



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Tuesday, October 06, 2015
1:00 PM**

Career and Technical Education Center (CTEC) 181
220 Ruger Road
Prescott, AZ

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	578898
2	Call to Order - PROCEDURAL	1	1:00 PM	578899
3	Pledge of Allegiance - PROCEDURAL	1	1:01 PM	578900
4	Welcome to Guests and Staff - PROCEDURAL	2	1:02 PM	578901
5	Approval of District Governing Board August 31, 2015 Retreat; September 1, 2015 Regular Meeting Minutes and Executive Session Minutes - DISCUSSION AND/OR DECISION	3	1:04 PM	578902
6	Adoption of Agenda - DECISION	1	1:07 PM	578903
7	Open Call - PROCEDURAL	15	1:08 PM	578904
8	CONSENT AGENDA - HEADING	0	1:23 PM	578905
9	Receipt of Report on Revenues and Expenditures -- Month of September 2015 - RECEIPT, DISCUSSION AND/OR DECISION	1	1:23 PM	578906

Item No.	Item	Time Req.	Start Time	Ref No.
10	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - September 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:24 PM	578907
11	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - September 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:25 PM	578908
12	INFORMATION - HEADING	0	1:26 PM	578911
13	Information from the President to include: Career and Technical Education Center (CTEC) Open House; Day of Conversation; AZAwesome; Community Outreach; Strategic Initiatives; College Highlights; Facilities Management News; Other Related Issues - INFORMATION AND DISCUSSION	15	1:26 PM	578912
14	Update from Instruction and Student Development to Include: Faculty Senate; Student Leadership Council; Roughrider Tennis Complex; Career and Technical Education Division Update; Adjunct Advisor; and Other Related Issues - INFORMATION AND/OR DISCUSSION	20	1:41 PM	578913
15	Quarterly Update from Yavapai College Advancement and Foundation to Include: Fundraising Update and Marketing Report - INFORMATION AND/OR DISCUSSION	15	2:01 PM	581904
16	POLICY ISSUES - HEADING	0	2:16 PM	582492
17	Recognition of Mr. Richard Marcusen, Emeritus Art Faculty Yavapai College - INFORMATION, DISCUSSION, AND/OR DECISION	10	2:16 PM	582493
18	SHORT RECESS - PROCEDURAL	10	2:26 PM	578915
19	MONITORING REPORTS - HEADING	0	2:36 PM	578916
20	Receipt of President's Monitoring Report - Ends Statements - 1.1 Education Ends - MONITORING, DISCUSSION, AND/OR DECISION	10	2:36 PM	578917
21	Receipt of President's Monitoring Report - Ends Statements - 1.2 Economic Ends - MONITORING, DISCUSSION, AND/OR DECISION	10	2:46 PM	578918
22	Receipt of President's Monitoring Report - Ends Statements - 1.3 Communities Ends - MONITORING, DISCUSSION, AND/OR DECISION	10	2:56 PM	578919
23	Receipt of President's Monitoring Report - Executive Limitation 2.1 - Service to the Public - MONITORING, DISCUSSION AND/OR DECISION	5	3:06 PM	578920
24	Receipt of Revised President's Monitoring Report - Executive Limitation 2.3 - Financial Management - MONITORING, DISCUSSION, AND/OR DECISION	5	3:11 PM	579035
25	Board Self-Evaluation - Board-President Linkage Policy 4.3 - Delegation to President - MONITORING, DISCUSSION AND/OR DECISION	5	3:16 PM	578909
26	OWNERSHIP LINKAGE - HEADING	0	3:21 PM	578921
27	Review of the Yavapai County Board of Supervisors September 21, 2015 Meeting - DISCUSSION AND/OR DECISION	10	3:21 PM	597599

Item No.	Item	Time Req.	Start Time	Ref No.
28	2015-2016 Ownership Linkage Plan - DISCUSSION AND/OR DECISION	30	3:31 PM	594714
29	Select a Voting Board Representative for Association of Community College Trustees (ACCT) Annual Leadership Congress - DISCUSSION AND/OR DECISION	5	4:01 PM	592192
30	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	4:06 PM	578923
31	OTHER INFORMATION - HEADING	0	4:11 PM	578924
32	Correspondence to the Board - RECEIPT	5	4:11 PM	578925
33	District Governing Board Dates and Places of Future Meetings for the Remainder of 2015 and Proposal for 2016 - DISCUSSION AND/OR DECISION	5	4:16 PM	578926
34	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	4:21 PM	578927

Presenter : Patricia McCarver **Start Time :** 1:00 PM **Item No :** 1
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 6/17/2015 **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 :** 1
Proposed : 6/17/2015 **Item Type :** Procedure Item

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

Description : Call to Order - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 6/17/2015

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

Item No : 3

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

Description : Pledge of Allegiance - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver
Proposed By : Patricia McCarver
Proposed : 6/17/2015

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

Item No : 4

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

Description : Welcome to Guests and Staff - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:04 PM

Item No : 5

Proposed By : Patricia McCarver

Time Req : 3

Proposed : 6/17/2015

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 District Governing Board August 31, 2015 Retreat; September 1, 2015 Regular Meeting Minutes and Executive Session Minutes - DISCUSSION AND/OR DECISION

Details : To affirm discussion and record of actions, motions made and approved by the District Governing Board at the August 31, 2015 Retreat, September 1, 2015 Regular Meeting, and September 1, 2015 Executive Session . As part of the Board Agenda, the record of the proceedings of the previous meetings are presented for Board approval, reporting the kind of meeting, date and place of the meeting, participants present, approval of consent items, and all the main motions, the hours of the meeting(s), and the adjournment. The approved minutes are used to establish a permanent record of decisions approved by the District Governing Board. (Executive Session minutes are confidential by statute and are; therefore, not included in public meeting documents.)

Attachments :

Title	Created	Filename
Unapproved DGB Retreat-8-31-15.pdf	Oct 01, 2015	Unapproved DGB Retreat-8-31-15.pdf
Unapproved Regular Meeting Minutes -Sept 1.pdf	Oct 01, 2015	Unapproved Regular Meeting Minutes - Sept 1.pdf



**Yavapai College District Governing Board
Board Retreat
Unapproved Minutes of Board Retreat
Monday, August 31, 2015
9:00 AM
Prescott Campus, Rock House
1100 E. Sheldon Street
Prescott, AZ 86301**

Members Present:

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

Guests:

Richard Stringham, Senior Associate from Governance Coach

Administration Present:

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

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

Chair McCarver called the Yavapai College District Governing Board Retreat to order at 9:01 a.m.

3. Welcome to Guests and Staff - PROCEDURAL

Chair McCarver welcomed all guests and staff, and introduced Richard Stringham, Senior Associate from Governance Coach

4. Adoption of Agenda – DECISION

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

5. OWNERSHIP LINKAGE - HEADING

6. Review of Yavapai College District Governing Board Ends Statements and Ownership Linkage Plan - INFORMATION AND/OR DISCUSSION

Richard Stringham, Senior Associate from Governance Coach, led the Board in a review and development of the Yavapai College District Governing Board Ends Statements and Ownership Linkage Plan within a Policy Governance framework. (Report summary and handouts on file)

Mr. Stringham reviewed the principles of Policy Governance and the importance of all principles being present to be an effective governance model:

- Ownership:
 - The Board is the link of the organization to the owners
 - The Board is the highest authority of the organization as they represent the owners
- Governance Position:
 - The Board stands between the ownership (above it) and operations (below it)
 - The Board is commander not advisor
 - The Board is accountable for any authority delegated to others
- Ends Statements Policies:
 - The Board defines in writing the benefits for a targeted group at what cost.
- Executive Limitations Polices:
 - The Board defines in writing boundaries on the authority granted to the President
- Board Policies:
 - The Board defines in writing the behaviors, values, disciplines, conduct of itself
 - The Board defines in writing delegation and accountability of itself and the President
- Board Holism:
 - The Board has authority as a group, not individual representation
- Delegation to Management:
 - The President is the sole connector between governance and management
- Any Reasonable Interpretation:
 - The President may provide any reasonable interpretation of Ends and Executive Limitations
 - The Board may provide any reasonable interpretation of Board Policies
- Monitoring:
 - The Board monitors the organizational performance through assessment of the Ends Statements and Executive Limitations

- Connects the Board's expectations to actual performance
- Constitutes the President's evaluation

Policy Governance is a model that has the greatest emphasis on ownership linkage, and the effectiveness of the Board by delegating and making decisions in advance.

7. SHORT RECESS - PROCEDURAL

Meeting recessed at 9:21 a.m.; reconvened at 9:38 a.m.

8. Review of Yavapai College District Governing Board Ends Statements and Ownership Linkage Plan - INFORMATION, DISCUSSION, AND/OR DECISION

Mr. Stringham provided instruction and guidance in developing Ends Policies:

- Defining Ends is the Board's most important job (must act as a whole)
 - Organizations exist to deliver results/benefits, which should be external to the organization and achievable
 - Ends are a preferable future that is both realistic and appropriate
 - To identify a preferable future the Board must be well informed and proactively engaged with the whole ownership, as well as have a greater understanding of the issues, environmental factors, and potential barriers (not customer satisfaction)
 - Components:
 - a. What benefits are the organization to produce on the owners' behalf?
 - b. Who are the primary intended beneficiaries?
 - c. What is it worth to produce those benefits?

Mr. Stringham defined Ownership Linkage and reminded the Board this is an ongoing job that never ends. Other organizations may be a potential resource as they may have the same ownership (county, community colleges, etc.). Mr. Stringham reviewed the 2013-2014 Ownership Linkage Common Threads Summary with the Board members identifying how threads would translate into Ends.

- East County Residence
- Quality of Life
- Ability to get jobs
- Achievement of Educational Ends
- Equity and distribution of funding – owners receiving a return for their investment
- Accessibility to education
- Technological access

9. SHORT RECESS AND POSSIBLE WORKING LUNCH - PROCEDURAL

Meeting recessed at 12:24 p.m.; reconvened at 12:45 p.m.

10. Review of Yavapai College District Governing Board Ends Statements and Ownership Linkage Plan - INFORMATION, DISCUSSION, AND/OR DECISION

Mr. Stringham requested attendees to work in groups to analyze Common Threads Summary & VVBAC recommendations; and Environmental & SWOT Analysis, and recapped the following:

Examined the Common Threads Summary and VVBAC recommendations using handout - <i>Analysis Guide for Ends Decision Information</i>	Environmental and SWOT Analysis from the 2015-2020 Strategic Plan draft
<ul style="list-style-type: none"> - Access <ul style="list-style-type: none"> • Provide a better understanding of what is available • Accessibility needs to be improved for remote areas • More people achieving educational goals • Technological access - Sustainability <ul style="list-style-type: none"> • Enrollment growth • Career & technical education - Structure - Quality of life - Ability to get jobs - Achievement of educational goals - Equity and distribution - Return on investment 	<ul style="list-style-type: none"> - Competition/ Demographics <ul style="list-style-type: none"> • For profit institutions <ol style="list-style-type: none"> a. Best practices b. Graduation/completion rates/times • Aging population - Economic/Labor Force <ul style="list-style-type: none"> • Lack of middle and high paying jobs • Training for existing workforce • Varies based on workforce needs - Education/Technology – did not identify any gaps in current Ends - SWOT <ul style="list-style-type: none"> • Access • Partnerships with JTED, K-12, ABOR, business • Completion rates

With consideration of the above analysis, the Board proposed the following revisions of Ends Statements:

1 Ends

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

1.1 Education Ends

Students achieve their educational goals **at an affordable price**.

1.1.1 Job Seekers Ends

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

1.1.2 Student Ends

Students seeking transfer **have the qualifications, skills, and abilities for success** ~~will succeed~~ at their next educational institution.

1.1.3 Lifelong Learners Learning Adult Ends

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

1.2 Economic Ends

Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs.

1.3 Community Ends

Yavapai County residents have access to social and cultural opportunities.

11. SHORT RECESS - PROCEDURAL

Meeting recessed at 2:43 p.m.; reconvened at 2:51 p.m.

12. Review of the 2015-2020 Strategic Initiatives for Yavapai College - INFORMATION AND/OR DISCUSSION

Chair McCarver reviewed the proposed revisions of the Ends Statements and entertained a motion to approve. **Member Sigafos moved, seconded by Member Irwin, to approve the Ends Statements as revised. Motion carried unanimously.**

Mr. Stringham provided guidance for the Board to receive the Strategic Plan draft, and clarified the Strategic plans are means towards achieving the Ends and compliance with Executive Limitations. The Board does not approve the Strategic plans but monitors to ensure compliance. The Board may wish to create a more specific policy related to strategic planning and distributed an example.

Dr. Ewell and Tom Hughes reviewed the Draft Strategic Plan (on file)

- Strategic Planning Process
- Strategic Planning Information Reviewed
- Operationalizing the Strategic Plan
- Draft Strategic Initiatives
- Next steps

Dr. Ewell presented the tools and analyses that will provide data to measure outcomes of the Strategic Plan

- Software available to gather data:
 - Banner Educational Resource Planning software (ERP)
 - Canvass: Learning Management System (LMS)
 - Degreeworks: Academic Advising and Planning
 - Ascend: Constituent Relationship Management
 - 25Live: Room Scheduling/Utilization
- Key Performance Indicators (KPI's) assigned to strategic initiatives
- Compliance and Benchmark Data Submission and Information Feedback Reports include state associations, federal agencies, accreditation bodies, and others
- Turning Data into Information - Cognos
- Dashboard - live demonstration of online reporting instrument (internal reporting platform)

Results will be reported to the President's Leadership Team on a quarterly basis and included in an annual report to internal and external users.

Mr. Stringham provided sample questions regarding Ownership Linkage and encouraged the Board to create an ongoing, multi-year plan. New ownership linkage tools such as the VVBAC (Advisory Committee) will be most effective with a clear charge (product) and authority to provide options/implications rather than recommendations.

Dr. McCarver concluded the meeting with direction for future Ownership Linkage planning during the October 6, 2015 District Governing Board meeting.

13. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:57 p.m.

Respectfully submitted:

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

Date: October 6, 2015

_____/S/_____
Dr. Patricia McCarver, Chair

_____/S/_____
Mr. Steve Irwin, Secretary

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



Yavapai College District Governing Board

Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, September 1, 2015
1:00 PM

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

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

Members Present:

- Dr. Patricia McCarver, Chair
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 1:02 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Sigafoos

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff.

5. Approval of District Governing Board August 10, 2015 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

Member Sigafoos moved, seconded by Member Irwin, to approve the District Governing Board August 10, 2015 Regular Meeting Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

Regular Session recessed at 1:03 p.m.

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

Member Sigafoos moved, seconded by Member Irwin, to convene into Executive Session pursuant to Arizona Revised Statutes §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. Motion carried unanimously.

Executive Session convened at 1:05 p.m.; Executive Session recessed at 1:31 p.m.

Regular session reconvened at 1:34 p.m.

8. Convene in Public Session with Possible Action RE: Approval of Settlement Offer Related to Aviation Lawsuit - DISCUSSION AND DECISION

No Action taken.

9. OWNERSHIP LINKAGE - HEADING

10. Presentation of Recommendations by the Verde Valley Board Advisory Committee (VVBAC) – INFORMATION AND DISCUSSION (refer to file)

Verde Valley Board Advisory Committee (VVBAC) Chair Paul Chevalier reported on the following:

- Status of the VVBAC request for financial records of the Verde Valley College operating and administrative costs
- Recap of VVBAC June recommendations
- Request to continue the VVBAC

11. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:

- Verde Valley Board Advisory Committee - Ruth Wicks, Mike Sullivan, Donna Michaels, Lois Lamer, Dick Ellis, Carolyn Fisher, Jessica Williamson, Scott Jablow, Sandy Moriaty, Isabel Erickson, Bill Regner, Gary LaMaster, Janet Aniol, Barbara Duncan, Barbara Litrell, Jackie Ellis, Jackie Baker, Carol German, Kathie Teal Sullivan, Beaver Creek School District – Karin Ward
Representative Ownership – Bob Oliphant
Verde Valley Career and Technical Education – Lois Lamer
Cottonwood-Oak Creek School District – Barbara U'Ren

Comments from Supervisor Thurman – Marlyn Summers
Comments from Supervisor Davis – DeShannan Young
Representation of Latinos – Ethel Short
Yavapai-Apache Nation – Norman Hazelwood
College Available in the Verde Valley – Betty Hart
Sedona Campus – Debra Emmanuelle

12. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:28 p.m.; reconvened at 2:39 p.m.

13. CONSENT AGENDA – HEADING

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

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

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

The President reported compliance.

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

The President reported compliance.

17. INFORMATION - HEADING

18. Information from the President to Include: Convocation; Strategic Plan Update; Facilities Management News; College Highlights; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 31-50)

Dr. Penny Wills reported on the following:

- Convocation held on August 17, 2015
- Draft 2015-2020 Strategic Initiatives and Goals
- Facilities Management News - September 2015 - Attached - Information Only
- College Highlights - August 2015- Attached - Information Only

19. Information from Instruction and Student Development to Include: Faculty Senate Update; Executive Dean's Report; Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 51-58)

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

- Faculty Senate Update - David Gorman, Faculty Senate President, reported the Faculty Senate convened on August 17th and finalized the Budget/Compensation Committee. This committee's duties will now include budget responsibilities to bring significant faculty input. The Faculty Senate welcomed six (6) new faculty members and these new members will be participating in peer review committees. Other activities for the coming year will include re-instituting Department Chair to provide academic leadership, as well as participating in the search for Vice President for Instruction and Student Development.
- Executive Dean's Report - Dr. James Perey, Executive Dean for the Verde Valley Campus, presented the Verde Valley Campus and Sedona Center Update (refer to Board agenda, pgs. 52-58).
- Other Related Issues – Interim Vice President Farnsworth presented Enrollment Comparison Fall 2015 to Fall 2014 (refer to Fall 2015 Enrollment handout).

20. MONITORING REPORTS – HEADING

21. Board Self-Evaluation - Governing Board Policy 3.6 - Board Committee Principles - MONITORING AND/OR DISCUSSION (refer to Board agenda, pgs. 60-61)

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.

Board worksheet comments included:

Member McCasland: 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.

A board spokesperson has not been identified.

Member McCarver: 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.

Member Irwin: Needs more data. The Verde Valley Advisory Committee has completed its mission. If the committee members want to continue to contribute, they should focus on assisting the Executive Dean committee in development of his strategic plan.

Member Filardo suggests that the VVBAC be considered as an exception regarding having the ability to deal directly with current staff, because the formation of the VVBAC was for circumstances that were unusual.

Chair McCarver stated that the Open Call comments regarding continuing the VVBAC was difficult because the August minutes meeting include a unanimous vote by the Board to continue VVBAC.

Member Irwin emphasized this policy reads “committees will exist to assist the Board in fulfillment of its duties”, and suggests that the VVBAC was formed to assist the Board in developing Ends Statements.

22. Board Self-Evaluation - Governing Board Policy 4.1 - Unity of Control - MONITORING AND/OR DISCUSSION

(refer to Board agenda, pgs. 62-63)

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.

Board worksheet comments include:

Member McCasland: No data submitted. Needs to be reviewed for interpretation.

Member McCarver: Data is comprised of meeting minutes where decisions are noted. To my knowledge, no specific instructions have been given other than contracts for employment and compensation through the Board Chair. 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.

23. OWNERSHIP LINKAGE - HEADING

24. Update from the August 31, 2015 Board Retreat - INFORMATION, DISCUSSION, AND/OR DECISION

Dr. McCarver recapped the Board Retreat:

- Focused on Ends Development with revision to Ends Statements
- Began to work on Ownership Linkage plans and will continue planning process at the October District Governing Board meeting.

25. 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 Sigafos reported no meeting.
- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo reported the next meeting is Wednesday, September 2, 2015.
- Yavapai College Foundation - Chair McCarver reported the next meeting will be September 9, 2015.

26. POLICY - HEADING

27. Arizona’s Community College Statutes: What a Governing Board Must or Can Do - DISCUSSION AND/OR DECISION

Mr. Filardo requested more information regarding how Board members can be involved in the hiring of the Verde Valley Associate Dean. Member Filardo would suggest that District 2 and 3 have an opportunity request public relations experience and the position should not be selected solely on academic requirements. Dr. McCarver responded the Board has delegated this authority to the President through policy and Board members should not participate in the process. Chair McCarver suggested that Board members may share desired qualifications of the position with the President.

Member McCasland asked what the process would be for the Board to revise the roles and responsibilities of the President. Legal Counsel Adams responded that it would require a Board motion and vote.

Dr. Wills assured the Board, students, and the public that she will hire the best person for the position to continue YC’s focus on student success. The hiring process for this position will include open forums with an invitation for the Board members and the public to attend. Dr. Wills clarified that all of Arizona community colleges District Governing Boards are not active in the hiring process and have delegated this authority to their President.

28. OTHER INFORMATION - HEADING

29. Correspondence to the Board – RECEIPT

Correspondence received included: Letter from Supervisor Chip Davis, and Fall 2015 OLLI- Prescott Learning Group Schedule

30. District Governing Board Dates and Places of Future Meetings for the Remainder of 2015 and Proposals for 2016 - RECEIPT, DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 67-69)

- 2015 Proposed Dates and Places of Future meetings

- 2016 Proposed Dates and Places of Future meetings

Member McCasland requested additional meetings and work sessions at the Verde Valley campus.

Member Sigafoos requested the April 12th meeting be moved to April 19th.

31. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 3:48 p.m.

Respectfully submitted:

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

Date: October 6, 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 :** 1:07 PM **Item No :** 6
Proposed By : Patricia McCarver **Time Req :** 1
Proposed : 6/17/2015 **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 :** 1:08 PM **Item No :** 7
Proposed By : Patricia McCarver **Time Req :** 15
Proposed : 6/17/2015 **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 : 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 may be put on a future Board agenda. However, members of the public body shall not discuss or take legal action on matters raised during an Open Call to the public unless the matters are properly noticed for discussion and legal action.

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

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:23 PM

Item No : 8

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 6/17/2015

Item Type : Heading

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

Description : CONSENT AGENDA - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:23 PM

Item No : 9

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 6/17/2015

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 September 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 third month of Fiscal Year 2015-2016 ending September 30, 2015 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Sept 2015 in Oct.pdf	Sep 30, 2015	Financial Update - Sept 2015 in Oct.pdf
YCFS Sept 2015 - Governing Board Budget Report.pdf	Sep 30, 2015	YCFS Sept 2015 - Governing Board Budget Report.pdf
YCFS Sept 2015_Summary.pdf	Sep 30, 2015	YCFS Sept 2015_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

September 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 semester 2015 enrollment and the gradual suspension of the aviation program.
- 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.

Other

- In August 2015 the District's pledged revenue obligation bonds were **upgraded from A2 to A1 by Moody's Investors Service partly attributed to the District's multi-year trend of strong operating performance and conservative expense management.** Standard & Poors recently affirmed its A rating on the pledged revenue obligation bonds.
- **The District's general obligation bond debt issues are rated Aa2 by Moody's Investors Service and AA- by Standard & Poors.** These high quality ratings were affirmed recently and are the result of the **District's diverse tax base, solid financial policies, history of operating surpluses and a low debt burden.**

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

**For the Three Months Ended September 30, 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	\$ 8,107	\$ 23,057	\$ 31,164	
Assoc. of Community College Trustees	Membership Dues	5,585	-	5,585	
Assoc. of Community College Trustees	Conference Fees	4,585	-	4,585	
Karen Jones	Travel	100	-	100	
Osborn Maledon PA	Legal Counsel	1,379	21,121	22,500	
Ourboardroom Technologies	Software Maintenance	-	18,500	18,500	
Patricia McCarver	Travel	304	-	304	
Penelope Wills	Travel	88	-	88	
Ray Sigafoos	Travel	222	-	222	
Sodexo Inc.	Food Supplies	669	4,331	5,000	
Supplies/Other	Various Vendors	192	-	192	
The Governance Coach	Consulting	4,504	496	5,000	
Yavapai Broadcasting	Board Meeting Broadcasts	250	2,750	<u>3,000</u>	
					<u>96,240</u>
 <u>Verde Valley DGB Advisory Committee</u>					
Osborn Maledon PA	Legal Counsel	168	4,832	<u>5,000</u>	
					<u>5,000</u>
Remaining Budget - September 30, 2015					<u>\$ 67,844</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Three Months Ended September 30, 2015 - 25% 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	\$ 12,736,288		\$ 12,736,288	\$ 43,560,000	29.2%
Restricted Fund	5,124,055		5,124,055	15,414,700	33.2%
Auxiliary Fund	1,479,102		1,479,102	4,255,300	34.8%
Unexpended Plant Fund	3,152,336		3,152,336	12,820,900	24.6%
Debt Service Fund	1,722,991		1,722,991	6,922,700	24.9%
TOTALS	<u>24,214,772</u>		<u>24,214,772</u>	<u>82,973,600</u>	<u>29.2%</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		\$ 8,517,424	\$ 18,174,718	\$ 16,387,369	\$ 10,304,773	\$ 43,560,000	23.7%
Restricted Fund		4,783,619	1,172,394	955,807	5,000,206	15,414,700	32.4%
Auxiliary Fund		1,023,795	1,073,998	934,001	1,163,792	4,255,300	27.3%
Unexpended Plant Fund		1,800,108	2,779,247	-	4,579,355	12,820,900	35.7%
Debt Service Fund		300	1,722,175	-	1,722,475	6,922,700	24.9%
TOTALS		<u>16,125,246</u>	<u>24,922,532</u>	<u>18,277,177</u>	<u>22,770,601</u>	<u>82,973,600</u>	<u>27.4%</u>
SURPLUS/(DEFICIT)					<u>1,444,171</u>	<u>-</u>	

COMMENTS:

Through the third month, 27.4% of budget has been committed (excluding labor encumbrances) compared to 29.2% of revenues received.

The Budget currently has a surplus of \$1,444,171.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Three Months Ended September 30, 2015 - 25% 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	\$ 8,157,309		\$ 8,157,309	\$ 32,875,800	24.8%	\$ 32,744,297	\$ (131,503)
Tuition and Fees	5,028,575		5,028,575	12,273,000	41.0%	11,757,534	(515,466)
Tuition and Fees - Contingency	(137,500)		(137,500)	(550,000)	25.0%	(34,534)	515,466
State Appropriations	222,575		222,575	890,300	25.0%	890,300	-
Other Revenues	58,682		58,682	470,000	12.5%	470,000	-
Interest Income	18,922		18,922	50,000	37.8%	50,000	-
Fund Balance Applied to Budget	717,750		717,750	2,871,000	25.0%	2,871,000	-
General Fund Transfer Out	(1,330,025)		(1,330,025)	(5,320,100)	25.0%	(5,320,100)	-
TOTAL REVENUES	12,736,288		12,736,288	43,560,000	29.2%	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	\$ 2,493,364	\$ 7,632,663	\$ 7,231,930	\$ 2,894,097	\$ 17,829,000	16.2%	\$ 17,722,026	\$ (106,934)
Academic Support	1,083,515	1,914,367	1,822,372	1,175,510	4,874,000	24.1%	4,844,756	(29,244)
Institutional Support	2,346,120	4,069,583	3,471,501	2,944,202	8,672,000	34.0%	8,619,968	(52,032)
Student Services	962,906	1,986,249	1,886,003	1,063,152	4,751,000	22.4%	4,722,494	(28,506)
Operation/Maintenance of Plant	1,162,283	2,497,693	1,901,400	1,758,576	6,125,000	28.7%	6,088,250	(36,750)
Scholarships	431,935	-	-	431,935	826,000	52.3%	826,000	-
Public Service	37,301	74,163	74,163	37,301	83,000	44.9%	83,000	-
Operating Contingency	-	-	-	-	400,000	0.0%	-	(400,000)
TOTAL EXPENDITURES	8,517,424	18,174,718	16,387,369	10,304,773	43,560,000	23.7%	42,906,494	(653,466)
SURPLUS/(DEFICIT)				\$ 2,431,515	\$ -			

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.
 Scholarships at 52.3% of budget due to fall 2015 financial aid awards.

The Budget currently has a surplus of \$2,431,515.

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

REPORT OF REVENUES AND EXPENDITURES

For the Three Months Ended September 30, 2015 - 25% 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	\$ 4,296,586		\$ 4,296,586	\$ 13,073,000	32.9%
State Grants and Contracts	6,200		6,200	201,000	3.1%
Private Gifts, Grants and Contracts	119,776		119,776	635,000	18.9%
Proposition 301 Funds	270,981		270,981	650,000	41.7%
State Appropriation - STEM Workforce	201,425		201,425	805,700	25.0%
Fund Balance Applied to Budget	12,500		12,500	50,000	25.0%
Reimbursement Due	216,587		216,587	N/A	N/A
TOTAL REVENUES	5,124,055		5,124,055	15,414,700	33.2%

	<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	\$ 283,080	\$ 639,941	\$ 440,877	\$ 482,144	\$ 2,756,400	17.5%
Academic Support	-	-	-	-	4,000	0.0%
Student Services	232,316	474,304	466,304	240,316	1,107,800	21.7%
Scholarships	4,237,807	-	-	4,237,807	11,434,500	37.1%
Public Service	30,416	58,149	48,626	39,939	112,000	35.7%
TOTAL EXPENDITURES	4,783,619	1,172,394	955,807	5,000,206	15,414,700	32.4%
SURPLUS/(DEFICIT)				\$ 123,849		

COMMENTS:

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

Scholarships at 37.1% of budget due to fall semester 2015 financial aid awards.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Three Months Ended September 30, 2015 - 25% 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	\$ 646,888		\$ 646,888	\$ 1,190,000	54.4%	\$ 1,190,000	\$ -		
Bookstore Rental and Commissions	82,700		82,700	210,000	39.4%	210,000	-		
Food Services Sales	3,583		3,583	40,000	9.0%	40,000	-		
Vending	12,451		12,451	33,000	37.7%	33,000	-		
Edventures	273,605		273,605	290,000	94.3%	290,000	-		
Community Events	84,615		84,615	503,000	16.8%	503,000	-		
Regional Economic Development Center - Training	4,685		4,685	125,000	3.7%	125,000	-		
Family Enrichment Center	121,725		121,725	555,200	21.9%	555,200	-		
Winery - Tasting Room	2,916		2,916	50,000	5.8%	50,000	-		
Yavapai College Foundation	56,577		56,577	410,000	13.8%	410,000	-		
Other	37,782		37,782	242,800	15.6%	242,800	-		
General Fund Transfer In	252,525		252,525	1,010,100	25.0%	1,010,100	-		
Auxiliary Fund Transfer Out	(100,950)		(100,950)	(403,800)	25.0%	(403,800)	-		
TOTAL REVENUES	1,479,102		1,479,102	4,255,300	34.8%	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		\$ 39,245	\$ -	\$ -	\$ 39,245	\$ 55,100	71.2%	\$ 55,100	\$ -
Student Services		128,662	300,435	267,422	161,675	626,400	25.8%	626,400	-
Auxiliary Enterprises		445,272	458,297	403,642	499,927	1,518,700	32.9%	1,518,700	-
Public Service		144,294	315,266	262,937	196,623	889,800	22.1%	889,800	-
Facilities & Administrative Allocation Expense		266,322	-	-	266,322	1,065,300	25.0%	1,065,300	-
Contingency		-	-	-	-	100,000	0.0%	-	(100,000)
TOTAL EXPENDITURES		1,023,795	1,073,998	934,001	1,163,792	4,255,300	27.3%	4,155,300	(100,000)
SURPLUS/(DEFICIT)					\$ 315,310	\$ -			

COMMENTS:

Residence Halls and Summer Conferences revenues are above budget due to fall semester 2015 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 \$315,310.

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Three Months Ended September 30, 2015 - 25% 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	\$ 2,429,616			\$ 2,429,616	\$ 9,791,900	24.8%
Yavapai College Foundation Donation	-			-	116,000	0.0%
Investment Income	4,970			4,970	22,000	22.6%
Other	-			-	20,000	0.0%
General Fund Transfer In	717,750			717,750	2,871,000	25.0%
TOTAL REVENUES	3,152,336			3,152,336	12,820,900	24.6%

	<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	\$ 383,058	\$ 1,049,922	\$ -	\$ 1,432,980	\$ 3,010,000	47.6%
Unplanned Maintenance	65,697	45,645	-	111,342	500,000	22.3%
Capital Improvement Projects	741,381	1,400,638	-	2,142,019	4,538,700	47.2%
Capital Improvements - Future Projects	-	-	-	-	1,395,600	0.0%
Equipment	485,116	156,930	-	642,046	2,280,600	28.2%
Furniture and Fixtures	116,877	55,096	-	171,973	250,000	7.5%
Library Books	7,979	71,016	-	78,995	98,700	31.6%
Operating Contingency	-	-	-	-	500,000	0.0%
Property Tax Contingency	-	-	-	-	247,300	0.0%
TOTAL EXPENDITURES	1,800,108	2,779,247	-	4,579,355	12,820,900	35.7%
SURPLUS/(DEFICIT)				(1,427,019)	-	

COMMENTS:

The Budget currently has a deficit of \$1,427,019 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 Three Months Ended September 30, 2015 - 25% 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	\$ 1,232,661		\$ 1,232,661	\$ 4,967,900	24.8%
Investment Income	4,630		4,630	12,000	38.6%
General Fund Transfer In	359,750		359,750	1,439,000	25.0%
Auxiliary Fund Transfer In	100,950		100,950	403,800	25.0%
Fund Balance Applied to Budget	25,000		25,000	100,000	25.0%
TOTAL REVENUES	1,722,991		1,722,991	6,922,700	24.9%

	<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	\$ -	\$ 1,048,750	\$ -	\$ 1,048,750	\$ 4,195,000	25.0%
Interest Payments	-	212,725	-	212,725	850,900	25.0%
Pledged Revenue Obligations						
Principal Payments	-	246,250	-	246,250	985,000	25.0%
Interest Payments	-	113,500	-	113,500	454,000	25.0%
Revenue Bonds						
Principal Payments	-	73,750	-	73,750	295,000	25.0%
Interest Payments	-	27,200	-	27,200	108,800	25.0%
Bank Fees	300	-	-	300	4,000	7.5%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	300	1,722,175	-	1,722,475	6,922,700	24.9%
SURPLUS/(DEFICIT)				516	-	

COMMENTS:

Through the third month, 24.9% of budget has been committed (excluding labor encumbrances) compared to 24.9% of revenues received.

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

Presenter : Patricia McCarver

Start Time : 1:24 PM

Item No : 10

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 6/17/2015

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

Details : Executive Limitations 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_Sept in Oct.pdf	Sep 30, 2015	Monitoring Report Executive Limitations Policy 2 3 1_Sept in Oct.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
September 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 three months ended September 30, 2015, the General Fund has a surplus of \$2,431,500. 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 \$522,000 — 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 three months ended September 30, 2015, the Unexpended Plant Fund has a deficit of \$1,427,000 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 number of students and their financial need. As of September 30, 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 three months ended September 30, 2015, there were no variances from budget.

President's Conclusion:

I report compliance.

