

**Regular Board Meeting
Agenda Summary
Tuesday, March 03, 2015
1:00 PM**

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

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	553464
2	Call to Order - PROCEDURAL	0	1:00 PM	553465
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	553466
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	553467
5	Approval of February 3, 2015 District Governing Board Retreat Meeting Minutes and the February 3, 2015 District Governing Board Regular Board Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:02 PM	553469
6	Adoption of Agenda - DECISION	5	1:05 PM	553470
7	OWNERSHIP LINKAGE - HEADING	0	1:10 PM	563332
8	Welcome to the Verde Valley Board Advisory Committee - INFORMATION AND DISCUSSION	10	1:10 PM	553503
9	Open Call - PROCEDURAL	20	1:20 PM	553471
10	CONSENT AGENDA - HEADING	0	1:40 PM	553472

Item No.	Item	Time Req.	Start Time	Ref No.
11	Receipt of Report on Revenues and Expenditures - Month of February 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:40 PM	553473
12	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - February 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:41 PM	553474
13	Receipt of the President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:42 PM	553475
14	For Consideration For Approval of the Verde Valley Board Advisory Committee (VVBAC) Operating Guidelines - RECEIPT, DISCUSSION AND/OR DECISION	1	1:43 PM	562958
15	INFORMATION - HEADING	0	1:44 PM	553480
16	Information from the President to Include: Vice President Title Change; All Arizona Academic Team; Smoking Open Forums; Community Outreach; President's Leadership Team Retreat; Evening of Recognition; Yavapai College Staff Association (YCSA); Sedona Center Update; Rural Community College Alliance Day in Washington, D.C.; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION	15	1:44 PM	553483
17	Information from the Provost and Vice President for Instruction and Student Development to Include the Following Areas: Faculty Senate; Verde Valley Campus Update; Update from Student Development; Academic Calendar for 2016-2017; Adjunct Faculty Newsletter; and Other Related Information - INFORMATION AND/OR DISCUSSION	20	1:59 PM	553484
18	Quarterly Update from Yavapai College Advancement Division to Include: Fund Raising Update; Framing the Future; Scholarship Reception; SWC Fund Raiser, Javelina Leap; Plant a Vine Day; Regional Economic Development Center - INFORMATION AND/OR DISCUSSION	15	2:19 PM	553501
19	MONITORING REPORTS - HEADING	0	2:34 PM	553486
20	Receipt of the President's Monitoring Report - Executive Limitation 2.3.4 - Real Property - MONITORING, DISCUSSION, AND/OR DECISION	5	2:34 PM	553488
21	Receipt of Board Self-Evaluation - Governance Process Policy 3.5 - Board Chair and Other Officer Roles - MONITORING, DISCUSSION, AND/OR DECISION	5	2:39 PM	553476
22	Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, DISCUSSION, AND/OR DECISION	5	2:44 PM	553477
23	Preliminary Discussion of the President's Evaluation Process - DISCUSSION AND/OR DECISION	15	2:49 PM	553487
24	SHORT RECESS - PROCEDURAL	10	3:04 PM	553485
25	POLICY ISSUES - HEADING	0	3:14 PM	553489
26	For Consideration for Approval of Proposed Tuition and Fees for Fiscal Year 2015 - 2016 - INFORMATION, DISCUSSION, AND/OR DECISION	30	3:14 PM	553490

Item No.	Item	Time Req.	Start Time	Ref No.
27	District Governing Board Budget Proposal for FY 2015-2016 - INFORMATION, DISCUSSION, AND/OR DECISION	10	3:44 PM	553492
28	BOARD EDUCATION/STRATEGIC THINKING AND PLANNING - HEADING	0	3:54 PM	561412
29	For Consideration for Revision - Governance Process - Policy 3.1.1.1 - Open Meeting Law and Policy 3.3.2.3 - Acceptance of Employment - INFORMATION, DISCUSSION, AND/OR DECISION	10	3:54 PM	561413
30	OWNERSHIP LINKAGE - HEADING (CONTINUED)	0	4:04 PM	553491
31	Receipt of the First District Governing Board Annual Report - INFORMATION AND/OR DISCUSSION	5	4:04 PM	560476
32	Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION	10	4:09 PM	553502
33	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION	5	4:19 PM	553493
34	OTHER INFORMATION - HEADING	0	4:24 PM	553494
35	Correspondence to the Board - RECEIPT	5	4:24 PM	553495
36	Proposed Dates and Places of Future Meetings for 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	5	4:29 PM	553496
37	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	4:34 PM	553497

Presenter : Patricia McCarver

Start Time : 1:00 PM

Item No : 1

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 1/15/2015

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.	558881

Description : CALL TO ORDER - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:00 PM

Item No : 2

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 1/15/2015

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.	558881

Description : Call to Order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 1/15/2015

Start Time : 1:00 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.	558881

Description : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 1/15/2015

Start Time : 1:01 PM
Time Req : 1
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.	558881

Description : Welcome to Guests and Staff - PROCEDURAL

Details : Special Welcome to Verde Valley Board Advisory Committee.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:02 PM

Item No : 5

Proposed By : Patricia McCarver

Time Req : 3

Proposed : 1/15/2015

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 February 3, 2015 District Governing Board Retreat Meeting Minutes and the February 3, 2015 District Governing Board Regular Board Meeting Minutes - DISCUSSION AND/OR DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the February 3, 2015 Retreat and the Regular 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 meetings(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 DGB Retreat- 2-3-15.pdf	Feb 27, 2015	Unapproved DGB Retreat- 2-3-15.pdf
Unapproved Regular Meeting Minutes -2-3-15.pdf	Feb 27, 2015	Unapproved Regular Meeting Minutes - 2-3-15.pdf



Yavapai College District Governing Board

Board Retreat Unapproved Minutes of Board Retreat Tuesday, February 3, 2015 8:30 AM

Prescott Campus, Building 32, Room 119
1100 E. Sheldon Street
Prescott, AZ 86301

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 Website will post meeting recordings approximately 12 days after each Board meeting at <http://www.yc.edu/v4content/governing-board/>.

Members Present:

Dr. Patricia McCarver, Chair
Mr. Albert Filardo, Board Member
Mr. Ray Sigafoos, Board Member
Mr. Steve Irwin, Secretary
Ms. Deb McCasland, Board Member

Guests:

Stacy Sjogren, Principal Consultant, Out of the Woods Consulting

Administration Present:

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

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

Chair McCarver called the Yavapai College District Governing Board Retreat to order at 8:31 a.m.

3. Welcome to Guests and Staff - PROCEDURAL

Chair McCarver welcomed all guests and staff, and introduced Stacey Sjogren, Principal Consultant, Out of the Woods Consulting.

4. Adoption of Agenda – DECISION

Mr. Sigafoos moved, seconded by Mr. Filardo to adopt the agenda as presented. Motion carried unanimously.

5. OWNERSHIP LINKAGE - HEADING

6. Review of Yavapai College District Governing Board Ends Statements and Governance Process Policies- INFORMATION AND/OR DISCUSSION

Stacy Sjogren, Out of the Woods Consulting, recapped the new Board member orientation training session that was held on February 2, 2015 with new members Deb McCasland and Steve Irwin. Both new members have stated that they see and understand the value of Policy Governance, and how it will assist Yavapai College and the Governing Board.

Ms. Sjogren led the Board in a review of the following:

- The concept and practice of Ownership Linkage within a Policy Governance framework.
- Ends Statements and Governance Process Policies focusing on:
 - o Improving language for both policy quadrants.
 - o New reading and writing techniques for monitoring reports.
- Top Level Policy Concerns handout with suggestions that each policy be interpreted by the Chair or assignee.
 - o 3.3.2.6 Representing the College - remove from policies as it is redundant of another policy.
 - o 3.4.6 Items for Action - move policy to 3.1.1.1. with additional language referencing Open Meeting Law to be composed by Lynne Adams, Legal Counsel.

7. SHORT RECESS - PROCEDURAL

Meeting recessed at 9:45 a.m.; reconvened at 9:53 a.m.

8. Review of Yavapai College District Governing Board Ends Statements and Governance Process Policies- INFORMATION AND/OR DISCUSSION

Ms. Sjogren led the Board in a review of the following:

- Monitoring Flow Chart (handout)
- Building a Monitoring Report to include (handout):
 - o Policy
 - o Operational interpretation
 - o Interpretation
 - o Justification
 - o Measurement
 - o Supporting Data
 - o Compliance Conclusion

- Reviewed the article “The Power of Continuous Interpretive Process” by Richard Biery.
- Executive Limitations language change to “shall not allow” rather than “shall not fail to.”

9. SHORT RECESS - PROCEDURAL

Meeting recessed at 10:22 a.m.; reconvened at 10:30 a.m.

10. Review of Yavapai College District Governing Board Ends Statements and Governance Process Policies- INFORMATION AND/OR DISCUSSION

Ms. Sjogren led the Board in a review of the following:

- Ends are the external results of Yavapai College that include what good, for whom, at what cost. Ends are the result of all efforts.
- The Red Deer College Ends Policies.
- Ends Policies
 - o 1.2 Economic Ends - suggested revision – Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs.
 - o Eliminate Ends 1.2.1
 - o 1.3 Community Ends - suggested revision - Yavapai County residences have access to social and cultural opportunities.
- Board Chair will begin to craft interpretations for policy quadrant 3 and 4 to follow the Board’s Annual Calendar.
- New monitoring report format - to be reviewed by staff and discussed at a future Board meeting.

Member Filardo suggests that the Board defines the essence and spirit of Ends (include on the webpage), along with education of the owners regarding policy governance to define executive limitations and governance process, etc. Ms. Sjogren suggested that the Board review the Eden Prairie School District website for a good example of defining policy governance.

11. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Member Sigafos moved, seconded by Member Filardo, that the meeting be adjourned. Motion passed unanimously.

Regular meeting adjourned at 12:46 p.m.

Respectfully submitted:

_____/S/
Ms. Karen Jones, Recording Secretary

Date: March 3, 2015

_____/S/
Dr. Patricia McCarver, Chair

_____/S/
Mr. Steve Irwin, Secretary

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



Yavapai College District Governing Board

Regular Board Meeting Unapproved Minutes of Regular Meeting Tuesday, February 3, 2015 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:

Dr. Patricia McCarver, Chair
Mr. Albert Filardo, Board Member
Mr. Ray Sigafoos, Board Member

Mr. Steve Irwin, Secretary
Ms. Deb McCasland, 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 McCarver 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 Steve Irwin

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff. Dr. McCarver also recognized former District Governing Board member Tony Decker's passing with a moment of silence.

5. Approval of District Governing Board January 13, 2015 Regular Meeting - DISCUSSION AND/OR DECISION

Member Sigafoos moved, seconded by Member Filardo, to approve the District Governing Board January 13, 2015 Meeting Revised Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

Member Sigafoos moved, seconded by Member Irwin, to adopt the agenda as written. Motion carried unanimously.

7. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:

- Ruth Wicks – Creation of Verde Valley Community College
- Bob Oliphant - County Population

8. CONSENT AGENDA – HEADING

Member McCasland moved, seconded by Member Filardo to remove all the items on the consent agenda for further discussion. Motion carried unanimously.

9. Receipt of Report on Revenues and Expenditures – Month of January 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 14-24)

Board member McCasland requested more information regarding tuition and fees, increasing enrollment, and auxiliary funds. Dr. Ewell stated that the goal of auxiliary enterprises is to be self-sufficient, although national averages show that very few auxiliary enterprises are self-sufficient (i.e. radio stations, hospitals, etc.). Yavapai College subsidizes auxiliaries such as the Performing Arts Center, Family Enrichment Center, and Regional Economic Development Center with support of the Board to meet the needs of Yavapai County. Dr. Wills provided several factors that are effecting enrollment such as viable programs, shrinking high school population, and improving economic situation. She also noted that Yavapai College enrollment figures are one of the best in the state, but will continue to monitor student success.

Member Sigafoos moved, seconded by Member Irwin, to approve the Report on Revenues and Expenditures - Month of January 2015 as presented. Motion carried unanimously.

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – January 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 25-27)

The President reported compliance.

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monthly Monitoring Report regarding Policy 2.3.1, and believe that the interpretation of these policies provided are reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.3.1. Motion carried unanimously.

Board member McCasland requested additional information regarding Unexpended Plant Funds, specifically how capital budget projects are determined. Dr. Ewell explained that the staff prioritizes capital budget projects and then presented the recommended projects to the Board for approval.

11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – January 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 28-30)

The President reported compliance.

Member Sigafoos moved, seconded by Member Irwin, that we have read the President's Monthly Monitoring Report regarding Policy 2.3.2, and believe that the interpretation of these policies provided are reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.3.2. Motion carried unanimously.

12. For Consideration For Approval of the First Amendment to the Intergovernmental Agreement Between the City of Prescott and Yavapai College Joint Use Agreement Regarding Public Use of the Tennis Courts - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 31-44)

Member Sigafoos moved, seconded by Member Irwin, to approve the first amendment to the Intergovernmental Agreement Between the City of Prescott and Yavapai College Joint Use Agreement regarding the Public Use of the Tennis Courts. Motion carried unanimously.

Board member McCasland requested additional information regarding the management of the tennis courts and the partnership with Prescott Area Tennis Association. Dr. Wills explained that this amendment is for an agreement which includes several facilities and will be expiring 2016 at which time the entire agreement will be reviewed. Scott Farnsworth added that fees from the tennis courts will be used to subsidize operational expenses for the tennis courts.

13. For Approval of Curriculum Proposals to Add New Certificate Programs for Bookkeeping Certificate; Advanced Bookkeeping Certificate; and Basic Tax Certificate - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 45-64)

The Curriculum Committee and Vice President for Instruction and Student Services recommend the following curriculum proposals:

Add the following certificate programs:

- Bookkeeping Certificate
- Advanced Bookkeeping Certificate
- Basic Tax Certificate

Member Sigafoos moved, Member Irwin seconded, to approve the curriculum proposals of new certificates for Bookkeeping, Advanced Bookkeeping, and Basic Tax as written. Motion carried unanimously.

Board member Filardo requested additional information regarding which courses will be available online. Vikki Bentz advised the Board that the majority of the courses are available online.

14. INFORMATION - HEADING

15. Receipt of the Independent Auditors' Report on Internal Controls and the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2014 - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 65-156)

Jay Zsorey, Financial Audit Director and Taryn Stangle, Audit Manager, with the Arizona Auditor General's Office, provided an overview of the Independent Auditors' Report on Internal Controls, the Financial Audit, the status of the Federal Single Audit, and other communications. The auditors informed the Board that the audit was very successful with no sufficient findings or no requests for correction. The Information Technology (IT) audit found three issues and stated that the IT findings are typical at most institutions. Also, they noted that the IT staff has corrected or is in the process of correcting all findings.

16. Sabbatical Report From Joy D'Angelo, Professor of Business and Program Director of Fast-Track Management Program - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 157-165)

Joy D'Angelo, Professor of Business and Program Director of Fast-Track Management Program, was awarded a sabbatical during the Spring 2014 semester to attend Northcentral University to pursue a Doctorate in Business Administration. Ms. D'Angelo completed her remaining 18 doctoral credits, passed final exam, earned Doctoral Candidate - ABD title, and began her dissertation track. Obtaining this degree will contribute to Yavapai College's strategic initiative of providing excellence in teaching and learning.

17. Information from the President to Include: Community Outreach Newsletter; Yavapai College Dashboard Article in "Business Officer"; FY 2014 Financial Review; Arts and Humanities Program; On-Site Career and Technical Education Civil Rights Compliance Review; Verde Valley Executive Dean's Advisory Committee Update; College Highlights; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 166-203)

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

- Community Outreach Newsletter has been sent to civic leaders, Yavapai College liaisons, and media.
- "Dashboard Distillation" article published in *The Business Officer Magazine* by Dr. Clint Ewell and Tom Hughes.
- FY14 Financial Review - Dr. Clint Ewell, Vice President for Finance and Administrative Services, and Frank D'Angelo, Controller provided an overview of the Certified Annual Financial Report with the following highlights:

- Unqualified Audit Opinion concluding that the financial statements of the College have been presented fairly, and observed compliance with generally accepted accounting principles and statutory requirements (known as a clean report).
 - Yavapai College has received the Certificate of Achievement for Excellence in Financial Reporting award from Government Finance Officers Association for the last 14 years.
 - Reviewed the composite financial index which is a combination of four financial ratios required by the Higher Learning Commission with Yavapai College being in good financial health since 2007.
- Arts and Humanities Program – Dean Craig Ralston provided an update on a new performing art track that will incorporate current courses to be proposed for curriculum approval.
 - 2014 On-Site Career and Technical Education Civil Rights Compliance Review concluded with positive feedback, and the College’s response to the official report will be provided to the Board upon completion.
 - Verde Valley Executive Dean's Advisory Committee - James Perey, Executive Dean for the Verde Valley Campus, informed the Board that the committee is moving into the strategic planning process and is entering the strengths, weakness, opportunities, and trends process with the College’s Strategic Planning team. The committee is studying trends to provide direction and resource allocation. The ultimate goal is a strategic plan for the Verde Valley campus that is in sync with the overall strategic plan for the College.
 - College Highlights - February 2015 - Attached - Information Only
 - Facilities Management News - Attached - Information Only
 - Other Related Issues – Radiologic Technology has officially received accreditation for the next 8 years.

18. Information from Instruction and Student Development to Include: Announcement of New Dean for Student Development; Reports from Faculty Senate; Student Leadership Council; Spring 2015 Enrollment Update; and Other Related Information - INFORMATION AND/OR DISCUSSION- INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 204-232)

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

- Announcement of New Dean of Student Development, Ms. Tania Sheldahl
- Faculty Senate - Vikki Bentz provided information on Faculty Senate’s shared governance that fosters an environment for meaningful faculty input and presented the Faculty Senate organizational chart of the nine faculty committees.
- Student Leadership Council - Jose Labinino-Ramos, General Studies Student; Moriah Boone, Associate of Arts Student; and Josh Schmidt, the Student Leadership Council (SLC) Faculty Coordinator reported information regarding course surveys, continuity of grading access, April FEC Fun Run, and SLC has become a liaison with faculty, staff, and administration for student issues.
- 2015 Enrollment Update - Dr. Stuart Blacklaw reported that the Spring 2015 enrollment student headcount is down - 3.8%.

Board member McCasland requested data for online student enrollment by location.

19. SHORT RECESS – PROCEDURAL

Meeting recessed at 3:02 p.m.; reconvened at 3:15 p.m.

20. MONITORING REPORTS – HEADING

21. Receipt of President's Monitoring Report - Executive Limitation 2.3.3 - Certification Financial Records- MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 234-238)

Executive Limitations 2.3.3 - Certification Financial Records

The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial officer as a part of the audit process.

Member Sigafoos moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.3.3, and believe that the interpretation of these policies provided are reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 2.3.3. Motion carried unanimously.

Board member Sigafoos requested to review the title of Executive Limitation 2.3.3 with possible consideration to rename Financial Reports Certification.

22. Board Self-Evaluation Governance Policy 3.3 - Board Member Code of Conduct and Ethics - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 239-244)

Governance Policy 3.3 - Board Member Code of Conduct and Ethics

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.

23. POLICY ISSUES - HEADING

24. Preliminary Capital Budget Presentation FY 2015-2016 - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 245-273)

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

including a Capital Improvement Plan with consideration by the Board. These assumptions provide information and projects about the budget preparation for the new fiscal year, as well as set the general parameters for internal deliberation of the budget for FY 2015-2016.

Board member Filardo requested rationale for the capital project regarding the Center of Excellence for Nursing & Allied Health to include a cost benefit analysis.

25. BOARD EDUCATION/STRATEGIC THINKING AND PLANNING - HEADING

26. Executive Limitations - Policy 2.6 - Presidential Continuity and Absences - INFORMATION, DISCUSSION, AND/OR DECISION

Per the Board's request at the January 13, 2015 District Governing Board meeting, Executive Limitations - Policy 2.6 Presidential Continuity and Absences was discussed for possible revision.

Member McCasland moved, Member Irwin seconded, to amend Executive Limitation Policy 2.6 – Presidential Continuity and Absences as follows: 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 District Governing Board prior to the absence. Motion carried unanimously.

27. OWNERSHIP LINKAGE (CONTINUED) - HEADING

28. Review and Summary of the February 3, 2015 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION

The Board reviewed the February 3, 2015 Board Retreat held for Self-Assessment & Review of Ends Statements. Member Sigafoos moved, Member Filardo seconded, that the following action items are completed:

1. 3.3.2.6 Representing the College – removed policy - Board consensus to remove from policies as it is redundant of another policy.
 2. 3.4.6 Items for Action – move to 3.1.1.1. with additional language referencing Open Meeting Law to be composed by Lynne Adams, Legal Counsel.
 3. 1.2 Economic Ends - Revision to read as follows - Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs.
 4. Ends 1.2.1 – Delete/Remove.
 5. Ends 1.3 Community Ends – Revision to read as follows - Yavapai County residences have access to social and cultural opportunities.
 6. The Board authorized staff to make any grammatical changes.
- Motion carried unanimously.

29. Review of Completed Board Members' 2015 Annual Conflict of Interest Forms - INFORMATION AND DISCUSSION

Board members shared information on their 2015 Annual Conflict of Interest forms that were distributed at the January 13, 2015 District Governing Board meeting.

30. Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation – INFORMATION AND/OR DISCUSSION

- Arizona Association for District Governing Boards (AADGB) - Member Sigafoos reported that he attended the January 30th meeting which included long term goal planning, legislator update, and a financial report. AADGB also is inviting all Community College Vice Presidents to attend the GISS session on April 10th & 11th for no cost. The next AADGB meeting is May 1, 2015.

- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo reported the January 21st meeting included a presentation from the Verde Valley Superintendents to discuss K-12 needs and partnerships. Chair McCarver, Member Filardo, VVBAC Chair Chevalier, and Vice-Chair Regner participated in a conference call on January 27, 2015 to discuss inviting UofA representative and Operating Guidelines. The Operating Guidelines will be presented at the March 3, 2015 District Governing Board for the Board's approval. The next VVBAC meeting will be at the Yavapai-Apache National Tribal Headquarters on February 4, 2015.

- Yavapai College Foundation - Chair McCarver reported that the January meeting included a LEAD program presentation from Dr. Blacklaw; fundraising report; Pace appreciation event; return on investment report; The Voice scholarship video; and Friends of the Southwest Wine Center. The next Foundation meeting is February 4, 2015.

31. OTHER INFORMATION - HEADING

32. Correspondence to the Board – RECEIPT

Correspondence received included: Performing Arts Center 2014-2015 Season schedule; The Nonprofit Quarterly; and Dashboard Distillation article.

33. Proposed Dates and Places of Future Meetings for 2015 - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 280-281)

The Board reviewed proposed meetings, dates, times, and locations for 2015 District Governing Board meetings.

- Consideration to change the date of the May 12, 2015 District Governing meeting to May 19, 2015.
The Board requested to move the May 12, 2015 District Governing Board meeting to May 19, 2015.
Board member Sigafoos requested to discuss the September 2015 Retreat at the March 3, 2015 District Governing Board meeting.

34. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Member Sigafoos moved, seconded by Member Irwin, to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 5:01 p.m.

