



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, September 01, 2015
1:00 PM**

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

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

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

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

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

Item No.	Item	Time Req.	Start Time	Ref No.
1	CALL TO ORDER - HEADING	0	1:00 PM	575743
2	Call to Order - PROCEDURAL	0	1:00 PM	575744
3	Pledge of Allegiance - PROCEDURAL	1	1:00 PM	575745
4	Welcome to Guests and Staff - PROCEDURAL	1	1:01 PM	575746
5	Approval of August 10, 2015 Regular Meeting District Governing Board Minutes - DISCUSSION AND DECISION	3	1:02 PM	575747
6	Adoption of Agenda - DECISION	1	1:05 PM	575748
7	EXECUTIVE SESSION - Pursuant to A.R.S. §38-431.03 (A)(3) and (A)(4) - Receive Legal Advice from Legal Counsel regarding United States ex rel. Daniel Hamilton v. Yavapai County Community College District, CV12-08193-PCT-PGR - INFORMATION AND DISCUSSION	30	1:06 PM	581031
8	Convene in Public Session with Possible Action RE: United States ex rel. Daniel Hamilton v. Yavapai County Community College District, CV12-08193-PCT-PGR - DISCUSSION AND/OR DECISION	5	1:36 PM	581032

Item No.	Item	Time Req.	Start Time	Ref No.
9	OWNERSHIP LINKAGE - HEADING	0	1:41 PM	584091
10	Presentation of Recommendations by the Verde Valley Board Advisory Committee (VVBAC) - INFORMATION AND DISCUSSION	5	1:41 PM	584305
11	Open Call - PROCEDURAL	30	1:46 PM	575749
12	CONSENT AGENDA - HEADING	0	2:16 PM	575750
13	Receipt of Report on Revenues and Expenditures - Month of August 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	2:16 PM	575751
14	Receipt of the President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - August 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	2:17 PM	575752
15	Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - August 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	2:18 PM	575753
16	INFORMATION - HEADING	0	2:19 PM	575755
17	Information from the President to include: Convocation; Strategic Plan Update; Facilities Management News; College Highlights; Other Related Issues - INFORMATION AND/OR DISCUSSION	15	2:19 PM	575757
18	Update from Instruction and Student Development to Include: Faculty Senate Update; Executive Dean's Report; and Other Related Issues - INFORMATION AND/OR DISCUSSION	25	2:34 PM	575758
19	SHORT RECESS - PROCEDURAL	10	2:59 PM	575761
20	MONITORING REPORTS - HEADING	0	3:09 PM	575762
21	Board Self-Evaluation - Governing Board Policy 3.6 - Board Committee Principles - MONITORING, DISCUSSION, AND/OR DECISION	5	3:09 PM	575763
22	Board Self-Evaluation - Board - President Linkage 4.1- Unity of Control - MONITORING, DISCUSSION, AND/OR DECISION	5	3:14 PM	575764
23	OWNERSHIP LINKAGE (CONTINUED) - HEADING	0	3:19 PM	575765
24	Review and Summary of the August 31, 2015 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION	15	3:19 PM	575768
25	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community College Trustees (ACCT); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation; - INFORMATION; DISCUSSION; AND/OR DECISION	5	3:34 PM	575767
26	POLICY - HEADING	0	3:39 PM	583159
27	Review of the Arizona's Community College Governing Board Statutory Responsibilities regarding Employment Obligations - DISCUSSION AND/OR DECISION	10	3:39 PM	583158
28	OTHER INFORMATION - HEADING	0	3:49 PM	575769
29	Correspondence to the Board - RECEIPT	5	3:49 PM	575770

Item No.	Item	Time Req.	Start Time	Ref No.
30	District Governing Board Dates and Places of Future Meetings for the Remainder of 2015 and Proposals for 2016 - DISCUSSION AND/OR DECISION	5	3:54 PM	575771
31	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:59 PM	575772

Presenter : Patricia McCarver

Start Time : 1:00 PM

Item No : 1

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 5/21/2015

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 : 5/21/2015

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

Start Time : 1:00 PM

Item No : 3

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 5/21/2015

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 : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:01 PM

Item No : 4

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 5/21/2015

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 : 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 : 5/21/2015

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 August 10, 2015 Regular Meeting District Governing Board Minutes - DISCUSSION AND DECISION

Details : To affirm discussion and record of actions and motions made and approved by the District Governing Board at the August 10, 2015 Regular District Governing Board Meeting. As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date, and place of the meeting, participants present, approval of consent items and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board.

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes -8-10-15.pdf	Aug 18, 2015	Unapproved Regular Meeting Minutes - 8-10-15.pdf



Yavapai College District Governing Board

**Regular Board Meeting
Unapproved Minutes of Regular Meeting
Monday, August 10, 2015
1:00 PM**

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

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

Members Present:

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

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 12:58 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Filardo.

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff.

5. Approval of District Governing Board June 9, 2015 Truth in Taxation Hearing and Special Meeting; Budget Hearing and Budget Adoption Meeting; Regular Meeting; and Executive Sessions Minutes - DISCUSSION AND/OR DECISION

Member Sigafoos moved, seconded by Member Irwin, to approve the District Governing Board June 9, 2015 Truth in Taxation Hearing and Special Meeting; Budget Hearing and Budget Adoption Meeting; Regular Meeting; and Executive Sessions Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:
Trustee’s suggestion – Ruth Wicks
Online Education – Bob Oliphant
Miscellaneous - Gary LaMaster

8. CONSENT AGENDA – HEADING

Member Sigafoos moved, seconded by Member Filardo, to approve the Consent Agenda as written. Motion carried unanimously

9. Receipt of Report on Revenues and Expenditures – Month of June 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 17-26)

10. Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviation – June 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 27-29)

The President reported compliance.

11. Receipt of President's Monthly Monitoring Report: Executive Limitation 2.3.2 - Reserves – June 2015 - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 30-32)

The President reported compliance.

12. For Consideration for Approval of an Amendment to the Intergovernmental Agreement (IGA) for the Yavapai County Educational Technology Consortium - RECEIPT, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 33-47)

The Yavapai County Educational Technology Consortium Intergovernmental Agreement (IGA) was adopted in 1998 for the purpose to promote shared and enhanced educational technology opportunities among the community colleges, school districts, and charter schools located in Yavapai County. The Amended Agreement will supersede the original IGA and is in effect until June 30, 2020.

13. INFORMATION - HEADING

14. Information from the President to Include: Introduction of Interim Vice President for Instruction and Student Development; Executive Leadership Institute (ELI) Graduation; SSS Trio Grant; Draft Strategic Plan For 2015-

2020; Yavapai Combined Trust Quarterly Report; College Highlights; Facilities Management News; and Other Related Issues- INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 49-99)

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

- Introduction of Scott Farnsworth, Interim Vice President for Instruction and Student Development
- Executive Leadership Institute (ELI) Graduation held on July 16, 2015
- Student Support Services Trio Grant from US Department of Education was awarded for \$2M over 5 years
- Draft Strategic Plan for 2015 - 2020 was presented by Tom Hughes, Director for Institutional Effectiveness and Research (refer to Handout Draft Strategic Plan and PowerPoint Draft Strategic Plan)

Member Filardo pointed out that the Vision statement is written more like a mission or a goal and suggests that the vision should be established by leadership, and possibly the Board. Mr. Filardo suggests that until the vision is defined it is unusual to move forward. He would also like to see the goals become operationalized to set and measure employee performance. Member Filardo clarified that he was not looking for details, but rather looking for connection to the Board's work.

Member Irwin asked for clarification of why the Verde Valley has a different Strategic Plan than the District wide Plan. Mr. Hughes clarified that the Verde Valley plan is part of the district plan.

Chair McCarver reminded the Board that this is a draft plan, the Board will receive the final version during the August 31st Retreat, and the Strategic Plan is developed from the Board's Ends Statements to guide operations. The Board is interested in results but should not direct staff on how the plan is achieved.

Member McCasland emphasized the importance for the College to communicate the Strategic Plan with ownership to get their commitment and involvement for success.

Dr. Wills informed the Board that the Strategic Plan will be the focus of the Fall Community Outreach letter and presentations.

- Yavapai Combined Trust Quarterly Report - Attached
- College Highlights - August 2015- Attached - Information Only
- Facilities Management News - July and August 2015 - Attached - Information Only

15. Information from Instruction and Student Development to Include: Verde Valley Executive Dean's Advisory Committee Draft Strategic Initiatives; Arts and Humanities Division Update; Distance Education and Online Learning; Adjunct Faculty Newsletter; and Other Related Information - INFORMATION AND/OR DISCUSSION

(refer to Board agenda, pgs. 100-144)

Scott Farnsworth, Interim Vice President for Instruction and Student Development presented an update on the following:

- Verde Valley Executive Dean's Advisory Committee Draft Strategic Initiatives - Dr. James Perey, Executive Dean for the Verde Valley. Dr. Perey informed the Board that these strategic initiatives are part of the District Strategic Plan, but will address some unique challenges of the East side of Yavapai County.
- Arts and Humanities Division Update, Dr. Craig Ralston, Dean
- Distance Education and Online Learning, Stacey Hilton, Dean for Computer Technology and Instructional Support Update
- Adjunct Faculty newsletter - Attached - Information Only

16. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:18 p.m.; reconvened at 2:31 p.m.