Presenter : Patricia McCarver

Start Time : 1:25 PM

Item No : 11

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 6/17/2015

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 President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - September 2015 - RECEIPT, DISCUSSION, AND/OR DECISION

Details : Executive Limitation 2.3.2 - Reserves

The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Funds reserves 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_Sept in Oct.pdf	Sep 30, 2015	Monitoring Report Executive Limitations Policy 2 3 2_Sept in Oct.pdf

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

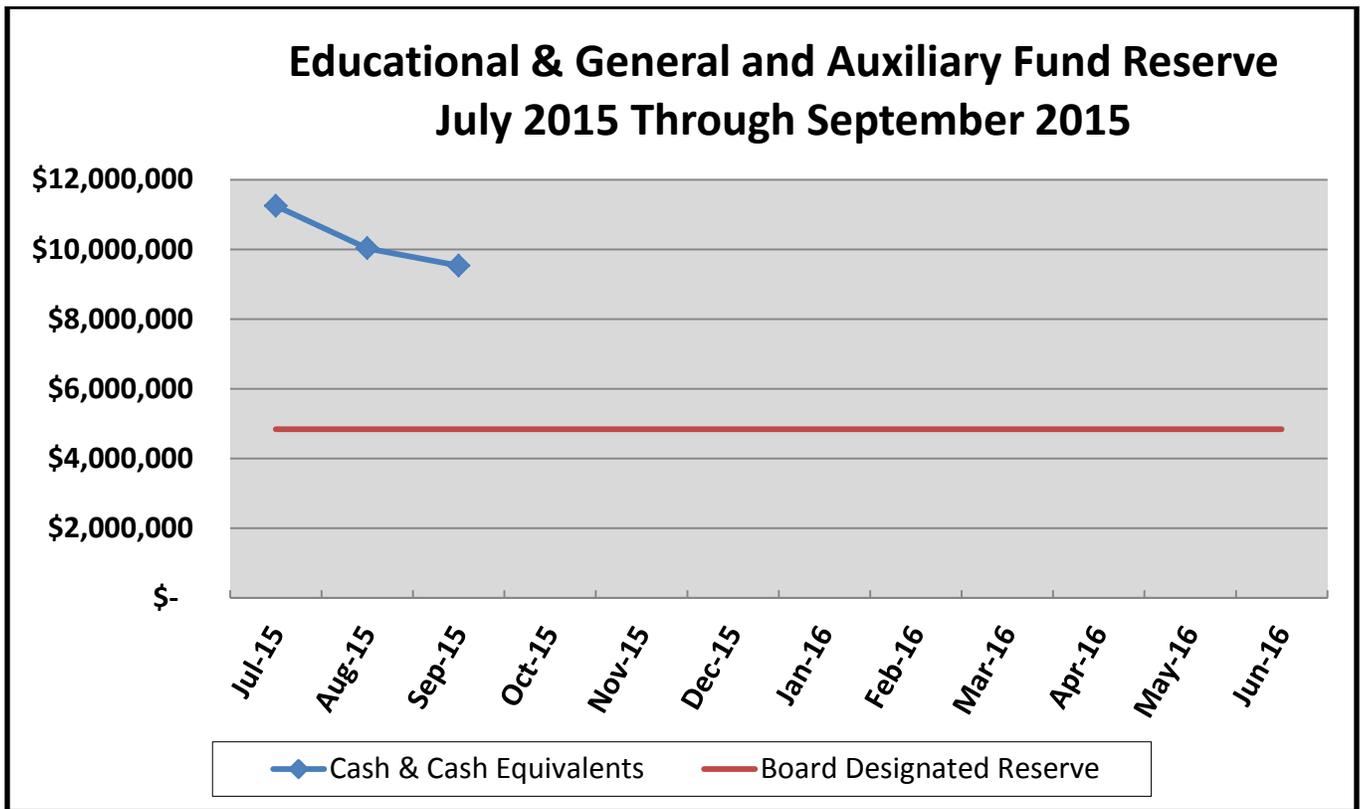
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

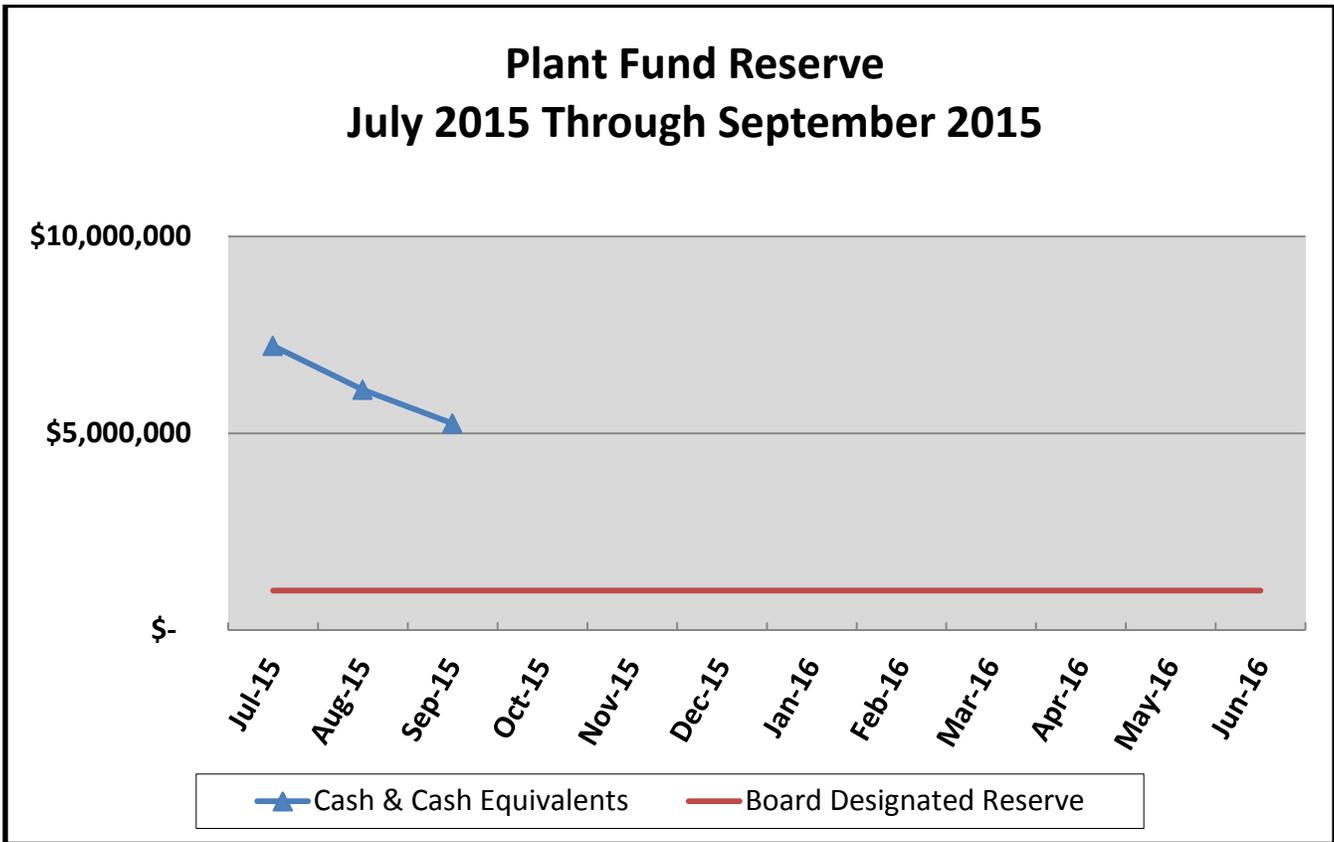
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves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



For the period July 1, 2015, through September 30, 2015, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of September 30, 2015, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$4,246,000.

President's Conclusion:

I report compliance.

Presenter : Patricia McCarver

Start Time : 1:26 PM

Item No : 12

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 6/17/2015

Item Type : Heading

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

Description : INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:26 PM

Item No : 13

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 6/17/2015

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: Career and Technical Education Center (CTEC) Open House; Day of Conversation; AZAwesome; Community Outreach; Strategic Initiatives; College Highlights; Facilities Management News; Other Related Issues - INFORMATION AND DISCUSSION

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

- Career and Technical Education Center (CTEC) Open House - October 10, 2015
- Day of Conversation, September 25, 2015
- AZAwesome - Southwest Wine Center recognized by Governor Ducey
- Community Outreach
- Strategic Initiatives - Tom Hughes, Director for Institutional Effectiveness and Research
- College Highlights - September 2015 - Attached - Information Only
- Facilities Management News - October 2015 - Attached - Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
032-16 CTEC open house invitation.pdf	Sep 15, 2015	032-16 CTEC open house invitation.pdf
AZAwesome.pdf	Sep 23, 2015	AZAwesome.pdf
CommunityOutreachSept2015.pdf	Sep 23, 2015	CommunityOutreachSept2015.pdf
October 2015 College Highlights.pdf	Sep 29, 2015	October 2015 College Highlights.pdf
October 2015 YAVAPAI COLLEGE Facilities Management News.pdf	Sep 30, 2015	October 2015 YAVAPAI COLLEGE Facilities Management News.pdf



220 RUGER ROAD

You're Invited

Saturday, Oct. 10, 2015, 10am - 2pm

Yavapai College
Career & Technical Education Center

Open House

and Yavapai College's new incubator
Rural Center for Entrepreneurship

Grand Opening

220 Ruger Road, Prescott (near the Prescott Airport)

Map: <http://mapq.st/1L96vdH>

Celebrate recent renovations and new facilities
that are major contributors to jobs, careers and economic development
throughout Yavapai County and Arizona.

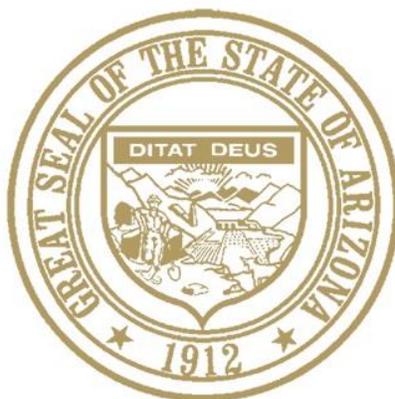
Refreshments will be served.

Yavapai
COLLEGE

YC 032-16

RSVP: Stephanie Wiltcher, 928-717-7107;
stephanie.wiltcher@yc.edu • www.yc.edu/cte

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AZAWESOME

why arizona rocks.

Arizona wine college brings grapevine to classroom

Arizona's wine industry, while still working to attract consumers, has also attracted a subset of devotees: Those who have a dream of leaving their regular jobs behind and becoming full-time winemakers.

Yavapai College wasn't sure what to expect when it started offering classes in wine in 2009. Maybe it would be simply couples wanting to take an appreciation class. But over time, the courses attracted people who wanted to know not just how to consume wine, but how to manufacture it.

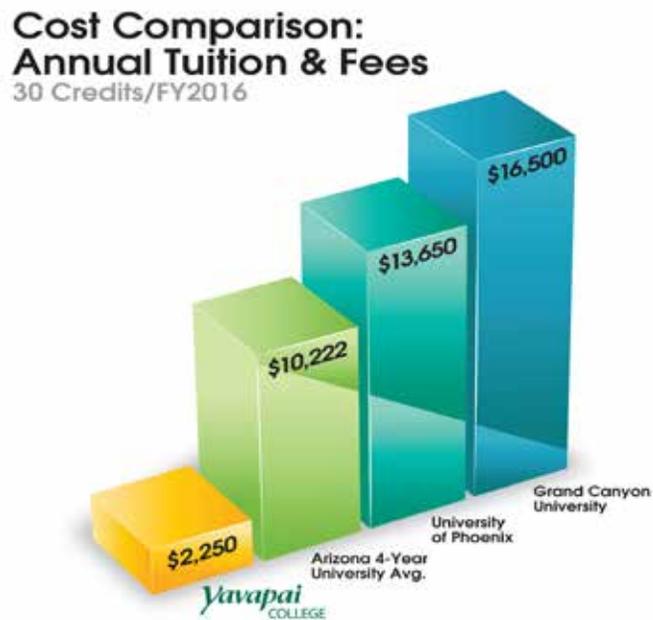
[The Arizona Republic](#), September 13, 2015

September 2015

Dear Friends,

Let me start my Fall update with a reminder that we'd be happy to meet with your group and answer your questions about anything in this update or other issues that we can address. Call Karen Jones at 776-2307 to invite a Yavapai College rep to one of your meetings.

Reading and hearing about the growing student debt crisis, I thought I'd share the following chart in the hope that you will help us spread the Yavapai College value message throughout Yavapai County:



Source: Institutions' Websites April 2015

But cost is just one aspect of value. Quality is the other. Did you know that **24% of our full-time faculty members have Ph.Ds.**? Nationally, only 13% of community college full-time faculty members have Ph.Ds. A few other quality indicators:

- YC grads who transfer to 4-year Arizona universities have a cumulative first-year GPA of 3.1, ranking them in the 90th percentile of public community college transfers from across the nation.
- YC nursing graduates have surpassed graduates from all other Arizona and nationwide programs in their success rate on the NCLEX-RN exam.
- Our Career & Tech Ed grad job placement rates are:
 - Electrical & Instrumentation: 100%
 - Welding: 85%
 - Computer Numerical Control (CNC): 82%
 - Aviation: 95%
 - Industrial Machine & Mechanics: 90%
 - Diesel: 92%
- 95% of our Radiologic Technology grads pass the American Registry of Radiologic Technologists (ARRT) national certification and registration test the first time. 89.5% have found medical jobs within six months of graduating.



Further, Yavapai College's most recent reaccreditation visit resulted in full reaccreditation with no sanctions or follow-up reports required.

On a more personal level, one of our students posted on our Facebook page, "Verde campus instructors are awesome!" I agree.

* * *

Moving to a 30,000-foot view, we are invigorated knowing that, based on our most recent survey of more than 1,600 county residents, **82 percent of Yavapai County residents agree that Yavapai College makes Yavapai County a better place to live.** But we know we have to earn that support continuously with our actions. So here are some of the things we're working on as we begin our Fall 2015 semester.

First, please save the date of **Saturday, October 10 to attend our grand re-opening of YC's Career and Technical Education Center (CTEC)** near the Prescott Airport. Tech ed is one of our fastest growing offerings, prepares students for well-paying careers and helps boost the local economy. Facility renovations include new classrooms, computer labs, faculty offices, instruction areas and environmental enhancements. We'll also celebrate the opening of the new Rural Center for Entrepreneurship incubator, which is housed at CTEC. Join us on October 10 to learn more about these valuable programs, the people who teach them and the students who benefit from them.



In the Verde Valley, our "[Southwest Wine and Dine in the Vines](#)" event is set for **October 24** this fall. This annual [Yavapai College Foundation](#) fundraiser for the Southwest Wine Center on our Verde Valley Campus helps support our Viticulture and Enology academic programs. We'll showcase Arizona wines and fine foods with a total of over 30 wine makers, restaurant owners and chefs providing tastings of their favorite edibles and drinkables. Tickets go fast, so call Janice Souttee, 928-776-2025, if you're interested in being part of this fabulous evening.

* * *

Next, I'd like to update you on a couple of issues that some of you may have been following. This summer, the Steele Foundation in Phoenix donated a 45-acre property, the DK Ranch, in the Verde Valley to the University of Arizona. Our proposal received very positive feedback from the Foundation. "Yavapai had a tremendously impressive proposal," noted Marianne Cracchiolo Mago, president of the Steele Foundation. "**Yavapai's programs are already strong**, especially their viticulture program - this program was the reason we thought of them from the start. The high quality of their campuses, the agriculture programs they have in place, and their history of success was extremely evident to us all." More importantly, U of A has agreed to integrate several of our agriculture programs into its plans for the ranch. Most importantly, the people of the Verde Valley and Yavapai County will reap the educational benefits of this property being converted to a learning center.

Yavapai College continues to have a **vibrant aviation program** that features training for flight service specialists, dispatchers, flight instructors, airport managers, air traffic control and helicopter or airplane flying. What has changed is that the Veterans Administration has decided that it will not pay for veterans to enroll in the two flight programs (not just at YC, but at schools throughout the country) unless at least 15% of the students enrolled in those specific programs are non-veterans. We're working on this issue from several different directions, with the goal of serving the education needs of our country's veterans.



Our **5-year strategic plan** was presented to our District Governing Board earlier this month. The big issues identified in the plan include improving student retention and completion, improving course scheduling, improving fiscal performance of our auxiliary and public service programs, increasing social and cultural opportunities for Yavapai County residents who live outside of the quad-cities area and documenting Yavapai College's economic impact.

On that last item, I want to make sure that everyone who reads this knows about the **Regional Economic Development Center** here at Yavapai College. REDC is a self-sustaining organization that provides valuable, spot-on research to the cities and towns of Yavapai County. For example, REDC provided data that was instrumental in **helping Chino Valley** win a U.S. Economic Development Administration (EDA) grant for \$1.6 million to develop a new industrial park at Old Home Manor. REDC also recently completed the **first Workforce Analysis for the Verde Valley** since 2000. Let us know how REDC can help your group.

And that reminds me--I had the chance to join Steve Haynes from our Radiologic Technology program as he visited two of our clinical sites, Prescott Imaging and YRMC. Wow! Not only are our students outstanding, but the relationships that Steve and Program Director Rich LeClair have established with our health industries are the ultimate partnerships! This is just one example of how we are working with business and industry to **develop strong workforces throughout Yavapai County**.



New/updated programs

There's big news in our Arts & Humanities Department, which now oversees the popular YC Performing Arts Center (www.ycpac.com). The department, under the leadership of Dr. Craig Ralston, will be presenting college performances at the PAC in addition to a fabulous line-up of national and international acts; new music and performance classes; a new associate degree in Fine Arts; a Verde Valley concert season; choral, band and orchestra festivals; and a new musical theater program.



We trust you share our enthusiasm about the **new/re-vamped certificate programs** that started this fall and are based on the Verde Campus: Culinary Arts Fundamentals, Enology, Film and Media Arts, Canine Behavior and Welding. These programs were developed based on our own research as well as suggestions from the community. As always, we welcome the positive contributions of everyone who wants to help increase enrollment at our campuses and centers throughout the county.

Soccer/volleyball schedules

Our soccer and volleyball seasons are in full swing, so check out their [schedules online](#) to keep up with their progress. We have great hopes for both teams, and these young athletes have worked hard to earn the community's support.

On a personal note, I invite you to enroll in at least one Yavapai College class—on campus, online, credit or non-credit. You'll see for yourself why our students are so enthusiastic about the Yavapai College experience.

As always, if there's anything that you want to know more about, call Karen Jones at 776-2307. We look forward to continuing the conversation.



A handwritten signature in blue ink that reads "Penny Wills". The signature is written in a cursive style.

Dr. Penny Wills
President
Yavapai College

October 2015 College Highlights

Arts and Humanities

- The Southwestern Invitational 2015 Opening Reception was held on Sept 4th at Sam Hill Warehouse, Prescott College from 6pm - 8pm. This is a traveling exhibition of 100 exceptional contemporary Arizona Artists which continues until October 17, 2015. Former YC faculty and students are some of the selected participants including **Bonny Stauffer, Steve Mason, Leslie Parson, Barb Wills, Dale Andres, and Eddie Dillon.** <http://www.prescottcollegeartgallery.org/>



Business, Education and Social Sciences

- **Jan McFarland**, Adjunct Psychology Faculty reports that she continues her work with the Mental Health Coalition of the Verde Valley in suicide prevention. A suicide hotline sign was dedicated on World Suicide Prevention Day, September 10th and installed near Midgley Bridge in Sedona. "World Suicide Prevention Day is observed on September 10 each year to promote worldwide action to prevent suicides. Various events and activities are held during this occasion to raise awareness that suicide is a major preventable cause of premature death". In addition, Jan is working with Arizona Health Services and assisting Native Americans for Community Action (NACA, Inc.) to prevent suicide in Grand Canyon.
- **Kelli Jones**, Adjunct Geography Faculty, will be attending and presenting at the American Association of Community College's 2015 Advanced Technological Education Conference at the end of October. This conference brings together people nationwide to focus on the critical issues related to advanced technological education. Her presentation will include highlights and implementation of GEOspatial Connections promoting Advancement to Careers and Higher Education (GEOCACHE). This collaborative project is designed to facilitate the development of career and educational pathways in geospatial technologies (GST) with the purpose of cultivating a highly diverse workforce by providing hands-on, service learning opportunities that prepare students for career success in the 21st century.

Computer Technologies & Instructional Support

- Yavapai College successfully transitioned to a new online learning management system (Canvas), lecture capture system (Panopto) and plagiarism prevention service (Turnitin) for Fall 2015. These systems replace Blackboard, Tegrity and SafeAssign respectively. Outstanding training and support has been provided and recognized by our Teaching & eLearning Support staff, Thatcher Bohrman, Todd Conaway and Barrett Johnson. Thirteen faculty members were identified as Canvas Faculty Liaisons to aid their colleagues in this transition.
- On September 3rd the library hosted its annual Welcome Back event in the Community Room. This year's theme was carnival & sideshow.
- The Verde Valley campus library is now open on Saturdays from 11:00 am– 3:00 pm.

YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

October 2015

Greetings from Facilities!

This very short edition of the October 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

The first phase of the campus master plan is complete. Please see below for information concerning the grand re-opening of the CTEC campus and see what a major transformation the building received!

<http://www.yc.edu/articles/Yavapai-College's-CTEC-to-Host-Grand-Re-opening-on-Oct.-10/4784>

College Wide Campus Master Plan Phase 1b

Programming is nearing completion for the renovation of Building 29, Regional Economic Development Center, and the renovation of Building 31 for Lifelong Learning. The plan is to start construction in late December for each building. Programming began for college-wide way finding along with open space improvements for the Prescott and Verde Valley Campus in September. 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.

SmithGroup/JJR

McCarthy Building Companies

Project Manager: David Laurence

Logistics/Moving: Chris Larson

CONSTRUCTION UPDATES

Performing Arts Center Elevator

The elevator is in service and the second floor balcony is open. The few last remaining items will be addressed the week of October 5th.



First Floor Elevator Landing



Interior of Elevator Car

GLHN Architects and Engineers
Project Manager: David Laurence

Haley Construction, Inc.

Chino Valley Agribusiness Center Shade Structure

Project complete and new structure in use.



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 – In process

Roof Replacement Sedona Site – October 1 through October 15, 2015



Sedona Center Pressure Washed and Ready for Stucco Repair/Painting



Workers Removing Stucco

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 – Complete
Buildings 29/30/31 Pavement Rehabilitation – In design

Michael Taylor Architects, Inc.

Haley Construction

Project Manager: Bruce Hustedt

RISK MANAGEMENT/SAFETY/EMERGENCY MANAGEMENT

September was a busy month for Risk and Emergency Management beginning with the consolidation of Risk Management, Environmental, Health and Safety and Emergency Management under one umbrella.

In cooperation with the Sedona Fire Department, a comprehensive inspection of our Sedona facility was completed. We received high marks for fire safety with only minor recommendations.

Inspections continued with a successful check of all elevators at the Prescott campus.



Our Automatic Electronic Defibrillators (AEDs) were updated ([location map](#)), and a new safety barrier was installed to protect both home and visiting teams' baseball dugouts.

Specialty training in the use of forklifts, boom trucks and heavy lifting was provided to the Facilities team and to instructors at CTEC. New eyewash stations were installed at Chino Valley, and hazardous waste was removed from several science labs for proper disposal.

New convex mirrors were installed at several blind corners to aid motorists and protect pedestrians.

In the next month we are looking forward to the revitalization of the YC Safety Committee, a First Friday workshop on personal disaster preparedness titled "Stuff Happens" and new content on the [risk management webpage](#).

If you see a hazardous condition, tell us about it using the new [Unsafe Condition Reporting Form](#) by clicking the link or by visiting the Risk webpage.

Think Safety!

Peter Oppenheim

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Facilities would like to welcome Brandon Biro the new Carpenter, Technician III. Brandon comes to the college with vast experience in the construction industry with his most recent job being installing solar energy systems. Welcome Brandon!

We are still looking to fill vacant HVAC Technician and a recently vacated Carpenter, Technician II position.

Well that's all for this edition of Yavapai College Facilities Management News. Please stay tuned for the next edition containing the latest information related to projects and programs around the college and be sure to check out our new web page!

<http://www.yc.edu/v5content/facilities/>

Under Construction

Presenter : Patricia McCarver

Start Time : 1:41 PM

Item No : 14

Proposed By : Patricia McCarver

Time Req : 20

Proposed : 6/17/2015

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; Student Leadership Council; Roughrider Tennis Complex; Career and Technical Education Division Update; Adjunct Advisor; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate - David Gorman, Faculty Senate President, will share pertinent information regarding Faculty Senate, Faculty Association, and committee updates.
- Student Leadership Council - Nichole Wilson, Student Leadership Coordinator will introduce student representatives, Ryan Crean and Breanna Wheeler. Ryan is a sophomore majoring in Emergency Management. This is his second year on the Student Leadership Council. Breanna is a freshman majoring in Emergency Management. This is her first year on the Student Leadership Council
- Roughrider Tennis Complex Update - Recognize Chris Graff from Asphalt Paving and Supply for receiving the "Build Arizona" award for the construction of the Yavapai College Tennis Complex; and provide an update on tournaments, economic impact, and student feedback
- Career and Technical Education Division Update - John Morgan, Dean (CTEC)
- Adjunct Advisor - Attached - Information Only
- Other Related Issues

Attachments :

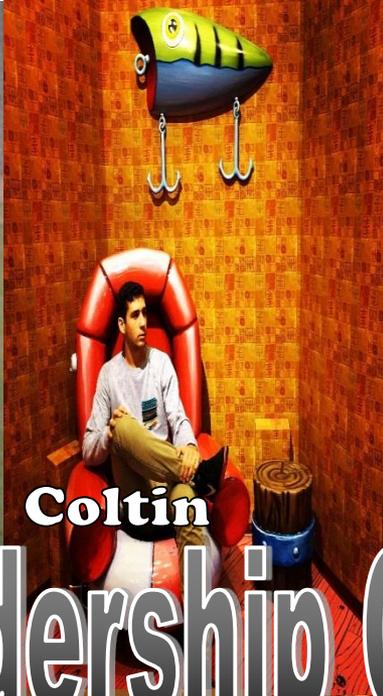
Title	Created	Filename
SLC.pdf	Sep 29, 2015	SLC.pdf
CTE Division Governing board Update October 2015.pdf	Oct 01, 2015	CTE Division Governing board Update October 2015.pdf
AA_Vol_5_Issue_2_September_2015.pdf	Oct 01, 2015	AA_Vol_5_Issue_2_September_2015.pdf
AA_Vol_5_Issue_3_October_2015.pdf	Oct 01, 2015	AA_Vol_5_Issue_3_October_2015.pdf



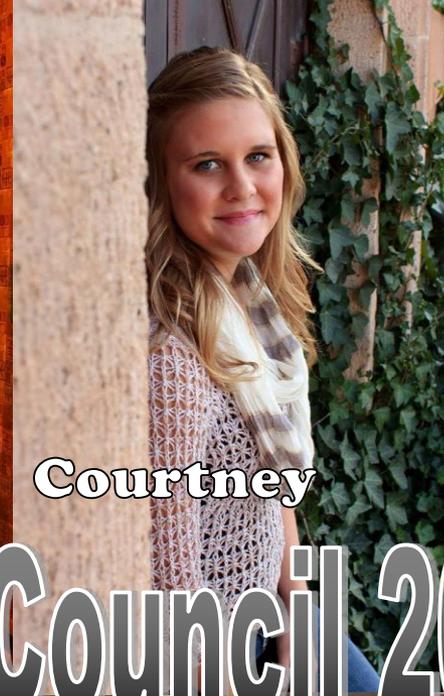
Justice



Jose



Coltin



Courtney



Breanna

Student Leadership Council 2015



Darragh



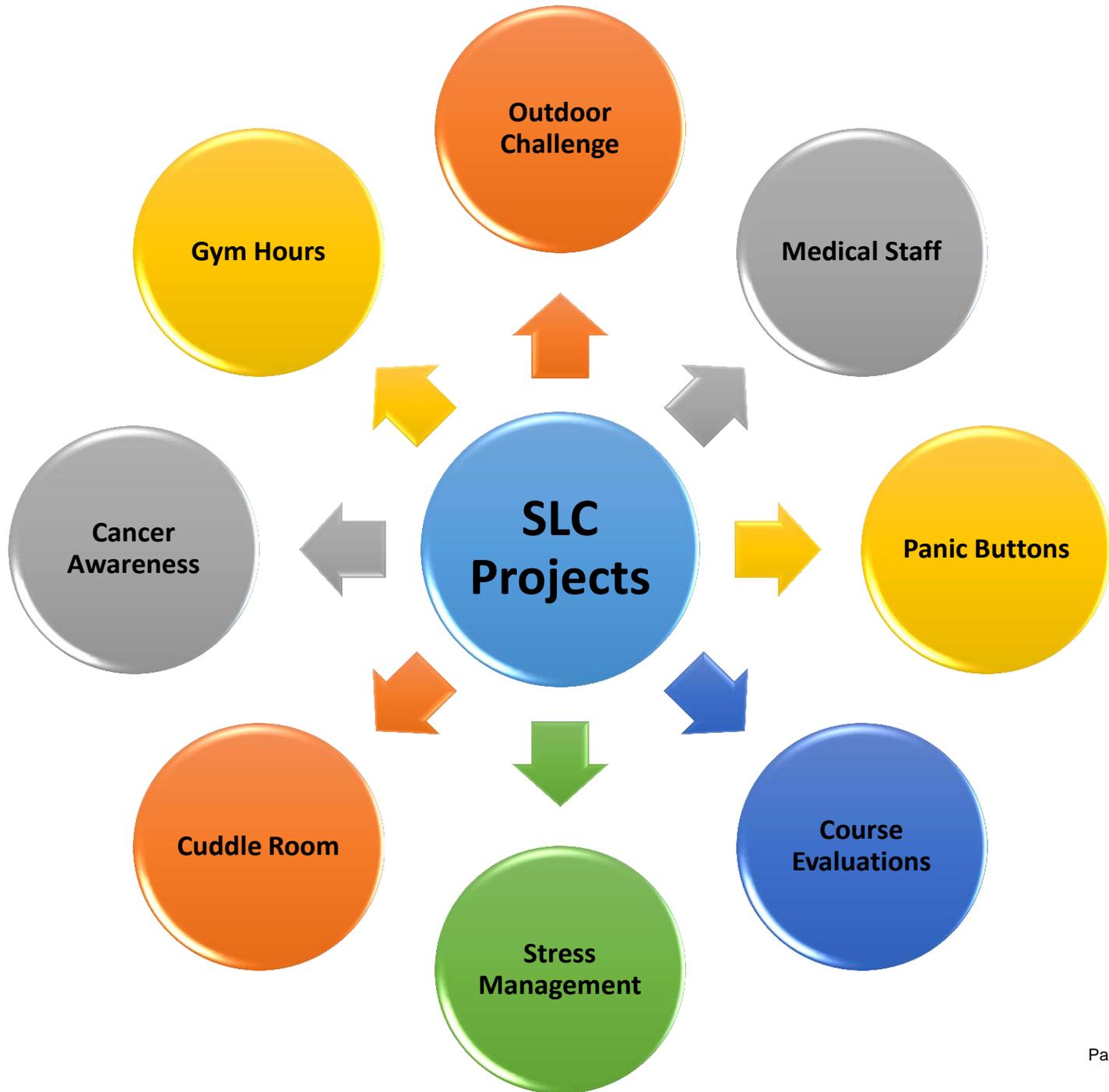
Ryan



Amber



Mohammed





CTE DIVISION GOVERNING BOARD UPDATE

CTEC Campus

Presented by: John Morgan

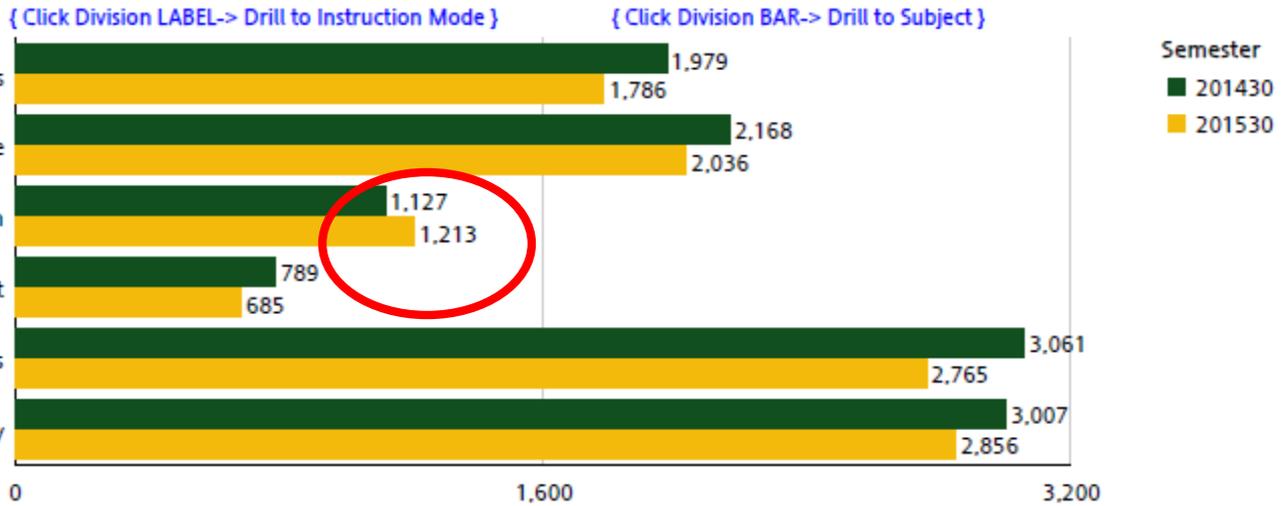
CTE DIVISION LEARNING OPPORTUNITIES

- ◉ Electrical and Instrumentation Degree and Certificates
- ◉ Aviation (Airplane, Helicopter, Operations and Management including ATC and Dispatch) degree
- ◉ CNC Machining Certificate
- ◉ Gunsmithing degree and certificate
- ◉ Industrial Machine Mechanic degree and certificate
- ◉ Automotive Technology degree, basic and advanced certificates
- ◉ Automotive Restoration certificate (body, paint, upholstery)
- ◉ Diesel degree and certificate
- ◉ Motorcycle and UTV maintenance classes (researching certificate now)
- ◉ Pre-Engineering Degree
- ◉ Welding certificates
- ◉ Digital Media Arts (Verde)
- ◉ Culinary (Verde)

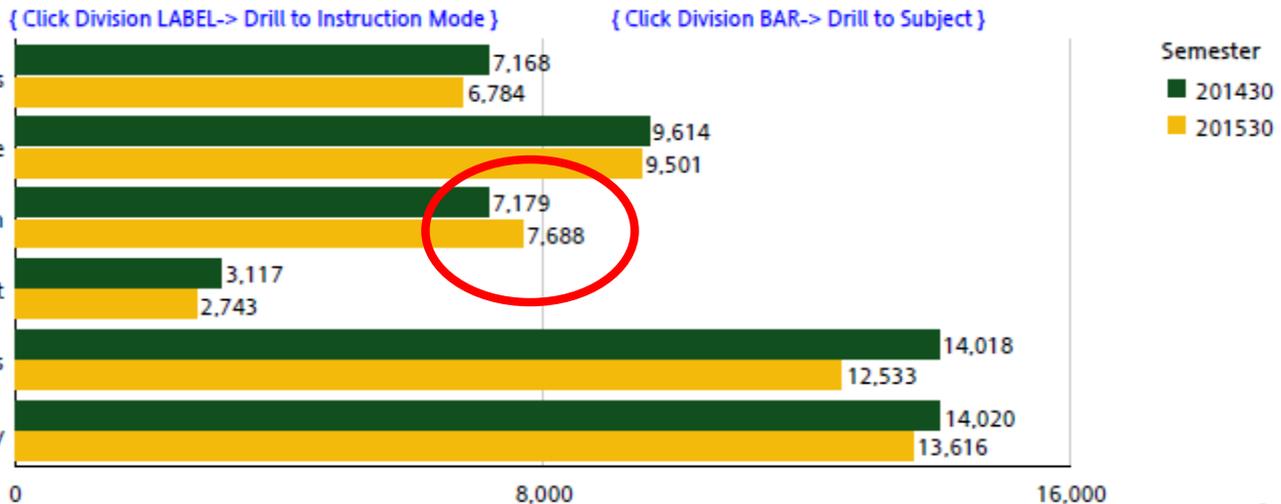
- ◉ Division also has Chino/Verde programs(Ag, Lineworker, Vit/Enology, Equine, canine) but you will hear more about those areas next month at the Chino Board meeting.

