



**Regular Board Meeting
Agenda Summary
District Governing Board Regular Meeting
Monday, November 09, 2015
1:00 PM**

Agribusiness & Science Technology Center, Room 120
2275 Old Home Manor Way
Chino Valley, Arizona 86323

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	579391
2	Call to Order - PROCEDURAL	1	1:00 PM	579392
3	Pledge of Allegiance - PROCEDURAL	1	1:01 PM	579393
4	Welcome to Guests and Staff - PROCEDURAL	2	1:02 PM	579394
5	Approval of District Governing Board October 6, 2015 Regular Meeting Minutes - DISCUSSION AND/OR DECISION	3	1:04 PM	579395
6	Adoption of Agenda - DECISION	1	1:07 PM	579396
7	Open Call - PROCEDURAL	20	1:08 PM	579397
8	CONSENT AGENDA - HEADING	0	1:28 PM	579398
9	Receipt of Report on Revenues and Expenditures - Month of October 2015 - RECEIPT, DISCUSSION AND/OR DECISION	1	1:28 PM	579399

Item No.	Item	Time Req.	Start Time	Ref No.
10	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.1 - Budget Deviations - October 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:29 PM	579400
11	Receipt of President's Monthly Monitoring Report - Executive Limitation 2.3.2 - Reserves - October 2015 - RECEIPT, DISCUSSION, AND/OR DECISION	1	1:30 PM	579401
12	For Consideration for Approval of the Second Amendment to the Intergovernmental Agreement Between Yavapai County Community Health Services and Yavapai College For Lease of Property - RECEIPT, DISCUSSION AND/OR DECISION	2	1:31 PM	600509
13	For Consideration for Approval of an Intergovernmental Agreement Between Maricopa County Community College and Yavapai College District - RECEIPT, DISCUSSION AND/OR DECISION	2	1:33 PM	601597
14	INFORMATION - HEADING	0	1:35 PM	579405
15	Sabbatical Reports From Joani Fisher, Professor of English, Foundation Studies - INFORMATION AND/OR DISCUSSION	10	1:35 PM	579406
16	Joint Sabbatical Reports From Dr. Jennifer Jacobson, Professor of Sociology, and Nichole Wilson, Professor of Psychology - INFORMATION AND/OR DISCUSSION	10	1:45 PM	601967
17	Information from the President to Include: Rural Center for Entrepreneurship (RCE); Article From American Association of Community Colleges; Verde Valley Executive Dean's Advisory Committee; Emergency Procedures Overview; Yavapai Combined Trust Quarterly Update; Association of General Contractors of America Award; Facilities Management News; College Highlights, and Other Related Issues - INFORMATION AND/OR DISCUSSION	20	1:55 PM	579407
18	Update from Instruction and Student Development to Include: Faculty Senate Update; Chino Valley Agribusiness Center Update; Adjunct Faculty; and Other Related Issues - INFORMATION AND/OR DISCUSSION	35	2:15 PM	579408
19	SHORT RECESS - PROCEDURAL	10	2:50 PM	579409
20	MONITORING REPORTS - HEADING	0	3:00 PM	579410
21	Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection - MONITORING, DISCUSSION AND/OR DECISION	5	3:00 PM	579411
22	Board Evaluation of Policies - Board-President Linkage Policy 4.2 - Accountability of the President - MONITORING, DISCUSSION AND/OR DECISION	5	3:05 PM	579402
23	OWNERSHIP LINKAGE - HEADING	0	3:10 PM	579412
24	2015-2016 Ownership Linkage Plan - INFORMATION, DISCUSSION AND/OR DECISION	20	3:10 PM	598098
25	Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community Colleges Trustees (ACCT); Yavapai College Foundation; Verde Valley Board Advisory Committee (VVBAC); Board Spokesperson - INFORMATION, DISCUSSION, AND/OR DECISION	5	3:30 PM	579414

Item No.	Item	Time Req.	Start Time	Ref No.
26	OTHER INFORMATION - HEADING	0	3:35 PM	579415
27	Correspondence to the Board - RECEIPT	5	3:35 PM	579416
28	District Governing Board Proposed Dates and Places for Future Meetings - DISCUSSION AND/OR DECISION	5	3:40 PM	579417
29	ADJOURNMENT OF REGULAR MEETING - PROCEDURAL	1	3:45 PM	579418