17. MONITORING REPORTS – HEADING

18. Board Self-Evaluation - Governing Board Policy 4.0 - Board/President Linkage - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 146-147)

Policy 4.0 - Board/President Linkage

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

Board Comments included:

Filardo - It is my opinion that following this interpretation elongates cycle time on problem resolution especially in outlying areas, particularly when local College employees have the knowledge, skills, and abilities to resolve issues. This is particularly problematic in cases of emergency. I believe the College would operate more efficiently if this policy were expanded to include possible connections to the President's direct reports or designees as well.

McCarver - This policy is critical to keep the roles of the Board, the President, and staff clear.

McCasland - We need to have discussions on how Policy Governance is appropriate and useful for the college.

19. Board Self-Evaluation - Governing Board Policy 4.7 - President Succession - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 148-149)

Policy 4.7 - President Succession

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

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

through the President's executive assistant and known by the Provost and Vice President for Instruction and Student Development; Vice President for Finance and Administrative Services; and Vice President for College Advancement, Executive Director, Foundation.

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

No Board Comments.

20. BOARD EDUCATION / STRATEGIC PLANNING - HEADING

21. Overview of Community College Governing Board Statutory Responsibilities and Legislative Update by the Board's Legal Counsel, Lynne Adams - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 150-180)

Lynne Adams, District Governing Board Legal Counsel, provided:

- Overview of community college governing board statutory responsibilities
- Recap of legislative changes to the statutes that govern community colleges and their boards

22. Information from the International Policy Governance Association (IPGA) Conference - INFORMATION AND/OR DISCUSSION

Chair McCarver and Ray Sigafoos shared information from the International Policy Governance Association Conference in Vancouver, Canada on June 18 - 20, 2015.

Member McCarver reported she attended several work sessions and highlighted the following: "How you think is how you lead" which was based on system science, the effects of Board visioning, and obtaining the results that owners are expecting; and a session on Ends Statements regarding their impact on the institute, using visioning to establish the Ends, and the important role of Board members.

Member Sigafoos reported that the Conference had the largest attendance in several years and he attended several informative work session.

Dr. McCarver also asked that staff forward information regarding the September Online Training to all Board members.

23. OWNERSHIP LINKAGE - HEADING

24. Review of the Verde Valley Board Advisory Committee (VVBAC) Recommendations and Future VVBAC Objectives - INFORMATION, DISCUSSION AND/OR DECISION (refer to handout 182-194)

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.

- Appreciation to the VVBAC for their recommendations regarding the College's Strategic Initiative planning process
- Discussion of the VVBAC recommendations presented at the June 9, 2015 District Governing Board meeting
Member Filardo expects that the access recommendation will be addressed and incorporated in the strategic plan, however the recommendation of sustainability needs to be discussed with direction from the Board.
- Discussion of future VVBAC objectives

Member Filardo suggests that VVBAC continue for two (2) years with the members monitor the progress of the proposed recommendations.

Member McCasland added that the committee is valuable and suggests that the committee contributes to the End Statements.

Member Sigafoos suggests that this committee has met specific Verde Valley ownership linkage objectives.

Member Irwin suggests that the Verde Valley strategic plan is close to being completed and recognizes that several of the VVBAC members have acquired knowledge and information that may be valuable to the Executive Dean Verde Valley Advisory Committee. Mr. Irwin suggests that combining the committees may be more effective rather than duplication of work of developing the Verde Valley Strategic Plan and monitoring progress.

Chair McCarver agrees that incorporating members from the VVBAC into the Executive Dean Verde Valley Advisory committee may be a natural transition because of the effective incorporation of the VVBAC recommendations into the Verde Valley Strategic Plan without requiring action from the Board. Dr. McCarver would also note that it is not necessary to have two separate committees to identify the needs of the Verde Valley community with information going directly to the Strategic Plan and not requiring any Board action.

Member McCasland noted that the VVBAC provides unique ownership linkage input for the Board.

Dr. McCarver suggests that during the August 31st Retreat under Ownership Linkage Plan the Board determines the VVBAC charge.

Member Filardo moves, seconded by Member McCasland, the Verde Valley Board Advisory Committee (VVBAC) continue until such time the Board has enough information for strategic planning output to determine whether to move forward with the VVBAC. Motion carried unanimously.

Member Filardo suggested the Board discuss the VVBAC financial records request.

Dr. Ewell clarified that the VVBAC financial records request is based upon site/location accounting, and the College chart of accounts are not structured in this manner but rather structured according to the Governmental Accounting Standards Board (GASB), and therefore the data requested is not readily available. Dr. Ewell suggests with the VVBAC agreement, staff could provide requested financial analyses based upon assumptions. If estimates are not acceptable to the VVBAC then the effort would be much more extensive and would involve re-organization of the College's chart of accounts and implementation of this accounting method for one year for accurate reporting.

Dr. McCarver added that the College currently completes all financial reporting in compliance with State of Arizona requirements, which is by program and fund, but not location.

Member Sigafoos clarified that to obtain the request information, an educational institution would use cost accounting methodology to allocate certain costs such as overhead and various support services.

Staff will coordinate a financial records presentation to the VVBAC from Dr. Ewell with Member Sigafoos in attendance.

25. Planning of August 31, 2015 District Governing Board Retreat - DISCUSSION AND/OR DECISION

Board members will discuss the planning of the August 31, 2015 District Governing Board Retreat:

- Facilitator will be Richard Stringham, Governance Coach
- Proposed Topics

1. Ends Statements Review and Ownership Linkage Plan within a Policy Governance framework
2. College's Strategic Planning process, history, and Strategic Initiatives
3. Data Repository, Benchmarking, and Trends

26. Board Meeting Evaluation (Quarterly) - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 196-198)

The Board assesses how meetings are conducted on a quarterly basis. Mr. Ray Sigafoos acted as the Board Evaluator and completed the review for March 2015 to May 2015, and evaluated the Board's commitment and consistency to act with Policy Governance.

27. District Governing Board will review the FY 2014-2015 Ownership Linkage Plan and Develop the FY 2015-2016 Ownership Linkage Plan - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 199-201)

- Reviewed the FY 2014-2015 Ownership Linkage which included a survey; the first annual report; formation of the Verde Valley Board Advisory Committee (VVBAC); webpage update; and community outreach programs.
- Develop the FY 2015-2016 Ownership Linkage Plan per Governance Process Policy 3.4.2.1: Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in the September and October, to be held during the balance of the cycle.

Chair McCarver requested the Board members to review the draft and bring ownership linkage proposals to the August 31st Retreat.

Member McCasland suggests implementing dialogue techniques to facilitate two way communication with community members.

Member Sigafoos suggests follow-up on surveys and schedule the next survey with specific questions designed by the Board.

Member McCasland requested the Board discuss the Capital Improvement plan in order to give direction, and add and/or delete projects at a future meeting.

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

- Arizona Association for District Governing Boards (AADGB) – Member Sigafoos reported the last meeting included financial report, GISS de-briefing, and AZ community college updates; AADGB will sponsor an Arizona Caucus at the October ACCT conference; and proposal to recognize past members that would include Dale Fitzner.

- Verde Valley Board Advisory Committee (VVBAC) - Member McCasland reported that the last meeting was held on August 5th with a presentation from Dr. Craig Ralston.

- Yavapai College Foundation - Chair McCarver reported that the next meeting will be Wednesday August 12, 2015.

29. OTHER INFORMATION - HEADING

30. Correspondence to the Board – RECEIPT

Correspondence received included: ACCT Trustee Quarterly Magazine, Community Education Fall 2015 catalog, and 2015 Soccer Schedule.

Member Filardo added that the Mayor of Sedona has invited Chair McCarver, Member Filardo and President Wills to meet and would like the College to propose dates for the meeting.

31. Proposed Dates and Places of Future Meetings for the Remainder of 2015 - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 203-204)

32. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:04p.m.

Respectfully submitted:

_____/S/
Ms. Karen Jones, Recording Secretary

Date: September 1, 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 : 5/21/2015 **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 :** 30
Proposed : 8/3/2015 **Item Type :** Discussion

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 : EXECUTIVE SESSION - Pursuant to A.R.S. §38-431.03 (A)(3) and (A)(4) - Receive Legal Advice from Legal Counsel regarding United States ex rel. Daniel Hamilton v. Yavapai County Community College District, CV12-08193-PCT-PGR - INFORMATION AND DISCUSSION

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

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/3/2015

Start Time : 1:36 PM
Time Req : 5
Item Type : Decision Item

Item No : 8

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 : Convene in Public Session with Possible Action RE: United States ex rel. Daniel Hamilton v. Yavapai County Community College District, CV12-08193-PCT-PGR - DISCUSSION AND/OR DECISION

Details : Pursuant to A.R.S. §38-431-03(D) - Legal action involving a final vote for decision shall not be taken at an executive session, except that the public body may instruct its attorney or representatives as provided in subsection A, paragraphs 4, 5, and 7 of this section. A public vote shall be taken before any legal action binds the public body.

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/20/2015

Start Time : 1:41 PM
Time Req : 0
Item Type : Heading

Item No : 9

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 : 1:41 PM

Item No : 10

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 8/28/2015

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
3.6	<p>When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.</p>	398565
3.6.1	<p>Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.</p>	558884

Description : Presentation of Recommendations 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 the committee's recommendations to the Board.

