meeting”?



- Three types of meetings involve board members *sharing their opinions*:
 - Discussing legal action
 - Deliberating with respect to legal action
 - Taking legal action
- One type of meeting requires *only one-way communication*:
 - Proposing legal action

What activity triggers a “meeting”?



- “Deliberations” = A discussion of facts and opinions regarding potential board business.
- “Legal action” = “A collective decision, commitment or promise” about any matter about which the public body has oversight or authority.

General Rule: No discussions, deliberations, decisions or proposals about any Board matters outside of a public meeting.

Potential “Meeting” Pitfalls



- **“Hub and spoke” discussions**
 - Directing a staff member to discuss matters with other Board members and then report back
- Splintering of quorum with serial discussions
 - Private, one-on-one discussions that are intended to lead to a collective agreement outside of a public meeting
- Social conversations between a quorum
 - Not prohibited, but an appearance of impropriety
 - Easy to fall into discussions about Board matters

Email Among Board Members



- Board members may not **exchange** e-mail messages that involve “**discussions, deliberations** or **taking legal action** by a quorum of the public body concerning a matter that may foreseeably come before the public body **for action.**”
 - Serial email communications can cause problems if they are eventually sent to a quorum, just as with verbal serial communications.
- Board members may not **propose legal action** even if there is no exchange of messages.

Email Among Board Members



- A one-way communication can be enough to **constitute a “meeting” if there is a proposal of action** for the Board to take about a matter that has, will or may come before the board.
 - **“We should install a crosswalk at Central and Main.”** Attorney General’s example
 - **“Please put a discussion about the College’s** purchase of additional land in Sedona on the next Board agenda because I think that we should be buying land there to create a new site.”

Other Electronic Communications



- Same rule for text messages. No different than email.
 - Gilbert Public Schools investigation by AG: ok to text about placing a matter on the agenda *if no other discussion*.
 - **BUT, “recommend that the board minimize the amount of e-mail and telephonic communications regarding official business among themselves outside of a public meeting.”**

Electronic Communications



So what should Board members do?

The Attorney General says:

“I strongly recommend that board members communicate with a quorum about board business at open public meetings, not through e-mails [or texts or tweets or Facebook].”

Attending Events



- A quorum of Board members can attend an event where the public is excluded without violating the law.
 - Must have both a quorum **and** engage in discussion or action about board business to have a meeting subject to the Open Meeting Law.
- But, if more than a quorum may be present:
 - **Post a “courtesy notice” announcing social event where a quorum may be present.**
 - Include statement that no business of the public body will be discussed and no action will be taken.

Agendas



- Agendas must list the **specific matters** to be discussed, considered or decided at the meeting.
- What is “specific”?
 - Common sense test: Agendas must contain enough information **reasonably necessary to inform the public of the matters to be discussed or decided.**
- Generic descriptions are not enough — “personnel,” “old business,” “other matters.”

Agendas



- **“The public body may discuss, consider or make decisions only on matters listed on the agenda and other matters related thereto.”**
 - “other matters related thereto” – narrowly construed
 - consideration of non-agenda items should be deferred to future meeting

Information Reports



- Board members or College President may **“present a brief summary of current events”** without including specific information on the agenda, **but**
 - The summary itself has to be listed on the agenda—**“President’s Report regarding current College events.”**
 - No discussion among board members of any issues **presented under the “current events” topic unless specific topics are listed under that agenda heading.**

Meeting Notice



- **Must give at least 24 hours' notice of meeting, except in emergencies.**
- **Revisions to agenda also require 24 hours' notice.**
- Be careful about scheduling special meetings.
 - Only if necessary and give plenty of notice.
- Can recess and resume a meeting with less than 24 hours notice if
 - proper public notice of initial meeting is given and,
 - prior to recessing, notice is publicly given regarding the time and place of the resumed meeting or the method of giving notice.

Open Call



- The public has the right to “attend and listen” to public meetings.
- Public has no right to participate.
- **The Board may make an “open call” to the public to allow individuals to address any issue within the Board’s jurisdiction.**
- Board can limit speaking time of each speaker.
 - But must apply same limit to every speaker regardless of topic or viewpoint.