Respectfully submitted:

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

Date: March 3, 2015

_____/S/_____
Dr. Patricia McCarver, Chair

_____/S/_____
Mr. Steve Irwin, 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 : Patricia McCarver

Start Time : 1:05 PM

Item No : 6

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 1/15/2015

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.	558881

Description : Adoption of Agenda - DECISION

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:10 PM

Item No : 7

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 2/27/2015

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.	558881

Description : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:10 PM

Item No : 8

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 1/15/2015

Item Type : Information Item

Policy No.	Description	Ref No
3.6	When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.	398565
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:</p>	560664

Description : Welcome to the Verde Valley Board Advisory Committee - INFORMATION AND DISCUSSION

Details : The District Governing Board welcomes the Verde Valley Board Advisory Committee (VVBAC). VVBAC has been charged to provide advice to the Yavapai College District Governing Board based on objective analysis and feedback from Verde Valley communities.

- Mr. Paul Chevalier, Chair of VVBAC, will provide a brief summary of committee activity.

Attachments :

Title	Created	Filename
Verde Valley Board Advisory Committee.pdf	Feb 05, 2015	Verde Valley Board Advisory Committee.pdf
Minutes_DGB VVBAC 2015 Jan 21 Approved.pdf	Feb 26, 2015	Minutes_DGB VVBAC 2015 Jan 21 Approved.pdf
Minutes_DGB VVBAC 2015 Feb 4 Approved as Amended.pdf	Feb 26, 2015	Minutes_DGB VVBAC 2015 Feb 4 Approved as Amended.pdf

Verde Valley Board Advisory Committee

Amber Marchant-Lee, Camp Verde

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

William “Bill” Regner, Clarkdale

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

Randy Garrison, Cottonwood

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

Paul Chevalier, Sedona

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

Leona Wathogoma, Yavapai-Apache Nation

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

Janet Aniol, Yavapai County Supervisor District 2 (Thurman)

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

Carolyn Fisher, Yavapai County Supervisor District 3 (Davis)

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

Verde Valley Board Advisory Committee

Yavapai College
Verde Valley Campus - Building M, Room 203
601 Black Hills Drive, Clarkdale, AZ 86324

Approved Minutes January 21, 2015

VVBAC Members present: Bill Regner, Vice Chair; Carolyn Fisher; Randy Garrison; Amber Marchant-Lee; Leona Wathogoma (8:10 a.m.); Janet Aniol (8:20 a.m.)

VVBAC Guests present: Barbara U'Ren, Superintendent, Cottonwood-Oak Creek School District, David Lykins, Superintendent, Sedona-Oak Creek Unified School District

VVBAC Members absent: Paul Chevalier, Chair

DGB Members present: Al Filardo, VVBAC Liaison, District 3

College employees present: Linda Buchanan, Verde Valley Community Education Coordinator

Approval of Meeting Minutes

Carolyn Fisher moved, Amber Marchant-Lee seconded to approve the Verde Valley Board Advisory Committee Meeting Minutes for December 3, 2014 as written. Motion carried unanimously.

Member Updates

Committee member reports on information/activities since Dec 3, 2014: Randy Garrison inquired as to next steps subsequent to VACTE/YCDGB joint Board meeting in 2014; Filardo clarified that YC agreed to conduct research to be completed by spring 2015. Data is being collected and analyzed, and future engagement will be scheduled. Vice Chair Regner questions whether Kurt Haskell of YC Regional Economic Development Center/Small Business Development Center will share data regarding study process? Vice Chair Bill Regner reopens matter of previously approved Dec 3 2014 minutes; makes motion; seconded by Garrison to amend previously approved minutes noting that Regner specifically requested Kurt Haskell present at Jan 7 (cancelled) meeting. Regner states that Verde Valley Executive Dean's Advisory Committee (EDAC) member will be invited to report to VVAC on future agendas. Committee members expressed appreciation to Chevaliers for their hospitality at SU Jan 11 social at Chevalier residence/Sedona.

Verde Valley School Superintendents panel: Amber Marchant-Lee, Superintendent, Camp Verde Unified School District, moderator; Barbara U'Ren, Superintendent, Cottonwood-Oak Creek Unified School District; David Lykins, Superintendent, Sedona-Oak Creek Unified School District

Amber Marchant-Lee introduces panelists, and invites Barbara U'Ren to present demographics; C-OCUSD is now K-12 district allowing for possible expansion of IB programming. Planning for college needs to begin at pre-school. C-OCSD students generally have good access, but limited awareness of community college presence and opportunities. U'Ren questions how, as a district, community resources converge to ensure financial support creating opportunity for every child to seek higher education. Local school districts have high rate of free/reduced lunch program, representing families living below

federal poverty level. Suggestion: create community vision, financial support, build college presence in 5th – 8th grades focusing on student interest in future careers; encourage family visits to campus with YC mementos provided to visitors; coach families on financial planning in preparation for college; host non-traditional and correlated career days for boys and girls; expand Gear-up Program for 7th and 8th grade students; develop summer enrichment programs to create college- university awareness.

Randy Garrison stated desire for additional YC outreach and recruitment activities such as YC presence at 8th grade promotion ceremonies. Al Filardo shared recent data from "State with Worst Schools of 2015" report showing correlation between low-income families and low-achieving students.

Dave Lykins supports community planning process to build collaboration, recognizing importance of regular monthly meetings between K-12 districts and community college. Sedona has 49% free/reduced eligible student population. 85% of RRHS students enter post-secondary education; current university vs. community college bound students at 65/20 ratio, trending towards 50/35 ratio. Supports U'ren's suggestion to include career days in elementary and middle-school grades, querying "how do we build partnerships?" Sedona has recently expanded dual-enrollment with YC. Lykins emphasizes importance of educators working with legislators to prioritize funding for public education; states Arizona is top state in nation for "most money taken away" from education funding. Lykins states legislators are prioritizing prison funding over education funding. Lykins believes in expanding leadership opportunities and responsibilities within education.

Amber Marchan-Lee states free/reduced population at CVUSD typically ranges from 70 – 80%. Yavapai College is lifeline to Camp Verde students. Believes there may be loss of communication between messages sent out by YC vs. "what is received" by students, families and greater community. Technological challenges with internet access is prevalent in Camp Verde community. Marchant-Lee states the CVHS enjoys positive relationship with YC recruitment and dual-enrollment; wishes for dual enrollment to remain tuition-free for secondary students.

Garrison requests explanation of dual-enrollment funding. Lykins states College receives tuition from school district based on dual enrollment; college-certified teachers deliver curriculum at high school campuses; students receive high school and college credit. Al Filardo states that college experiences revenue loss during dual enrollment, but program is of great benefit to students.

Garrison suggests YC establish learning center/lab in Camp Verde. Amber Marchant-Lee states that YC presence is missed in Camp Verde since closure of leased space several years ago. Committee and panel discussion ensues regarding college placement testing in Camp Verde. Janet Aniol states community need for learning center in Beaver Creek/Lake Montezuma communities. Carolyn Fisher states that retiree population is a potentially untapped resource with highly-qualified volunteers. Janet Aniol mentions restrictive limits on volunteer responsibilities.

Committee and panel discussion ensues regarding K-12 expectations for YC engagement. David Lykins states Sedona may be able to provide transportation for summer programming

on Verde Valley Campus. Lykins would like to create certificated program in Performing Arts at YC for SRRHS students. Hospitality and culinary and various tech programs are also desired. Barbara U'ren mentions obstacles between International Baccalaureate (IB) curriculum alignment and YC. David Lykins states that SRHSS is "facility-rich" with financial Maintenance & Operations challenges. Summer transportation is a challenge for families in outlying regions. Panel agrees that opportunity for higher employment becomes the incentive for students to seek college education in specific career areas such as nursing and teacher certification. Barbara U'Ren states that Natural Resource Management is an emerging area of local employment. Al Filardo suggests VVAC develop data-driven discussion and planning. Filardo states that parents are key to directing students' choice of enrollment. Randy Garrison states his concern that 'VVAC information gathering' may extend years without program-specific action. Panel and committee agree that access to current opportunities is of immediate concern.

Wrap-up: C-OCUSD has access but lacks awareness; plan needed to build awareness, beginning at elementary level. S-OCUSD wants to create presence on high school campus to heighten awareness and pursue Lykins' Performing Arts & Visual Excellence (PAVE) dream; continue community dialog and identify action steps. CVUSD seeks to build parent awareness and confidence within families to explore and enroll in higher education opportunities; identify and take small action steps to narrow growing gap between access and awareness. All districts want to explore public transportation, including school district buses, to enhance access to campuses. **Verde Valley Superintendents' Chair David Lykins invites Al Filardo to attend monthly Superintendents' meetings, which Verde Valley Campus executive dean, James Perey regularly attends.**

Ownership Linkage

Seeking community input on higher education, economic, and cultural needs of the Verde Valley. **Regner states that VVAC Chair and Vice Chair have differing opinion regarding Call to Public at VVAC meetings, which will be discussed at meeting (TBD) with DGB Chair McCarver and VVAC Liaison Filardo.**

Future Meeting Schedule (8 a.m. at Verde Valley Campus unless otherwise noted)

Feb 4, 9 a.m.: Yavapai-Apache Nation, 2400 W. Datsi, Camp Verde

Feb 18: w/John Morgan, YC Career & Technology Education presenting

Mar 3: DGB invitation for VVAC to attend scheduled DGB meeting

Mar 4: w/ OLLI presentation

Mar 18: w/Steve Walker, YC Vice President/YC Foundation Executive Director presenting

Motion by Amber Marchant-Lee, seconded by Carolyn Fisher to approve meeting schedule as posted immediately above; motion carries unanimously.

Adjourn

Motion by Carolyn Fisher, seconded by Janet Aniol, to adjourn the Verde Valley Board Advisory Committee Meeting for January 21, 2015; motion carries unanimously. Meeting adjourned at 9:55 a.m

Verde Valley Board Advisory Committee

Yavapai College
Verde Valley Campus - Building M, Room 203
601 Black Hills Drive, Clarkdale, AZ 86324

Approved (as amended) Minutes February 4, 2015

VVBAC Members present: Bill Regner, Vice Chair; Carolyn Fisher; Randy Garrison; Amber Marchant-Lee; Leona Wathogoma Janet Aniol; Paul Chevlaier (9:25 a.m.)

YAN Council Present: Vice Chair Darlene Rubio; Annette Mendez; Robin Hazlewood; Monica Marquez; Billy Ganer; David Kwail; Chairman Thomas Beauty (arrived 9:30 a.m.); Not Present: Lorna Hazelwood and Mamie Fox

DGB Members present: Al Filardo, VVBAC Liaison, District 3, Deb McCasland, District 2

College employees present: James Perey, Executive Dean, Verde Valley Campus; Linda Buchanan, Verde Valley Community Education Coordinator

Yavapai-Apache Nation - Open Forum

RE: How Yavapai College can better service Yavapai-Apache Nation, Facilitated by Leona

Wathogoma. Meeting start delayed in honor of VVAC Chair, Chevalier. Meeting called to order at 9:10 a.m. by presiding Yavapai-Apache Nation Vice Chair, Darlene Rubio.

VVAC/YAN Johnson O'Malley coordinator Leona Wathogoma calls for Introductions by YAN Council, DGB VVAC.

Vice Chair Regner provides overview of Committee role. YAN Council Marquez notes absence of YAN community members at open forum, which she states is typical of inaugural meetings.

VVAC Vice Chair Regner calls for explanation of Johnson O'Malley and YAN Higher Education roles and responsibilities.

Leona Wathogoma identifies Verde Valley K-12 district roles in tutoring YAN students; currently 400+ YAN students enrolled K-12 throughout Verde Valley.

YAN Higher Education, Lisa Sandoval gives status report regarding YAN process of upgrading Learning Centers at Nation sites. Sandoval reports current enrollment of 22 YAN post-secondary at Yavapai College: 19 at Verde Valley Campus, 3 at Prescott Campus. YAN college students typically age 24+.

Linda Buchanan introduces V Executive Dean, James Perey, and DGB D2 member, Deb McCasland.

VVAC Janet Aniol questions why learning gap between HS graduation and typical YC enrollment at age 24+?

YAN Council Annette Mendez states life transitions, and young parents w/early childhood caregiving challenges often present barriers to young adults returning to college before children reach school age.

YAN Council David Kwail clarifies contribution of YAN funding to maintain public K-12 support services to YAN students throughout Verde Valley, e.g. MUHS.

VVAC Randy Garrison differentiates between VV Executive Dean's Advisory Committee, and YC DGB Verde Valley Advisory Committee. Garrison further questions 5-year gap between traditional HS graduate, and post-secondary enrollment of YAN members.

VVAC Regner posits additional questions regarding skill sets required for YAN governance, casino employees, and/or entrepreneurial opportunities at YAN.

YAN Vice Chair Rubio speaks to diverse employment opportunities ranging from Health Care, Criminal Justice, Casino operations, Small Business Administration. Queries whether YC classes can materialize with < 9 students?

YAN Council Monica Marquez encourages YAN & YC to explore opportunities to utilize YAN Learning Centers at YAN sites in Middle Verde and/or Clarkdale.

YAN Higher Education coordinator Lisa Sandoval briefs participants on current recruiting and placement strategies. It is common for traditional YAN HS graduates to seek opportunity outside immediate locale, e.g. Scottsdale and/or Pima Community Colleges. YAN promotes YC regarding financial benefits, and proximity to home. Currently 124 YAN members exercising Higher Education benefits: 22 enrolled at YC, 19 at Verde Valley Campus, 3 at Prescott Campus. Current YAN enrollment down slightly from past 30 – 35 enrolled at YC. YAN hosts post-secondary field trips to state universities, but not community colleges. Sandoval further discloses that typical YAN community college enrollees are 24+ years of age.

YAN Chairman, Thomas Beauty (joined meeting in progress) states that he attended YC classes at YC – Camp Verde extension site. Queries “why were these opportunities discontinued?” Can NAU/YC collaboration be extended to benefit YAN community?

YC DGB D3 member, Al Filardo, explains role of DGB VVAC as “greater communication between Verde Valley communities and Yavapai College. The Committee is gathering information to present to DGB.

YAN David Kwail clarifies role of REDC/SBDC training for Casino and SBDC. Kwail queries “How are other communities faring? How does YAN differ from other community concerns? Kwail confirms \$1 million plus investment of YAN in higher education funding.

YAN Higher Education Lisa Sandoval explains role of YAN vs. previous BIA funding in higher education. To qualify for YAN Revenue Allocation Plan, members are required to complete financial and cultural literacy before age 25 years.

VVAC Chair Chevalier comments on two-way barriers of integrating college opportunity into community planning.

DGB D3 Filardo provides summary comments regarding value and accessibility of YC for YAN . Queries, "How are we selling higher education to YAN members? Does parental engagement override student distractions? AZ is rated Top 5 of 2015 Worst Schools,

YAN Lisa Sandoval invites YC to explore and utilize YAN facilities.

VVC Executive Dean James Perey speaks to possibility of leveraged ITV instructional delivery, citing recent collaboration between YC and Verde Valley Archaeology Center to establish classroom with ITV access. Perey states current accessibility of Fast-Track Management and additional YC course offerings relevant to YAN Tribal and Casino employment, through Joy D'Angelo and Alexandria Wright (REDC).

YAN & DGB/VVAC commit to further meetings and exploration of YAN liaison appointed to YC.

10:20 a.m. Open Forum adjournment; VVAC recesses to reconvene at YAN Conference Room in five minutes.

VVAC Meeting Call to Order

Meeting called to order at 10:25 a.m. with VVAC Chair Paul Chevalier presiding; Bill Regner, Janet Aniol, Randy Garrison, Carolyn Fisher, Amber Marchant-Lee, and Leona Wathogoma present. Also present: YC DGB: Filardo (D3) & McCasland (D2); YC staff: Buchanan.

Approval of Meeting Minutes

Dec 4, 2014 – Motion by Carolyn Fisher/2nd by Randy Garrison, unanimously approved as amended January 21, 2015 Motion by Carolyn Fisher/2nd by Randy Garrison, unanimously approved as presented.

Member Updates

Committee member reports on information/activities

- January 27th Conference Call with DGB Chair McCarver (defer discussion of Operating Guidelines per Chair Chevalier)
- Open Call/Public Input: Option for specific topical input to one and all; w/ 3 minute limit; Chair may call for audience participation on specific topic; no Call to Public for items not on agenda
- Other related Updates; Al Filardo made report to DGB Jan 13: is 2x month too frequent for VVAC meetings? How will VVAC report to DGB during regularly scheduled future meetings?
- Vice Chair Regner introduces concept of 5-minute monthly EDAC report at VVAC meetings (representation to be determined by Dean's advisory committee)

Operating Guidelines

VVAC Chair Chevalier explained his cancellation of VVAC Jan 7 meeting to get clarification about changes that were made in the guidelines approved by the committee; specifically termination of member(s) for non-attendance, removal of officers by majority vote of a quorum and/or change to Operating Guidelines by majority vote of a quorum. After discussion with legal counsel and the Chair of the District Governing Board his concerns were satisfied and the guidelines were amended to

delete language about termination of members for non-attendance and to increase the vote required to removed officers or change Operating Guidelines to a majority of the entire Committee.

VVAC approves DGB and/or YC Counsel suggestions as presented by Chari Chevalier, motioned by Carolyn Fisher; 2nd by Randy Garrison, with unanimous consent, as follows:

3. Committee Meetings

d. Each action item shall require a motion, and all motions shall require seconding. All motions shall be carried by a majority of the members who vote, except that motions to remove and officer or to amend Operating Guidelines require a majority vote of the full Committee.

7. Officers

f. Any elected officer may be removed by majority vote of the entire Committee as any regular meeting or at a special meeting called for that purpose, when in its sole judgment, the best interests of the Committee would be served by such a Committee action.

9. Open Meeting Law

All Committee members shall act in accordance with the Arizona Open Meeting Law – A.R.S. 38-431 through 38-431.09

10. Revision of Operating Guidelines

These operating procedures and any changes thereto must be approved by a majority vote of the entire Committee. Revisions proposed by the Committee shall not be effective until and unless they are approved by the Yavapai college District Governing Board at a public meeting.

Ownership Linkage

VVAC Strategy seeking and reporting community input on higher education, economic, and cultural needs of the Verde Valley

Chevalier: How does the Committee move from suggestions to recommendations and action? What is 2nd phase: addressing barriers? Phase 3: How does VVAC prioritize and accomplish desired actions? Creation of sub-committees: e.g. school superintendents; YAN. Aniol: Beaver Creek PreK-8 disperses to regional high schools, 50% transient rate in community, families are mobile, attracted due to low-income housing, but distance creates transportation challenges; favors cultivating parent-relationships, VVAC needs standardized list to query community about needs.

Filardo: w/in any set of problems, highest needs must be prioritized! Access, quality, other? Garrison: expresses concern about creating sub-committees which take attention away from higher function of VVAC.

Regner: Challenge has been given to create game plan, is more time needed for inner-Committee dialog? Are presentations needed every meeting? Frustration about agenda creation, appropriate channels for securing presentations. Desires "Me time" structured into Committee meetings.

Fisher: avoid becoming bogged down in procedural and technical questions. Janet Aniol: needs data, FAFSA, demographics.

Chevalier: How does Committee avoid amateur solutions based on misidentifying barriers? Wathogoma: YAN including Lisa Sandoval/Ginny Hamilton to address 6-reservation input, return to VVAC.

Chevalier: Will Amber convene Superintendents to provide specific recommendations?

Filardo: Ask DGB for time-framed response.

Regner: are DGB reps carrying message to DGB?

Garrison: recommends 1 speaker per month, 2nd meeting focuses discussion, favors moving information forward to DGB March 3 and periodically thereafter?

Regner: recommends 1-hour for presentation, 15 minutes conduct of business; 45-minute Committee discussion.

Fisher: What is a Learning Center? How does a college Learning Center function in community? Fisher will tour YC Verde Learning Center (set date/time/location w/Buchanan).

Chevalier: envisions very long process of information gathering, report could be more than 1 year out. Aniol requests one meeting date other than Wednesday?

Filardo: How do you institutionalize a good solution? *Inform, process, deliver.*

Review Previous Meetings

- Superintendents Panel:

Garrison: schools are desperate to create relationship with College, give community input to DGB in focused, condensed manner. Help DGB understand needs of community. School districts are willing to make facilities available. (Al Filardo departs at noon.)

Regner: asks Committee to read (in near future) his synopsis of Superintendents panel.

- Yavapai-Apache Nation Forum:

Aniol: impressed by YAN programming and planning/forward thinking.

Garrison: Superintendents and YAN share pipeline concerns from HS to PS. YAN is microcosm.

Chevalier: How does College "sell education product" to community?

Fisher: showcase success stories, such as tribal leadership.

Marchant-Lee: CVUSD FAFSA night recently raised exposure of YC.

Regner: Reads (his) 4-dominant themes from Superintendents meeting. Access is most critical. YC

Prescott-central education delivery model may not best serve Verde Valley communities.

Aniol: favors decentralized delivery of services, especially re: Internet and technology barriers.

Chairman Chevalier requests reports to VVAC at March 4meeting: **Wathogoma** w/f YAN; **Marchant-Lee** w/f Superintendents

Future Meeting Schedule

- Feb 18 8 a.m. Verde Valley Campus w/YC Career/Technology Education

- Mar 3 1 p.m. Sedona Center w/Report to District Governing Board

- Mar 4 8 a.m. Verde Valley Campus w/OLLI

- Mar 18 8 a.m. Verde Valley Campus w/YC Foundation

- April 1 8 a.m. YC Regional Economic Development Center/SBDC

- April 15 8 a.m. TBD

- May 6 8 a.m. TBD

- May 21 8 a.m. **TH exception for VVMC**; Committee consents

- Other, including possible every 4th meeting in Sedona; alternate day? 8:30 – 10:30 a.m. if meeting space available on campus

Adjourn

Motion to adjourn by Randy Garrison/2nd by Carolyn Fisher; carries unanimously. Meeting adjourned at 12:20 PM.

Presenter : Patricia McCarver

Start Time : 1:20 PM

Item No : 9

Proposed By : Patricia McCarver

Time Req : 20

Proposed : 1/15/2015

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.	558881

Description : Open Call - PROCEDURAL

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

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

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:40 PM

Item No : 10

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 1/15/2015

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.	558881

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:40 PM

Item No : 11

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 1/15/2015

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 escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.</p>	560679

Description : Receipt of Report on Revenues and Expenditures - Month of February 2015 - RECEIPT, DISCUSSION, AND/OR DECISION

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

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

The report of Revenue and Expenditures for the eighth month of FY 2014 - 2015 ending February 28, 2015 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Feb in March.pdf	Feb 26, 2015	Financial Update - Feb in March.pdf
Governing Board Budget Report YCFS Feb 2015.pdf	Feb 26, 2015	Governing Board Budget Report YCFS Feb 2015.pdf
YCFS Feb 2015_Summary.pdf	Feb 26, 2015	YCFS Feb 2015_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

February 2015

FY2013-2014 Close and Audit

- The year-end close for FY2013-2014 was completed in November 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 was discussed with the Board in February 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

- The Auxiliary Fund is comprised of Auxiliary Enterprises and Public Services. Auxiliary Enterprises generally exists to furnish non-core goods or services to students and employees, charging a fee directly related to, although not necessarily equal to, the cost of the goods or services. Examples include Bookstore, Food Services, and Housing. Public Services are those non-instructional services provided primarily to benefit individuals and groups external to the institution, charging a fee directly related to, although not necessarily equal to, the cost of the goods or services. Examples include REDC and Community Events. While each Auxiliary Fund operation is managed as a self-supporting activity, the District historically and currently transfers funds from the General Fund to the Auxiliary Fund to subsidize various operations. This is most notable in the public services area where the District strives to balance offering these DGB-End-driven services with the charging of reasonable prices. Auxiliary Enterprises are projected to be within budget for the fiscal year.

Unexpended Plant Fund

- Property taxes collected **will be below the District's levy due to the** same reasons as described above for the General 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 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.