ENROLLMENT

Unduplicated Headcount By Division



Total Semester Credits By Division



COMMUNITY SERVICE

- ◉ Continue to do a vehicle each year in the body and paint class. To date, fire trucks, ambulances, County SWAT Vehicles, and Prescott High School Marching Band trailer have been completed.
- ◉ Get Into Energy Day
- ◉ Toured more than 800 students from elementary and middle schools
- ◉ Toured K-12 faculty and staff from various districts - big payoff with Chino Valley High School as YC collected 42% of their graduates this year.
- ◉ Many informational local radio and TV shows
- ◉ Hosted CTE Day for over 300 high school Freshman and Sophomores from county high schools
- ◉ Free Robotics Camps to Middle School students
- ◉ Hosting a free “Vehicle Maintenance for Women” on a Saturday this spring



VERDE ACTIVITIES

- ◉ Gearing up to host free kids robotics camp in the summer of 2016 through grant recently acquired, taught by our instructors
- ◉ Held POS (Programs of Study Day) for all Verde Secondary faculty/programs.
- ◉ Launched Welding, Culinary, Digital Media, and Canine in the Verde this fall.
- ◉ YC instructors assigned to dual enrollment working closely with high schools and new teachers this fall. Currently have Ag, Viticulture, Automotive, and Film agreements.
- ◉ Between Division, Advising, and Career Coaches, recruiting efforts to Verde schools number more than 500 students contacted through Career Fairs, Fall Tours, CTE Day, and more.
- ◉ Dual enrollment orientations for faculty.
- ◉ Through Perkins Grant, added additional equipment in the Camp Verde Culinary facility.



AVIATION ISSUES

- ◉ VA rules continue to impact program
- ◉ Currently working through the possibility that YC may have to be the provider of Private I flight if we want to take veterans in.
- ◉ Rules being discussed will continue to impact program
- ◉ Working with NorthAire on some potential international students next fall.
- ◉ Pilot shortages are hurting schools as flight instructors continue to be snatched up at a brisk clip by the mid-tier carriers creating two shortages - pilots and instructors.



Airline fears of pilot shortage spark Congress fight over required training



JTED CAPTURE RATES

School	Complete and attend YC 2010	Capture rate	Complete and attend YC 2011	Capture rate	Complete and attend YC 2012	Capture rate	Complete and attend YC 2013	Capture rate	Complete and attend YC 2014	Capture rate
Ash Fork	No report	No report	No report	No Report	9/2	22%	8/2	25%	8/1	13%
Bradshaw	39/16	41%	44/17	38%	126/39	31%	123/20	16%	98/31	32%
Chino Valley	26/9	35%	44/12	27%	82/20	24%	69/24	35%	75/33	44%
Prescott	37/14	38%	34/18	52%	52/12	23%	61/21	34%	63/27	43%
Bagdad	10/10	100%	26/8	31%	15/6	40%	27/6	29%	32/8	25%
Mingus	223/53	24%	113/14	12%	144/20	14%	69/14	20%	99/33	33%
Camp Verde	83/13	16%	60/10	17%	70/7	10%	66/14	21%	91/23	25%
Sedona	51/4	8%	90/7	8%	110/15	14%	79/5	6%	63/8	13%
Mayer	6/0	56%	6/2	33%	No report		4/1	25%	No Report	
Totals	478/124	26%	417/88	21%	608/121	20%	506/107	21%	529/164	31%

NEW JTED RULES IN STATUTE

- ◉ JTED can continue to pay for students tuition through the age of 21, or they can opt to educate students through the age of 21 themselves.
- ◉ Can't issue college degrees but can issue third party licensure and testing.
- ◉ In Phoenix this has caused issues. Our relationship is strong with the MIJTED here.
- ◉ It is a win for students here as they can have their tuition for technical classes paid for in it's entirety.
- ◉ Cannot pay for Gen Eds but PEHL can make up the difference
- ◉ VACTE in Verde is not set up this way and needs state approval.
- ◉ Did not market this but have 28 students who took advantage of it this year. Students do not have to have participated in the JTED in high school to be eligible.
- ◉ We will market heavily headed into 2016-17

GAPS IN CTE

- ◉ What happens to students who leave programs and don't complete? Difficult to chase down and they aren't picked up in our concentrator data.
- ◉ Students come and get a few courses, go back to work or get a new job and we don't see them again. Is that a bad thing?
- ◉ Our demographic of non-traditional students is making us look in much more detail at why they don't complete.
- ◉ Although employers indicate they prefer degrees and certificates, shortages have led to hiring practices being quite different.
- ◉ Feds want completers - is that really what our market in Yavapai County bares out?
- ◉ We have hundreds of students who get third party licenses and certificates, but because they don't graduate we get no credit for them as far as being completers.
- ◉ Students declare a degree or certificate for financial aid purposes.
- ◉ Students not taking gen eds. Survey forthcoming as to why.

GRANTS

- Currently winding down the TAA Energy grant (1.8 million). Largely successful with excellent placement as a result. 100% in the E & I program. 1st batch of Lineworkers graduated with high placement. Some continuing for degree so placement will go up.
- Two grants we are finalist for including NSF and the Marley Foundation for Problem Based Learning (PBL) and Integrated Manufacturing Systems in the Pre-Engineering, CNC, and E & I programs in partnership with Toro Machining, Cobham, and the NAMA group. Those two grants together are about 1.1 million and include 17 paid student internships for the next three years for companies on the grant.
- Successful grants for CTEC have brought in nearly 4 million dollars million dollars in the last 6 years.

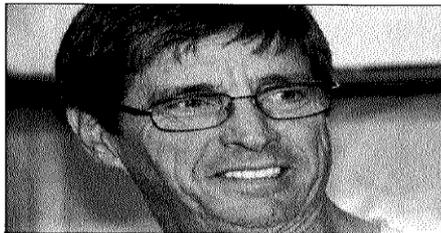
REC INTEGRATION INTO CTEC

- CTEC will house the Rural Entrepreneurship Center
- Goals are to springboard more entrepreneurs from our CTEC programs, while also helping those who need specialized training to start or advance businesses
- Facility includes conference room, staff office, and numerous computer spaces geared towards software specialization such as Solid Works and other manufacturing programs.

STUDENT SUCCESSES

- Father/Son Gunsmithing duo Bill and Will Fairbanks opened a company in Florida and have been hiring our grads.

FAIRBANKS AND FAIRBANKS



Bill Fairbanks
850.293.1184

bill@fairbanksandfairbanks.net



Will Fairbanks
850.512.9148

will@fairbanksandfairbanks.net

Bill and Will Fairbanks are pleased to share these photographs as a way of introducing their work to people who are interested in quality custom sporting arms and those who understand and appreciate the traditions of hunting.

Born and raised in Louisiana, Bill grew up in a culture which focused on hunting as an established tradition. Game was respected as much for its value as a food source as for the challenge it presented to the hunter. He has worked with renowned gunbuilder Rube Wells and continues the tradition of excellence in the art of gunmaking in his Gulf Breeze, Florida, studio.

Will spent his formative years in Alaska, developing an early interest in the native traditions of hunting in that state while learning respect for the animal from both the Eskimo and Athabasca cultures. He is a collector and historian who brings to the partnership extensive knowledge, which includes his expertise in ballistics and bullet performance. He now spends part of the year in Alaska.

Today, as master craftsmen and graduates of Yavapai College in Prescott, Arizona, they design and build rifles to promote and sustain the time-honored traditions of hunting. Fairbanks and Fairbanks specializes in producing powerful and reliable rifles for clients who are engaged in hunting the largest and most dangerous game animals. These one-of-a-kind rifles reflect their attention to detail and dedication to perfection.

www.fairbanksandfairbanks.net

STUDENT SUCCESS

- ◉ Former CNC student, Tony Carcoba, started Toro Manufacturing LLC in Chino Valley, and we also hired him as an adjunct instructor!



THANKS FOR YOUR TIME.
QUESTIONS?

UPCOMING FACULTY & ACADEMIC CALENDAR ITEMS:

September 3 - Library Carnival & Sideshow;
10 am - 1 pm; Building 19, Prescott

September 4 - First Adjunct Pay Day!

September 4 - First Friday Trainings - **Check the YC Training Website** for offerings. Some good stuff!

September 7- Monday —
- No classes;
All campuses /offices closed

HAPPY LABOR DAY

September 11 (Friday) - VERDE AF Meeting;
Noon - 1:30 pm in M-203 **NEW DATE!**

September 11 - Never Forget...



September 25 (Friday) - PRESCOTT AF Meeting;
5:30 - 7:30 pm; Bldg. 1, Room 200

September 30 (Weds.) - Prescott Small Group
Meeting; GIFT Center

Office of the Registrar ...Sheila Jarrell, M.Ed., Registrar

“Thank you” from the Registrar to all YC faculty for a great start to the Fall semester!

Now that the first week of the semester is over and most “no shows” have been dropped, we need instructors to continue to monitor attendance in their classes.

Monitor your rosters weekly via My Class Roster and drop students who never attended or who have stopped attending/participating according to the policy in your syllabus via Faculty Withdraw.

Why is this important?

If instructors do not drop students who have stopped attending/participating according to the policy in their syllabi, the integrity of our records - and also State and Federal reporting - is compromised. Additionally, students who are dropped before the semester is over could have financial aid obligations which *shift to the College* if we fail to report no shows and withdraws in a timely manner.

Log into www.yc.edu with username/password; **click** on My Services, then Faculty; **choose** a link:

My Class Rosters – use this link to verify current enrollment and to contact students

Faculty Withdraw – use this link to drop students as “no shows” or as they quit attending

Submit Final Grades – use this link to submit final grades

FTSE day is October 7

Please mark your calendar and be prepared to verify attendance in your classes. Watch for updates around October 1.

Questions? Need help?

Contact Sheila Jarrell at 928.776.2107; or sheila.jarrell@yc.edu;

Or visit my office in 1-111 Prescott Campus

From the Library...

New Database:

Students can now access the **Homeland Security Digital Library** through our [Database A-Z](#) list. The HSDL is the nation's premier collection of documents related to homeland security policy, strategy, and organizational management.

Great Courses:

Did you know that the library carries many titles from the Great Courses series? You and your students can access these college-level audio and video courses for work or play. Titles such as [Forensic history crimes, frauds, and scandals](#), [The science of mindfulness: a research-based path to well-being](#), and [An introduction to infectious diseases](#) are available at the Prescott and Verde Valley Campus Library. Click the link for a [Complete List](#)

Suggest an Item:

We appreciate suggestions from our faculty. Request materials (Books, DVDs, CD Books, or Ebooks) needed for classes as well as general suggestions for our collection. [Suggest An Item!](#)

Thanks!
Ustadza Ely,
Manager, Technical Services

Prescott Campus Library | Bldg 19

Circulation (928) 776-2260 * Reference (928) 776-2261

Verde Valley Campus Library | Bldg M

Circulation (928) 634-6541 * Reference (928) 634-6540

**Don't forget...our Welcome Back Event
Prescott Library Carnival & Sideshow Spectacular!**

Date: Thursday, September 3rd 10 am-1pm **Location:** Bldg 19 Community Room



Yavapai College

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



\$\$ Money—Money—Money \$\$

Compensation Rate for 2015-16

\$739 load hour

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

Pay dates for Fall 2015:

- * September 4, 18 * October 2, 16, 30
- * November 13, 27 * December 11

Please note there are 8 pay periods this semester.
The final pay date for the fall semester will be,
December 11th

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

Learning Center Update...

Student Success Workshops

Fall 2015 workshop schedule now available. Contact the [Prescott Learning Center](#) for more information: (928) 776-2085. Sign up online at www.yc.edu/learningcenter, or call 776-2085 to reserve your seat.

Here's a list of the topics in September:

- *How to THRIVE in Nursing School*
Prescott (3-270- Verde G-103 ITV)
Tuesday, Sept. 8 9:00 am
- *Test Preparation Begins the First Day of Class*
Prescott I-207
Tuesday, Sept. 15 12:00 Noon
Wednesday, Sept. 30 12:00 Noon
- *Engage Your Brain for Learning*
Prescott I-207
Wednesday, Sept. 16 12:00 Noon
- *Effective Note Taking*
Prescott I-207
Tuesday, Sept. 22 12:00 Noon
Wednesday, Sept. 23 12:00 Noon
- *Science Study Skills*
Prescott I-207
Tuesday, Sept. 29 12:00 Noon

More workshops in October & November!

See the [flyer](#) for a detailed description of each workshop. Sign up online at www.yc.edu/learningcenter, or call 776-2085 to reserve your seat.

Faculty— Don't Forget— You can withdraw students yourself!

- Log onto YC Website - go to My Services
- Then click Faculty / Faculty Main Menu (or just click on the Bell icon).
- You'll see in 3rd row "Faculty Withdraw" - follow the screens and it's just about instant on your rosters!!

Financial Aid Update...

I hope your fall semester is off to a great start!

Our first financial aid disbursement is scheduled for Friday, September 4th. We disburse funds based on the hours they are attending, which means if they have late start classes, we will not disburse those funds until after they begin those classes.

Please continue to report students who:

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

Our **Answer Center** is here to help! We do our absolute best to answer those tough questions for our students. We can direct them to financial aid resources, such as scholarship information and financial aid paperwork.

We help students navigate course registration, adding and dropping courses; a one stop shop for students and their scholastic needs. We can connect them with other campus offices including Academic Advising, Testing Services, Disability Resources, etc.

We are located at the Prescott Campus in Building 1 and at the Verde Valley Campus Building I. You can also give us a call at 776-2149.

Thank you for all you do!

Diana Dowling,
Assistant Director of Financial Aid

CTEC Open House Oct. 10

New renovations and facilities

On Saturday, October 10, at 10am, Yavapai College will host a Career & Technical Education Center Open House and new incubator Rural Center for Entrepreneurship Grand Opening at 220 Ruger Road, Prescott.

The event celebrates renovations and new facilities that are major contributors to jobs, careers and economic development throughout Yavapai County and Arizona. The public is invited, and refreshments will be served.

Highlights of 2015 Renovation Project:

- Completed project on time and \$150,000 below budget
- Expanded space/labs for Auto, Diesel, Gunsmithing, CNC, Motorcycle & UTV programs
- Replaced aging overhead lights with energy efficient LED lights
- Created new offices for Rural Center for Entrepreneurship
- Expanded student computer commons
- Added noise abatement features & added mezzanine area for increased storage
- Added features, within budget, include addressable fire alarm system, all-building PA, new intercom system, new bluing lab & Gunsmithing security features, improved control for Building 3 HVAC.

If you're planning to attend, RSVP to Stephanie, 717-7107.





Upcoming Adjunct Faculty Events:

- October 14 - Prescott AF Small Group Mtg.; 3:30 - 5:00 pm - GIFT Center 3-105
- October 16 - Verde / Sedona Adjunct Meeting; Noon - 1:30 PM; M-203 VV Campus
- October 23 - Prescott Full Faculty Meeting; 5:30 - 7:30 pm; Bldg 1, Rm 200 (Prescott)
- October 26 - Prescott AF Small Group Meeting; Noon - 1:30 pm; GIFT Center 3-105
- November 5 - Prescott AF Small Group Meeting; Noon - 1:30 pm - GIFT Center 3-105
- November 13 - Verde / Sedona Adjunct Meeting; Noon - 1:30 PM; M-203 VV Campus
- November 18 - Prescott Full Faculty Meeting; 5:30 - 7:30 pm; Bldg. 1, Rm 200 (Prescott)
- December 2 - Prescott AF Small Group Meeting; Noon - 1:30 pm - GIFT Center 3-105

UPCOMING ACADEMIC CALENDAR ITEMS:

OCT 7th - FTSE Date! IMPORTANT!

10/2 - **First Friday Training** - Sign up today!

Oct. 7th & 8th - **University Transfer Day**
10:00 am - 1:00 pm; Take or send your Students!
10-7 - Verde Valley Campus - M-137
10-8 - Prescott Campus - Bldg. 19, 147

10/10 - CTEC Open House 10:00 am - 2:00 pm;
RSVP to Stephanie 717-7107 - See Pg. 2

10/12 - LAST Day, student-initiated withdrawals

10/21 - **Exploring Majors Fair** - Prescott Campus, 11:00-1:00 pm; Building 19-147- See Pg. 3

[Student Success Workshop Link](#) - Check it out!

Teaching & eLearning Support **TeLS**



9 x 9 x 25 Challenge!
You can still Play!

9 x 9 x 25 = 9 weeks, 9 blog posts, 25 sentences per post.

Write a blog post each week consisting of 25 sentences (or more) about teaching & learning. The faculty blogs will be aggregated into an RSS feed on the [TeLS Webletter](#), and Newsflashes will be sent to make all faculty aware the posts are available for reading.

Began Monday, September 21st
Ends Sunday, November 23th

Prizes! Some Weekly Rewards include – Ice cream delivered to your door – Books! – a thumb drive – Free Lunch – A shirt – and more!

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

FTSE is next week!

Q: What does “FTSE” mean?

A: Full-Time Student Equivalency. A FTSE roster is a legal affidavit.

Q: Who requires this and why is it important?

A: The State of Arizona requires verification of enrollment. The Office of the Auditor General audits our enrollment and prepares a report for the Arizona Legislature each year. The audited results of our FTSE project are used to “allocate state appropriations among the various Arizona county community college districts in accordance with Arizona Revised Statutes ... 15-1466.”

Q: When is FTSE this semester?

A: **October 7**

Q: Will instructors need to complete a FTSE roster for every class?

A: Yes, unless your class has already ended, or your class does not start until after October 7.

Q: What can instructors do now to prepare for FTSE?

A: Review your rosters:

Log into www.yc.edu and open **My Class Roster** for each class

- Any remaining no shows must be dropped immediately - do not wait
- Students who have not met attendance requirements per your syllabus should be withdrawn before next week
- Use the **Faculty Withdraw** link to withdraw students

Q: How does this help?

A: If you take these simple steps now, completing your FTSE roster(s) will be stress free

Q: What next?

A: Watch for a Newsflash October 6, which will initiate the FTSE process & include instructions. The deadline will be midnight of **October 7**.

Thank you for your attention to this important project.

If you have any other questions or concerns, please feel free to contact me directly. I would be happy to help you in person!

Sheila Jarrell, M.Ed., Registrar

928.776.2107

sheila.jarrell@yc.edu

Prescott Campus I-111

P.S. - Monday, October 12th, is the last day for student-initiated withdrawal.

The Adjunct Advisor

University Transfer Day can help nurture student motivation and help them define their goals.

Students talk to universities and get important information about bachelor's programs and admission requirements.

Please encourage students to attend.

[Fall 2015 UTD Student Guide](#)

Verde Valley Campus

Wednesday, Oct 7, 2015

10:00am – 1:00pm

Bldg. M Lobby & Community Rm
601 Black Hills Drive
Clarkdale, AZ 86324

Prescott Campus

Thursday, Oct 8, 2015

10:00am – 1:00pm

Bldg. 19 Lobby & Community Rm
1100 E. Sheldon Street
Prescott, AZ 86301

Personal Counseling

Free individual counseling appointments are now available for YC students enrolled in at least six credits.

Call (928) 776-2106 to make an appointment, or contact:

[Judy Brennen](#) (928) 771-6183, or [Penny \(Deakin Collins\)](#) (928) 776-2118.

AFTER HOURS Mental Health EMERGENCY:

Call **311** on-campus, or **911** off-campus.

Students feeling overwhelmed or stressed out?

Tell Students about these resources!

Find online support, search for information, and request referrals:

[Guide to College Student Mental Health](#)

[Health and Substance Abuse Resource Guide](#) (Local, State, National)

[Resources & Referrals](#)

[Sedona/Verde Valley Mental Health Resource Guide](#)

[Sexual Misconduct Resources](#)

[ULIFELINE](#)



Financial Aid Update ... Diana Dowling,

Assistant Director of Financial Aid - 928-776-2391

We have several late start classes coming up, so with that in mind please make sure you drop students who do not attend and/or not participating in the class the 1st week of classes. We have recently seen a lot of instructors dropping students as no shows late into the semester, and we have already disbursed financial aid to them. Thank you for your efforts in helping with this!

Student's already have their spring financial aid posted, if they are eligible, so they will be set for spring registration on October 26th! If students are also needing a loan for spring (we only want students to borrow when absolutely necessary) the loan applications will be available October 5th.

Bookstore charging:

For fall, students can continue to charge their books at our bookstore for late start classes until November 13th. For spring, bookstore charging is not available until we return from winter break on January 4th.

We are here to help! If students are questioning their financial aid, please have them visit our Answer Center. The only challenges we want students to have, are the challenges in the classroom. We are located on both Verde & Prescott campuses: Building I at Verde Campus and Building #1 at the Prescott campus. Soon we will have representatives at the Prescott Valley and CTEC campuses! They can also call 776-2149.

Thank you for your continued efforts!
We appreciate all you do!

CTEC Open House Oct. 10

Don't Forget! Saturday, October 10, at 10 am, Career & Technical Education Center hosts an Open House & new incubator Rural Center for Entrepreneurship Grand Opening at 220 Ruger Road, Prescott. The event celebrates renovations & new facilities - major contributors to jobs, careers & economic development throughout Yavapai County and Arizona. Refreshments will be served.

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**If you're planning to attend, please
RSVP to Stephanie, 717-7107**

Ken Ottinger ... Art Adjunct Faculty, has been busy!

Ken Ottinger, Adjunct Professor Visual Arts and Humanities Division, has formed an exhibition titled "Students and One Teacher Art Show" and has been exhibiting his student's work in the Prescott area for a couple of years. He has just completed an exhibition under that title for the second year at *El Gato Azule World Bistro*, in Prescott. There is tentative scheduling for a pre-Christmas show, but no date has been decided upon. This last show was comprised of artwork from students from both the Verde campus and the Prescott campus.



Ken teaches Art on the Prescott Campus. Ken brings 40 plus years of professional hands-on experience to the classroom, including instruction, fine art painting with oils and acrylics, drawing in charcoal, pastel and colored pencil, commercial art and illustration. Ken also creates one-of-kind jewelry.

Ken is a graduate of The Art Center College of Design located in Pasadena, California, and was an instructor there for 7 years. Ken has been with Yavapai College since Fall of 2007, and his students say he's one of their favorite instructors. He's also been teaching on the Verde Campus as well.

Ken's belief is that "While there are many approaches to teaching, I teach by example. Painting, drawing & sculpting along with my students is a trademark of my teaching style and willingness to share".

Check out Ken's Website—the name says it all—[Teaching by Example](#).

GET YOUR STUDENTS THINKING ABOUT CAREER OPTIONS!

Courses - Degrees - Certificates - Transfer Programs



WEDNESDAY, OCTOBER 21, 2015

11:00am to 1:00pm | Prescott Campus, Room 19-147

Questions - Need more Info?

Contact Paula Fuhst at paula.fuhst@yc.edu or (928) 776-2131

Fair is sponsored by the Academic and Career Advising department at Yavapai College.



\$\$ Money—Money—Money \$\$
Compensation Rate for 2015-16
\$739 load/hour

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

Pay dates for Fall 2015:

- * September 4, 18
- * October 2, 16, 30
- * November 13, 27
- * December 11

Please note there are 8 pay periods this semester. The final pay date for the fall semester will be, December 11th

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

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

The Adjunct Advisor

Published for Yavapai College Adjunct Faculty

Yavapai College

1100 E. Sheldon Street— Prescott, AZ 86301

Chris Heyer, AF Coordinator, Editor

Phone: 928-649-4568 (Verde)

928-776-2018 (Prescott)

Did you know... Adjunct Faculty who attend meetings and training are more connected to their students!

Upcoming Adjunct Meetings/Trainings:

• **Prescott Full Meetings:**

October 23 (Friday)	5:30 - 7:00 PM	Bldg. 1 Room 200
November 18 (Wednesday)	5:30 - 7:00 PM	Bldg. 1 Room 200

• **Prescott - Small Group Meetings:**

(Meets in the GIFT Center 3-105)

October 14 (Wednesday)	3:30 - 5:00 PM	Campus Resources/ Class Management
October 26 (Monday)	Noon - 1:30 PM	Motivating Students
November 5 (Thursday)	Noon - 1:30 PM	Group Work - Why / How
December 2 (Wednesday)	3:00 - 4:30 PM	Ending the Semester

Other meetings may be held in Prescott Valley and Chino Valley.
Meetings have updates and training from campus resources & student services / TeLS / Administration / and you!



Funnies!!



May the WOOF be with you



Have a Happy & Safe Halloween!

Presenter : Patricia McCarver

Start Time : 2:01 PM

Item No : 15

Proposed By : Patricia McCarver

Time Req : 15

Proposed : 8/11/2015

Item Type : Information Item

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

Description : Quarterly Update from Yavapai College Advancement and Foundation to Include: Fundraising Update and Marketing Report - INFORMATION AND/OR DISCUSSION

Details : Mr. Steve Walker, Vice President for College Advancement and Foundation will provide a Fundraising update and Marketing report.

Attachments :

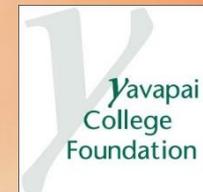
Title	Created	Filename
Foundation.pdf	Oct 01, 2015	Foundation.pdf
Marketing_DGB_Oct2015.pdf	Oct 01, 2015	Marketing_DGB_Oct2015.pdf

Celebrating the Yavapai College and YC Foundation Partnership Fall 2015

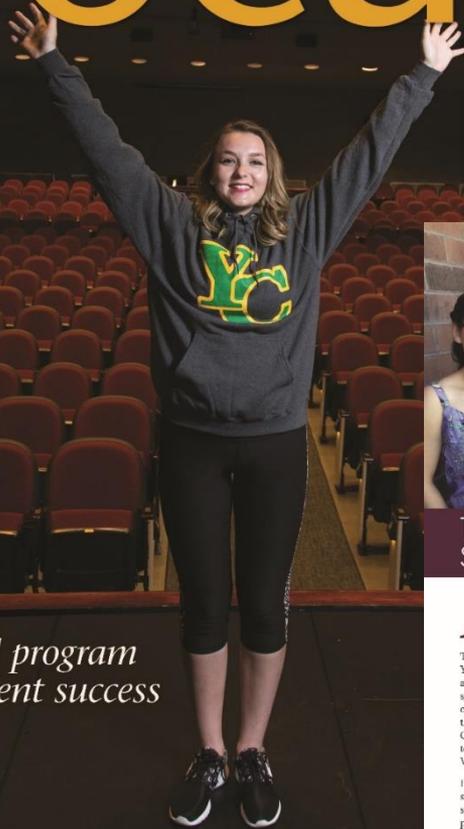
Mr. Steve Walker

**Vice President for College Advancement Yavapai
College**

Executive Director, Yavapai College Foundation



focus



The Lead program aids student success

The Lead program



First Year Experience students at Lockhart center with the first YC Lead Campus Lead graduates

A group of recent Yavapai County high school grads experienced the power of philanthropy while getting a head start on their college careers this summer.

The students, who graduated from high schools in Yavapai County last spring, were the first participants in a new education initiative called Lead. It was designed specifically for graduates who face obstacles in their life outside of school that may create barriers to furthering their education. Lead was created this summer by Yavapai College and the Yavapai County Education Service Agency to introduce these grads to college life on the Prescott and Verde Valley Campuses.

In the early spring, high school principals, teachers, and school counselors from across the county nominated some 50 high school seniors to participate in the inaugural program. Eligible students were those soon-to-be high school graduates whose college-going aspirations were being threatened by life circumstances. Nominated students were required to submit a brief essay describing their interest in Lead and their future aspirations, as well as participate in an in-person interview during a campus visit in April. From this group, 29 students were chosen as the first Lead class.

Still, the program would not have happened if not for the Yavapai College Foundation's ability to provide funding

to cover a portion of the overall cost of the 2015 Lead program. The estimated cost per student for the 8-week program is \$2,500 for tuition, room and board, books and supplies, and activities. The cost for students attending the day program at the Verde Valley Campus is \$1,250 per student.

Additional financial support was provided by the American Association of University Women (AAUW), which awarded a two-year Community Action Grant to the Yavapai College Foundation for supplemental educational and enrichment activities; the Arizona Community Foundation of Yavapai County, which provided funding to help cover the cost of books and supplies for a portion of the students; and the Kiwanis Club of Prescott.

The bottom line is that 29 students were able to participate for free thanks to the cumulative philanthropy of the people of Yavapai County.

Lead is built around a 3-credit course, entitled First Year Experience, that teaches students life and college success strategies. The course covers campus resources, time management skills, test-taking strategies, self-awareness/strengths inventory, goal setting and financial literacy. In addition, students were oriented to YC and academic requirements; they earned an additional three college credits by completing an English class; filled out financial

aid forms, applied for grants and scholarships; and met with an academic advisor to enroll in fall semester courses. Students choosing to attend a school other than Yavapai College were also provided registration assistance. For those students enrolling at YC, a strong peer-support system was created through participation in numerous extracurricular enrichment activities.

"The Lead program eliminated my nervousness about starting college," said Lead student Elizabeth Craig, who is now enrolled as a freshman at Yavapai College. "It taught me how to prioritize things in my life and know my resources like financial aid, tutoring, the learning center, library and more. The Lead program has given me resources I'm sure I will utilize while I'm here at Yavapai College."



Early College Coordinator Heather McCain, orienting Lead program students on their first day.

Cynthia Gardner is taking what she learned as a Lead student into her first year at YC. "I learned a lot about what to really expect in college," she told us. "I'm not afraid of the work load from the classes anymore, or worried about getting lost. I've met several people that genuinely want all of us to succeed and will help us do so. The Lead program helped me become more confident and learn to believe in myself. The program really prepared me for the fall."

Yavapai College Coordinator of Student Engagement and Activities Jeremy Voelkert was inspired by the Lead students he worked with over the summer. "The Lead program met a very real need in the community. There are students that need more individualized support, and the opportunity to focus on their education and career goals. The program focused on connecting students to campus resources, and giving them a jumpstart on their college experience. The students brought a rich range of experiences to the program. A number of them have overcome tremendous obstacles to even graduate high school, and demonstrated remarkable character and resilience. I found their strength and determination inspiring."

Summer 2015 Lead Students



The Lead program taught me how to think critically and how to utilize student study groups. It is a great tool for preparing for college. I'm now studying to become a paramedic and have a job at the Verde campus Answer Center.
-Fernando Diaz



The Lead program eliminated my nervousness about starting college. It taught me how to prioritize things in my life and know my resources like financial aid, tutoring, the learning center, library and more.
-Elizabeth Craig



Every day of the program was amazing. I was able to develop a plan for the fall semester that will help me achieve my career goals. I couldn't have done it without this program.
-Jasper Hornberger



It was phenomenal. The First Year Experience classes definitely helped take away the nerves I had about starting college. I'm sure the Lead will help students be successful in college for many years to come.
-Makayla Bracy



The experience had a major impact on my college life. I had the opportunity to experience college life by staying in the dorms. I now have new friends and have discovered new opportunities. This program changed my views about starting college and has helped give me a successful start.
-Eliza Lelland

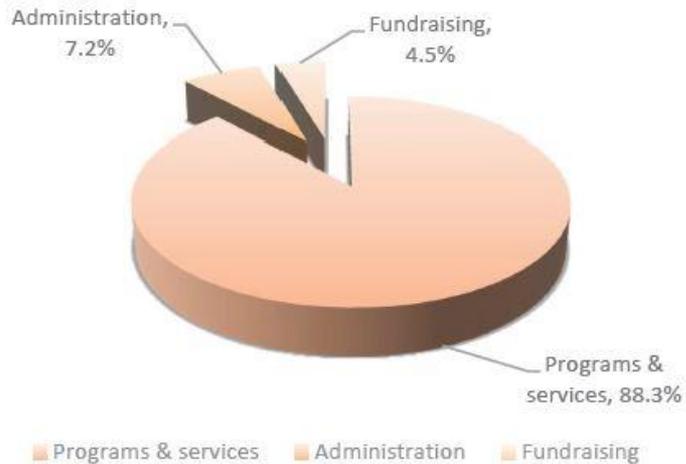
These inspirational stories are tempered only by the fact that the Yavapai College Foundation is not able to provide scholarship help for all those who apply, whether as a Lead student or otherwise. "We were thrilled to be able to support this year's Lead students," said YCF Executive Director Steve Walker. "Maintaining the program will require Yavapai College and YCF to seek ongoing community support for Lead's operational costs, as well as for scholarships so that Lead graduates can pursue their academic goals at Yavapai College."

The larger picture is that the YC Foundation is able to provide scholarship help for only about half of the students who apply each year. The Foundation's "Closing the Gap" scholarship fund for deserving Yavapai County students was created to maximize the number of students that the Foundation can help.

If you'd like to be part of the "Closing the Gap" effort to help deserving Yavapai County students, call Paul Kirchgaber, 928-717-7333.

