



Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, May 19, 2015
1:00 PM

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	561478
2	Call to Order - PROCEDURAL	0	1:00 PM	561479
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	561480
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	561481
5	Approval of April 14, 2015 District Governing Board Regular Meeting Minutes and May 6, 2015 Special Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:02 PM	561482
6	Adoption of Agenda - DECISION	1	1:05 PM	561483
7	CONSENT AGENDA - HEADING	0	1:06 PM	561488
8	Receipt of Report on Revenues and Expenditures - Month of April 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:06 PM	561489
9	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation - April 2015 - RECEIPT, DISCUSSION AND/OR DECISION	1	1:07 PM	561490

Item No.	Item	Time Req.	Start Time	Ref No.
10	Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - April 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:08 PM	561491
11	For Consideration for Approval of the Intergovernmental Agreement (IGA) between Superior Court in Yavapai County and Yavapai College to provide a Youth Summer Training and Enrichment Program (YouthSTEP) - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:09 PM	572647
12	For Consideration for Approval of Resolution 2015 - #02 - Steele Foundation - Possible Gift of Real Property - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:10 PM	575167
13	INFORMATION - HEADING	0	1:11 PM	561485
14	Recognition of Faculty Members' Advancement to Continuing Contract Status - INFORMATION AND DISCUSSION	5	1:11 PM	561486
15	SHORT RECESS - PROCEDURAL	10	1:16 PM	561487
16	OWNERSHIP LINKAGE - HEADING	0	1:26 PM	575030
17	Presentation by the Verde Valley Board Advisory Committee (VVBAC) - INFORMATION AND DISCUSSION	10	1:26 PM	574318
18	Open Call - PROCEDURAL	10	1:36 PM	561484
19	INFORMATION (CONTINUED) - HEADING	0	1:46 PM	561496
20	Information from the President to Include: 2015 Commencement Ceremonies; President's Monitoring Report 2.2 Board Request; Faculty Summer Institute; Strategic Initiatives; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION	10	1:46 PM	561497
21	Update from Instruction and Student Development to Include: College Honors Program; Foundation Studies; Adjunct Faculty Newsletter; and Other Related Information - INFORMATION AND/OR DISCUSSION	25	1:56 PM	561498
22	POLICY ISSUES - HEADING	0	2:21 PM	575034
23	Role of the District Governing Board RE: Campus Master Plan - DISCUSSION AND/OR DECISION	5	2:21 PM	575446
24	FY 2015-2016 Preliminary Budget Recap and Budget Workshop Overview - INFORMATION AND/OR DISCUSSION	10	2:26 PM	575473
25	SHORT RECESS - PROCEDURAL	10	2:36 PM	561501
26	MONITORING REPORT - HEADING	0	2:46 PM	561502
27	Receipt of President's Monitoring Report - Executive Limitation 2.0 - MONITORING, DISCUSSION, AND/OR DECISION	5	2:46 PM	561503
28	Receipt of President's Monitoring Report - Executive Limitation 2.1.2 - Treatment of Students - MONITORING, DISCUSSION, AND/OR DECISION	5	2:51 PM	561504
29	Board Self-Evaluation of Governing Board Policy 3.0 - Governance Process - MONITORING, DISCUSSION AND/OR DECISION	5	2:56 PM	561492

Item No.	Item	Time Req.	Start Time	Ref No.
30	Board Self-Evaluation of Governance Process 3.4 - Agenda Planning - MONITORING, DISCUSSION AND/OR DECISION	5	3:01 PM	561493
31	Board Self-Evaluation - Board-President Linkage 4.5 - President Compensation and Benefits - MONITORING, DISCUSSION AND/OR DECISION	5	3:06 PM	561494
32	President's Evaluation Process - DISCUSSION AND/OR DECISION	5	3:11 PM	561505
33	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	3:16 PM	561506
34	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Yavapai College Foundation; and Verde Valley Board Advisory Committee - INFORMATION AND/OR DISCUSSION	5	3:16 PM	561508
35	OTHER INFORMATION - HEADING	0	3:21 PM	561509
36	Correspondence to the Board - RECEIPT	5	3:21 PM	561510
37	Planning of September 2015 District Governing Board Retreat - DISCUSSION AND/OR DECISION	9	3:26 PM	561511
38	Proposed Dates and Places of Future Meetings for 2015 - DISCUSSION AND/OR DECISION	3	3:35 PM	561512
39	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:38 PM	561513

Presenter : Patricia McCarver

Start Time : 1:00 PM

Item No : 1

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 2/13/2015

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 : 2/13/2015

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 : 2/13/2015

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 : 2/13/2015

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 :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:02 PM

Item No : 5

Proposed By : Patricia McCarver

Time Req : 3

Proposed : 2/13/2015

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.	558943

Description : Approval of April 14, 2015 District Governing Board Regular Meeting Minutes and May 6, 2015 Special 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 April 14, 2015 Regular Board meeting and May 6, 2015 Special Meeting Minutes. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public documents.)

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes -4-14-15.pdf	May 14, 2015	Unapproved Regular Meeting Minutes - 4-14-15.pdf
Unapproved Special Meeting Minutes -5-6-15.pdf	May 14, 2015	Unapproved Special Meeting Minutes - 5-6-15.pdf



Yavapai College District Governing Board

**Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, April 14, 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 Ms. Deb McCasland, Board Member
Mr. Albert Filardo, Board Member Mr. Ray Sigafoos, Board Member

Absent

Mr. Steve Irwin, Secretary

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 meeting to order at 1:00 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Sigafoos

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff with special recognition of Faculty Emeritus.

5. Approval of District Governing Board March 3, 2015 Regular Meeting - DISCUSSION AND/OR DECISION

Member McCasland moved, seconded by Member Filardo, to approve the District Governing Board March 3, 2015 Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. INFORMATION - HEADING

8. Recognition of Faculty Emeritus Awardees for 2015: Elbert Clifton Sherrill, II; William Brent Roberts; Russ Roberts - INFORMATION AND DISCUSSION

Introduction of the new Faculty Emeritus Awardees:

- Elbert Clifton Sherrill, II - Served Yavapai College from 1982 to 2013
- William Brent Roberts - Served Yavapai College from 1987 to 2013
- Russ Roberts - Served Yavapai College from 1982 to 2013

9. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:

- Budget/Ten Year Campus Plan/Taxes - Carol German and Jackie Baker
- Proposed Verde Valley Community College – Ruth Wicks

10. CONSENT AGENDA – HEADING

Member Sigafoos moved, seconded by Member Filardo, to approve item #12 and to remove other consent items for further discussion. Motion carried unanimously

11. Receipt of Report on Revenues and Expenditures – Month of March 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 15-24)

Member McCasland requested clarification on General Fund Transfer Out, Academic Support, Institutional Support, and scholarships.

Dr. Clint Ewell, Vice President of Finance and Administrative Services, and Mr. Frank D’Angelo, Controller, informed the Board that the College completes several types of transfers such as auxiliary and plant transfers. Academic Support includes expenses such as the library, TELs, etc.; Institutional Support is administrative services that support instruction, such as purchasing, accounting, etc. The scholarship fund is institutional monies and are based on needs and merit not geographic.

Member Sigafoos moved, seconded by Member Filardo, to approve the Report on Revenues and Expenditures - Month of March 2015. Motion carried unanimously.

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

The President reported compliance.

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

The President reported compliance.

Member McCasland stated that the reserve amounts are very large and above requirements.

Dr. Ewell and Mr. D'Angelo explained that the College is required by the Board to maintain a minimum reserve and amounts are appropriate while waiting for taxes and state funding allocation as well as affecting our credit rating for sufficient funds.

Member Filardo moved, seconded by Member Sigafoos, to approve the receipt of the President's Monthly Monitoring Report regarding Policy 2.3.2. Motion carried unanimously.

14. For Consideration For Approval of Resolution 2015 #01 - Capital Accumulation Fund Contribution - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 31-32)

Member McCasland requested clarification on the sources of funds.

Mr. D'Angelo explained that these funds are current year revenues (primarily property taxes) and this resolution is a requirement for the Board to approve the transfer of funds to an interest bearing account. This type of transaction occurs an average of twice per year and allows the College to use the funds beyond the current year.

Member Filardo moved, seconded by Member Sigafoos, to approve the Resolution for Capital Accumulation Fund as written. Motion carried unanimously.

15. INFORMATION (CONTINUED)- HEADING

16. Information from the President to Include: New Director of Human Resources; Small Business Development Center Success Award; Health Summit; Service Excellence Recognition Day; Yavapai Combined Trust Quarterly Update; Campus Master Plan Update; Strategic Initiatives; College Highlights; Yavapai College Staff Association (YCSA) Update; Facilities Management News; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 34-83)

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

- Introduction of the new Director of Human Resources, Dr. Monica Belknap
- Small Business Development Center Success Award was presented to Vetraplex, Cottonwood Business
- Northern Arizona University and Yavapai College Health Summit, March 26, 2015 regarding articulation and curriculum for nursing and allied health programs
- Service Excellence Recognition Day held on March 16 and March 19, 2015
- Yavapai Combined Trust Quarterly Update - attached
- Dr. Ewell provided a presentation of the 10 Year Campus Master Plan that was approved at the December 2013 District Governing Board meeting. Dr. Ewell highlighted the Campus Master Plan is a living document and will be adjusted each year through the budget process as follows:
 - Staff provides updated information and recommendations to retain or adjust the Campus Master Plan through the annual budget process
 - District Governing Board retains or adjusts the Campus Master Plan through the annual budget approval

The Board Chair requested that a discussion and/or decision be included on a future agenda regarding the Board's approval of Campus Master Plan changes and updates.

- Strategic Initiatives Update
- College Highlights - April 2015 - Attached - Information Only
- Yavapai College Staff Association Update (YCSA) - April 2015 - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other related issues
 - Mr. Frank D'Angelo received the Government Finance Officers Association, Certificate of Achievement for Excellence in Financial Reporting.
 - The Board received correspondence from the Office of the Auditor General, State of Arizona, reporting the College has maintained adequate internal controls and complied with federal requirements for all programs tested.

17. Update from Instruction and Student Development to Include: GIFT Fellowship Award for Teaching Excellence; Lifelong Learning: Faculty Senate; Student Leadership Council; Adjunct Faculty Newsletter; and Other Related Information - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 84-110)

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

- Recipient of GIFT Fellowship Award for Teaching Excellence was awarded to Ruth Alsobrook-Hurich, Programmer of Video Game Development.
- Lifelong Learning - Dennis Garvey, Dean, highlighted that Lifelong Learning has a total enrollment of 5037 students (unduplicated head count).
- Faculty Senate - Vikki Bentz, Faculty President, shared that Professor David Gorman will be the incoming Faculty President and Dr. Selina Bliss, President elect for FY 2015-2016. Dr. Molly Beauchman, Student Learning Outcomes Assessment Chair, shared the SLOA committee's work. Members of the SLOA committee recently presented at the AZ Assessment Conference Spring 2015 and has been asked to host the conference in 2016.
- Student Leadership Council (SLC) - Justice Ramos, Student Leadership Council member, and Josh Schmidt, Student Leadership Council Faculty Coordinator, reported that SLC is currently working on continuity of grading

- access; YC Trail System; residence life projects; and new faculty leader/coordinator.
- Adjunct Faculty Newsletters - Attached - Information Only
- Other Related Information – Congratulations to Dr. James Perey, Executive Dean for the Verde Valley Campus, who successfully defended his dissertation April 2015.

18. MONITORING REPORTS – HEADING

19. Receipt of President's Monitoring Report - Executive Limitation 2.1.1 - Treatment of Employees - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 112-117)

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.

President reports compliance.

Dr. Wills shared that the College has a long history of conducting employee surveys. A Noel-Levitz employee survey was conducted in 2012 which is available on the Human Resource webpage. The College is currently submitting another employee survey through the Chronicle of Higher Education and will share the survey information with the Board upon completion.

Dr. Wills informed the Board that the President's Monitoring Reports include data to support compliance and would request data be provided regarding Board member comments that questioned her professional integrity. She would additionally request information be presented for review or that the comments be retracted.

Chair McCarver suggested that Member McCasland speak directly to President Wills regarding any issues that would not support compliance or provide data/information in order for additional research to be completed.

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.1.1 and sub-policies, 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 2.1.1 and sub-policies. Motion carried with 3 yes votes and 1 no vote from Member McCasland.

20. Receipt of President's Monitoring Report - Executive Limitation 2.2 - Compensation and Benefits - MONITORING, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 118-122)

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.

The Member Filardo requested that the next District Governing Board agenda include information regarding personnel changes on the Verde Valley Campus in 2012.

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.2 and sub-policies, 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 2.2 and sub-policies. Motion carried unanimously.

21. Discussion of Proposed Interpretations For Governance Process Policy 3.5 and Board-President Linkage Policy 4.4.1 - INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 123-125)

Chair McCarver presented proposed interpretations for Governance Process Policy 3.5 - Board Chair and Other Officer Roles; and Board-President Linkage Policy 4.4.1 - Monitoring Reports.

Chair McCarver requested any feedback from Board members regarding the interpretations be forwarded to the Executive Assistant.

22. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:37 p.m.; reconvened at 2:50 p.m.

23. POLICY ISSUES - HEADING

24. Overview of the Structure of Arizona Property Taxes - INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 127-141)

Dr. Clint Ewell presented an overview of the structure of Arizona property tax.

25. Yavapai College Fiscal Stewardship - INFORMATION AND DISCUSSION (refer to Board agenda, pgs. 142-151)

Dr. Clint Ewell presented information on Yavapai College's fiscal stewardship.

Member Filardo requested a student information document or marketing piece that compares the cost to attend ASU vs. Yavapai College.

26. Consideration of the Preliminary Budget FY 2015-2016 - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 152-189 and Budget Process Binder)

Dr. Clint Ewell and Dr. Stuart Blacklaw presented the FY 2015-2016 Preliminary Budget for the Board's consideration.

The Board requested that staff provide costs for each of the new initiatives proposed in FY 2015-2016 budget.

The Board requested an additional review and discussion of the Preliminary Budget FY 2015-2016 at a work session to be held on May 19th prior to the Regular meeting.

The Board requested to defer the approval of the FY 2015-2016 Budget to the June 9, 2015 District Governing Board.

27. OWNERSHIP LINKAGE (CONTINUED) - HEADING

28. Discussion of the Verde Valley Board Advisory Committee (VVBAC) - INFORMATION AND/OR DISCUSSION

During the March 3, 2015 District Governing Board meeting, the Board welcomed the Verde Valley Board Advisory Committee (VVBAC). Mr. Paul Chevalier, Chair of VVBAC, provided a brief summary of committee activities and recommendations. VVBAC has been charged to provide advice to the Yavapai College District Governing Board based on objective analysis and feedback from Verde Valley communities. The Board reviewed the feedback, comments, and recommendations presented by Chair Chevalier.

Dr. Wills shared additional recruitment and student services that were provided the last few months.

Dr. Wills suggested that the VVBAC recommendations be presented to the District Governing Board in June 2015 to allow consideration for incorporation into the College's Strategic Plan that will be completed by September 2015.

The Chair McCarver and Member Filardo will schedule a facilitator to assist the VVBAC compile their recommendations.

The Board requested additional information and presentation regarding online learning.

The District Governing Board received a letter of resignation from the VVBAC Camp Verde Representative effective May 1, 2015. The Board reviewed procedures to fill the vacancy.

Member Sigafos moved, Member Filardo seconded, that the Camp Verde community officials provide nominations for Mr. Tim Carter, Superintendent of Yavapai County School, to interview and assign a replacement committee member.

29. Discussion of the Quarterly Board Meeting Evaluation - INFORMATION, DISCUSSION, AND/OR DECISION

The Board continued discussion of the Quarterly Board Meeting Evaluation that was presented at the March 3, 2015 District Governing Board meeting.

Mr. Filardo suggests the following:

- Changing "Ends" to "Goals"
- Better understanding of the Strategic Plan with focus on the future
- Change the perception of the Board rubber stamping decisions
- The Board should be evaluated by staff/administration/president

Dr. McCarver commended the Board for their ownership linkage work including a 2014 survey; participation in open forums; updated website design; producing the first Annual Report; and creation of the Verde Valley Board Advisory Committee. She also reminded that the September Retreat will focus on Review of Ends; ownership linkage; and strategic plan.

30. 46th Annual Association of Community College Trustees (ACCT) Leadership Congress - Call for Board Member(s) Attendance Commitment and Possible Presentation - DISCUSSION AND/OR DECISION

The 46th Annual Association of Community College Trustees (ACCT) Leadership Congress will be held on October 14-17, 2015 in San Diego, CA.

- Call for Board Member(s) Attendance Commitment allowing staff to make travel arrangements - Early Bird rates end August 7, 2015
- Call for Presentation - The deadline for proposals is May 1, 2015

Staff will make travel arrangements for Mr. Sigafos, Ms. McCasland, Mr. Irwin, and Dr. McCarver to attend the ACCT Leadership Congress.

31. 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) – No report
- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo advised the Board that the Camp Verde Representative member has resigned.
- Yavapai College Foundation - Chair McCarver reported that the Foundation provided a tour of the Verde Valley Campus on March 18th and April 9th meeting featured a presentation from the College Honors Program. May 13th will be the last meeting for this year and all Board members are invited to attend.

32. OTHER INFORMATION - HEADING

33. Correspondence to the Board – RECEIPT

Correspondence received included: Invitation for the Small Business Development Center, Success Awards; Invitation for the Evening of Recognition 2015 Awards Ceremonies; and Office of the Auditor General, State of Arizona Report and Results.

34. Proposed Dates and Places of Future Meetings for 2015 - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 210-212)

Board members will review dates and places of the 45th Annual Commencement Ceremonies along with future events/meetings.

May 19, 2015 Work Session and Regular Meeting on the Prescott Campus beginning at 10:30 a.m.

September 1, 2015 Regular meeting will be held on the Verde Valley Campus
August 11, 2015 Regular meeting will be relocated based on availability
Date change of October 6, 2015 from October 13th

35. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

Member Sigafos moved, seconded by Member Filardo, to adjourn the meeting. Motion carried unanimously.

Regular meeting adjourned at 5:02 p.m.

Respectfully submitted:

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

Date: May 19, 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

Special Board Meeting Unapproved Minutes of Special Meeting Wednesday, May 6, 2015 12:00 PM

Prescott 32-119 and Verde Valley G-103 (video conference)
1100 E. Sheldon Street and 601 Black Hills Rd
Prescott and Clarkdale, Arizona

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

Members Present:

Dr. Patricia McCarver, Chair
Ms. Deb McCasland, Board Member
Mr. Steve Irwin, Secretary
Mr. Albert Filardo, Board Member (attending via video conference)

Administration Present:

Dr. Penelope H. Wills, President
Dr. Stuart Blacklaw, Provost and Vice President for Instruction and Student Development
Dr. Clint Ewell, Vice President for Finance and Administrative Services
Mr. Steve Walker, Vice President for Advancement and Foundation
Dr. James Perey, Executive Dean for the Verde Valley Campus (attending via video conference)
Other staff attending are on file in the District Office

Absent:

Mr. Ray Sigafoos, Board Member

Attending via Conference Call:

Keri Lazarus Silvyn, Esq., Legal Counsel

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

Chair McCarver called the Yavapai College District Governing Board meeting to order at 12: 00 p.m. and introduced Keri Lazarus Silvyn, Legal Counsel.