Open Call



- Responses to issues raised during open call:
 - May **not** discuss or take legal action on items not on agenda.
 - May . . .
 - ✦ Respond to criticism
 - ✦ Ask staff to review the matter
 - ✦ Ask that the matter be put on a future agenda

Controlling Meetings



- You can control your meetings so that they are efficient and effective.
- **“Phoenix resident Dianne ‘DD’ Barker is fighting for her rights – specifically, the right to perform cartwheels at public meetings. . . . She has been known to show off her gymnastic skills at the [board’s] regular gatherings.”**
 - You can prevent someone from disrupting your meetings.
 - Take incremental action, but can remove the person if nothing else works.

Secret Ballots and Proxies



- “All legal action shall occur during a public meeting.”
- Peoria City Council voted by secret ballot on a **matter this year. Complaint filed with AG’s Office,** and Council reversed its decision and held vote in public.
- Secret ballots and proxies are not consistent with the public policy behind the law.

Executive Sessions



- An “executive session” is “a gathering of a quorum of members . . . from which the public is excluded.”
- A quorum of members may go into an executive session upon a majority vote taken in a public meeting only for one of seven purposes.
- Once in executive session, chair must remind board members that matters discussed in executive session are confidential.
- **NO voting in executive session!**

Executive Sessions



- Executive session discussions must be strictly limited only to allowed issues.
- Cannot use to discuss issues that are embarrassing or uncomfortable.
- Agenda must state there will be an executive session and provide statutory basis and enough information to notify public but not breach confidentiality.

Executive Sessions



- The seven permissible purposes:
 - Certain personnel matters
 - Review of confidential records
 - Legal advice from lawyer
 - Litigation, contracts, settlements
 - Employee benefits
 - International, interstate or tribal negotiations
 - Purchase, sale or lease of real property
- Typically, more complaints related to executive sessions than anything else.

Executive Sessions: Legal Advice



- The lawyer for the public body must be present (in person or on telephone) to provide legal advice.
- Any discussions must be confined to legal advice.
- No discussions regarding what action to take in light of the advice received.
- Board may include general notice on agenda that would allow it to go into executive session to get legal advice about any topic on agenda.

Executive Sessions: Litigation/Contracts/Settlements



- Can consider the position the board wants to take about
 - Contracts that are the subject of negotiations;
 - Pending or potential litigation;
 - Settlement discussions to avoid or resolve litigation.
- The negotiations or settlement discussions themselves cannot take place in executive session.

Executive Session Attendees



- Board members
- **Individuals whose “presence is reasonably necessary in order for the public body to carry out its executive responsibilities.”**
 - College President and leadership team members, as required
 - Executive Secretary to take minutes
 - **Public body’s lawyer**
- Auditor General for official duties.

Violations



- Actions taken are deemed null and void unless ratified at a public meeting within 30 days after the discovery of the violation.
- Investigation by the Attorney General or a county attorney upon receipt of written complaint or on own initiative.

Violations



- Court may impose:
 - Up to \$500 fine for ***each*** violation
 - ✦ Upon individual who violates law, whether violation was intentional or not
 - ✦ **Upon individual who “knowingly aids, agrees to aid or attempts to aid another person” in violating the law**
 - ✦ Fine must be paid personally, not by College
 - **Attorneys’ fees for plaintiff**
 - Removal from office if violation was intentional

Public Records



- Board members need to remember that ***all*** e-mail and text messages between Board members, Board members and staff, and Board members and the public are public records that need to be properly maintained and produced, if requested.
- Does not matter if created and/or stored on a College computer or your own computer or phone.



CONFLICT OF INTEREST BASICS

Conflict of Interest Laws



- Arizona statutes prohibit board members from participating in any discussions or decisions about a contract, sale, purchase, or service to the Board in which the board member or a relative has a **“substantial interest.”**
 - Generally prohibited from participating in any “decision” in which you have a substantial interest.
- **“Substantial interest” is defined backwards. It is a money or property interest that is **not** a “remote interest.”**

Remote Interests



- **The statutes list ten “remote interests.”**
- Some of the most common:
 - Recipient of public services that are generally provided to the public.
 - ✦ OK—Vote on raising tuition when your granddaughter attends the College.
 - Landlord or tenant of contracting party.
 - Member of a business, occupation or profession that has more than 10 members in the state if the interest is the same as the other members.
 - ✦ OK—Vote to create paralegal program by board member who is a lawyer and hires paralegals.