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

**For the Eight Months Ended February 28, 2015
Fiscal Year 2014-2015**

District Governing Board

Fiscal Year 2014-15 Appropriation:

\$ 166,256

		Year-to-Date	Encumbered	Total
	Purpose	Expenditures	Obligations	Expenditures/ Encumbrances
EXPENDITURES (note 1):				
Salary Expenses	Staff Support	\$ 24,043	\$ 10,342	\$ 34,385
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	15,727	29,273	45,000
Ourboardroom Technologies	Software maintenance	18,500	-	18,500
Out of the Woods Consulting	Consulting	12,593	2,557	15,370
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	1,885	-	1,885
Roswell Bookbinding	Board Minutes	394	1,106	1,500
Sodexo Inc.	Food Supplies	1,759	3,241	5,000
Supplies/Other	Various Vendors	440	-	440
Thee Place	Food Supplies	197	1,527	1,724
Yavapai Broadcasting	Board Meetings	1,500	1,500	3,000
YC Printing Services	Printing	3,068	-	3,068
				<u>147,147</u>
<u>Verde Valley DGB Advisory Committee</u>				
Osborn Maledon PA	Attorneys	4,646	5,354	10,000
Supplies/Other	Various Vendors	58	-	58
Thee Place	Food Supplies	276	-	276
				<u>10,334</u>
Remaining Budget - February 28, 2015				<u>\$ 8,775</u>

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 February 28, 2015 - 66.7% 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	\$ 20,614,224		\$ 20,614,224	\$ 31,155,000	66.2%	\$ 30,936,900	\$ (218,100)
Tuition and Fees	10,772,421		10,772,421	11,867,000	90.8%	11,717,000	(150,000)
State Appropriations	665,250		665,250	887,000	75.0%	887,000	-
Other Revenues	289,229		289,229	458,500	63.1%	458,500	-
Interest Income	32,847		32,847	35,000	93.8%	35,000	-
Fund Balance Applied to Budget	2,218,667		2,218,667	3,328,000	66.7%	3,328,000	-
General Fund Transfer Out	(3,689,000)		(3,689,000)	(5,533,500)	66.7%	(5,533,500)	-
TOTAL REVENUES	30,903,638		30,903,638	42,197,000	73.2%	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	\$ 10,356,387	\$ 2,989,848	\$ 2,715,721	\$ 10,630,514	\$ 16,832,000	63.2%	\$ 16,697,360	\$ (134,600)
Academic Support	2,670,778	844,120	812,221	2,702,677	4,492,000	60.2%	4,456,100	(35,900)
Institutional Support	5,582,293	2,338,251	1,577,960	6,342,584	8,520,000	74.4%	8,468,900	(51,100)
Student Services	2,736,826	902,039	858,849	2,780,016	4,697,000	59.2%	4,626,500	(70,500)
Operation/Maintenance of Plant	3,432,558	1,128,489	849,865	3,711,182	6,123,000	60.6%	6,074,000	(49,000)
Scholarships	768,512	9,975	-	778,487	833,000	93.5%	833,000	-
Public Service	66,939	22,401	22,401	66,939	150,000	44.6%	150,000	-
Tuition Contingency	-	-	-	-	550,000	0.0%	-	(550,000)
TOTAL EXPENDITURES	25,614,293	8,235,123	6,837,017	27,012,399	42,197,000	64.0%	41,305,860	(891,100)
SURPLUS/(DEFICIT)				\$ 3,891,239	\$ -			

COMMENTS:

Third quarter State Aid was received in January 2015.

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.

Scholarships at 93.5% of budget due to spring 2015 financial aid awards.

The Budget currently has a surplus of \$3,891,239.

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 February 28, 2015 - 66.7% 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	\$ 10,247,310		\$ 10,247,310	\$ 14,224,000	72.0%
State Grants and Contracts	94,779		94,779	225,000	42.1%
Private Gifts, Grants and Contracts	473,916		473,916	625,000	75.8%
Proposition 301 Funds	492,191		492,191	600,000	82.0%
State Appropriation - STEM Workforce	602,175		602,175	802,900	75.0%
Fund Balance Applied to Budget	-		-	50,000	0.0%
Reimbursement Due	135,578		135,578	N/A	N/A
TOTAL REVENUES	12,045,949		12,045,949	16,526,900	72.9%

	<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	\$ 1,548,490	\$ 376,857	\$ 247,507	\$ 1,677,840	\$ 3,294,900	50.9%
Academic Support	-	-	-	-	4,000	0.0%
Student Services	648,154	207,061	200,834	654,381	1,198,000	54.6%
Scholarships	9,492,352	-	-	9,492,352	11,890,000	79.8%
Public Service	72,585	16,358	16,357	72,586	140,000	51.8%
TOTAL EXPENDITURES	11,761,581	600,276	464,698	11,897,159	16,526,900	72.0%
SURPLUS/(DEFICIT)				\$ 148,790		

COMMENTS:

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

Scholarships at 79.8% of budget due to spring 2015 financial aid awards.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended February 28, 2015 - 66.7% 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	\$ 1,019,335		\$ 1,019,335	\$ 1,149,000	88.7%	\$ 1,149,000	\$ -
Bookstore Rental and Commissions	123,408		123,408	210,000	58.8%	210,000	-
Food Services Sales	21,711		21,711	40,000	54.3%	40,000	-
Vending	24,949		24,949	33,000	75.6%	33,000	-
Edventures	315,516		315,516	198,000	159.4%	320,000	122,000
Community Events	383,167		383,167	520,000	73.7%	520,000	-
Regional Economic Development Center - Training	20,033		20,033	136,200	14.7%	80,000	(56,200)
Family Enrichment Center	369,018		369,018	533,000	69.2%	533,000	-
Winery - Tasting Room	1,154		1,154	20,000	5.8%	5,000	(15,000)
Yavapai College Foundation	208,545		208,545	435,000	47.9%	435,000	-
Other	213,177		213,177	231,800	92.0%	231,800	-
Fund Balance Applied to Budget	133,333		133,333	200,000	66.7%	200,000	-
General Fund Transfer In	512,467		512,467	768,700	66.7%	768,700	-
Auxiliary Fund Transfer Out	(267,200)		(267,200)	(400,800)	66.7%	(400,800)	-
TOTAL REVENUES	3,078,613		3,078,613	4,073,900	75.6%	4,124,700	50,800

	<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	\$ 36,285	\$ 258	\$ -	\$ 36,543	\$ 49,100	74.4%	\$ 49,100	\$ -
Student Services	428,436	137,740	119,594	446,582	611,400	73.0%	611,400	-
Auxiliary Enterprises	798,897	192,450	156,458	834,889	1,346,000	62.0%	1,438,000	92,000
Public Service	521,552	101,672	78,882	544,342	1,016,100	53.6%	936,100	(80,000)
Facilities & Administrative Allocation Expense	564,867	-	-	564,867	951,300	59.4%	951,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	2,350,037	432,120	354,934	2,427,223	4,073,900	59.6%	3,985,900	(88,000)
SURPLUS/(DEFICIT)				\$ 651,390	\$ -			

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 \$651,390.

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 February 28, 2015 - 66.7% of the Fiscal Year Complete

Fiscal Year 2014-2015

UNEXPENDED PLANT FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>	<u>FY 14/15 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Primary Property Taxes	\$ 6,683,865		\$ 6,683,865	\$ 10,098,800	66.2%	\$ 10,028,100	\$ (70,700)
Yavapai College Foundation Donation	250,000		250,000	325,000	76.9%	325,000	-
Investment Income	13,940		13,940	18,000	77.4%	25,000	7,000
Other	-		-	20,000	0.0%	10,000	(10,000)
General Fund Transfer In	2,218,667		2,218,667	3,328,000	66.7%	3,328,000	-
TOTAL REVENUES	9,166,472		9,166,472	13,789,800	66.5%	13,716,100	(73,700)

	<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>	<u>FY 14/15 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (note 1):								
Preventative Maintenance	\$ 1,465,563	\$ 1,525,405	\$ -	\$ 2,990,968	\$ 3,020,000	99.0%	\$ 3,170,000	\$ 150,000
Unplanned Maintenance	130,535	52,852	-	183,387	500,000	36.7%	450,000	(50,000)
Capital Improvement Projects	3,062,787	6,745,742	-	9,808,529	6,781,900	144.6%	9,740,000	2,958,100
Capital Improvements - Future Projects	-	-	-	-	40,200	0.0%	-	(40,200)
Equipment	1,106,619	94,447	-	1,201,066	2,309,400	52.0%	2,100,000	(209,400)
Furniture and Fixtures	70,802	32,428	-	103,230	250,000	4.5%	250,000	-
Library Books	34,938	52,281	-	87,219	98,700	34.9%	98,700	-
Principal/Interest on Capital Leases	44,737	-	-	44,737	42,300	105.8%	44,700	2,400
Operating Contingency	-	-	-	-	500,000	0.0%	-	(500,000)
Property Tax Contingency	-	-	-	-	247,300	0.0%	-	(247,300)
TOTAL EXPENDITURES	5,915,981	8,503,155	-	14,419,136	13,789,800	104.6%	15,853,400	2,063,600
SURPLUS/(DEFICIT)				(5,252,664)	-			

COMMENTS:

The Budget currently has a deficit of \$5,252,664 as a result of several significant projects being encumbered for the fiscal year. Most of the supporting revenues/transfers will be received over the remaining fiscal year.

Total expenditures and encumbrances are currently at 104.6% of budget due to a significant amount of work related to the renovations of buildings 1, 3, and CTEC occurring prior to June 30, 2015, but being budgeted in the next fiscal year (2015-16). 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 zero as the fiscal year 2015-16 budget will be reduced accordingly.

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 February 28, 2015 - 66.7% 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	\$ 3,347,640		\$ 3,347,640	\$ 5,059,400	66.2%
Investment Income	6,348		6,348	10,000	63.5%
General Fund Transfer In	957,867		957,867	1,436,800	66.7%
Auxiliary Fund Transfer In	267,200		267,200	400,800	66.7%
Other Revenues	9,186		9,186	-	100.0%
TOTAL REVENUES	4,588,241		4,588,241	6,907,000	66.4%

	<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	\$ -	\$ 2,713,333	\$ -	\$ 2,713,333	\$ 4,070,000	66.7%
Interest Payments	482,700	160,900	-	643,600	965,400	66.7%
Pledged Revenue Obligations						
Principal Payments	-	630,000	-	630,000	945,000	66.7%
Interest Payments	245,840	82,027	-	327,867	491,800	66.7%
Revenue Bonds						
Principal Payments	-	190,000	-	190,000	285,000	66.7%
Interest Payments	57,881	19,319	-	77,200	115,800	66.7%
Bank Fees	1,300	1,367	-	2,667	4,000	66.7%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	787,721	3,796,946	-	4,584,667	6,907,000	66.4%
SURPLUS/(DEFICIT)				3,574	-	

COMMENTS:

Through the eighth month, 66.4% of budget has been committed (excluding labor encumbrances) compared to 66.4% of revenues received.

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

Presenter : Patricia McCarver

Start Time : 1:41 PM

Item No : 12

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 1/15/2015

Item Type : Consent Item

Policy No.	Description	Ref No
2.3.1	The President shall not fail to promptly inform the Board when there are materially significant deviations from the budget.	560659

Description : Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - February 2015 - RECEIPT, DISCUSSION, AND/OR DECISION

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

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 1_Feb in March.pdf	Feb 26, 2015	Monitoring Report Executive Limitations Policy 2 3 1_Feb in March.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
February 2015**

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

President’s Interpretation:

The college budget is comprised of various funds (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 eight months ended February 28, 2015, the General Fund has a surplus of \$3,891,200. 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 \$891,100, resulting in a net surplus of \$523,000 — a 1.2% 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 \$2,063,600 or 15.0%. 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 February 28, 2015, 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 eight months ended February 28, 2015, there were no significant variances from budget.

President's Conclusion:

I report compliance.

Presenter : Patricia McCarver

Start Time : 1:42 PM

Item No : 13

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 1/15/2015

Item Type : Consent Item

Policy No.	Description	Ref No
2.3.2	The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1million without specific Board authorization and a realistic recovery plan.	560660

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

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

Attachments :

Title	Created	Filename
232 Monitoring Report Executive Limitations Feb in March.pdf	Feb 26, 2015	232 Monitoring Report Executive Limitations Feb in March.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.2 – Reserves
February 2015**

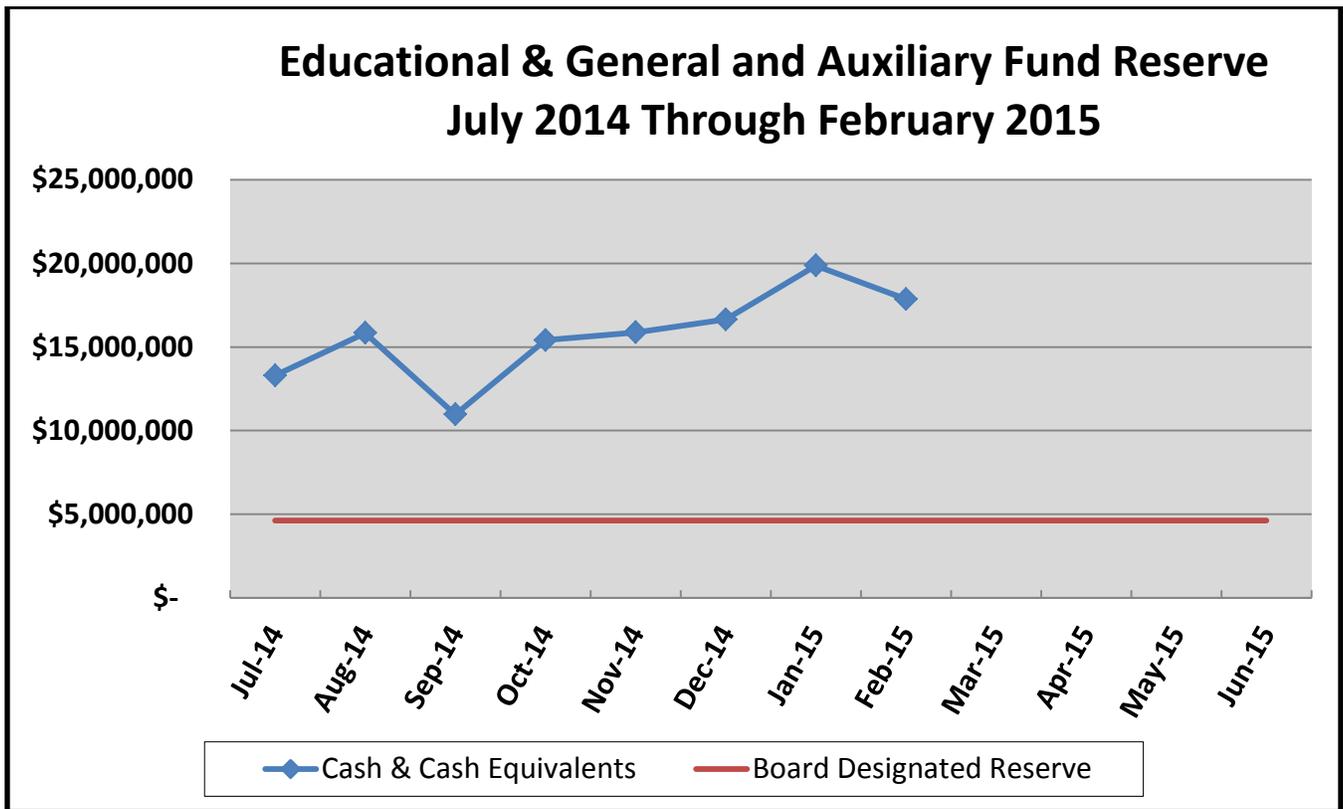
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

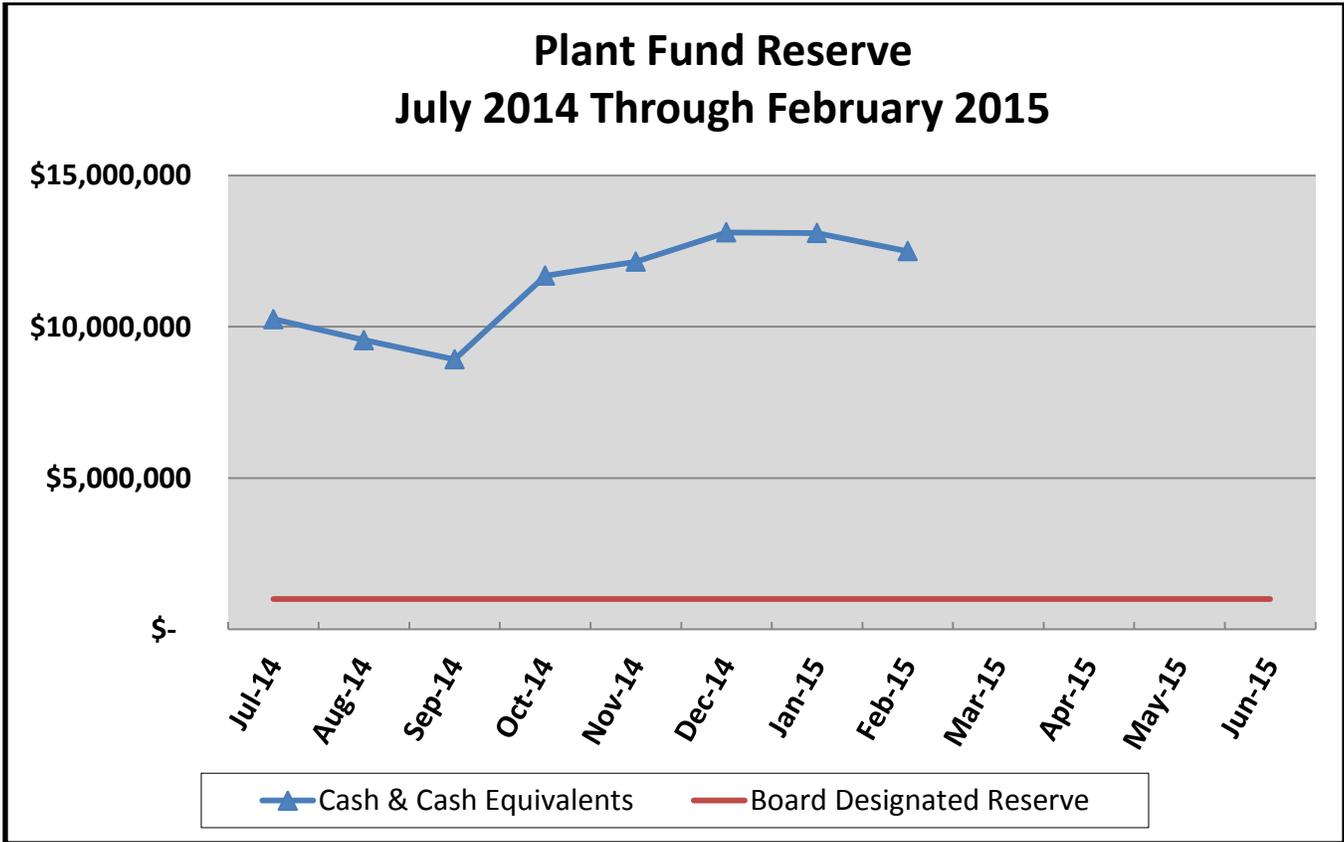
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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 February 28, 2015, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2014, through February 28, 2015, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of February 28, 2015, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$11,501,000.

President's Conclusion:

I report compliance.

Presenter : Patricia McCarver

Start Time : 1:43 PM

Item No : 14

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 2/26/2015

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 escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.</p>	560679
3.6	<p>When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.</p>	398565

Description : For Consideration For Approval of the Verde Valley Board Advisory Committee (VVBAC) Operating Guidelines - RECEIPT, DISCUSSION AND/OR DECISION

Details : Receipt of the Verde Valley Board Advisory Committee (VVBAC) committee operating guidelines for consideration for approval by the Board.

Attachments :

Title	Created	Filename
VVBAC Operating Guidelines.pdf	Feb 26, 2015	VVBAC Operating Guidelines.pdf

Verde Valley Board Advisory Committee

Operating Guidelines

1. Mission Statement & Vision Statement

Mission: To provide advice to the Yavapai College District Governing Board based on objective analysis and feedback from Verde Valley communities. Vision: Recognized as the Verde Valley's voice for constructive and collaborative dialog between residents and the Yavapai College District Governing Board to promote improved access to quality higher education.

2. Committee Structure

The committee shall initially consist of one representative from each of the following communities in the Verde Valley: Camp Verde, Clarkdale, Cottonwood, Sedona, Yavapai-Apache Nation, and two representatives from the unincorporated areas of the Verde Valley. New representatives may be added by the Yavapai College District Governing Board, in consultation with the Committee, and representative communities.

3. Committee Meetings

- a. All meetings shall be public except when discussion matters pertain to legal advice, which will be in executive session.
- b. All regular meetings, special meetings, and executive sessions of the committee may be held, at any time and place, as determined by the chair or upon a vote of the committee, upon proper notice to the public per A.R.S §38-431.02, Notice of meetings.
- c. Minutes of each meeting will be taken, and approved for posting at the next regular meeting.
- d. Each action item shall require a motion, and all motions shall require seconding. All motions shall be carried by a majority of the members who vote, except that motions to remove an officer or to amend Operating Guidelines require a majority vote of the full Committee.

4. Quorum

"Quorum" is defined as more than half the membership of the Committee. A quorum shall be necessary to conduct any business at a Committee meeting.

5. Roles of the Committee are to:

- a. Represent the Verde Valley as a whole and the member's community.
- b. Determine the issues to resolve and prioritize.
- c. Seek out accurate data and input from stakeholders.
- d. Perform careful analysis as a basis for advice.
- e. Provide information to the Verde Valley Community as appropriate.
- f. Make recommendations to the Yavapai College District Governing Board through the liaison appointed by the District Governing Board Chair.

6. Member Expectations

- a. To attend committee meetings and participate.
- b. To excuse themselves from discussions and votes where they have a conflict of interest.
- c. To take active part in fulfilling the goals listed in item #5 - Roles of the Committee.

Verde Valley Board Advisory Committee

7. Officers

The officers' roles and responsibilities are:

- a. The Committee Chair shall lead the Advisory Committee, including presiding at all meetings; designating subcommittees and subcommittee membership; and serving as an ex-officio member of all subcommittees.
- b. The Vice-Chair shall assist the Chair and assume the duties of the Chair when necessary.
- c. The Chair and Vice-Chair shall set the agenda for the meetings, with consideration of member requests, provided that any two members may have a subject placed on the next available agenda by so requesting it in writing to the Chair in a timely manner.
- d. The term of office for the Chair and Vice-Chair shall be one year.
- e. Officers shall be elected annually at the December Advisory Committee meeting and take office at the close of that meeting.
- f. Any elected officer may be removed upon a vote of the majority of the Committee membership at any regular meeting or at a special meeting called for that purpose, when in its sole judgment, the best interests of the Committee would be served by such a Committee action.

8. Subcommittees

Subcommittees shall be selected and have their duties and responsibilities defined by a quorum of the Advisory Committee or by the Chair.

9. Open Meeting Law

All committee members shall act in accordance with the Arizona Open Meeting Law - A.R.S. §§ 38-431 through 38-431.09.

10. Revision of Operating Guidelines

The Committee may vote to propose revisions to these Operating Guidelines at any time, but the revisions shall not be effective until and unless they are approved by the Yavapai College District Governing Board at a public meeting.