3. Adoption of Agenda – DECISION

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

4. INFORMATION - HEADING

5. General Information Regarding a Potential Proposal for Acquisition of Real Property Located in the Verde Valley - INFORMATION, DISCUSSION, AND/OR DECISION

Dr. Wills provided an overview for a potential acquisition of real property located in the Verde Valley. Yavapai College Foundation was invited to submit a proposal of consideration to the Steele Foundation for donation of the DK Ranch in Cornville, AZ. The guidelines of the proposal require an explanation of how the property fits the College's mission; how the property will be used to accomplish the College's mission; plans to sustain the property; and appropriate approval by the District Governing Board. The proposal of consideration is required prior to June 1, 2015 with a District Governing Board approval prior to submission.

Dr. Wills referenced the DK Ranch handout for the property description, location and condition. Dr. Wills and the Executive Team has inspected the 45 acre property that runs along Oak Creek. The property is well maintained with water rights, and the agricultural activities have continued in order to maintain the agricultural tax status.

Dr. Blacklaw could envision both agricultural and animal science to be the primary focus of academic programing on the property. Other possibilities could be constructing a conference center and learning labs that would complement the culinary and hospitality programs. Academic programing could consider multiple options such as conservational/environmental science; culinary/hospitality; veterinarian medicine; water policy/conservation; canine/equine; and agricultural, along with possible sports team and/or residential community.

Dr. Perey aligned the Verde Valley strategic proposed plan to potential programing for this property and that it will match the Yavapai College's mission and academic vision. Yavapai College could not duplicate these resources and the potential to partner with K-12 schools and other organizations.

Dr. Wills is suggesting that the College would first address a strategy to continue activities necessary to maintain the property's agricultural status. The only limits per the documentation from the Steele Foundation are that the property use is for educational purposes and matches the institution's mission. Dr. Wills suggests this opportunity could provide a partnering opportunity with University of Arizona.

Ms. Silvyn reminded the Board that Yavapai College is exempt from zoning requirements, and will confirm that Yavapai College Foundation is also exempt to insure the property title can flow through the foundation for transfer to the College.

Mr. Walker confirmed that the property is very accessible with paved roads. The property is surrounded by privately owned land on both sides and has 1400 linear feet along Oak Creek.

Dr. McCarver reminded the District Governing Board that this property will fit the 10 Year Master Plan regarding focus on sustainable agricultural in the Verde Valley.

Member Irwin moved, seconded by Member Filardo, that upon successful selection by the Steele Foundation the Yavapai College District Governing Board would accept the Real Property in the Verde Valley with acceptable terms and conditions. Motion carried unanimously.

6. EXECUTIVE SESSION - A.R.S.§38-431.03 (A)(3), (A)(7) - Discussion and Advice From Counsel Regarding Potential Contract for Acquisition of Real Property Located in the Verde Valley – PROCEDURAL

Pursuant to A.R.S. §38-431.03 (A) (3), (A) (7), Discussion regarding the Potential Contract for Acquisition of Real Property located in the Verde Valley.

No Executive Session Required

7. Convene in Public Session with Possible Action RE: Potential Contract for Acquisition of Real Property in the Verde Valley – DECISION

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

No Executive Session Required

8. Continued Discussion Regarding a Potential Proposal for Acquisition of Real Property Located in the Verde Valley- INFORMATION, DISCUSSION, AND/OR DECISION

Continued discussion of the potential for acquisition of real property located in the Verde Valley.

Omitted

9. ADJOURNMENT OF SPECIAL MEETING - PROCEDURAL

Member Irwin moved, seconded by Member McCasland, that the meeting be adjourned. Motion carried unanimously.

Regular meeting adjourned at 12:36 p.m.

Respectfully submitted:

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

Date: May 19, 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 :** 1
Proposed : 2/13/2015 **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 :** 1:06 PM **Item No :** 7
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 2/13/2015 **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 : 1:06 PM

Item No : 8

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 2/13/2015

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 April 2015 - RECEIPT, DISCUSSION, AND/OR DECISION

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

District Governing Board Detail Budget Report, Expenditures & Vendors - April 2015

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

The report of Revenue and Expenditures for the tenth month of FY 2014-2015 ending on April 30, 2015 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - April in May.pdf	May 13, 2015	Financial Update - April in May.pdf
YCFS APR 2015 - Governing Board Budget Report.pdf	May 14, 2015	YCFS APR 2015 - Governing Board Budget Report.pdf
YCFS April 2015_Summary.pdf	May 14, 2015	YCFS April 2015_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

April 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 \$175,000 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 under 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 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 Ten Months Ended April 30, 2015
Fiscal Year 2014-2015**

District Governing Board

Fiscal Year 2014-15 Appropriation: **\$ 166,256**

EXPENDITURES (note 1):	Purpose	Year-to-Date Expenditures	Encumbered Obligations	Total Expenditures/ Encumbrances
Salary Expenses	Staff Support	\$ 31,433	\$ 5,011	\$ 36,444
AA Locksmith/Awards	Plaques	424	-	424
Assoc. of Community College Trustees	Membership Dues	5,422	-	5,422
Assoc. of Community College Trustees	Conference Fees	7,620	-	7,620
Dale Fitzner	Travel	2,249	-	2,249
Gotprint	Printing	928	-	928
IPGA	Membership Dues	350	-	350
Karen Jones	Travel	217	-	217
Larson Newspapers (Red Rock News)	Advertising	559	-	559
Osborn Maledon PA	Attorneys	23,420	16,933	40,353
Ourboardroom Technologies	Software Maintenance	18,500	-	18,500
Out of the Woods Consulting	Consulting	15,394	110	15,504
Patricia McCarver	Travel	842	-	842
Penelope Wills	Travel	2,035	-	2,035
Prescott Comm Access Channel	Membership Dues	135	-	135
Prescott Newspapers, Inc.	Advertising	2,592	-	2,592
Ray Sigafoos	Travel	2,728	-	2,728
Roswell Bookbinding	Board Minutes	406	1,094	1,500
Sodexo Inc.	Food Supplies	2,076	2,924	5,000
Supplies/Other	Various Vendors	1,292	-	1,292
Thee Place	Food Supplies	196	1,529	1,725
Yavapai Broadcasting	Board Meetings	2,000	1,000	3,000
YC Printing Services	Printing	3,068	-	3,068
				<u>152,487</u>
 <u>Verde Valley DGB Advisory Committee</u>				
Osborn Maledon PA	Attorneys	5,361	4,639	10,000
Supplies/Other	Various Vendors	58	-	58
Thee Place	Food Supplies	276	-	276
				<u>10,334</u>
Remaining Budget - April 30, 2015				<u>\$ 3,435</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 April 30, 2015 - 83.3% of the Fiscal Year Complete

Fiscal Year 2014-2015

SUMMARY - ALL FUNDS

	<u>Year-to-Date Revenues</u>		<u>Year-to-Date Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
General Fund	\$ 36,554,344		\$ 36,554,344	\$ 42,197,000	86.6%
Restricted Fund	13,138,913		13,138,913	16,526,900	79.5%
Auxiliary Fund	3,531,105		3,531,105	4,073,900	86.7%
Unexpended Plant Fund	11,419,985		11,419,985	13,789,800	82.8%
Debt Service Fund	5,733,451		5,733,451	6,907,000	83.0%
TOTALS	<u>70,377,798</u>		<u>70,377,798</u>	<u>83,494,600</u>	<u>84.3%</u>

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non- Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
General Fund	\$ 33,453,682	\$ 3,887,337	\$ 2,726,101	\$ 34,614,918	\$ 42,197,000	82.0%
Restricted Fund	13,124,742	290,551	202,400	13,212,893	16,526,900	79.9%
Auxiliary Fund	2,964,156	255,323	187,060	3,032,419	4,073,900	74.4%
Unexpended Plant Fund	7,880,155	7,279,327	-	15,159,482	13,789,800	109.9%
Debt Service Fund	788,121	4,942,712	-	5,730,833	6,907,000	83.0%
TOTALS	<u>58,210,856</u>	<u>16,655,250</u>	<u>3,115,561</u>	<u>71,750,545</u>	<u>83,494,600</u>	<u>85.9%</u>
SURPLUS/(DEFICIT)				<u>(1,372,747)</u>	<u>-</u>	

COMMENTS:

Through the tenth month, 85.9% of budget has been committed (excluding labor encumbrances) compared to 84.3% of revenues received.

The budget currently has a deficit of \$1,372,747 which is due to the Plant Fund (see page 5 for further details).

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 April 30, 2015 - 83.3% 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	\$ 25,767,780		\$ 25,767,780	\$ 31,155,000	82.7%	\$ 30,936,900	\$ (218,100)
Tuition and Fees	11,342,521		11,342,521	11,867,000	95.6%	11,692,000	(175,000)
State Appropriations	887,000		887,000	887,000	100.0%	887,000	-
Other Revenues	350,562		350,562	458,500	76.5%	458,500	-
Interest Income	44,398		44,398	35,000	126.9%	50,000	15,000
Fund Balance Applied to Budget	2,773,333		2,773,333	3,328,000	83.3%	3,328,000	-
General Fund Transfer Out	(4,611,250)		(4,611,250)	(5,533,500)	83.3%	(5,533,500)	-
TOTAL REVENUES	36,554,344		36,554,344	42,197,000	86.6%	41,818,900	(378,100)

	<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	\$ 14,205,496	\$ 948,008	\$ 711,828	\$ 14,441,676	\$ 16,832,000	85.8%	\$ 16,697,360	\$ (134,600)
Academic Support	3,394,910	555,434	407,125	3,543,219	4,492,000	78.9%	4,456,100	(35,900)
Institutional Support	6,924,451	1,279,766	765,661	7,438,556	8,520,000	87.3%	8,468,900	(51,100)
Student Services	3,595,987	455,445	407,326	3,644,106	4,697,000	77.6%	4,626,500	(70,500)
Operation/Maintenance of Plant	4,484,940	634,480	423,307	4,696,113	6,123,000	76.7%	6,074,000	(49,000)
Scholarships	756,994	1,850	-	758,844	833,000	91.1%	833,000	-
Public Service	90,904	12,354	10,854	92,404	150,000	61.6%	100,000	(50,000)
Tuition Contingency	-	-	-	-	550,000	0.0%	-	(550,000)
TOTAL EXPENDITURES	33,453,682	3,887,337	2,726,101	34,614,918	42,197,000	82.0%	41,255,860	(941,100)
SURPLUS/(DEFICIT)				\$ 1,939,426	\$ -			

COMMENTS:

Fourth quarter State Aid was received in April 2015.

Tuition and Fees revenues above budget due to summer 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 91.1% of budget due to spring 2015 financial aid awards.

The Budget currently has a surplus of \$1,939,426.

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 April 30, 2015 - 83.3% of the Fiscal Year Complete

Fiscal Year 2014-2015

RESTRICTED FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Federal Grants and Contracts	\$ 11,053,227		\$ 11,053,227	\$ 14,224,000	77.7%
State Grants and Contracts	144,153		144,153	225,000	64.1%
Private Gifts, Grants and Contracts	513,011		513,011	625,000	82.1%
Proposition 301 Funds	575,622		575,622	600,000	95.9%
State Appropriation - STEM Workforce	802,900		802,900	802,900	100.0%
Fund Balance Applied to Budget	50,000		50,000	50,000	100.0%
Reimbursement Due	-		-	N/A	N/A
TOTAL REVENUES	13,138,913		13,138,913	16,526,900	79.5%

	<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	\$ 2,326,912	\$ 179,133	\$ 93,805	\$ 2,412,240	\$ 3,294,900	73.2%
Academic Support	-	-	-	-	4,000	0.0%
Student Services	885,975	100,134	97,311	888,798	1,198,000	74.2%
Scholarships	9,815,078	-	-	9,815,078	11,890,000	82.5%
Public Service	96,777	11,284	11,284	96,777	140,000	69.1%
TOTAL EXPENDITURES	13,124,742	290,551	202,400	13,212,893	16,526,900	79.9%
SURPLUS/(DEFICIT)				\$ (73,980)		

COMMENTS:

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

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended April 30, 2015 - 83.3% of the Fiscal Year Complete

Fiscal Year 2014-2015

AUXILIARY FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 14/15 Budget</u>	<u>Percent of Budget</u>	<u>FY 14/15 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Residence Halls and Summer Conferences	\$ 1,020,848		\$ 1,020,848	\$ 1,149,000	88.8%	\$ 1,149,000	\$ -
Bookstore Rental and Commissions	187,231		187,231	210,000	89.2%	210,000	-
Food Services Sales	28,875		28,875	40,000	72.2%	36,000	(4,000)
Vending	31,153		31,153	33,000	94.4%	34,000	1,000
Edventures	324,783		324,783	198,000	164.0%	330,000	132,000
Community Events	436,963		436,963	520,000	84.0%	520,000	-
Regional Economic Development Center - Training	36,858		36,858	136,200	27.1%	65,200	(71,000)
Family Enrichment Center	471,899		471,899	533,000	88.5%	533,000	-
Winery - Tasting Room	1,301		1,301	20,000	6.5%	5,000	(15,000)
Yavapai College Foundation	259,050		259,050	435,000	59.6%	375,000	(60,000)
Other	258,894		258,894	231,800	111.7%	270,000	38,200
Fund Balance Applied to Budget	166,667		166,667	200,000	83.3%	200,000	-
General Fund Transfer In	640,583		640,583	768,700	83.3%	768,700	-
Auxiliary Fund Transfer Out	(334,000)		(334,000)	(400,800)	83.3%	(400,800)	-
TOTAL REVENUES	3,531,105		3,531,105	4,073,900	86.7%	4,095,100	21,200

	<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	\$ 63,656	\$ 3,258	\$ -	\$ 66,914	\$ 49,100	136.3%	\$ 70,000	\$ 20,900
Student Services	472,707	64,927	53,377	484,257	611,400	79.2%	611,400	-
Auxiliary Enterprises	950,006	98,613	76,171	972,448	1,346,000	72.2%	1,346,000	-
Public Service	685,037	88,525	57,512	716,050	1,016,100	70.5%	926,100	(90,000)
Facilities & Administrative Allocation Expense	792,750	-	-	792,750	951,300	83.3%	951,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	2,964,156	255,323	187,060	3,032,419	4,073,900	74.4%	3,904,800	(169,100)
SURPLUS/(DEFICIT)				\$ 498,686	\$ -			

COMMENTS:

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. Instruction expense above budget due to more involved and multiple musical productions.

The Budget currently has a surplus of \$498,686.

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 April 30, 2015 - 83.3% 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	\$ 8,354,376		\$ 8,354,376	\$ 10,098,800	82.7%	\$ 10,028,100	\$ (70,700)
Yavapai College Foundation Donation	250,000		250,000	325,000	76.9%	270,000	(55,000)
Investment Income	20,917		20,917	18,000	116.2%	25,000	7,000
Other	21,359		21,359	20,000	106.8%	25,000	5,000
General Fund Transfer In	2,773,333		2,773,333	3,328,000	83.3%	3,328,000	-
TOTAL REVENUES	11,419,985		11,419,985	13,789,800	82.8%	13,676,100	(113,700)

	<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	\$ 2,017,251	\$ 1,232,666	\$ -	\$ 3,249,917	\$ 3,020,000	107.6%	\$ 3,170,000	\$ 150,000
Unplanned Maintenance	235,879	29,663	-	265,542	500,000	53.1%	450,000	(50,000)
Capital Improvement Projects	4,108,172	5,617,615	-	9,725,787	6,781,900	143.4%	9,740,000	2,958,100
Capital Improvements - Future Projects	-	-	-	-	40,200	0.0%	-	(40,200)
Equipment	1,309,379	359,074	-	1,668,453	2,309,400	72.2%	2,100,000	(209,400)
Furniture and Fixtures	105,076	-	-	105,076	250,000	4.5%	200,000	(50,000)
Library Books	59,661	40,309	-	99,970	98,700	40.0%	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	7,880,155	7,279,327	-	15,159,482	13,789,800	109.9%	15,803,400	2,013,600
SURPLUS/(DEFICIT)				(3,739,497)	-			

COMMENTS:

The Budget currently has a deficit of \$3,739,497 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 109.9% 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 April 30, 2015 - 83.3% of the Fiscal Year Complete

Fiscal Year 2014-2015

DEBT SERVICE FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Secondary Property Taxes	\$ 4,184,550		\$ 4,184,550	\$ 5,059,400	82.7%
Investment Income	8,382		8,382	10,000	83.8%
General Fund Transfer In	1,197,333		1,197,333	1,436,800	83.3%
Auxiliary Fund Transfer In	334,000		334,000	400,800	83.3%
Other Revenues	9,186		9,186	-	100.0%
TOTAL REVENUES	5,733,451		5,733,451	6,907,000	83.0%

	<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	\$ -	\$ 3,391,667	\$ -	\$ 3,391,667	\$ 4,070,000	83.3%
Interest Payments	482,700	321,800	-	804,500	965,400	83.3%
Pledged Revenue Obligations						
Principal Payments	-	787,500	-	787,500	945,000	83.3%
Interest Payments	245,840	163,993	-	409,833	491,800	83.3%
Revenue Bonds						
Principal Payments	-	237,500	-	237,500	285,000	83.3%
Interest Payments	57,881	38,619	-	96,500	115,800	83.3%
Bank Fees	1,700	1,633	-	3,333	4,000	83.3%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	788,121	4,942,712	-	5,730,833	6,907,000	83.0%
SURPLUS/(DEFICIT)				2,618	-	

COMMENTS:

Through the tenth month, 83.0% of budget has been committed (excluding labor encumbrances) compared to 83.0% of revenues received.

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

Presenter : Patricia McCarver

Start Time : 1:07 PM

Item No : 9

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 2/13/2015

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 - April 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
2 3 1_April in May.pdf	May 13, 2015	2 3 1_April in May.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
April 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 ten months ended April 30, 2015, the General Fund has a surplus of \$1,939,000. This is primarily the result of tuition and fee revenues reflecting summer 2015 semester enrollments.

For the fiscal year ended June 30, 2015, General Fund revenues are projected to be below budget by \$378,100 and expenditures are projected to be under budget by \$941,100, resulting in a net surplus of \$563,000 — a 1.3% positive variance.

Auxiliary Fund



For the fiscal year ended June 30, 2015, the Auxiliary fund is projected to be under 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 \$2,013,600 or 14.6%. 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. For the fiscal year ended June 30, 2015, the Restricted fund is projected to be under budget due to less federal financial aid awarded to students.

Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on **the District's long-term** bonds. College debt is at fixed rates of interest—for the ten months ended April 30, 2015, there were no significant variances from budget.

President's Conclusion:

I report compliance.