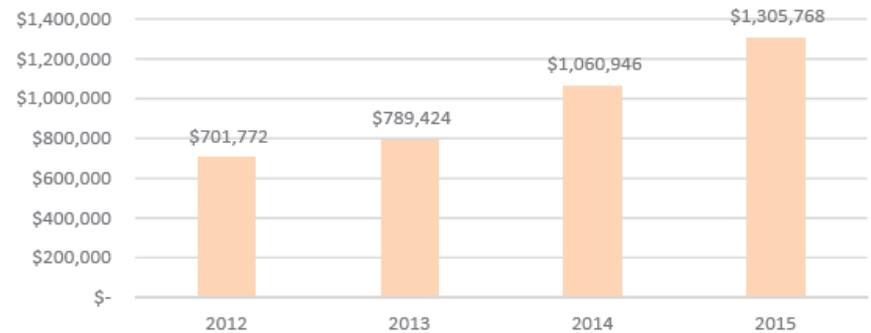
2014-2015 Annual Report

FY 2015 Expenditures



Direct Support of Yavapai College

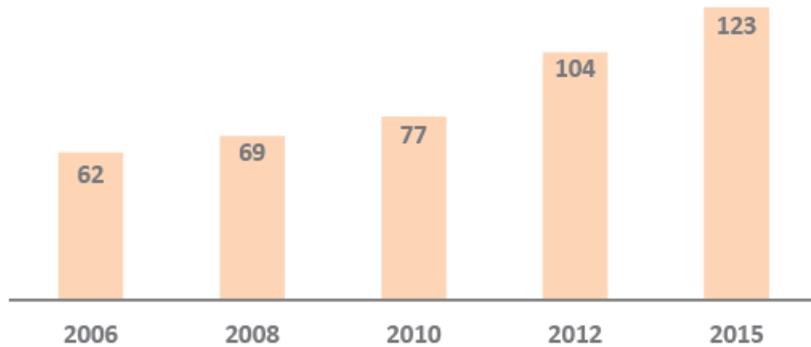
Scholarship assistance to students, funding of capital projects and program enhancements



www.yc.edu/ycf

Closing the Gap

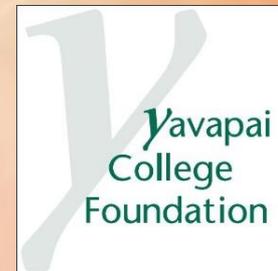
Number of Endowed Student Scholarships



Growth of Endowment



Questions or Comments



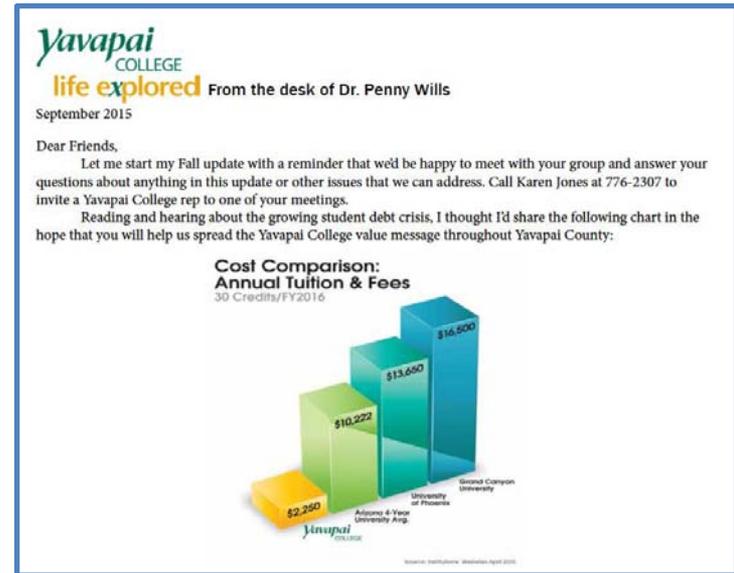
Marketing Communications Report

DGB

October 6, 2015

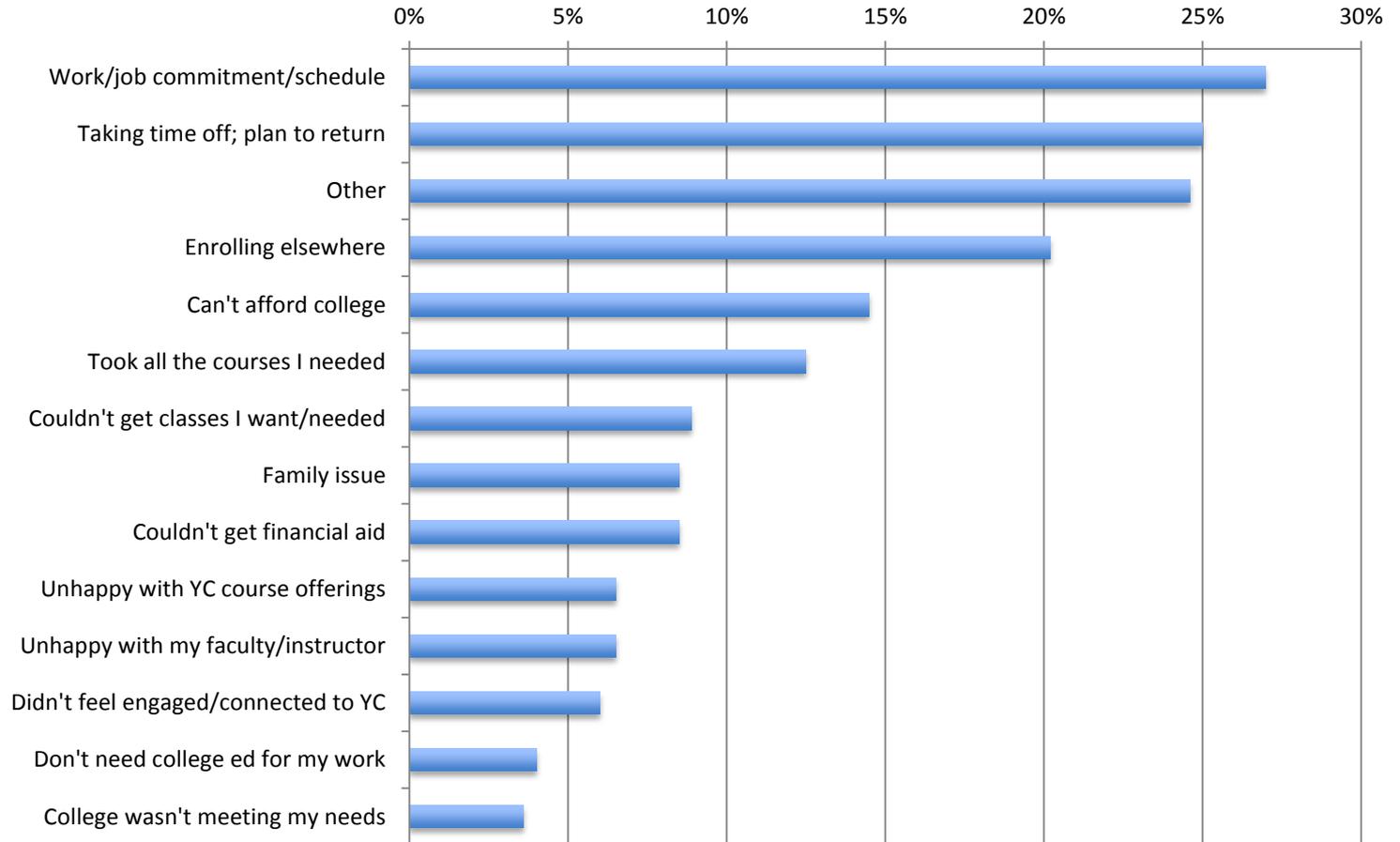
Fall Community Outreach

- Sent Fall 2015 YC update to more than two dozen community groups, including county government, civic, business and media organizations
- Distributed internally to all YC faculty and staff
- Staff liaisons will share information in face-to-face meetings with additional groups throughout the fall semester.



Fall non-returning student survey

Response Percent



Yavapai College Impressions

What we can measure:

Social media

Web sites/online

YouTube

Movie theaters

Outdoor ads/signage

Newspapers

Street banners

Light pole banners

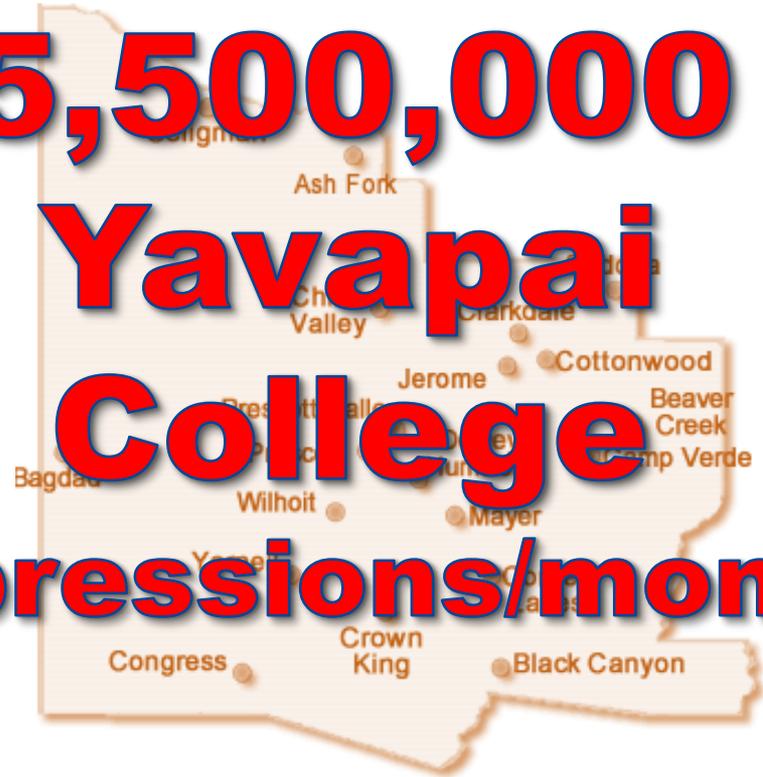
Farmers Market

5,500,000

Yavapai

College

impressions/month



Plus:

Community outreach – Radio – Cable – Tours – Events – Televised meetings –
Campus activities – Shows – Wrapped vehicles

Sample 30-second TV/theater ad



Questions?

Presenter : Patricia McCarver

Start Time : 2:16 PM

Item No : 16

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 8/13/2015

Item Type : Heading

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

Description : POLICY ISSUES - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 2:16 PM

Item No : 17

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 8/13/2015

Item Type : Policy & Decision

Policy No.	Description	Ref No
3.2.1.4	Shall also approve names for District real property as recommended by the President.	429139

Description : Recognition of Mr. Richard Marcusen, Emeritus Art Faculty Yavapai College - INFORMATION, DISCUSSION, AND/OR DECISION

Details : The District Governing Board may name any Yavapai College facility, position, or program for persons or entities that have made significant contributions to Yavapai College. The President and Executive Director for the Yavapai College Foundation will present recommendations to the Board for decision.

Mr. Richard Marcusen began teaching at Yavapai College in 1971 and was instrumental in establishing the Yavapai College Art Programs as a faculty member, along with the Art Gallery, and Sculpture Garden through FRIENDS of Yavapai College Art. He volunteered his time and talents for 30 years to raising funds for the Yavapai College Sculpture Garden.

The Board will discuss opportunities to show the College's appreciation of Mr. Marcusen's dedication. Steve Walker, Vice President for College Advancement and Executive Director for the Yavapai College Foundation, will present the Yavapai College current policy and the Foundation Board's recommendation for recognition of Mr. Marcusen. Jo Berger, Retired Director of Facilities, Past President of FRIENDS of YC Art will highlight Mr. Marcusen's special contributions.

Attachments :

Title	Created	Filename
Policy 6.2.2 Naming of Facilities.pdf	Aug 13, 2015	Policy 6.2.2 Naming of Facilities.pdf
Renaming.pdf	Oct 01, 2015	Renaming.pdf
Richard Marcusen plaque.pdf	Oct 01, 2015	Richard Marcusen plaque.pdf

Policy Number: 6.2.2

Title: Naming of College Facilities, Positions, and Programs

Effective Date: 02/18/2014

Scope: All Employees

Policy

The District Governing Board may name any Yavapai College facility, position, or program for persons or entities that have made significant contributions to Yavapai College.

The final responsibility for naming any facility, position, or program at Yavapai College for a person or entity rests with the District Governing Board and will follow established administrative procedures.

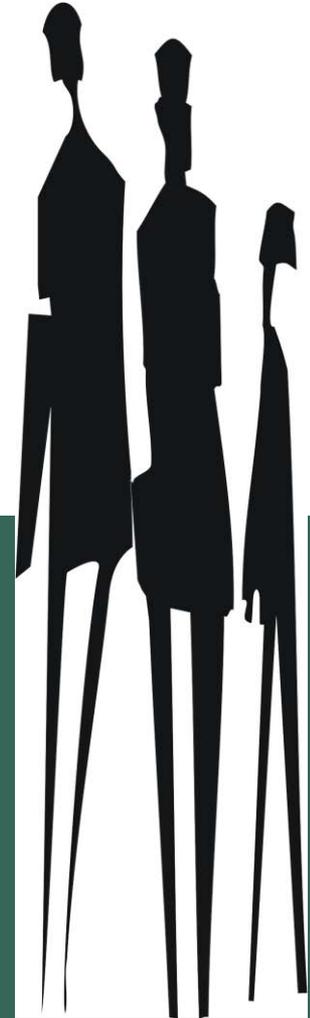
1. Naming of facilities, positions, or programs will have two primary dimensions:
 - a. Named recognition associated with exemplary service to Yavapai College.
 - b. Named recognition associated with outstanding philanthropic support of Yavapai College through the Yavapai College Foundation.
2. Facilities, positions, or programs may be named for a defined period of time.
3. For purposes of naming opportunities at Yavapai College, the following definitions apply:
 - a. *Facilities*: Buildings, areas or rooms within buildings, streets, paths, trails, courts, athletic fields, park settings, etc.
 - b. *Programs*: Credit or non-credit curricula, administrative units, or cultural or civic activities of the College. This could include lecture or performance series, as well as academic or vocational programs.
 - c. *Positions*: All faculty and staff titles, including endowed positions.
 - d. *Philanthropic*: Making a significant gift, cash or in kind, to Yavapai College or the Yavapai College Foundation or being instrumental in the acquisition of significant capital funds/contributions.

Procedures

All proposals for naming Yavapai College facilities, positions, or programs shall be submitted in writing, with appropriate rationale, to the Executive Director, Yavapai College Foundation. The Executive Director will evaluate the proposal, with appropriate involvement of staff and Board committees, and make a recommendation to the Yavapai College President. The Yavapai College President will review the recommendation, make any changes deemed necessary, and present the final naming recommendation to the District Governing Board for decision.

NAMING OPPORTUNITY YAVAPAI COLLEGE SCULPTURE GARDEN

**Steve Walker, VP for College
Advancement, Executive Director Yavapai
College Foundation
Jo Berger, Retired Director of Facilities,
Past President FRIENDS of YC Art**



RICHARD MARCUSEN HIGHLIGHTS

- 1971 Yavapai College FT Art Faculty, taught everything from woodworking to leather to metalsmithing.
- 1972-1978 Conducted Art and Architecture Workshops with Charles Clement.
- 1984 Volunteer with the FRIENDS of Yavapai College Art.
- 1985 FRIENDS became non-profit and raised private funds for the first permanent Art Gallery and Sculpture Garden at the corner of Sheldon and Rush streets in a YC Foundation building.
- 1986 Community Gothic was created by Dick and located in front of the Art Gallery. In 1998 the sculpture was moved and permanently installed in the Garden.
- Late 1980's YC capital bond issue resulted in the design and completion of the YC Performance Hall; member of design team.
- 1990's FRIENDS acquired the land west of the PAC and moved the Sculpture Garden.
- Sculpture Garden now consists of over a dozen sculptures, benches, fountain, amphitheater, in addition to a number of named trees, bushes and bricks.

Over the years, Emeritus Art Faculty Richard Marcusen led the charge to raise \$1,163,864 and facilitated over 40,000 volunteer hours in the Sculpture Garden.



RICHARD MARCUSEN SCULPTURE GARDEN





RICHARD MARCUSEN SCULPTURE GARDEN

\$1,163,864

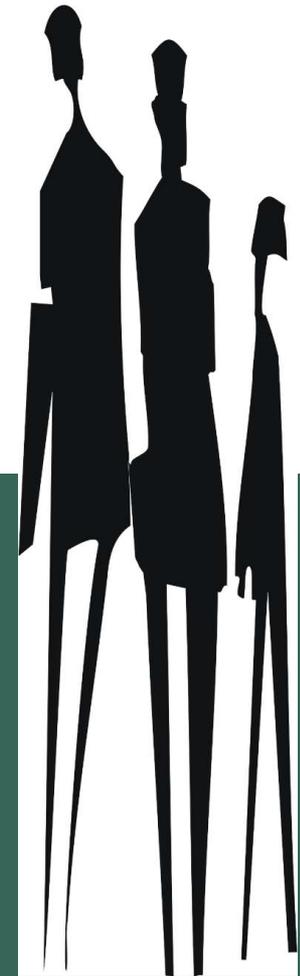
RICHARD MARCUSEN SCULPTURE GARDEN

Emeritus Art Faculty
FRIENDS of Yavapai College Art

Thank you Dick Marcusen
Who dreamed what we see.
You made this Garden
Come alive in history.

- Ed Berger, Past President, **FRIENDS**

YAVAPAI COLLEGE



RICHARD MARCUSEN SCULPTURE GARDEN

Emeritus Art Faculty
FRIENDS of Yavapai College Art

Thank you Dick Marcusen
Who dreamed what we see.
You made this Garden
Come alive in history.

- Ed Berger, Past President, FRIENDS

YAVAPAI COLLEGE



Presenter : Patricia McCarver **Start Time :** 2:26 PM **Item No :** 18
Proposed By : Patricia McCarver **Time Req :** 10
Proposed : 6/17/2015 **Item Type :** Procedure Item

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

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver **Start Time :** 2:36 PM **Item No :** 19
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 6/17/2015 **Item Type :** Heading

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

Description : MONITORING REPORTS - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver **Start Time :** 2:36 PM **Item No :** 20
Proposed By : Patricia McCarver **Time Req :** 10
Proposed : 6/17/2015 **Item Type :** Policy & Decision

Policy No.	Description	Ref No
1	Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost. The following Ends are listed in priority order.	558874

Description : Receipt of President's Monitoring Report - Ends Statements - 1.1
Education Ends - MONITORING, DISCUSSION, AND/OR DECISION

Details :

1 Ends

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

1.1 Education Ends

Students achieve their educational goals.

1.1.1 Job Seekers Ends

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

1.1.2 Student Ends

Students seeking transfer will succeed at their next educational institution.

1.1.3 Lifelong Learning Adult Ends

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

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 1.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.1.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 1.1 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 1.1. I move that the President provide the Board with a new Monitoring Report for Policy 1.1 [at the X board meeting] [within X amount of months] that includes a new interpretation.

or If For Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 1.1 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 1.1. I move that the President provide the Board with a new Monitoring Report for Policy 1.1 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
2015 End Statement 1 1 Education Ends OCT 2015 - IER Updates.pdf	Sep 23, 2015	2015 End Statement 1 1 Education Ends OCT 2015 - IER Updates.pdf
End Statement 1 1 1 Report OCT 2015.pdf	Sep 23, 2015	End Statement 1 1 1 Report OCT 2015.pdf
End Statement 1 1 2 Report OCT 2015.pdf	Sep 23, 2015	End Statement 1 1 2 Report OCT 2015.pdf
End Statement 1 1 3 Lifelong Learning OCT 2015.pdf	Sep 23, 2015	End Statement 1 1 3 Lifelong Learning OCT 2015.pdf
Compilation-Ends-1.1.pdf	Oct 01, 2015	Compilation-Ends-1.1.pdf

**President's Monitoring Report
End Statement 1.1 Education Ends
October 2015**

End Statement:

1.1 Students achieve their educational goals.

President's Interpretation:

1.1 All Yavapai College students successfully complete their specific educational goals. These goals include: earning associate degrees for transfer to bachelor's degrees and/or into careers; obtain a GED; complete specific courses to prepare for transfer and/or job skill development and upgrading; and completing courses for personal enrichment and interest.

Supporting Evidence:

Following the establishment of the President's Interpretation of this End Statement in 2012, the Board received the first report of data in the 2013 Monitoring Report. This year we have aligned the metrics with the Key Performance Indicators identified two years ago. For continuity purposes, this report addresses the College's progress on the key projects that advance those performance indicators as well as the metrics themselves. The varying levels of educational attainment and diverse educational goals with which students enter Yavapai College continue to require a comprehensive approach. The College provides credit and non-credit options for student to access courses and programs ranging from Adult Basic Education (ABE) to career preparation transfer to universities, and personal enrichment. The College served an average of 587 Adult Basic Education (ABE) students per year over the past four years with 79% working towards a GED and 21% focusing on English language proficiency. There has been an average of 117 GED completers each year from the ABE program over the past four years¹. The number of career and technical education students completing applied science associate degrees and certificates is summarized in the End Statement 1.1.1 monitoring report. The number of students completing associate degrees for transfer is summarized in the End Statement 1.1.2 monitoring report. Community member participation in credit and non-credit courses and programs for personal enrichment and interest is summarized in the End Statement 1.1.3 monitoring report.

A key element in fostering student success is retaining students. Yavapai College tracks retention through its participation in the National Community College Benchmark Project² and the federal Integrated Postsecondary Educational Data Survey³. Retention measures link directly to Board End 1.1. Yavapai College's fall to fall retention rate for students classified as first time/full-time degree seeking was 50% in fall 2014, which is consistent with the national average (source IPEDS). Yavapai College's fall13 to fall14 retention rate of all credit students was 48%, which is slightly below the national median of 49%.



Retention Trends
1.1.xlsx



NCCBP
Fall13-to-Fall14 Reter



ABE GED ESL
2010-2015.xlsx



GED Pass Rates
2010-2015.xlsx

Source:

¹ABE Program Federal Compliance Data

²National Community College Benchmark Project, 2012-2015 Final Report

³Integrated Postsecondary Educational Data Survey, 2007 – 2014

Status and Plans:

Students are successful at Yavapai College when they are able to meet their educational goals. The College has a number of on-going projects focused on improving student success through educational goal attainment. Collaboration across the College is required for successful implementation of these projects and this supports a College-wide focus on improving student success and educational goal attainment. These projects are included within the strategic initiative area of "Student Success and Satisfaction" and "Quality and Effectiveness of Instruction."

<http://www.yc.edu/v5content/strategic-planning/docs/strategic-initiatives-poster-reduced.pdf>

These efforts directly support Board End 1.1. The following key projects directly support student success through improving educational goal attainment by Yavapai College students:

1. Accreditation of Programs - The Radiologic Technology Associate of Applied Science program received full accreditation for its program for the next eight years, the maximum allowed, by the Joint Review Committee on Education in Radiologic Technology (JRCERT) in January 2015.

Due to changes in nursing faculty (retirements and educational attainment) the Nursing Program is in better compliance having a full complement of Masters prepared faculty.

The College is compliant with the Higher Learning Commission's (HLC) criteria for accreditation and maintains an affiliation status of accredited with no stipulations. Yavapai College's next assurance review is scheduled for 2016-17.

http://www.ncahlc.org/?option=com_directory&Action=ShowBasic&instid=1015

The College will plan to continue in the Open Pathway for HLC accreditation with maintenance of the assurance database and the development of another quality initiative proposal in year four to five of the next accreditation cycle. A work group has been identified to continuously review the recommendations developed from the Quality Initiative project focused on a comparative analysis between online and face to face courses. Recommendations have been moving forward with continued research regarding our assessment of general education and program outcomes regarding student success. The College has invested in Quality Matters which is a peer-based approach to continuous improvement in online education and student learning.

2. First Year Experience (FYE) - The First Year Experience Council continues to provide successful resources for students with New Student Orientation (NSO) and the FYE 103 Student Success Course. All new degree and certificate seeking students admitted to Yavapai College are highly encouraged to attend the orientation to receive critical information about resources as well as orienting them to college in general. Over 56% of these students attended an orientation for the fall 2015 semester.

Our retention rates for the fall 2014 cohort continue to look positive without any other intervention other than orientation and FYE 103 course. Students who receive guidance through the NSO and FYE course are much more likely to persist, and if they take advantage of both resources, their persistence almost doubles. Refer to the table below.

Fall 2014 cohort:

	Spring 2015 retention	Fall 2015 retention
No Engagement	69%	37%
NSO Only	79%	56%
FYE Only	79%	57%
NSO and FYE	95%	66%

The First Year Experience Course continues to thrive under the leadership of faculty members. For the fall 2015 semester YC offered 15 sections of FYE; including nine in Prescott, one in Prescott Valley, three in Verde Valley and two online.

3. Student Communication System - Student Services and Information Technology Services staff members began work on the implementation of the new Constituent Relationship Management System (CRM), **Ascend**, in early July 2014. A CRM is a system for managing the College's interactions with current and future students using technology to organize, automate and synchronize recruiting and student service contacts with students. *Ascend* is now completely functional and we are communicating with students as part of our informational and engagement campaigns. Samples of communications sent to students are below:



Important Information for High School Students!.msg



New Student Orientation invitation.msg



Important Information for Transfer Students!.msg



Web Request for Information.msg



Welcome to Yavapai College! Some things you need to do....msg



Welcome to Yavapai College!.msg

4. Conversion of Blackboard Learning Management System to Canvas - After careful evaluation of emerging trends and developments in providing online education, the college embarked on updating its Learning Management System (LMS). For over a decade Blackboard has been utilized by college faculty to conduct online and hybrid instruction. A task force was developed in fall 2014 to evaluate other providers of LMS's to see if a change was prudent. After reviewing RFP's from well-respected LMS providers and incorporating input from faculty and staff the college adopted CANVAS as its new LMS. In-service training was conducted during the Summer Institute, as well as identifying faculty mentors who were available to assist other faculty in this transition. Faculty and instructors continue to transfer course material from Blackboard over to Canvas, but initial anecdotal feedback from students is positive. Additional feedback from students will be sought in the coming semesters.
5. Verde Valley Executive Dean Advisory Group - Representatives from across the greater Verde Valley were selected to assist the Executive Dean in developing a strategic plan that addressed the needs and desires of the east county as well as providing advice on skills, knowledge and attitudes required for occupations and identify opportunities worth further exploration. The group will assist in providing relevant information on current and future educational, vocational and community program needs.

6. Strategic Plan - The Strategic Planning Committee (SPC), encompasses faculty, administrators, staff, managers, and students. During the 2014-15 academic year, the SPC conducted 38 face-to-face SWOT analysis meetings with a diverse group of stakeholders including academic divisions, student services, administrative services, and student groups at all Yavapai College campuses and centers. More than 300 individuals participated in the SWOTS. The SPC also conducted an online survey to solicit SWOT input from people who could not attend one of the face-to-face sessions. The SWOT information in conjunction with the environmental scan provides the foundation for subsequent phases of the strategic planning process. The SPC spent eight months researching, listening, analyzing, and evaluating external and internal quantitative and qualitative information to develop the draft of the College's 2015-2020 strategic plan. This plan deals with initiatives that will aid YC in meeting its purposes of Student Success, Economic Responsiveness, Engaged Communities, Organizational Development, and Fiscal Stewardship. A draft of the 2015-2020 Strategic Plan can be reviewed at this link:

<https://www.yc.edu/v5content/strategic-planning/>

7. Stackable Certificates - In order to offer students milestones of success along the path to their AAS degrees, this year we are offering the following new or updated, "stackable" certificates: Administrative Professional, Advanced Bookkeeping, Basic Tax, Bookkeeping, and Legal Office Clerk. Additional cross-discipline stackable certificates are being developed in Allied Health/Nursing and Administrative Professional. In addition, our Paralegal Program offerings have been streamlined and reformatted into seven-week sessions to enable students to more quickly complete our program.
8. Verde Valley Community Outreach - The College established a full time position on the Verde Valley Campus to develop community education and community relations in order to assess and meet the needs of the residents of eastern Yavapai county.
9. Community Education – Yavapai College is target-marketing credit courses that may naturally follow from non-credit courses offered during the year. Examples include Digital Photography, Computer Fundamentals, Tai Chi Chuan and Yoga.
10. New and Revised Programs and Curriculum - After careful review and analysis, the College has developed new programs in Culinary and Hospitality and extensively redesigned the curriculum for the Digital Film program, all of which will be offered on the Verde Campus. In addition to these changes, a new Performing Arts degree has been developed with the hiring of several new faculty with the background and expertise in this field. Math faculty have also reworked some of the developmental math curriculum to streamline the content and courses so that students can more directly progress into a variety of college level course work.
11. Southwest Wine Center – The Southwest Wine Center on the Verde Valley campus was enthusiastically opened last fall. Former racquetball courts were extensively renovated to accommodate a tasting room along with other rooms needed for wine production and storage. Yavapai College's Viticulture and Enology programs continue to receive local, state and national attention <http://www.azcentral.com/story/entertainment/dining/wine/2015/09/13/wanted-make-wine-went-college/72096966/>. These programs continue to develop and mature both for the College and the community.

Key Performance Indicators (KPI's):

The College has developed the following KPI's and is using these measurements to track and benchmark progress toward the Education Ends.

INPUT	PROCESS	OUTPUT
1. Class Enrollment 2. Enrollment Funnel 3. Percent of Residents served	4. Community College Survey of Student Engagement 5. Developmental Education College Success 6. Course Success Rates 7. Fall to Fall Retention	8. Completions/Graduates 9. Cost/Student Credit Hour 10. Transfers 11. Certification Pass Rate 12. Student Satisfaction 13. Community Satisfaction 14. Career & Technical Education to Employment

The data addressing each of these indicators appears below.



Enrollment Group
0923- FY14 Fall Enroll



Dual Enrollment at
Yavapai College 1205



Student Success
II.pptx

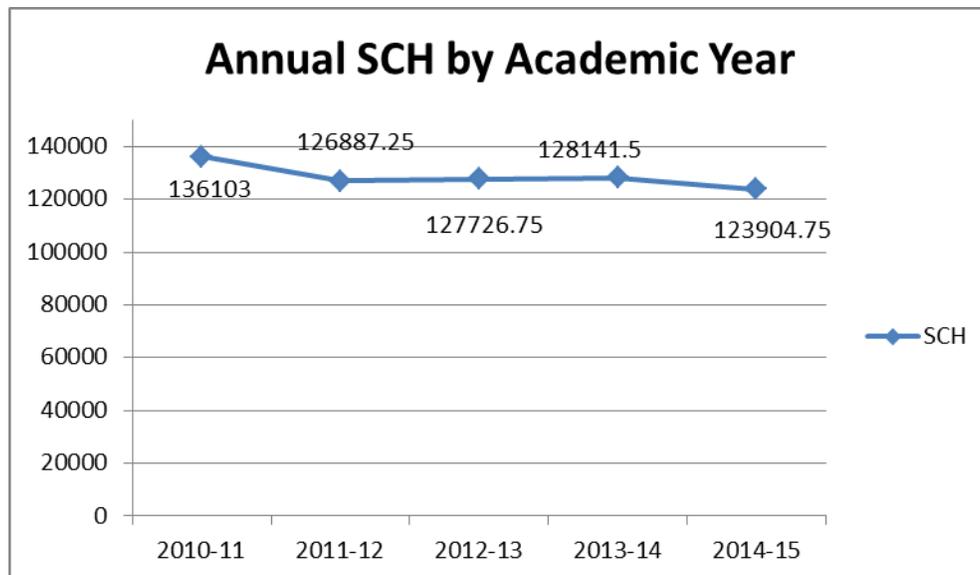
Key Performance Indicators (KPI's):

The College has developed the following KPI's and is using these measurements to track and benchmark progress toward the Education Ends.

The data addressing each of these indicators appears below.

1. Class Enrollment

Enrollment – Annual Student Credit Hours (SCH) by Academic Year

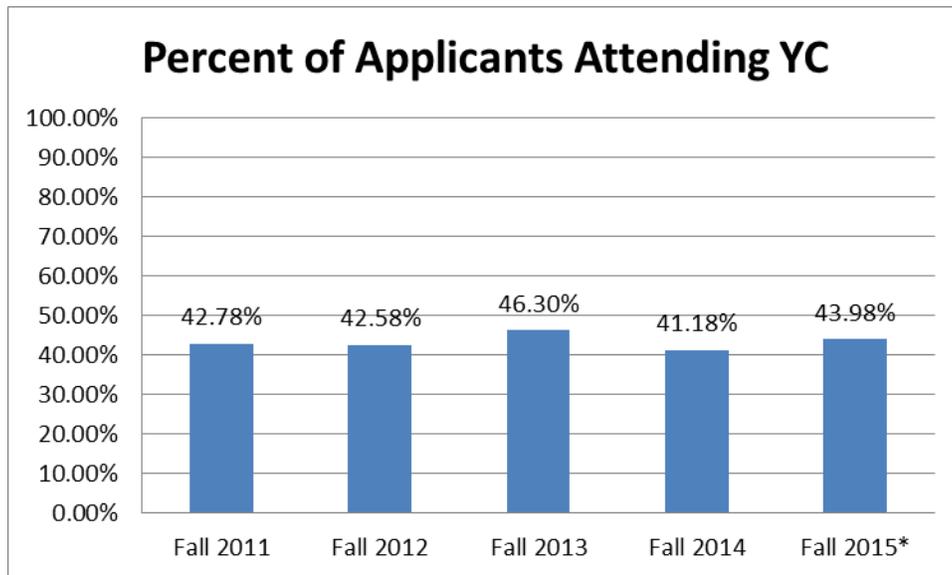


Source: Yavapai College, Institutional Effectiveness and Research

Yavapai College's four-year compound annual growth rate is -2.32%. Across the United States and specifically in Arizona, most community colleges are experiencing enrollment declines.

2. Enrollment Funnel

Enrollment Funnel – Student Yield from Completed Application to Actual Attendance

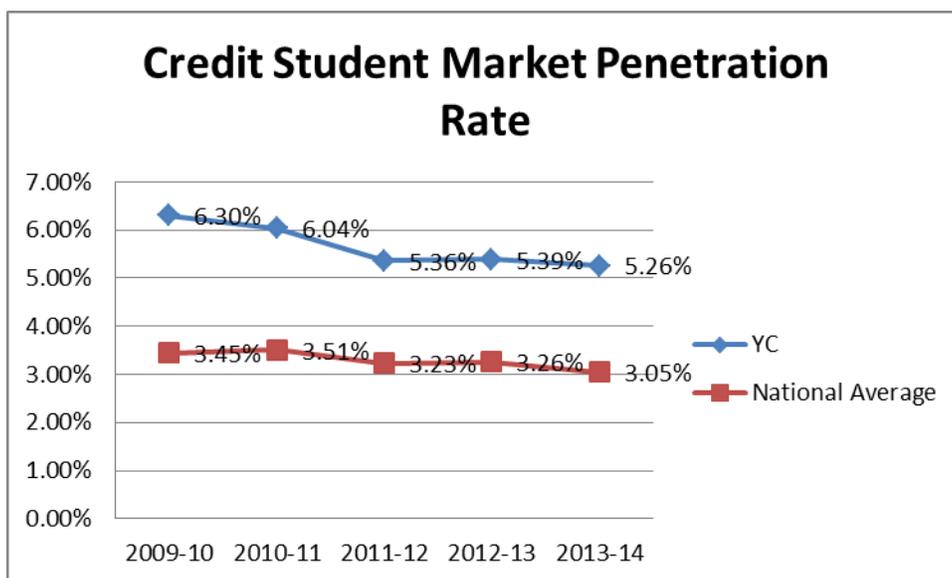


Source: Yavapai College, Institutional Effectiveness and Research

Percent of applicants attending YC is deemed good if the acceptance rate is 40% or higher. No national or state benchmarks are available for this measure.

3. Percent of Residents Served

Percentage of Residents Served in Credit Coursework



Source: National Community College Benchmark Project

Yavapai College is above the 75th percentile in credit student penetration.

4. Community College Survey of Student Engagement

Community College Survey of Student Engagement

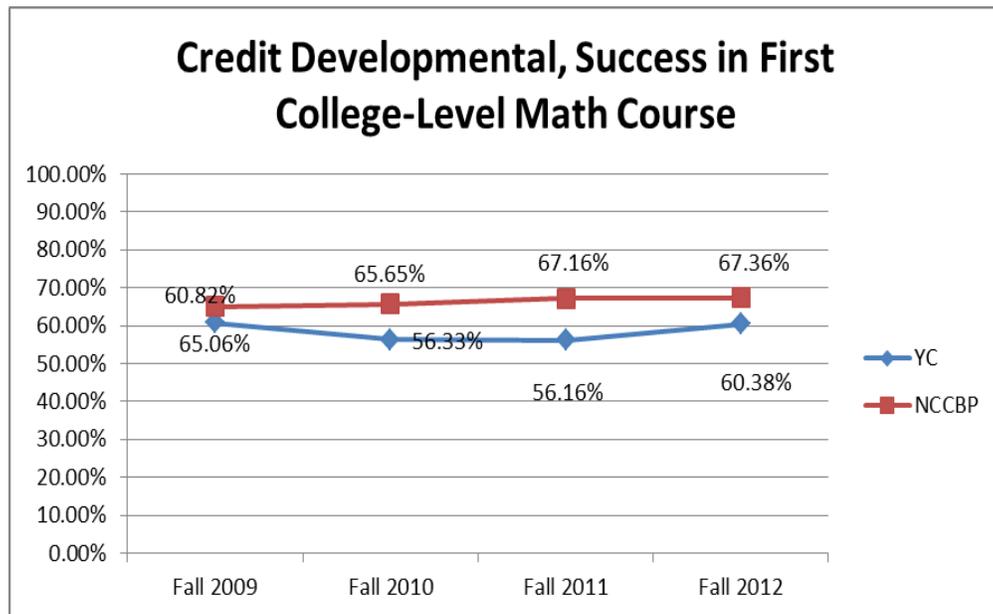
Community College Survey of Student Engagement - Spring 2012		
CCSSE Benchmarks	YC	NCCBP Average
Active & Collaborative Learning	52.1	48.8
Student Effort	49.3	49.3
Academic Challenge	48.1	49.1
Student-Faculty Interaction	49.1	50.2
Support for Learners	43.5	49.6

Source: National Community College Benchmark Project

The next administration of the Community College Survey of Student Engagement (CCSSE) will occur at Yavapai College during the Spring 2016 semester.