Presenter : Patricia McCarver

Start Time : 1:44 PM

Item No : 15

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 1/15/2015

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.	558881

Description : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:44 PM

Item No : 16

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 1/15/2015

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: Vice President Title Change; All Arizona Academic Team; Smoking Open Forums; Community Outreach; President's Leadership Team Retreat; Evening of Recognition; Yavapai College Staff Association (YCSA); Sedona Center Update; Rural Community College Alliance Day in Washington, D.C.; College Highlights; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Vice President Title Change
- All Arizona Academic Team - February 18th
- Smoking Open Forums - February 23rd, 25th, and 26th
- Community Outreach - March Presentations to City and Town Council Meetings
- President's Leadership Team (PLT) Retreat - February 24th
- Evening of Recognition - April 7th, 24th, and 28th
- YCSA Report - Report by Andrea Annibale, Association President
- Sedona Center Update
- Rural Community College Alliance (RCCA) Day in Washington, D.C. - February 11, 2015
- College Highlights - March 2015 - Attached - Information Only
- Other related issues

Attachments :

Title	Created	Filename
All AZ Academic 2015.pdf	Feb 10, 2015	All AZ Academic 2015.pdf
Smoking Policy.pdf	Feb 17, 2015	Smoking Policy.pdf
yca_brochure.pdf	Feb 17, 2015	yca_brochure.pdf
YCSA Update-February 2015.pdf	Feb 17, 2015	YCSA Update-February 2015.pdf
March 2015 College Highlights.pdf	Feb 20, 2015	March 2015 College Highlights.pdf

2015 All-Arizona Academic Team

Raymond Rosas
Prescott Campus
Major: Arts
Transferring To: University of Arizona



Favorite Quote:
“The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education.” (*Martin Luther King, Jr.*)

Brittany Sheldahl
Prescott Campus
Major: English
Transferring To: ASU West



Favorite Quote:
“Do what you like and do it honestly.” – *Angels and Airwaves*. “Rite of Spring.” *I-Empire, Geffen, 2007. CD*

2015 All-Arizona Academic Team

Aubrial Harrington
Verde Valley Campus
Major: General Studies



Favorite Quote:

“What lies behind us and what lies before us are tiny matters compared to what lies within us.” – *Ralph Waldo Emerson*

Ashley Knister
Verde Valley Campus
Major: Music
Transferring To: Northern Arizona University



Favorite Quote:

“...I hope you see things that startle you. I hope you feel things you never felt before...meet people with a different point of view. I hope you live a life you're proud of. If you find that you're not, I hope you have the strength to start all over again.” – *The Curious Case of Benjamin Button*

Let's Talk

Open Forums



Smoking, Tobacco, E-Cigarettes, and Vapor Cigarettes

- Prescott Valley Center - Computer Commons Area
February 23rd 4 pm
- CTEC - Room 198
February 25th at 9 am
- Prescott Campus - Community Room
February 25th at 12:30 pm
- Verde Valley Campus - Community Room
February 26th at 3 pm

Open Forums

We want and need to hear from smokers and non-smokers.

Don't miss your chance to weigh in on this issue, and have your opinion heard!



Representation

How are we involved?

- YCSA holds a position on the Policy Review Council to represent staff throughout the district
- We present to the District Governing Board annually
- We communicate with HR to help provide staff professional development opportunities through First Friday training

We love to hear from staff! We don't know how to best represent you if you don't tell us, so please feel free to share your thoughts.

Meet the Board

Andrea Annibale, President
776-2384, andrea.annibale@yc.edu

Daintry Donovan, Vice President
776-2078, daintry.donovan@yc.edu

Angela Fabela, Secretary
776-2086, angela.fabela@yc.edu

Alice Burroughs, Web Designer
634-6589, alice.burroughs@yc.edu

Stephanie Kallam, New Hire & Professional Development Liaison
771-6122, stephanie.kallam@yc.edu

Karen Leja, Alternative Rep.
776-2270, karen.leja@yc.edu



www.yc.edu/ycsa

Yavapai College Staff Association



What is YCSA?

The Yavapai College Staff Association is a long standing organization that has served multiple purposes over the years. Today we are committed to encouraging communication between staff and administrators, recognizing service excellence in our valued employees, and volunteering our time and talents to worthwhile causes.



Become Involved with YCSA

Plan to Attend Meetings

As a regular part-or full-time staff employee, you are automatically granted membership to YCSA. There are no membership dues or requirements. Meetings are held twice a year and newsletters are sent out bi-monthly to help keep the lines of communication flowing.

Ask Questions

If there's ever a question or concern you'd like to see addressed, please visit our webpage and fill out the form. We're always happy to find answers to your questions and address them in the newsletter or at the semi-annual meetings.

Recognize Excellence

Part of what makes YC such an incredible place to work is the atmosphere and support from our peers. The Service Excellence initiative started as a simple way to say thank you to those who positively impact our workday with their drive to serve others. If one of your co-workers has made a difference in your life or the life of a student, please visit our webpage to fill out a nomination form. They will be honored with a certificate of appreciation and invited to a special recognition ceremony in June.

"Feeling gratitude and not expressing it is like wrapping a gift and not giving it."

► POLICY REVIEW

CONFIDENTIALITY
CONFLICT OF INTEREST

► I KNOW THAT FACE

GET TO KNOW YOUR CO-WORKERS! THIS MONTH ANGELA FABELA INTRODUCES YOU TO PAIGE RUGGLES-KRUGER

► WELLNESS PROGRAM

PAULA TOMITZ HAS TIPS FOR KEEPING ACTIVE DURING A SEDENTARY WORKDAY

► HISTORY CORNER

STEPHANIE KALLAM TAKES YOU BACK IN TIME TO SHARE A LITTLE YC HISTORY

► CAMPUS EVENTS

PENNY DEAKIN ENCOURAGES US TO "START BY BELIEVING"

YCSA *update*

SUPPORT • COLLABORATION • COMMUNICATION • INFLUENCE

Happy February!

Your YCSA Board has been fast at work preparing the next 6 months worth of activities and we are excited to share this with you at our semi-annual meeting on February 20th. Please mark your calendar and plan to attend. It will be held via ITV in 19-223 & I-125 from 10:00-11:00.

My daughter informed me last week that February is "Random Acts of Kindness" month. So, I googled it. Sure enough, Random Acts of Kindness week is happening right now, February 9-15. I've included a list of random things you can implement (if interested) from the Random Acts of Kindness Foundation. Some say it's better to skip the little things and work collectively toward a common goal. While I agree working together brings great change, I also believe that a little bit of thoughtfulness is better than none at all. So make some time this month to do something nice for someone. Whether it's a co-worker, a family member, or yourself, I promise your efforts will not be in vain.

See you soon!
Andrea

Calendar Reminders

YCSA Meeting: February 20th, 10:00 am 19-223 & I-125

Deadline for Graduation Applications: March 2nd

Deadline for Student Initiated Withdrawal: March 8th

Spring Break: March 9-13



We have a policy on that?

Did you know YC has six different categories of policy? It's true! There are policies concerning the *District Governing Board, Human Resources, Academic Systems, Student Policies, Administrative Services, and General Operations*. Do you know where to find them? Visit the website at www/yc.edu/policies.

This month, check out the policies on **Confidentiality** (2.46) and **Conflict of Interest** (2.20).

Welcome to Yavapai College

If it seems to you like new faces are popping up all over the place, it's because they are! To those of you who are new to YC, *Welcome!* We not only have beautiful campuses, but the people here are amazing. And for those of you in new roles, Congratulations! We are fortunate to work in a place that allows for growth and movement. If you see a name on the list you don't recognize, take a moment to introduce yourself.

Jorge Alvarez*
Facilities
1/5/15

Frank Lopez*
Chief of Police
12/2014

Jessee Porter*
HS Recruitment &
Community Outreach
1/5/15

Evelyn Garey*
Financial Aid
1/5/15

James Elphick
VUB Coordinator
1/5/15

Nita Hillig*
Admin III-NARTA
1/5/15

Wendy Weiland
Inst. Specialist, VUB
1/5/15

Neil Axe
App Dev, Web/Database
1/5/15

Sandra Carney*
Inst. Support Specialist-PV
1/12/15

Molly Sullivan
Director-Res. Hall
1/7/15

Ruth Alsobrook-Hurich*
Director-VGD
1/7/15

Christina Senger
Assistant II-FEC
1/7/15

Tim Diesch*
Marketing (YCPAC)
1/20/15

Killian Lord
ECE Teacher—FEC
2/2/15

Patty Naville
Inst. Support Specialist-NSG
2/2/15

Bryce Strickland
Tech II Grounds-Vineyard
2/2/15

**YC Employee
Change of Position*

PAIGE RUGGLES-KRUGER

Instructional Support Specialist for Sciences, Health and Public Safety

Paige has been working at Yavapai College since 2010. Some of her duties include assisting the Science Departments faculty, adjunct faculty and students, processing travel, schedule building, purchasing liaison, and helps with the HPER Department when needed. She also gets to speak to community members daily who are inquiring about rocks, fossils, and other interesting findings they have come across throughout Yavapai County.

What is the best part of your job?

I get to work with really nice people everyday.

Any fun facts?

I lived in Hawaii for 23 years, I have a golden retriever named "Pono", and I recently married my boyfriend of 29 years. (Congratulations Paige!)



Health & Wellness

Did you know that sitting for 6 or more hours daily can elevate your chances of dying from cancer and other major diseases – even if you maintain a healthy weight and don't smoke?

Women who sat for six or more hours daily faced a 37% greater risk of death as compared to those who sat for three hours or less.

For men, the increased risk of death for those who sat at least six hours daily was 17%.

Those who did not exercise regularly and also sat for long periods faced even greater mortality rates – 94% higher for women and 48% higher for men.

These deadly patterns reflect health issues beyond cancer – conditions such as heart and respiratory disease and diabetes, to name a few. The link between physical activity and cancer prevention has been confirmed through decades of research.

Here are some helpful suggestions on ways to add activity to your daily work routine:

- Take the stairs whenever possible.
- Exercise at lunch with colleagues or friends.
- Visit co-workers in person instead of e-mailing.
- Walk or bike when doing personal errands.
- In the office, stand up and stretch, walk or lift hand weights.
- When driving, stop every two hours for a walk or mini workout
- Stand while talking on the phone or eating lunch.
- If you work at a desk for long periods of time, try a standing desk — or use a high table or counter.
- Walk laps with your colleagues rather than gathering in a conference room for meetings.

Paula Tomitz
YCT Wellness Coordinator
YC Fitness Facilities Coordinator
Paula.tomitz@yc.edu

(928) 776-2238

[YCT Wellness Program](#) - find out about upcoming seminars

[Yavapai College Activity Classes](#)

The History Corner

By Stephanie Kallam

The historic Fort Whipple gate and gateposts are located at the southwest corner of the YCPAC. The gateposts mark the year 1864, when the army fort was established and the year 1919, when the Fort Whipple became a U.S. Army Hospital.

The Prescott YC campus was once part of the Fort Whipple complex. The Fort Whipple Museum, a fun lunchtime walk, just minutes away in the VA complex is open Thursdays, Fridays and Saturdays from 10 a.m. to 4 p.m.

Call 445-3122 for a schedule of Living History demos at the museum.



Start by Believing

Start by Believing is a public awareness campaign that encourages people to think about and change the way we instinctively respond to rape and sexual assault. Below, Chief Monahan speaks in support of the proclamation while Dr. Wills signs; students show their support by putting in writing their intended response to claims of violence; and Academic Advisor Penny Deakin and Vice-Mayor Lora Lee Nye stand in support of this important step toward compassion and justice.

If you missed the Start by Believing event last week on the Prescott Campus, you'll have another opportunity to take part next Monday, February 16th on the Verde Campus. You won't want to miss it!



15 ways to start
2015
with **KINDNESS**

- Year of Kindness Box**
Throughout the year, fill up a box with compliments you receive, thank you notes, moments of kindness you witnessed, RAK you did, inspiring quotes, etc. Then after the year is over, review the contents!
- Create a Gratitude Journal**
A five-minute a day gratitude journal can increase your long-term well-being by more than 10 percent. That's the same impact as doubling your income! *source: Happier Humans*
- Three Compliments**
Compliment the first three people you talk to.
- 52 Thank You Notes**
Express your gratitude for the people in your life, write one thank you note every week to a different person.
- A Kind Twist on Happy Hour**
Invite a group of people you know (friends, family, coworkers) to the happiest of happy hours and spend one hour doing acts of kindness for others.
- Positive Sticky Notes**
Carry a stack of positive sticky notes with you wherever you go. Post them when you're somewhere that needs a little bit more kindness.
- Morning Kindness**
Before you get out of bed, focus on kindness. Think of a kind motto for your day or text a positive good morning note to a friend.
- Daily Positivity**
Every day, think of a random person. Send them a positive message via text, email, social media post, phone call, letter, etc.
- Volunteer**
Think of a cause you care about or a group in your community that could use some help. Volunteering results in some serious health benefits too!
- Beautify Your Surroundings**
Spend 10 minutes picking up litter in your neighborhood, park or other commonly visited locations.
- Kind Body Image**
Place positive body image sticky notes on dressing room mirrors.
- Coupon Fairy**
Save unused/unwanted coupons and put them next to relevant products next time you're at the grocery store.
- Be Kind to the Earth**
Research ways to be kind to the environment and reduce your carbon footprint.
- Smile**
Each time you smile, you throw a little feel-good party in your brain. The act of smiling activates neural messaging that benefits your health and happiness. *source: Psychology Today*
- Be Kind To Yourself**
Do one kind thing every week for yourself. Enjoy a treat you love, exercise, eat a healthy meal, or do something you love but rarely have time to do.

the random acts of kindness foundation
for more ideas, visit our website
www.randomactsofkindness.org

Excellence at Yavapai College

Last June YCSA held a dessert reception to honor 68 employees who had been peer nominated for demonstrating excellent service to the YC community. Since August we've received another 45 nominations with supervisors and peers expressing their gratitude for the hard work and dedication they see in those around them.

If you work with someone who has recently lightened your load or gone above and beyond to serve our community, please be sure to visit our webpage and write something up. We'll take what you've written, create a certificate and deliver it.

Here's what people are saying about those around you:

"Cassidy listens and responds carefully, seeking direction when necessary, but consistently helps me complete the task at hand."

"Thomas does an outstanding job and even more importantly, he does it with a smile and great attitude."

"I could not do my job without Angela! She is always willing to support whatever is needed for a student, very flexible and extremely caring and warm-hearted."

"Without Linda's kindness and encouragement, I know many students would not shine during their educational journey at YC."

"Tim's personal commitment to quality is obvious in everything he does."

"Nate consistently goes above and beyond to serve our students and staff."

Keep up the great work!

www.yc.edu/ycsa

"It turns out that our brains are literally hardwired to perform at their best not when they are negative or even neutral, but when they are positive."

-Shawn Achor

March 2015 College Highlights

Foundation Studies

- **Tina Luffman**, English Professor on the Verde Valley Campus, has created an online version of our developmental reading course, and is offering it for the first time this spring. The online course offers a convenient solution to students who are unable to make face-to-face classes fit into their schedules. Developmental reading courses can be a great help to many first year students. It is a challenge to offer this class online because of the amount of reading that is required. However, Tina reports that the class is off to a good start, and that the students appreciate having this option available to them.
- **Laraine Herring**, Creative Writing Professor, taught her 3-day workshop: The Writing Warrior, for the 8th year in a row at the Kripalu Center for Yoga & Health in Massachusetts.

Laraine's essay, *Saving Scheherazade*, appeared in the Arizona State University Virginia G. Piper Creative Writing Center's blog as well as on themanifeststation.net.

Sciences, Health and Public Services

- Yavapai College's Radiology Technologist program has successfully been reaccredited for 8 years, the maximum accreditation term allowable. Director **Rich LeClair** and staff did an exceptional job of taking a brand new program and establishing a high level of quality that is recognized by their peers as a reputable education program.
- The latest YC cohort of eight (8) Radiology Technologist students has all been hired. Employer satisfaction surveys indicate a 100% satisfied or very satisfied responses.
- YC's latest Nursing class to complete the NCLEX (national boards to be awarded RN) had a 91% pass rate. The National Pass rate for NCLEX at the Associate level for 2014 was 79.26%.

Business, Education and Social Sciences

- **Joy D'Angelo**, Professor of Business and Fast-Track Management Program Director, reports that the Prescott Area Leadership Association has selected the Fast-Track Management Program to be the exclusive provider of leadership curriculum for PAL's Leadership Education days. The mission of Prescott Area Leadership is to develop and inspire individuals to contribute to the vitality and leadership of central Yavapai County, Arizona.
- **Dr. Jennifer Jacobson**, Professor of Sociology reports that she has one hundred SOC 101: Introduction to Sociology students volunteering in local schools. Students will each volunteer 10 hours over the course of the semester, so that's 1,000 service

hours helping children! Student volunteers spend time reading aloud, helping on the playground during recess, and helping children with homework during the after-school program.

- **Dr. Karly Way**, Professor of Sociology and Psychology spoke to the Phi Theta Kappa Northern Region Conference on "Thirteen Qualities of Exceptional Leaders" on Saturday, January 31st, and to the Verde Campus Biggest Losers Weight Loss Group on "Ayurveda, Yoga and Health," on Thursday, February 5th.

Computer Technologies and Instructional Support

- The college continues to review the two finalists for our new Learning Management Systems (LMS): Brightspace Desire to Learn (D2L) and Instructure Canvas. Several student forums have been conducted so our students can review each system and use an evaluation tool to rate the different features of a course such as interaction components, assessment features, gradebook, user friendliness, etc. In addition, several targeted forums have taken place in some of our face-to-face classes and online.
- The Teaching and eLearning Support Department is facilitating faculty evaluations for three lecture capture products that could consolidate a number of our existing video delivery systems into one.

Student Development

Outreach Events for Students in the Verde Valley Service Areas:

- Hosted over 250 8th graders from Cottonwood Oak Creek School District and Beaver Creek Middle School at Verde Campus for an introduction to college and YC offerings.
- During the month of March will be hosting Early College events at Verde Campus for over 300 Mingus and Camp Verde High School students.
- During the month of May will be hosting an Early College event for 100 Sedona Red Rock High School students.
- Dual enrollment orientations at all partner high schools.
- Discover Yavapai dates set for February 27th, March 26th, and April 18th.
- College Goal Monday at Mingus Union High School.
- University Transfer Day on February 25th.
- Presented Financial Aid night at Camp Verde and Mingus High Schools
- Individualized academic advising at Mingus, Camp Verde and Sedona Red Rock high schools.
- Visits to Camp Verde Library Teen Council for financial aid application assistance and admission process assistance.

Outreach Events for Students in Other County Service Areas:

- February and March – hosted over 400 Prescott High School and 100 Chino Valley High School students for Early College events.
- Financial Aid night at Bagdad High School, Mayer High School and Chino Valley High School.
- University Transfer Day on February 26th.

- College Goal FAFSA event.
- Visit to Prescott area Head Start Centers.
- Financial Aid night at CTEC.
- Bagdad High School Career Day.
- Dual enrollment Orientation at all partner high schools.
- Monument Valley College and Career Day
- Individualized academic advising provided on a monthly basis at Chino, Mayer, Tri-City Prep, Arizona Agribusiness and Equine Center (AAEC), and Ash Fork High Schools.
- Get Into Energy Expo at the Chino Valley Center.
- Working collaboratively with Prescott College and NAU on First Generation Conference for prospective and current students and parents for Yavapai County residents.
- Discover Yavapai Days set for February 20th, March 20th, April 10th, April 25th, and May 1st.

Presenter : Patricia McCarver

Start Time : 1:59 PM

Item No : 17

Proposed By : Patricia McCarver

Time Req : 20

Proposed : 1/15/2015

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 Provost and Vice President for Instruction and Student Development to Include the Following Areas: Faculty Senate; Verde Valley Campus Update; Update from Student Development; Academic Calendar for 2016-2017; Adjunct Faculty Newsletter; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

- Information regarding Faculty Senate - Vikki Bentz, Faculty Senate President
- Verde Valley Campus Update - James Perey, Executive Dean, Verde Valley Campus
- Update from Student Development Division- Tania Sheldahl, Dean of Student Development
- Academic Calendar for 2016-2017 - Attached - Information Only
- Adjunct Faculty Newsletter - Attached - Information Only

Attachments :

Title	Created	Filename
Faculty Senate March 2015.pdf	Feb 27, 2015	Faculty Senate March 2015.pdf
Student Development Division.pdf	Feb 27, 2015	Student Development Division.pdf
2016-2017 YAVAPAI COLLEGE ACADEMIC CALENDAR.pdf	Feb 27, 2015	2016-2017 YAVAPAI COLLEGE ACADEMIC CALENDAR.pdf
AA_Vol_4_Issue_7_February_2015.pdf	Feb 27, 2015	AA_Vol_4_Issue_7_February_2015.pdf

YC FACULTY SENATE/COMMITTEE ACTIVITIES

Mid-Spring 2015

Senate

- Students drop/add policy/procedures – working with Dr. Blacklaw to make sure policy facilitates student success and process is efficient for students, staff, and faculty.
- Working with Student Services in a proposed update to the Admissions policy 4.x
- Provided recommendations on 2016-17 academic calendar
- Recommendations forthcoming regarding sick leave policy and Dean Evaluations
- Emeritus Faculty committee sent out call for nominations with recommendations forthcoming.
- Faculty representative on H/R director search committee

Faculty Affairs

- Department Chair model progressing in partnership with Dr. Blacklaw.
- Proposal re: faculty load for low enrollment courses
- Workload policy and some associated forms: workload calculator, Faculty Service Matrix, Release Time Requests, etc.

Compensation – F/T and Adjunct faculty compensation/benefits discussions with administration.

SLOA/General Education – Mid-year *reporting/data analysis* and continuing work on process improvements.