Presenter : Patricia McCarver

Start Time : 1:08 PM

Item No : 10

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 2/13/2015

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 President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves - April 2015 - 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
2 3 2_April in May.pdf	May 13, 2015	2 3 2_April in May.pdf

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

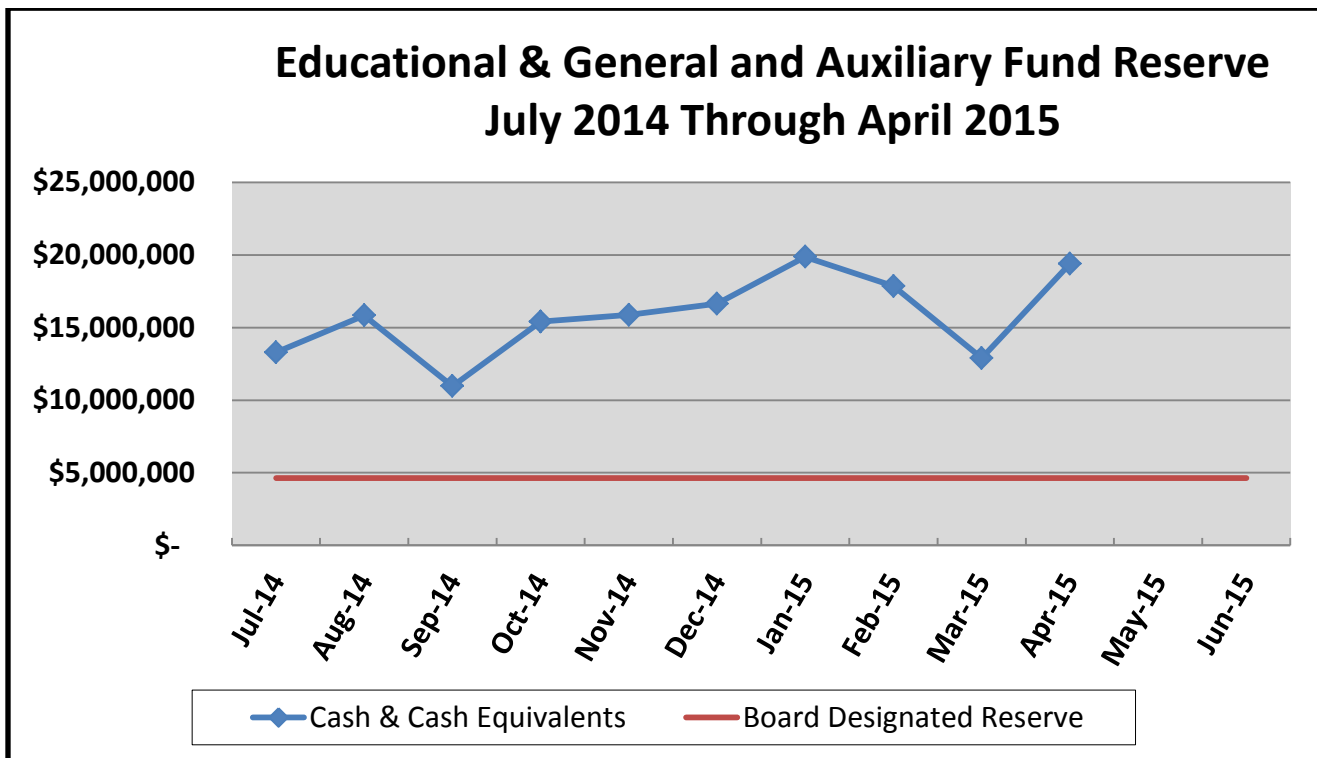
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

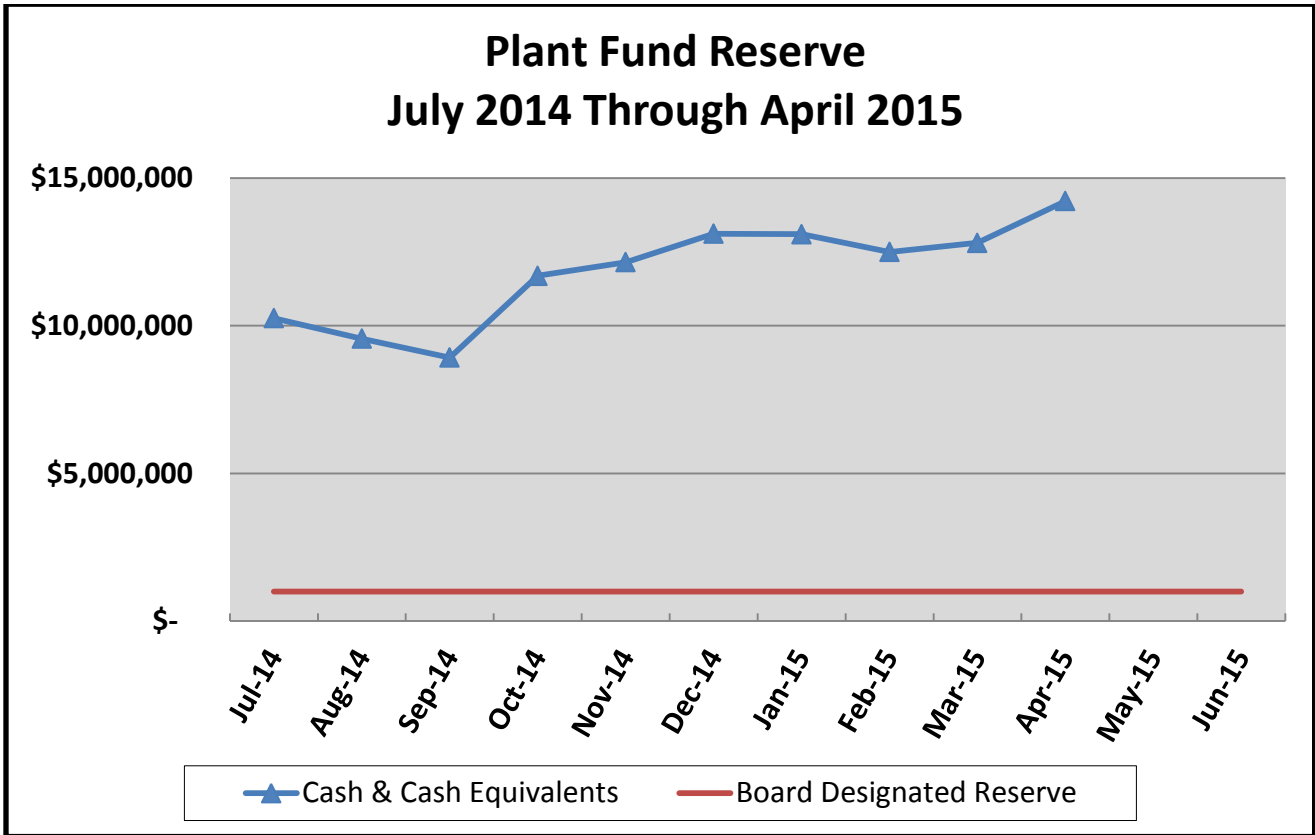
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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 April 30, 2015, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2014, through April 30, 2015, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of April 30, 2015, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$13,223,000.

President's Conclusion:

I report compliance.

Presenter : Patricia McCarver

Start Time : 1:09 PM

Item No : 11

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 4/7/2015

Item Type : Consent Item

Policy No.	Description	Ref No
3.4.3.4	<p>The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making.</p> <p>Therefore, the Consent Agenda will be used to:</p> <ul style="list-style-type: none">a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; andb) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.	560679

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

Details : For consideration for approval of the IGA between the Superior Court in Yavapai County Juvenile Court Center and Yavapai College to provide a Youth Summer Training and Enrichment Program (YouthSTEP) effective upon execution and shall terminate on September 30, 2015.

Attachments :

Title	Created	Filename
YouthStep IGA.pdf	May 11, 2015	YouthStep IGA.pdf

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

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

WITNESSETH:

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

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

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

ARTICLE I

DURATION OF AGREEMENT: This Agreement shall become effective upon execution and shall terminate on the 30th day of September, 2015.

ARTICLE II

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

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

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

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

ARTICLE III

SCOPE OF SERVICES TO BE PERFORMED BY THE COLLEGE:

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

ARTICLE IV

FINANCE AND BUDGET: The budget for the Program is split between two fiscal years, FY 2014-2015 and FY 2015-2016. As such, budget allocations and expenditures must be made for each corresponding fiscal year's budget and may not overlap, as outlined below:

A. Fiscal Year 2014-2015 Budget

The College, on or before July 15, 2015, will submit invoices to YCJCC for expenditure reimbursement. All expenditures must be expended by June 30, 2015. These invoices may be submitted on a monthly basis during the budget period. Upon receipt of an expenditure reimbursement request, YCJCC will issue a warrant to the College pursuant to allowable budget categories, as follows:

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

B. Fiscal Year 2015-2016 Budget

The College, on or before October 15, 2015, will submit invoices to YCJCC for expenditure reimbursement. All expenditures must be expended by September 30, 2015. These invoices may be submitted on a monthly basis during the budget period. Upon receipt of an expenditure reimbursement request, YCJCC will issue a warrant to the College pursuant to allowable budget categories, as follows:

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

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

ARTICLE V

FUND ACCOUNTING:

- A. The College is responsible to expend funds in the amount of **\$31,750.00** during Fiscal Year 2014-2015 as enumerated in Article IV, A and in the amount of **\$21,670.00** during Fiscal Year 2015-2016 as enumerated in Article IV, B. Funds distributed to the College shall be handled and accounted for in accordance with the regular operating procedures established by the College. Any interest earned on these monies while in the possession of the College shall accrue to the College and may be used by the College for the Program.
- B. Fiscal Year 2014-2015 funds shall be expended by June 30, 2015 and invoiced to YCJCC by July 15, 2015. Fiscal Year 2015-2016 funds shall be expended by September 30, 2015 and invoiced to YCJCC by October 15, 2015. Funds expended or requested for reimbursement after these time lines will not be reimbursed to the College.
- C. Any operating supplies purchased by the College with funds distributed under this agreement shall be used by the College for the administrative, operational and educational services associated with this IGA. At the end of this agreement term, or any successive agreement term with YCJCC, any remaining and unused operating supplies having more than nominal value shall be returned to the Yavapai County Juvenile Court Center.

ARTICLE VI

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

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

ARTICLE VII

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

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

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

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

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

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

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

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

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

ARTICLE VIII

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

ARTICLE IX

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

ARTICLE X

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

ARTICLE XI

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

ARTICLE XII

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

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

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

1. Commercial General Liability – Occurrence Form

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

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

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

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

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

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

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

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

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

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

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

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

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

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

the minimum requirements identified above.

- G. **APPROVAL:** Any modification or variation from the *insurance requirements* in any Intergovernmental Agreement must have prior approval from the State of Arizona Department of Administration, Risk Management Division, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.
- H. **EXCEPTIONS:** In the event the College or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the College or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university then none of the above shall apply.

ARTICLE XIII

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

ARTICLE XIV

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

ARTICLE XV

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

ARTICLE XVI

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

ARTICLE XVII

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

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

ARTICLE XVIII

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

ARTICLE XIX

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

ARTICLE XX

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

ARTICLE XXI

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

Scott Mabery Director of Juvenile Court Services Yavapai County Juvenile Court 1100 Prescott Lakes Parkway Prescott, Arizona 86301	Ryan Bouwhuis Director of Purchasing and Contracts Yavapai College 1100 E. Sheldon St. Prescott, Arizona 86301
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ARTICLE XXII

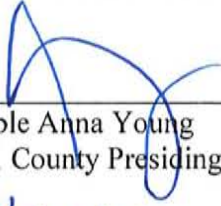
COMPLIANCE REQUIREMENTS FOR A.R.S. § 41-4401 – IMMIGRATION LAWS AND E-VERIFY REQUIREMENTS:

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

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

YAVAPAI COUNTY JUVENILE COURT

YAVAPAI COLLEGE



Honorable Anna Young
Yavapai County Presiding Juvenile Judge

Dr. Penelope H. Wills
President, Yavapai College

4/22/2015
Date

Date

Dr. Patricia McCarver
Chair, Board of Governors

Date



Mark Brnovich
Attorney General

Office of the Attorney General
State of Arizona

INTERGOVERNMENTAL AGREEMENT DETERMINATION

KR15-0043

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

Dated this 24th Day of April, 20 15

Mark Brnovich
The Attorney General



Assistant Attorney General

Presenter : Patricia McCarver

Start Time : 1:10 PM

Item No : 12

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 5/11/2015

Item Type : Consent Item

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

Description : For Consideration for Approval of Resolution 2015 - #02 - Steele Foundation - Possible Gift of Real Property - RECEIPT, DISCUSSION, AND/OR DECISION

Details : For consideration for approval of Resolution 2015 - #02 - Steele Foundation - Possible Gift of Real Property.

Attachments :

Title	Created	Filename
Resolutions_2015-02.pdf	May 11, 2015	Resolutions_2015-02.pdf

YAVAPAI COLLEGE DISTRICT GOVERNING BOARD

RESOLUTION 2015 - #02

WHEREAS, on May 6, 2015 at a Special Meeting, the District Governing Board of Yavapai College approved the motion to accept a donation of Real Property in the Verde Valley upon successful selection by the Steele Foundation.

NOW THEREFORE, BE IT RESOLVED by the Yavapai College District Governing Board that this Board reaffirms and supports Yavapai College to submit a proposal for consideration to the Steele Foundation and that upon successful selection by the Steele Foundation, the Yavapai College Foundation will accept donation of Real Property in the Verde Valley with acceptable terms and conditions.

PASSED AND ADOPTED by the Governing Board of the Yavapai County Community College District of Yavapai County, Arizona, on May, 19, 2015.

**YAVAPAI COUNTY COMMUNITY
COLLEGE DISTRICT OF YAVAPAI
COUNTY, ARIZONA**

Dr. Patricia McCarver, Board Chair

ATTEST:

Mr. Steve Irwin, Board Secretary

Presenter : Patricia McCarver

Start Time : 1:11 PM

Item No : 13

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 2/13/2015

Item Type : Information Item

Policy No.	Description	Ref No
3.4	To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.	558881

Description : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:11 PM

Item No : 14

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 2/13/2015

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

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

- Tara O'Neill
- Richard Hartley
- Joanne Oellers
- Cynthia Schroder
- Brandelyn Andres
- Stephen Doyle
- Amber Davies-Sloan
- Mark Muchna

Attachments :

No Attachments

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

Start Time : 1:16 PM
Time Req : 10
Item Type : Procedure Item

Item No : 15

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

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 5/6/2015

Start Time : 1:26 PM
Time Req : 0
Item Type : Heading

Item No : 16

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 : 1:26 PM

Item No : 17

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 4/24/2015

Item Type : Information Item

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 : Presentation by the Verde Valley Board Advisory Committee (VVBAC) - INFORMATION AND DISCUSSION

Details : The Verde Valley Board Advisory Committee (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 recent committee activity.

Attachments :

No Attachments

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

Start Time : 1:36 PM
Time Req : 10
Item Type : Procedure Item

Item No : 18

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

Start Time : 1:46 PM
Time Req : 0
Item Type : Heading

Item No : 19

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 (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:46 PM

Item No : 20

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 2/13/2015

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: 2015 Commencement Ceremonies; President's Monitoring Report 2.2 Board Request; Faculty Summer Institute; Strategic Initiatives; College Highlights; Facilities Management News; and Other Related Information - INFORMATION AND/OR DISCUSSION

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

- 2015 Commencement Ceremonies
- Information on the President's Monitoring Report 2.2 Compensation and Benefits as Requested by the Board
- Faculty Summer Institute
- Strategic Initiatives
- College Highlights - Attached - Information Only
- Facilities Management News - Attached - Information Only
- Other Related Information

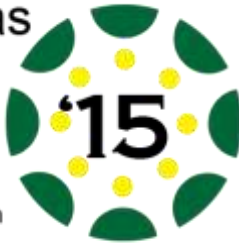
Attachments :

Title	Created	Filename
Summer_Institute_2015_Schedule.pdf	May 06, 2015	Summer_Institute_2015_Schedule.pdf
May 2015 College Highlights.pdf	May 06, 2015	May 2015 College Highlights.pdf
May 2015 YAVAPAI COLLEGE Facilities Management News.pdf	May 11, 2015	May 2015 YAVAPAI COLLEGE Facilities Management News.pdf

It's All About Canvas

SUMMER INSTITUTE

May 12th, 13th & 14th



The Summer Institute will be held over the course of three days in Building 19. It is a teaching and learning event for all full-time and adjunct faculty, focusing on best practices in the classroom, as well as technology topics for enhancing the student learning experience. Staff are welcome to attend sessions as they apply to their own professional development at the college. This year the Summer Institute is focused around training in Canvas, our new LMS provider for the fall 2015 semester.

Tuesday, May 12th, 2015

Breakfast

8:30 AM – 9:00 AM

19-147

Join us for a full breakfast.

Welcome Address

9:00 AM – 9:30 AM

19-147

Dr. Stuart Blacklaw and Stacey Hilton will kick off the 10th annual Summer Institute. They'll recap some of the great work done over this year and discuss moving forward on future projects.

Facilitators:

Dr. Stuart Blacklaw, Vice President of Instruction & Student Development

Stacey L. Hilton, Dean for Computer Technologies & Instructional Support

Keynote Address: A New Canvas

9:30 AM – 10:15 AM

19-147

The keynote address will celebrate our starts, stops, and achievements in educational technology, the opportunities that present themselves when dropping an old legacy system and embracing a sleek, modern learning management system, and some lessons learned from migrating hundreds of courses within a few months from Blackboard to Canvas.

Shannon Field, Senior Instructional Designer, ERAU

BREAK

10:15 AM – 10:30 AM

Canvas Basics

10:30 AM – 12:00 PM

The Canvas Basics session will help new users understand the terminology and basic features of Canvas. The session will cover:

- Using Notifications
- Teaching with Modules and Pages
- Basic Course set-up
- Editing Your Syllabus
- Creating the Course Calendar
- Profile Options

- Inbox
- Creating an Announcement

Facilitators: Keenan Adcock - Canvas, Shannon Field - ERAU, Julie Madagan – Phoenix College, Meghan Kennedy – Glendale CC, Alisa Cooper – Glendale CC

Lunch

12:00 PM – 1:15 PM
19-147

Lunch will be served in the Susan N. Webb Community Room.

Assessments and Grading in Canvas

1:15 PM – 2:45 PM

The Assessments and Grading session will cover the basics of various types of assessments and using the Canvas Gradebook. The rubrics feature will also be covered in this session. The session will also cover:

- Using the Gradebook
- Using the SpeedGrader
- Creating Quizzes
- Creating Assignments
- Using Rubrics
- Outcomes

Facilitators: Keenan Adcock - Canvas, Shannon Field - ERAU, Julie Madagan – Phoenix College, Meghan Kennedy – Glendale CC, Alisa Cooper – Glendale CC

BREAK

2:45 PM – 3:00 PM

Communication and Collaboration in Canvas

2:15 PM – 4:15 PM

The Communication and Collaboration session will focus on the use of the discussion board and the three synchronous collaboration tools in Canvas.

- Using the Discussion Board
- Messaging in Canvas
- Using the Canvas Chat
- Creating Groups
- Creating and Using Conferences
- Using the Collaboration Tools

Facilitators: Keenan Adcock - Canvas, Shannon Field - ERAU, Julie Madagan – Phoenix College, Meghan Kennedy – Glendale CC, Alisa Cooper – Glendale CC

Hors d'oeuvre Hour

4:30 PM – 5:30 PM
19 - 2nd Floor

Join us for a fabulous array of Hors d'oeuvres

Canvas Basics

5:30 PM – 7:00 PM
19-206

The Canvas Basics session will help new users understand the terminology and basic features of Canvas. The session will cover:

- Using Notifications
- Teaching with Modules and Pages
- Basic Course set-up
- Editing Your Syllabus
- Creating the Course Calendar
- Profile Options
- Inbox
- Creating an Announcement

Facilitator: Keenan Adcock - Canvas

Wednesday, May 13th, 2015

Breakfast

8:30 AM – 9:00 AM
19-147

Join us for a light breakfast.