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 5/21/2015

Start Time : 1:46 PM
Time Req : 30
Item Type : Procedure Item

Item No : 11

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 : 5/21/2015

Start Time : 2:16 PM
Time Req : 0
Item Type : Heading

Item No : 12

Policy No.	Description	Ref No
3.4.3.4	The Board shall use a Consent Agenda to comply with its legal and contractual obligations on matters which it has otherwise delegated to the President and to enable efficient decision making. Therefore, the Consent Agenda will be used to: a) Deal with items which the Board has delegated but is required to review or receive by relevant law or contract; and b) To escalate the processing of Board decisions which the Chair believes the Board may not need further deliberation.	560679

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:16 PM

Item No : 13

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 5/21/2015

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 August 2015 - RECEIPT, DISCUSSION, AND/OR DECISION

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

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

The report of Revenues and Expenditures for the second month of Fiscal Year 2015-2016 ending August 31, 2015 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Aug 2015 in Sept.pdf	Aug 26, 2015	Financial Update - Aug 2015 in Sept.pdf
YCFS Aug 2015 - Governing Board Budget Report.pdf	Aug 26, 2015	YCFS Aug 2015 - Governing Board Budget Report.pdf
YCFS August 2015_Summary.pdf	Aug 26, 2015	YCFS August 2015_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

August 2015

FY2014-2015 Close and Audit

- The year-end close for FY2014-2015 is planned for November 2015.
- The auditors will begin their field work on October 26, 2015. The audit report (Comprehensive Annual Financial Report) will be issued in mid-December 2015 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 FY2014-2015 will be presented to the Board in early 2016.

FY 2015-2016 Budget

General Fund

- Total property taxes collected have historically been approximately .4% less than the levy. We expect this trend to continue.
- Tuition and fees is projected to come in below budget for the fiscal year based upon lower fall 2015 enrollment.
- 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

- 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 this deficit will be received over the remaining fiscal year.

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

**For the Two Months Ended August 31, 2015
Fiscal Year 2015-2016**

District Governing Board

Fiscal Year 2015-16 Budget:

\$ 169,084

		<u>Year-to-Date</u>	<u>Encumbered</u>	<u>Total</u>	
	<u>Purpose</u>	<u>Expenditures</u>	<u>Obligations</u>	<u>Expenditures/ Encumbrances</u>	
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	\$ 5,048	\$ 25,264	\$ 30,312	
Assoc. of Community College Trustees	Membership Dues	5,585	-	5,585	
Karen Jones	Travel	50	-	50	
Osborn Maledon PA	Legal Counsel	-	22,500	22,500	
Ourboardroom Technologies	Software Maintenance	-	18,500	18,500	
Penelope Wills	Travel	88	-	88	
Sodexo Inc.	Food Supplies	-	5,000	5,000	
The Governance Coach	Consulting	-	5,000	5,000	
Yavapai Broadcasting	Board Meeting Broadcasts	-	3,000	3,000	
				<u>90,035</u>	
<u>Verde Valley DGB Advisory Committee</u>					
Osborn Maledon PA	Legal Counsel	-	5,000	5,000	
				<u>5,000</u>	
Remaining Budget - August 31, 2015					<u><u>\$ 74,049</u></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 August 31, 2015 - 16.7% of the Fiscal Year Complete

Fiscal Year 2015-2016

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	\$ 10,156,173		\$ 10,156,173	\$ 43,560,000	23.3%
Restricted Fund	719,481		719,481	15,414,700	4.7%
Auxiliary Fund	1,163,268		1,163,268	4,255,300	27.3%
Unexpended Plant Fund	2,099,787		2,099,787	12,820,900	16.4%
Debt Service Fund	1,155,057		1,155,057	6,922,700	16.7%
TOTALS	<u>15,293,766</u>		<u>15,293,766</u>	<u>82,973,600</u>	<u>18.4%</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	\$ 4,449,558	\$ 20,397,095	\$ 18,246,887	\$ 6,599,766	\$ 43,560,000	15.2%
Restricted Fund	239,315	1,097,360	827,453	509,222	15,414,700	3.3%
Auxiliary Fund	673,907	1,088,172	943,502	818,577	4,255,300	19.2%
Unexpended Plant Fund	1,437,874	3,190,841	-	4,628,715	12,820,900	36.1%
Debt Service Fund	300	1,148,118	-	1,148,418	6,922,700	16.6%
TOTALS	<u>6,800,954</u>	<u>26,921,586</u>	<u>20,017,842</u>	<u>13,704,698</u>	<u>82,973,600</u>	<u>16.5%</u>
SURPLUS/(DEFICIT)				<u>1,589,068</u>	<u>-</u>	

COMMENTS:

Through the second month, 16.5% of budget has been committed (excluding labor encumbrances) compared to 18.4% of revenues received.

The Budget currently has a surplus of \$1,589,068.

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 August 31, 2015 - 16.7% of the Fiscal Year Complete

Fiscal Year 2015-2016

GENERAL FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 15/16 Budget</u>	<u>Percent of Budget</u>	<u>FY 15/16 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Primary Property Taxes	\$ 5,438,206		\$ 5,438,206	\$ 32,875,800	16.5%	\$ 32,744,297	\$ (131,503)
Tuition and Fees	4,949,212		4,949,212	12,273,000	40.3%	11,904,810	(368,190)
Tuition and Fees - Contingency	(91,667)		(91,667)	(550,000)	16.7%	(181,810)	368,190
State Appropriations	222,575		222,575	890,300	25.0%	890,300	-
Other Revenues	41,250		41,250	470,000	8.8%	470,000	-
Interest Income	4,780		4,780	50,000	9.6%	50,000	-
Fund Balance Applied to Budget	478,500		478,500	2,871,000	16.7%	2,871,000	-
General Fund Transfer Out	(886,683)		(886,683)	(5,320,100)	16.7%	(5,320,100)	-
TOTAL REVENUES	10,156,173		10,156,173	43,560,000	23.3%	43,428,497	(131,503)

	<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 15/16 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 15/16 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (note 1):								
Instruction	\$ 863,431	\$ 8,661,072	\$ 8,256,254	\$ 1,268,249	\$ 17,829,000	7.1%	\$ 17,722,026	\$ (106,934)
Academic Support	713,667	2,146,021	1,996,761	862,927	4,874,000	17.7%	4,844,756	(29,244)
Institutional Support	1,608,457	4,793,230	3,851,992	2,549,695	8,672,000	29.4%	8,619,968	(52,032)
Student Services	533,693	2,070,082	2,010,084	593,691	4,751,000	12.5%	4,722,494	(28,506)
Operation/Maintenance of Plant	604,432	2,645,430	2,050,536	1,199,326	6,125,000	19.6%	6,088,250	(36,750)
Scholarships	102,210	-	-	102,210	826,000	12.4%	826,000	-
Public Service	23,668	81,260	81,260	23,668	83,000	28.5%	83,000	-
Operating Contingency	-	-	-	-	400,000	0.0%	-	(400,000)
TOTAL EXPENDITURES	4,449,558	20,397,095	18,246,887	6,599,766	43,560,000	15.2%	42,906,494	(653,466)
SURPLUS/(DEFICIT)				\$ 3,556,407	\$ -			

COMMENTS:

First quarter State Aid was received in August 2015.

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

Instructional expenditures under budget due to faculty contracts beginning in mid-August.

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

The Budget currently has a surplus of \$3,556,407.

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

REPORT OF REVENUES AND EXPENDITURES

For the Month Ended August 31, 2015 - 16.7% of the Fiscal Year Complete

Fiscal Year 2015-2016

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	\$ 68,768		\$ 68,768	\$ 13,073,000	0.5%
State Grants and Contracts	6,200		6,200	201,000	3.1%
Private Gifts, Grants and Contracts	5,151		5,151	635,000	0.8%
Proposition 301 Funds	159,697		159,697	650,000	24.6%
State Appropriation - STEM Workforce	201,425		201,425	805,700	25.0%
Fund Balance Applied to Budget	8,333		8,333	50,000	16.7%
Reimbursement Due	269,907		269,907	N/A	N/A
TOTAL REVENUES	719,481		719,481	15,414,700	4.7%

	<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	\$ 108,119	\$ 515,759	\$ 263,247	\$ 360,631	\$ 2,756,400	13.1%
Academic Support	-	-	-	-	4,000	0.0%
Student Services	117,620	523,716	510,926	130,410	1,107,800	11.8%
Scholarships	-	-	-	-	11,434,500	0.0%
Public Service	13,576	57,885	53,280	18,181	112,000	16.2%
TOTAL EXPENDITURES	239,315	1,097,360	827,453	509,222	15,414,700	3.3%
SURPLUS/(DEFICIT)				\$ 210,259		

COMMENTS:

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

Scholarships at 0% of budget due to fall 2015 financial aid awards being made in September 2015.