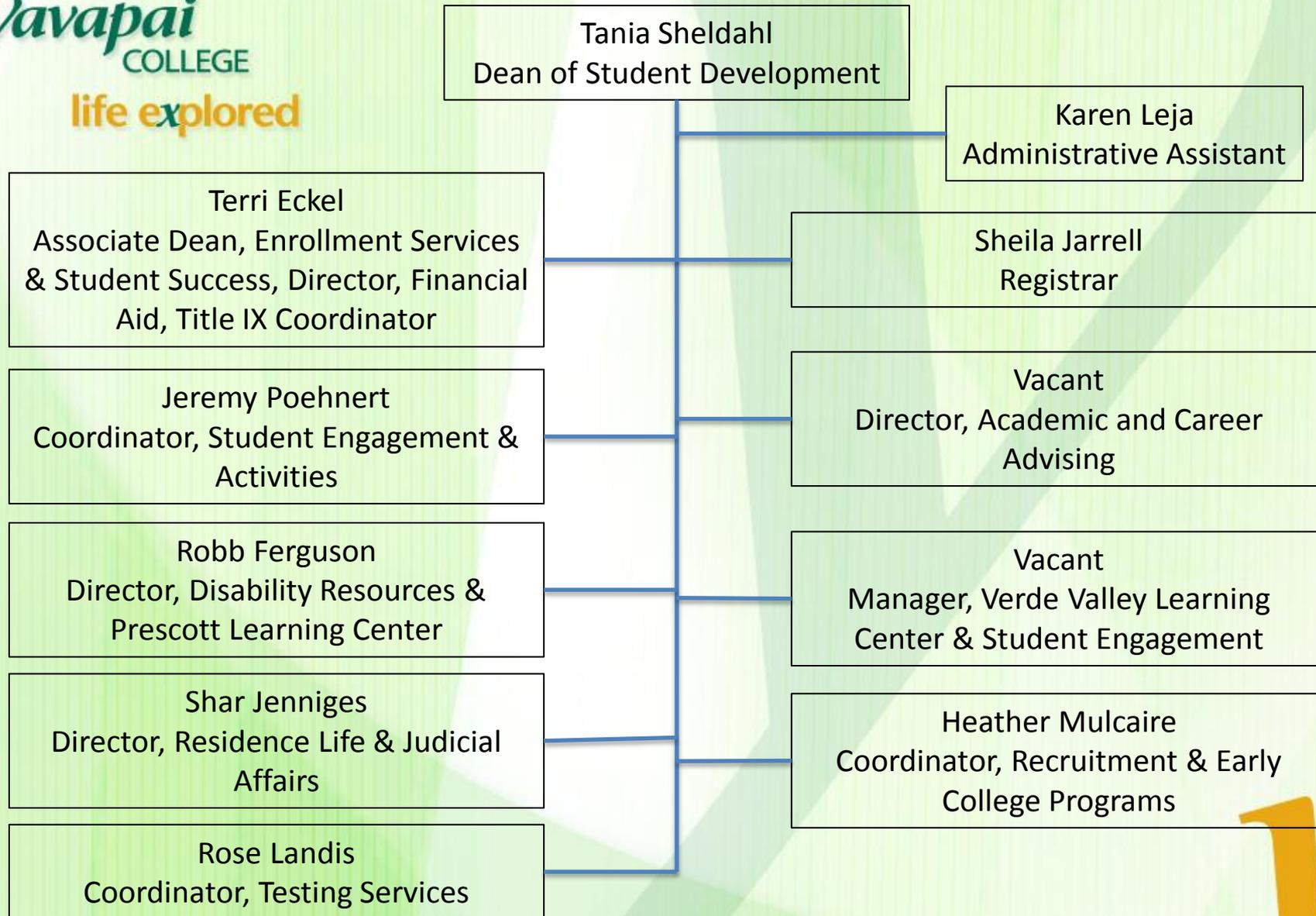
Curriculum – working on implementing new programs/*classes* (catalog) for upcoming term.

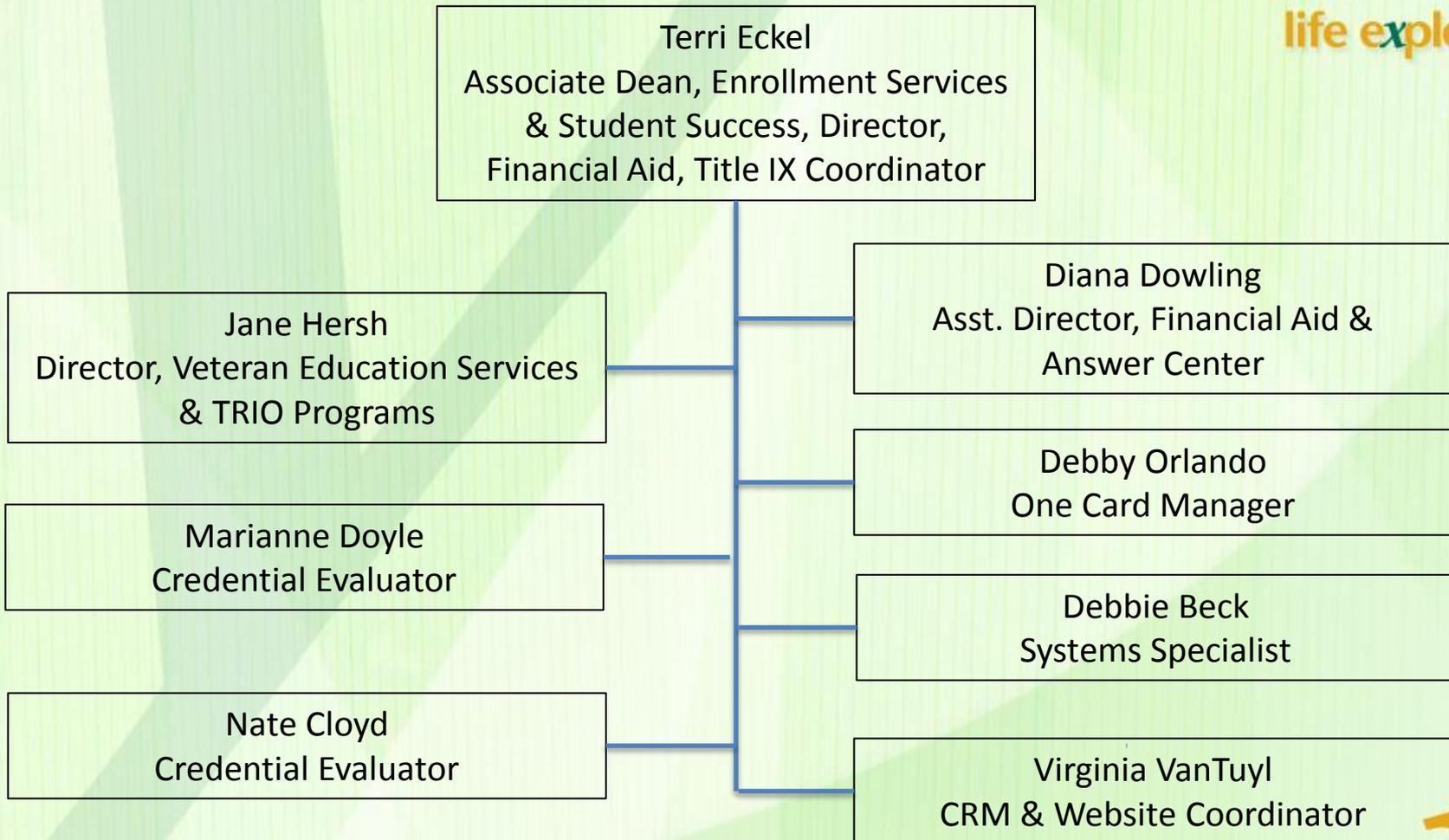
Developmental Education – *working* with Dr. Blacklaw on *institutional* support for Dev Ed.

Professional Growth – working on sabbatical process to increase efficiency and accountability and advocating for sustained funding during the budget process.

Probationary Faculty Review Oversight – working on process update document for senate approval before end of SP15 semester.

Standards - Verification of student identities, primarily an issue with online classes.





Student Affairs Student Services Student Development

What is the difference and what does it mean?

**YAVAPAI COLLEGE
2016-2017 ACADEMIC CALENDAR**

Fall Semester 2016: August 22 – December 9

Jump Start Session	August 8 – August 12
Convocation	August 15
Faculty Activities Week	August 15-19
Fall Regular Semester Begins	August 22
Labor Day Holiday (no classes, offices closed)	September 5
Veterans Day (no classes, offices closed)	November 11
Thanksgiving Holiday	November 23-26
Northern Arizona Regional Training Academy Completion Ceremony	December 8
Fall Regular Semester Ends	December 9
Nursing Pinning Ceremony	December 9
Final Grades Due to Registrar	December 15

Holiday Break - Offices Closed

Wednesday, December 21, 2016 – Tuesday, January 3, 2017

Spring Semester 2017: January 17 – May 5

Jump Start Session	January 4–January 10
Convocation	January 11
Faculty Activities Week	January 11-13
Martin Luther King Day Holiday (no classes, offices closed)	January 16
Spring Regular Semester Begins	January 17
Spring Break (no classes, offices closed)	March 5-11
Northern Arizona Regional Training Academy Completion Ceremony	May 4
Spring Regular Semester Ends at 3:00 PM	May 5
Verde Valley Graduation	May 5
Prescott Graduation	May 6
Nursing Pinning Ceremony	May 6
Final Grades Due to Registrar	May 11

Summer Session 2017: June 5 – July 28

Summer Session begins	June 5
Independence Day Observed (no classes, offices closed)	July 4
Summer Session Ends	July 28
Final Grades Due to Registrar	Aug 3



Upcoming Adjunct Faculty Events:

- Feb. 10- Tues.; 12:00 Noon - 1:30 *Collaborate* Online Meeting - All campuses
- Feb. 11; Weds.; Noon - 1:30 pm; Prescott Small Group Meeting; GIFT Center 3-105
- Feb. 17; Tues.; 3:00-4:30 pm; Prescott Small Group Meeting; GIFT Center 3-105
- Feb. 19; Thurs.; 3:00 - 4:00 pm; *Collaborate* Online Meeting - Verde
- Feb 20; Thurs.; Noon-1:30 pm; *Collaborate* Online Meeting Prescott /Prescott Valley.
- Feb 20; Friday; Noon-1:30 pm; Full Verde AF Meeting; M-203; HR
- March 6; Friday; 5:30 - 7:30 pm; Prescott Full AF Meeting; Bldg. 1, Rm 200; Strat. Planning

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



YOUR REACTION
MAKES THE DIFFERENCE.

START BY  **believing**
startbybelieving.org

SUPPORT SURVIVORS OF
SEXUAL VIOLENCE

WEDNESDAY, FEBRUARY 4
Yavapai College Prescott Campus
Community Room, Building 19

MONDAY, FEBRUARY 16
Yavapai College Verde Valley Campus
Community Room, Building M

11:30-1:30
Make a commitment to support survivors of sexual violence

1:15-1:30
Proclamation by President Penny Wills

For more information contact Penny Deakin, penny.deakin@yc.edu



startbybelieving.org

Spring 2015

Feb. 4 - Start by Believing; Prescott Campus; Bldg. 19 Community Room; 11:30 am - 1:30 pm

Feb. 6 - First Friday - Sign up for some great workshops on the [YC Training Site](#)

Feb 7 - College Goal FAFSA - 2:00 - 4:00 pm; Prescott; See page 2

Feb. 14 - Valentine's Day !

Feb. 16 - Start by Believing; Verde Valley Campus; Bldg. M Community Room;

Feb. 25 - FTSE Day! Details

Feb. 25- University Transfer Day - Verde Valley Campus; 0:00 am -1:00 pm; Bldg. M

Feb. 26 - University Transfer Day-Prescott Campus; 10:30 am - 1:30 pm; Bldg. 19, Community Room

[Link to Academic Calendar](#)



It's Valentines Day ~ Smooch your Pooch!

(Dr. Penny & Burrito)



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

Faculty Support Page -

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

Manage Enrollment

- Please access your rosters at least once a week throughout the semester.
- Withdraw students who have quit attending/participating.

Withdraw Students

This is required by federal financial aid and VA regulations.

- Withdraw students who have quit attending/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

FTSE: Full-time student enrollment verification

This is required by the State of Arizona Auditor General's Office.

- FTSE calculations are completed every semester on the 45th day.
- **FTSE date for Spring: February 25**

If you monitor rosters weekly and report no shows & students who quit participating, completing your FTSE roster on February 25 will be simple. Do not wait until then to withdraw students who have quit attending or participating!

Watch for FTSE Details and reminder!

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

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



The 19th Annual College Goal FAFSA

**Saturday, February 7
2:00 - 4:00 pm**

Community Room (19-147) - Prescott campus. This event is free and open to all prospective and continuing students of any institution.

For what to bring, or for additional info, contact Adrienne Rodriguez at 928-776-2081 or adrienne.rodriguez@yc.edu. To learn

Check out the new Library Displays at <http://beyondthewall.yc.edu>.



Meet Jim Voska— Career Coach – CTEC Adjunct Faculty, Career & Personal Development

“While driving back to Kansas City, after a short holiday in North Western Iowa in September 2012, I asked my wife if we could live anywhere, where would we move. After establishing a criteria of what a community would need to have, we narrowed it down to five areas around the country, mostly in the West. I then started a systematic search for positions in those areas and Yavapai College had the position and location that met our needs. Fortunately, I had what YC needed for their technical programs.” Jim made the move to Prescott in April, 2013.

Jim is a Career Coach for Career & Technical Education (CTEC), and Adjunct Faculty in Career & Personal Development, CPD 104. Jim also teaches Business Communication and Service Industry Management & Business Ethics for NAU/Yavapai, and Non-verbal communication workshops for Business Management classes for Embry-Riddle Aeronautical University,

Jim has had a very varied career: from Management Theory & Practices at Webster University, to Institute for Workforce Innovation, to Employment Development Coordinator for Technical Programs, to Non-verbal Communication, Jim seems to have always been involved in in career development, communication, and technical programs.

We're really glad he chose this part of the world and Yavapai College!

UniversityTransferDay

It's time to plan ahead! Students meet university representatives about transfer opportunities

Verde Valley Campus

Wednesday Feb. 25 @ 10:00 am - 1:00 pm [YC Transfer Resources](#)
Bldg. M Lobby & Community Room
601 Black Hills Drive / Clarkdale, AZ 86324

- VERDE VALLEY 928-634-6510



Prescott Campus

Thursday, Feb. 26 @ 10:30 am - 1:30 pm
Bldg. 19 Lobby & Community Room
1100 E. Sheldon / Prescott, AZ 86301

- PRESCOTT 928-776-2106

Please tell your Students to come with questions!

Financial Aid Update February 2015 . . . Diana Dowling

Happy February! Financial aid made the 1st disbursement of the Spring semester on January 23rd for those students who began classes on 1/12. Disbursement went very well! We will continue to disburse funds throughout the semester for late start classes.



No Shows and Students who Stop Participating

At the end of the Fall semester, we had quite a few students who were not withdrawn from a class they stopped attending. As a result, Yavapai College had to return approximately \$38,000 back to the Department of Education in January. (Not all of this was due to faculty reporting!) It's vital that faculty continue to report no shows and students who stop participating throughout the semester. Students are required to earn their financial aid, and if they stop attending they have not earned their entire portion. 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.**

The Answer Center and Financial aid are happy to help in any way we can. If your students have questions regarding financial aid, registration, veterans benefits we are here to help! Send them to the Answer Center at the Prescott and Verde campuses! [Financial Aid Website Link](#)

Presenter : Patricia McCarver

Start Time : 2:19 PM

Item No : 18

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 1/15/2015

Item Type : Information Item

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

Description : Quarterly Update from Yavapai College Advancement Division to Include: Fund Raising Update; Framing the Future; Scholarship Reception; SWC Fund Raiser, Javelina Leap; Plant a Vine Day; Regional Economic Development Center - INFORMATION AND/OR DISCUSSION

Details : Mr. Steve Walker, Vice President for College Development and Foundation will update the Board on:

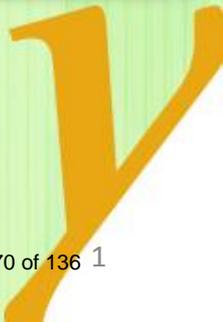
- Semi-Annual Fund Raising Update
- Framing the Future - March 30, 2015
- Scholarship Reception - April 11, 2015
- SWC Fund Raiser, Javelina Leap - April 16, 2015
- Plant a Vine Day - May 2, 2015
- Regional Economic Development Center - Alex Wright, Director

Attachments :

Title	Created	Filename
Foundation Presentation.pdf	Feb 26, 2015	Foundation Presentation.pdf
Framing the Future.pdf	Feb 26, 2015	Framing the Future.pdf
Scholarship Reception.pdf	Feb 26, 2015	Scholarship Reception.pdf
Plant-a-Vine postcard.pdf	Feb 26, 2015	Plant-a-Vine postcard.pdf
DGB REDC 3 4 15.pdf	Feb 26, 2015	DGB REDC 3 4 15.pdf



*Most Philanthropic Business
Healthy Prescott Business Award
Prescott Chamber of Commerce*





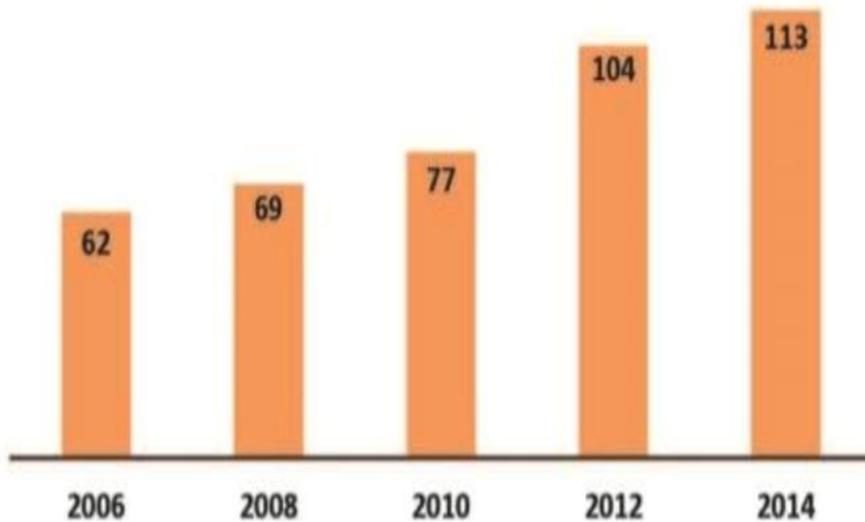
Verde River Kayak trip, lower Tapco to Tuzigoot

**Andrea
Skinner Living
Trust**

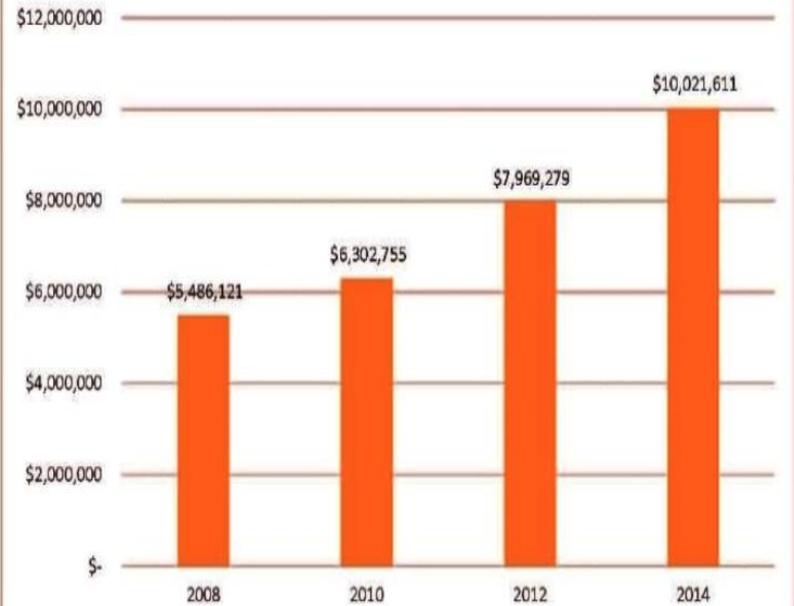


Yavapai College Foundation Annual Report 2013-2014 Endowed Scholarships

Number of Endowed Student Scholarships

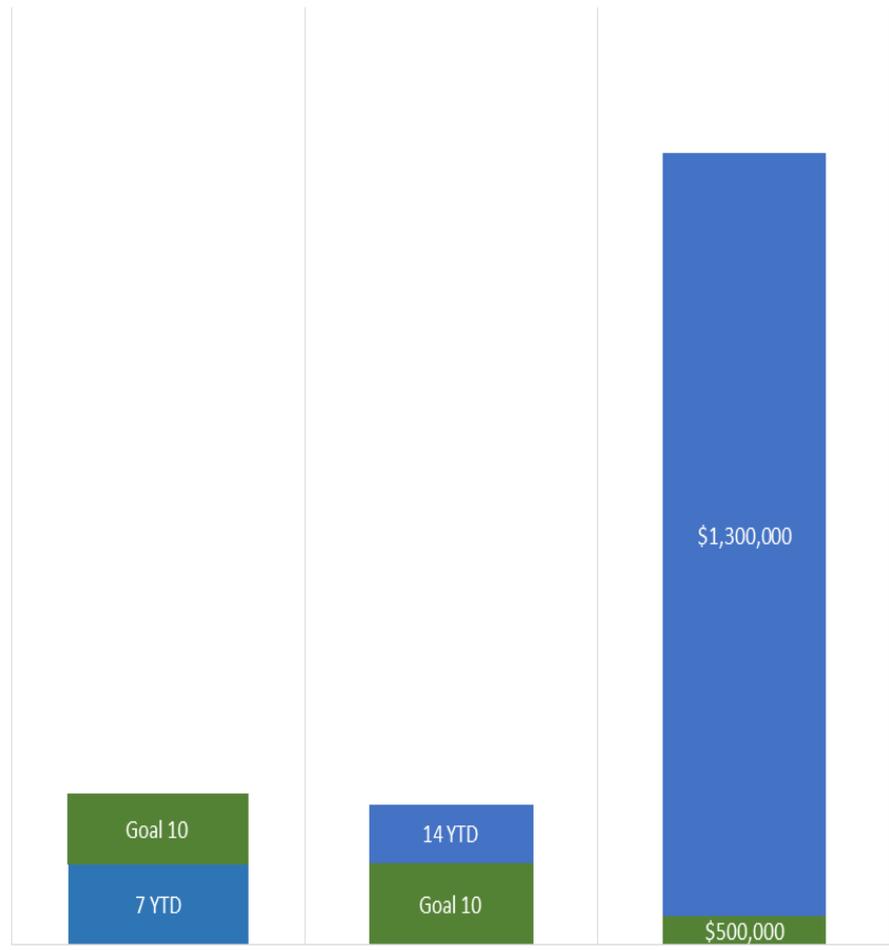


Growth of Endowment



**YEAR-TO-DATE PROGRESS
FIRST 6 MONTHS FY2015**

www.yc.edu/ycf



 FY2015 Goals

 Actual YTD Results

**ENDOWED
SCHOLARSHIPS**

**LEGACY LEAGUE
MEMBERS**

LEGACY PIPELINE

You are cordially invited to attend the



A Benefit for the
Del E. Webb Family Enrichment Center

**Monday, March 30, 2015
at 10:30am**

Yavapai College Performing Arts Center

Children's Program, Luncheon and Silent Auction

Donation: \$75 per person
Purchase online at www.yc.edu/framingthefuture

For more information contact
Janice Soutee
janice.soutee@yc.edu or 928.776.2025

Please join us in supporting the good work of the Del E. Webb Family Enrichment Center by attending the Framing the Future Luncheon. The luncheon will include a musical performance by the children who attend the FEC, a delectable lunch, and a silent auction featuring children's art work, as well as other donated items. Those attending will have the chance to see the powerful learning that takes place in FEC classrooms through a short video presentation.

You are cordially invited
to attend the 5th Annual
Yavapai College Foundation

Scholarship Reception

Join us as we honor our Scholarship Donors, celebrate our YCF Scholarship programs and the impact that has been made in the lives of our Scholarship Recipients.

Saturday, April 11, 2015 at 10:00 AM

Susan N. Webb Community Room
Yavapai College
1100 East Sheldon Street
Building 19
Prescott, AZ 86301

Brunch will be served.

Please R.S.V.P. by March 31, 2015
to (928) 776-2025 or
email: foundation@yc.edu





*4th Annual
Yavapai College
Plant-a-Vine (yard)*

SATURDAY
MAY 2
8AM - 2PM

Yavapai
COLLEGE



YAVAPAI COLLEGE VERDE VALLEY CAMPUS

4th Annual
Yavapai College
Plant-a-Vine (yard)

SATURDAY
MAY 2
8AM - 2PM

Yavapai
COLLEGE

YAVAPAI COLLEGE FOUNDATION
1100 E Sheldon St PMB 6904
Prescott AZ 86301-3297



Non-Profit Org
US Postage
PAID
Prescott AZ 86301
Permit #125

Yavapai College celebrates our fourth year of planting grape vines in the student-run vineyard on the Verde Valley Campus in Clarkdale.

Be a part of it!

Join individuals, business, community, and government leaders from all over the region for this day of community service and fun.

Registration:

Individuals and community teams may reserve their check in time starting at 8 am. You may plant for as long as you like until 2 pm.