Welcome Address

9:00 AM – 9:30 AM
19-147

Facilitators: Stacey L. Hilton, Dean for Computer Technologies & Instructional Support

GIFT Center Fellowship Award Winner

9:30 AM – 10:00 AM
19-147

Speech by 2015 award winner **Ruth Alsobrook-Hurich**, Director of Video Game Development Program

BREAK

10:00 AM – 10:15 AM

Designing a Class in Canvas

10:15 AM – 11:45 AM

We will have three presenters in three rooms available for this session. Attendees will be divided up into specific rooms at the Institute.

This session will help new users to Canvas begin to design course structure and add content to a course. The session will include:

- Setting the Home Page options

- Calendar Options and Settings
- Using the Module Options
- Course Navigation

Facilitators: Shannon Field - ERAU, Julie Madagan – Phoenix College, Meghan Kennedy – Glendale CC

Canvas Basics

10:15 AM – 11:45 AM

The Canvas Basics session will help new users understand the terminology and basic features of Canvas. The session will cover:

- Using Notifications
- Teaching with Modules and Pages
- Basic Course set-up
- Editing Your Syllabus
- Creating the Course Calendar
- Profile Options
- Inbox
- Creating an Announcement

Facilitators: Marissa Wolfe – Paradise Valley CC

Lunch

11:45 PM – 1:00 PM

19-147

Lunch will be served in the Susan N. Webb Community Room, 19-147.

Advanced Pages

1:00 PM – 2:30 PM

We will have three presenters in three rooms available for this session. Attendees will be divided up into specific rooms at the Institute.

One of the most used features of Canvas is the “Page.” This session will look at all the options there are for adding content to Canvas Pages. Some of the features include:

- Inserting Content to Pages
- Inserting HTML
- Using Tables
- Page Options

Facilitators: Shannon Field - ERAU, Julie Madagan – Phoenix College, Meghan Kennedy – Glendale CC

Assessments and Grading in Canvas

1:00 PM – 2:30 PM

The Assessments and Grading session will cover the basics of various types of assessments and using the Canvas Gradebook. The rubrics feature will also be covered in this session. The session will also cover:

- Using the Gradebook
- Using the SpeedGrader

- Creating Quizzes
- Creating Assignments
- Using Rubrics
- Outcomes

Facilitators: Lisa Young, Scottsdale CC

BREAK

2:30 PM – 2:45 PM

Lessons Learned & Tips and Tricks

2:45 PM – 4:15 PM

This session will focus on some of the lessons learned by the Maricopa faculty and instructional designers and some of the tips they learned along the way from Blackboard to Canvas. It will also be an informal question and answer session.

Facilitators: Julie Madagan – Phoenix College, Meghan Kennedy – Glendale CC

Communication and Collaboration in Canvas

2:45 PM – 4:15 PM

The Communication and Collaboration session will focus on the use of the discussion board and the three synchronous collaboration tools in Canvas.

- Using the Discussion Board
- Messaging in Canvas
- Using the Canvas Chat
- Creating Groups
- Creating and Using Conferences
- Using the Collaboration Tools

Facilitators: Lisa Young, Scottsdale CC

Designing a Class in Canvas

2:45 PM – 4:15 PM

We will have three presenters in three rooms available for this session. Attendees will be divided up into specific rooms at the Institute.

This session will help new users to Canvas begin to design course structure and add content to a course. The session will include:

- Setting the Home Page options
- Calendar Options and Settings
- Using the Module Options
- Course Navigation

Facilitators: Shannon Field - ERAU,

Thursday, May 14th, 2015

Breakfast

8:30 AM – 9:00 AM

Join us for a light breakfast.

Open Lab in Canvas

9:00 AM – Noon

Now that you've learned about the new LMS, practice working with it with support from TeLS staff. Drop in anytime during the morning.

Facilitators: TeLS Staff

May 2015 College Highlights

Arts and Humanities

- **Laraine Herring**, Professor of Creative Writing, reports the Creative Writing Program (CRW) hosted its 8th annual student reading at Peregrine Book Company on April 9th. The CRW program's outstanding student of the year award went to **Carrie Anne White** (please see photo below). Twelve people shared their work with an audience of 30.



Sciences, Health and Public Services

- The Pharmacy Technician Certificate Program is a three-semester, 20-credit hour program at YC. We are pleased to announce that 100% of the students in the current cohort have passed the Pharmacy Technician Certification Board Exam. This is a rigorous program and we would like to acknowledge the students and their instructors for their commitment to excellence.
- **Gino Romeo**, Professor of Chemistry, used Youtube to display instructional videos he made related to his chemistry classes. Not only Yavapai College Students have viewed his videos, but over 119 (out of 196 total) countries have accessed his instructional videos (please see chart below).

Video	Geography	Date	Subscription status	Subtitles and CC
Geography	Views	Estimated minutes watched	Average view duration	
United States	2,675 (53%)	7,081 (58%)	2:38	
Canada	360 (7.1%)	865 (7.0%)	2:24	
United Kingdom	282 (5.6%)	630 (5.1%)	2:14	
Australia	266 (5.2%)	673 (5.5%)	2:31	
India	224 (4.4%)	490 (4.0%)	2:11	
South Africa	103 (2.0%)	378 (3.1%)	3:40	
Malaysia	80 (1.6%)	145 (1.2%)	1:49	
Saudi Arabia	61 (1.2%)	99 (0.8%)	1:37	
Singapore	56 (1.1%)	84 (0.7%)	1:29	
Egypt	45 (0.9%)	126 (1.0%)	2:48	
New Zealand	45 (0.9%)	104 (0.8%)	2:18	
Indonesia	34 (0.7%)	62 (0.5%)	1:49	
Philippines	32 (0.6%)	56 (0.5%)	1:45	
United Arab Emirates	28 (0.6%)	59 (0.5%)	2:05	
Netherlands	27 (0.5%)	36 (0.3%)	1:20	
Turkey	27 (0.5%)	43 (0.3%)	1:34	
Iraq	25 (0.5%)	36 (0.3%)	1:27	
Vietnam	25 (0.5%)	44 (0.4%)	1:44	
Jordan	25 (0.5%)	57 (0.5%)	2:17	
Ireland	25 (0.5%)	51 (0.4%)	2:01	
Qatar	25 (0.5%)	55 (0.4%)	2:11	
Thailand	24 (0.5%)	42 (0.3%)	1:45	
Hong Kong	22 (0.4%)	42 (0.3%)	1:54	
Oman	22 (0.4%)	45 (0.4%)	2:03	
Brazil	22 (0.4%)	42 (0.3%)	1:54	

1-25 of 119

- The Yavapai College (YC) Baseball Team made it to the final playoffs. The team advanced to play in a three game series on May 7th.
- YC Baseball team member, **Willie Calhoun**, was named conference player of the year. He was the 8th Yavapai College player to be given that honor.
- Three YC Baseball players were named to the First Team All-Conference/Region. They are: **Willie Calhoun, Alexis Olmeda, and Luke Doyle**.
- Yavapai College Soccer Team members moving on to 4-year universities include goalkeepers **Daniel Diaz** (West Virginia University, NCAA Div. One) and **Bradley**

Trella (Dixie State University, NCAA Div. II); defenders **Jacob Nelson** (College of Charleston, NCAA Div. One) and **Brandon Wallace** (Arizona State University); midfielders **Michael Gallardo** (Alderson-Broadus University, West Virginia, NCAA Div. 11) and **Mason Buron** (University of Hawaii-Hilo, NCAA Div. II).

- **Braxton Fenter**, Yavapai College Volleyball Team member, signed a letter of intent to play at Memorial University of Newfoundland in Canada!
- The Yavapai College Softball Team finished the season strong at 31-27.

Business, Education and Social Sciences

- **Jeri Denniston**, Adjunct Business Faculty, reports that this spring's Social Media Marketing class (BSA 231) is doing great work. Her students have built some creative landing pages and terrific Facebook pages. Writes Denniston, "It's so gratifying to see them succeed!" Here are a few examples:

Kimberly Marsh

Landing page: <http://kimberlymarshphotography.instapage.com/>

Facebook page: <https://www.facebook.com/kimberlymarshphotography/timeline>

Shelly Stuckman

Landing page: <http://shellystuckmanpsc.instapage.com/>

Facebook page: <https://www.facebook.com/shellystuckman>

Joel Lobaugh

Landing page: <http://joellobaugh.instapage.com/>

Facebook page: <https://www.facebook.com/whatnextdesigns/timeline>

Karen Fornes

Landing page: <http://kfornesphotography.instapage.com/>

Facebook page: <https://www.facebook.com/kfornesphotography>

Denny Foss

Landing page: <http://Brandlogo.instapage.com>

Facebook page: <https://www.facebook.com/pages/Foss-Designs/222093661186867?sk=timeline>

- **Erin Whitesitt**, Adjunct Sociology and Psychology Faculty, was recently named *Outstanding First-Year Graduate Student* at Northern Arizona University at an awards event on April 24th. Whitesitt will receive a full tuition benefit for her final two semesters of graduate school!
- **Carolyn Shelley**, Raising a Reader Program Coordinator reports that each year the national office holds a photo competition for its program affiliates. This year Yavapai College's submission of a class from Chino Valley Head Start with their red Raising a Reader bags and lots of big smiles earned a second place win! The prize was \$100 to put toward the purchase of materials for our program. The photo will be used on Raising a Reader's social media sites, as well as on their annual calendar, along with the other winning photos. The winning photo is attached.



- **Jan McFarland**, Adjunct Psychology Faculty, reports that she continues to work with the Mental Health Coalition of the Verde Valley. During Mental Health Awareness Week, May 11th - 16th, there will be many outreach activities to engage the community in awareness to support those with mental illness <http://mhcvv.org/>. In addition, **McFarland** reports that she continues to engage her Abnormal Psychology class in activities to promote the study of psychology as evidenced by the participation of some of her students in a research survey study with Adler University, Chicago, IL this spring.
- **Tara O'Neill**, Professor of Education and Service Learning Coordinator, recently attended the Yavapai County Teacher of the Year Awards Banquet with eight YC education majors on Friday, April 24th at the Prescott Resort. This yearly event is organized by the Yavapai County Education Foundation, and teachers from across Yavapai County are recognized for their outstanding contributions to the field of education in the following categories: K – 5th Grade, 6th-8th Grade, K-8th Cross Grades Specialist, High School, 9th-12th Cross Grades Specialist. In addition to the banquet, YC students enjoyed networking with local K-12 teachers and administrators, seeing finalists' teacher and student interviews, and listening to speeches by last year's Teacher of the Year, Sonny Martin, and this year's Teacher of the Year, Larnell Sawyer. Notes O'Neill, "It was wonderful for our students to gain ideas from exceptional teachers and to see the teaching profession recognized." She also reports that one student commented, "These teachers are so inspiring! This event makes me even more excited to get into the classroom!" Photo attached.



- **Professor O'Neill** also reports that on Thursday, April 23rd, students from a variety of courses participated in the first annual Service Learning Showcase. The event took place in the library lobby from 11a.m. - noon. Posters were set up to display students' service projects and what they gained from their service experiences. Over 13 students participated, and dozens more stopped to read and comment on the posters.
- **Dr. Jennifer Jacobson**, Professor of Sociology, and **Nichole Wilson**, Professor of Psychology, have made several recent presentations on their joint sabbatical findings. Their study of self-regulation and coping strategies in pre-school children was conducted at the Del E. Webb Family Enrichment Center (FEC) and began last summer. Presentations thus far have included "Details from an Ongoing Replication of the Famous Marshmallow Experiment" given to the 20th Annual Early Childhood Education Conference on February 28 at the Verde Campus, as well as presentations to the staff of the Family Enrichment Center and the student teachers club at Yavapai College (NAEYC). **Professors Jacobson and Wilson** plan to submit their research findings for publication to a journal this summer.
- **Dr. Terry Lovell**, Professor of Business, reports that *New York Times* bestselling Mountain West Mystery author C.J. Box was a recent guest on Lovell's weekly radio show, "KYCA Talks" in conjunction with the author's appearance at the Literary Southwest Series on Friday, April 17 at 7 PM. The free event drew a standing-room only crowd and featured an open conversation with the author, an audience Q & A session, and a book signing following the event. Award-winning novelist C.J. Box is the author of twenty books including fifteen in the hugely popular Western mystery series featuring Wyoming game warden Joe Pickett.

- **Dr. Lovell**, Professor of Business, also reports that another recent guest was none other than our very own **Paula Tomitz**, YC Fitness Facilities Coordinator and Yavapai Combined Trust Wellness Coordinator. Tomitz was on the show to discuss the Wellness Fairs held on both the Prescott and Verde Campuses in April. The all-day, free events featured raffle prizes, seminars, health screenings, and more!
- **Vickey La Motte**, Del E. Webb Family Enrichment Center Director, reports that since opening eight years ago, the FEC has consistently sought out funding to provide tuition discounts and scholarship to low-income families. Since 2009, the FEC has participated in a statewide voluntary quality rating and improvement system called Quality First (a program of First Things First) which has opened the door to scholarship funding for families who fall below 200% of the poverty line and are working or going to school. This fiscal year alone, the FEC has received close to \$100,000 in scholarship funding that has significantly reduced tuition for over 25 children, 85% of whom are children of Yavapai College students. In addition, the FEC also has raised over \$25,000 the last two years through its participation in the Arizona Charitable Tax Credit through the Prescott Sunrise Lions Club. These funds have been set aside for tuition scholarships for families who meet the working poor definition, again many of whom are YC students. The Yavapai College Foundation also manages several funds which provide scholarships for YC student parents who have children attending the FEC. Each year the Framing the Future Luncheon and Silent Auction is attended by approximately 115+ FEC supporters and nets approximately \$23,000. This year the luncheon was held on Monday, March 30th, and Blue Cross Blue Shield of Arizona was a major corporate sponsor of the event.
- **Joy D'Angelo**, Professor of Business and Fast-Track Management Program Director, presented a workshop on April 17th to Prescott Area Leadership, Inc. The workshop, "Communication Skills for Leaders," was attended by twenty-four local leaders from Yavapai County, PUSD, PV Chamber of Commerce, Yavapai Regional Medical Center (YRMC) as well as other business organizations and was held at YRMC. Participants were enthusiastic about the presentation and its application to the workplace. The workshop also promoted Yavapai College's Fall 2015 business programs as well as strengthened relations with organizations in our community.
- **Professor Joy D'Angelo** extended congratulations to Prescott High School's Future Business Leaders of America club (FBLA) and Club Advisors/Business Dual Enrollment Instructors **Lori Stuckman** and **Lori Dreher** on April 24th to celebrate the club's big win of 24 ribbons at the 2015 Arizona state FBLA business competition. Eight students will be continuing on to the national FBLA business competition. **Professor D'Angelo** and **Ms. Stuckman** discussed with the sixty FBLA students the ability to go from "business student to business person" with Yavapai College's skill-building certificates and internships. To make the meeting just a little more fun, **Professor D'Angelo** also brought along a cookie tray and a "Business CEO" game to engage students even further.
- **Dr. Jennifer Jacobson**, Professor of Sociology, reports that she started the first day of the semester in SOC 101 with the official music video "Let Me Take a Selfie" performed by The Chainsmokers viewable on YouTube at <https://www.youtube.com/watch?v=yN1xomBlhSA>. After watching it, **Professor Jacobson** discussed with students the values, beliefs, and material goods that matter in this sub-culture as evidenced by the images in the video. The class wasn't quite

warmed up enough on the first day to actually take a class selfie, but interestingly enough, **Professor Jacobson** had outstanding retention in the class, and on the last day they took a class selfie! (Please see photo attached below.)



Foundation Studies

- On Monday, March 23rd, Yavapai College co-sponsored the Fifth Grade Mathematics and Science Challenge in conjunction with Embry Riddle Aeronautical University and the North Central Arizona Mathematics and Science Consortium (NCAMSC). Fifteen schools (consisting of five students each) from across Yavapai County participated. The competition featured a written math test and a written science test. The other events were team-oriented with activities such as building a bridge out of newspapers and tape, and building the tallest tower out of plain paper. The Prescott Courier featured an article about the competition in the March 26, 2015 issue.
- Yavapai College co-sponsored (in conjunction with NCAMSC) the 16th annual Calculus/Statistics Camp at Prescott Pines Camp April 8-11. The following schools participated: Prescott High School, Flagstaff High School, Bradshaw Mountain High School, Payson High School, Tri-City Prep High School and Gilbert Classical Academy. Over 100 students worked diligently in preparation to take the advanced placement exams in Calculus or Statistics in May.

Computer Technologies and Instructional Support

- Student Learning & Outcomes Assessment (SLOA) just completed a two-year cycle on Gen Ed Assessment for Oral Communications, Written Communications, and Historical Perspective. Data analysis and reporting will be done during Fall Assessment Day.
- The Arizona Assessment Conference was held on Friday, April 3rd, at Rio Salado in Tempe. **Molly Beauchman (Chair), Suzanne Waldenberger (Gen Ed Chair), Joanne Oellers (incoming Chair), and Chris Heyer (District Assessment Director)** presented a session on “The Tale of Two Assessments” at the conference. Positive feedback was provided by colleagues at the conference about the presentation and the progress that Yavapai College has made in its assessment practices. Yavapai College will be hosting the conference in Spring 2016.
- The library hosted several story-time sessions for the children of the FEC as part of the “Week of the Young Child” celebration in April.
- **Shelly Gilliam** was chosen as one of the select few to be part of the Arizona Library Leadership Institute this week.
- The library had a roving cart full of snacks and water to help the students get through finals week. It is a semester tradition from the library staff to the students.
- The Computer Networking Technology Department held its annual dual enrollment information session for Bradshaw Mountain High School (BMHS) and Prescott High School (PHS) students and their parents. Both sessions were well attended with a total of 137 attendees. Fruits from this effort are being realized as BMHS has already reported two full sections of the first year classes for 2015-1016 with a waiting list of almost ten students. PHS has not yet reported enrollments for next year. Congratulations to **Bruce Cutter** and **Scott Miller** for an excellent recruiting event.
- **Greg Tomsho** had his 3rd book on Windows Server published this year.
- TeLS has been busy developing a training and implementation plan for Instructure Canvas, the new learning management system at Yavapai College. We are planning to make a full transition to Canvas for the start of the Fall 2015 semester. The Summer Institute 2015 will be held May 12th-14th with a focus on training for Canvas, utilizing guest trainers from other schools who use Canvas.
- **Patti Schlosberg, Angie Poland & Ed Bushman** attended the AZTransfer Summit in Phoenix on April 17th. Dr. Sanford C. “Sandy” Shugart from Valencia College was the Keynote Speaker and spoke about the successful partnership they have created with the University of Central Florida for transfer pathways.

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

May 2015

Greetings from Facilities!

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

College Wide Campus Master Plan Phase 1a

CTEC Classroom and Laboratory Renovation

Construction continues with the installation of structural steel for the new mezzanine and in the Automotive and Diesel shops. The mezzanine which is located above the classrooms is constructed to 225 pounds per square foot capacity for storage of large items and will be forklift accessible. Work also continues with the installation of HVAC piping, electrical conduit and door framing. The construction of masonry walls for classrooms, computer rooms, Automotive, Motorcycle, Industrial Plant and Upholstery is complete. 14,487 concrete blocks were used during Phase 1 of the CTEC renovation in the building's southeast section.

Plumbing and mechanical work has started near Airbrush/Auto Body. During the month of May, work will take place in the new REDC offices and work room, Student Services office and campus administration offices. Also in this month, work will occur in Gunsmithing and CNC. CTEC renovation work is scheduled to conclude by July 31, 2015.