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 August 31, 2015 - 16.7% of the Fiscal Year Complete

Fiscal Year 2015-2016

AUXILIARY FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>FY 15/16 Budget</u>	<u>Percent of Budget</u>	<u>FY 15/16 Estimate</u>	<u>Budget to Estimate Variance</u>
REVENUES:							
Residence Halls and Summer Conferences	\$ 641,579		\$ 641,579	\$ 1,190,000	53.9%	\$ 1,190,000	\$ -
Bookstore Rental and Commissions	2,700		2,700	210,000	1.3%	210,000	-
Food Services Sales	1,276		1,276	40,000	3.2%	40,000	-
Vending	-		-	33,000	0.0%	33,000	-
Edventures	244,133		244,133	290,000	84.2%	290,000	-
Community Events	34,842		34,842	503,000	6.9%	503,000	-
Regional Economic Development Center - Training	4,750		4,750	125,000	3.8%	125,000	-
Family Enrichment Center	63,321		63,321	555,200	11.4%	555,200	-
Winery - Tasting Room	-		-	50,000	0.0%	50,000	-
Yavapai College Foundation	29,615		29,615	410,000	7.2%	410,000	-
Other	40,002		40,002	242,800	16.5%	242,800	-
General Fund Transfer In	168,350		168,350	1,010,100	16.7%	1,010,100	-
Auxiliary Fund Transfer Out	(67,300)		(67,300)	(403,800)	16.7%	(403,800)	-
TOTAL REVENUES	1,163,268		1,163,268	4,255,300	27.3%	4,255,300	-

	<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 15/16 Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>	<u>FY 15/16 Estimate</u>	<u>Budget to Estimate Variance</u>
EXPENDITURES (note 1):								
Instruction	\$ 10,984	\$ 1,867	\$ -	\$ 12,851	\$ 55,100	23.3%	\$ 55,100	\$ -
Student Services	75,007	308,297	271,875	111,429	626,400	17.8%	626,400	-
Auxiliary Enterprises	327,258	458,994	383,529	402,723	1,518,700	26.5%	1,518,700	-
Public Service	83,110	319,014	288,098	114,026	889,800	12.8%	889,800	-
Facilities & Administrative Allocation Expense	177,548	-	-	177,548	1,065,300	16.7%	1,065,300	-
Contingency	-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES	673,907	1,088,172	943,502	818,577	4,255,300	19.2%	4,155,300	(100,000)
SURPLUS/(DEFICIT)				\$ 344,691	\$ -			

COMMENTS:

Residence Halls and Summer Conferences revenues are above budget due to fall 2015 semester room payments.
 Edventures sales and related expenditures are ahead of budget due to the August 2015 Scotland trip. Note, Edventures expenditures are part of Auxiliary Enterprises.

The Budget currently has a surplus of \$344,691.

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 August 31, 2015 - 16.7% of the Fiscal Year Complete

Fiscal Year 2015-2016

UNEXPENDED PLANT FUND

	<u>Year-to-Date Revenues</u>		<u>Total Revenues</u>	<u>Budget</u>	<u>Percent of Budget</u>
REVENUES:					
Primary Property Taxes	\$ 1,619,744		\$ 1,619,744	\$ 9,791,900	16.5%
Yavapai College Foundation Donation	-		-	116,000	0.0%
Investment Income	1,543		1,543	22,000	7.0%
Other	-		-	20,000	0.0%
General Fund Transfer In	478,500		478,500	2,871,000	16.7%
TOTAL REVENUES	2,099,787	19,744	2,099,787	12,820,900	16.4%

	<u>Year-to-Date Expenditures</u>	<u>Encumbered Obligations</u>	<u>Labor Encumbrances</u>	<u>Total Expenditures and Non-Labor Encumbrances</u>	<u>Budget</u>	<u>Percent of Actual and Non-Labor Encumbrances to Budget</u>
EXPENDITURES (note 1):						
Preventative Maintenance	\$ 366,510	\$ 842,738	\$ -	\$ 1,209,248	\$ 3,010,000	40.2%
Unplanned Maintenance	65,697	36,774	-	102,471	500,000	20.5%
Capital Improvement Projects	644,837	1,873,583	-	2,518,420	4,538,700	55.5%
Capital Improvements - Future Projects	-	-	-	-	1,395,600	0.0%
Equipment	270,133	264,162	-	534,295	2,280,600	23.4%
Furniture and Fixtures	90,697	99,084	-	189,781	250,000	8.3%
Library Books	-	74,500	-	74,500	98,700	29.8%
Operating Contingency	-	-	-	-	500,000	0.0%
Property Tax Contingency	-	-	-	-	247,300	0.0%
TOTAL EXPENDITURES	1,437,874	3,190,841	-	4,628,715	12,820,900	36.1%
SURPLUS/(DEFICIT)				(2,528,928)	-	

COMMENTS:

The Budget currently has a deficit of \$2,528,928 as a result of several significant projects being encumbered for the fiscal year. The supporting revenues/transfers will be received over the remaining fiscal year.

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 August 31, 2015 - 16.7% of the Fiscal Year Complete

Fiscal Year 2015-2016

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	\$ 821,774		\$ 821,774	\$ 4,967,900	16.5%
Investment Income	1,150		1,150	12,000	9.6%
General Fund Transfer In	239,833		239,833	1,439,000	16.7%
Auxiliary Fund Transfer In	67,300		67,300	403,800	16.7%
Fund Balance Applied to Budget	25,000		25,000	100,000	25.0%
TOTAL REVENUES	1,155,057		1,155,057	6,922,700	16.7%

	<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	\$ -	\$ 699,167	\$ -	\$ 699,167	\$ 4,195,000	16.7%
Interest Payments	-	141,817	-	141,817	850,900	16.7%
Pledged Revenue Obligations						
Principal Payments	-	164,167	-	164,167	985,000	16.7%
Interest Payments	-	75,667	-	75,667	454,000	16.7%
Revenue Bonds						
Principal Payments	-	49,167	-	49,167	295,000	16.7%
Interest Payments	-	18,133	-	18,133	108,800	16.7%
Bank Fees	300	-	-	300	4,000	7.5%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	300	1,148,118	-	1,148,418	6,922,700	16.6%
SURPLUS/(DEFICIT)				6,639	-	

COMMENTS:

Through the second month, 16.6% of budget has been committed (excluding labor encumbrances) compared to 16.7% of revenues received.

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

Presenter : Patricia McCarver

Start Time : 2:17 PM

Item No : 14

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 5/21/2015

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 the President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - August 2015 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitation 2.3.1 - Budget Deviations

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

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 1_Aug in Sept.pdf	Aug 26, 2015	Monitoring Report Executive Limitations Policy 2 3 1_Aug in Sept.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
August 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 categories (operating, capital, restricted, debt, and auxiliaries.) It is developed based on the information received from enrollment projections, state funding, local property tax projections, and estimated expenses based on Board Ends, Strategic Initiatives, and projected operating costs. The Board approves the budget in May/June for the upcoming year. As all of these projections are realized, the President will notify the Board of any material deviation of 5% or more variance for the individual funds. The college has established controls through Banner (e.g., approvals on requisitions, non-sufficient funds notifications, and fund security) to ensure early notification of any potential deviations. At all times, any budget transfers made between major funds may only be made within legal statutes and will require Board approval.

Supporting Evidence:

Source: Monthly Revenue and Expenditure Financial Reports

General Fund



For the two months ended August 31, 2015, the General Fund has a surplus of \$3,556,400. This is primarily the result of tuition and fee revenues for the fall 2015 semester.

For the fiscal year ended June 30, 2016, General Fund revenues are projected to be below budget by \$131,500 and expenditures are projected to be under budget by \$653,500, resulting in a net surplus of \$575,800 — a 1.2% positive variance.

Auxiliary Fund



For the fiscal year ended June 30, 2016, the Auxiliary fund is projected to be within budget.

Unexpended Plant Fund



- For the two months ended August 31, 2015, the Unexpended Plant Fund has a deficit of \$2,528,900 due to a significant amount of Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

For the fiscal year ended June 30, 2016, the Unexpended Plant Fund is projected to be within budget.

Restricted Fund



The Restricted Fund, which accounts for federal, state and private monies, includes expenditures that are restricted to the amount of grants or gifts received and which do not exceed the grant award or gift received. Restricted Funds are primarily driven by federal financial aid which will fluctuate depending on the financial needs of our students. As of August 31, 2015, no significant variances from budget are expected.

Debt Service Fund



The Debt Service Fund accounts for the monies used to pay the interest and principal on the District's long-term bonds. College debt is at fixed rates of interest—for the two months ended August 31, 2015, there were no variances from budget.

President's Conclusion:

I report compliance.