Which Relatives Count?



- Spouse
- Child
- Grandchild
- Parent
- Grandparent
- Brother or sister, whole or half blood, and their spouses
- **Spouse's parents, siblings and children**

Board members have a duty to be aware of their **relatives' interests in any matters that might create a conflict!**

Conflict of Interest Flowchart



Will the decision affect, either positively or negatively, an interest of mine or one of a relative?

If yes, then ask

Is the interest a money or property interest?

If yes, then ask

Is the interest other than one statutorily designated as a remote interest?

If yes, you have a statutory conflict of interest

Duty to Disclose Conflict



- **Best practice is to talk to the Board's lawyer *before*** an issue on the agenda comes up for discussion
- If you have a conflict of interest in a matter on the agenda, you **must**
 - Not discuss the matter with any other board member, including making recommendations or giving advice,
 - Not vote on the matter, and
 - Indicate in writing that you have a conflict.

Board Policy



- Board policy requires board members to refrain from participating in or attempting to influence the vote about any matter in which they have or **“appear” to have a conflict.**
- Board members **“shall act with honesty, integrity and openness” to promote “a working environment that values respect, fairness and integrity.”**

Annual Conflict Disclosure



- Board Policy requires each board member to complete a conflict of interest form at least once per year.
 - The form helps the Board to identify potential conflicts that may arise.
- If a board member or spouse changes jobs/has new personal circumstances during the year, the board member should update his or her conflict of interest form.

Non-Statutory Conflicts



- Statutes should not be only guide to conflict issues.
- Can I be fair and impartial in considering this matter?
- Even if no direct property or money interest, if **facts call into question board member's** impartiality, best to abstain from discussion or decision.

Determine whether the situation would undermine your objectivity and public confidence.

Ethical Board Conduct



- Represent the common good, and focus on student success and welfare.
- Function as a team member; do not act as an individual.
- Consider and gather all relevant information before making decisions.
- Do not make promises about votes before discussions at an open meeting.
- Be aware of a wide variety of public and community needs and integrate them into decisions when possible.
- Stick to making policy and do not become involved in administrative details.
- Treat others with respect and remain courteous at board meetings.
- Maintain confidentiality.

Questions?



Ask your board lawyer *before* acting if you think you may be violating the Open Meeting Law or may have a conflict of interest!

Presenter : Ray Sigafoos

Start Time : 4:19 PM

Item No : 32

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 10/29/2014

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 : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:19 PM

Item No : 33

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 10/29/2014

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 AND/OR DISCUSSION

Details :

Attachments :

No Attachments

Presenter : Ray Sigafoos

Start Time : 4:24 PM

Item No : 34

Proposed By : Ray Sigafoos

Time Req : 5

Proposed : 10/29/2014

Item Type : Decision Item

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

Description : Proposed Dates and Places of Future Meetings for 2015 - DISCUSSION AND/OR DECISION

Details : The Board will discuss proposed meetings, dates, times, and locations for 2015 District Governing Board meetings.

Upcoming Conferences:

- Association for Community College Trustees (ACCT) - February 9, 2015 in Washington D.C.
- Government Institute for Student Success (GISS-AZ) - April 10-11, 2015 at Maricopa Community College in Phoenix
- International Policy Governance Association (IPGA) - June 18-20, 2015 in Vancouver, Canada

Attachments :

Title	Created	Filename
2015- Proposed Dates and Places of Future Meetings.pdf	Jan 07, 2015	2015- Proposed Dates and Places of Future Meetings.pdf
IPGA.pdf	Jan 08, 2015	IPGA.pdf

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 3, 2015, Tuesday, - 8:30 a.m. Location: Prescott Campus - Bldg. 32, Rm 119
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 - Rm 34
Regular Board Meeting	April 14, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Verde Valley Commencement	May 8, 2015, Friday, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 9, 2015, Saturday, 3:00 p.m. Location: Prescott Campus - Performing Arts Center
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 - Bldg. M, Rm 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 9th - 13th