South Mezzanine Storage



North Mezzanine Storage



Structural Steel at Automotive/Diesel



Industrial Plant

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

With the conclusion of the spring semester, construction has kicked into high gear on the Prescott Campus. Building 1 fire sprinkler work is complete while the Testing Center is mostly complete as work continues with the Learning Center, ABE Classroom and Veteran's lounge. In Building 3, drywall is nearly complete for the multi-purpose room and the student activity center. Fire sprinklers continue to be installed throughout Building 3 along with the replacement of the second floor HVAC.

East of Building 2 and south of Building 3, concrete demolition has begun for the new outdoor seating areas and landscaping. Concrete saws and jackhammers will be in use in these areas through May 15. Meanwhile, work is scheduled to begin May 18 with the replacement of the roof of Building 2. Please use extreme caution when entering these areas and please follow designated routes to access the buildings while heavy construction is under way. Most of the heavy construction will be complete by June 30.



Learning Center Preparation for Expansion into Existing Space



Testing Center



Testing Center



Building 3 Multipurpose Room



Student Activity Center Conference and Club Rooms



Concrete Sawing Between Buildings 2 and 3

SmithGroup/JJR

McCarthy Building Companies

Project Manager: David Laurence

Moving Manager/Logistics: Chris Larson

If you would like more information about the campus master plan or implementation schedule, please go to <http://masterplan.yc.edu/> . This site is updated on a regular basis as new information concerning project progress becomes available.

CONSTRUCTION UPDATES

Performing Arts Center Elevator

Construction continues with the installation of second floor balcony steel and elevator roof structural steel. Work also continues with plumbing, electrical and fire sprinklers will be installed under the second floor. The elevator cab is due to arrive on site in mid-May. The elevator project is scheduled for completion in August of 2015.



Installing Structural Steel for Elevator Shaft Roof



Installation of Steel to Support Second Floor Enclosed Balcony

GLHN Architects and Engineers

Haley Construction, Inc.

Project Manager: David Laurence

Chino Valley Agribusiness Center Shade Structure

Coming soon, the long awaited covered storage for Linesman program vehicles.

Project Manager: Chris Larson

PREVENTIVE MAINTENANCE PROJECTS

As part of the budget, preventive maintenance projects are scheduled each year to ensure that college facilities are maintained at a level to support optimum performance in building systems, infrastructure, life safety, roadways and parking along with College

grounds. These projects are the result of a recent Facilities Condition Assessment (FCA) which identifies when repairs, modifications or replacement of components should occur. Some of the major FCA projects identified during this fiscal year include:

- Domestic Water Line Replacement Building 1 and 4 - Complete
- Domestic Water Line Replacement Building 2 – Substantial Completion
- Two Building 3 Air Handlers Installed Tie-In Scheduled for May/June 2015
- Roof Replacement/ Stucco Repair/Exterior Painting of the Sedona Site – September 15 through October 15, 2015
- Roof Replacement Verde Valley Campus Building L – Complete
- ADA Parking Lot Modifications at the Verde Valley Campus – Design
- Roof Replacement of Building 2, Prescott Campus – May 15 through June 30
- Pavement Rehabilitation, Sheldon to Low Water Crossing – Summer 2015

Michael Taylor Architects, Inc.

Haley Construction, Inc

Project Manager: Bruce Hustedt

DOCUMENT SHREDDING PROJECT

Thanks to Helmer Karstadt, Mark Warren and Noël Bossen for working on the document shredding project. An entire stake side truck was filled with documents that required shredding.



EMERGENCY MANAGEMENT/SAFETY and HEALTH – Kenny Krebbs/Peter Oppenheim

Occupational Safety and Health functions are transitioning to Peter while Kenny continues to work as the College's Emergency Manager.

The College's workers' compensation carrier conducted an inspection of all sites in late April. An internal safety inspection was conducted of the Verde Valley Campus along with Prescott Building 2 pool and locker rooms.

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Facilities Management welcomes Peter Oppenheim as the new Coordinator, Loss Control/Risk Management.

Facilities has an open position for the vacant HVAC Supervisor slot along with the vacant Prescott Campus Custodian/Set-up position.

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

Presenter : Patricia McCarver

Start Time : 1:56 PM

Item No : 21

Proposed By : Patricia McCarver

Time Req : 25

Proposed : 2/13/2015

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 : Update from Instruction and Student Development to Include: College Honors Program; Foundation Studies; Adjunct Faculty Newsletter; and Other Related Information - INFORMATION AND/OR DISCUSSION

Details : Dr. Stuart Blacklaw, Provost and Vice President for Instruction and Student Development will present an update on the following:

- College Honors Program - Jason Whitesitt
- Foundation Studies - Dean Holbrook, Dean
- Adjunct Faculty Newsletter - Attached - Information Only
- Other Related Information

Attachments :

Title	Created	Filename
Foundation Studies Division PowerPoint for Board Meeting.pdf	May 12, 2015	Foundation Studies Division PowerPoint for Board Meeting.pdf
AA_Vol_4_Issue_10_May_2015.pdf	May 12, 2015	AA_Vol_4_Issue_10_May_2015.pdf

Foundation Studies Division

- English
- Mathematics
- Developmental Education
- Communication
- First Year Experience
- College Honors Program
- Dual Enrollment
- Adult Basic Education (GED/ELAA)
- Student Success Skills

English Courses

- Developmental Writing courses (ENG 091/100)
- Developmental Reading courses (ENG 085 – new)
- Composition Sequence (ENG 101/102 & 103/104)
- Literature Courses (ENG 211/212, 240/241, 230 as well as 217, 219, 237, 242)
- Other courses (ENG 140, 136, 220)

Mathematics Courses

- Developmental courses (MAT 082, 092, and 122)
- Technical Math course (MAT 100)
- Transfer Level courses (MAT 142, 152, 187)
 - Elementary Teachers (MAT 156, 157)
 - Business (MAT 172, 212)
 - Calculus sequence (MAT 220, 230, 241, 262)
 - Stats (MAT 167)

Communications Courses

- COM 100 – Intro to Human Communication
- COM 131 – Fundamentals of Speech Communication
- COM 134 – Interpersonal Communication
- COM 135 – Workplace Communication Skills
- COM 217 – Intro to Argumentation and Debate
- COM 271 – Small Group Communication

First Year Experience

- **FYE 103 – Success for College, Career and Life**

- **COURSE DESCRIPTION:**

FYE 103. Success for College, Career and Life (3). Life and college success strategies, including community building activities, designed to help students make a successful transition to college. Three lectures.

COURSE CONTENT:

1. Success strategies
2. Self-awareness and self-regulation
3. College culture
4. Time management and organizational skills
5. Academic and technology skills
6. Student support resources
7. Academic and career planning

LEARNING OUTCOMES:

1. Identify and apply skills and strategies necessary for success in both college and life. (1-3, 5)
2. Implement a time management system for timely accomplishment of academic work and life balance. (3, 4)
3. Utilize campus resources, including academic advising. (3, 6, 7)
4. Navigate technology related to success at Yavapai College, including learning management system, program tracking software, career exploration resources, library technology, and the YC Website. (3, 5-7)

Data from our first year of New Student Orientation and FYE 103

“New” students 201430

New Students	201430	Attempt	Earn	CUM GPA	ROP	201510	Retention
1 - No Engagement	720	8.23	5.85	2.25	68.81	480	66%
2 - NSO	266	10.64	8.46	2.62	81.60	213	80%
3 - FYE103	89	11.56	10.36	2.87	87.33	70	79%
4 - NSO and FYE103	93	12.65	11.52	3.01	92.27	88	95%

Any Questions about any of these areas?

- English
- Mathematics
- Developmental Education
- Communication
- First Year Experience
- College Honors Program
- Dual Enrollment
- Adult Basic Education (GED/ELAA)
- Student Success Skills

**UPCOMING FACULTY & ACADEMIC
CALENDAR ITEMS:**

May 1 - Last Pay Date for Adjunct Faculty Spring semester

May 2 - Verde Plant-A-Vine (yard);
8:00 A.M – 2:00 P.M.

May 4 - Regular Semester Ends

May 8 - Verde Valley Commencement;
6:00 pm in the Verde Campus Pavilion

May 9 - Nursing Commitment & Pinning Ceremony; 1:00 pm in the PAC

May 9 - Prescott Commencement;
6:00 pm in the Performing Arts Center

May 12 - Final Grades due!

May 12-14 - Summer Institute - Learn CANVAS, our New LMS - See more Page 2

May 14 - NARTA Graduation; 11:00 am at Prescott Performing Arts Center

May 25 - Memorial Day Holiday - Campus & all offices closed

June 1 - Summer Session Begins

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

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

Final grading is now available for all Spring semester classes that end by **May 4**.
Final grades are due: **May 11**.

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

Summer semester: June 1 – July 23
Final grades will be due July 30 for all regular Summer classes.

(Short classes will be managed separately.)

Questions? Email registrar@yc.edu

or call 776.2107 or come by my office on the Prescott Campus: Bldg. I Room 111.

Dear Colleagues,

Our days are full and the tension mounts, but there is no time of the academic year more exciting than the end of the spring term. Students struggle to complete their final course requirements and faculty valiantly assist them across that finish line.



What is clear to me is that no students have greater advocates than do the students of Yavapai College. Our faculty, whether full time or part time, regardless of program or campus, do amazing work all year long. It is in the final crunch that we see the passion and compassion come forward most clearly.

As you care for and support our students in this pressure filled time, remember to do the same for each other.

Thank you for the great work you do and for the exceptional service you offer our community through your work with our students. You are Yavapai College.

All the best,
Stuart

Learning Center Upcoming Events ...Angela Fabela
Cram Jam - April 27 – April 29

No need to stress about finals! Your Learning Center is here to help! Cram Jam events will include MAT & CHM Final Exam Review Sessions, chair massages, stress reduction activities and healthy snacks/refreshments for students. For more information and list of scheduled events, please contact:

Angela Fabela (Prescott Campus) 776-2086
Kim Stuit (Verde Valley Campus) 634-6562

Friendly Reminder... The Learning Center's tutors will be staffed until May 4th on the Prescott campus, and May 1st on Verde campus. Our end of semester hours will be:

<u>Prescott Campus</u>		<u>Verde Campus</u>	
Monday-Thursday	8am-8pm	Monday-Wednesday	8am-6:30pm
Friday	9:30am-5pm	Thursday	8am-4:30pm
Location:	I-207	Friday	10am-2pm
		Location:	M-122

Thank you all for a great semester and your continued support in student success.

Dig in for Fun!

Help Plant-a-Vine (yard) ~ May 2 Verde Campus



Join us for the 4th annual Plant-a Vine(yard) in the Yavapai College vineyard on the Verde Valley Campus, 601 Black Hills Drive in Clarkdale, AZ 86324.

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

Date/Time: May 2 from 8:00 A.M – 2:00 P.M.

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

Space is Limited. Registration Required.

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

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)



Congratulations to **Erin Whitesitt** (SOC-Verde)

She received *Outstanding First Year Graduate Student* at NAU on Friday, April 24.

Way to go, Erin!



Financial Aid Processing:

Classes:

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

Fall 2015 – Students must complete the 2015-2016 FAFSA to be eligible for the upcoming Fall semester. Award notices for Fall 2015/Spring 2016 will begin the end of May (E-mail notification).

No Shows

For Summer

Classes that begin on June 1st, report no shows to Enrollment Services by end of day on June 7th (enrollmentservices@yc.edu) Please make sure to include the student's Y# and name.

For Fall

Classes that begin August 24th, report no shows by the end of day August 30th.

Book Advances & Disbursements

Summer

First Disbursement of Financial Aid June 11th
Book Advances are available to students beginning May 18th

Fall

First Disbursement of Financial Aid September 4th
Book Advances will be available to students beginning August 10th

Questions? Please call -

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

Teaching & eLearning Support 

Join fellow faculty & staff for the **TeLS 10th Annual Summer Institute 2015**

May 12 –13 - 14

Instructure Canvas LMS

The TeLS team is busy working with CANVAS and creating YC specific resources to help you learn about our new LMS. While we do that, we have curated some resources for you to learn about Canvas and how to use it.

The Summer Institute will be full of Canvas training and we will share resources with you via Newsflashes & on the [Webletter](#).

Canvas Instructor Guides

[Instructor Quick Start Guide](#)
[Instructor Guide](#)

Canvas Student Guides

[Student Quick Start Guide](#)
[Student Guide](#)

Tentative Schedule - Final Schedule Out Soon!

Tuesday May 12:

- ◆ Breakfast, Welcome & Keynote
- ◆ CANVAS Session 1 - Basics
- ◆ Lunch
- ◆ CANVAS Session 2 - Assessments & Grading
- ◆ CANVAS Session 3 - Communication & Collaboration
- ◆ Refreshments
- ◆ CANVAS Evening Session 4 - Basics

Wednesday, May 13:

- ◆ Breakfast, & Keynote **Ruth Alsobrook-Hurich; GIFT Fellowship Recipient for Teaching Excellence**
- ◆ CANVAS Session 1 - Designing A CANVAS Course
- ◆ Lunch
- ◆ CANVAS Session 2 - Advanced Pages
- ◆ CANVAS Session 3 - The App Center

Thursday, May 14: (Morning only)

- ◆ CANVAS Session 1 - Let's Create your Classes! Open Lab time to start your courses; TeLS staff available for assistance

Be sure to sign up for all the sessions you plan on attending, including Breakfast and Lunch. **Questions?** Please contact the Teaching & eLearning Support Department at 771-6120 or tels@yc.edu.



Follow Us On The Web!

Summer 2015 Adjunct Payroll

Summer Session - June 1 to July 23

Pay dates: June 12, June 26, & July 10*

For full-length summer session classes, instructors will be paid equal amounts on the dates listed above. For all short courses, instructors will be paid equal amounts on the pay dates listed above, depending on when the class begins and ends.

* Please be aware that your last pay date for summer will end **before** the end of the summer semester!



Presenter : Patricia McCarver **Start Time :** 2:21 PM **Item No :** 22
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 5/6/2015 **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 **Start Time :** 2:21 PM **Item No :** 23
Proposed By : Patricia McCarver **Time Req :** 5
Proposed : 5/12/2015 **Item Type :** Policy & 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 : Role of the District Governing Board RE: Campus Master Plan - DISCUSSION AND/OR DECISION

Details : During the April 14, 2015 District Governing meeting, the Board requested further discussion regarding their role in changes and updates to the Campus Master Plan.

Attachments :

Title	Created	Filename
Campus Master Plan Update 0515.pdf	May 13, 2015	Campus Master Plan Update 0515.pdf

Campus Master Plan Update

“The master plan report is designed to serve as a living document, allowing flexibility in its application as specific planning initiatives and goals evolve over time.”

- - p.10 YC CMP

Timeline

- Public RFP 9/12
- Selected Smith Group 1/13
- Data Gathering 2013
 - Economic Forecasts, Demographics
 - Ends, Mission, Vision, Academic Plan, Strategic Plan, Classroom utilization, enrollments
 - Faculty & Staff Input
 - Community Forums
- DGB Presentation 11/13
- DGB Approval of Concepts & Direction
 - “Not approving budget monies”
 - “Plan will be flexible”

- p. 19 YC CMP

Changes as of April, 2015

- CTEC
 - Not expanding building or parking lot
- Chino Valley
 - Moved potential Chino Valley Center sale to Phase 3
- Overall
 - Slowed plan from 10 years to 14 years
- Prescott
 - Created 100 seat multi-purpose room
 - Added sprinklers to 1 & 3 enhance safety
 - Expanded Learning Center
 - Moved Testing Center
 - Expedited REDC & OLLI
 - De-expedited 3rd Residence Hall
- Prescott Valley
 - Moved potential PV Sale/ Expansion and Allied Health Center to Phase 3
- Sedona
 - Purchased land surrounding building
 - Cancelled plans to sell Sedona Center
 - Invested in Road and Parking Lot
 - Budgeted Renovation in 2016-17
- VVC
 - Budgeted extensive renovation of Building L in 2017-18

<http://masterplan.yc.edu/>

2/15 DGB Minutes

How to Change the Plan

- Staff provides updated information and recommendations each year as part of Budget Process
- DGB changes CMP on an annual basis as it approves the Budget

Presenter : Patricia McCarver

Start Time : 2:26 PM

Item No : 24

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 5/13/2015

Item Type : Policy Information

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 : FY 2015-2016 Preliminary Budget Recap and Budget Workshop Overview - INFORMATION AND/OR DISCUSSION

Details : Dr. Clint Ewell, Vice President of Finance and Administrative Services, will recap the FY 2015-2016 Preliminary Budget for the Board's consideration. Dr. McCarver, Board Chair, will provide an overview of the District Governing Board Budget Workshop.

Attachments :

Title	Created	Filename
Budget Work Study Summary.pdf	May 13, 2015	Budget Work Study Summary.pdf

Budget Work Study Summary

Jan: Environmental Scan & Analysis

Feb: Capital Budgets

Mar: Revenue Proposals

Apr: Preliminary Budget

- new initiatives, revenue risks

Presenter : Patricia McCarver

Start Time : 2:36 PM

Item No : 25

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 2/13/2015

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 : 2:46 PM

Item No : 26

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 2/13/2015

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 REPORT - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:46 PM

Item No : 27

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 2/13/2015

Item Type : Monitoring & Decision

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

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

Details : 2.0 Executive Limitations

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

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.0, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.0.

2. If Board intends to not accept Monitoring Report:

If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.0 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.0. I move that the President provide the Board with a new Monitoring Report for Policy 2.0 [at the X board meeting] [within X amount months] that includes a new interpretation.

If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.0 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.0. I move that the President provide the Board with a new Monitoring Report for Policy 2.0 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2.0.pdf	May 11, 2015	Monitoring Report Executive Limitations Policy 2.0.pdf
Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.0.pdf	May 13, 2015	Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.0.pdf

**President's Monitoring Report
Executive Limitations 2.0 – Executive Limitations
May 2015**

Executive Limitations 2.0 – Executive Limitations

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

President's Interpretation:

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

Supporting Evidence:

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

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

President's Conclusion:

I report compliance

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.0 – Executive Limitations

Compilation - May 2015

Executive Limitation 2.0	Executive Limitations The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with College policies.	
Is the interpretation reasonable?	YES 4	NO
Does the data demonstrate compliance with the interpretation?	YES 3	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES 3	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES	NO 3
Comments: I still have concerns about actions that have taken place under Dr. Wills leadership.		

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

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 2:51 PM

Item No : 28

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 2/13/2015

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
2.1.2	The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on student success.	560657

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

Details : Executive Limitation 2.1.2 Treatment of Students

The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on student success.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

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

2. If Board intends to not accept Monitoring Report:

If for Unreasonable Interpretation:

We have read the President's monitoring report regarding Policy 2.1.2 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.2 [at the X board meeting] [within X amount months] that includes a new interpretation.

If for Insufficient Evidence:

We have read the President's monitoring report regarding Policy 2.1.2 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.1.2. I move that the President provide the Board with a new Monitoring Report for Policy 2.1.2 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
2 1 2 Treatment of Students MAY 2015.pdf	May 11, 2015	2 1 2 Treatment of Students MAY 2015.pdf
Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.0.pdf	May 13, 2015	Compilation - Presidential Monitoring Worksheet for Executive Limitations 2.0.pdf

President's Monitoring Report
Executive Limitations 2.1.2 - Treatment of Students
May 2015

Executive Limitations 2.1.2 - Treatment of Students

The President shall not cause or allow policies and procedures that are illegal, unethical, or not in conformance with college policies or best practices that ensure a college-wide focus on student success.