Presenter : Patricia McCarver

Start Time : 2:18 PM

Item No : 15

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 5/21/2015

Item Type : Consent Item

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

Description : Receipt of the President's Monthly Monitoring Report - Executive Limitations 2.3.2 - Reserves - August 2015 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitations 2.3.2 - Reserves

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

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 2_Aug in Sept.pdf	Aug 26, 2015	Monitoring Report Executive Limitations Policy 2 3 2_Aug in Sept.pdf

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

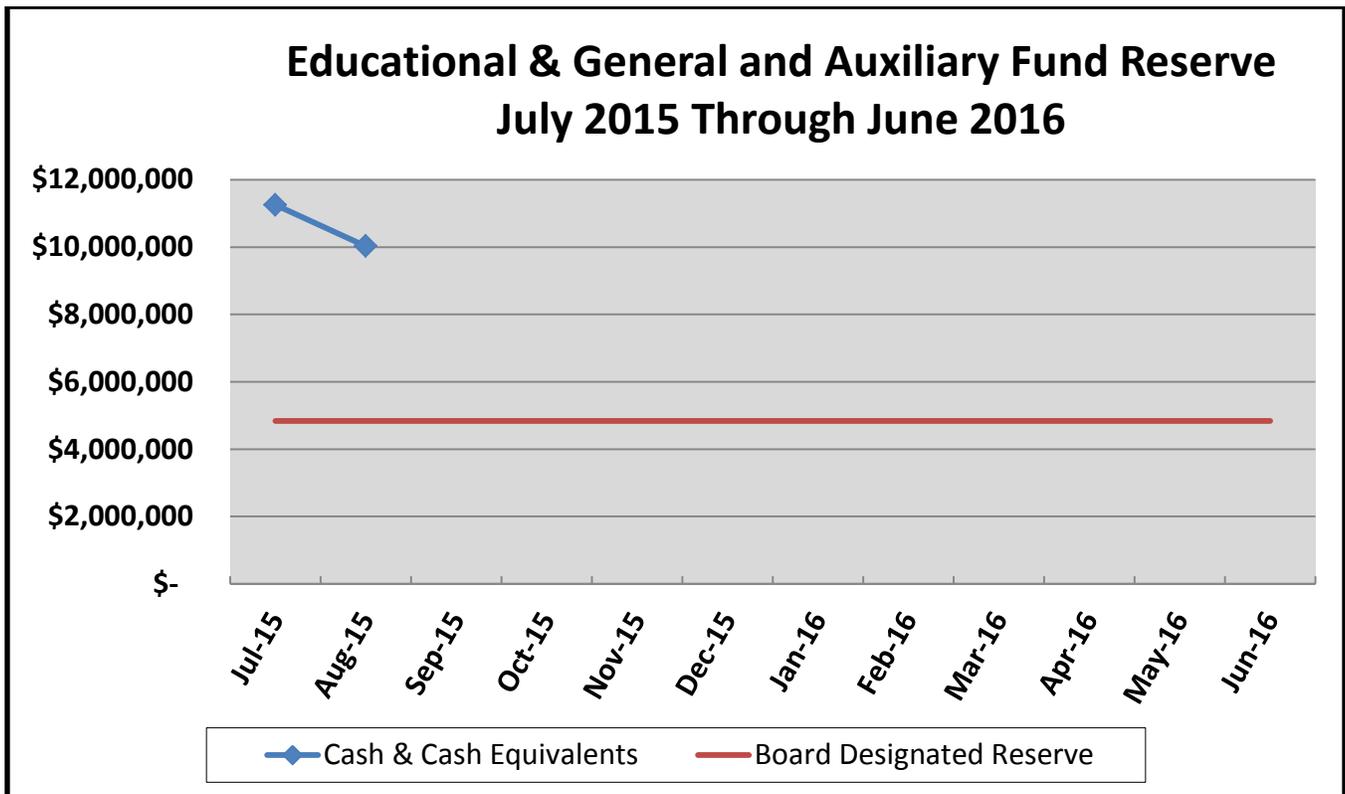
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

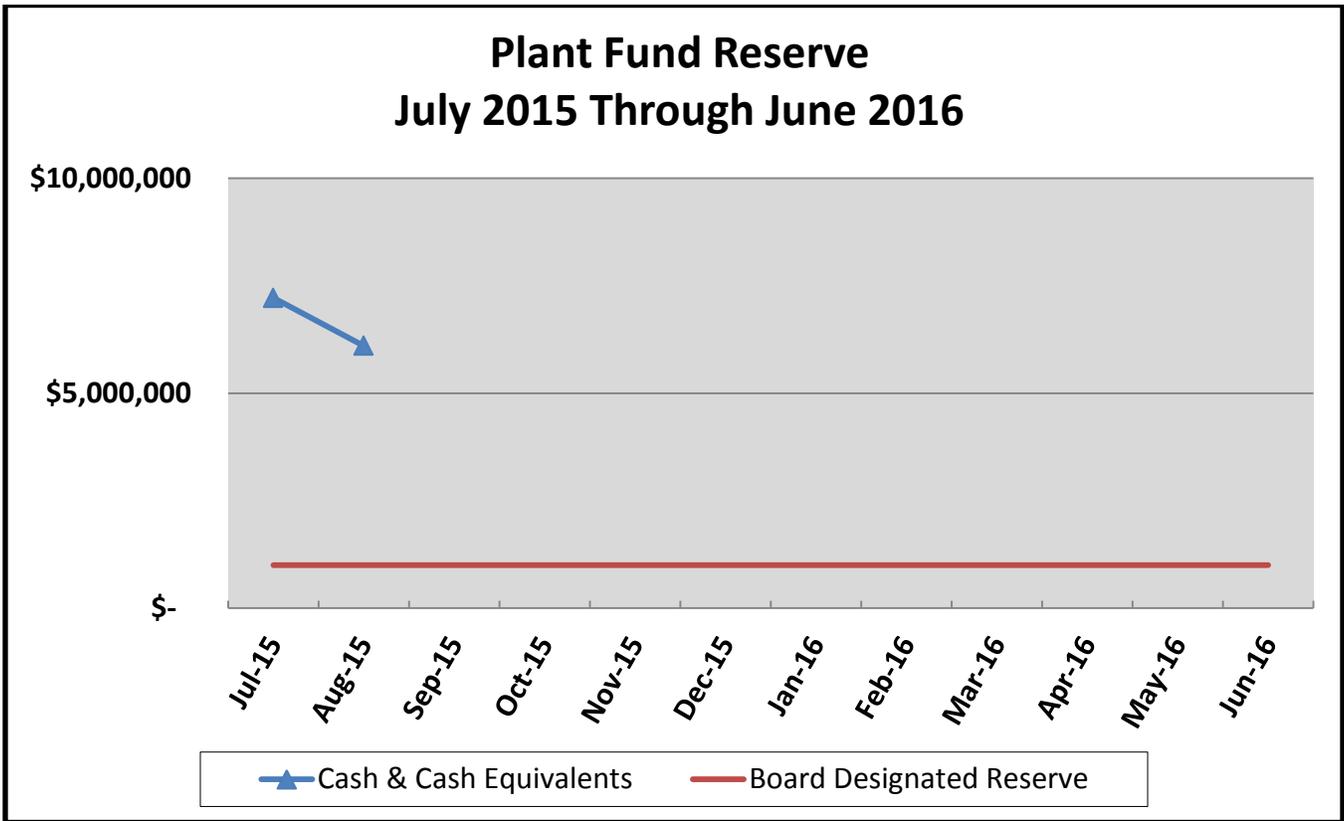
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves 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, 2015, through August 31, 2015, Current Fund reserves have exceeded the Governing Board’s designated reserve.



For the period July 1, 2015, through August 31, 2015, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of August 31, 2015, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$5,104,000.

President's Conclusion:

I report compliance.

Presenter : Patricia McCarver **Start Time :** 2:19 PM **Item No :** 16
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 5/21/2015 **Item Type :** Heading

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

Description : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver **Start Time :** 2:19 PM **Item No :** 17
Proposed By : Patricia McCarver **Time Req :** 15
Proposed : 5/21/2015 **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: Convocation; Strategic Plan Update; Facilities Management News; College Highlights; Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Convocation - August 17, 2015
- Strategic Plan Update
- Facilities Management News - September 2015 - Attached - Information Only
- College Highlights - August 2015 - Attached - Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
Strategic Planning - DBG Mtg - 9-1-15.pdf	Aug 27, 2015	Strategic Planning - DBG Mtg - 9-1-15.pdf
Sept 2015 Facilities Management News.pdf	Aug 27, 2015	Sept 2015 Facilities Management News.pdf
September 2015 College Highlights.pdf	Aug 27, 2015	September 2015 College Highlights.pdf

2015-2020 Draft Strategic Initiatives & Goals

<i>Student Success</i>	<i>Economic Responsiveness</i>	<i>Engaged Community</i>	<i>Organizational Development</i>	<i>Fiscal Stewardship</i>
1. Establish Academic Pathways to enhance program and degree completion (1.1.1, 1.1.2)	1. Develop Institutional Procedures to document continuing educational success and career placement (1.1.1, 1.1.2, 1.2)	1. Strengthen Marketing and Communication district wide (1.1.1, 1.1.2, 1.1.3, 1.3)	1. Conduct regular and comprehensive evaluation of employee engagement and satisfaction (1.1)	1. Model Fiscal Stewardship throughout the district (1.2)
2. Evaluate and develop standard systems to enhance student success (1.1.1, 1.1.2, 1.1.3)	2. Promote district-wide awareness of Yavapai College Education and Training opportunities (1.1.1, 1.1.2, 1.2)	2. Address cultural programming on the Verde Campus (1.3)	2. Promote internal communication and collaboration within and among College employees, departments, and campuses (1.1)	2. Evaluate and revise the Capital Improvement Plan (1.1, 1.2)
	3. Document and share Yavapai College's economic impact and value (1.2)	3. Promote integration between for-credit and community education (1.1.1, 1.1.2, 1.1.3)	3. Enhance professional development opportunities for faculty and staff (1.1)	

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

September 2015

Greetings from Facilities!

The September 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

The project is winding down with the correction of remaining punch list items and final cleaning. Technology install is complete along with setting of furniture and white boards.