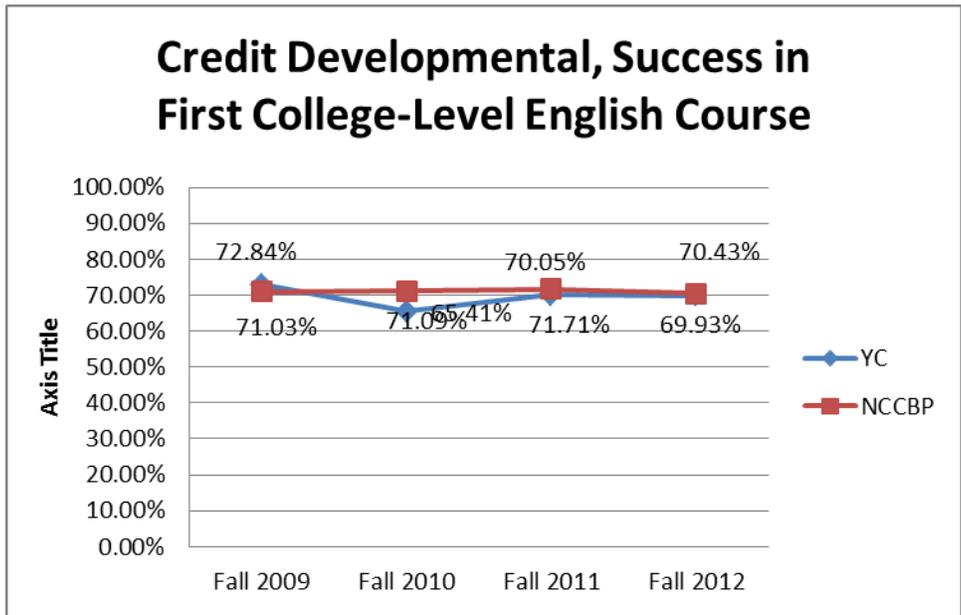
5. Developmental Education College Success

Developmental Education – Success in First College-Level Course



Source: National Community College Benchmark Project

This is a measure of the first college-level math course taken after completion of the highest-level developmental math course. YC currently ranks at the 25th percentile when compared to its peers.

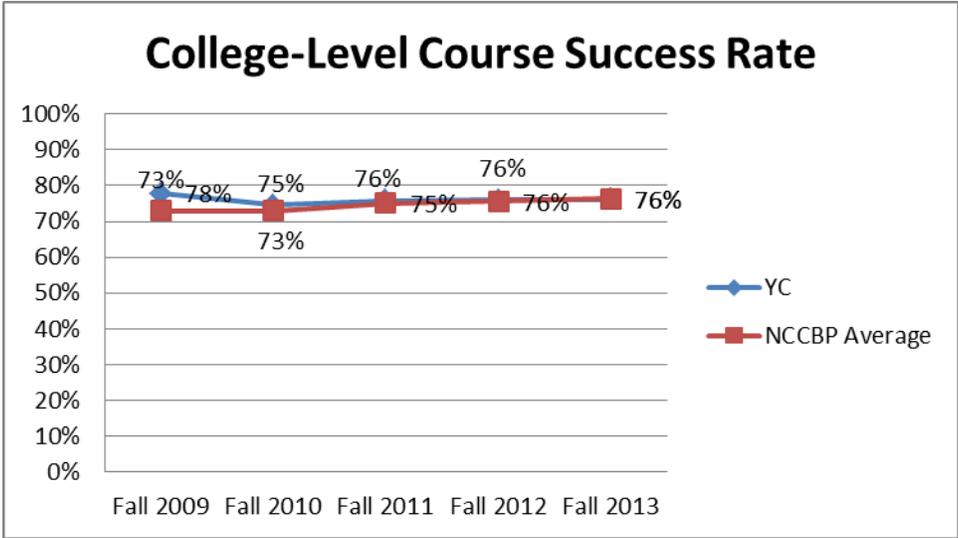


Source: National Community College Benchmark Project

This is a measure of the first college-level English course taken after completion of the highest-level developmental English course. YC currently ranks at the 47th percentile nationally.

6. Course Success Rates

College-Level Course Success Rates

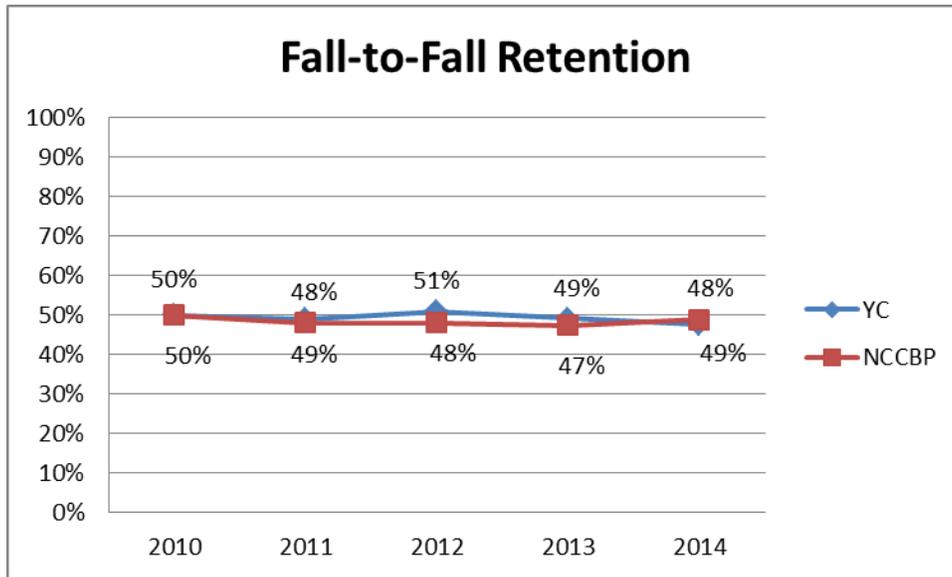


Source: National Community College Benchmark Project

The college-level enrollee success rate represents the percentage of students who receive a letter grade of A, B, C, or Pass for college-level courses. YC's success rate matches the national average.

7. Fall to Fall Retention

Fall-to-Fall Retention

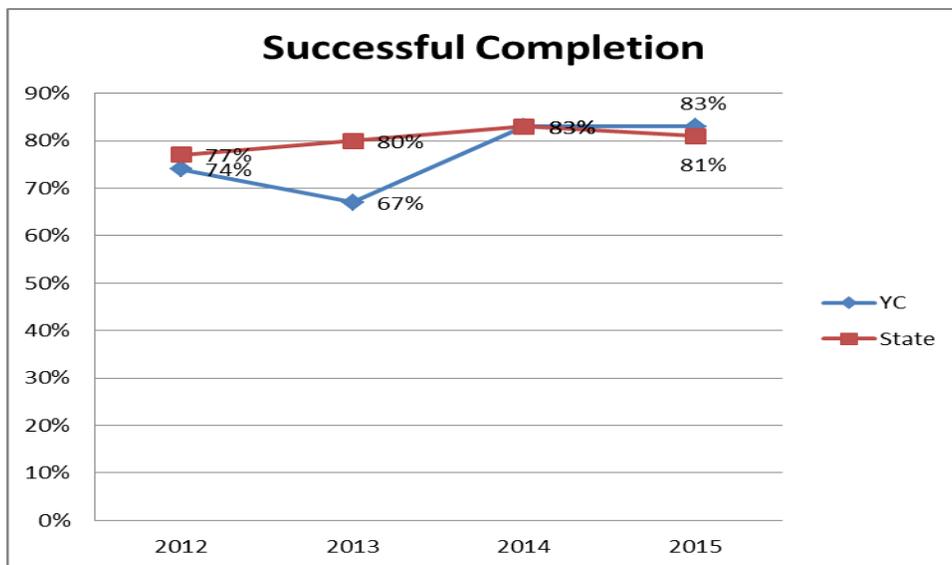


Source: National Community College Benchmark Project

The retention rate represents the percentage of all students, degree-seeking and personal interest, who enrolled in the prior fall term and returned in the indicated fall term. YC's fall-to-fall retention rate is slightly below the national average.

8. Completions/Graduates

Successful Completions

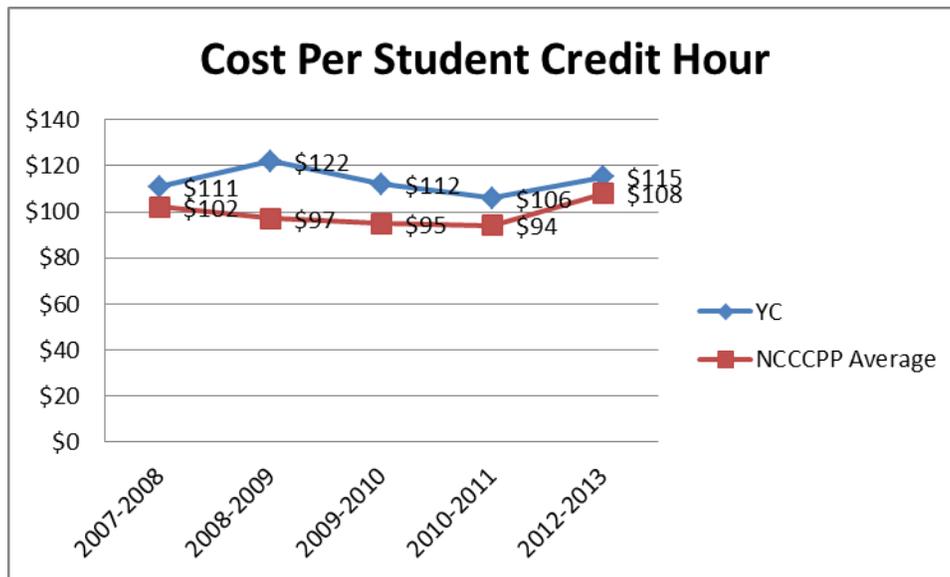


Source: Arizona 2020 Strategic Vision Project

Yavapai College's successful completions are improving and exceeded the statewide average in the 2015 reporting year. Successful completions is defined as completing a degree or certificate, transferring without a degree or certificate, still enrolled after six years, or earned 30 or more credit hours.

9. Cost/Student Credit Hour

Cost Per Student Credit Hour

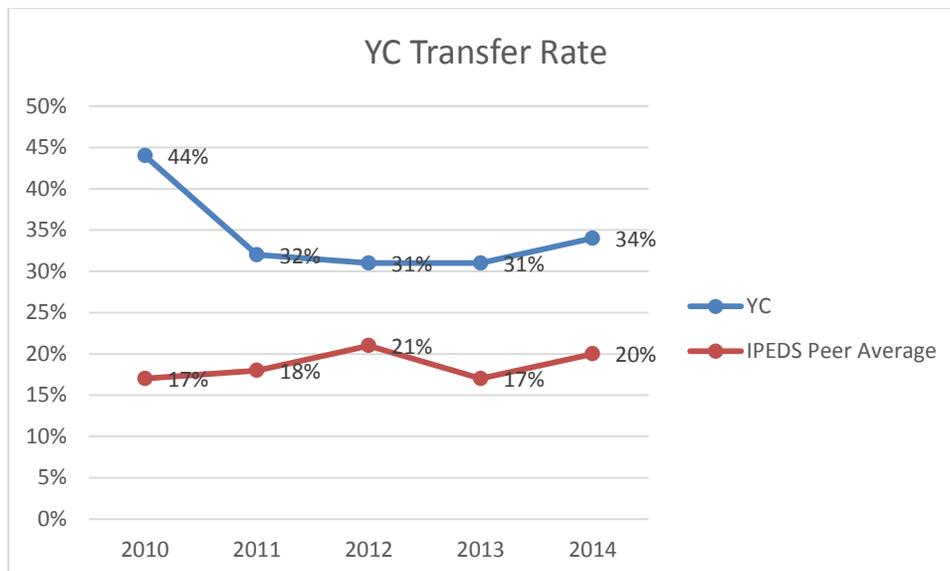


Source: National Community College Cost and Productivity Project (NCCCPP)

This measure compares Yavapai College’s instructional cost per student credit hour to the national average as reported by the National Community College Cost and Productivity Project (NCCCPP). YC’s cost per credit hour is slightly higher than the national average, partially due to offering high quality instruction as evidenced by 24% of faculty with Ph.D.s. compared to only 13% of faculty with Ph.D.s. in community colleges nationally.

10. Transfers

Transfers

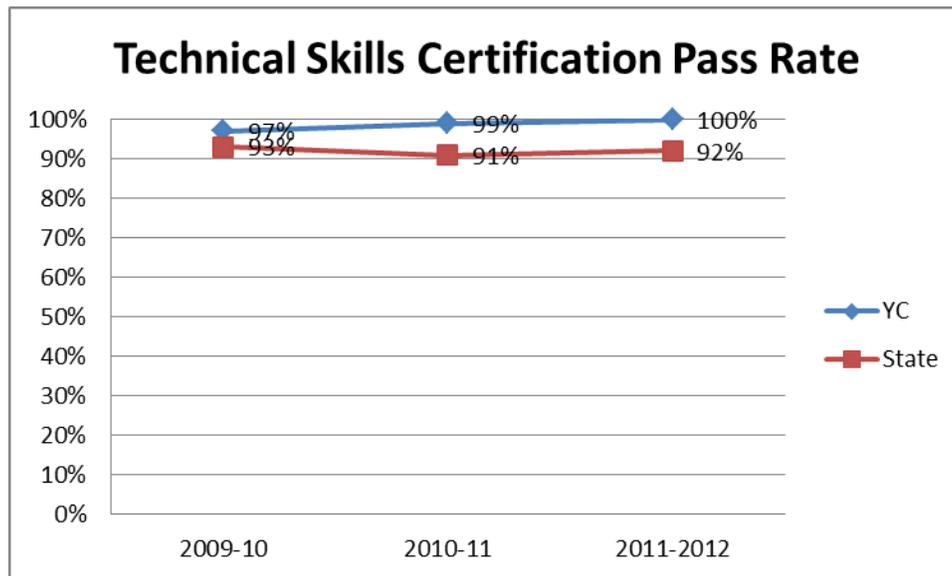


Source: Integrated Postsecondary Educational Data Surveys (IPEDS).

Percentage of first-time, full-time, degree and certificate seeking students who transferred within three years. YC’s transfer rate is above the 75th percentile nationally.

11. Certification Pass Rate

Certification Pass Rate



Source: Arizona 2020 Strategic Vision Project

The Certification Pass rate represents the percentage of students in the Occupational Completers/Leavers Cohort who took a technical skill or end-of-program assessment aligned with industry-recognized standards up to one year after college exit. YC has the highest skills pass rate in the state.

12. Student Satisfaction

Student Satisfaction

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

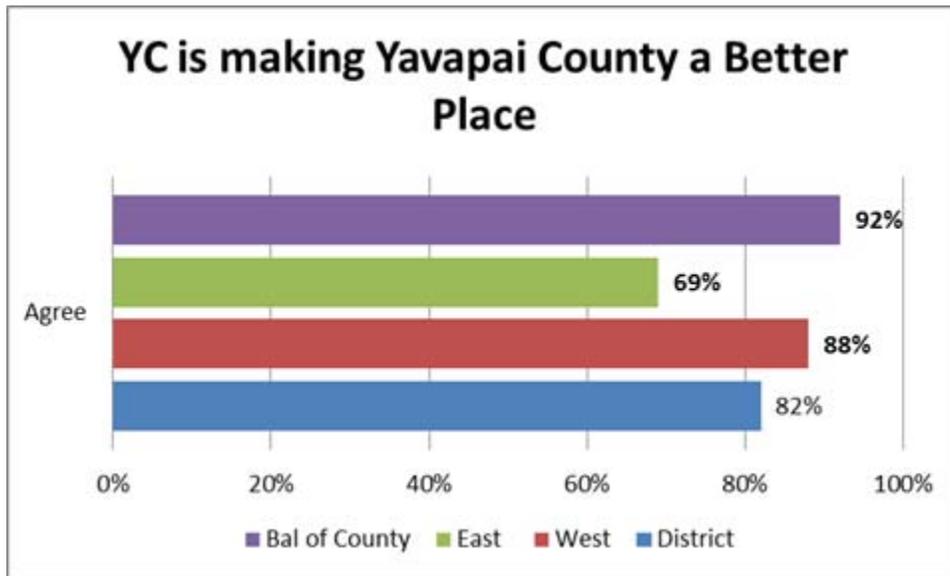
Source: Noel-Levitz Student Satisfaction Inventory

*** Significant at $P < .001$

** Significant at $P < .01$

13. Community Satisfaction

Community Satisfaction



Source: District Governing Board Community Survey

In 2014-2015, YC conducted a community survey and asked the summative question: “Is YC making Yavapai County a better place?” More than 8 in 10 Yavapai County residents agreed or strongly agreed with this statement.

14. Career & Technical Education to Employment

Career and Technical Education to Employment

This indicator is in development. It will be incorporated once data agreements with the Department of Economic Security and other data sources can be established.

President’s Conclusion:

I report compliance.

President's Monitoring Report
End Statement 1.1.1 Job Seekers Ends
October 2015

End Statement:

1.1.1 Job Seekers have the qualifications, skills, and abilities to succeed.

President's Interpretation:

1.1.1 All Yavapai College career and technical education students complete their degrees and/or certificates and apply acquired skills in their career areas.

Supporting Evidence:

Career and technical students' success measures tie directly to Board End 1.1.1. The five-year compound annual growth rate is 10.5% for career and technical awards. The total number of career and technical conferrals in 2014-2015 represents the second largest number awards in Yavapai College's history. 2014-2015 awards are likely to increase, as students who completed degree requirements but did not apply for graduation may not be included at this time. Yavapai College enjoys strong partnerships with Joint Technology and Education Districts within the county, as such, area High School students are afforded earlier (dual and concurrent enrollment) and increased opportunities to attain qualifications, skills and abilities in technical fields. Despite sagging enrollments across the district last year, career and technical areas had robust growth as reflected in the divisions' five-year compound annual growth rate of 16.2%. Yavapai College degree and certificate completers have licensure exams and/or industry certification pass rates that regularly are higher than state and/or national averages, indicating that their level of skill attainment and qualifications prepare them for the workplace. This success is due, in part, to industry advisory boards that many of our Career and technical programs utilize. These advisory boards meet regularly with faculty and staff in an effort to evaluate and ensure the relevance of college curriculum in these areas. As such, those completers were prepared for the work place.

In addition to program-specific Advisory Boards, the YC Regional Economic Development Center conducted six industry roundtables in the east and west sides of the county for manufacturing, hospitality, and agriculture. These roundtables contributed to the design of short-term, job-driven educational programming at the College.

A two week Entry-level Manufacturing Certificate/Pre-Apprenticeship Program has been developed from employer feedback that incorporates elements of soft skills/work readiness along with principles of lean manufacturing, quality control, and safety. The College also developed a three-week Caregiver Program and is currently developing a three day non-medical home aid certificate.

These trainings satisfy skill requirements for entry level occupations in the manufacturing and healthcare fields and were identified as in-demand occupations across the county.

Career Coach:

The Career Coach position has been redefined to include activities that will facilitate the movement of students from education and training to the workplace. These services include direct job placement and facilitation of internships and apprenticeships.

To provide the college with an additional measure of accountability, Career Coaches will also track job placement and report placement and retention figures to Institutional Research and Effectiveness on an annual basis.

Compilation of AAS and Certificate Completers at Yavapai College:

	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Associate of Applied Science ¹	210	239	268	258	286	250
Certificates ¹	356	400	396	648	719	681
Total	566	639	664	906	1005	931

Pass Rates

	<u>YC</u>	<u>US</u>	<u>AZ</u>
First-time pass rate for Nursing license ² (2014)	93%	82%	92%
First-time pass rate for Radiological Tech license ³ (2014)	100%	89%	82%
Pass rate for third-party industry certification ⁴ (2011-12)	100%	83%	92%

(Most current data available)

				
Career & Technical Awards 2009-10 - 2014	2008-2014-statewide NCLEX-results.pdf	ARRT ExamResults_RAD_2(Percent Occupational Earning Industry Crec	Career and Technical Division Enrollment Tr

Sources:

¹Office of Institutional Effectiveness and Research

²National Council of State Boards, National Council Licensure Examination (NCLEX)

³American Registry of Radiologic Licensure Examination (ARRT)

⁴Strategic Vision Student Progress and Outcomes Report - Carl Perkins Measurement – Technical Skills Attainment

Strategic Planning and End Statement 1.1.1

The College's 2015-2020 Strategic Plan addresses End Statement 1.1.1 in strategic initiative 2, Economic Responsiveness. Under this initiative, YC will establish apprenticeships and mechanisms for job placement of graduates. Additionally, the College will strengthen partnerships and outreach with local, state, and regional businesses and industry to promote awareness of YC programs and skilled graduates. To ensure continuous improvement, the College will integrate third-party certification information, and job placement and wage data into Banner to provide assessment information to YC programs.

President's Conclusion:

I report compliance.

**President's Monitoring Report
End Statement 1.1.2 Students Ends
October 2015**

End Statement:

1.1.2 Students seeking transfer will succeed at their next educational institution.

President's Interpretation:

1.1.2 All Yavapai College transfer students complete an associate transfer degree and/or certificate and successfully transfer into a baccalaureate program.

Supporting Evidence:

Transfers and transfer degree success measures tie directly to Board End 1.1.2. The five-year compound annual growth rate at Yavapai College for Associate Degrees is 2.4%. YC Students transferring to public Arizona universities consistently perform above the national median for first-year grade point average (GPA) of 2.96¹. Comparing Yavapai College transfer students' first year GPA to the National Community College Benchmark cohort places YC transfer students in the 90th percentile. The transfer rate of Yavapai College students (2008-09 credential-seeking cohort) to universities reported in 2014 was 24%, which is comparable to the national average of 25%². Of all 2010-11 full time transfer students to in-state public universities, 67% were able to earn a bachelor's degree within four years². YC students were slightly better than the state average when looking at all transfers to public, private, in and out of state institutions, 48% compared to 43% respectively².

Yavapai College Graduate Summary						
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>
Associate Degrees ³	249	225	270	260	258	280
Arizona General Education Certificates ³	244	243	278	274	294	245
Average first-year grade point average (GPA) at transfer institutions ⁴	2.95	3.14	3.15	3.12	3.10	3.29



Sources:

- ¹National Community College Benchmark Project, 2015 Final Report
- ²AZ Community Colleges 2015 Outcomes Report (pages 7, 8)
- ³Office of Institutional Effectiveness and Research
- ⁴Arizona State System for Information on Student Transfer (ASSIST)

Key Performance Indicators (KPI's):

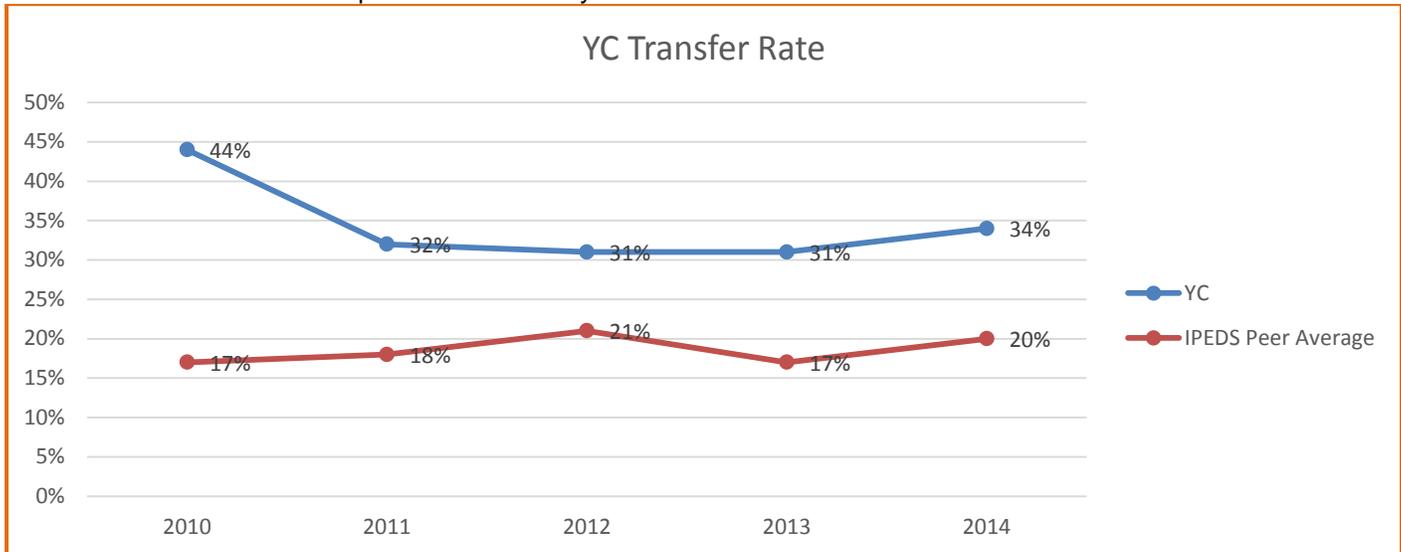
The College has developed the following KPI's to guide the institution towards student success and is using these measurements to track and benchmark progress toward the 2014-2015 Strategic Plan to advance Education Ends.

(Reference 2014 Strategic Initiatives at <http://www.yc.edu/v5content/strategic-planning/docs/strategic-initiatives-poster-reduced.pdf>)

INPUT	PROCESS	OUTPUT
Class Enrollment Percent of Residents served	Community College Survey of Student Engagement Developmental Education College Success Course Success Rates Fall to Fall Retention	Completions/Graduates Cost/Student Credit Hour Transfers Student Satisfaction Community Satisfaction

Transfers

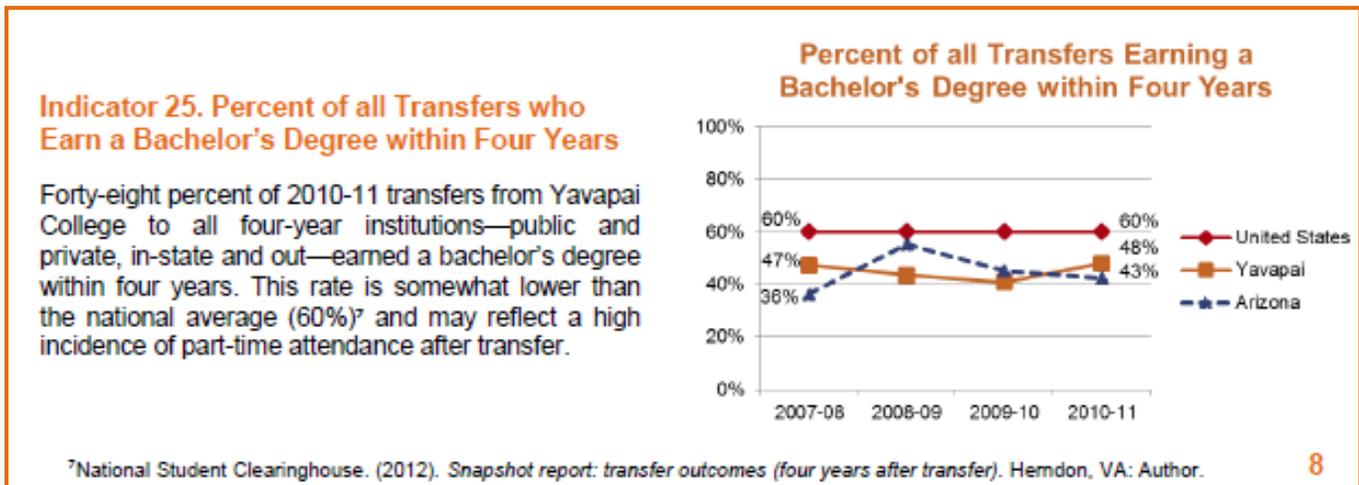
Percentage of first-time, full-time, degree and certificate seeking students who transferred within three years. YC's transfer rate is above the 75th percentile nationally.



Source: Integrated Postsecondary Educational Data Surveys (IPEDS).

Yavapai College: Strategic Vision - Student Progress and Outcomes Report 2015

Yavapai College continues to participate in the statewide project that measures, reports, and benchmarks 30 student success metrics.



Strategic Planning and End Statement 1.1.2

The College's 2015-2020 Strategic Plan aligns End Statement 1.1.2 with strategic initiative Student Success, Economic Responsiveness, and Engaged Community. Under this initiative, YC will establish academic pathways to enhance program and degree completion. Additionally, the College will promote district-wide awareness of education and training opportunities. To ensure continuous improvement, the College will promote integration between for-credit and community education.

* (Reference the complete 2015-2020 Strategic Plan at https://www.yc.edu/v5content/strategic-planning/docs/Draft2015_2020_Strategic_Plan.pdf)

President's Conclusion: I report compliance.

President's Monitoring Report
End Statement 1.1.3 Lifelong Learning Adult Ends
October 2015

End Statement:

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

President's Interpretation:

1.1.3 Yavapai County residents participate in and complete non-credit and credit courses and programs for personal enrichment and interest.

Supporting Evidence:

In the 2014-2015 Strategic Initiatives, the End Statement 1.1.3 and Interpretation are broken down into concentrated elements calling for Community Development & Partnership, and Student Success and Satisfaction.

(Reference 2014 Strategic Initiatives at <http://www.yc.edu/v5content/strategic-planning/docs/strategic-initiatives-poster-reduced.pdf>.)

Ends Statement 1.1.3 → Community Development & Partnerships → Student Success and Satisfaction

Credit Courses/Programs

In 2014-15, there were 1,108 personal interest students registered in credit courses. Examining fall and spring credit enrollment, personal interest students make up 11% of YC's credit students. Data reported by the National Community College Benchmark Project shows YC's non-credit student penetration rate ranks at the 77th percentile for public community colleges.

Non-Credit Courses/Programs

The Division of Lifelong Learning at Yavapai College provides non-credit courses to a wide range of students, ranging from kindergarten to the retired community. Non-credit programs include Community Education, EDventures, College for Kids, and Osher Lifelong Learning Institute (OLLI). Community members participate in these non-credit courses for personal enrichment and interest.

The Division of Lifelong Learning's enrollments for FY 2014-2015 had an 8% increase. District-wide Community Education enrollments were 3342 and OLLI enrollments were 2,208, with another 283 participants in ancillary public meetings

This year the division added a new Camp Verde OLLI group with 181 members, and will be partnering with the Town of Camp Verde to offer four learning groups and 14 workshops.



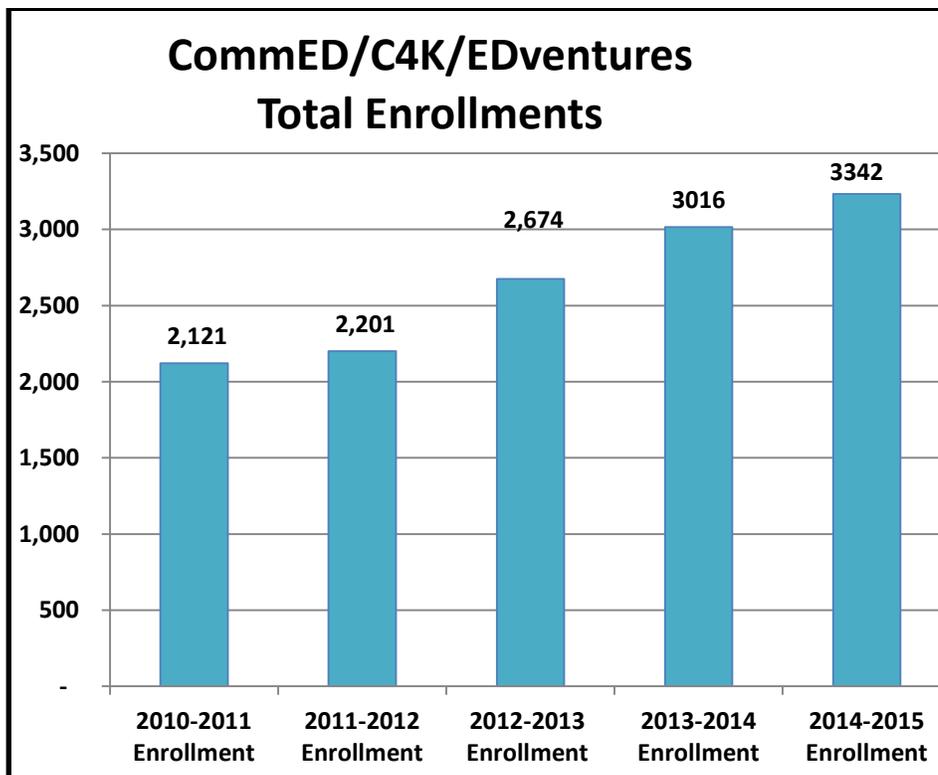
Personal Interest
Enrollments - 1.1.3.xl



NCCBP 2015 -
Non-Credit Market Pe

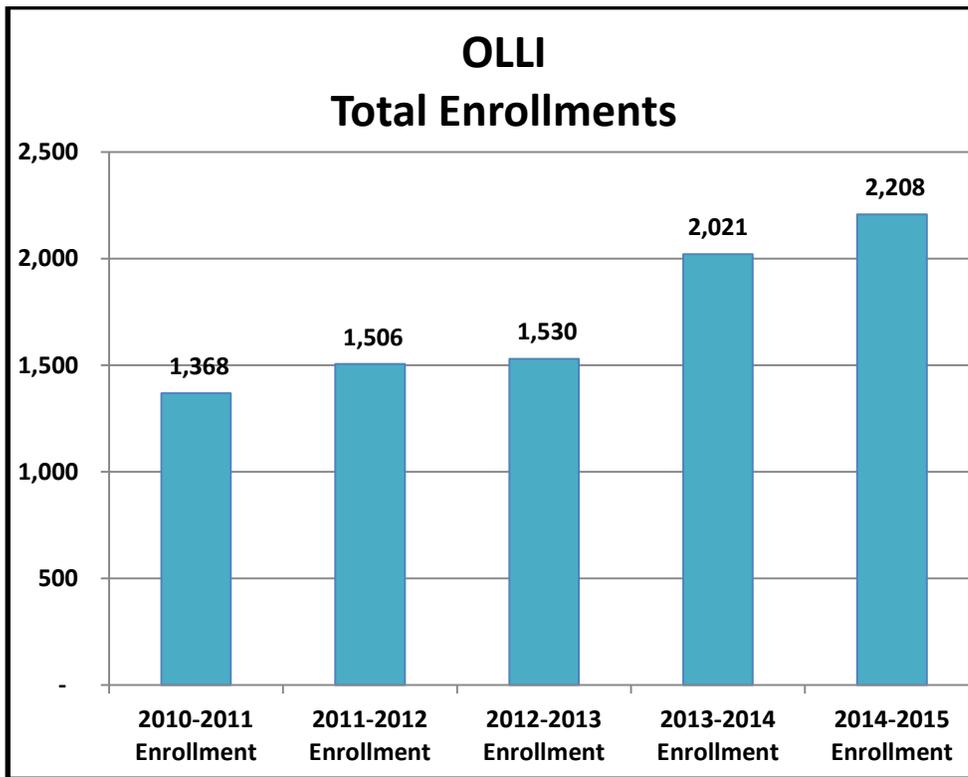
Community Education & EDventures Enrollment 2010-2015

Community Education & College for Kids	2010-2011 Enrollment	2011-2012 Enrollment	2012-2013 Enrollment	2013-2014 Enrollment	2014-2015 Enrollment
Community Education Enrollments	1,586	1,662	2,082	2,417	2,454
College for Kids Enrollments	231	289	243	342	462
EDventures Enrollments	304	250	349	257	426
Total Enrollments	2,121	2,201	2,674	3016	3342
Community Ed Percent of change	45%	5%	25%	17%	2%
College for Kids Percent of change	31%	25%	-16%	41%	35%
EDventures Percent of change	14%	-18%	40%	-26%	66%
Total Enrollments		4%	21%	12%	11%



**OLLI
Enrollment 2010-2015**

Osher Lifelong Learning Institute (OLLI)	2010-2011 Enrollment	2011-2012 Enrollment	2012-2013 Enrollment	2013-2014 Enrollment	2014-2015 Enrollment
Prescott	803	886	850	1,151	1,203
Verde Valley/Sedona	565	620	680	870	1,005
Total Enrollments	1,368	1,506	1,530	2,021	2,208
Prescott	-9%	10%	-4%	35%	4.5%
Verde Valley/Sedona	-16%	10%	10%	28%	15.5%
Total Enrollments		10.1%	22.6%	32.1%	9.2%



Sources: ²Division of Lifelong Learning enrollment report

Strategic Planning and End Statement 1.1.3

The College’s 2015-2020 Strategic Plan addresses End Statement 1.1.3 in strategic initiative Student Success and Engaged Community. Under this initiative, YC will evaluate and develop standard systems to enhance student success. Additionally, the College will strengthen marketing and communication district wide. To ensure continuous improvement, the College promote integration between for-credit and community education.