President's Interpretation:

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

Supporting Evidence:

POLICIES AND PROCEDURES

Yavapai College develops, implements, evaluates, and revises policies and procedures that affect students. The policies and procedures comply with District Governing Board policies, as well as state and federal laws and regulations.

Policies and Procedures

Through the shared governance process, the College develops and maintains academic policies.

The following policies were updated in the past year:

Academic Systems

<http://www.yc.edu/v5content/policies/academic.htm>

- [3.7 Change of Grade by Instructor](#)

Student Policies

<http://www.yc.edu/v5content/policies/student.htm>

- [4.01 Sexual Misconduct \(Violence against Women Act\)](#)
- [4.02 Athletic Department Drug Policy](#)
- [4.03 Registered Sex Offender](#)

Administrative Services

<http://www.yc.edu/v5content/policies/administrative.htm>

- [5.27 Technology Resource Standards](#)

- [5.30 Clean Desk and Clear Screen](#)
- [5.31 Online Privacy](#)
- [5.32 Remote Access](#)
- [5.33 Mobile Device Policy](#)
- [5.34 College Social Media Official Account Use](#)

General Operations

<http://www.yc.edu/v5content/policies/general.htm>

- [Use of College Facilities, Equipment and Materials](#)
- [Filing Of Grievances Relating To Title IX, Title VI, And Section 504: Students Or Applicants For Admission](#)

Human Resources

<http://www.yc.edu/v5content/policies/hr.htm>

- [2.02 Hours of Work](#)
- [2.08 College Holidays and other Business Closures](#)
- [2.09 Vacation](#)
- [2.29 Recruitment and Selection](#)
- [2.32 Drug Free Workplace](#)
- [2.47 Confidentiality Policy](#)

Faculty Committees

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

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

Curriculum

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

[Yavapai College Curriculum Website](#)

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

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

[2015-2016 Annual Course Schedule](#)

[2015-2016 Degree & Certificate Programs at Yavapai College](#)

Assessment

Faculty measure outcomes within their courses and programs using assessment tools that provide both students and faculty with information about student progress towards the outcomes. Faculty have discussions and share outcomes for both General Education and Program Assessment during Assessment Day held each September. All Associate of Applied Science (AAS) degrees and Certificates revised the curriculum maps to align with revised General Education outcomes.

Annual Course Scheduling – Degree/Certificate Sequence Planning

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

The third annual schedule was just launched for Summer/Fall 2015. Using the full annual schedule in concert with DegreeWorks, students can create an educational plan through summer of 2016.

Reviewing the purpose and timeline for an annual schedule assists in the verification that the schedule-building process is more transparent and logical with this approach. Yavapai College is able to provide an improved experience for our students due to the cooperation and efforts of faculty, academic divisions, Instructional Support and the Registrar's Office.

Accreditation and Federal Compliance

Yavapai College is in compliance with Higher Learning Commission accreditation and federal compliance requirements. The College submitted its Annual Institutional Data Update (AIDU) on April 3, 2015. Yavapai College's next reaccreditation visit is a distance review scheduled for June of 2017.

The College's Radiologic Technology program completed a successful reaccreditation visit in June 2014. The Joint Review Committee on Education in Radiology Technology (JRCERT) at its January 20, 2015 meeting granted YC's Radiologic Technology program accreditation for a period of eight years, which is the maximum duration that may be awarded.

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

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

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

[Higher Learning Commission Statement of Affiliation](#)

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



HLC 2013 Final Team Report.pdf



HLC Contractual Approval.pdf



JRCERT Accreditation Letter 1



AIDU.pdf

Computer Technologies & Instructional Support:

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

- Instructional Support [Instructional Support website](#)
- [Prescott Computer Commons & Verde Computer Commons](#)
- Library [Library website](#)
- Teaching and eLearning Support [Teaching and eLearning website](#)

Student Rights and Responsibilities

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

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

[Academic Complaint Process](#)

[Non Academic Complaint Process](#)

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

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

[Housing Handbook](#) Conduct Process and Behavioral Standards, page 21

Student Development:

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

- Student Services [Student Services website](#)
- Academic Advising [Academic Advising website](#)
- Financial Aid and Veterans' Services [Financial Aid website](#)
- Enrollment Services and Recruitment [Enrollment Services website](#)
- Admissions [Explore Yavapai & Admissions website](#)

- Registrar’s Office [Registrar's Office website](#)
- Residence Life and Judicial Affairs [Residence Life website](#)
- TRIO Programs [Student Support Services TRIO website](#)
- Testing Center [Testing Center website](#)
- Learning Centers [Learning Centers website](#)
- Disability Resources [Disability Resources website](#)

2014-2015 Student Development Success Initiatives

- First Year Experience (FYE): Yavapai College faculty and staff continued implementing several FYE best practices that have been proven to increase student success and retention: The FYE Council and a New Student Orientation Committee determined that the 3-4 hour New Student Orientation (NSO) offered for the 13/14 academic year was too long, so the NSO program has been shortened to approximately 1 ½ hours. Faculty and Student Development staff still co-present and, a ½ hour session on technology was made optional for the 14/15 NSO.

Over 600 students attended New Student Orientation for the 2014-15 academic year. 80% of those students completed evaluations.

- 93% of the Fall students agreed that they were provided with new information about Yavapai College.
- Over 70% of the Spring students rated their sessions as good or excellent.

New Students	201430	Attempt	Earn	CUM GPA	ROP	201510	Retention
1 - No Engagement	720	8.23	5.85	2.25	68.81	480	66%
2 - NSO	266	10.64	8.46	2.62	81.60	213	80%
3 - FYE103	89	11.56	10.36	2.87	87.33	70	79%
4 - NSO and FYE103	93	12.65	11.52	3.01	92.27	88	95%

The group of new students who attended orientation show an increased cumulative GPA from 2.25 to 2.62.

The new students who attended orientation AND successfully completed an FYE103 class completed with 3.01 GPA.

Retention of new students who attended orientation in Fall 2014 jumped from 66% to 80%; and those students who attended orientation AND successfully completed an FYE103 class were retained at a rate of 95% for the next semester.

- Overall data shows that new students who attend orientation **attempt** and **complete** more credits than those new students who do not attend orientation.
- Orientation alone improves credit completion, GPA and retention; FYE103 alone improves credit completion, GPA and retention.

- The combination of orientation and successful completion of FYE103 has a significant and synergistic effect on the overall success of our students.

The FYE Council has also begun working on a Passport Program that will be fully launched in the fall of 2015, but will be piloted for the summer 2015 with our Summer LEAD students. The Passport Program is a best practice that will help to get students engaged in student activities and with the college as a whole.



FYE Council Report
January 2015.pptx

- **Early College, Recruitment and Outreach Office**

This year the High School Programs Office was retitled to the Early College, Recruitment and Outreach Office. The Dual Enrollment Coordinator's role expanded into overseeing and integrating recruitment and outreach efforts. Early College Days were piloted this year to reflect our commitment to expanding access to a college education and helping create a college going culture within Yavapai County High Schools. Over 500 students from Prescott High School, Chino Valley and Mingus attended 3 hour events at the Prescott and Verde Campuses for a campus tour, COMPASS testing session, group advising presentation and campus activities. Partnerships with Yavapai County high schools are nurtured to ensure that prospective students experience a seamless transition from high school to college. The purpose of these interventions is to increase the number of new high school students that enroll and are retained as a result of their Dual and Concurrent enrollment experience. Early College Orientations have been implemented at twelve partner schools and group academic and career advising is provided to students at seven public and charter schools within Yavapai County. In some instances, both types of advising are provided within the same district. The Ruff Rider Troop program is a 1 ½ hour long program geared towards middle school students to introduce them to the college campus, vocabulary and provide students with hands-on activities focused on various department curriculum. Three hundred twenty nine students from Yavapai County schools have participated in this program which was recently implemented in Spring of 2015. The YC Wire, a K-12 newsletter was developed to increase our communication within and out of county schools and engage K-12 students in various events hosted by various divisions throughout the year. The newsletter is sent out monthly via the CRM and open rates are tracked, most recently indicating an average open rate of 62%.



Middle School
pptx.pptx



Middle School
Program.docx



Adobe Acrobat
PDFXML Document



Adobe Acrobat
PDFXML Document

- **Learning Center Workshops**

During the 2014/15 academic year, 19 different workshops were offered at the Prescott Learning Center with many of these offered via ITV on the Verde campus. The goal of these workshops was to aid in student success and student engagement. 191 students

participated in these sessions, which included: Effective Note taking, ABC's of College Writing, Is your Brain Ready for Learning?, Textbook and Literature Reading Strategies, Time Management and Organization, Science Study Skills, Communicating with your Instructors, Critical Thinking, Test Anxiety, Discover your Learning Style, Research Writing, and Microsoft Word Basics.

- Residence Life Learning Outside the Classroom

Residence Life piloted themed housing for this academic year. When possible, residents were assigned rooms in hallways based on their academic area of study. These themed areas resulted in a notable increase in the use of study rooms in the Halls; so much so that a multipurpose space was reconfigured to be an additional study room. These themed hallways were convenient for hosting programs focused toward certain students. Nursing, Business, and Education faculty were guest presenters for these students. Additionally, Residence Life staff hosted 41 active events and 29 passive events for residence hall students during Fall of 2014. Each of these events focused on at least one of six learning outcomes. Although the final numbers are not in yet, there have been 31 active events and 42 passive events in spring of 2015. New for next year will be the inclusion of a Living Learning Community. The Honors program has agreed to partner with Residence Life to make the jump from themed housing to a true learning community.

- Student Engagement and Activities

During the 2014-2015 academic year, the college had 15 active student clubs/organizations. Both independently and with support from student development staff, the student organizations offered and participated in a range of programs and activities. Examples include film showings, book groups, scholarly presentations, social events and service projects.

The student development division also worked with a coalition of community organizations to support events addressing sexual violence culminating in the Start By Believing event in fall 2014 and the No More event in spring 2015, involving a total of over 200 participants.

The student development division offered and supported a number of events to promote student success. This included a focus on programming during the first three weeks of the spring semester, including welcome packets for new students, information on a range of support services and events to connect students with campus offices and activities. The student development division has also worked closely with the Provost's office in the development of the Summer Lead program to be offered in summer 2015.

Engagement activities also included efforts to connect out-of-class activities with in-class learning. Examples included a game day co-sponsored with the video game development program, a series of events co-sponsored with the education department, collaborations with the college service learning program, support for events by the Creative Writing program and the English club and support for the Honors program's production of Antigone.

Student engagement efforts also included efforts to promote student wellness, including offering information on quitting smoking, promoting a safe spring break, support for the college Wellness Fair, and promoting physical activity in conjunction with the Athletics department.

- **Veteran Services**

A new organizational structure redistributing job responsibilities and consolidating Veteran Services and TRIO Programs under one District Director was implemented in an effort to improve service coordination resulting in better service to veterans. The Veteran Services Coordinator now supervises the daily office operations focusing on direct service to a growing number of students receiving VA education benefits at Yavapai College - currently over 400. Accuracy and timely certification of VA benefits has increased while service continuity to address veterans' individual questions and issues has greatly improved. The position of District Director for Veteran Services and TRIO Programs now includes administrative responsibilities involving VA regulatory compliance, policies, and veteran initiatives as well as serving as the VA liaison for the College. The new organizational structure was a cost effective measure that also improved coordination between Veteran Services and TRIO programs including Veterans Upward Bound and Student Support Services. In effect, the new structure provides a continuum of support services to eligible veterans from the start of their education through graduation at Yavapai College.

TRIO Programs

Yavapai College hosts three of the eight TRIO grant programs funded by the Department of Education. These programs are designed to motivate and support eligible students and veterans along their journey toward completing a college education. Below are a few program highlights for 2014-2015.

TRIO Veterans Upward Bound (VUB) helps 125 eligible veterans per year prepare for college through free services including self-paced modules in math, writing, computers, and in a variety of core skills needed to successfully transition into college. A diagnostic assessment which identifies specific academic deficiencies in math, writing, and reading was implemented during 2014-2015 to improve the instructional component of the VUB program. By implementing a diagnostic program (Northstar), which also includes self-paced interactive learning modules, college-preparedness among veterans participating in the VUB program has increasingly improved. Instructional efforts are now focused on specific academic deficiencies to improve rather than reviewing areas in which the veteran is already proficient resulting in a shorter amount of time needed to prepare for college-level coursework. In addition to improving academic preparedness for college, the VUB program provides assistance with applying for VA education benefits, financial aid and scholarships, navigating the college environment, and referrals to access resources through veteran-serving agencies in the community. The coordination between Veteran Services and VUB support the intended continuum of support described in the Veteran Services section of this report.

TRIO Student Support Services (SSS) provides free services to 300 eligible students attending Yavapai College per year. Services include extended advising, individualized tutoring, peer mentoring, leadership development, and other activities designed to support student engagement and retention leading to graduation or transfer to a university. This year, an application for renewal for the next five-year grant cycle beginning in the 2015-2016 academic year was developed and submitted to the Department of Education (DoEd). If awarded for the next five-year cycle, the SSS grant program will target YC student populations requiring a high need for individualized support services. The target populations identified in the proposal for renewal include veteran, transfer, and nursing students. The SSS staff has undergone sensitivity training for veterans this year and have already begun reaching out and serving this population. Veteran students will also benefit from the continuum of support created through the new organizational structure described in the Veteran Services section.

TRIO Educational Talent Search Program (ETS) provides free services to over 680 middle and high school students per year at 10 target schools within Yavapai County. Services include tutoring, ACT/SAT test preparation, assistance with career and college selection, university visits, and a variety of activities that support student retention through high school graduation and entrance into postsecondary education. Of the 125 ETS seniors who graduated last Spring 2014, 43 began their postsecondary education at Yavapai College in the following Fall 2014. To date, over nine ETS seniors graduating this Spring 2015, have been accepted into the College's new Lead Summer Bridge Program this summer and will likely become SSS participants while attending Yavapai College. In anticipation of the next five-year grant cycle beginning in 2016-2017, research on best practices has begun this year to begin developing the proposal for renewal due to the DoEd in 2016.

- The Democracy Commitment

For the first time, voting information was embedded in a general update to students from the Registrar in August of last year. Voter information specific to Yavapai County and our students was provided, and updates were made on the Registrar's page to link to the wealth of voter information available through the Democracy Commitment as a part of their Engage the Election project.

<https://www.yc.edu/v5content/registrar/vote.htm>

Yavapai College received a grant to host a Civic Engagement Workshop in September of 2014.

The event, co-chaired by Scott Farnsworth and Sheila Jarrell, was held on the Prescott Campus and attracted students, faculty, staff and a community member from AAUW. The purpose of the workshop was to present concepts of the link between civic engagement and student success. Alberto Olivas, Director of the Center for Civic Participation for the Maricopa Community College District, led the workshop, presenting general civic engagement concepts in the morning, and focusing on "5 Things Every Arizonan Must Do" for the afternoon session. Faculty and staff came from the Verde Campus, Chino Valley and Prescott Valley, and the Student Leadership Team attended

as student schedules allowed. Feedback was very positive from all groups and included requests for Alberto to return for a second workshop in the future.

- Several faculty members will now contribute to the blog and event posting opportunities on the Democracy Commitment website.

- Course Availability Notification System (CANS)

As of April 15, 2014, a new notification system was made available to students who want to be contacted if a seat opens in a full class. Students access the system via their portal at www.yc.edu, and they can choose to be contacted via email or mobile text.

For Fall 2014 and Spring 2015:

- 1455 total notification requests
- 695 unique users
- 462 unique CRNs
- Most popular class was HIS131 US history online. The next top 4 were BIO classes.

- Constituent Relations Management System (CRM):

The College purchased Symplicity's Ascend Constituent Relations Management (CRM) in the summer of 2014 and set up began in the fall of 2014. Many campaigns have been set up and we are communicating with many students via Ascend:

1. Campus Tours - All students entered and thank-you notes sent after attending (entered from Website forms).
2. Website Information Request – All students entered and a follow-up email sent a few weeks after initial contact (entered from Website forms).
3. New Student Orientation for Spring 2015 – invitation, registration from web form and confirmation sent, reminder, follow-up, survey (web forms used), and date and deadline reminders sent.
4. High School Contacts – YC Wire email sent, CHP email sent, College Goal FAFSA
5. FAFSA - Weekly emails to all students applying for FAFSA, naming YC as a school, and failing to complete an admission application;
6. Discover Yavapai - All students entered, reminders sent, and thank-you notes sent after attending
7. Philanthropy Club – Invitations sent to participate in the organization, and for the luncheon
8. High School Students – Summer Grant change email, Early College Days attendees, First Generation email

Data is imported from our SIS (Banner) to Ascend daily. We are now communicating with students via Ascend when they apply for admission and our formal communication with new students begins there. After they've registered for classes, we begin communicating with new students re: New Student Orientation. The communication plan is still being drafted and in time will address all stages of the student life cycle up to, and including graduation and beyond – ultimately the goal is to connect with

them even as alumni. Eventually, we'll be able to analyze how effective our communications are and will be able to better manage how, when and what we are sending.

STUDENT SUCCESS

Retention:

- A key element in fostering student success is retaining students. Yavapai College tracks retention through its participation in the National Community College Benchmark Project¹ and the federal Integrated Postsecondary Educational Data Survey². Retention measures link directly to Board End 1.1
- Yavapai College's fall to fall retention rate for students classified as first time/full-time degree seeking was 50% for the fall 2013 cohort (source IPEDS).
- YC's fall12 to fall13 retention rate of all credit students was 49% which is above the national median average of 47%.



Retention Trends
1.1.xlsx



NCCBP - Fall to Fall
Retention.xlsx

Source:

¹National Community College Benchmark Project, 2013-2014 Final Report

²Integrated Postsecondary Educational Data Survey, 2007 – 2014

Career and Technical Success:

Career and Technical success measures tie directly to Board End 1.1.1. The five-year compound annual growth rate is 8% for Associate of Applied Science Degree Programs and 19% for Certificates.

	2009-10	2010-11	2011-12	2012-13	2013-14
Associate of Applied Science ³	210	239	268	257	285
Certificates ³	356	400	396	644	708

2014 Pass Rates

First-time pass rates for Nursing license⁴

First-time pass rate for Radiological Tech license⁵

YC

92.7%

100%

US

81.8%

88.9%

AZ

90.0%

NA



Career & Technical
Awards 2009-2014.xls



Statewide NCLEX
Results 2008-2014.pdf



ARRT
National Comparison 2014.pdf

Sources:

³Office of Institutional Effectiveness and Research (IER)

⁴National Council of State Boards, National Council Licensure Examination (NCLEX)

⁵American Registry of Radiologic Licensure Examination (ARRT)

Transfer Success:

Transfers and Transfer degree success measures tie directly to Board End 1.1.2. The five-year compound annual growth rate for Associate Degrees and Arizona General Education Certificates is 3% and 5% respectively. Students transferring to public Arizona universities consistently perform above the national median first-year grade point average of 2.93¹ Further comparison to the National Community College Benchmark cohort, positions Yavapai College transfer students' first year GPA at transfer school at the 89th percentile.