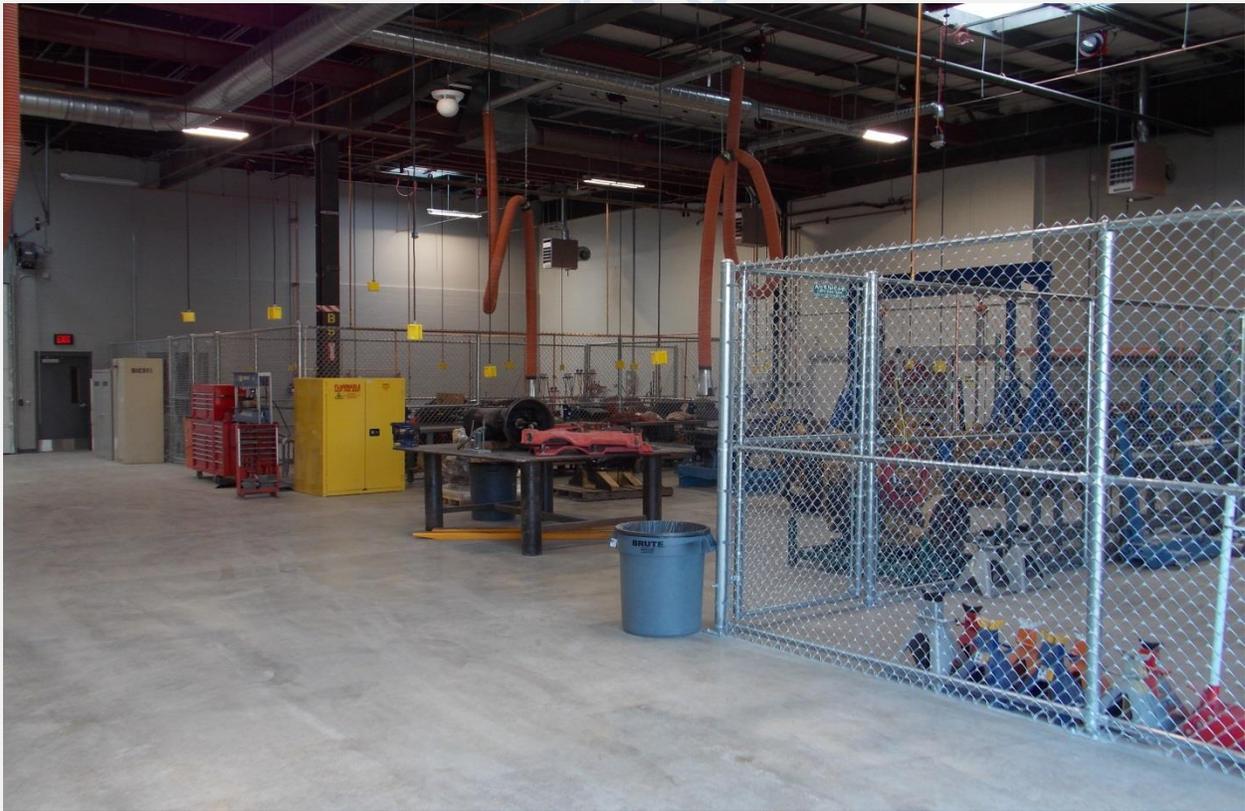
There will be a grand reopening at CTEC on October 10 running from 10:00 a.m. through 1:00 p.m. Come by and see what a major transformation the building received!



New ITV Classroom



Gunsmithing Blueing Lab



Diesel Lab



Automotive Lab



Student Computer Lab



Student Lounge



Motorcycle and ATV Lab

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

Furniture is set in the Learning Center, Veteran's Lounge and ABE Classroom. The last of the furniture for Buildings 1 and 3 will arrive by September 1. Furniture is also set for outdoor seating areas around Buildings 1, 2 and 3. The Transfer Center has received wall covering at the reception desk, the partitions are installed in the new Building 3 restrooms and technology for the new Multi-purpose room is scheduled for completion by the end of September.



Learning Center



University Transfer Center



Terri Eckel and Bob Hoskovec Welcoming Students - First Day of the Fall Semester



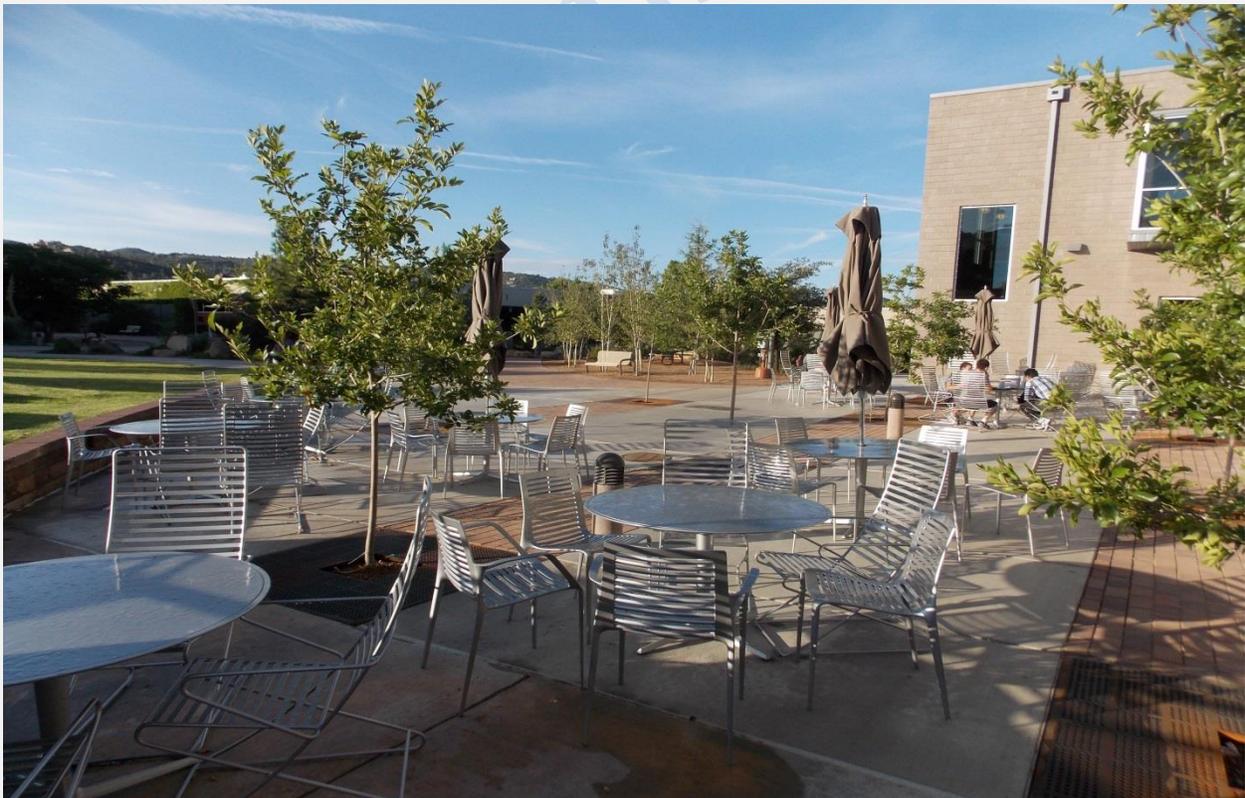
Building 3 Multipurpose Room



Student Game Center



Student Club Room



Building 3 Outdoor Seating Area



New Shade Structure for Outdoor Seating



Intersection of Buildings 1, 2 and 3

SmithGroup/JJR

McCarthy Building Companies

Project Manager: David Laurence

Moving Manager/Logistics: Chris Larson

College Wide Campus Master Plan Phase 1b

Programming is nearing completion for the renovation of Building 29 Regional Economic Development Center and the renovation/expansion of Building 31 for Lifelong Learning. The plan is to start construction in late December for each building. In September, programming will begin for college-wide way finding along with open space improvements for the Prescott and Verde Valley Campus. Programming of Building 15 is scheduled to kick-off in March of 2016.

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

The elevator is in service. The upstairs balcony is awaiting a new railing system which is expected to arrive the second week of September. The balcony will be opened once the new railing is installed.



First Floor Elevator Landing



Second Floor Balcony

GLHN Architects and Engineers
Project Manager: David Laurence

Haley Construction, Inc.

Chino Valley Agribusiness Center Shade Structure

Installing the roof is underway and this project is expected to be complete September 8.



Installing Roof Panels

McCarthy Building Companies
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:

Water Proofing Building 2 Basement – Complete

Stucco Repair/Exterior Painting of the Sedona Site – Reviewing bids/September 2015

Roof Replacement Sedona Site – September 15 through October 15, 2015



Stucco Replacement Verde Valley Campus Building M

Epoxy Coating/Water Proofing Verde Valley Campus Building L – In process

ADA Parking Lot Modifications at the Verde Valley Campus – December 2015

Pavement Rehabilitation Sheldon to Tennis Complex – Completion Date September 4, 2015



New Concrete at Prescott Traffic Circle

Michael Taylor Architects, Inc.

Haley Construction/Earth Resources

Project Manager: Bruce Hustedt

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Facilities would like to welcome Aaron King as the new set up custodian. Aaron comes to us from YRMC. Welcome Aaron!

Facilities is still looking to fill vacant HVAC Technician and Carpenter III positions.

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 and be sure to check out our new web page!