Registration Deadline:

April 30th, 2015

What to Bring/Wear:

Light-colored clothing, long pants, long-sleeved shirt, closed-toed shoes, hat, sunscreen, and if you have them, gloves and gardening trowel.

Water and snacks will be provided.

Please bring your own personal water bottle.

Where to Meet:

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

Please arrive 10 minutes before your volunteer shift starts.

**For more information: (928) 776-2359 or
www.yc.edu/plantavine**

YC 177-15

Register today!
www.yc.edu/plantavine

Yavapai College Regional Economic Development Center Objectives



The objective of the REDDC is to facilitate economic development across Yavapai County by providing services for business attraction, expansion, retention, and entrepreneurship. In order to provide the greatest benefit to regional economic development in Yavapai County, the REDDC will focus on activities that:

Yavapai College Regional Economic Development Center Objectives



1. Support collaboration among regional economic development organizations to leverage resources and increase capacity for regional development.
2. Support regional business development with services that assist entrepreneurs and support business expansion and retention.

Yavapai College Regional Economic Development Center

Objectives *(continued)*



3. Provide a contextually based, skilled workforce to meet the needs of regional employers.

4. Respond to the unique economic development challenges that exist in the region.

Yavapai College Small Business Development Center 2014 Economic Impact

New Jobs	71
Jobs Retained	9
Sales increase	\$1.141 million
New Capital Formation	\$2.248 million
Long Term Clients	73
Business Start-Ups	72
Educational Events	28
Event Attendees	252

Yavapai College Regional Economic Development Center Verde Valley Analysis

Verde Valley Broad Band Analysis \$5000

- ❖ **Demographics, Geography, Geology**

Verde Valley Labor Demand Analysis \$18,500

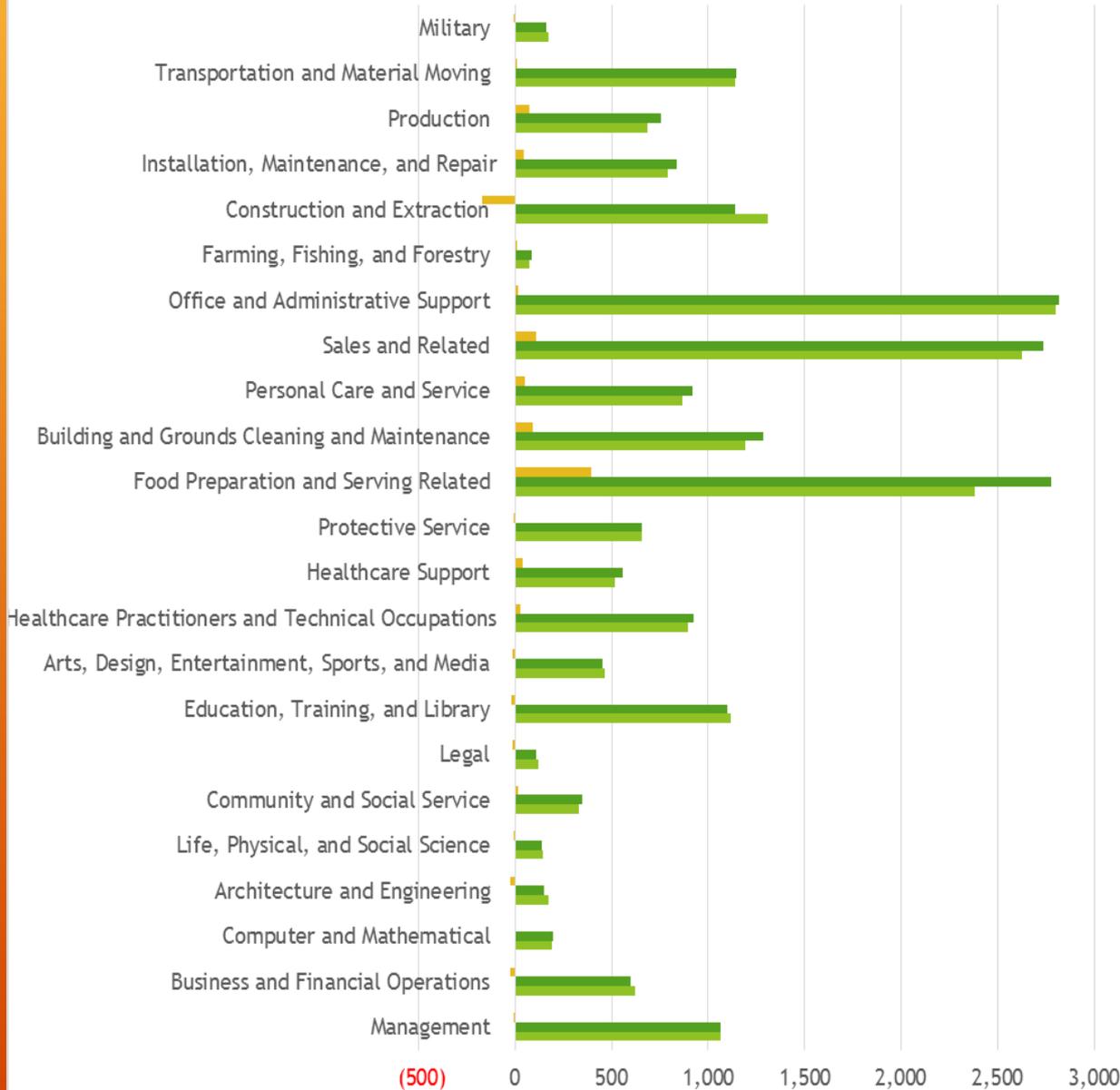
- ❖ **Occupational Trend Analysis**
 - ❖ **Traditional Labor Market Information**
 - ❖ **Real-time Labor Market Information**

Yavapai College Regional Economic Development Center Verde Valley Analysis

- ❖ **Industry Sector Analysis**
 - ❖ **19 Industry Sectors**
- ❖ **Qualitative Inquiry**
 - ❖ **Workforce Development Roundtables**
 - ❖ **Individual Interviews**

Change in Jobs Over 5 Years

■ 2010 - 2014 Change ■ 2014 Jobs ■ 2010 Jobs



Presenter : Patricia McCarver

Start Time : 2:34 PM

Item No : 19

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 1/15/2015

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.	558881

Description : MONITORING REPORTS - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:34 PM

Item No : 20

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 1/15/2015

Item Type : Monitoring & Decision

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

Description : Receipt of the President's Monitoring Report - Executive Limitation 2.3.4 - Real Property - MONITORING, DISCUSSION, AND/OR DECISION

Details :

2.3.4 Real Property

The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.

2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property Pursuant to A.R.S. §15-1444(B)(2), the Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the College without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.

The President shall not enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year without Board authorization.

2.3.4.2 Improvements to Leased Property

The President shall not make improvements to any real property, structure, or land leased by the District without notifying the Board; any lease improvements over \$10,000 requires the Board's approval.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.3.4, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3.4.

2. If Board intends to not accept Monitoring Report:

- If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.3.4 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.3.4. I move that the President provide the Board with a new Monitoring Report for Policy 2.3.4 [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 2.3.4 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.3.4. I move that the President provide the Board with a new Monitoring Report for Policy 2.3.4 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
2.3.4 Monitoring Report Executive Limitations Policy 0215.pdf	Feb 20, 2015	2.3.4 Monitoring Report Executive Limitations Policy 0215.pdf
2.3.4.1 Monitoring Report Executive Limitations Policy.pdf	Feb 20, 2015	2.3.4.1 Monitoring Report Executive Limitations Policy.pdf
2.3.4.2 Monitoring Report Executive Limitations Policy 0215.pdf	Feb 20, 2015	2.3.4.2 Monitoring Report Executive Limitations Policy 0215.pdf

**President’s Monitoring Report
Executive Limitations 2.3.4 – Real Property
March 2015**

Executive Limitations 2.3.4 – Real Property

The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.

President’s Interpretation:

Real property is defined as land, facilities, and critical equipment that could have material impact on the effective operations of the College (e.g., computer systems, heating and cooling systems, utilities.) As such, all purchases, encumbrances, dispositions, and replacements must be part of the annual budget process. Likewise, as good stewards of public funds, the College will maintain proper care of such real property for the projected life of such materials.

Supporting Evidence:

Source: Banner Finance



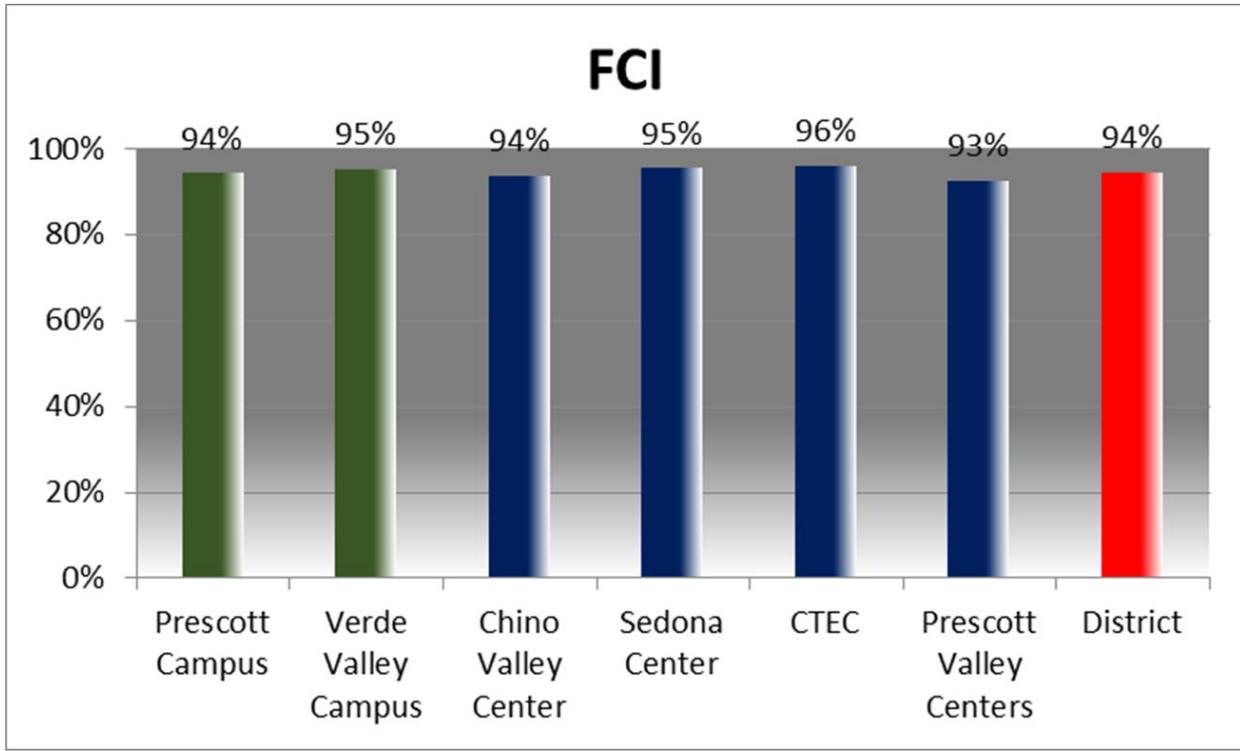
With Board-approved financing and Board-approved budgets, the College is actively making capital improvements, purchasing equipment, and performing unplanned and planned maintenance to its facilities.

Category	Approved Budget	
Unplanned Maintenance	\$ 500,000	FY2014-15 Adopted Budget - Unplanned Maintenance
Preventative Maintenance	3,020,000	FY2014-15 Adopted Budget - Preventative Maintenance
Capital Improvement Projects	6,781,900	FY2014-15 Adopted Budget - CIP
Equipment	2,309,000	FY2014-15 Adopted Budget - Equipment
Total	\$12,610,900	

Highlights

- With Board approval, the college acquired a four acre parcel of land surrounding the YC Sedona Center in exchange for cash and a 5 acre parcel in the Sedona Cultural Park which had been owned by the college. The transaction was finalized in August of 2014.
- YC adheres to the philosophy that preventative maintenance will extend the useful life of the assets and lower the Total Costs of Ownership. Preventative Maintenance investments are keeping District facilities 95% “like new”. (See below)
- Capital Improvement Projects are informed primarily by the Campus Master Plan, and are designed to ensure effective teaching and learning spaces.
- YC re-invests in equipment to ensure employees have the tools needed to remain productive and students gain marketable skills relevant to the modern workforce.

Planned and Unplanned Maintenance



President's Conclusion:

I report compliance.

**President's Monitoring Report
Executive Limitations 2.3.4.1
Lease Limits and Delegation of Lease Authority for Real Property
March 2015**

Executive Limitations 2.3.4.1 - Lease Limits and Delegation of Lease Authority for Real Property

Pursuant to A.R.S. §15-1444(B)(2), the Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the College without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.

The President shall not enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year without Board authorization.

President's Interpretation:

The President has received authority from the Board to enter into leases for Real Property (See 2.3.4). It is expected that the President keep the Board informed of such leases and ensure the legal and proper execution of said leases. This granted authority is limited in terms of duration (one year or less) and fiscal amounts (\$200,000 or less). All leases of a longer period and/or exceeding \$200,000 must have Board approval.

Supporting Evidence:

Source: District Records
Schedule of Leases - attached



The College has nine leases for real property, about half of which the College is the lessor. All of the leases are below the \$200,000 annual threshold and most of the leases allow for renewals. Below is listing of all the leases and includes lessor/lessee, a description, start and end dates, renewal information, and annual cost.

[Lease Schedule](#)

No new leases with a lease term of greater than one year or exceeding \$200,000 have been entered into for the period March 1, 2013, through February 28, 2014.

President's Conclusion:

I report compliance.

**President's Monitoring Report
Executive Limitations 2.3.4.2 - Improvements to Leased Property
March 2015**

Executive Limitations 2.3.4.2 – Improvements to Leased Property

The President shall not make improvements to any real property, structure, or land leased by the District, without notifying the Board; any lease improvements over \$10,000 require the Board's approval.

President's Interpretation:

The President is expected to keep the Board informed of any improvements to any leased real property, facilities, or land. Improvements to such leased property, when exceeding \$10,000 must be approved by the Board. This fiscal limit relates to major improvements, but not repairs of existing leased property.

Supporting Evidence:

Source: District Records



The College leases property from several public and private entities as seen on the below chart. For the period March 1, 2014, through February 28, 2015, no real property improvements greater than \$10,000 have been made.

Lessor	Lessee	Description	Improvements Over \$10,000
Yavapai College Foundation	Yavapai College	Facilities	No
Town of Prescott Valley	Yavapai College	PV Library – Academic Library Suite (2 nd Floor) – provide services to NAU/YC staff/students	No
Mayer Unified School District	Yavapai College	Tech Bldg at Mayer HS	No
Town of Chino Valley	Yavapai College	50 Acres of property adjacent to YC's 30-acre campus	No

President's Conclusion:

I report compliance.

Presenter : Patricia McCarver

Start Time : 2:39 PM

Item No : 21

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 1/15/2015

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:</p>	560664
3.5	<p>The Chair's role is to ensure the integrity of the Board's process and to represent the Board to outside parties.</p>	396950

Description : Receipt of Board Self-Evaluation - Governance Process Policy 3.5 - Board Chair and Other Officer Roles - MONITORING, DISCUSSION, AND/OR DECISION

Details : Policy 3.5 - The Chair's role is to ensure the integrity of the Board's process and to represent the Board to outside parties.

3.5.1 Job Output

The job output of the Chair shall be to see that the Board behaves consistent with its own policies and those legitimately imposed upon it from outside the organization.

3.5.1.1 Meeting Discussion Content

Meeting discussion content shall be those issues which, according to Board Policy 3.4.3.2, clearly belong to the Board to decide, not the President.

3.5.1.2 Deliberation

Deliberation shall be timely, fair, orderly, and thorough, but also efficient, limited to time, and kept to the point.

3.5.1.3 Behavior

The Chair shall ensure that any violations of the Board's policies concerning individual and group behavior are addressed promptly and in an appropriate manner.

3.5.2 Chair Decision Authority

The Chair has the authority to make all decisions that fall within any reasonable interpretation of the Board's Governance Process and on the Board-President Linkage policies. The Chair does not have the authority to make decisions that fall within the Board's Ends or Executive Limitations policies. Therefore, the Chair has no authority to supervise or direct the President.

3.5.2.1 Chairing Meetings

The Chair is empowered to chair Board meetings with all of the commonly accepted power of that position (e.g., ruling, recognizing) using the Roberts Rules of Order as a guide for running meetings.

3.5.2.2 Outside Parties

The Chair shall represent the Board to outside parties in announcing Board-stated positions and in stating Chair decisions and interpretations within the area delegated to her or him.

3.5.2.3 Delegation of Authority

The Chair may delegate his or her authority at any time, but remains accountable for its use. The Yavapai College District Governing Board members hereby delegate to the Chair or his or her designee the authority to sign on behalf of the Board and/or Yavapai College such documents as have been approved by the Board at a legal meeting.

3.5.3 Board Chair's Role in Monitoring

The Chair shall ensure the conduct of Board self-evaluation in accordance with Policy 3.1.4.

3.5.4 Secretary

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.

3.5.5 Board Liaisons

All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are:

- 1) Foundation Liaison
- 2) AADGB Representative
- 3) Board Spokesperson

3.5.5.1 Board Spokesperson

The Spokesperson is the formal conduit for the Board and is responsible for communicating as the Board representative with the public and the media - newspaper, radio, television, etc. The Spokesperson shall speak with one voice on behalf of the Board, instead of communicating his or her personal views on matters. If appropriate in the Chair's judgment, the Chair may designate at any time

another Board member to serve as an adjunct Spokesperson on a specific matter or matters or for a specific period of time.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:44 PM

Item No : 22

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 1/15/2015

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.4	Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations. Accordingly:	429156

Description : Receipt of Board Self-Evaluation - Board/President Linkage Policy 4.4 - Monitoring President Performance - MONITORING, DISCUSSION, AND/OR DECISION

Details : Policy 4.4 - Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations.

Accordingly:

4.4.1 Monitoring Reports

The President shall submit monitoring reports required by the Board in a timely, accurate, and understandable fashion, using acceptable benchmarks and data, which directly address the provisions of the Board policies being monitored.

4.4.2 Methods

The Board shall acquire monitoring data by one or more of three methods: (a) by internal report, in which the President discloses compliance information to the Board, (b) by external report, in which an external, disinterested third party selected by the Board assesses compliance with Board policies, and (c) by direct Board inspection, in which a designated member or members of the Board assess compliance with the appropriate policy criteria.

4.4.3 Standard for Compliance

In every case, the standard for compliance shall be any reasonable President interpretation of the Board policy being monitored.

4.4.4 Schedule

All policies which instruct the President shall be monitored at a frequency and by a method chosen by the Board. The Board shall monitor any policy at any time by any method, but shall ordinarily depend on a routine schedule, following the monitoring schedule in the Board's Annual Agenda Calendar.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:49 PM

Item No : 23

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 1/15/2015

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
3.4.4	President Monitoring Reports are produced in accordance with the Board's Annual Agenda Calendar. Board members shall be given the opportunity for individual review of the reports in advance of the relevant Board meeting before formal review at the next available meeting when there shall be the opportunity to collectively discuss what is being evaluated and share comments.	561404

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

Details : The Board will review the process and resources to be used to effectively analyze the President's job performance during FY 2014-2015. The following suggested resources will be presented at the May 19, 2015 meeting for completion and evaluation at the June 9, 2015.

- Annual Self Evaluation Summary from the President - will be submitted prior to evaluation
- Summary of Monitoring Reports (as submitted according to the 2014-2015 Board's Agenda Planning Calendar)
- The President's Annual Performance Evaluation

Attachments :

Title	Created	Filename
President's Summary of Performance - Sample.pdf	Feb 17, 2015	President's Summary of Performance - Sample.pdf
Summary of President's Monitoring Reports.pdf	Feb 17, 2015	Summary of President's Monitoring Reports.pdf
Board's Evaluation and Comments for the President.pdf	Feb 17, 2015	Board's Evaluation and Comments for the President.pdf

May X, 20XX

TO: Members of the District Governing Board

FR: President Penelope H. Wills

RE: 20XX President's Summary of Performance

My year as President of Yavapai College has been

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

Student Success.

Economic Development.

Social and Cultural.

Examples of Activities that meet various Ends Statements.

Summary of Presidents Monitoring Reports for July 2014 – May 2015

Below is a summary of the President's Ends and Executive Limitations Monitoring Reports for the 2014-2015 fiscal year that were scheduled and presented per the Board's Agenda Planning Calendar.

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

Summary of Presidents Monitoring Reports for July 2014 – May 2015

Executive Limitation	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p>2.1.2 Treatment of Students – The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices or best practices that ensure a college-wide focus on student success.</p>		
<p>2.2 Compensation and Benefits – The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.</p>		
<p>2.3 Financial Management – The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends' priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.</p>		
<p>2.3.1 Budget Deviations – The President shall not fail to promptly inform the Board when there are materially significant deviations from the budget. Report Monthly.</p> <p><i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Transfers & Other Expenditures.</i></p>		
<p>2.3.2 Reserves – The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1million without specific Board authorization and a realistic recovery plan. Report Monthly.</p> <p><i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Revenues and Expenditures.</i></p>		
<p>2.3.3 Certification Financial Records – The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.</p>		
<p>2.3.4 Real Property – The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.</p>		

Summary of Presidents Monitoring Reports for July 2014 – May 2015

Executive Limitation	Date of Report/ President's Conclusions	Board Conclusions and Comments
<p>2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property – Pursuant to A.R.S. §15-1444(B)(2), the Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the college without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board. The President shall not enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year without Board authorization.</p>		
<p>2.3.4.2 Improvements to Leased Property – The President shall not make improvements to any real property, structure, or land leased by the District without notifying the Board; any lease improvements over \$10,000 requires the Board's approval.</p>		
<p>2.4 Asset Protection - The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.</p>		
<p>2.5 Communication and Support to the District Governing Board – The President shall not permit the Board to be uninformed, misinformed, or unsupported in its work.</p>		
<p>2.5.1 Compliance – The President shall not fail to advise the Board, if in the President's opinion, the Board is not in compliance with one or more of its own policies particularly in cases where Board behavior is detrimental to the working relationship between the Board and the President.</p>		



Board Member

Part I – Ends Performance

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

1. Ends

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

The following Ends are listed in priority order.

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

Comments

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

Performance Description	Performance Rating		
1.2 Economic Ends	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs.			

Comments

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

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

Comments

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

Part II – Executive Limitation Performance

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

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

Comments

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

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

Comments

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

Comments

Performance Description	Performance Rating		
2.1.2 Treatment of Students –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices or best practices that ensure a college-wide focus on student success.			

Comments

Performance Description	Performance Rating		
2.2 Compensation and Benefits –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President will not allow employment, compensation, or benefit practices that are illegal, unethical, in violation of college policies or best practices, or incur unfunded liabilities or imply permanent or guaranteed employment.			

Comments

Performance Description	Performance Rating		
2.3 Financial Management –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not allow annual financial planning and budgeting that deviates materially from the Board’s Ends’ priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.			