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>
Associate Degrees ³	249	225	270	265	278
Arizona General Education Certificates ³	244	243	277	274	291
Average first-year grade point average (GPA) at transfer institutions ⁶	2.95	3.14	3.15	3.12	3.10



Graduate by Program Summary through 201



Yavapai Transfer Hour Trends 2013-14.



First Year Transfer GPA Trends.xlsx



NCCBP First Year GPA.docx

Sources:

¹National Community College Benchmark Project, 2013-2014 Final Report

³Office of Institutional Effectiveness and Research

⁶Arizona State System for Information on Student Transfer (ASSIST)

Student Satisfaction and Engagement:

In an effort to provide an environment which fosters learning, excellent student support, and student engagement, the College surveys students to measure satisfaction and engagement. In recent years, two different forms of measurement have been used to survey students' satisfaction and engagement. In spring 2011 and again in spring 2014, the Noel-Levitz Satisfaction survey was administered to Yavapai College students and focused on student satisfaction with curriculum and services.

The second survey, Community College Survey of Student Engagement (CCSSE) was administered in spring 2012 and focused more on student engagement in their Yavapai College experience. The findings from these surveys support Board End 1.1. The next CCSSE will be administered in spring 2016.

Noel-Levitz Student Satisfaction Survey (2014 Results)

- When asked about overall satisfaction with their experience at Yavapai College, 83% of students reported satisfaction, which was statistically higher than the national average response of 77%.

- 83% of students reported yes when asked “All in all, if you had to do it over, would you enroll at Yavapai College again?” This finding was statistically higher than the national average of 79%.



Source:
2014 Noel-Levitz Student Satisfaction survey

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

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

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



President’s Conclusion:
I report compliance.



Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.0 – Executive Limitations

Compilation - May 2015

Executive Limitation 2.0	Executive Limitations The President shall not cause or allow any practice, which is illegal, unethical, imprudent, or inconsistent with College policies.	
Is the interpretation reasonable?	YES 4	NO
Does the data demonstrate compliance with the interpretation?	YES 3	NO
Is there sufficient evidence to convince me that a reasonable interpretation of the Executive Limitation has been achieved?	YES 3	NO
Having reviewed the monitoring report, does anything you have learned make you consider whether this section of the policy itself should be amended?	YES	NO 3
Comments: I still have concerns about actions that have taken place under Dr. Wills leadership.		

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

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 2:56 PM

Item No : 29

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 2/13/2015

Item Type : Monitoring & Decision

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

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

Details : 3.0 Governance Process

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

Attachments :

Title	Created	Filename
3.0 Compilation - new format.pdf	May 13, 2015	3.0 Compilation - new format.pdf

**District Governing Board Policy Review
Evaluation of Board-President Policies
Compilation - May 2015**

Board-President Linkage 3.0	Governance Process The purpose of the Yavapai College District Governing Board, on behalf of the taxpayers of Yavapai County and the State of Arizona, shall be to ensure that Yavapai College achieves appropriate results at a justifiable cost, and avoids unacceptable actions and situations.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?	YES 3	NO 1
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: I will reserve my comments for the September board retreat. Needs more data, not enough information to evaluate. Updated and changed. The fiscal oversight is a very important role of the Governing Board.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:01 PM

Item No : 30

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 2/13/2015

Item Type : Monitoring & Decision

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 Self-Evaluation of Governance Process 3.4 - Agenda Planning - MONITORING, DISCUSSION AND/OR DECISION

Details : 3.4 Agenda Planning

To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.

3.4.1 End of Year Cycle

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

3.4.2 Start of Annual Cycle

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

3.4.2.1 Calendar for Owner Input

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

3.4.2.2 Calendar for Education and Ends

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

3.4.2.2.1 Board Member Orientation Process

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

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

b) Board members will be familiarized with:

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

2) The Board's Policy Manual;

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

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

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

3.4.3 All Meeting Agendas

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

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

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

3.4.3.1 Referencing Existing Board Policy

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

3.4.3.2 Distinguishing Between Matters for the Board or President

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

3.4.3.3 Process for Placing Items on the Agenda

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

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

3.4.3.4 Consent Agenda

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

Therefore, the Consent Agenda will be used to:

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

3.4.4 President Monitoring

President Monitoring Reports are produced in accordance with 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.

3.4.5 Elections/Appointments

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

Attachments :

Title	Created	Filename
3.4 Compilation - new format.pdf	May 14, 2015	3.4 Compilation - new format.pdf

District Governing Board Policy Review
Evaluation of Board-President Policies
Compilation - May 2015

Board-President Linkage 3.4	Agenda Planning To accomplish its job products with a governance style consistent with Board policies, the Board shall follow an annual agenda which (a) completes a re-exploration of Ends policies annually; and (b) continually improves Board performance through Board education and enriched input and deliberation.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?	YES 3	NO 1
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: Updated and changed. I suggest more enriched input and deliberation by the Board.		
Board-President Linkage 3.4.1	End of Year Cycle The cycle shall conclude each year on the last day of September so that administrative planning and budgeting can be based on accomplishing a one year segment of the Board's most recent statement of long-term Ends.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO
Comments: Needs review How do you evaluate this?		
Board-President Linkage 3.4.2	Start of Annual Cycle The cycle shall start with the Board's development of its agenda for the next year.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO
Comments: Needs review How do you evaluate this?		

Board-President Linkage 3.4.2.1	Calendar for Owner Input Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, to be held during the balance of the cycle.	
Interpretation		
Is the interpretation reasonable?	YES 3	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: What was the ownership input this year? We need to have meetings with active dialogue with the owners.		
Board-President Linkage 3.4.2.2	Calendar for Education and Ends Governance education and education related to Ends' determination (e.g., Board training, presentations by futurists, demographers, advocacy groups and staff, studying internal and external publications, attending conferences, etc.) shall be arranged in September and October, and will be held during the balance of the cycle.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?	YES 3	NO 1
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: Development of relevant Board ends are very important. Updated Appropriate and meaningful Ends are needed to guide the college.		
Board-President Linkage 3.4.2.2.1	Board Member Orientation Process New board members will be oriented in a manner that ensures acquaintance with all the Board's most critical responsibilities, documents, and processes. a) An existing Board member will be appointed in advance of the November elections to mentor each new Board member and ensure their completion of the orientation process. b) Board members will be familiarized with: 1) Title 15, Chapter 12 - Community Colleges, of the Arizona Revised Statutes and with the Open Meeting Law; 2) The Board's Policy Manual; 3) The principles and practice of Policy Governance (through relevant reading and/or workshop attendance); 4) The responsibilities of all staff engaged in Board support (including a meeting with the President); and 5) Use of OurBoardroom to access and organize all Board documents, agendas, minutes, as well as submission of agenda items and monitoring report assessments.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?	YES 3	NO 1

Is this policy still relevant or useful to the Board?		YES 4	NO
Comments: Updated			
Board-President Linkage 3.4.3	All Meeting Agendas The Board shall plan its agenda around the specific job products of the Board, set out in the Board Job Description Policy 3.2. All meeting agendas shall clearly distinguish between items for the purposes of: a) Ownership Linkage; b) Policy Development; c) Monitoring of President Performance; d) Fulfillment of items that are: 1) Procedural, 2) For Information Only, and 3) For Board Education. For Monitoring of Board Performance, Board agendas will also distinguish between items for discussion and items for decision and items on the Board's Consent Agenda (see Policy 3.4.3.4).		
Interpretation			
Is the interpretation reasonable?		YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?		YES 3	NO 1
Is this policy still relevant or useful to the Board?		YES 4	NO
Comments: Needs to be updated. More discussion of procedural and ownership issues and less fluff.			
Board-President Linkage 3.4.3.1	Referencing Existing Board Policy All items on the agenda will reference the relevant existing Board policies.		
Interpretation			
Is the interpretation reasonable?		YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?		YES 3	NO
Is this policy still relevant or useful to the Board?		YES 4	NO
Comments: Updated			
Board-President Linkage 3.4.3.2	Distinguishing Between Matters for the Board or President a) Any matter that falls outside the scope of the Board's Ends or President's Executive Limitations policies is a matter for Board decision. b) Any matter that falls within the scope of the Board's Ends or President's Executive Limitations policies is a matter for the President's decision.		
Interpretation			
Is the interpretation reasonable?		YES 3	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?		YES 3	NO

Is this policy still relevant or useful to the Board?		YES 4	NO
Comments: Updated and changed President's Executive Limitations need to be reviewed and updated.			
Board-President Linkage 3.4.3.3	Process for Placing Items on the Agenda The President and any Board member who wishes to place an item on the agenda should do so through the Board Chair. a) If it is the Board's issue it will be placed on the next Board agenda. b) If it is the President's issue, the Chair will refer it to the President to be addressed in accordance with Board policy and inform any Board member concerned. c) If the Board member feels that this process has not been followed appropriately, he/she will inform the Chair who will place the matter on the next Board agenda.		
Interpretation			
Is the interpretation reasonable?		YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?		YES 3	NO 1
Is this policy still relevant or useful to the Board?		YES 4	NO
Comments: I have requested items to be placed on the board agendas that did not appear on the agenda, nor did I get any feedback about why the item did not appear. Updated and changed. What if the Chair is out, unavailable or doesn't respond to the request. Maybe consider the Chair first then President if the Chair does not respond.			
Board-President Linkage 3.4.3.4	Consent Agenda The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making. Therefore, the Consent Agenda will be used to: a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; and b) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.		
Interpretation			
Is the interpretation reasonable?		YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?		YES 3	NO 1
Is this policy still relevant or useful to the Board?		YES 3	NO
Comments: Items appear on the consent agenda that need to have board discussion. How can items be placed on the consent agenda when there has been no board discussion? Updated and changed. I would like to see more items on the consent agenda – i.e. budget updates that are routine in nature.			
Board-President Linkage 3.4.4	President Monitoring 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.		

Interpretation		
Is the interpretation reasonable?	YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?	YES 3	NO 1
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: The formal review portion is flawed. Discussion is often rushed. Updated and expanded.		
Board-President Linkage 3.4.5	Elections/Appointments As required by A.R.S. 15-1443(B), the Board will elect a Chair and a Secretary every January. The expectation will be that the newly-elected Chair and Secretary will serve a two-year term, but the Board may decide otherwise and elect a new Chair and Secretary every January. The Chair and Secretary shall serve from the date of election until the date on which their replacements are elected. The newly-elected Board Chair will appoint Board Liaisons for one year terms at the January or February meeting.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO
Comments: Why is there a monitoring report on this?		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:06 PM

Item No : 31

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 2/13/2015

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.5	<p>The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President.</p> <p>The President's remuneration shall be decided in or about June of each year and shall be consistent with any existing contract, after a review of monitoring reports received in the last year.</p>	560686

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

Details : 4.5 President Compensation and Benefits

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

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

Attachments :

Title	Created	Filename
4.5 Compilation - new format.pdf	May 13, 2015	4.5 Compilation - new format.pdf

**District Governing Board Policy Review
Evaluation of Board-President Policies
Compilation - May 2015**

Board-President Linkage 4.5	President Compensation and Benefits The Board shall negotiate a contract with the President that shall stipulate compensation and benefits for the President. The President's remuneration shall be decided in or about June of each year and shall be consistent with any existing contract, after a review of monitoring reports received in the last year.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?	YES 3	NO 1
Is this policy still relevant or useful to the Board?	YES 3	NO
Comments: In addition to performance metrics, a study of the competitiveness of our president's salary should be considered comparing the salaries and benefits of other presidents leading colleges of similar size and budget to ensure her compensation package is adequate and appropriate. Why do we assess this before the negotiations have occurred?		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:11 PM

Item No : 32

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 2/13/2015

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.2	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly:	558885
4.4	Systematic and rigorous monitoring of the President's job performance shall be solely against the only expected President job outputs: organizational accomplishment of Board policies on Ends and organizational operation within the boundaries established in Board policies on Executive Limitations. Accordingly:	429156

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

Details : At the June 19, 2015 District Governing Board meeting, the Board is schedule to evaluate the President's performance for FY 2014-2015. The evaluation will be based on the President's progress in meeting the Ends established by the Board and her compliance with the Executive Limitations and other applicable Board polices, as set forth in the Monitoring Reports. The following is the suggested schedule to complete the process:

1. The Board members will receive a performance summary from the President, applicable Monitoring Reports, other relevant information, and evaluation forms by May 15, 2015.
2. Board members are requested to complete the evaluation and forward to Lynne Adams, Legal Counsel, no later than May 30, 2015.
3. The information will be compiled by Lynne Adams.
4. The Board will present the compiled information to President Wills at the June 9, 2015 District Governing Board meeting in executive session.

Attachments :

No Attachments

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

Start Time : 3:16 PM
Time Req : 0
Item Type : Heading

Item No : 33

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 (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

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

Start Time : 3:16 PM
Time Req : 5
Item Type : Information Item

Item No : 34

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); Yavapai College Foundation; and Verde Valley Board Advisory Committee - INFORMATION AND/OR DISCUSSION

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

Yavapai College Foundation - Dr. Patricia McCarver

Verde Valley Board Advisory Committee - Mr. Al Filardo

Attachments :

Title	Created	Filename
Approved Minutes_DGB VVAC 2015 Apr 1.pdf	May 12, 2015	Approved Minutes_DGB VVAC 2015 Apr 1.pdf
Minutes_DGB VVAC 2015 Apr 15 Approved.pdf	May 14, 2015	Minutes_DGB VVAC 2015 Apr 15 Approved.pdf

Verde Valley Board Advisory Committee

Yavapai College – Verde Valley Campus
601 Black Hills Drive, Clarkdale AZ 86324

Approved Minutes April 1, 2015

VVBAC Members present: Paul Chevalier; Bill Regner; Carolyn Fisher; Randy Garrison; Janet Aniol; Amber Marchant-Lee

VVBAC Members absent: Leona Wathogoma

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

College employees present: James Perey, Executive Dean, Verde Valley Campus, Alexandria Wright, Executive Director, Regional Economic Development; Kurt Haskell, Small Business Development Center; Linda Buchanan, Verde Community Education Coordinator

Call to Order

Meeting called to order at 8:30 a.m. with VVAC Chair Paul Chevalier presiding.

Approval of March 4 2015 Meeting Minutes

Motion by Fisher with second by Aniol for approval of March 4 2015 meeting minutes and March 18 meeting minutes, carries unanimously.

Report from Verde Valley Campus

Executive Dean James Perey reports current focus on schedule building for 2015-16 academic year. New program launches for Fall 2015 include Culinary, Hospitality, Enology Certificate w/re-launch of Film Media Arts. The LEAD program for secondary/postsecondary transition has 10 CVHS and 10 MUHS nominations; some Verde secondary students prefer to attend LEAD program on Prescott Campus. Perey expects cohort of 12 – 15 LEAD students on Verde June 1 – July 30.

College For Kids will return to Verde Valley Campus in Summer 2015. Grant application submitted w/YC and UA to build 2+2 w/MUHS and C-OC districts for Natural Resource Conservation. Executive Dean's Advisory Committee will be evaluating complete SWOT analysis at April 15 meeting.

Recent campus activities include Explore Yavapai (Mar 25) and AZSciTech (Mar 27) attended by more than 200 visitors. Upcoming events: Student Recognition (Apr 28), Plant-a-Vine in Southwest Wine Center vineyard (May 2); Verde Valley Commencement (May 8); League of Women Voters state convention (May 16-17) and Verde Valley Wine Symposium (5/30).

Chevalier requests FTSE projections regarding new programs be shared with Committee, as available. Committee favors maintaining current stipend for dual enrollment, and keeping dual enrollment available at no charge to students.

Perey explains that current \$2.7 million line item in CIP budget for Sedona Center focuses on interior and exterior repairs and improvements, while additional data is gathered regarding possible retrofitting of interior space. Estimate based on cost per sq. ft. to retrofit. Current use reflects strong day-market for OLLI, increasing night-market for non-credit; continuing music coursework, and exploring expansion of performing arts in conjunction with SRRHS and MUHS.

Building L on the Verde Valley Campus may be scheduled for retrofitting in 2017-18.

Perey reports that further exploration with Yavapai-Apache Nation students and governance will help ascertain needs and challenges, and how ITV may bridge gaps. Fisher encourages exploration of Yavapai County-ETC capacity throughout Verde Valley.

Chevalier questions results of recent inter-agency planning meeting in Prescott Valley regarding proposed healthcare training facility. **Perey recommends Committee request presentation by Dean Scott Farnsworth on this topic.**

Committee member reports on information/activities

- Chair Chevalier states City of Sedona presentation set for May 13 w/Chevalier, Garrison and Regner. **Requests Committee presentations by each Committee member during May**, in each Committee member's geographical area of representation. Staff raises technical point as to why Fisher (Village of Oak Creek) is not presenting to Sedona?
- Vice Chair Regner willing to step down from Sedona presentation to allow Fisher's participation.
- Randy Garrison invited County Supervisor Chip Davis to present on administrative organization for Verde district; announced Governor Ducey recommending split to Yavapai County, forming Verde Valley County (Garrison clarified to Committee that this was April Fool's joke)
- Janet Aniol appreciates feedback from specialty interests, such as presenters, but desires feedback from general public through survey process.

Yavapai College Regional Economic Development Center

Vice Chair Regner introduces Alexandria Wright and Kurt Haskell from Yavapai College Regional Economic Development Center (REDC) and Small Business Development Center (SBDC), respectively.

Kurt Haskell, SBDC, reviews information on indicators for progress, rack card on services, explains funding mechanism of nationwide program with matching grant to provide housing SBDC within YC at Regional Economic Development. Primary focus areas are entrepreneurship, business retention, expansion. Arizona has Procurement Technical Assistance Centers (PTAC) to help procure government contracts, and identify preferential status, where possible. SBDC Mission: provide high impact, quality counseling services and training to help small business owners achieve their goals, strengthening the Arizona economy. Haskell provides national data and network site alignment, including university vs. community college model. Currently 26 Arizona locations, w/specialties including international trade, government contracts and clean technology; 1 site in Prescott, 1 in Sedona, 1 in Verde; entrepreneurial culture is richer in Verde Valley than Quad Cities. YC President Wills requested strong SBDA focus in Verde Valley; 60 – 70% of clients are in Verde Valley. Five + hours of counseling services equates "long-term clients." Volunteer SCORE presence in Verde Valley also assist small business clients. #1 Goal: Jobs, jobs, jobs. #2: Business starts. #3 Capital formation. Achievement of goals leads to future funding of SBDC. Paid advertising is not allowed by SBDC, but REDC marketing helps carry message, as do partnerships with Chamber. Counseling is now available at YAN (including year-long entrepreneurial program) and Camp Verde Library.

Alexandria Wright presents Verde Valley Workforce Demand Analysis 2015: quantitative and qualitative data. Study draws and cross-references from traditional and "real-time" data sources, identifying best investment options for public and private sector. Study shows opportunity exists in professional, scientific and technical services for Verde communities and college. Further explanation of current labor conditions; emerging occupations and industries; competitive effect; location quotient; Verde Valley supply chain; incubation framework. Arts & Entertainment and Agriculture sections added to newest publication; co-marketing between Sedona Arts Center and REDC under development.

Wright also provides economic impact and multiplier analysis regionally. REDC rack card and web presence provide county information; today's presentation is entirely Verde-centric. REDC has objective to be self-supporting (not drawing from YC General Fund). Will hold Job Fair w/39+ employers on Verde Valley Campus April 8, in collaboration with Chambers and Goodwill. Free bus tickets will be provided for job fair participants.