* (Reference the complete 2015-2020 Strategic Plan at https://www.yc.edu/v5content/strategic-planning/docs/Draft2015_2020_Strategic_Plan.pdf)

President’s Conclusion:

I report compliance.

Presidential Monitoring Worksheet for Ends Policies

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

Policies: 1.1 – Education Ends; 1.1.1 – Job Seekers Ends; 1.1.2 – Student Ends;

1.1.3 – Lifelong Learning Adult Ends

Compilation - October 2015

1.1 Education Ends	Students achieve their educational goals.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 5	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
Comments/Remarks: McCasland: I support expanding our outreach for dual delivery classes and ABE for our outlying communities that are more than 15 miles from YC educational centers and campuses.		

1.1.1 Job Seekers Ends	Job seekers have the qualifications, skills, and abilities to succeed.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO 1
Does the data show accomplishment of the interpretation?	YES 4	NO 1
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 4	NO 1
Based upon your review of the monitoring report, should this Ends policy be amended?	YES 1	NO 3
Comments/Remarks: McCasland: We need to keep working with county high schools to offer dual credit classes at no cost to the students. It is a very effective way to educate our county students. Filardo: Ends calls for "Job seekers" not just YC tech ed students. We should either change the Ends or change the interpretation to "Yavapai County job seekers complete their degrees and/or certificates and apply acquired skills in their career areas". McCarver: Nice to see increase in degrees and certificate completers, as well as pass rates for industry certification exams.		

Presidential Monitoring Worksheet for Ends Policies

1.1.2 Student Ends	Students seeking transfer with succeed at their next educational institution.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 4	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
Comments/Remarks: McCasland: Should we accept these levels of completion or should we strive for higher completion rates? I support an emphasis on assisting students in outlying areas to become educated and achieve their educational goals through expanded distance delivery methods. McCarver: Our students seem to be doing well after transfer to 4 year Universities.		

1.1.3 Lifelong Learning Adult Ends	Lifelong learning adults have affordable access to a variety of high-quality learning opportunities.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 4	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
Comments/Remarks: McCarver: Community education through credit and non-credit courses and OLLI continues to be in high demand. Nice to see the increase in participation this year.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 2:46 PM

Item No : 21

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 6/17/2015

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
1	Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost. The following Ends are listed in priority order.	558874

Description : Receipt of President's Monitoring Report - Ends Statements - 1.2 Economic Ends - MONITORING, DISCUSSION, AND/OR DECISION

Details : 1 Ends

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

1.2 Economic Ends

Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 1.2, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.2.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 1.2 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 1.2. I move that the President provide the Board with a new Monitoring Report for Policy 1.2 [at the X board meeting] [within X amount of months] that includes a new interpretation.

Or If For Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 1.2 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 1.2. I move that the President provide the Board with a new Monitoring Report for Policy 1.2 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
End Statement 1 2 Economic October 2015.pdf	Sep 23, 2015	End Statement 1 2 Economic October 2015.pdf
1.2 Compilation.pdf	Oct 01, 2015	1.2 Compilation.pdf

**President's Monitoring Report
End Statement 1.2 Economic Ends
October 2015**

End Statement:

1.2 Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs.

President's Interpretation:

1.2 Yavapai College actively participates in economic development and is the lead educational provider for workforce training.

Supporting Evidence:



The mission of the Regional Economic Development Center (REDC) at Yavapai College is to facilitate economic development throughout Yavapai County by providing regional economic and policy analysis, economic impact analysis, customized industry training, entrepreneurial educational services, internal academic program analysis, and assistance with Native American economic development.

In the 2014-2015 Strategic Initiatives, the End Statement 1.2 and Interpretation are broken down into concentrated elements calling for Community Development & Partnership, and deeper initiatives to Support Economic Development in Yavapai County.

(Reference 2014 Strategic Initiatives at <http://www.yc.edu/v5content/strategic-planning/docs/strategic-initiatives-poster-reduced.pdf>)

Ends Statement 1.2 → Community Development & Partnerships → Support Economic Development in Yavapai County

In the second year of operations, the REDC has increased coordination with municipalities, regional economic development organizations, and industry partners to provide current industry data and labor market information to advance the strategic economic development initiative and the End Statement 1.2. The following provides REDC's detail activities and impact:

Customized Industry Training

The REDC has continued to provide customized training and design of local credentials for the private sector through this past year. In addition to working across industry sectors to analyze workforce needs and design local credentials in manufacturing, agriculture, retail, and healthcare, the REDC is currently working with clients to design customized internal training for new and incumbent employees.

REDC	257 people trained
Companies	Sturm-Ruger Cobham Aerospace Page Spring Cellars Northern Arizona Manufacturing Association
Certificates Developed	8 hour Manufacturing Work Readiness 24 hour Lean Six Sigma 40 hour Entry Level Manufacturing/ Pre-apprenticeship Program 4 hour Beginning Excel 4 hour Advanced Excel 2 hour Power Point 4 hour Beginning Word 4 hour Advanced Word

Regional Industry & Economic Impact Analysis (pro bono and fee-based)

Regular analysis of regional economic trends has been produced and delivered to municipalities, superintendents, and Supervisors over the past year:

- Verde Valley Workforce Demand Analysis 2015
- Prescott Valley Industry Analysis
- Quad City Area Labor Report 2015 (business attraction and expansion)
- Camp Verde Archeology Center
- Cottonwood Industry & Labor Profile
- Dewey-Humboldt Industry & Labor Profile
- Chino Valley EDA Grant -\$1.6 million for infrastructure in Old Home Manor
- Sedona Chamber of Commerce Economic Impact Analysis
- Navajo Nation, Indian Wells Chapter Community Land Use Plan & Economic Development Strategy

The REDC provides continuous demand analyses of local industry needs. Primary industry sectors experiencing demand for workforce and potential demand for laborers are manufacturing, healthcare, business administration, computer programming/analysts, agriculture, hospitality and retail.

Quantitative and qualitative research has been conducted to determine workforce, infrastructure, and logistical demands for these sectors along with identification of federal assistance for these elements. The sector strategy approach to economic development has proven successful and is the preferred method of analysis for the REDC. Analysis of industry and workforce needs included a series of REDC lead industry roundtables, individual company analysis, and participation on local committees and in state and federal technical sessions. These committees include but are not limited to:

- Northern Arizona Manufacturing Association (NAMA)
- Yavapai County Food Plan
- Community Health Improvement Partners
- Verde Valley Agricultural Coalition
- Arizona Commerce Authority (ACA) Rural Directors
- AZ Skills Standards Council
- Workforce Innovation & Opportunity Act Technical Sessions

Workforce Analysis

Veterinary Technician Program	Dr. Phillips
Cosmetology, Esthetician, and Nail Tech	Dean Morgan
Manufacturing	Entry Level Bridge Certificate, Comprehensive Machining Class
Healthcare	Entry Level Bridge Certificates – Caregiver, Direct Care Worker
Verde Valley Labor Report	Dr. Wills
Quad City Market Report	PVEDF, GPREP, municipalities

Entrepreneurial Education & Resources

Yavapai College has established the Rural Center for Entrepreneurship (RCE) at CTEC, an incubator delivering specialized counseling and workshop services to students and community members. This incubator is managed by the REDC and is in partnership with the Arizona Small Business Development Center (AZSBDC) to provide counseling services. Research by the REDC has concluded that the greatest return on investment for publicly subsidized entrepreneurial services such as these includes a heavy emphasis on intellectual property rights, commercialization of goods, and contracting products to the private and public sectors.

Yavapai-Apache Nation Entrepreneurship Program in conjunction with NAU Center for American Indian Economic Development is continuing into its second year of programming. The REDC provides monthly workshops and SBDC counseling on Tribal lands in the Middle Verde.

Small Business Development Center (SBDC)

Number of People Trained	207
Number of Workshops	21

Current SBDC workshop topics include:

- Lean Business Start-up
- Intro to Business Plan Writing
- Introduction to Finance
- Intro to Business Financial Statements
- Intro to Internet & Social Media Marketing
- Social Media Marketing: Twitter
- Social Media Marketing – Facebook
- Website Design
- Business Plan Writing Series (SCORE partnership)
- Enhancing Your Bottom line (SCORE partnership)
- Intellectual Property Rights
- Contracting
- Managing Finance Decisions
- Crowd Funding
- Is Your Business Ready for Exporting?
- Doing Business with Government
- Lunch n 'Learn Series with Chambers

Economic Development Committees & Boards:

The REDC participates on several municipal and regional community plan and economic development boards and committees. The center looks to maintain and expand these relationships over the next year with the purpose of providing relevant and current market information for decision-making.

Committees & Boards:

- Greater Prescott Regional Economic Partnership – Business Action Team
- Verde Valley Regional Economic Organization
- Prescott Annexation Committee
- Chino Valley Economic Development Committee
- Cottonwood Economic Development Council – Community Economic Development Strategy Team
- Verde Workforce Action Team – hosted by the Cottonwood Chamber of Commerce
- Sedona Product Development Committee
- Sedona Community Plan Implementation Committee
- Yavapai County Community Health Improvement Partners
- Prescott Valley Economic Development Foundation – Presidential Board Membership
- Yarnell Recovery Group
- Yavapai-Apache Nation Economic Development
- Yavapai Prescott Indian Tribe – special projects
- Yavapai County Workforce Investment Board
- Northern Arizona Sustainable Economic Development Initiative

Key Performance Indicators

REDC Income FY15

The REDC continues to work diligently to earn income that subsidizes the productivity of the REDC. This year, income for corporate training reached its highest annual level in 7 years. Corporate training services provide industry with vital, customized training on-site that increases output and reduces waste.

Customized Training	\$49,509 (257 individuals trained)
Analysis	\$4,700
Sub-total	\$56,709 (\$398 beyond auxiliary requirement)
Additional SBA Grant - Verde SBDC computer lab	\$10,000
Total	\$64,209

SBDC 2014 Impact

The SBDC continues to expand its services. Counseling services can be accessed at NAU-Yavapai on Tuesdays, the YC Prescott campus 40 hours per week, CTEC, the Verde Campus, the Cottonwood Business Assistance Center, the Sedona Center, and Yavapai Apache Nation Economic Development Division.

New Jobs	71
Jobs Retained	9
Sales increase	\$1.14 million
New Capital Formation	\$2.248 million
New Clients	139
Long Term Clients	73
Business Start-Ups	23
Educational Events	28
Event Attendees	252

SBDC Impact 2015 YTD

As of third quarter, the SBDC has attained over 100% of the annual goal for capital formation, over 80% for new start-ups, and 70% for new job formation.

New Jobs	46
Jobs Retained	10
Sales increase	\$880,350
New Capital Formation	\$6.389 million
New Clients	106
Long Term Clients	63
Business Start-Ups	22
Educational Events	20
Event Attendees	189

2015-2020 Strategic Plan *

The REDC is aligning productivity with the primary focus of the new Economic Responsiveness Section of the 2015-2020 Strategic Plan (see document below). Activity will include an emphasis on job placement and communication with industry liaisons, data tracking of student placement, outreach and partnerships to create a ready and viable labor force for industry, and economic impact analysis to outline Yavapai College's economic contribution to the county. The REDC will maintain current efforts in addition to the new objectives.



* (Reference the complete 2015-2020 Strategic Plan at https://www.yc.edu/v5content/strategic-planning/docs/Draft2015_2020_Strategic_Plan.pdf)

President's Conclusion:

I report compliance.

Presidential Monitoring Worksheet for Ends Policies

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

Compilation - October 2015

1.2 Economic Ends	Communities in Yavapai County are supported in their efforts to lead economic development, with an emphasis on generating and sustaining economic base jobs.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 5	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 4	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES	NO 4
Comments/Remarks: McCasland: Are we delivering what our constituents need and what? Or what YC REDC defines as the need. The removal of the Yavapai College representative on the Yavapai County Workforce Development Board indicates a major problem. YC needs to carefully review the next person that fills this role and their actions on the committee. McCarver: REDC is clearly having a significant impact on the economic development in the region based on this report.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 2:56 PM

Item No : 22

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 6/17/2015

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
1	Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost. The following Ends are listed in priority order.	558874

Description : Receipt of President's Monitoring Report - Ends Statements - 1.3
Communities Ends - MONITORING, DISCUSSION, AND/OR DECISION

Details : 1 Ends

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

1.3 Communities Ends

Yavapai County residents have access to social and cultural opportunities.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 1.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 1.3.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 1.3 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 1.3. I move that the President provide the Board with a new Monitoring Report for Policy 1.3 [at the X board meeting] [within X amount of months] that includes a new interpretation.

Or If For Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 1.3 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 1.3. I move that the President provide the Board with a new Monitoring Report for Policy 1.3 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
1 3 End Statement 9 17.pdf	Sep 23, 2015	1 3 End Statement 9 17.pdf
1.3 Compilation.pdf	Oct 01, 2015	1.3 Compilation.pdf

**President's Monitoring Report
End Statement 1.3 Community Ends
October, 2015**

End Statement:

Yavapai County residents have access to social and cultural opportunities.

President's Interpretation:

Yavapai College enhances our communities' quality of life through providing on-going opportunities for citizens to enjoy a variety of social and cultural events at the College.

Supporting Evidence:

In the 2014-2015 Strategic Initiatives, the End Statement 1.3 and Interpretation are broken down into concentrated elements calling for Community Development & Partnership, and deeper initiatives to measure community perception and need fulfillment.

(Reference 2014 Strategic Initiatives at <http://www.yc.edu/v5content/strategic-planning/docs/strategic-initiatives-poster-reduced.pdf>)

Ends Statement 1.3 → Community Development & Partnerships → measure community perception and need fulfillment

The Yavapai College (YC) electronic calendars document past and forthcoming events for the vast majority of non-academic events on campus including Traditional Services, Athletics, K-12 Outreach, Community Events, and Public Services (<http://www.yc.edu/webtools/apps/calendars/>). Though dates may vary somewhat from year to year, the following examples illustrate the numerous social and cultural opportunities provided by Yavapai College:

Traditional

- A variety of personal enrichment courses are available including creative writing, music, art, film appreciation, theater, Shakespearean literature and physical education/fitness and wellness classes. (View class offerings at <http://www.yc.edu/v5content/academics/register.htm>). Over 9000 credit seats were sold in 2014-2015.
- YC library collections represents close to 15% of the total Yavapai County Library system. YC is the only federal depository in the county. In addition to books the YC libraries include a variety of multimedia content which enable people to learn in a variety of formats which best suit their learning preferences. The libraries regularly display art and collections from students, faculty and the public. Over 150,000 people entered YC libraries last year.



- YC offers several public computer workstations, providing public access to the internet. Likewise, YC offers free firewall protected wireless access to the internet for visitors with laptops, tablets, and smartphones. Over 34,000 people made use of this service last year.

- The YC Art Galleries, both on the Prescott and Verde campuses, offer 12+ shows a year. Shows include student shows, art faculty works, as well as local and national artists each semester. We hold opening receptions for exhibits and featured on the 4th Friday of the month, an Art Walk. We offer artist’s and juror’s talks in conjunction with exhibitions when possible. We are an educational gallery and welcome participation and visits from all. Over 4000 patrons visited the YC galleries.



- The Sculpture Garden is adjacent to the Performing Arts Center and is designed to function as a teaching collection demonstrating innovative, design-based, contemporary sculpture. The Alta Vista Garden Club, founded in 1951, has been caring for the 17 varieties of roses around the sculpture Synopsis. The garden is also home to the Prescott Area Iris Society and features several rare varieties of iris.



Athletics

Yavapai College's intercollegiate athletic program is seen as the "front porch" of the College, garnering local, state and national attention.

- YC fields four intercollegiate athletic teams including:
 - Soccer (12 home games, 7 national championships)
 - Volleyball (12 home games)
 - Baseball (28 home games, 3 national championships)
 - Softball (24 home games, 2 national championships)
- Over 10,000 people have attended YC athletic events.
- Student athletes have attained a variety of achievements including Academic All-American status, NJCAA Hall of Fame, transfer to four year universities to pursue their bachelor degrees while playing their sport, and a few have gone on to represent their countries in the Olympics or play professionally.
- In addition to the state conference teams, YC hosted a minimum of 12 teams from across the country and Canada.



K-12 Outreach

- College for Kids classes introduces K-12 children to the college environment through a variety of classes in the summer, ranging from art to cooking to geology to rocketry. During the summer of 2015, 351 young students attended classes on the Prescott campus, and 111 students participated on the Verde Valley campus.



Children attending the Mining Madness camp on the Prescott campus processed their finds and documented the geology for a presentation to family and friends

- Yavapai County 6th grade math contest is co-sponsored by Yavapai College each year.
- Both day and residential sports camps are held in the summer for a variety of sports.
- The Children's Matinee Series at the Performing Arts Center introduces over 7500 school children to the performing arts.
- Kids' activities are well-received by our communities with over 8000 participants.

Community Education

- The Literary Southwest Series features eight to ten nationally and internationally known authors in four reading events each academic year. All events are free and open to the public.
- The Music Department presents over two dozen concerts and recitals throughout the year performed by faculty, students and community members at both the Verde Valley and Prescott campuses.
- The Division of Lifelong Learning at Yavapai College provides non-credit courses for personal enrichment, to a wide range of students, ranging from kindergarten to retired. This year the division added a new Camp Verde OLLI group that has 181 members. The division had an 8% increase in enrollment served 2,208 Sedona/Verde and Prescott OLLI students, as well as 3,232 Community Education students.
- Prescott OLLI held an outreach fair in May 2015, with the aim of recruiting volunteers from within OLLI to serve both OLLI, and the five community groups, Girl Scouts, Habitat for Humanity, Coalition for Compassion and Justice, the Yavapai County Toymakers, and the Prescott Valley Library.

- EDventures facilitates local and regional trips and are led by experienced and knowledgeable tour leaders. Over 352 people participated in EDventure trips in 2015. The program took travelers to locations throughout the region to learn about the colorful local history, fascinating cultures and natural features of the southwest. An international EDventure to Spain in October 2014 attracted 42 people and the destination in 2015 is Scotland.



One stop for the Spain EDventure was in Consuegera located in the La Mancha region.

- The Del E. Webb Family Enrichment Center (FEC) provides high quality child care and early learning experiences to over 75 children a year, five years of age and under, and is open to community families. It also serves as a lab school providing over 500 observation and 1800 mentoring hours to early education students each year. The FEC is nationally accredited, has a five star rating through Quality First and provides scholarships to low income families. The FEC also offers parenting workshops that are open to the community.



Public Service

- Performing Arts Center hosts over 100 events per year
 - National touring performances including *An Evening with Bruce Hornsby*, *One Night of Queen*, Broadway shows, and school matinees.
 - Home of Prescott Pops, Yavapai Symphony Association, Cowboy Poets, and the Prescott Film Festival.
 - Satellite events including The National Theater of London, The Bolshoi Ballet, and The Metropolitan Opera.
- The YC Verde Valley Pavilion/Community Room
 - Satellite events presented included *The Bolshoi Ballet* and *The National Theatre of London Room*.
 - Live performances presented of *Teddy Roosevelt*, *The Ahn Trio*, and *Reveille 3*.
- The YC tennis courts which are available for daily public use and for College sponsored activity classes. Additionally, the complex hosts weekend competitions and high-caliber tournament play. Since opening in October 2014, the YC Tennis Complex has hosted four NTRP sanctioned tournaments (average of 100 participants), minimum of five Grand Prix events, drop-in tennis instruction, classes and clinics, and daily public use. The tennis courts are a “pay-to-play” facility at a very minimal cost. To date (October 2014 to September 2015) the revenue generated from the tennis courts is \$27,445.10.
- The YC Nature Trails
 - The Prescott campus is home to a 1.5 mile, non-motorized trail, built to preserve some of the natural areas, provide recreational opportunities, and encourage biological and cultural opportunities for all.
 - The Verde Valley campus is home to many social/nature trails, with 2014-2015 focus on planning activities with the West Mingus Avenue Project partners (City of Cottonwood, U.S. Forest Service, and Town of Clarkdale). Partnership collaborates funds and resources to preserve and connect trails.
- The Verde Valley Campus’ Southwest Wine Center demonstrates leadership in sustainability by employing best-practices for our arid region. The estate vineyard utilizes reclaimed water for irrigation while the wine center employs a unique water catchment system, along with many other sustainable features. The program and its facilities provide the growing wine industry, and our students, with a model of efficiency and a pathway to a sustainable future.
- The College piloted a credit/non-credit hybrid course serving both the Prescott and Verde Valley areas. YC Humanities Department, and Community Education worked together to bring *Film Noir; Films and Discussions* to the Prescott and Verde Valley campuses, and was "Team Taught." Forty (40) students enrolled, with 11 non-credit and 29 credit students. As an added benefit the course presented an opportunity to cross-promote the Film and Media Arts Program.
- For the second year in a row the College invited the public to a history symposium in fall of 2014. This last year’s topic focused on World War I (the previous year was on the Civil War). Several faculty presented a variety of relative topics with great attendance from the community.
- In service learning, several faculty have students participate in a variety of community service projects. These projects allow students to interact with community members and in turn receive course credit for this work as part of their learning outcomes. This equates to thousands of hours that YC students provide to area organizations.

<http://dcourier.com/main.asp?SectionID=1&SubSectionID=1086&ArticleID=145004>

Key Performance Indicators (KPI's):

The College has developed the following KPI's and will use these measurements to track and benchmark progress toward the Community Ends.

INPUT	PROCESS	OUTPUT
Personal Enrichment - Headcount in Art/Music/PE 8,932 - Non-credit Head Count 13,393 (OLLI, Com. Ed. Edventures, College for Kids)	YC Foundation Auxiliary Head Count 450	Cultural Event Head Count - 288,447 (Galleries, Athletics, YCPAC, Literary SW, Library, Computer Labs, FEC, etc.) Rentals Headcount 50,000 2014 Community Survey

Summary

This report lists the literally hundreds of opportunities for people of all ages to participate in social and cultural activities throughout the Yavapai College District. The avenues include Traditional (Formal Credit Education, Libraries, speaking engagements, Art Galleries, and computer labs); Inter-collegiate sports; K-12 Outreach; Community Education (Literary Series, OLLI, FEC); and Public Service (PAC, Tennis Courts, Nature Trails, SWC, Service Learning). Per our recently completed Community Survey, residents throughout the service district are highly satisfied (4.6 out of 5) with these types of cultural events. Reference Survey at <http://www.yc.edu/v5content/district-governing-board/docs/DGB-Survey-final.pdf>

In conclusion, Yavapai College is clearly enhancing our quality of life, and making Yavapai County a better place to live, to work, and to get a quality education.

2015-2020 Strategic Plan *

Yavapai College's above mentioned programs and activities will continue in efforts to advance Engaged Community in 2015-2016, in addition to new objectives to include strengthen marketing and communication; address cultural programming on the Verde Valley Campus; and promote integration between credit and non-credit education.



*(Reference the complete 2015-2020 Strategic Plan at https://www.yc.edu/v5content/strategic-planning/docs/Draft2015_2020_Strategic_Plan.pdf)

President's Conclusion:

I report compliance.

Presidential Monitoring Worksheet for Ends Policies

**1 Ends: Yavapai College exists so communities within Yavapai County are equipped with the vision and skills to create a sustainable economic environment. The College will fulfill this role at a justifiable cost.
Policies: 1.3 – Communities Ends**

Compilation - October 2015

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

1.3 Communities Ends	Yavapai County residents have access to social and cultural opportunities.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment the interpretation?	YES 4	NO
Is there sufficient evidence to indicate compliance with the Ends policy?	YES 4	NO
Based upon your review of the monitoring report, should this Ends policy be amended?	YES 1	NO 4
Comments/Remarks:		
<p>McCasland: I support an analysis of non-academic events cost vs people served. Many of these activities are nice but not necessary as we encounter the need to provide education at a reasonable rate and justifiable cost. How many more scholarships would be available for students if we did not have sports program scholarships? How many students would desire to live in the residence halls if we did not have sports programs? Are we making decisions to lead the College in the best interest of the taxpayers?</p> <p>Filardo: Develop more access to social and cultural opportunities in Sedona.</p> <p>McCarver: Residents have access to a wide variety of social and cultural activities throughout the county.</p>		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:06 PM

Item No : 23

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 6/17/2015

Item Type : Monitoring Item

Policy No.	Description	Ref No
2.1	The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual's privacy or limits accessibility, nor fail to provide a grievance process.	344941

Description : Receipt of President's Monitoring Report - Executive Limitation 2.1 - Service to the Public - MONITORING, DISCUSSION AND/OR DECISION

Details : Executive Limitation 2.1 - Service to the Public

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

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.1, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 2.1 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.1 [at the X board meeting] [within X amount of months] that includes a new interpretation.

Or If For Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 2.1 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.1. I move that the President provide the Board with a new Monitoring Report for Policy 2.1 [at the X board meeting] [within X amount of months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
2 1 President's Monitoring Report Board 2015 r1.pdf	Sep 28, 2015	2 1 President's Monitoring Report Board 2015 r1.pdf
2.1 Compilation.pdf	Oct 01, 2015	2.1 Compilation.pdf

President's Monitoring Report
Executive Limitations 2.1 – Service to the Public
October 2015

2.1 Service to the Public

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

President's Interpretation:

Yavapai College is the community's college. As such, employees must realize the importance of earning and maintaining the public's trust and confidence. In particular, measures will be taken to ensure and monitor all safety aspects of our campuses. Likewise, the privacy of our consumers (e.g., students, employees, vendors, and other taxpayers interacting with the college) will be respected within legal parameters (e.g., FERPA, ADA, OSHA, Open Meetings Act, and Public Disclosure laws). All members of the college community, both internal and external, are to be treated with respect and courtesy. In providing college programs and services, the focus will remain on optimizing the community members' success and convenience. Our college will take necessary measures to ensure that all members are aware of their avenues of recourse if they feel these standards are not met.

Sources of Data to Support President's Interpretation (Update):

1. Safety

a. Police and Security

The College has sworn AZ POST police officers on staff. Officers are assigned to both campuses and provide first response to any sort of incident which might occur. Other local agencies, including municipal and county officers, provide supplemental assistance as required per mutual aid agreements. In addition to Police Officers, the College retains security personnel to provide additional coverage and services.

- i. The Yavapai College Police Department, in compliance with the Federal Jeanne Clery Act, publishes and makes available annually, the Campus Safety, Security and Fire Report. The College Police Department encourages current students, future students, employees and community members to read this report as several subjects are addressed; safety issues, police response, crime prevention, safety escorts, safety presentations, parking regulations, drug and alcohol policies, weapon policies and three years of crime statistics. [Clery Report](#).

b. Security Cameras

The college is installing security cameras throughout the District, mainly as we renovate spaces. These cameras are intended primarily to be a deterrent, but may also aid in investigations.

c. Risk and Emergency Management

i. Environmental, Health and Safety

The College strictly adheres to, or surpasses, Federal and State safety codes such as OSHA, Fire Safety and hazardous material regulations. Regular inspections of all premises throughout the District are conducted in an on-going effort to provide a safe environment for faculty, students, staff and visitors.

Ergonomic evaluations are performed upon request. Training and appropriate accommodations and equipment are provided as needed.

Safety training is provided in the proper use of equipment such as forklifts, boom trucks and other facility management tools and vehicles. Employees are trained in the use of supplied personal protective equipment. Passenger van training is also provided to all users of the College's vans.

Fire safety, blood borne pathogens, emergency response and AED training is also provided to all residence hall directors and resident assistants. Regular evacuation drills are practiced as well.

The College retains a full time Risk Manager to facilitate the aforementioned activities.

ii. **Emergency Management**

The College maintains an Emergency Operations Plan utilizing the National Incident Management System (NIMS), which allows a rapid and coordinated response to any disruption that may affect safety or operations. A response infrastructure is in place including an Emergency Operations Center, Team and external partnerships. Training is ongoing.

Emergency communications with students, faculty, staff and visitors are provided through text messaging, sirens, loudspeakers, automated calls to all college desktop phones, automated screen banners posted to all college personal computers, and postings on the College website. Printed Emergency Response Guides are posted throughout all District locations, outlining to the recommended course of action in various emergency scenarios. [Emergency Response Guide](#)

d. **Insurance**

The College is insured via its participation in The Trust for property and liability claims, and through The Alliance for workers' compensation.

e. **Research**

The purpose of the Human Subjects Review Board (HSRB) is to protect the rights of human subjects in research. This includes making sure that all populations are protected (i.e., students, faculty, staff, etc.) and that consent is maintained for participation in research. The HSRB also monitors non-Yavapai College researchers seeking to conduct research at any of YCs campuses or learning centers. All research and grant activities at Yavapai College must conform to the Belmont Report and 45 CFR 46, through HSRB approval or exemption. HSRB website is: [Human Subjects Review Board Website](#)

2. **Privacy and Accessibility**

a. **Family Educational Rights and Privacy Act—FERPA**

The Family Educational Rights and Privacy act of 1974 (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. It is the responsibility of the Registrar of the College to uphold the student's rights under FERPA policy. Provision of FERPA information and training is offered using the following methods:

- Training is provided one-on-one for new hires in Student Development as part of granting Banner access.
- Training is provided to groups on request.

- The Notification of Rights per FERPA is posted online and maintained for currency.
- The Notification of Rights per FERPA is included annually in the college catalog.
- FERPA training is included in all new Faculty training sessions.
- FERPA notices are included regularly in the Adjunct Faculty Newsletter.
- FERPA statements are included on each faculty roster.
- FERPA is discussed in Academic Division meetings.
- FERPA annual notification News Flash is sent to all Fall-enrolled students.
- Link added to Family Policy Compliance Office with FAQs and specific link for parents.

FERPA on Registrar's web page: [FERPA](#)

2014-15 Catalog: Academic Renewal—Catalog, pg. 39: [Catalog](#)

b. Disability Resources-ADA Compliance

- i. Employees: College policy [2.27](#) requires employees to remain compliant with the American with Disabilities Act for both applicants and current employees. There are currently no accommodation requests pending or active, nor are there current or probable legal actions related to ADA claims.

ii. Students

1. Accessibility

The YC Disability Resources department coordinates reasonable accommodations to all eligible students who request it per The Americans with Disabilities Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973. YC Disability Resources received and approved 401 accommodation requests for fall 2014 and 396 for spring 2015.

[Disability Resources](#)

2. Confidentiality

Disability Resources receives medical information from students in order to determine eligibility for services. Medical information is not considered educational information and is specifically exempted from FERPA policies. Disability Resources maintains the confidentiality of medical records to the extent regulated by HIPAA (Health Insurance Portability and Accountability Act) and does not release any information without a student's informed consent, except as required by law.

c. Privacy via Technology

- i. The ITS Department takes proactive measures to ensure student, faculty, and staff privacy in regards to digital information. The College has strict password requirements and uses industry best practices for directory, file and database security. In addition, the College employs robust network security hardware and software to protect students and employees from internal and external threats.
- ii. College employees must read and acknowledge the following policies annually: Confidentiality Policy, Peer-to-Peer (P2P) File Sharing Policy, Technology Resource Standards, Retrieval, Disclosure and Retention of Records, Electronic Communications, Clean Desk and Clear Screen, Online Privacy, Remote Access, Mobile Device, and College Social Media Official Account Use. The aforementioned policies provide safeguards and best practices related to confidentiality and technology usage.

- iii. Beginning in fiscal year 2014-2015 all employees were required to take computer security awareness training. This requirement will persist as an annual obligation.

3. Respect and Courtesy

a. Employees

There are several College Policies outlining addressing appropriate employee behavior as it relates to respect and courtesy including Code of Ethics [2.19](#), Conflict of Interest [2.20](#), Sexual and Other Prohibited Harassment [2.22](#) and Zero Tolerance for Threats and Disruptive Behavior [2.26](#).

b. Students

The intended purpose of the Code of Conduct is to maintain order and stability and promote the student learning experience by responsibly respecting the rights of all individuals. During the 2014-2015 academic year, 10 Code of Conduct violations were adjudicated, and there were zero appeals.



14 - 15 Student
Code of Conduct.pdf

c. Sexual Misconduct

Yavapai College does not tolerate sexual misconduct of any kind. Incidents of sexual harassment or misconduct are referred to the Associate Dean for Student Development/Title IX Coordinator. The Title IX Coordinator is responsible for ensuring that all faculty and staff are trained annually on Title IX and also for raising awareness among students regarding sexual misconduct; and for insuring that all investigations are conducted impartially.

The college has made some significant improvements to our website and now has a Sexual Misconduct Resource page that can be found here: <http://www.yc.edu/v5content/student-services/sexualmisconduct.htm>. The Sexual Misconduct Policy can also be found on that page, but specifically can be found here: <http://www.yc.edu/v5content/policies/docs/4-student/2014%20Policy%204.01.pdf>

4. Avenues of Recourse

a. Employees

- i. College Policy [2.23](#) outlines the process by which staff may voice grievances. One employee began the grievance process regarding allegations of harassment and that case is currently in arbitration.
- ii. College Policy [2.37](#) outlines the process by which faculty may voice grievances.

b. Students

There are several avenues of recourse available to students, depending on the issue at hand:

1. The Yavapai College process for non-academic complaints is to be used for issues other than disciplinary or academic matters and provides students protection against unwarranted infringement of their rights. During the 2014-2015 year, no formal complaints were filed with the Dean for Student Development. The non-academic online complaint form is available here. [Non-Academic Complaint Form](#)
2. Residence Halls: In order to provide a safe environment in which students can learn, grow, and socialize with other students, students who live in the halls must adhere to "Standards of Residence." Students who violate the standards are adjudicated by hall

directors and /or the Director of Residence Life, depending on the level of the violations. Appeals of sanctions by the Director of Residence Life were adjudicated by the Dean for Student Services. During the 2014-2015 academic year, 137 cases were adjudicated with zero appeal requests of the sanction.

3. Request for Refunds: Refunds are issued to students who follow the college's official withdrawal procedures that are outlined in the college catalog. Refund appeals are generally approved if the student provides evidence of "circumstances beyond the student's control". During the 2014/2015 academic year, 65 appeals were submitted; 51 approved and 14 denied.
 4. Independent Status Appeals: The purpose of the Independent Status Appeal is to give students to qualify for Financial Aid. For the 2014/2015 year, nine appeals were submitted; nine appeals approved.
 5. Income Reduction Appeals: The Income Reduction Appeal allows students to become eligible for federal aid based on a reduction in base year income. For the 2014/2015 year, 75 appeals were submitted: 56 appeals approved and 19 were denied.
 6. Unusual Enrollment History Appeal: The Department of Education disqualifies students who have received a Federal Pell Grant or Federal loans at multiple institutions during the past three academic years to help prevent fraud. Students may appeal this ruling. For the 2014/2015 year, we received eight appeals; seven were approved and one was denied.
- ii. For Academic Issues
- a. Grades: a student may appeal an academic or instructional decision by faculty if s/he deem the decision to be made in error. [Academic Complaint Form](#)
 - b. Petition for Reinstatement: A student who has been placed on academic suspension may petition to the Dean for Student Development, in writing, stating the reasons why the academic status and stated restrictions should be waived or changed. [Petition for Reinstatement](#)
 - c. Academic Renewal: Academic Renewal allows a student who experienced academic difficulties during earlier attendance at Yavapai College to have grades for a particular period of time excluded from the calculation of the grade point average. [Academic Renewal](#)
 - d. Satisfactory Academic Progress (SAP) Appeals: SAP Appeals are reviewed for students when they have fallen below the minimum Rate of Progression per federal regulations and have a suspended Financial Aid status. For the 2014/2015 year, 169 appeals were submitted: 160 were approved and 9 were denied.
 - e. Maximum Time Frame (MTF) Appeals: The Maximum Time Frame (MTF) appeal provides students who have exceeded the allowable timeframe the opportunity to be considered for additional financial aid. For the 2014/2015 year, 233 appeals were submitted; 206 approved and 27 were denied.