Comments

Performance Description	Performance Rating		
2.3.1 Budget Deviations –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
The President shall not fail to promptly inform the Board when there are materially significant deviations from the budget. Report Monthly. <i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Transfers & Other Expenditures.</i>			

Comments

Performance Description	Performance Rating		
2.3.2 Reserves –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
<p>The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1million without specific Board authorization and a realistic recovery plan. Report Monthly. <i>This monitoring report aligns with the Consent Agenda: Receipt of Report on Revenues and Expenditures.</i></p>			
<u>Comments</u>			
Performance Description	Performance Rating		
2.3.3 Certification Financial Records –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
<p>The President shall not fail to assure the accuracy of financial records and require certification by the Chief Financial Officer as a part of the audit process.</p>			
<u>Comments</u>			
Performance Description	Performance Rating		
2.3.4 Real Property –	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
<p>The President shall not acquire, encumber, or dispose of real property; neglect the replacement of critical equipment; nor unnecessarily defer maintenance and repairs on the facilities and infrastructure throughout the District without Board authorization.</p>			
<u>Comments</u>			

Performance Description	Performance Rating		
2.3.4.1 Lease Limits and Delegation of Lease Authority for Real Property	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
<p>Pursuant to A.R.S. §15-1444(B)(2), the Board hereby delegates to the College President the authority to enter into leases for real property either as lessor or lessee on behalf of the college without the need for the Board to approve such leases before they are effective. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.</p> <p>The President shall not enter into any lease agreement for more than one year in duration or that exceeds \$200,000 per year without Board authorization.</p>			

Comments

Performance Description	Performance Rating		
2.3.4.2 Improvements to Leased Property	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
<p>The President shall not make improvements to any real property, structure, or land leased by the District without notifying the Board; any lease improvements over \$10,000 requires the Board's approval.</p>			

Comments

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

Comments

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

Part III– Review Details

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

2014-2015 Achievements

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

2014-2015 Recommendations

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

Presenter : Patricia McCarver

Start Time : 3:04 PM

Item No : 24

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 1/15/2015

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.	558881

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:14 PM

Item No : 25

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 1/15/2015

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.	558881

Description : POLICY ISSUES - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 1/15/2015

Start Time : 3:14 PM
Time Req : 30
Item Type : Policy & Decision

Item No : 26

Policy No.	Description	Ref No
2.3	The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends' priorities, jeopardizes financial solvency, fails to be part of a multi-year strategic management plan, or violates applicable statutes.	560658

Description : For Consideration for Approval of Proposed Tuition and Fees for Fiscal Year 2015 - 2016 - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Dr. Clint Ewell, Vice President of Finance and Administrative Services, will present the FY 2015 - 2016 Proposed Tuition and Fees. The changes to the FY 2015-2016 Tuition and Fees were developed with input from Administration, Deans, and Finance staff.

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 1/15/2015

Start Time : 3:44 PM
Time Req : 10
Item Type : Policy & Decision

Item No : 27

Policy No.	Description	Ref No
3.7.1	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.	560683

Description : District Governing Board Budget Proposal for FY 2015-2016 - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Duane Ransom, Assistant Director of Budgeting, will present the District Governing Board budget history from FY 2010 through 2015 and a proposed budget for the next fiscal year 2015-2016.

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 2/13/2015

Start Time : 3:54 PM
Time Req : 0
Item Type : Heading

Item No : 28

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.	558881

Description : BOARD EDUCATION/STRATEGIC THINKING AND PLANNING -
HEADING

Details :

Attachments :
No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 2/13/2015

Start Time : 3:54 PM
Time Req : 10
Item Type : Board Education

Item No : 29

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.	558881

Description : For Consideration for Revision - Governance Process - Policy 3.1.1.1 -
Open Meeting Law and Policy 3.3.2.3 - Acceptance of Employment -
INFORMATION, DISCUSSION, AND/OR DECISION

Details :

Per request at the February 3rd Board Retreat, Board Attorney, Lynne Adams, has drafted wording for Policy 3.1.1.1 as follows:

Proposed Operational Interpretation for Policy 3.1.1.1:

1. Board members will take legal action on matters only at a properly-noticed Board meeting and only when the matters are specifically included on the agenda.
2. To avoid inadvertent violations of the Open Meeting Law:
 - a. When communicating with a quorum of the Board by email, College staff shall blind-copy the Board members to remove the possibility that a Board member will reply to all of the addressees.
 - b. To the extent that two Board members discuss Board business outside of a public meeting, neither shall repeat those discussions to another member of the Board outside of a public meeting, nor shall College staff do so to the extent that they are included in or learn of the discussions.

[Language in #1 is a slightly revised version of previous Policy 3.4.6, which the Board has decided to eliminate.]

- Attorney Adams also drafted wording revisions for Policy 3.3.2.3

Proposed Revision to Policy 3.3.2.3

Should a Board member OR THE BOARD MEMBER'S SPOUSE be considered for employment BY THE COLLEGE, THE BOARD MEMBER must withdraw from deliberation and voting on any matter that pertains to such employment consideration and shall have no access to applicable Board information. IF A BOARD MEMBER OR THE BOARD MEMBER'S SPOUSE ACCEPTS employment from the College, THE BOARD MEMBER must resign his/her Board position in accordance with Arizona statute.

[Proposed revision complies with A.R.S. § 15-1441(H), which prohibits employment of Board members or their spouses by the College.]

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 1/15/2015

Start Time : 4:04 PM
Time Req : 0
Item Type : Heading

Item No : 30

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.	558881

Description : OWNERSHIP LINKAGE - HEADING (CONTINUED)

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 2/10/2015

Start Time : 4:04 PM
Time Req : 5
Item Type : Information Item

Item No : 31

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:</p>	560664

Description : Receipt of the First District Governing Board Annual Report - INFORMATION AND/OR DISCUSSION

Details : The Board will receive the first Yavapai College District Governing Board Annual Report 2014.

Attachments :

Title	Created	Filename
129-15 DGB Annual Report-web.pdf	Feb 10, 2015	129-15 DGB Annual Report-web.pdf

Yavapai
COLLEGE

DISTRICT GOVERNING BOARD

Annual Report | 2014



Quality Education | Economic Development | Cultural Enrichment



Dear Yavapai College Owners,

Thank you for taking time to peruse the Yavapai College District Governing Board's 2014 annual report. This is the first annual report produced by the Board, and we trust the information will give you confidence that we are being good stewards of your tax dollars.

Yavapai College is one of the few institutions that serves the entire county, and all of us on the District Governing Board take that obligation seriously. Our county reaches from Black Canyon City to Seligman and from Bagdad to Sedona. That fact, along with the needs of Yavapai County students, informs all that we do.

What we do can best be summarized in the three ends, or goals, that we've established for Yavapai College:

- Deliver quality higher education
- Support economic development
- Provide vibrant cultural opportunities

We work with Yavapai College President Dr. Penny Wills to make sure that the college is fulfilling those goals. As the college administration develops programs to implement these goals, we never lose sight of the need to deliver programs at reasonable and justifiable costs to the students and taxpayers of the county. And despite severe state budget cuts over the past several years, we have not increased the community college property tax levy for the past two years.

We stay on course by keeping in touch with our constituents—a process that we refer to as “ownership linkage.” During 2014, we took additional steps to improve engagement with you: This annual report is just one example. Other examples are the countywide survey we conducted and development of a new website with more information and feedback opportunities. Details about these efforts are on pages 12 and 13 of this report.

To keep the conversation going, I invite you become familiar with our work via this report, to post a comment or question on our website at www.yc.edu/dgb, to attend one of our monthly meetings, or to call/email Karen Jones, the Board liaison, at karen.jones@yc.edu or 928-776-2307.

We look forward to hearing from you and our other owners.

Ray Sigafoos
Chairman, Yavapai College District Governing Board

2014 District Governing Board Members

The Yavapai College District Governing Board members are community individuals elected from five districts within the County. Board members as of December 2014 were:



District 1:

Mr. Ray Sigafoos

Mr. Sigafoos has worked in Prescott for 36 years. He is a 1969 graduate of Northern Arizona University with a bachelor's degree in Accounting. He has been a licensed Certified Public Accountant since 1971. He served on the Phippen Art Museum Board from 1991 to 2004, chairing the Board from 1999 to 2004. From 1981 through 1984 he was a member of the Board of the Yavapai Community Hospital Association. Mr. Sigafoos has served on the Board of Trustees of Embry-Riddle Aeronautical University since 1981 and is currently the Chair of the Finance Committee.



District 2:

Mr. Herald Harrington

Herald Harrington is co-owner and co-founder of Bent River Machine in Clarkdale. He served in the United States Air Force and earned associate of applied science degrees in Electronics Engineering Technology and Avionics Systems Technology from the Community College of the Air Force. Mr. Harrington holds a bachelor's degree in management computer information systems from Park College, and an MBA from Northern Arizona University. Mr. Harrington came to the Verde Valley after working as a research and development engineer for Unidynamics. He worked for Jerome Instrument Corporation for seven years before co-founding Bent River Machine.



District 3:

Mr. Al Filardo

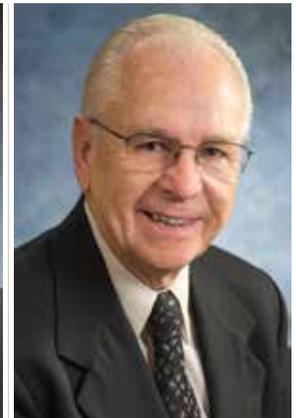
Mr. Filardo has a bachelor's degree in Human Relations and Organizational Behavior from the University of San Francisco and a master's degree in Human Resource Management from Webster University in Missouri. He is also a graduate of the Stanford University Executive Program. Mr. Filardo worked in engineering, manufacturing, sales, and marketing of telecommunications, computer manufacturing, and aerospace industries for 30 years, most of that time with Motorola or its subsidiaries. Mr. Filardo also served as an Associate Dean, Chief of Staff, and Professor of Practice at Arizona State University, IRA Fulton Schools of Engineering.



District 4:

Dr. Patricia McCarver

Dr. Patricia McCarver lives in Prescott. Her professional experience includes being a faculty member and regional coordinator for Teacher Western Governors University. She works with bachelor degree students in elementary education programs, and she teaches "Education without Boundaries," an orientation to online learning and the University's educational process. She is a former Director of Administrative Services for the Yavapai County Community Health Services and is a former Yavapai College Director of Campus Life. Dr. McCarver has a Ph.D. in transformative learning and change from the California Institute of Integral Studies.



District 5:

Dr. Dale Fitzner

Dr. Fitzner, Prescott Valley, earned a Bachelor of Arts from Eastern New Mexico University in 1961, a Master of Arts in Education from the University of Texas at El Paso in 1967 and his Doctorate in Education from Arizona State University in 1974. He has extensive experience working with municipal governments, as an associate professor at the University of Arizona and Bowling Green State University, and as a superintendent of several Arizona public school districts. He now works part time as an Educational Consultant for various Arizona public school districts.





Policy Governance

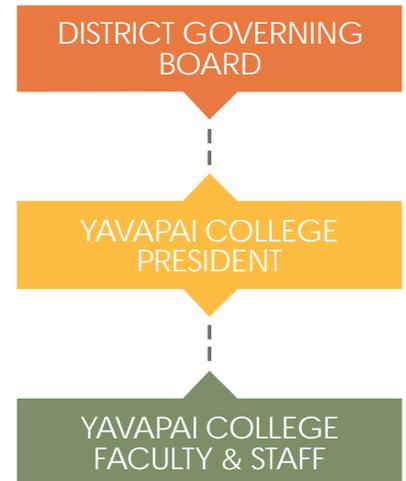
The Yavapai College District Governing Board is responsible for governing on behalf of and is accountable to the taxpayers of Yavapai County. They fulfill this accountability by developing policies that govern the operations of the College, delegate responsibilities to the President of the College, and then hold the President accountable for the delegated areas through a structured monitoring process Yavapai College District Governing Board conducts business by using the Policy Governance® model.

The Board's role is to act as a link between the taxpayers and management, directing and regulating the organization on the taxpayer's behalf. While the voters of Yavapai County elect Board members, the members make decisions in the best interest of county taxpayers as a whole.



Yavapai College President Dr. Penny Wills (left) attends Board meetings and interacts directly with Board members to ensure achievement of Board ends.

Under the Policy Governance model, the Board is responsible for establishing ends (or goals) but is not involved in how the goals are to be met. The President is responsible to the Board for achieving the goals and determining how to do so.



A brief timeline of Yavapai College history (continues on following pages)

4

1966

Warner B. Dixon, Sr. appoints 5 interim members to form the Yavapai County District Junior College Board (Richard Walraven, Walter G. Statler, Roy E. Campbell, Fred Wheadon, and Duane D. Miller) until a precinct election can be held.

The Prescott City Council authorizes the process for the sale of 46 acres next to Whipple Veterans Administration to be sold to the college.

1967



Voters approve a \$2.5 million bond for the creation of Yavapai College. Dr. John Barnes starts work as the first President of the College.

1968



The Bureau of Land Management issues a lease to Yavapai College for 55 acres adjacent to Fort Whipple. Purchase price is \$2.50/acre. Ground is broken for the Prescott Campus.

1969

The Rodeo Club participates in a rodeo at the University of Arizona. This is the first intercollegiate sport activity that the College competes in.

District Governing Board Ends

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

Education Ends

- Students achieve their educational goals.
- Job seekers have the qualifications, skills, and abilities to succeed.
- Students seeking transfer will succeed at their next educational institution.
- Lifelong learning adults have affordable access to a variety of high-quality learning opportunities.



Economic Ends

- Communities have the leadership and educational resources to generate and sustain economic base jobs.
- Leadership: Leaders understand the importance of economic base jobs to Yavapai County.



Community Ends

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



Quality Education | Economic Development | Cultural Enrichment

1970



The Women's Basketball Team wins the state title and brings home the first trophy in the Athletic Department's history.

1971

The charter class graduates 60.

1972



Supai Hall opens for students.

1975



Ground breaking ceremonies for the Verde Valley Campus is attended by 150 people.

The Baseball Team wins its first National Championship.

Student registration fees start at \$25 for up to six credit hours.

1977

Yavapai College Board holds first meeting on the Yavapai College Verde Valley Campus.

1978



The Gunsmithing Program begins. It is the only such program in Arizona.

(Timeline continues on page 8)

2014 EDUCATION ENDS

Ensuring that students achieve their educational goals is one of the District Governing Board's three "ends" or goals. The College provides credit and non-credit options for student to access courses and programs ranging from Adult Basic Education (ABE) to career preparation, transfer to universities, and personal enrichment.

The College offers learning options to fit the lifestyles/circumstances of the residents of Yavapai County. Alternative learning options include: online courses, credit for prior learning, internships/service learning, non-credit courses, college for kids, high school partnerships (dual enrollment), senior programs (Osher Lifelong Learning Institute, EDventures), and high school equivalency program (G.E.D. testing). Enrollment includes some 15,000 credit and non-credit students a year.

2014 education highlights include:

Yavapai College awarded 1,377 degrees or certificates during its 44th Annual Commencement Ceremonies in spring 2014.

Yavapai College began offering 6 new academic programs in fall 2014: Athletic Coaching, Canine Care and Handling, Electric Utility Technology, Therapy and Service Dog Team Skills, and new welding programs. The College now has 28 degree or certificate programs that can be completed entirely online.

The Board approved new certificate programs for Computed Tomography and Magnetic Resonance as part of the College's Radiologic Technology program. The new certificate programs are intended for people working in the field to advance in their professions.

Enrollment in the Osher Lifelong Learning Institute (OLLI) programs continued to increase, reaching a total membership of 1,762 in 2014. Community Education enrollment was up 15% to 3,078 students.

The Radiologic Technology Associate of Applied Science program completed a self-study and passed a reaccreditation site visit by the Joint Review Committee on Education in Radiologic Technology (JRCERT).



Graduation is one of the highlights of the year for the District Governing Board members as well as the entire academic community.

The First Year Experience Team successfully implemented New Student Orientation (NSO) for the 2013-2014 academic year. All new students were sent invitations indicating that the orientation was "required for their success." This approach resulted in a 26% increase in attendance from Fall 2013 to Fall 2014.

The Teaching Winery at the Southwest Wine Center, completed in 2014, will serve as a hub of education, research and rural economic development activity designed to support the Southwest's growing viticulture industry in achieving its potential as a significant U.S. wine-producing region. Yavapai College is developing a partnership with the University of Arizona in viticulture and enology. U of A is building a veterinary extension site in the Verde Valley, and Yavapai College will offer related programming.

Yavapai College nursing student pass rates for national nurse licensure and certification examinations increased from 95.05 to 95.79 following changes to a nationally standardized test required by all accredited nursing programs. By contrast, student pass rates at most nursing programs in Arizona decreased following the changes, while the national pass rates dropped from 90.34 to 83 percent.

Yavapai College became one of two public educational institutions in Arizona authorized to fly Remotely Piloted Aircraft Systems (RPAS), thus allowing the College to develop new training programs for agriculture and forestry uses at its Chino Valley center.



Small class size and personal attention are hallmarks of the Yavapai College experience.

Enrollment in the Dual Enrollment, Concurrent Enrollment, and JTED programs continued to increase in 2014. These programs offer high school students the opportunity to start college early by taking classes taught by Yavapai College-approved high school teachers that satisfy high school graduation requirements and offer college credit. The College continues to monitor its high school population in order to offer appropriate programming for student pathways to completion.

Two Yavapai College students were named 2014 Coca-Cola Community College Academic Team Scholars. The two students are among five Yavapai College students who were honored with All-Arizona scholarships, providing them with full tuition to continue their studies at any Arizona state university. A Yavapai College nursing graduate received a 2014 Jack Kent Cooke Foundation Undergraduate Transfer Scholarship that provides her with up to \$30,000 a year to pursue her bachelor's degree. Only 85 such scholarships were awarded this year out of 3,705 applicants.

Student Satisfaction

Yavapai College measures student satisfaction on a regular basis using a national service that allows us to compare our results to those of community colleges across the nation.

Noel-Levitz Institutional Summary

	2011		2014	
	YC	National	YC	National
College experience has met your expectations?	4.83	4.79	4.89	4.84
Overall satisfaction with your experience?	5.68	5.46	5.66	5.47
All in all, if you had to do it over, would enroll here again?	5.98	5.72	5.88	5.72

Source: Noel-Levitz Student Satisfactory Inventory

“Ensuring that students achieve their educational goals ...”



Big smiles complement caps, gowns and tassels at graduation time.



Yavapai College shines a spotlight on exception students during its annual Evening of Recognition events throughout the county.



Students and teachers alike flocked to the Verde Valley SciTech Festival Expo held on the Verde Valley Campus in March.

Quality Education

ECONOMIC DEVELOPMENT SUPPORT

Yavapai College both supports and practices economic development across Yavapai County. For example, during 2014 Yavapai College was the host college for two national events that brought hundreds of visitors to the county. In September, the College played host to the Rural Community College Alliance national conference. In November, The College joined Prescott and Prescott Valley to welcome visitors for the National Junior College Athletic Association's Division 1 national championship soccer tournament. Both events contributed to multiple areas of the county's economy.

The college has successful academic partnerships with local businesses that contribute to the region's economy. For example, Yavapai College's Career and Technical Education Center (CTEC) offers several programs (diesel, industrial plant, and electrical technology) based on the partnership with Freeport-McMoRan, which offers full scholarships and paid internships to students who qualify.

More broadly, the Regional Economic Development Center (REDC) at Yavapai College has provided outreach and services to assist in building a diverse

SBDC 2014 Impact	
Jobs Created	50
Capital Infusion into Yavapai County	\$2 million
Business Start-ups	23

and resilient local economy for Yavapai County residents. The Center's mission is to facilitate economic development throughout the county by providing regional economic and policy analysis, economic impact analysis, customized industry training, entrepreneurial educational services, and assistance with Native American economic development.

The REDC engages with all municipalities, unincorporated areas, Tribal neighbors, economic development agencies, and professional/civic organizations to deliver up-to-the-moment industry and labor data to assist in business attraction, workforce development and expansion of the entrepreneurial base in Yavapai County. Major analysis on labor demand needs, entrepreneurial assistance, telecommunications, and educational programing has been conducted and distributed to these entities in 2014.



Yavapai College helped boost the local economy by hosting the Rural Community College Alliance (RCCA) 2014 national conference that attracted more than 150 guests from throughout the U.S.

(Timeline continued from page 5)

1980

Student registration fees increase to \$42 for up to six credit hours.

1984



Dr. Paul Walker is voted in by the Board of Governors as the next President of Yavapai College.

1986

Groundbreaking ceremony is held on the Verde Valley Campus for an administrative services building, an art-science building, and a business facility.

1989

Regular tuition is now \$29 per credit hour.

Working closely with the private sector, the REDC has designed local credentials to assist in new and existing employee skill development. Workforce development roundtables and survey research across manufacturing, retail, agriculture, and allied health sectors are conducted throughout the year to determine current needs for the workforce and the facilitation of new educational programing design.

As part of the reorganization to centralize economic development activities at the College, the Yavapai College Small Business Development Center was moved to the REDC. In 2014, the SBDC expanded its service area, now operating out of 4 locations with mobile counseling services that provide a wide variety of expertise to serve all business start-up, retention, and expansion needs. The REDC and SBDC also provide services for Yavapai College's business incubator, the Rural Center for Entrepreneurship, emphasizing assistance with intellectual property rights, commercialization of products, and contracting.

The Daily Courier

Soccer tournament is gold for local economy

Tom Scanlon
The Daily Courier

If legendary soccer announcer Andrés Cantor had a business in the Prescott-Prescott Valley area, he might say this about the NJCAA Division 1 National Championship tournament:

"Gooooooooooooold!"

The tournament, played this week at Prescott's Ken Lindley Field and Prescott Valley's Mountain Valley Park, culminates in a championship match at 3 p.m. today in Prescott as Tyler (Texas) faces Monroe (New York).



Trinidad State Junior College players try to keep warm as they watch Pima Community College play Tyler Junior College in the final game of pool play during the NJCAA National Men's Soccer Tournament at Ken Lindley Field in Prescott on Wednesday evening. (Les Stukenberg/The Daily Courier)

Headlines proclaim the significant economic impact of the 2014 NJCAA Division 1 Soccer Championship tournament that Yavapai College hosted with Prescott and Prescott Valley.



SBDC Locations:

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

Verde Valley Campus,
601 Black Hills Drive, Clarkdale, AZ 86324

Sedona Center,
4215 Arts Village Drive, Sedona AZ 86336

**Rural Center for Entrepreneurship,
Career & Technical Education Center,**
220 Ruger Road, Prescott, AZ 86301

Economic Development

1990

Thirty-two receive diplomas in the first ever graduation ceremony held on the Yavapai College Verde Valley Campus.



The Soccer Team wins its first National Championship.

1991

Registration costs \$69 for three to six credit hours.

1992



Performance Hall opens with gala.

Chino Valley Education Center is dedicated.

1994

Tuition stands at \$93 for three to six credit hours. The third on-campus dormitory, Kachina Hall opens.

1996



Prescott Valley Business & Career Center opened.

(Timeline continues on page 10)

CULTURAL ENRICHMENT

The quality of life in the communities served by Yavapai College is enriched by the access that the institution provides to cultural events. To that end, the College's calendar is loaded with cultural opportunities in the areas of the performing arts, athletics, music and art.

Between January 1 and November 24 2014, the Performing Arts Center at Yavapai College's Prescott campus recorded attendance of 11,947 for presentations including live concerts, dance productions, comedy performances and dramatic historical re-creationists.

The Performing Arts Center also presented high-definition simulcast productions from New York's Metropolitan Opera, London's National Theatre and Moscow's Bolshoi Ballet. The venue also hosted presentations by the College's own music department, the Phoenix Symphony, the Prescott POPS, the Prescott Film Festival, and the Arizona Cowboy Poets Gathering.

Yavapai College continued to present productions to the Verde Valley campus in Clarkdale. This year, the T.S. Monk Jazz Trio and Theodore Roosevelt performed on the Clarkdale campus to well-attended audiences.