Under Construction

September 2015 College Highlights

Foundation Studies

- The Foundation Studies Division is proud to announce two new faculty co-coordinators for the First Year Experience course at Yavapai College. **Tina Luffman** (English/Reading Professor on the Verde Campus) and **Amber Davies-Sloan** (Communications Professor on the Prescott Campus) began their new roles this summer. They are looking forward to working with the instructors who are teaching this class and preparing students for success at Yavapai College.

Arts and Humanities

- **Laraine Herring**, Professor of Creative Writing and Psychology, taught a week long intensive workshop in July at the 30th annual Antioch Summer Writer's Conference in Yellow Springs, Ohio. Her next book, ***On Being Stuck: Tapping into the Creative Power of Writers Block***, has been accepted by Shambhala Publications for a May 2016 release.
- This summer saw the successful completion of an art history study abroad course, led by **Brandelyn Andres**, Professor of Art History. Students enrolled in The History of Modern and Contemporary Art (Art 202) travelled to Montreal and Quebec City, Canada to study the course content firsthand. Students spent 9 days taking in a wide range of art, such as the modern collection at the Musee des Beaux Arts and Neo-Gothic and 1967 World's Fair architecture.

The abroad component of the class was in conjunction with a Cross Cultural Psychology class, led by **Dr. Mark Shelley**, Professor of Psychology and Sociology, and the International Adventures Club. See photo below.



Business, Education and Social Sciences

- **Dr. Jennifer Jacobson**, Professor of Sociology, reports that she will have 96 students volunteering in PUSD this semester. She's hoping to have them at two elementary schools (Lincoln and Abia Judd), one preschool (Discovery Gardens) and perhaps Granite Mountain Middle School. Her students will be able to observe the integration process as the students from the now closed Washington and Miller Valley elementary schools become part of these other schools.
- The Del E. Webb Family Enrichment Center (FEC) recently received a 5-Star Rating through Quality First, Arizona's state-wide voluntary Quality Rating and Improvement System. Quality First assesses early childhood programs using research-based tools that focus on the key components of quality including: adult-child interactions, learning environments, staff qualifications, health and safety practices, curriculum and assessment, and group sizes. A 5-star rating is the highest rating a program can receive and denotes a program that "far exceeds quality standards". The FEC's star rating enables it to access scholarship funding for low-income families; currently 17 of the 22 families receiving these scholarships are Yavapai College student parents who could not afford to have their children at the FEC without this funding support.

YC student parents who enroll their children at the FEC would normally pay between \$606 and \$708 a month (depending on the age of their child). These are discounted student rates, but the majority of YC student parents struggle to afford this. Having a Quality First scholarship reduces these student parents' tuition to \$200 a month.

Presenter : Patricia McCarver

Start Time : 2:34 PM

Item No : 18

Proposed By : Patricia McCarver

Time Req : 25

Proposed : 5/21/2015

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: Faculty Senate Update; Executive Dean's Report; and Other Related Issues - INFORMATION AND/OR DISCUSSION

Details : Update from Instruction and Student Development to include:

- Faculty Senate Update - David Gorman, Faculty Senate President
- Executive Dean's Report, Dr. James Perey, Executive Dean for the Verde Valley Campus
- Other Related Issues

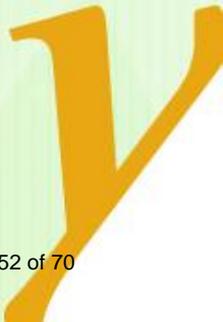
Attachments :

Title	Created	Filename
Dr Perey DGB presentation 9115.pdf	Aug 28, 2015	Dr Perey DGB presentation 9115.pdf



Verde Valley Campus and Sedona Center Assembly

Dr. James Perey, Executive Dean - Verde Valley Campus



A Year in Review 2014-2015

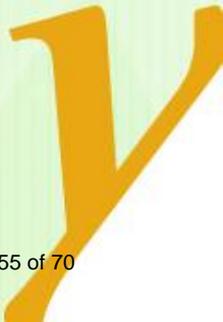
- The campus saw over 500 elementary, middle, and high school students!
- We hosted over 25 community and cultural events on campus!
- We advised and taught over 2500 credit and non-credit students!
- We hosted College for Kids this summer!
- We had two ALL-Arizona Academic Team students!
- We tutored over 300 students!
- We had our first cohort for the LEAD program!
- We graduated 95 students who were awarded a total of 113 degrees/certificates!

Verde Valley Campus and Sedona Center

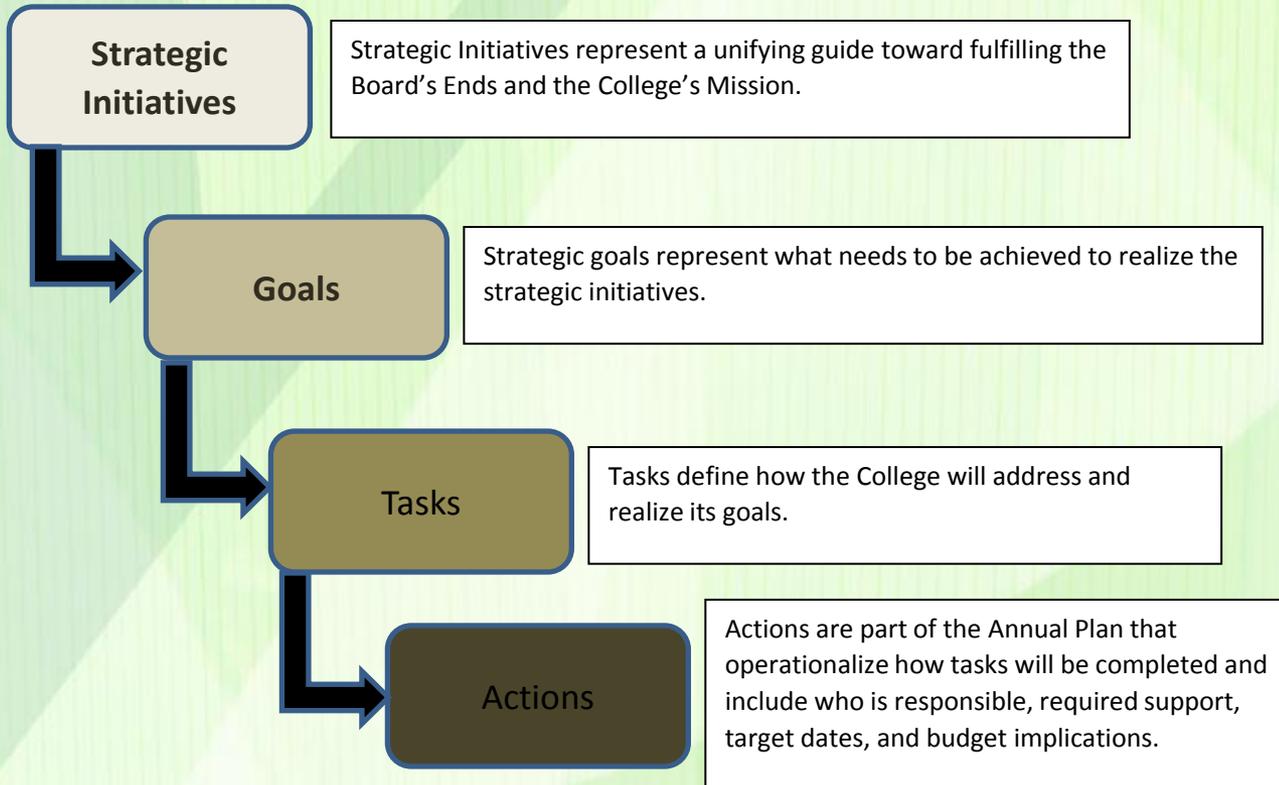
- Yavapai College serves a variety of populations in the Verde Valley through its programming at both sites
 - Credit 1,426 unduplicated headcount
 - Beginning enrollment in Non- Credit classes
 - Osher Lifelong Learning
 - Community Education
 - Dual enrollment

New Programs

- Canine
- Welding
- Culinary Arts
- Film Media Arts



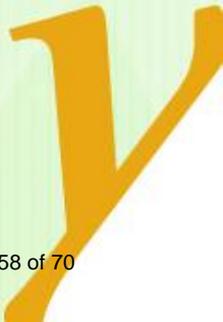
Strategic Planning Update



Other Projects

- Associate Dean Search
- Tasting Room

Questions and Answers



Presenter : Patricia McCarver

Start Time : 2:59 PM

Item No : 19

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 5/21/2015

Item Type : Procedure Item

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

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:09 PM

Item No : 20

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 5/21/2015

Item Type : Heading

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

Description : MONITORING REPORTS - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:09 PM

Item No : 21

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 5/21/2015

Item Type : Consent Item

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

Description : Board Self-Evaluation - Governing Board Policy 3.6 - Board Committee Principles - MONITORING, DISCUSSION, AND/OR DECISION

Details : Policy 3.6 - Board Committee Purpose and Principles

When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.

Policy 3.6.1 - May Not Speak or Act for the Board

Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.