President's Conclusion:
I report compliance

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.1 – Service to the Public
Compilation - October 2015

Executive Limitation 2.1	Service to the Public The President shall not cause or allow to exist any condition, that is unsafe, compromises an individual’s privacy or limits accessibility, nor fail to provide a grievance process.	
Is the interpretation reasonable?	YES 5	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with the Executive Limitations policy?	YES 4	NO
Based upon your review of the monitoring report, should this Executive Limitations policy be amended?	YES	NO 4
<p>Comments/Remarks:</p> <p>McCarver: Data shows evidence of comprehensive policies and procedures to create a safe environment for the college community. Cleary report shows a very low number of violations of policy/law and evidence that the college's safety plan is working.</p> <p>McCasland: Authorities of Campus Police should be reviewed to make sure the law is being enforced on campus with students, staff and visitors. How does a member of the public voice a complaint concerning YC employee conduct in regards to not being treated with respect and courtesy?</p> <p>I have a concern when residence hall violations seem to only be heard by the Director of Residence Life.</p> <p>2. Residence Halls: In order to provide a safe environment in which students can learn, grow, and socialize with other students, students who live in the halls must adhere to "Standards of Residence." Students who violate the standards are adjudicated by hall directors and /or the Director of Residence Life, depending on the level of the violations. Appeals of sanctions by the Director of Residence Life were adjudicated by the Dean for Student Services. During the 2014-2015 academic year, 137 cases were adjudicated with zero appeal requests of the sanction. If violations are for illegal activities are Campus Police involved? In the statistics for 2011-2013 it shows numerous violations for illegal drug and alcohol use. What are the stats for 2014 and 2015? Currently, when do Campus Police Officers interact with residence hall violations?</p> <p>Sigafoos: I am not an attorney but I have reservations about the Title IX policy that does not allow for due process procedures for the accused in the cases of sexual misconduct (College Policy number 4.01). This is not a topic which the Board would normally deal with except to that we should have an understanding that our College policy has been properly vetted by legal counsel with respect to the due process rights issues. Other institutions of higher education have suffered large financial penalties in actions against them for failure to provide accused with the due process rights afforded to all citizens.</p>		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:11 PM

Item No : 24

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 6/23/2015

Item Type : Monitoring & Decision

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

Description : Receipt of Revised President's Monitoring Report - Executive Limitation 2.3 - Financial Management - MONITORING, DISCUSSION, AND/OR DECISION

Details : At the June 9, 2015 District Governing Board meeting, the Board requested a revised report to include additional information.

Executive Limitation 2.3 - Financial Management

The President shall not allow annual financial planning and budgeting that deviates materially from the Board's Ends' priorities, jeopardizes financial solvency, or fails to be part of a multi-year strategic management plan, or violates applicable statutes.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.3, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3.

2. If Board intends to not accept Monitoring Report:

Interpretation: We have read the President's Monitoring Report regarding Policy 2.3 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.3. I move that the President provide the Board with a new Monitoring Report for Policy 2.3 [at the X board meeting] [within X amount months] that includes a new interpretation.

If For Insufficient Evidence:

We have read the President's Monitoring Report regarding Policy 2.3 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.3. I move that the President provide the Board with a new Monitoring Report for Policy 2.3 [at the X board meeting] [within X amount months] that provides sufficient evidence to support the conclusion of compliance.

Attachments :

Title	Created	Filename
Monitoring Report Executive Limitations Policy 2 3 - June 2015 r1.pdf	Sep 28, 2015	Monitoring Report Executive Limitations Policy 2 3 - June 2015 r1.pdf
Compilation 2.3.pdf	Oct 01, 2015	Compilation 2.3.pdf

Monitoring Report
Executive Limitations 2.3 – Financial Management
June 2015 - Resubmitted October 2015

Executive Limitations 2.3 – Financial Management

The President shall not allow annual financial planning and budgeting that deviates materially from the Board’s Ends priorities, jeopardizes financial solvency, or fails to be part of a multi-year strategic management plan, or violates applicable statutes.

President’s Interpretation:

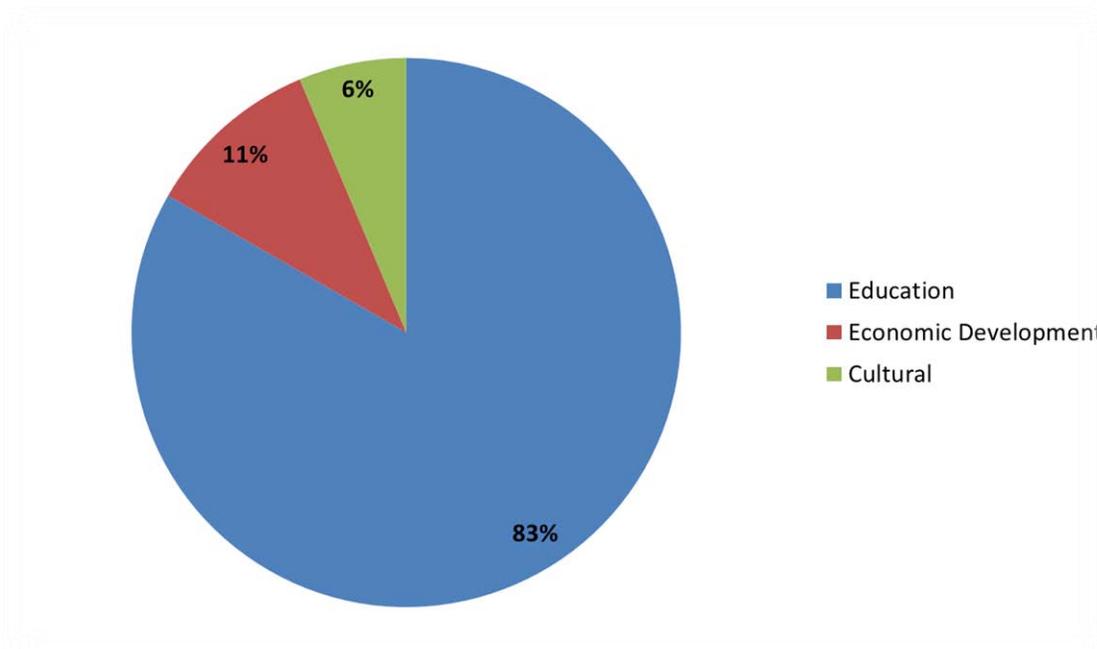
Financial management of the College’s resources is not an end to itself. The fiscal stewardship is an essential component of meeting the Board’s Ends. As the Board annually reviews its Ends, it is the responsibility of the administration to plan the budget to ensure achievement of the Ends, the College’s strategic initiatives, and financial solvency. The College’s budgetary plan must be responsive to not only legal requirements, but also revenues and expenses projections from local, state, and federal incomes as well as enrollment projections and endowed funds.

Supporting Evidence:

Financial Planning & Budgeting that aligns with the Board’s Ends priorities

The following is an estimate of the College Education & General Fund Budget, allocating expenses to the Boards’ Ends of Education, Economic Development, or Cultural Enrichment. In the case where a department supports multiple ends, the budget or asset was split 50/50.

**Current Fund Budget
By DGB END**



Budget Alignment with Multi-Year Strategic Management Plan

The College developed a four year Strategic Plan in the Fall of 2010. This plan aligns with the District Governing Board's Ends Statements as we strive to improve academic excellence, economic development, and cultural enrichment. During 2013-2014, the College formally extended the four year plan to include 2014-2015, and began to develop a new 2015-2020 Strategic Plan. The College reports progress on the plan via an annual report and the most recent annual report can be found at

<http://www.yc.edu/v5content/strategic-planning/docs/Yavapai%20College%20Strategic%20Plan%202011-2014%20Reportr1.pdf>.

The Budget Cycle is integrated with the Strategic Planning Cycle, as can be seen from the following link <http://www.yc.edu/v5content/strategic-planning/docs/Strategic%20Planning%20Cycle%20V8-%20feb%2015.xlsx>. During the 2014-2015 Budget Cycle, specific projects were funded to support the implementation of the 2011-2015 Strategic Plan and are included in the following document

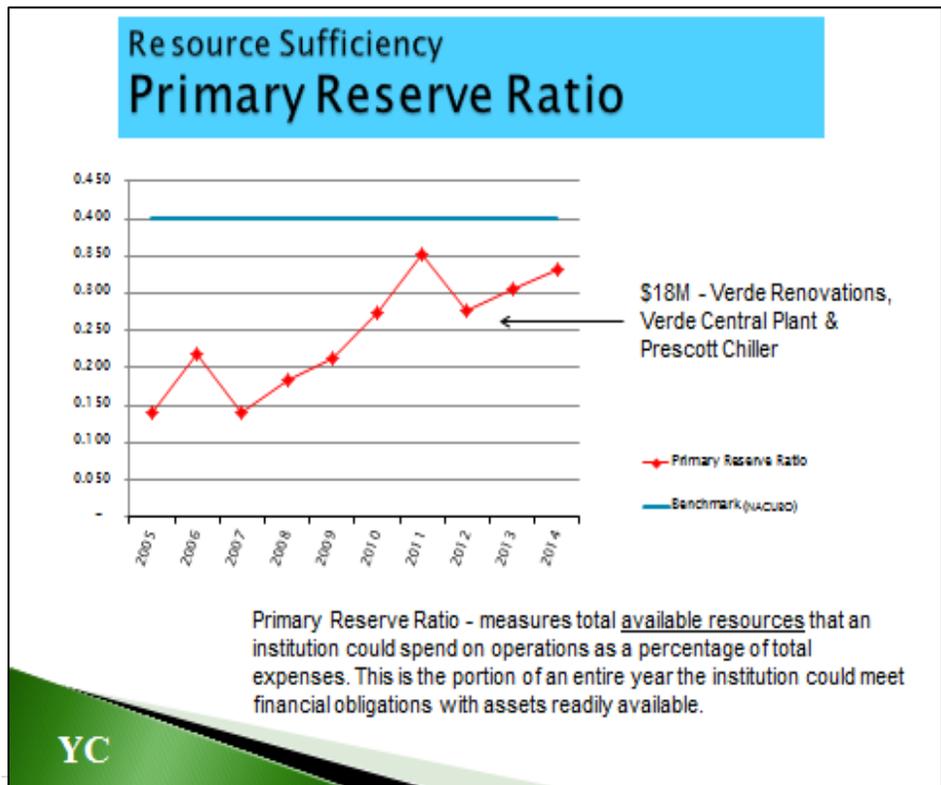


FY15 Approved
Budget Requests by :

Per the request of the District Governing Board at their June meeting, this report is being re-submitted with a Draft of the Yavapai College 2015-2020 Strategic Plan which was shared with the DGB at their September meeting. This new plan was put together over the course of FY2015 with extensive input from both internal and external constituencies, and is now being shared throughout Yavapai County to solicit feedback prior to finalizing the plan this Fall. While the goals and tasks have changed considerably from the 2011-14 Strategic Plan, the Five (5) Strategic Initiatives are very similar: Student Success, Economic Responsiveness, Engaged Community, Organizational Development and Fiscal Stewardship. Details of the new plan can be found at https://www.yc.edu/v5content/strategic-planning/docs/Draft2015_2020_Strategic_Plan.pdf.

Financial Solvency

The Board has established fund reserve minimums for both the Operating and Capital Funds. As was demonstrated through The President's Monitoring Report 2.3.2 – Reserves, these fund reserve targets have been consistently exceeded. Moreover, as has been demonstrated in the annual Budget Book, the College has created contingency expense budgets to cover the eventuality that the revenue targets are not achieved in any given year.



As discussed with the Board earlier this year, the College reports four financial ratios to our accrediting agency, the Higher Learning Commission, on an annual basis. As you can see from the chart on left, the college reserves are below the HLC target, but trending in the right direction.

College Administration purposefully exceeds the minimum thresholds established by the Board, both to address cash flow concerns and to improve the Primary Reserve Ratio which is monitored by investors. The College's sound fiscal stewardship is reflected in part in our credit ratings from Standard & Poor's Global Credit portal Ratings Direct® of AA- and Moody's Aa2.

Budgets do not violate applicable statutes

Yavapai College has received the Certificate of Achievement from GFOA for over 10 years in a row, and has had unqualified audit opinions during that same timeframe.

Projections

Over a series of months, the Administration systematically presents a series of budget-related information to the Board as is documented on our college's budget website. <http://www.yc.edu/v5content/budget/>

As part of the Preliminary Budget presentation to the District Governing Board, the College provides Five (5) year projections of Revenues and Expenses to project both financial solvency and compliance with the AZ Expenditure Limitation statute.

The College also presents its capital budget in a multi-year format for Preventative Maintenance Plans, Equipment Replacement Plans, and Capital Improvement Plans (CIP).

President's Conclusion:

I report compliance.

Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.3 – Financial Management
Compilation - October (Revisited From June) 2015

Executive Limitation 2.3	Financial Management The President shall not allow annual financial planning and budgeting that deviates materially from the Board’s Ends’ priorities, jeopardizes financial solvency, or fails to be part of a multi-year strategic management plan, or violates applicable statutes.	
Is the interpretation reasonable?	YES 3	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with the Executive Limitation policy?	YES 3	NO
Based upon your review of the monitoring report, should this Executive Limitation policy be amended?	YES	NO 3
Comments/Remarks: <p>McCarver: This policy was reviewed previously. The addition of the new strategic plan demonstrates full compliance with the policy.</p> <p>McCasland: The Capital Improvement Plans should be re-evaluated by the Board to reflect current needs, Strategic Plan, and compliance with Board Ends. Financial reports are on such a global aspect that it is difficult for the Board to provide fiscal oversight.</p>		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:16 PM

Item No : 25

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 6/17/2015

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.3	The Board shall instruct the President through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies. Accordingly:	558949

Description : Board Self-Evaluation - Board-President Linkage Policy 4.3 - Delegation to President - MONITORING, DISCUSSION AND/OR DECISION

Details : Policy 4.3 - Delegation to the President

The Board shall instruct the President through written policies which prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretations of these policies.

Attachments :

Title	Created	Filename
4.3 Compilation.pdf	Oct 01, 2015	4.3 Compilation.pdf

**District Governing Board Policy Review
Evaluation of Board-President Policies
Policy 4.3 Delegation to the President**

Compilation - October 2015

4.3 Delegation to the President	The Board shall instruct the President through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the President to use any reasonable interpretation of these policies. Accordingly:	
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 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCasland: Updated to provide better direction of expected outcomes of the President. I believe that the Board is not providing the fiduciary oversight that is required by state law.		
4.3.1 Ends Policies	The Board shall develop policies instructing the President to achieve certain results for certain recipients at a specified cost. These policies shall be developed systematically from the broadest, most general level to more defined levels, and shall be called Ends policies.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCasland: Updated and expanded to provide more direction to the President. Our Ends policies are very general and need to include more defined levels of expected outcomes and acceptable behaviors. Filardo: I would like to have a discussion regarding the meaning of "Most general level to more defined levels...." I can't properly respond to the second item above until I can get clarification on the meaning of the quoted item here.		
4.3.2 Executive Limitations Policies	The Board shall develop policies which limit the latitude the President may exercise in choosing appropriate organizational means. These policies shall be developed systematically from the broadest, most general level to more defined levels, and they shall be called Executive Limitations policies.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?	YES 4	NO 1
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCasland: The more defined levels are missing. We only have general level policies. Needs more definition and expansion of Executive Limitations policies. Updated and expanded. I support setting acceptable expenditure levels that require Board approval before funds are expended. In my opinion, the present system gives a blank check to the President once the annual budget is set. The Board should have a more thorough check and balance system to provide appropriate oversight.		

**District Governing Board Policy Review
Evaluation of Board- President Policies
Policy 4.3 Delegation to the President
October 2015
(continued)**

4.3.2.1 Scope Not Limited	Single limitations below the global level do not limit the scope of the foregoing level.	
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 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCasland: Provide more definition. Does this apply to the Board or President?		
4.3.2.2 Sum of Limitations	The sum of limitations at any level may be interpreted to define the scope of any foregoing level, but only if justified by the President to the Board's satisfaction.	
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 4	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: McCasland: Needs more definition. Updated and expanded.		
4.3.3 President's Authority	As long as the President shall use any reasonable interpretation of the Board's Ends and Executive Limitations policies, the President shall be authorized to establish all further policies, make all decisions, take all actions, establish all practices and develop all activities.	
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: McCasland: With this policy the Board abdicates all their legal responsibilities to the President. At every meeting the Board hears owner input with specific concerns about the college operations in regards to equitable and accessible delivery of educational opportunities throughout our county. The Board should work to provide more guidance to the President so the College can establish and produce successful delivery of services. Filardo: In addition to the interpretation and evidence presented by the president for monitoring, compliance is supposed to be demonstrated when a written strategic plan for the next five years is in place which links each of the president's interpretations of each Ends policies to documented strategies. Given that the five year strategic plan is not yet complete and a discussion whether the interpretation is reasonable or not, I can only come to the conclusion that the DGB is not yet compliant.		

4.3.4 Change in Policies	The Board may change its Ends and Executive Limitations policies, thereby shifting the boundary between Board and President domains. By doing so, the Board changes the latitude of choice given to the President. But as long as any particular delegation is in place, the Board shall respect and support the President's choices.	
Interpretation		
Is the interpretation reasonable?	YES 5	NO
Is there sufficient evidence to convince me that the Yavapai College District Board is in compliance with this interpretation?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 4	NO
Comments: <p>McCasland: Needs to be reviewed and changed to reflect present needed services.</p> <p>Irwin: I believe the Board is mostly in compliance. I believe the Board and the Board's committee's should improve "shall respect and support the President's choices".</p> <p>McCarver: The Board has set Ends and Executive limitations and regularly monitors progress toward Ends and activities related to limitations.</p>		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:21 PM

Item No : 26

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 6/17/2015

Item Type : Heading

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

Description : OWNERSHIP LINKAGE - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:21 PM

Item No : 27

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 10/1/2015

Item Type : Discussion

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 : Review of the Yavapai County Board of Supervisors September 21, 2015 Meeting - DISCUSSION AND/OR DECISION

Details : During the September 21, 2015 Yavapai County Board of Supervisors meeting, action and discussion took place regarding Yavapai College.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:31 PM

Item No : 28

Proposed By : Patricia McCarver

Time Req : 30

Proposed : 9/24/2015

Item Type : Decision 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
3.4.2.1	Consultations with selected groups in the ownership or other methods of gaining ownership input shall be determined and arranged in September and October, to be held during the balance of the cycle.	558931

Description : 2015-2016 Ownership Linkage Plan - DISCUSSION AND/OR DECISION

Details : The District Governing Board will develop the FY 2015-206 Ownership Linkage Plan per Governance Process Policy 3.4.2.1 - Calendar for Owner Input:

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

Attachments :

Title	Created	Filename
Board Ownership Linkage Plan Draft.pdf	Sep 24, 2015	Board Ownership Linkage Plan Draft.pdf

DRAFT YAVAPAI COLLEGE DISTRICT GOVERNING BOARD 2015/2016 OWNERSHIP LINKAGE PLAN

The following **Draft** Ownership Linkage plan is intended to begin the discussion at the August Board Retreat as suggested by the Board's 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 September and October, to be held during the balance of the cycle."

Purpose

The Board has committed itself to being the link with the owners of Yavapai College whom it has defined as: *"residents of Yavapai County and those who are affected by Yavapai College"* (Governance Process Policy 3.2.1).

Defining Ownership Linkage

The primary purposes of ownership linkage are:

- A. To ensure that owners' wishes are taken into account in the overall development and prioritization of Ends
- B. To discover owners' sense of the 'at what cost' element of Ends
- C. To define how the Board will apply the owners' input toward Ends
- D. To educate owners about the concept of ownership and expand their knowledge and understanding of ownership issues
- E. To report back to owners on the impact of their input and the College's performance

Implementing Ownership Linkage

The Board can choose to link with its owners:

- A. In person through Board meetings/public presentations/topic specific forums/focus groups
- B. Statistically through quantitative and/or qualitative research.

Segmenting the Ownership of Yavapai College

Important to understand the views of ownership segments:

- Owners who live outside a 20 mile radius of college facilities
- Owners who live within 20 mile radius of college facilities
- Business owners
- Residential tax payers
- Community bodies which include: AZ State, County, other AZ Community College Boards, and City/Town representatives

Approach all issues on Board agenda from the perspective of the long-term overall best interests of the owners as a whole rather than narrower interests as defined by Governance Process policy **3.3.4 Understanding the College as a Whole** - *Although Board members are elected by individual Yavapai College districts, they will seek to represent the ownership as a whole rather than the people of an individual district. Therefore, Board discussions will generally be about the welfare of the entire Yavapai College District.*

Budget Implications

Per the relevant policies below, costs associated with implementing similar plans should be included in the Board's April budgeting process.

Relevant policies

3.7 Cost of Governance:

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

3.7.1 Budget

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

Introduction to the Plan

Ownership linkage is an on-going connection with the owners' changing values and perspectives. This connection should ideally include critical dialogue with the owners in order to translate those values into Ends Statements to lead the College. We recommend a number of regular annual elements with specific add-ons to address priorities in particular years.

The recommended **Ownership Linkage Tools/Techniques** consist of:

	Ownership Linkage Tools/Techniques	Communication Direction (Receive Input & Report results)
Annual Plan	News Releases	Report results
	Monthly Meetings (various locations) Open Call Educational Presentations Video Recordings on Channel 13 and the Website	Report results Receive Input Receiving and Reporting Report results
	Website – Minutes and agendas Online comments News and Information	Report results Receive Input Report results
	Verde Valley Board Advisory Committee	Receiving and Reporting
	Community Outreach Communication (bi-annual)	Report results
	"How the Board Works" brochure	Report results
	Annual Report	Report results
	Board Liaisons for AADGB, ACCT, YC Foundation	Receiving and Reporting
	Budget process	Receiving and Reporting
	Election process	Receive Input
	Public presentations	Receiving and Reporting
	Topic specific forums	Receiving and Reporting
	Focus groups	Receiving and Reporting
Biennial	Ownership Linkage Tools/Techniques	
	Surveys of Owners	Receiving and Reporting

Presenter : Patricia McCarver

Start Time : 4:01 PM

Item No : 29

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 9/23/2015

Item Type : Decision Item

Policy No.	Description	Ref No
3.5.5	<p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned 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:</p> <ol style="list-style-type: none">1) Foundation Liaison2) AADGB Representative3) Board Spokesperson	560681

Description : Select a Voting Board Representative for Association of Community College Trustees (ACCT) Annual Leadership Congress - DISCUSSION AND/OR DECISION

Details : Recommend that the Board appoint Ray Sigafos as Yavapai College's voting delegate at the Association of Community College Trustees (ACCT) Annual Leadership Congress on October 13 - 17, 2015.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 4:06 PM

Item No : 30

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 6/17/2015

Item Type : Information Item

Policy No.	Description	Ref No
3.5.5	<p>All Board liaisons are appointed by the Board Chair annually. The role of a Board liaison is to serve as a communication representative between the Board and committee. The Board liaison serves as the point of contact for information review, input, and approval prior to Board receipt. Board liaisons attend and participate in all meetings and conference calls of their assigned 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:</p> <ol style="list-style-type: none"> 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 :

Title	Created	Filename
Minutes_DGB VVAC 2015 June 3 Final.pdf	Sep 03, 2015	Minutes_DGB VVAC 2015 June 3 Final.pdf
Minutes_DGB VVAC 2015 July 29 Approved.pdf	Oct 01, 2015	Minutes_DGB VVAC 2015 July 29 Approved.pdf
Minutes_DGB VVAC 2015 Aug 5 Approved.pdf	Oct 01, 2015	Minutes_DGB VVAC 2015 Aug 5 Approved.pdf
Minutes_DGB VVAC 2015 Aug 19 Approved.pdf	Oct 01, 2015	Minutes_DGB VVAC 2015 Aug 19 Approved.pdf
Approved Minutes2015 Sep 2.pdf	Oct 01, 2015	Approved Minutes2015 Sep 2.pdf
Verde Valley Advisory Committee Appointment.pdf	Oct 01, 2015	Verde Valley Advisory Committee Appointment.pdf

Verde Valley Board Advisory Committee

Verde Valley Campus Building M – Room 137

Approved Minutes

June 3, 2015

VVBAC Members present: Vice Chair Bill Regner; Randy Garrison; Janet Aniol; Leona Wathogoma (8:33a.m.)

VVBAC Members absent: Paul Chevalier; Carolyn Fisher

Committee vacancy: Camp Verde representative

DGB Members present: Al Filardo, VVBAC Liaison. Deb McCasland, D2 Member

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

Call to Order

Meeting called to order at 8:35 a.m. with Vice Chair Regner presiding.

Approval of May 6, 2015 Meeting Minutes

Motion by Garrison, second by Wathogoma, to approve May 6, 2015 Minutes as amended. Motion carries unanimously.

Approval of May 20, 2015 Meeting Minutes

Motion by Garrison, second by Aniol to approve May 20, 2015 Minutes as presented. Motion carries unanimously.

Committee member reports on information/activities

No information reported.

Ownership Linkage

Vice Chair Regner leads the Committee through a line-by-line review of his original draft of proposed June 9 VVBAC recommendations to DGB.

DGB D2 Member McCasland suggests VVBAC language specifying revisions to VVBAC document under consideration; Buchanan raises point of order that DGB should provide comment regarding process, more so than content.

Affordable Tuition discussion; Filardo recommends single closing Motion, to accept revised VVBAC to DGB Recommendations 'document, in entirety. Filardo suggests broad-based recommendations, not site-specific.

Vice Chairman calls a 10-minute break at 9:20. Committee reconvenes at 9:28. Vice Chair Regner asks Member Garrison to clarify Garrison's interest in educational issues and ideas, as discussed in YC lobby. Garrison favors a VVBAC Verde-centric approach, and suggests eliminating all focus on "county-wide" recommendations. Members Aniol and Wathogoma agree with Member Garrison's comments.

DGB Liaison Filardo seeks to clarify reference to Verde Valley recommendations versus county-wide. Member Garrison reiterates his belief that all VVBAC recommendations should be specific to Verde Valley. Filardo suggests document summary.

Vice Chair Regner favors county-wide approach to distance learning. Mountain-side should not receive bricks and mortar while Verde Valley is relegated to distance learning.

Member Garrison clarifies that access needs to be *community-driven*. The "main studio" can be anywhere for instructional delivery if the distance-learning model is implemented county-wide.

Vice Chair Regner calls for motion to approve working document as revised, and forward to DGB. Member Regner calls for summary statement. DGB Liaison Filardo calls for abridged version to be incorporated in YC Strategic Planning process. Filardo notes there is no call within document for review of Verde Valley objectives prior to YC administrative planning and action.

DGB Member McCasland encourages VVBAC to incorporate longevity into the recommendations. Filardo suggests June 9 presentation to DGB be presented as working draft, with additional input to be considered for inclusion at later date(s)..

Garrison moves to accept as modified Working document. Second by Aniol. Motion carries unanimously.

Vice Chair Regner calls 5-minute break. Reconvenes in 2 minutes. DGB presentation on June 9 will be made by Member Garrison. DGB will allow 10-minute presentation. Meeting is at Prescott Campus Rock House, 1 p.m. Member Aniol reconfirms she will create PowerPoint presentation.

Leona Wathogoma announces this may be her last VVBAC meeting; another nominee will be considered by Yavapai-Apache Nation. DGB Liaison Filardo recommends that Chairman Beauty forward nomination to Yavapai County Schools Superintendent, Tim Carter.

Member Garrison suggests vacating June 17 meeting pending appointment of new Camp Verde and Yavapai-Apache Nation. Committee defers to Chair Chevalier to make determination on June 17 meeting.

Future Meeting Schedule

- June 9 1:00 p.m. District Governing Board, Prescott
- June 17 8:30 a.m. Sedona Center, Room #34, presentation from Craig Ralston, YC Dean of Arts & Humanities (pending)
- July 1 8:30 a.m. TBD, invite Dean Scott Farnsworth, HPER (pending)
- July 15 8:30 a.m. TBD, invite Stacey Hilton, Dean of Technology & eLearning (pending)

Adjourn

Motion by Member Garrison, second by Member Wathogoma, to adjourn. Motion carries unanimously.

Meeting adjourned at 10:31 a.m.

Verde Valley Board Advisory Committee

Verde Valley Campus Building M – Room 137

Approved Minutes - July 29, 2015

VVBAC Members present: Chairman Paul Chevalier; Vice Chair Bill Regner; Carolyn Fisher; Janet Aniol; Randy Garrison; Leona Wathogoma (arrives 8:40)

Committee vacancy: Camp Verde representative

DGB Members present: Al Filardo, VVBAC Liaison to DGB; Deb McCasland, DGB D2

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

Call to Order Meeting called to order at 8:30 a.m. with Chair Chevalier presiding. Chair Chevalier declares entire meeting will be devoted to gathering information and discussing the Verde Valley Strategic Plan.

Yavapai College Verde Valley Strategic Plan (draft document on file)

Dr. James Perey welcomes guests and opens discussion with essential elements of strategic planning:

Phase I Environmental Scan: pulls info from national, state, county and local levels

Phase II SWOT: Divisions, departments, administrative services, facilities, student groups

Phase III Strategic Initiatives and Goals: match to DGB Ends

Phase IV Develop Tasks and Annual Tactical Plans: internal to institution

Phase V Implement Annual Tactical Plan

Phase VI Monitoring the Strategic Plan (ongoing)

Phase VII Assessment of Progress (ongoing)

Phase VIII Improve the Plan (ongoing)

Dr. Perey introduces 5 Strategic Initiatives: 1. Student Success; 2. Economic Responsiveness; 3. Engaged Community; 4. Talent Development; and, 5. Fiscal Stewardship

1. Student Success – 1.1 Establish Academic Pathways to enhance access, program and degree completion. Over 75% of Verde Valley students are part-time; DGB Filardo raises challenge of running programs with very low enrollment; Perey reiterates start/stop nature of part-time students w/average AA or AAS completion in 6 years. New programs take an average of 1 year to launch, may begin without dedicated facilities, while proving program viability; some new programs may launch initially through non-credit to pique interest and test enrollment; Perey cites examples with viticulture/enology and culinary. Front end investment focuses on marketing and recruitment, while tracking secondary pipeline, economic and workforce development trends, always seeking competitive advantage. DGB Liaison Filardo suggests increased use of technology to augment low-enrolled courses at Verde Valley. Vice Chair Regner believes it is critical to attract students from outside Verde Valley region; Dean Perey cites example of Viticulture/Enology and states new culinary and hospitality courses are well-positioned to cross curriculum with viticulture and enology. Committee members raise questions about location of programs, and personal enrichment courses to raise awareness and enthusiastic community support, with Vice Chair Regner emphasizing the importance of up-front investment vs. growing organically. Chair Chevalier questions Dean Perey on conversations between College president and former Sedona mayor; Perey declines to comment on conversations in which he didn't participate. Chair Chevalier favors Sedona Center as location for culinary programming. Member Fisher agrees that culinary is very popular in Sedona and Village of Oak Creek. Member Garrison questions if Verde Valley campus has beneficial balance of credit and non-credit courses, and advocates for allowing technical courses to be open for personal enrichment students, citing

example of college Welding at MUHS. Member Aniol states agreement with Member Garrison, and that planning process is dull and dry and not what's needed to attract students to Verde Valley Campus. DGB Filardo states importance of planning, funding and evaluating to ensure program improvement, whether it's programmatic or student development. Filardo compliments Dr. Perey on planning process; suggests additional media messages regarding affordability of YC.

2. Student Success 1.2 Evaluate and develop standard systems to enhance student success. Student engagement (clubs, activities) on campus is elemental to success; early-alert system for struggling students; Verde Valley averages 1200 to 1300 students from semester to semester. Dean Perey provides summary of college's successful new Lead program serving just-graduated high school seniors. Committee questions whether current Verde staffing level is sufficient to enhance student success? Can community be tapped to augment student services? Trend towards online enrollment reduces foot traffic on campus. Verde is tracking at 50% online currently. Dean Perey states that state funding follows credit students, but it is important to realize that YC Verde is currently serving 1800 participants in non-credit programming, such as OLLI and Community Education. DGB Filardo restates the importance of planning, funding, and measuring for success. Chair Chevalier questions whether Dr. Perey will need additional resources as Strategic Plan is implemented. Leona Wathogoma speaks to importance of outreach to Yavapai-Apache Nation as they identify with the land, and deeply committed to the Verde Valley. YAN students will benefit from recruitment, academic advising, and tutoring or other support. Member Fisher comments that a recruitment effort should be established for community volunteers to serve as tutors, or other support. Dean Perey confirms that community volunteers provide great benefit to the Verde Valley Campus. DGB McCasland states students need distance learning options if they are not within 15 miles of YC campus or center. Dean Perey provides overview of current state of broadband within Verde Valley, including technology consortium of all school districts.
3. Economic Responsiveness 2.1 Explore current and future CTE offerings and delivery model, with work session in Sep 2015 between YC and VACTE. Committee members question funding priorities, based on critical mass of educational and cultural needs, and diverse population needs. Committee is dedicated to accelerating completion and implementation of strategic plan. Chair Chevalier questions likelihood of building a brick and mortar Career & Technology Education Center in the Verde Valley. Member Garrison states that "lack of critical mass" in Verde Valley is used as an excuse, and cites Prescott Campus tennis courts as an example of skewed priorities. Garrison states he doesn't care if College spends \$2 million for culinary facility, and it fails in two years. Garrison wants to see Verde tax dollars returned to Verde communities through brick and mortar investment. DGB Liaison Filardo restates the importance of the strategic plan driving the funding process. Chair Chevalier states that he wants to shorten the planning window and see a greater commitment within 1 year. Vice Chair Regner states that Verde communities will support Dr. Perey's plan implementation. DGB member McCasland states financial resources exist in College budget to implement Verde improvements.
4. Economic Responsiveness 2.2 Increase partnerships with Business and Industry.
5. Engaged Community 3.1 Strengthen marketing and recruitment in the Verde Valley. Marketing budget and materials are managed at District level. DGB Filardo and Dean Perey discuss quantification of improvement. Member Fisher wants to see more marketing for existing programs, not just new programs. Vice Chair Regner wants out-of-area marketing, as well as local investment. Member Garrison is pleased with return of College for Kids at Verde Valley Campus, and Verde-centric marketing. DGB Filardo believes recent efforts are a result of citizen complaints, rather than a well-developed plan.
6. Engaged Community 3.2 Increase social and cultural opportunities to Verde Valley residents. Free events are typically well-attended; Dean Perey seeks additional collaboration with non-profits to bring entertainment and community-based lecture series, gallery events, etc. Vice Chair Regner states disappointment that YC Foundation events in Verde Valley historically exclude local representation.

7. Engaged Community 3.3 Strengthen internal and external community relations through improved communication. Community forums, media outlets, increase social media, seek multi-modal approach. Member Fisher states Sedona Center is perceived as Osher Lifelong Learning Institute, and OLLI classes could be delivered to Village of Oak Creek and Beaver Creek to build YC recognition. Vice Chair Regner states there is active resistance from Verde residents, and more collaboration is desirable. Chair Chevalier states community of Sedona seeks additional information regarding Sedona Center, including retrofit of building to best suit programming for dual enrollment, community education, personal enrichment and events. Dean Perey states importance of Cultural Park planning and Western Gateway expansion. Yavapai College was intended to be anchor tenant at Cultural Park, but in 12-years the Cultural Park plan has languished. DGB Filardo feels that YC will benefit from YC trust-building.
8. Engaged Community 3.4 Explore blending for-credit, community education, and Osher Lifelong Learning Institute. Possibility of cultivating OLLI membership base as volunteer support base.
9. Talent Development 4.1 Institutionalize regular climate surveys.
10. Talent Development 4.2 Expand professional development opportunities for all faculty and staff. Dean Perey states importance of human capital in organization, and the role of succession planning.
11. Fiscal Stewardship 5.1 Identify capital improvement needs. Institutional budget process needs to ensure maintaining, enhancing and growing programs. DGB Filardo states concern that employee performance management plans are not linked to strategic planning; strategy is about *deploying* resources; tactics are about *employing* resources. Chair Chevalier states that Allied Health program should be located in Camp Verde, to best serve Prescott Valley and Verde Valley.