Phase 4 of Yavapai College's popular Sculpture Garden became a reality in 2014 thanks to a generous donation from the Yavapai Prescott Indian Tribe.

The Children's Matinee series at the Performing Arts Center this fall, in which local school students were brought in to see the Theodore Roosevelt and Let's Go Science presentations, logged 395 and 1,200 in attendance respectively.

The Art Galleries at Yavapai College, located on both the Prescott and Verde Valley campuses, tallied a combined estimated attendance of 3,250 between January 1 and November 15, covering 19 exhibitions of artwork from students to faculty to local amateur and professional artists.

This year's lecture and film series, "The First World War Symposium: A series of Interdisciplinary Lectures Presented by the Faculty of Yavapai College," was held on both the Verde Valley and Prescott campuses in November. The symposium drew 786 attendees at both campuses.

Yavapai College athletics offered 12 home games of soccer, 11 home games of volleyball, and 17 home games of volleyball, with an estimated combined attendance of 7,500. Yavapai College partnered with the City of Prescott and the Town of Prescott Valley to host the 2014 National Junior College Athletic Association (NJCAA) Division I Men's Soccer National Championship tournament, which saw an estimated 14,000 attendees.

“... the College's calendar is loaded with cultural opportunities ...”

(Timeline continued from page 9)

2000



Grand Opening for the Sedona Center.

County voters pass a \$69.5 million bond for Yavapai College.

2001

Regional Skills Center approved for Yavapai College Verde Valley Campus to cost \$3.1 million.

2003



The Soccer Team wins its 5th National Championship. Tuition rises to \$38 per credit hour.

2005

Grand Opening of the Library and Computer Commons on the Prescott Campus.

The Community Learning Commons is dedicated on the Verde Valley Campus.

2006



Mike Pantalone, Head Soccer Coach, is elected to the NJCAA Soccer Hall of Fame.

Tuition increases to \$45 per credit hour



Yavapai College replaced 40-year-old tennis courts in 2014 with a smart new facility that will be a boon to local players, visitors and tournaments that attract guests to the region.



Yavapai College's first fully staged opera, Engelbert Humperdinck's "Hansel and Gretel," was performed on the stage of the Performing Arts Center in 2014.



T.S. Monk Jazz Trio – Verde Valley Campus
August 22, 2014 at 7 p.m.

The T.S. Monk Jazz Trio performed to a full house at the Charles Mabery Pavilion on the Verde Valley Campus in August—one of several shows the campus hosted during the year.

Cultural Enrichment

2007

The Del E. Webb Family Enrichment Center for early childhood instruction and The Career & Technical Education Center (CTEC) open.

2009

The fledgling Softball Team soars with its 1st NJCAA National Championship.

2010



The NAU/Yavapai University in Prescott Valley begins its first classes with 20 students.

2011



Dr. Penny Wills begins as the 9th President of the College.

2013

Groundbreaking ceremony on the Verde Valley Campus for the Southwest Wine Center.

OWNERSHIP LINKAGE:

Connecting with Constituents

The Yavapai College District Governing Board is responsible for governing on behalf of and is accountable to the College's owners (i.e., county taxpayers and residents). "Ownership linkage" is the Board's term for its responsibility to maintain open communications with the owners.

The Board achieves ownership linkage in a variety of ways, including holding monthly public meetings in locations throughout the county. During "open call" sessions at these meetings, members of the public can address Board members directly. During 2014, the number of community members who addressed the Board at these meetings increased significantly. All meetings are videotaped and shown on local cable access channels.

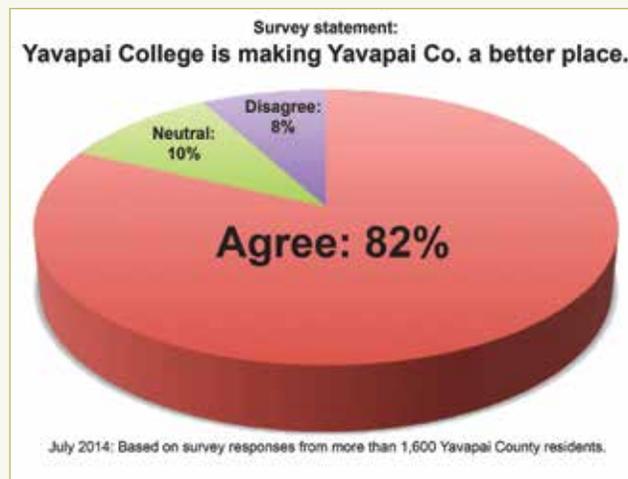
The Board undertook a major ownership linkage effort in 2014 by conducting a countywide survey to gauge the level of support for the Board's ends. The results show that a large majority of county residents (82%) support the Board's goals and agree with the statement, "YC makes Yavapai County a better place to learn, to work, and to live."

The focus of the survey was the Board's three "ends" or goals: quality education, cultural enrichment and economic development. The results showed strong support throughout the district for the Board's three ends. This holds true by region, gender, age and length of residency. Though all three are strongly supported, residents are in strongest agreement with the College's education end, which is supported by more than 90 percent of respondents. By comparison, 76 percent agree with the cultural

enrichment goal and 75 percent of respondents agree with the economic development goal.

More than 1,600 surveys were completed. The number of responses allows the college to accurately generalize the results to the entire population of the county. With a 95% confidence level, the margin of error is plus or minus 2.5 percent.

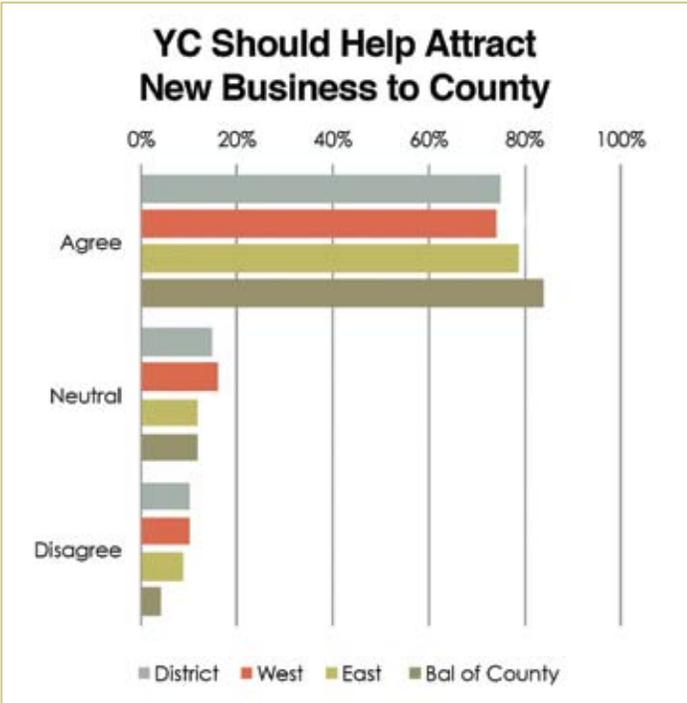
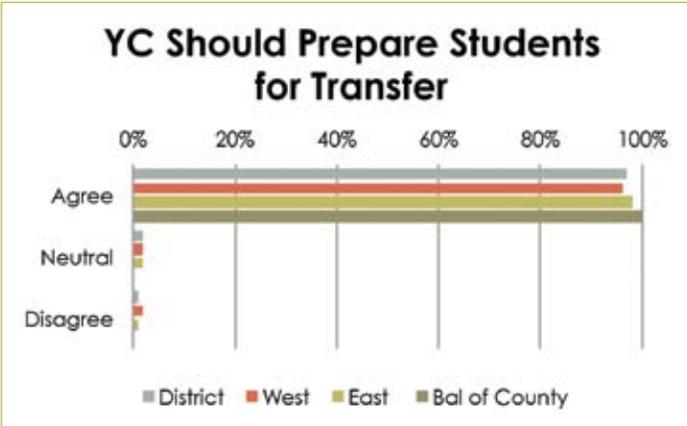
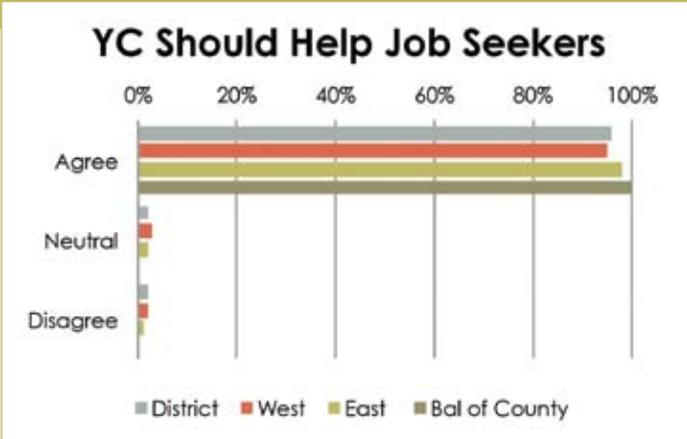
Asked what the College could improve, the largest number of responses mentioned the desire for more programs in the Verde Valley.



Also during 2014, Board members increased their participation in community meetings and public events. Other ownership linkage initiatives launched in 2014 include creation of a Verde Valley Advisory Committee to improve communication with that area of the county, development of a more comprehensive DGB web page (<https://www.yc.edu/dgb>) and production of this annual report. These are in addition to Board members' participation in such College activities as

graduation ceremonies, public meetings and campus celebrations.

“YC makes Yavapai County a better place to learn, to work, and to live.”



The District Governing Board introduced a new web page design and content to improve communication with county residents and taxpayers.



Board members participate in a variety of public events throughout the year, such as the opening the Teaching Winery at the Southwest Wine Center on the Verde Valley Campus in September.



The monthly District Governing Board meetings are open to the public and typically include time for public comments on the agenda.

YAVAPAI COLLEGE FY 2014

Budget Overview

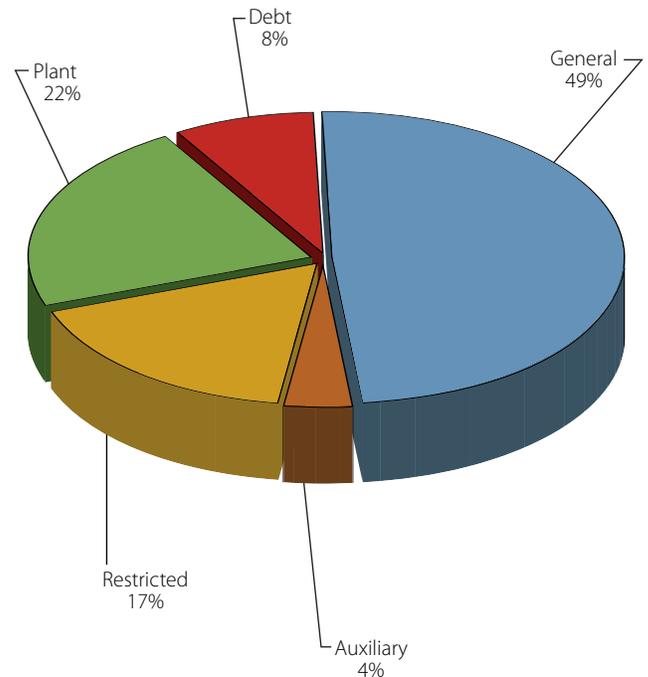
The \$85 million budget is the financial means by which the college pursues the three goals set by the Yavapai College District Governing Board: 1) help students achieve their educational goals, 2) assist communities in generating and sustaining economic base jobs, and 3) provide access to a vibrant social and cultural life.

“Yavapai College’s costs (expenses) per student are at or below the average for community colleges across the nation.”

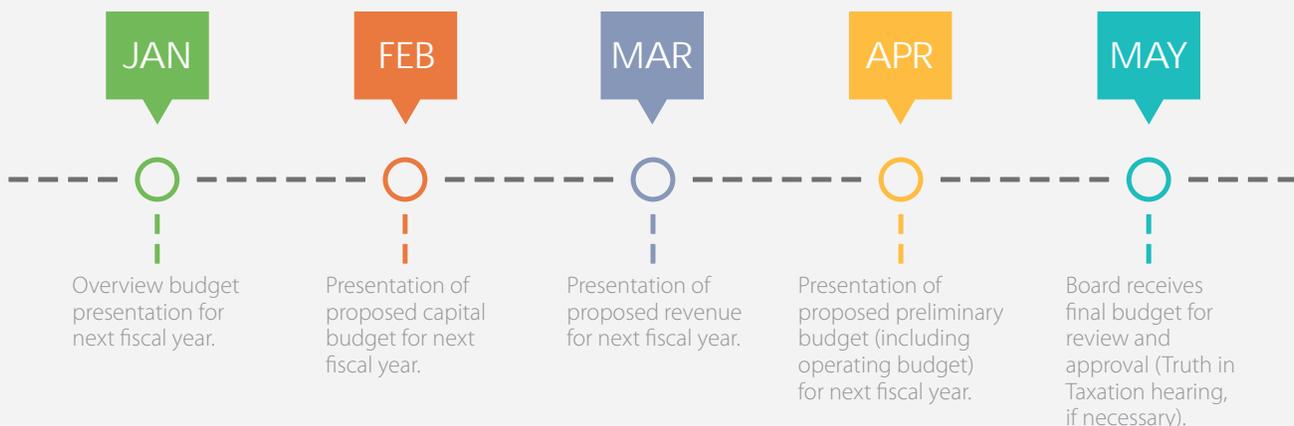
Yavapai College’s costs (expenses) per student are at or below the average for community colleges across the nation, while our price per credit hour is lower than the national average to reflect the lower median income of the population that Yavapai College serves. Per benchmark studies, employee compensation is competitive with relevant markets and our facilities are well-maintained.

Complete, detailed budget data is available on the college’s web site at www.yc.edu/budget.

Yavapai College
EXPENDITURES • ALL FUNDS
FY2013–2014



Budget Process Timeline for the District Governing Board

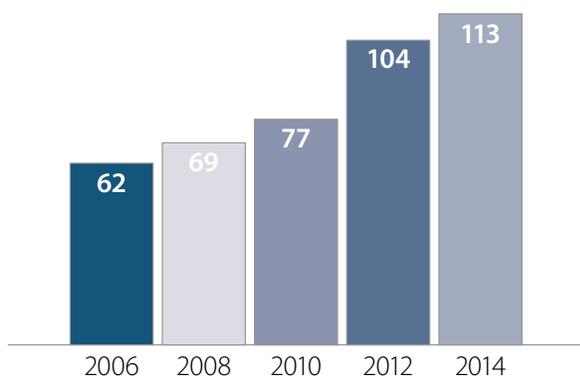


YAVAPAI COLLEGE FOUNDATION

Strength and stability for the long haul

To ensure the long-term strength and stability of the college, four years ago YCF announced that it had set a 10-year goal to grow the YCF endowment from \$6,000,000 to \$16,000,000 by the year 2020. Since that announcement, YCF has made impressive progress. As of June 30, 2014, the YCF endowment campaign total was \$10,021,611. At the current rate of growth, YCF believes that it will meet, and possibly exceed, the campaign goal ahead of schedule. However, this won't happen without continued involvement from college and community leadership. Almost anything the college does can be endowed – scholarships, dean's positions, department chairs, coaching positions, academic programs, facilities upkeep and more. In making such endowments, donors can ensure in perpetuity the continuation of a mission that matters to them.

Number of Endowed Student Scholarships

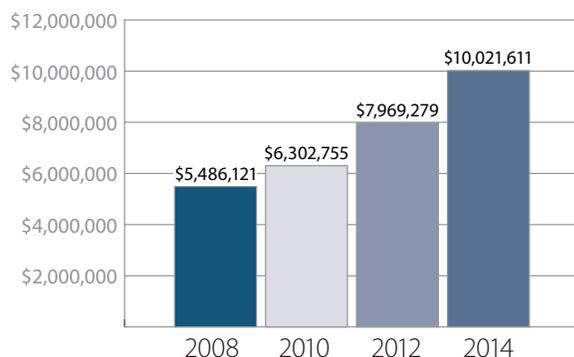


Much of this endowment growth is attributable to generous donors who chose to make a positive difference in the lives of deserving YC students by making a gift to the YCF student scholarship endowment. Some chose to add to an existing scholarship fund, while others decided to establish a new endowed scholarship fund, named in honor of a loved one. Many donors prefer the second option because it provides a scholarship to one or more students each year in perpetuity. In all, YCF now has 113 named endowed scholarships. Last year alone, YCF raised \$566,767 in scholarship gifts that have made a significant impact on student success.



The Yavapai College Foundation's 2014 "Wine and Dine in the Vines" event on the Verde Valley Campus raised \$63,000 in support of the Southwest Wine Center at Yavapai College.

Growth of Endowment



Fifteen Yavapai College students from across Yavapai County were awarded full tuition and fee scholarships for the College's nursing or radiologic technology degree programs in 2014. The Jewish Community Foundation of Prescott funded 13 of the scholarships and the Margaret T. Morris Foundation funded two.



life explored

Yavapai College makes our county a better place to live.

Yavapai College lives the “life explored” brand by providing quality higher learning at a low cost, cultural resources and economic development support through a wide range of academic programs to traditional students, working adults and lifelong learners.

YC further improves the future of our students and communities through the generous charitable contributions made by volunteers and donors of the Yavapai College Foundation (YCF).

For more information on degree and certificate programs, registration, cultural events and more, visit:

www.yc.edu

Quality Education | Economic Development | Cultural Enrichment



Yavapai
COLLEGE

Prescott Campus • Verde Valley Campus in Clarkdale • Prescott Valley Center • Chino Valley Center
Career & Technical Education Center (CTEC) • Sedona Center

Presenter : Patricia McCarver

Start Time : 4:09 PM

Item No : 32

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 1/15/2015

Item Type : Procedure Item

Policy No.	Description	Ref No
3.1.4	Shall monitor and regularly discuss the Board's 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 Board's 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.	560668

Description : Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION

Details : The Board assesses how meetings are conducted on a quarterly basis. Mr. Al Filardo acted as the Board Evaluator and completed the review for December 2014 through February 2015. The Board Evaluator will evaluate the Board's commitment and consistency to act with Policy Governance:

1. The Board provided strategic leadership by focusing on Ends.
2. The Board obtained and/or considered ownership input.
3. The Board encouraged diversity of viewpoints
4. The Board was proactive and future-focused.
5. The Board limited their decisions to items that related to the Board's governance job.
6. Decisions were made collectively.

The Board Evaluator will determine if any of the following areas need improvement:

1. Internal preoccupation, focus on administrative means.
2. Decisions without ownership input, or self-selected input only.
3. Board "led" by a few vocal members.
4. Board involved in making decisions in areas delegated to CEO.
5. Board "rubber-stamping" decisions of individuals or committees.
6. More focus on present and/or past than on future.
7. Reacting to CEO recommendations rather than making governance decisions.

Attachments :

Title	Created	Filename
Board meeting Self Eval AMF.pdf	Feb 25, 2015	Board meeting Self Eval AMF.pdf

Yavapai College District Governing Board

Meeting Self-Evaluation (Quarterly)

March 3, 2015

During this evaluation, have we acted consistently with Policy Governance to which we have committed ourselves?

	Brief comment of specific examples to support your response
The Board provided strategic leadership by focusing on Ends <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input checked="" type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	Focusing on ends should include CLARITY of Ends. Not until the DGB Retreat did we discover from the Vice President of Finance and Administration that the Economic Development End was not clear. We should establish a better process for clarifying the Ends.
The Board obtained and/or considered ownership input <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input checked="" type="checkbox"/> Some of the time	I think we should create a policy whereby a well-written and comprehensive strategic plan is developed before spending/budget is presented to the DGB. The plan as approved by the DGB should be the driver for every decision we make. It should be reviewed and updated prior to every budget cycle. Ownership input should be a key element in the formation of the strategic plan
The Board encouraged diversity of viewpoints <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input checked="" type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	This is very important. All viewpoints should be treated with respect.
The Board was proactive and future-focused <input type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input checked="" type="checkbox"/> Some of the time	Because the DGB is trying to make decisions without the guidance of an approved strategic master plan, I could not see how the DGB can be proactive or future-focused.
The Board limited their decisions to items that related to the board's governance job <input checked="" type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	
Decisions were made collectively <input checked="" type="checkbox"/> Always <input type="checkbox"/> Rarely <input type="checkbox"/> Most of the time <input type="checkbox"/> Never <input type="checkbox"/> Some of the time	

During this evaluation, did we fall into any of the following behaviors that need to be improved?

Yes	No		BEHAVIORS NEEDING IMPROVEMENT
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Internal preoccupation, focus on administrative means
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	Decisions without ownership input, or self-selected input only
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3	Board "led" by a few vocal members
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	Board involved in making decisions in areas already delegated to CEO
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	Board "rubber-stamping" decisions of individuals or committees*
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6	More focus on present and/or past than on future
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7	Reacting to CEO recommendations rather than making governance decisions

*except for items deliberately handled on the Required Approvals Agenda

If answered "Yes" for any number above, give a brief example.

2. We have no institutionalized process through which we include ownership input.
5. Perception from my community is "yes" backed up by votes. We need to change perception.
6. We need to encourage innovative future thinking. For example, we should consider enhancing availability of access to quality education through online means.

What is the most important thing the board could do to improve our function as a board?

1. DGB self-evaluations represent a conflict of interest. We need to expand those performing DGB evaluations to include those whom we serve such as members of the administration, faculty and staff.
2. We should also conduct an annual survey of our constituents.
3. In addition, we should limit DGB terms to two terms or a total of 12 years to encourage out-of-the-box thinking and to challenge conventional thinking.

Presenter : Patricia McCarver

Start Time : 4:19 PM

Item No : 33

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 1/15/2015

Item Type : Information Item

Policy No.	Description	Ref No
3.5.5	All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned committees. Board liaisons should provide advice and input to their assigned committees, especially in terms of Board policies. Upon request, Board liaisons provide written or oral reports on the progress of their assigned committees. The positions are: 1) Foundation Liaison 2) AADGB Representative 3) Board Spokesperson	560681

Description : Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation - INFORMATION AND/OR DISCUSSION

Details : Arizona Association for District Governing Boards (AADGB) - Mr. Ray Sigafos

Verde Valley Board Advisory Committee (VVBAC) - Mr. Al Filardo

Yavapai College Foundation - Dr. Patricia McCarver

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 4:24 PM

Item No : 34

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 1/15/2015

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.	558881

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 1/15/2015

Start Time : 4:24 PM

Item No : 35

Time Req : 5

Item Type : Information Item

Policy No.	Description	Ref No
3.2.1	And its 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.	560671

Description : Correspondence to the Board - RECEIPT

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 1/15/2015

Start Time : 4:29 PM

Item No : 36

Time Req : 5

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.	558881

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

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

- Consideration to move the September 8, 2015 meeting to September 1, 2015
- District Governing Board September Retreat - possible topics and dates

Attachments :

Title	Created	Filename
2015- Proposed Dates and Places of Future Meetings.pdf	Feb 04, 2015	2015- Proposed Dates and Places of Future Meetings.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
New Member Orientation	February 2, 2015, Monday, 12:00 noon Location: Prescott Campus - Bldg. 32, Rm 113
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 19, 2015, Tuesday, 1:00 p.m. Location: Verde Valley 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
International Policy Governance Association(IPGA) Annual Conference	June 18-20, 2015 Location: Vancouver, Canada
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

*February 3, 2015 (First Tuesday of the Month) changed due to scheduling conflicts

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

Presenter : Patricia McCarver

Start Time : 4:34 PM

Item No : 37

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 1/15/2015

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.	558881

Description : ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Details :

Attachments :

No Attachments