Attachments :

Title	Created	Filename
3.6 Compilation - new format.pdf	Aug 26, 2015	3.6 Compilation - new format.pdf

**District Governing Board Policy Review
Evaluation of Board Policies
Policy 3.6 Board and Committee Purpose and Principles
Compilation - September 2015**

3.6 Board Committee Purpose and Principles	When appointed by the Board, committees will exist to assist the Board in the fulfillment of its duties and not supplant the Board's role. Board committees shall be established to help the Board do its job, not to help or advise the staff. Committees ordinarily shall assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees shall normally not have direct dealings with current staff operations.	
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 2	NO 2
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: The Verde Valley Board Advisory Committee is a very useful committee to help advise the Board. This should be an ongoing committee for at least two more years. Their work is not completed. The VVBAC has had quite a lot of interaction with staff to date – need to revisit their role and the Board's direction for the group going forward.		
3.6.1 May Not Speak or Act for the Board	Board committees shall not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority shall be carefully stated in order not to conflict with authority delegated to the President.	
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: A board spokesperson has not been identified.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:14 PM

Item No : 22

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 5/21/2015

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.1	Only officially passed motions of the Board shall be binding on the President of Yavapai College. Accordingly:	4407

Description : Board Self-Evaluation - Board - President Linkage 4.1- Unity of Control - MONITORING, DISCUSSION, AND/OR DECISION

Details : Policy 4.1 - Unity of Control

Only officially passed motions of the Board shall be binding on the President of Yavapai College.

Policy 4.1.1 - Decision or Instructions of Individual Board Members

Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.

Policy 4.1.2 - Request from Board Members and Board Committees

In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.

Attachments :

Title	Created	Filename
4.1 Unity of Control Compilation- new format.pdf	Aug 26, 2015	4.1 Unity of Control Compilation- new format.pdf

**District Governing Board Policy Review
Evaluation of Board-President Policies
Policy 4.1 Unity of Control
Compilation - September 2015**

4.1 Unity of Control	Only officially passed motions of the Board shall be binding on the President of Yavapai College.	
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: No data submitted. Data is comprised of meeting minutes where decisions are noted.		
4.1.1 Decisions or Instructions of Individual Board Members	Decisions or instructions of individual Board members, officers, or committees shall not be binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.	
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: To my knowledge, no specific instructions have been given other than contracts for employment and compensation through the Board Chair.		
4.1.2 Requests From Board Members and Board Committees	In the case of Board members or Board committees requesting information or assistance without Board authorization, the President shall refuse such requests that require, in the President's opinion, a material amount of staff time or funds or are disruptive.	
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 1
Is this policy still relevant or useful to the Board?	YES 3	NO
Comments: Needs to be reviewed for interpretation. There have been instances of the VVBAC requesting data that would require material amounts of staff time and funds. The President has addressed those as needed, but the Board may need to provide additional direction to the VVBAC. Data requests should be directly related to the committee's purpose and not related to internal college operations as per the VVBAC mission.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:19 PM

Item No : 23

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 5/21/2015

Item Type : Heading

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

Description : OWNERSHIP LINKAGE (CONTINUED) - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:19 PM

Item No : 24

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 5/21/2015

Item Type : Information Item

Policy No.	Description	Ref No
3.1.4	Shall monitor and regularly discuss the Board's own process and performance through: a) Regular monitoring by the full Board of its Governance Process and Board-President Linkage policies. b) Review of the Board's overall performance as a governing body. Shall delegate to the Chair the responsibility to develop and conduct this evaluation process in accordance with Policy 3.5.3.	560668

Description : Review and Summary of the August 31, 2015 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION

Details : The Board will recap and consider adoption of policy change(s) from the August 31, 2015 Board Retreat which included:

- Review and possible revision of the District Governing Board Ends Statements
- Review and possible revision of the District Governing Board 2015-2016 Ownership Linkage Plan
- Review of the Strategic Plan 2015-2020

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 5/21/2015

Start Time : 3:34 PM
Time Req : 5
Item Type : Information Item

Item No : 25

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); Association of Community College Trustees (ACCT); Verde Valley Board Advisory Committee (VVBAC); and Yavapai College Foundation; - INFORMATION; DISCUSSION; AND/OR DECISION

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

Association of Community College Trustees (ACCT) - Mr. Ray Sigafos

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

Yavapai College Foundation - Dr. Patricia McCarver

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/19/2015

Start Time : 3:39 PM
Time Req : 0
Item Type : Heading

Item No : 26

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 - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 8/19/2015

Start Time : 3:39 PM
Time Req : 10
Item Type : Discussion

Item No : 27

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

Description : Review of the Arizona's Community College Governing Board Statutory Responsibilities regarding Employment Obligations - DISCUSSION AND/OR DECISION

Details : During the August 10, 2015 District Governing Board meeting the Board Attorney, Lynne Adams provided an Overview of the Arizona Statutes relating to Community College Governing Boards. The Board will continue discussion focusing on the Governing Board Statutory Responsibilities regarding employment obligations.

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 5/21/2015

Start Time : 3:49 PM
Time Req : 0
Item Type : Heading

Item No : 28

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

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 5/21/2015

Start Time : 3:49 PM

Item No : 29

Time Req : 5

Item Type : Information Item

Policy No.	Description	Ref No
3.2.1	And its Ownership Linkage shall be the link between the organization and its owners, who are residents of Yavapai County and those who are affected by Yavapai College.	560671

Description : Correspondence to the Board - RECEIPT

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 5/21/2015

Start Time : 3:54 PM

Item No : 30

Time Req : 5

Item Type : Decision Item

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

Description : District Governing Board Dates and Places of Future Meetings for the Remainder of 2015 and Proposals for 2016 - DISCUSSION AND/OR DECISION

Details : Board Members will review and update the District Governing Board Calendars for:

- 2015 Proposed Dates and Places of Future meetings
- 2016 Proposed Dates and Places of Future meetings

Attachments :

Title	Created	Filename
2015- Proposed Dates and Places of Future Meetings.pdf	Aug 27, 2015	2015- Proposed Dates and Places of Future Meetings.pdf
2016- Proposed Dates and Places of Future Meetings.pdf	Aug 27, 2015	2016- 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-Community Room 19-147
Truth in Taxation Special Meeting	June 9, 2015, Tuesday, 11:30 a.m. Location: Prescott Campus-Community Room 19-147
Budget Public Hearing	June 9, 2015, Tuesday, 11:45 a.m. Location: Prescott Campus-Community Room 19-147
Budget Adoption Meeting	June 9, 2015, Tuesday, 12:20 p.m. Location: Prescott Campus-Community Room 19-147
Regular Board Meeting	June 9, 2015, Tuesday, 1:15 p.m. Location: Prescott Campus-Community Room 19-147
International Policy Governance Association(IPGA) Annual Conference	June 18-20, 2015 Location: Vancouver, Canada
JULY 2015 - NO BOARD MEETING	
Regular Board Meeting	August 10, 2015, Monday, 1:00 p.m. Location: Prescott Campus - Rock House
Board Retreat	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: CTEC - Room 181
CTEC Grand Re-Opening	October 10, 2015, Saturday, 10:00 a.m. Location: CTEC
Association of Community College Trustees (ACCT) Leadership Congress	October 13 - 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 3, 2015 - TBD Location: Prescott Campus - Performing Arts Center
Regular Board Meeting	December 8, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus - Bldg 3 Multi-Purpose Room
Nursing Pinning Ceremony	December 11, 2015 - 3:00 p.m. Location: Prescott Campus - Performing Arts Center
Annual Board Retreat	December 2015 - TBD 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

PROPOSED DATES AND PLACES OF FUTURE MEETINGS - 2016

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
Regular Board Meeting	January 12, 2016, Tuesday, 1:00 p.m. Location: Prescott Valley Center, Rooms 110-111
Regular Board Meeting	February 9, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 1, 2016, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting	April 12, 2016, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center Rm120/121
Verde Valley Commencement	May 6, 2016, Friday, x:00 p.m. Location: Verde Valley Campus
Nursing Pinning Ceremony	May 7, 2016, Saturday, x:00 p.m. Location: Prescott Campus – Performing Arts Center
Prescott Commencement	May 7, 2016, Saturday, x:00 p.m. Location: Prescott Campus – Performing Arts Center
Regular Board Meeting	May 10, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Northern Arizona Regional Training Academy (NARTA) Commencement	May 12, 2016, Thursday, xx:00 a.m. Location: Prescott Campus – Performing Arts Center
Regular Board Meeting	June 14, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
JULY 2016 – NO BOARD MEETING	
Regular Board Meeting	August 9, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Board Retreat	August TBD , 2016, Monday – 9:00 a.m. Location: Prescott Campus-Rock House
Regular Board Meeting	September 13, 2016, Tuesday, 1:00 p.m. Location: Verde Valley Campus - Bldg. M, Rm 137
Regular Board Meeting	October 11, 2016, Tuesday, 1:00 p.m. Location: CTEC - Room 189
Regular Board Meeting	November 8, 2016, Tuesday, 1:00 p.m. Location: Sedona Center, Room 34
Northern Arizona Regional Training Academy (NARTA) Commencement	December 8, 2016 – Thursday, xx:00 Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 9, 2016 – Friday, xx:00 Location: Prescott Campus – Performing Arts Center
Annual Board Retreat	December 2016 – TBD Location: Prescott Campus – Rock House
Regular Board Meeting	December 13, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House

*First Tuesday of the month. Changed due to Spring Break scheduled for March 7-11, 2016.

Presenter : Patricia McCarver

Start Time : 3:59 PM

Item No : 31

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 5/21/2015

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