CEO UPDATE - DECEMBER 2014

Lots to tell you about this month - here's a quick summary:

Two New Hubs Starting This Month

New To Consulting Hub

First Meeting on Friday,
Dec 12, 2014
12:00 p.m. - 1:00 p.m. EST
- all welcome

Faith Based Organizations Hub

First Meeting on Tuesday,
Dec 16, 2014
12:00 p.m. - 1.30 p.m. EST-
all welcome

- IPGA 2015 Annual [Conference](#) "Leading Together" (June 18-20)
 - Early Registration is OPEN!!!
 - Call for [Presenters](#)
 - [Sponsorship opportunities](#) available NOW!
- 2015 [Consultants' Forum](#) (Feb 20-21)
 - [Early Registration](#) is OPEN!!!
- [On-Line Learning Events](#)
 - Consistency Framework Workshop with Eric Craymer and the IPGA Consistency Framework Team - IPGA Learning Event (Dec 15, 2014, 11.30 a.m. - 1.00 p.m. EST) [Register Now](#)
 - Making the Most of Your Policy Governance Consultant (February 12, 2015, 11:30 a.m. - 1:00 pm EST) [Register Now](#)
- [IPGA Strategic and Operational plans](#)

IPGA 2015 Annual Conference
Leading Together
(June 18 - 20)

Groups of people leading the way to better futures for all our organizations - that's what we believe boards can and should be doing. Join us in Vancouver to learn and network around this vital topic.

Conference Highlights:

- **Keynote speaker, Craig Freshley author of "The Wisdom of Group Decisions".**
- **Three tracks brimful of practical help and ideas - The Fundamentals, Voice of Experience, and New Horizons**
- **Vancouver from Sea to Sky - our dinner cruise**
- **Optional one-day Introduction to Policy Governance (by separate registration)**
- **Third International Young Governance Professionals' Summit (by separate registration) [Learn more about the Summit here!](#)**

Go to:

[Events and Pricing](#) for an overview.

Early bird rates are available now for all with special rates for members.

[Register for the IPGA 2015 Annual Conference](#)

Members, please log-in when registering for any event to receive the member's discount:

[Member Log-In](#)

2015 Annual Conference Call for Participation

Call for Presentations

The IPGA Conference Planning Committee is at work building a great workshop program which will be published in February. If you are interested in presenting the Introduction to Policy Governance one-day workshop or have ideas for presentations in any of our tracks we want to hear from you.

One Day Pre-Conference Policy Governance Orientation

This is a very important one-day pre-conference slot to be held on Thursday June 18. It is subject to separate registration and there is a special presenter selection process to ensure the highest quality of presentation. We need experienced presenters who have completed the Policy Governance® AcademySM. Please write to **Caroline Oliver** ceo@policygovernanceassociation.org to get the criteria, selection process description and application form.

Main Conference Workshops and Presentations

Our main conference presentations take place on Friday, June 19, and Saturday, June 20. All workshops are 75 minutes long and are organized in three tracks as follows:

- **Fundamentals of Policy Governance Track:** These workshops are designed to offer step-by-step practical information on the foundations of Policy Governance.
- **Voice of Experience:** These workshops are designed to allow conference participants to benefit from the experience of long-term Policy Governance practitioners. They offer advanced learning and the opportunity to interact with peers.
- **New Horizons:** This track provides the opportunity to discuss any topic that could enhance participants' understanding and practice of governance excellence

All initial applications must be received by **January 15** so it is important to act now and give us your very best ideas! Email ceo@policygovernanceassociation.org for further information.

Sponsorship Opportunities

IPGA offers a range of sponsorship opportunities offering great benefits at rates to suit all budgets: Title, Platinum, Gold, Silver and Supporting Exhibitor. For details email ceo@policygovernanceassociation.org.

[Learn more about sponsorships here!](#)

Forward this email

STAY CONNECTED



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Presenter : Ray Sigafoos

Start Time : 4:29 PM

Item No : 35

Proposed By : Ray Sigafoos

Time Req : 0

Proposed : 10/29/2014

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