Presenter : Patricia McCarver

Start Time : 1:00 PM

Item No : 1

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 7/8/2015

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 : 7/8/2015

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 : 7/8/2015

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 : 7/8/2015

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 : 7/8/2015

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 October 6, 2015 Regular Meeting Minutes - DISCUSSION AND/OR DECISION

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

Attachments :

Title	Created	Filename
Unapproved Regular Meeting Minutes -Oct 6.pdf	Oct 23, 2015	Unapproved Regular Meeting Minutes - Oct 6.pdf



Yavapai College District Governing Board

Regular Board Meeting
Unapproved Minutes of Regular Meeting
Tuesday, October 6, 2015
1:00 PM

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

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

Members Present:

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

Administration Present:

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

1. CALL TO ORDER - HEADING

2. Call to Order – PROCEDURAL

Chair McCarver called the Yavapai College District Governing Board meeting to order at 1:00 p.m.

3. Pledge of Allegiance – PROCEDURAL

The Pledge of Allegiance was led by Member Irwin

4. Welcome to Guests and Staff – PROCEDURAL

Chair McCarver welcomed all guests and staff.

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

Member Irwin moved, seconded by Member Filardo, to approve the District Governing Board August 31, 2015 Retreat, September 1, 2015 Regular Meeting, and September 1, 2015 Executive Session Minutes. Motion carried unanimously.

6. Adoption of Agenda – DECISION

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

7. Open Call - PROCEDURAL

The following requests were received to address the Board regarding:

- Workforce Development Board – Robert Oliphant
- Needs of Rural Areas – Ruth Wicks

8. CONSENT AGENDA – HEADING

Member Sigafoos moved, seconded by Member Irwin, to approve the Consent Agenda as written with removal of item #9 for further discussion. Motion carried unanimously

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

Member Sigafoos moved, seconded by Member Irwin, to approve the Receipt of Report on Revenue and Expenditures for the month of September as written. Motion carried unanimously

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

The President reported compliance.

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

The President reported compliance.

12. INFORMATION - HEADING

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; and Other Related Issues - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 34-50)

Dr. Penny Wills reported on the following:

- Career and Technical Education Center (CTEC) Open House to be held on October 10, 2015 and all Board members are invited.
- Day of Conversation, September 25, 2015 – Scott Farnsworth, Interim Vice President of Instruction and Student Development, reported that faculty, staff, and administrators reviewed the national best seller Redesigning Community Colleges for Student Success and the YC 2015-2020 Strategic Plan. The YC employees in attendance

divided into 35 small groups to discuss the direction of the College and tasks to achieve the Strategic Initiatives that will continue to strengthen YC.

- Strategic Initiatives - Tom Hughes, Director for Institutional Effectiveness and Research, presented Strategic Planning (see PowerPoint on file) and the new vision statement:

Yavapai College makes the community a premier place to learn, work, and live.

- AZAwesome Newsletter from the Governor's Office recognized Yavapai College and the Southwest Wine Center.
- The Fall 2015 Community Outreach letter has been distributed to leaders and partners throughout Yavapai County and Dr. Wills along with the Executive Team will be presenting a Fall 2015 Update to several city/town councils.

Staff will distribute the dates of the Outreach presentations for Board member attendance.

- College Highlights - October 2015 - Attached - Information Only

- Facilities Management News - October 2015 - Attached - Information Only

14. Information 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 (refer to Board agenda, pgs. 51-73)

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

- Faculty Senate Update - David Gorman, Faculty Senate President, reported on the Student Learning Outcomes Assessment (SLOA) Day held on September 18th and Day of Conversation held on September 25th. Faculty Association will be conducting a climate survey to identify priorities for future work of Faculty Senate.

- Roughrider Tennis Complex Update recognized Chris Graff from Asphalt Paving and Supply for receiving the "Build Arizona" award for the construction of the Yavapai College Tennis Complex; along with student feedback and appreciation from Nanette Oatley Johnson and Dr. Paul Sadick.