Closing comments: Dean Perey states that Executive Dean's Advisory Committee is still working on draft. Chair Chevalier requests that Dean Perey provide an informational presentation to the VVBAC upon completion of the Verde Valley Strategic Plan. Strategic initiatives will be submitted to DGB for consideration; implementation is internal, with specific goals and tasks. Board of Supervisors presentation on August 17 by Filardo, Fisher, and Aniol, with entire Committee likely to attend. Chair Chevalier asks Committee to save the date of Dec 14 for cocktail party in his home. Vice Chair Regner notes that CEO Dember of VVMC resigned, and an alternate invitation to present should be determined. DGB Filardo objects to Verde Valley Independent/Bugle editorial "YC too many cooks" (7/29).

Future Meeting Schedule

- Aug 5 8:30 a.m. w/Craig Ralston, YC Dean of Arts & Humanities
- Aug 17 Possible Committee presentation to County Board of Supervisors
- Aug 19 8:30 a.m. w/Stacey Hilton, Dean of Technology & eLearning
- Sep 2 8:30 a.m. TBD, invite Dean Scott Farnsworth, HPER (pending)

Adjourn

Motion by Member Garrison, second by Member Fisher, to adjourn. Motion carries unanimously.

Meeting adjourned at 10:35a.m.

Verde Valley Board Advisory Committee

Yavapai College
Verde Valley Campus - Building G, Room 102
Approved Minutes - August 5, 2015

VVBAC Members present: Chairman Paul Chevalier; Vice Chair Bill Regner; Carolyn Fisher; Randy Garrison; Leona Wathogoma
VVBAC Members absent: Camp Verde representative; Janet Aniol
DGB Members present: Deb McCasland, D2
College employees present: Dr. Craig Ralston, Dean for Arts & Humanities; Dr. James Perey, Verde Valley Campus Executive Dean; Karen Jones, Executive Assistant for the District Governing Board and President

I. Call to Order

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

II. Approval of Meeting Minutes

Member Regner requested that the July 1, 2015 minutes be revised as follows:

Page 2, paragraph 5, strike "to more efficiently conduct business without Open Meeting Law constraints", and add "Discussion ensued regarding whether this would be in violation of the Open Meeting Law."

Motion by Member Garrison, second by Member Fisher, to approve July 1, 2015 as amended. Motion carries unanimously.

Chair Chevalier commented that the July 29, 2015 proposed minutes are not a sufficient recording. Vice Chair Regner commented that these minutes do not capture the content of the meeting.

Chair Chevalier requested that his comments be included at the conclusion of the Strategic Plan presentation as follows:

"Chair Chevalier requested that Dean Perey provide an informational presentation to the VVBAC upon completion of the Verde Valley Strategic Plan."

Chair Chevalier requested that the July 29, 2015 be rewritten using prior minute formatting/content and include committee member's comments.

Member Fisher highlighted page 2, item 5 ends with an incomplete sentence.

III. Member Updates

Committee member reports on information/activities

- Chair Chevalier contacted the District Governing Board Legal Counsel and ask if the VVBAC may form sub-committees to operate within open Meeting Law. Legal Counsel advised that members may work together on special projects outside of regular posted meetings and conform to the Open Meeting Law if the groups consist of one, two, or three members, which is less than a majority of members. If the groups or sub-committees consist of a majority of members, then the gatherings must be posted.
- Chair Chevalier will be meeting with the Sedona Mayor and City Manager to discuss a Sedona Town Hall meeting prior to the next VVBAC meeting.
- Member Regner spoke about Verde Valley news articles, including the July 31st article in the Verde Independent that referenced finding common ground with the VVBAC and the College, which was very positive. A few days later a Verde Valley Independent editorial was published regarding the College and included quotes from VVBAC member that were used "somewhat" out of context. The latter was not a positive article for VVBAC, but a reminder that the VVBAC recommendations are for the District Governing Board rather than staff.
- Member Garrison added that the article highlights the unrealistic system that the College uses and difficulties of how the Board works. He believes the statements quoted were accurate and to the point.
- Chair Chevalier read the Letter to the Editor from the Red Rock News, August 5th "Welcome UofA, See ya Yavapai College."
- Chair Chevalier read Member Aniol's feedback from the July 16th meeting with Montezuma Rimrock Fire District Meeting (see attached).

- Member Fisher referred to the ACCT article that Member Filardo forwarded to all VVBAC members and highlighted the positive impact that community colleges can have on communities.
- Member Fisher requests that the committee members share any news articles and/or media releases, including local, state, and national that would be relevant to the VVBAC's work. Members are encouraged to share at the meetings or forward to Linda B for distribution to all VVBAC members.

IV. Yavapai College Arts Programs

Chair Chevalier introduced Dr. Craig Ralston, and added the VVBAC will not provide recommendations to the dean, but will be asking questions.

Dr. Craig Ralston, Dean for Arts & Humanities, and Director of the Performing Arts Center, has been in education for 28 years and shared his passion for student success. Dr. Ralston's career includes being a professor for 28 years, department chair for 15 years, and continues to teach under his current role. Yavapai College is his 5th institution and delighted to be part of this community.

Dean Ralston is responsible for 18 full time, 50 part time faculty, 50 lab assistants, along with being the Director of Performing Arts Center. Dr. Ralston spends one day per week on the Verde Valley Campus, where he has two (2) full time history and two (2) full time art faculty reporting to him, along with several shared faculty.

Recap of 1st year:

- Dedicated time to discover the strengths of his programs
- The College's musical groups included six (6) choirs, and six (6) band/orchestras
- Verde Valley campus activities included three (3) concerts in the 2014 Fall and in the Spring 2015 introduced Music Appreciation class, along with two (2) additional concerts
- Discovered that the majority of the music participants are community members rather than traditional students

Program goals:

- Growth for all programs by engaging community members and students through relationship building with high school visits and attending community events (i.e. auditions, performances, workshops, etc.)
- Offering an art classroom on the Sedona site
- Establish YC as the center piece of Yavapai County's arts community, and providing a vision for multi-facet partnerships
- Faculty to participate in a monthly community contact/partnership
- Music concerts (instrumental and vocal) on the Verde Valley campus, both local and college groups
- Theatrical/Acting classes on both campuses
- Revising the direction of the Arts Program at both the Sedona Center and Verde Valley campus, which may include digital art

Dr. Ralston's closing remarks included community colleges are in a tough world, but YC has great potential through a strong commitment to community partnering.

Member comments

- Member Fisher encourages Dr. Ralston to continue partnering with local schools, particularly in the Verde Valley community.
- Chair Chevalier requested the number of art courses that are being offered for both sides of the county. Dr. Ralston answered that currently the Verde Valley campus has one (1) full time and two (2) part time art faculty, with 2015 Fall semester offering 12 classes, but estimating that six (6) classes will happen. The current YC policy requires that a class is dropped if less than 15 students are registered, which has contributed to the decline of art classes. Dr. Ralston added approximately 40 art classes are being offered on the Prescott Campus.
- Chair Chevalier requested the number of music classes that are being offered for both sides of the county. Dr. Ralston answered that the Verde Valley Campus has two (2) music courses and Prescott Campus has about 25 classes.
- Chair Chevalier requested the number of private lessons that are being offered for both sides of the county. Dr. Ralston answered the Verde Valley Campus offers both piano and voice private lessons, and Prescott Campus offers 15 various (i.e. flute, cello, etc.) voice/instrument private lessons.
- Chair Chevalier requested the number of performing arts classes that are being offered for both sides of the county. Dr. Ralston has developed a performing arts track with four (4) new musical theater classes and now offering an Associate in Arts, Fine Arts (AAFA) degree. Yavapai College is collaborating with the

theatrical program currently in high schools throughout the county. Offering four (4) classes on both campuses.

- Vice Chair Regner complimented Dr. Ralston's philosophy of community partnership, which is the also a VVBAC message. Regner asked how the VVBAC can support the art/humanity program and perhaps be included to their recommendations to the Board. Dr. Ralston suggested success and growth will be attributed to:
 - o Student recruitment
 - o Engage with the community
 - o Build a base of supporters or donors
 - o Financial support for recruitment/partnership/marketing/promotion
- Member Fisher commented that local schools are eager to partner and would suggest the College not cancel classes if less than 15 students.
- Member McCasland added that the College has several Arts/Music scholarships available.
- Member Fisher added that several churches in the Verde Valley area may be potential partners.
- Chair Chevalier requested information regarding the replacement of the Verde Valley Art Faculty. Dr. Ralston is working with Executive leadership and reviewing curriculum with potential renovation to the art program prior to replacing this position. He will be filling the position strategically to find the best fit for success and proposed new curriculum.
- Chair Chevalier asked if funds were unlimited, what Dr. Ralston would do differently in the Verde Valley. Dr. Ralston would not do anything different but increase efforts to establish relationship/partnerships with community groups/organization, and would use funds to support recruitment/partnership/marketing.
- Vice Chair Regner asked why the college hired/chose Dr. Ralston, if he is an example of the college moving to arrest the declining enrollment in the art programs, and if he was hired to bring back the art enrollment. Dr. Perey chaired the committee that hired Dr. Ralston, and informed the members that Dr. Ralston was chosen because of his fresh and innovative ideas, along with a deep commitment to community partnerships.

V. Ownership Linkage

a) College's response to request for detailed financial information

Chair Chevalier distributed two (2) documents:

1. Dr. Ewell's email response to the VVBAC request of the financial statements
2. Larson Newspaper article

Chair Chevalier proposed that Dr. Ewell has the requested information for operating expenses for the Verde Valley based on Dr. Ewell's quote in the Larson article, but may not have administration expenses broken out. Chevalier suggested the VVBAC make a formal request to the DGB to direct staff to provide the Verde Valley operating expenses and estimate the administrative expenses based on Verde Valley enrollment ratio. Chair Chevalier added that Dan Engler, Editor and Chief of the Verde Valley Independent, has emailed all DGB members asking if the VVBAC request for financial records is an appropriate request. Chair Chevalier would suggest the financial records request is appropriate because the VVBAC has a responsibility to analyze the amount of taxes from Verde Valley citizens versus the amount of money spent on Verde Valley operations and capital. The VVBAC has a secondary responsibility to develop a relationship with the Verde Valley communities by answering questions of where the college is spending their tax dollars.

Member Fisher understands the importance of the financial records request, but suggested that the VVBAC should not lose focus of the mission offered by the DGB.

Member Garrison agrees the VVBAC should not lose focus of the mission, but sees the importance of reviewing the financial records to help understand the College administration funding priorities. Garrison proposed reviewing the financial records will fulfill the VVBAC duty to identify and recommend fund allocation of the Verde Valley taxes monies to the Verde Valley programs.

Member Regner suggested that Dr. Ralston has ideas and the commitment to community outreach that VVBAC is recommending for the Verde Valley programs. Regner would like to put the questions to rest if \$5.5 million from Verde Valley taxpayers are being used in other parts of the county.

Member Fisher suggested using this opportunity to send the message that the financial allocations will measure the College's commitment to the Verde Valley community.

Chair Chevalier added that it is hard for the people on the other side of the mountain to change, but believes they are using too much of the Verde Valley tax dollars for their success. If the Board sees the actual figures, perhaps this will change the Board's direction.

Member McCasland responded to Dan Engler's email as follows: "My personal opinion is that this request for financial records is appropriate and helpful in the work of the VVBAC. I have been very impressed with their work and thoughtful recommendations to the College.

Member Garrison suggested this will be a cultural shift for the College, and the current culture is not committed to keep Verde Valley monies in the east side of the county. Garrison added that today's presentation highlighted key components needed for success, i.e. partnership and recruitment.

Member Wathogoma suggested that the VVBAC does not give up on the financial statement request. The VVBAC agrees to submit a request to the DGB to direct staff to provide financial records being requested.

Chair Chevalier will compose the request and will submit to the committee for approval.

The VVBAC will request to be included on the agenda for September DGB.

- b) Finalize Summary of Recommendation that were presented at the June 2015 District Governing Board Meeting

Chair Chevalier proposed that the summary of recommendations be presented to the DGB and be available for public information.

DGB Member McCasland suggested the summary be presented to the DGB with Chair Chevalier's 15 points.

The members agreed to include Member Regner's additions and the 15 points from Chair Chevalier in the original summary composed by Member Fisher.

The VVBAC will ask DGB Member Filardo to present the summary at the September DGB Meeting.

Motion by Member Regner, seconded by Member Garrison, to approve the summary as revised. Motion carries unanimously.

- c) Verde Valley Draft Strategic Plan - Dr. James Perey

Member Regner proposed that the VVBAC support the Verde Valley Strategic Plan process but separate from the VVBAC recommendations.

Chair Chevalier repeated that the VVBAC has requested Dean Perey present the final Strategic Plan to the VVBAC, and the committee would determine at that time if they will support the plan.

Member Fisher suggested that the Strategic Plan get deeper and include implementation.

VI. Future Meeting Schedule

August 17 Yavapai County Board of Supervisors Meeting, Cottonwood location – 9:00 a.m.

Requesting staff send an email reminder to all members prior to the August 17th meeting.

August 19 Dean Stacey Hilton, Computer Technology & Instructional Support Division

September 2 Dean Scott Farnsworth, Sciences, Health, Public Safety

VII. Adjourn

Motion by Member Garrison, second by Member Regner, to adjourn. Motion carries unanimously.

Meeting adjourned at 10:35a.m.

Verde Valley Board Advisory Committee

Verde Valley Campus Building G – Room 102

Approved Minutes - August 19, 2015

VVBAC Members present: Chairman Paul Chevalier; Carolyn Fisher; Janet Aniol; Bill Regner (telephonically); Randy Garrison (telephonically)

VVBAC Members absent: Leona Wathogoma

Committee vacancy: Camp Verde representative

DGB Members present: Al Filardo, VVBAC Liaison to DGB

College employees present: Stacey Hilton, Dean of Computer Technologies & Instructional Support; Linda Buchanan, Community Education Coordinator

Call to Order: Meeting called to order at 8:31 a.m. with Chair Chevalier presiding. Chair Chevalier declares Agenda altered to accommodate quorum via telephonic presence.

V.a Ownership Linkage: Regner requests additional item for inclusion with June 2015 Summary of Recommendations for District Governing Board. Chevalier and Aniol suggest concluding summary without adding Item #16. Fisher suggests modified version: *Motion by Fisher, second by Regner to add Item #16 to the Summary of June 2015 VVBAC Recommendation Report to the Yavapai College District Governing Board as "Recommend revised criteria for evaluating investment needed for new programs as well as criteria for continuing programs." Motion carries unanimously.*

V.b Ownership Linkage: Chair Chevalier requests DGB Filardo to report on DGB response to request for Verde-specific financial details. DGB Sigafos and VP Ewell agreed to present to VVBAC with estimates for Verde expenses. Direct costs can be provided, but indirect allocated costs would be estimated. Member Aniol agrees that statistics can be manipulated but this financial data request by the Committee must be addressed. Member Fisher suggests that reasonable assumptions can be made and will be of value. Vice Chair Regner states that some Verde students attend Prescott programs, and some taxpayer funds from Verde should follow those students. *Chair Chevalier makes motion that he, DGB Filardo, VP Ewell, and DGB Sigafos meet at mutually convenient time, preferably before Sep 2 Committee meeting. Fisher seconds. Motion carries unanimously.*

V.c Ownership Linkage: Chair Chevalier presents document with his intended speaking points for the September 1 presentation to District Governing Board. Committee edited text. *Chair Chevalier motions and Vice Chair Regner seconds that Talking Point #1 be accepted as amended. Motion carries with Aniol abstaining as she did not feel she has studied issue called in the question. Chair Chevalier makes motion to accept Talking Point #2; Regner seconds, motion carries unanimously.* Chair Chevalier and Member Garrison raises question of whether the DGB values the feedback provided by the Committee. DGB Filardo states that he explained to other DGB members the distinction between Executive Dean's Advisory Committee and Verde Valley Board Advisory Committee. Filardo believes DGB Sigafos favors continuation of VVBAC. Filardo believes VVBAC is "best practices" and he will submit showcase article to American Association of Community Colleges. Member Fisher believes the DGB has shown support for the Committee by extent of resources invested. Talking Point #3 will be shaped by Chair Chevalier's additional editing using the substance of comments Regner emailed to Fisher and Chevalier early this morning. Filardo restates mission of VVBAC as basis for continuation of Committee work. Chair Chevalier congratulates Members Fisher, Aniol and DGB Filardo for the August 17 Committee presentation to

Yavapai County. Member Aniol states she wants to get back to Town Hall citizen engagement. **Garrison and Regner leave meeting telephonically at 9:20 a.m.** DGB Filardo believes Committee work will roll out in phases, which will include more future community engagement.

IV. Presentation: YC Computer Technology & Instructional Support. Chair Chevalier introduces Dean, Stacey Hilton. Dean Hilton explains articulation process between YC and state universities. Hilton's service area also includes campus libraries, and all in-classroom technology support. Distance education is de-centralized at YC, with course offerings determined by division deans. Online instructors are typically within Yavapai County. ITV delivery can be either/or/both **synchronous** (same 'real' time with instructor) or **asynchronous** (instructional delivery at choice of student or 'away' from instructor. Hybrid and blended learning is interchangeable terminology which signifies some face-to-face class meetings, with additional activities and assignments that are outside of the classroom. Web-enhanced classes meet face-to-face, with additional web-based curriculum and technical support. YC has discontinued the Blackboard learning management system (LMS), and adopted Canvass. DGB Filardo questions opportunity to download entire course curriculum and study remotely? Dean Hilton states high-speed access remains as significant challenge to serving remote areas. DGB Filardo states critical aspect of access. Teaching and e-Learning Support (TeLS) provides services to faculty in preparing coursework for online or hybrid delivery. Federal Educational Right to Privacy Act (FERPA) mandates special protection of student identification.

Chair Chevalier and Member Fisher question percentage of classes in each format. Dean Hilton states 30% YC classes fully online (never set foot on campus); ITV Prescott, Verde, 2-way, 3-way or 4-way remote delivery is classified by YC as face-to-face. Retention rates are higher at national and local level for face-to-face courses than online courses. DGB Filardo states that industry has begun to favor online graduates, because they have proven ability to self-discipline and succeed with lesser supervision. Dean Hilton stated competitive advantage of frequent course start dates, such as Rio Salado which starts classes 50 weeks of each year. State Authorization Reciprocity Agreements (SARA) enables interstate course offerings based on mutual acceptance between consenting states. Federal aid follows students from state of residence to state of enrollment. Nine full degrees and 17 certificates are currently available online at YC, including AGEC-A and AGEC-B (state university) transfer credit. Chair Chevalier would like to know how many students graduated in recent years with fully online certificates. Online enrollment continues to grow, despite declining enrollment 3.5% nationally between Fall 2013 and Fall 2014. Dean Hilton presented data documenting YC Online Enrollment Patterns from 2010 – 2015. (Presentation posted on YC DGB website)

Dean Hilton states challenges include first-time student preparedness, underestimating time commitment for success, inability to prioritize and complete online coursework, lack of adequate computers and/or internet access. Challenges are being overcome by improving faculty training, improving online student orientation (mandatory for student success); accessing community-owned networks, and Quality Matters Standards. Dean Hilton clarifies that deans have discretion to offer low-enrolled (below Rule of 15) classes. DGB Filardo states that properly designed classes key on competency, rather than policing participation.

Approval of Meeting Minutes for July 29, 2015 and August 5, 2015 deferred.

Member Updates. Member Fisher presented Committee update to Big Park Regional Council on Aug 13. Committee presentation to Yavapai County Board of Supervisors on August 19 can be seen via

streaming. Member Aniol will secure presentation with Cornville Community Association. Chair Chevalier is considering Sedona Town Hall in October. Member Aniol prefers one meeting per month with no formal presentation to allow for greater Committee engagement. DGB Filardo suggests one Committee meeting dedicated to protocol of Town Hall Meetings, and another meeting suggested for presentation from Verde Valley Public Forum.

Future Meeting Schedule

- Sep 2 8:30 a.m. Verde Campus, w/Interim Vice President and HPER Dean, Scott Farnsworth
- Sep 16 8:30 a.m. Verde Campus
- Oct 7 8:30 a.m. Sedona Center, w/VVMC and YC Dean of Nursing
- Oct 14 8:30 a.m. Verde Campus
- Nov 4 8:30 a.m. w/Verde Valley Public Forum (April 2016)

Adjournment. Motion by Member Aniol, second by to adjourn. Motion carries unanimously.

Meeting adjourns at 10:50 a.m.

Verde Valley Board Advisory Committee

Verde Valley Campus Building G – Room 102

Approved Minutes September 2, 2015

VVBAC Members present: Chairman Paul Chevalier; Vice Chairman Bill Regner; Carolyn Fisher; Randy Garrison; Leona Wathogoma

VVBAC Members absent: Janet Aniol

Committee vacancy: Camp Verde representative

DGB Members present: Al Filardo, VVBAC Liaison to DGB

College employees present: Scott Farnsworth, Interim Vice President & Dean of Health, Physical Education and Recreation (HPER) Linda Buchanan, Community Education Coordinator

Call to Order: Meeting called to order at 8:31 a.m. with Chair Chevalier presiding.

Approval of Meeting Minutes: Minutes of July 29 2015 are approved unanimously on motion by Regner, second by Fisher. Minutes of August 5 2015 are approved unanimously on motion by Regner, second by Fisher. Minutes of August 19 2015 are approved unanimously on motion by Regner, second by Fisher.

Member updates: Fisher reported Aug 19 County Board of Supervisors presentation went well, with Members Aniol and Fisher taking the lead. Regner added that Supervisors Thurman and Davis are especially engaged; Regner reads Thurman's administrative assistant's comments as quoted in Verde Independent into record: As Supervisor Thomas Thurman said, "Not everything has to pencil all the time. It's the responsibility of government to educate and incarcerate. We have to do it. Education is Prime." Both Verde Board of Supervisor representatives encouraged continuation of the VVBAC. A copy of Supervisor Davis' letter of support will be included with today's minutes (see attached), and is read into the record by Member Fisher. Chair Chevalier met with Sedona Mayor Moriarty seeking support of Sedona Town Hall, and she has agreed, with date yet to be determined – possibly last half of October or first half of November. Member Garrison suggests the earlier the better. First choice: W Oct 21 5:30 p.m.; 2nd choice TU Oct 20 5:30 p.m. Member Garrison attended joint municipal council last week, hosted by Yavapai-Apache Nation. Sedona Council requested agenda item to increase engagement with City Council and Committee. DGB Filardo suggests press release with consistent message for Town Hall events.

YC Office of Instruction & Division of Health, Physical Education, Recreation: DGB Liaison Filardo introduces YC Interim Vice President of Instruction & Dean of Division of Health, Physical Education, Recreation Scott Farnsworth. Farnsworth provides employee history at YC since 1987; became Dean when State funding was cut \$4 million. Farnsworth provides brief history of sports programs at YC, division alignment, and schedule building level, which is handled at program, department, or division level. One limiting factor is the process of finding credentialed faculty, with standards frequently updated by accrediting agency. Faculty positions typically involve national searches. Previous history of enrollment patterns and student interests/needs drive schedule building. Farnsworth encourages Committee to provide

feedback based on community input. Space and lab requirements also impact schedule building. Day and time are both considerations, with educated guessing based on recent history, and projected success. Costs associated with courses are driven by cost-benefit analysis. YC now uses year-round scheduling, with origination in December, projecting 1-year out. Fisher questions if faculty cross-over between campuses, and Farnsworth confirms they do. Most HPER classes are not part of degree or certificate, with exception of 3 YC certificates in Coaching, Fitness Trainer, and Exercise Science/Sports Medicine. HPER enrollments are in declining trend district-wide, dropping from 1952 enrollment in 2009 to 1175 enrolled in 2014. Verde Campus has experienced 50% drop during same period. VP Farnsworth addresses issue of access, and questions multiple reasons why enrollment is dropping. Chair Chevalier suggests higher use of Sedona Center for HPER programming. Vice Chair Regner suggests additional research is needed to resolve the question of diminishing enrollment. Farnsworth questions what level of resource commitment would be required to fully vet survey and response data. Executive Dean James Perey addresses increase of entrepreneurs and industry growth in health/wellness industry, especially in Sedona area. Perey also addresses impact of Cottonwood Rec Center possibly better meeting needs of residents. Regner queries whether Committee perspective will be of value in evaluating trends. Chair Chevalier suggests YC examine retail process of marketing for best practices. Farnsworth reports that Verde fitness facilities were updated in Campus Master Plan renovation. Fitness Center Passes at \$15 per month are now available to attract community members with students/staff/faculty eligible for 50% discount. Farnsworth acknowledges that fitness profession is largely unregulated, but YC uses master-level or higher certified staff. "Train the Trainer" courses are under development at YC.

Health, Wellness and Nutrition courses meet the AGEC degree-transfer requirements to in-state universities. Yoga Alliance has recently approved YC for Yoga Teacher Certification. Member Fisher offers that Committee can help get the word out in more rural areas of eastern County. Farnsworth says USFS permit process was not approved for Hiking and Recreation on the national forest. Farnsworth summarizes that these are complex, multi-faceted issues in schedule building. Chair Chevalier questions enrollment in tennis; Farnsworth reports 2 sections per semester at Prescott Campus. City of Prescott Parks Department and Yavapai College previously had joint management agreement, but College now has sole operational control of community tennis courts. Chair Chevalier questions College decision to build 7th tennis court at Prescott instead of Verde. Member Fisher questions if students actually seek tennis courses, and/or if community partnership with resort facilities is viable? Farnsworth reports Golf as another example of sports program offered on Verde, with diminishing enrollment until no longer viable. Farnsworth states fifteen students is a "target" for Quad-City enrollment; perhaps a lower number is feasible for more remote communities. Vice Chair Regner presses issues of financial resources being diverted from Verde Valley to meet Prescott needs, generalizing across College planning process. VP Farnsworth acknowledges competing needs and various factors regarding prioritizing projects.

Member Garrison asks Farnsworth to speak from Provost perspective instead of as HPER dean. Garrison states that YC is no longer community asset. Farnsworth disagrees. Garrison challenges prioritizing certificate and degree students when Verde retirement demographic is prominent. Garrison cites example of Wine Tasting as previous Community Education course at \$90 fee compared to current 3-credit hour course at \$270. Garrison believes that YC professional and workforce development track is missing the mark. Garrison cites tennis court, performing arts

center, swimming pool as skewed priorities. Garrison states that OLLI is not allowed on most campuses, but they are the best resource for community. Farnsworth cites federal constraints drive funding formulas that are not particularly responsive to retirement and personal interest needs. Pell Grants and other federal student financial aid are driven by completion rates for career and workforce students. Chair Chevalier agrees totally with Member Garrison. Chair Chevalier wants to give the elderly what they want, again citing the retail model of marketing to better serve the community needs. Price point drives sales; reduce price point to drive volume sales. Farnsworth points out that retail and education function in differing ways. DGB Liaison Filardo states marketing is emerging as top priority; #1 weakness identified by YC employees in SWOT analysis is marketing. Chair Chevalier apologizes if Committee challenges to Farnsworth are perceived as attacks; VP Farnsworth assures Committee that YC employees are invested in student and program success.

Ownership Linkage: Chair Chevalier met last week with DGB Liaison Filardo, DGB Sigafos & VP Ewell re: Committee request for financial data. Direct expenses can be reported, with indirect expenses based on assumptions, with information likely forthcoming within next 2 weeks. DGB Filardo added that Board is demonstrating flexibility in allowing College staff to interact directly with Committee. Fisher wants Committee to avoid trap of tracking equity strictly on tax monies and allocation.

Chair Chevalier reviews DGB Retreat (Aug 31) which he attended. Seven hours of the Retreat were spent on Policy Governance (Carver Model) process. After Retreat, Chevalier has deeper understanding of Policy Governance. Board has responsibility, but delegates decisions to President. State law requires Board to set budget, tuition. Chevalier believes Verde enrollment is proof of foolish decision-making. Chevalier has no problem if Policy Governance requires Committee giving "perspective" rather than "recommendations." DGB Liaison states root of Policy Governance is that Board avoid delving into operational functions. "Ends" are statements which describe results. Filardo states other County organizations do not use Policy Governance. DGB Liaison Filardo encourages Committee to recognize that Board has accepted Committee recommendations. Filardo states that difference between perspective and recommendations is matter of giving advice, per Committee mission statement.

DGB Liaison Filardo believes attendance by community members at September 1 DGB meeting showed strong support for continuance of Committee. Fisher recognizes that Latino community is underrepresented in decision-making. Vice Chair Regner appreciated the presence of past and present elected representatives and appointed leaders from other educational entities. Regner believes Board didn't show adequate appreciation for community turn-out a meeting. Member Wathogoma appreciated presence of Yavapai-Apache Nation Council, and this was her first DGB meeting. Her previous experience has been with K-12 Boards of Education. Chair Chevalier found the support heart-warming. Chair Chevalier has one big concern with Board member Irwin's suggestion that Committee give input to Board Ends; Chevalier prefers giving perspective on Means e.g how to make the College more effective in the Verde. Vice Chair Regner agrees that formulating the vision for post-secondary education in the Verde Valley is critical Committee work. Filardo asks Committee to focus on mission statement, per the Board's vote to empower Committee; don't poke the fire before it starts. Member Fisher requests that

DGB Ownership Linkage Planning slide regarding potential products for the Committee be distributed to Committee.

Chair Chevalier requests Regner secure presentation at Town of Clarkdale. Member Fisher will contact Interfaith Council to reach Latino community. Regner will contact Chambers, VVREO and NACOG.

Future Meeting Schedule

- Sep 16 8:30 a.m. Verde Valley Campus
- Oct 7 8:30 a.m. Sedona Center, w/VVMC and YC Dean of Nursing
- Oct 21 8:30 a.m. Verde Campus w/ Dick Dahl of VV Forum for Public Affairs (April 2016)
- Nov 4 8:30 a.m. w/no speaker; planning
- Nov 18 8:30 a.m. w/YC Film Media Arts Director

Adjournment. Motion by Member Garrison, second by Fisher to adjourn. Motion carries unanimously. Meeting adjourns at 10:40 a.m.



YAVAPAI COUNTY EDUCATION SERVICE AGENCY

Providing Services for Quality Education

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News Release ---- for Immediate Release

Yavapai County School Superintendent Tim Carter is pleased to announce the appointment of **Mr. Steve King to the Verde Valley Advisory Committee.** The Committee works in conjunction with, and reports directly to, the Yavapai College Governing Board. Mr. King replaces former Camp Verde Superintendent, Dr. Amber Lee, who has relocated out of the area. Superintendent Carter expressed appreciation for the leadership and dedication provided by Dr. Lee as a member of the Committee.

Mr. King and his family have lived in Camp Verde for many years. He holds a Bachelor's Degree in History and a Master's Degree in Educational Leadership from Northern Arizona University. He has worked in public education since 1994 and served as the Principal of South Verde High School from 2007 until 2015, when he accepted his current position as the Assistant Superintendent of the Cottonwood Oak Creek School District.

Carter complimented the college for seeking a dedicated process that would encourage additional viewpoints and further open lines of communication between residents of the Verde Valley and the Yavapai College Governing Board.

Carter appreciates the fact that the Yavapai College District Governing Board designed and approved an appointment system allowing the municipalities of the Verde Valley, the Yavapai Apache

Nation, and the Board of Supervisors (unincorporated areas of the Verde Valley) to provide nominations for his consideration.

Once nominated by the Camp Verde Town Council, each candidate submitted a letter of interest and a resume. Superintendent Carter reviewed the documentation provided and then interviewed each candidate. At that point, Carter met individually with the Mayor and provided an opportunity for each Councilor to provide their input, either in person or by phone, about the candidates and express their vision for Yavapai College.

Mr. Carter stated "Mr. King interviewed extremely well. His experience as an educator and parent, his knowledge as a school administrator, and his understanding of the Camp Verde community should serve him extremely well in this new role. He should complement the existing Committee Members and will immediately be seen as a voice **of reason and logic."**

Mr. Carter may be reached at 928-925-6560 (cell) and Mr. King may be reached at 928-634-2288.

Presenter : Patricia McCarver

Start Time : 4:11 PM

Item No : 31

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 6/17/2015

Item Type : Heading

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

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 4:11 PM

Item No : 32

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 6/17/2015

Item Type : Information Item

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

Description : Correspondence to the Board - RECEIPT

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 4:16 PM

Item No : 33

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 6/17/2015

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

Details : Board Members will review the 2015 and 2016 District Governing Board calendars and will confirm meeting dates, times, and locations for future Board meetings - attached

Request for Changes as follows:

- November Regular meeting moved to Monday, November 9, 2015 - President out of state

- April Regular meeting moved to April 19, 2016 - Board member schedule conflict

Attachments :

Title	Created	Filename
FY15-16- Proposed Dates and Places of Future Meetings.pdf	Sep 28, 2015	FY15-16- Proposed Dates and Places of Future Meetings.pdf
FY16-17- Proposed Dates and Places of Future Meetings.pdf	Sep 28, 2015	FY16-17- Proposed Dates and Places of Future Meetings.pdf

PROPOSED DATES AND PLACES OF FUTURE MEETINGS – FY 2015-2016

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
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
Regular Board Meeting	November 10, 2015, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center-Rm 120/121
Regular Board Meeting	December 8, 2015, Tuesday, 1:00 p.m. Location: Prescott Campus – Bldg 3 Multi-Purpose Room
Regular Board Meeting	January 12, 2016, Tuesday, 1:00 p.m. Location: Prescott Valley Center, Rooms 110-111
Annual Board Retreat	February 2016 – TBD Location: Prescott Campus – Rock House
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 19, 2016, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center Rm120/121
Regular Board Meeting	May 10, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	June 14, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
JULY 2016 – NO BOARD MEETING	

September 1, 2015 and October 6, 2015 (First Tuesday of the Month) changed due to scheduling conflicts
 March 1, 2016 (First Tuesday of the Month) changed due to Spring Break scheduled for March 7–11, 2016

DATES AND PLACES OF EVENTS – FY 2015-2016

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
CTEC Open House	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
Northern Arizona Regional Training Academy (NARTA) Commencement	December 3, 2015 - TBD Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 11, 2015 – 3:00 p.m. Location: Prescott Campus – Performing Arts Center
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
Northern Arizona Regional Training Academy (NARTA) Commencement	May 26, 2016, Thursday, 11:00 a.m. Location: Prescott Campus – Performing Arts Center

PROPOSED DATES AND PLACES OF FUTURE MEETINGS – FY 2016-2017

TYPE OF MEETING	DATE/DAY/TIME/LOCATION
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, 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 181
Regular Board Meeting	November 8, 2016, Tuesday, 1:00 p.m. Location: Sedona Center, Room 34
Regular Board Meeting	December 13, 2016, Tuesday, 1:00 p.m. Location: Prescott Campus – Rock House
Regular Board Meeting	January 10, 2017, Tuesday, 1:00 p.m. Location: Prescott Valley Center, Rooms 110-111
Annual Board Retreat	February 2017 – TBD Location: Prescott Campus – Rock House
Regular Board Meeting	February 14, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting*	March 14, 2017, Tuesday, 1:00 p.m. Location: Verde Valley Campus, Room M-137
Regular Board Meeting	April 11, 2017, Tuesday, 1:00 p.m. Location: Chino Valley Agribusiness Center Rm120/121
Regular Board Meeting	May 9, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House
Regular Board Meeting	June 13, 2017, Tuesday, 1:00 p.m. Location: Prescott Campus-Rock House

*Spring Break **March 5-11, 2017**

Presenter : Patricia McCarver

Start Time : 4:21 PM

Item No : 34

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 6/17/2015

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