Presentations/Recommendations

K-12 Superintendents. Amber Marchant-Lee reports on feedback from superintendents of Verde Valley K-12; presents aggregated information from polling. Don't change Dual Enrollment process, keep at no charge to students; transportation continues to be major issue from east side of I-17; students need help with internet access and speed; increasing outreach to elementary and secondary students/parents; need better alignment with secondary – postsecondary pathways. Randy Garrison: overarching theme and focal point: better communication and marketing

Transportation. Janet Aniol reports public options in Verde Valley, including CATS, LYNX, Beaver Creek Buggy and Yavapai-Apache Transit. Biggest challenge is linking learning services and coordinating community services with transit options. Recommends seeking innovation in meeting local needs; **Invite CATS/LYNX as future VVBAC presenter.**

YC Property Taxes. Chair Chevalier suggests Committee recommendation to DGB that College property taxes in the Verde Valley not be raised. Chairman Chevalier states previous perception of equity between YC taxation and services to Verde Valley residents is no longer relevant. Taxation system is not fair; objects to 2% property tax raise.

Vice Chair Regner recuses himself from discussion while disclosing Town of Clarkdale taxing jurisdiction does not make recommendations to other taxing authorities.

Chevalier makes motion that Committee advise DGB to not raise property taxes. Aniol states that Lake Montezuma Property Owners Association objects to YC raising property taxes. Marchant-Lee objects to raising taxes, and believes other superintendents are like-minded.

Fisher and Filardo request vote be held pending April 15 presentation by VP Clint Ewell regarding taxation and budget.

Aniol objects under Roberts Rules of Order that Chair shall not make motion; **Aniol makes motion to recommend taxes not be raised in the Verde Valley at this time, second by Marchant-Lee.**

Garrison requests vote be held pending April 15 presentation correlation of taxation to services; recommends motion be amended based upon correlation.

Aniol calls for the question, stating she cannot remain past planned agenda for extended meeting. Fisher proposes amendment to request more data to show beneficial interest of taxation to Verde. Chair Chevalier calls for unanimous vote. **Motion carries (without amendment); four ayes, with 1 abstention (Fisher) and 1 recusal (Regner).**

Chairman Chevalier suggests Committee overturn vote if April 15 presentation by Dr. Ewell is compelling, which Chevalier doubts.

Ownership Linkage

Review of REDC/SBDC presentation. Vice Chair Regner recommends Committee use REDC analytic report as source document. Joint meeting between YC DGB and VACTE led to current analysis. Regner states Ms. Wright has challenges with YC administration having this document integrated deeply within curriculum and program planning, and states that Wright has requested Regner serve as conduit to this committee for Verde Valley Workforce Demand Analysis.

Garrison recommends REDC return later in year for follow-up presentation. Fisher wants to keep focus on education and not be drawn too deeply into economic development. Chevalier doesn't understand how proposed healthcare complex in Prescott Valley relates to this report.

Future Meeting Schedule

July 1 YC Healthcare (Filardo to invite). July 15 CATS/LYNX Transportation (Garrison to invite). Marchant-Lee suggests Counselors from high school; perhaps Sep 2? Regner suggests presentations scheduled once monthly, with business conducted on alternate meeting, beginning in August. Vice Chair Regner will chair April 15 meeting; Karen Jones in YC Office of President will be primary VVBAC contact April 3 – April 15.

- April 15 8:30 a.m. w/Dr. Clint Ewell, YC Vice President, Finance and Administrative Services
- May 6 8:30 a.m. Sedona Center, Room #34 w/Lois Lamer and Steve Dockray, VACTE
- May 21 8:30 a.m. Verde Valley Campus M-137 w/ Barbara Dember, VVMC CEO
- June 3 8:30 a.m. TBD, w/ Stacey Hilton presentation of YC online delivery
- June 17 8:30 a.m. Sedona Center, Room #34, Craig Ralston, YC Dean of Arts & Humanities
- July 1 8:30 a.m. TBD, invite Dean Scott Farnsworth, HPER
- July 15 8:30 a.m. TBD, invite CATS/LYNX

Adjourn

Motion to adjourn by Garrison/2nd by Marchant-Lee; carries unanimously. Meeting adjourned at 10:55 a.m.

Staff note: 3 of past 5 Committee meetings have run an average of 30 minutes past schedule, creating scheduling conflicts. Recommend reverting to 8 a.m. start time, or adhering to agenda.

Verde Valley Board Advisory Committee

Yavapai College – Verde Valley Campus
601 Black Hills Drive, Clarkdale AZ 86324

Approved Minutes April 15, 2015

VVBAC Members present: Bill Regner; Carolyn Fisher; Randy Garrison; Janet Aniol; Amber Marchant-Lee; Leona Wathogoma

VVBAC Members absent: Paul Chevalier

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

College employees present: Clint Ewell, Vice President for Finance; Karen Jones, Executive Assistant to the District Governing Board and the President

Call to Order

Meeting called to order at 8:29 a.m. with Vice Chair Regner presiding.

Approval of April 1 2015 Meeting Minutes

Vice Chair Regner requested that the approval of the April 1, 2015 minutes be postponed until correction are made to member's comments.

Motion by Marchant-Lee, second by Fisher, to table the approval of the April 1, 2015 meeting minutes until corrections are made to member's comments. Motion carries unanimously.

Committee member reports on information/activities

- Member Fisher scheduled a presentation with Big Park Regional Coordinating Council on May 14th at 9:00 a.m. to be held at the Fire Station in the Village of Oak Creek. VVBAC attendees will include Chair Chevalier, Members Fisher, and Member Aniol.
- City of Sedona presentation on May 13th 3:00 p.m. VVBAC attendees will include Chair Chevalier and Member Fisher
- Cottonwood Council presentation on May 12th at 6:00 p.m. VVBAC attendees will include Chair Chevalier and Member Marchant-Lee
- District Board Member Filardo will attend all meetings in D3

Yavapai College Finance Report

Vice Chair Regner introduced Dr. Clint Ewell, Vice President for Finance and Administrative Services at Yavapai College. Dr. Ewell presented the attached PowerPoint presentation that included:

Considerations for the Budgeting Process:

- District Governing Board Ends and College Mission
- Yavapai County Top 10 Industry Sectors
- Yavapai County Job Growth Forecast
- Current academic programs compared to current/forecasted industries
- Yavapai County population density and demographics
- Student enrollment by campus/site
- Verde Valley existing programs – 18 degrees/33 certificates/ 43 subjects
- Verde Valley new programs
- Verde Valley Enrollment - emphasis on the Career and Technology Education opportunities

2015-2016 Budget Proposal

- Revenues: Restricted and Unrestricted - State Funding, Tuition & Fees, and Property Tax
- Expenditures: General Fund (by account and program) and Efficiencies
- Key Assumptions

- Critical New Initiatives by End Statements
- Types of Capital: Debt and Plant

Campus Master Plan Update

- Budget monies are approved annually
- Timeline: expanded to 14 years
- Revision and Changes as of April 2015
- Capital Investment Equity: Present and forecasted capital/FTSE by east and west county
- Verde Valley Revenue & Expenditures

VVBAC members questions and comments included:

- District Governing Board Member McCasland asked for more information regarding the Prescott Valley Center. Dr. Ewell responded that the College understands the need to expand both Allied Health and Nursing programs and is evaluating how and where to expand the programs. In addition, the College is evaluating how to address the large population growth in Prescott Valley. Enrollment data is showing that 1 of 4 students on the Prescott campus are Prescott Valley residents. These are two separate issues and may need to be discussed separately, but may have a combined solution.
- Member Aniol asked for clarification on the Building 15 renovation. Dr. Ewell stated that the Visual and Performing Arts Building 15 is the oldest building in the district that has not been renovated. Facility maintenance is a commitment of the College to maintain the capital investments made by tax payers. Building 15 is now in the queue and will include renovations to reconfigure the building for proper educational delivery.
- Vice Chair Regner asked for clarification of the Capital Investment Equity for the east side of the county. Dr. Ewell explained that current and estimated Capital Investment Equity includes existing capital asset value plus proposed capital improvements for Sedona Center and Verde Valley Campus Building L; compared to existing enrollment that is based on a five year average with an estimated 2% growth per year. He restated Capital Investment Equity is the net value of capital compared to the number of students served.
- Member Fisher requested more information regarding part-time enrollment for the entire district. Member Garrison shared that two (2) part-time student are equivalent to one (1) full-time student.
- Member Aniol clarified that student tuition provides approximately 20% of revenues, and suggested cutting costs by 20% to allow tuition to be close to \$0 which would lead to an increase in FTE.
- Member Garrison asked what capital improvements were provided to the Verde Valley area from the 2000 Bond monies. Dr. Ewell responded that Building M was included but would have to research additional information.
- Vice Chair Regner asked what amount of Verde Valley property tax monies are being spend on capital projects. Dr. Ewell reported that property taxes are distributed to both the operating and capital budget, and offered to meet Mr. Regner to provide more specific information.
- District Governing Board Member Filardo requested clarification whether the new initiatives will be eliminated if property tax increases are not approved. Dr. Ewell stated that the proposed property tax increase has been identified for the funding of new initiatives. Member Filardo confirmed that staff/faculty raises are approximately \$600k and if this expense is removed from the proposed budget then new initiatives would only need an additional \$200k for funding, which could eliminate a property tax increase.
- Member Fisher requested additional information regarding allocation of advertising funds by campus/site and is concerned for a lack of funds for Verde Valley marketing. A lack of marketing will have a negative effect on enrollment. Dr. Ewell did not have the breakdown of allocation by location.
- Member Garrison commented that the College's biggest growth is occurring in CTEC, offsite, and online enrollment and suggests that creating CTEC program in the Verde Valley rather than more capital improvements for the Prescott campus. He would like to see the investment return on the monies from the 2000 Bond capital improvements. Dr. Ewell agrees that CTEC is growing and encourages the committee investigate CTEC programs and opportunities. Dr. Ewell would

- ask the committee for recommendations for CTEC partners and programs.
- Vice Chair Regner suggests that the Verde Valley Campus is being evaluated by cost/student but not the same measurement for Prescott campus. Dr. Ewell agrees that online and offsite enrollment growth is large, and that all colleges re-examine growth and how to keep our facilities relative. Research is showing that physical facilities should be capable of delivering hands-on learning components.
- District Governing Board Member Filardo informed the committee that at the Board meeting on April 14th, he voiced his concern regarding the renovation of the Art Building 15 on the Prescott campus. He is concerned that starting the culinary program in a used kitchen at the Camp Verde High School is sending a message that the College is committing half way to the program and the program should be in Sedona. Dr. Ewell stated that the Art Program is the 5th largest program for Yavapai College and not renovating Building 15 could inhibit the delivery of the Art's programs.
- District Governing Board Member McCasland states that Phase II of the Campus Master Plan is all new construction that does not address education. Dr. Ewell agrees that classroom construction will not be the focus but rather new construction that adds new capabilities for the College.
- District Governing Board Member McCasland commented that Dual Enrollment is giving away college credit. Dr. Ewell shared that next year the Dual Enrollment program will have an associated fee for students.
- Vice Chair Regner stated the Ten Year Campus Master Plan will cost \$118M and the Verde Valley is sending approximately \$6M in property tax which is being used to fund the capital plan. He suggests that capital improvements should be funded by bonds and the Verde Valley taxes should fund programs.
- Member Garrison would like to see the College adopt the same finance policy that Yavapai County has adopted, which separate funds by location. He suggests the College should adopt a split policy to distribute expenses and capital by campus/site.
- Dr. Ewell thanked and encouraged the committee to focus on increasing the Verde Valley enrollment.

Feedback Analysis and Recommendations

YC Property Taxes.

Vice Chair Regner asked Member Fisher to preside and recused himself from the discussion per his obligation to the Town of Clarkdale of not making recommendations to other taxing authorities.

The committee reviewed the motion from the April 1, 2015 meeting which read:

Aniol makes motion to recommend taxes not be raised in the Verde Valley at this time, seconded by Marchant-Lee.

Member Aniol suggests that the College should cut other areas of the budget and not to increase property tax.

District Governing Board Member Filardo informed the committee that he will follow the suggestions of the committee and not vote in favor of the property tax increase. He informed the committee that college administration suggested that the new critical initiatives would not happen if the property tax increase is not approved. Although he did not attack the issue at the Board meeting, he will attack the personnel wage increases dollars to be used to fund new critical initiatives.

Member Marchant-Lee remains in agreement with the past motion, and suggests funding new initiatives with monies from decreasing programs. She also suggests that citizens are currently struggling to pay property taxes and many are uncollected which places the burden on paying citizens.

Member Wathogoma and Member Garrison had no comment.

Member Fisher is concerned that the new marketing initiative is critical and directly related to increasing enrollment in the Verde Valley. She does not want to see this initiative lost if property taxes increase are not approved.

District Governing Board Member Filardo responded that the College was providing Verde Valley marketing service prior to any tax increase, and he will attack this by questioning why is marketing became a critical new initiative.

Member Fisher stated that information provided from Member Filardo changes her position and will no longer abstain therefore will vote with the committee.

Member Aniol move, Member Marchant-Lee seconded, to reaffirmation of the previous motion to oppose the property tax increase. Motion carries with 5 yes votes, 1 abstention, 1 recusal.

Approval of April 1 2015 Meeting Minutes

Vice Chair Regner requested the following changes to the April 1, 2015 minutes:

Page 2 – Yavapai College Regional Economic Development Center – Paragraph 1: Change “Chair Chevalier introduces” to “Vice Chair Regner introduces”

Page 4 – Ownership Linkage – Paragraph 1: Change “conduit to community” to “conduit to this committee”

Motion by Member Fisher, second by Member Marchant-Lee, for approval of the April 1, 2015 meeting minutes as amended. Motion carries unanimously.

Ownership Linkage

Vice Chair Regner suggests all capital improvement be funded by bond funding rather than property tax dollars.

District Governing Board Member Filardo commented that there still is no guarantee that any approved bond funding will be distributed equally.

Member Marchant-Lee suggests the College to think out of the box for monitoring funding and allocation of capital improvement, regardless of common practices. She reminded the committee that Dr. Ewell suggested the College is unique and different in the services offered and this unique status can be applied to funding allocations.

Member Fisher suggests that funding concerns can be remedied by enrollment increases and keeping current programs in the Verde Valley.

Vice Chair Regner stated that none of the flagship programs are in the Verde Valley, such as athletic programs, residence halls, Family Enrichment Center, or Performing Arts Center, and that is where the monies are going. He also objects to the formulation of cost/FTE.

District Governing Board Member McCasland appreciates attending the VVBAC meeting to get a better understanding of the Verde Valley needs. One of the main concerns that she hears is that transportation is a problem, and she will suggest the Board create a new Ends Statement for quality distance learning delivery for outlying areas.

Member Fisher agrees with Member McCasland’s statement and believes distance learning is a good investment.

Member Garrison appreciated the presentation. He also reminds the committee that the presentation was based on historical trends and future plans are based on the historical decisions made to build. Garrison feels that discussing where the monies are spent is irrelative and the committee should be focusing on recommendations from the communities for programs and facilities that are needed and wanted in the Verde Valley. These recommendations are the way to

change the trends and the future budgets. He stated the committee can provide options that will take priority over current priorities. The presenters moving forward will help create these viable recommendations.

Future Meeting Schedule

- May 6 8:30 a.m. Sedona Center, Room #34 presentation from VACTE, Lois Lamer and Steve Dockray
- May 21 8:30 a.m. Verde Valley Campus M-137 presentation from Verde Valley Medical Center, Barbara Dember, CEO
- June 3 8:30 a.m. Verde Valley Campus, presentation regarding online learning from Stacey Hilton, Dean for Computer Technology & Instructional Support
- June 17 8:30 a.m. Sedona Center, Room #34, presentation from Craig Ralston, YC Dean of Arts & Humanities
- July 1 8:30 a.m. TBD, invite Dean Scott Farnsworth, HPER
- July 15 8:30 a.m. TBD, invite CATS/LYNX

The committee requested to move the VVBAC May 6th meeting to the VACTE location.

Vice Chair Regner will contact Lois Lamer to confirm the new location.

Adjourn

Motion by Member Marchant-Lee, second by Member Fisher, to adjourn. Motion carries unanimously.

Meeting adjourned at 10:30 a.m.

Presenter : Patricia McCarver

Start Time : 3:21 PM

Item No : 35

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 2/13/2015

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

Start Time : 3:21 PM

Item No : 36

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 2/13/2015

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

Start Time : 3:26 PM

Item No : 37

Proposed By : Patricia McCarver

Time Req : 9

Proposed : 2/13/2015

Item Type : Decision Item

Policy No.	Description	Ref No
3.1.5	To ensure the continual development of governance capability, shall include orientation of new Board members in the Board's governance process and periodic Board training and discussion of process improvement.	560669

Description : Planning of September 2015 District Governing Board Retreat - DISCUSSION AND/OR DECISION

Details : Board members will discuss the planning of the September 2015 District Governing Board Retreat:

- Facilitator
- Proposed Topics
 1. Ends Statements Review
 2. Receipt of College's Strategic Plan
 3. Data Repository, Benchmarking, and Trends

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:35 PM

Item No : 38

Proposed By : Patricia McCarver

Time Req : 3

Proposed : 2/13/2015

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

Details : Proposed Dates and Places of Future Meetings for 2015 . Please note the June 9, 2015 District Governing Board Meetings will be starting at 11:00 a.m. (see attached calendar).

Attachments :

Title	Created	Filename
2015- Proposed Dates and Places of Future Meetings.pdf	May 14, 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
Special Board Meeting	May 6, 2015, Wednesday 1:00 p.m. Location: Prescott, Rm 32-119 and Verde Valley, G-103 (video conf)
Verde Valley Commencement	May 8, 2015, Friday, 6:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 9, 2015, Saturday, 1:00 p.m. Location: Prescott Campus - Performing Arts Center
Prescott Commencement	May 9, 2015, Saturday, 6:00 p.m. Location: Prescott Campus - Performing Arts Center
Northern Arizona Regional Training Academy (NARTA) Commencement	May 14, 2015, Thursday, 11:00 a.m. Location: Prescott Campus - Performing Arts Center
Board Budget Workshop	May 19, 2015, Tuesday 10:30 a.m. Location: Prescott Campus - 32-119
Regular Board Meeting	May 19, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Truth In Taxation Hearing	June 9, 2015, Tuesday, 11:00 a.m. Location: Prescott Campus-Rock House
Truth in Taxation Special Meeting	June 9, 2015, Tuesday, 11:30 a.m. Location: Prescott Campus-Rock House
Budget Public Hearing	June 9, 2015, Tuesday, 11:45 a.m. Location: Prescott Campus-Rock House
Budget Adoption Meeting	June 9, 2015, Tuesday, 12:20 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	June 9, 2015, Tuesday, 1:15 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	August 31, 2015, Monday - 9:00 a.m. Location: Prescott Campus-Rock House
Regular Board Meeting	September 1, 2015, Tuesday, 1:00 p.m. Location: Verde Valley Campus - Bldg. M, Rm 137
Regular Board Meeting	October 6, 2015, Tuesday, 1:00 p.m. Location: Town of Prescott Valley Auditorium
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: Chino Valley Agribusiness Center-Rm 120/121
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

September 1, 2015 (First Tuesday of the Month) changed due to scheduling conflicts

Presenter : Patricia McCarver

Start Time : 3:38 PM

Item No : 39

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 2/13/2015

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