- Career and Technical Education Division Update - John Morgan, Dean (CTEC) presented the CTE Division Governing Board Update.

- Student Leadership Council (SLC) - Nichole Wilson, Student Leadership Coordinator introduced student representatives Ryan Crean and Breanna Wheeler. Ryan is a sophomore majoring in Emergency Management and has served two years on the SLC. Breanna is a freshman majoring in Emergency Management and this is her first year on the SLC.

- Adjunct Advisor - Attached - Information Only

- Other Related Issues – Response to Member McCasland concern regarding Verde Valley Nursing students traveling to Prescott for classes. Mr. Farnsworth informed the Board that the Nursing department reports that Prescott, Prescott Valley, and Chino Valley students are also currently traveling to the Verde Valley campus for classes. In addition, the Nursing program has students attending YC's classes from areas such as Mesa, Tempe, Goodyear, Show Low, Flagstaff, and Tuba City.

15. Quarterly Update from Yavapai College Advancement and Foundation to Include: Fundraising Update and Marketing Report - INFORMATION AND/OR DISCUSSION (refer to Board agenda, pgs. 74-85)

Mr. Steve Walker, Vice President for College Advancement and Foundation provided information regarding Fundraising and a Marketing report:

- Focus Magazine

- Foundation Annual Report

- Endowed Scholarships

- Yavapai College is the recipient of three awards from the National Counsel for Marketing and Public Relations: Two (2) silver award for television advertisement and printed view book; and a bronze award for YC's social media campaign.

Mike Lange, Director of Marketing, reported the following:

- Fall Community Outreach

- Fall non-returning student survey

- Marketing impressions and sample advertisement

16. POLICY ISSUES - HEADING

17. Recognition of Mr. Richard Marcusen, Emeritus Art Faculty Yavapai College - INFORMATION, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 87-94)

According to Policy 6.2.2 - 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.

Jo Berger, Retired Director of Facilities and Past President of FRIENDS of YC Art, highlighted Mr. Marcusen's special contributions. 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 raising funds for the Yavapai College Sculpture Garden.

Steve Walker, Vice President for College Advancement and Executive Director for the Yavapai College Foundation, presented the Foundation Board's recommendation to recognize Mr. Marcusen by naming the Sculpture Garden in his honor.

Member Sigafoos moved, seconded by Member McCasland, to approve the naming of the Yavapai College Sculpture Garden in recognition of Richard Marcusen exemplary service and outstanding philanthropic support to Yavapai College. Motion carried unanimously

Staff will distribute invitations for the Sculpture Garden Dedication to be held on November 4, 2015 following the Yavapai College Foundation Board meeting.

18. SHORT RECESS – PROCEDURAL

Meeting recessed at 2:42 p.m.; reconvened at 2:57 p.m.

19. MONITORING REPORTS – HEADING

20. Receipt of President's Monitoring Report - Ends Statements - 1.1 Education Ends - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 95-118)

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.

President reports compliance.

Member Filardo suggested that the President's interpretations for 1.1.1 be expanded beyond career and tech students.

Member Sigafoos moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 1.1 and sub-policies, and believe that the interpretation of these policies provided are reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with these policies. Therefore, I move that we accept the Monitoring Report for Policy 1.1 and sub-policies. Motion carried unanimously.

21. Receipt of President's Monitoring Report - Ends Statements - 1.2 Economic Ends - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 120-126)

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.

President reports compliance.

Member Sigafoos complimented the President on the data and specific outcomes provided in this monitoring report.

Member Irwin moved, seconded by Member Sigafoos, that we have read the President's Monitoring Report regarding Policy 1.2, and believe that the interpretation of this policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with this policy. Therefore, I move that we accept the Monitoring Report for Policy 1.2. Motion carried unanimously.

22. Receipt of President's Monitoring Report - Ends Statements - 1.3 Communities Ends - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 127-135)

1.3 Communities Ends - Yavapai County residents have access to social and cultural opportunities.

President reports compliance.

Member Filardo suggested the Sedona Center be utilized for community events and included in the Strategic Plan. Member McCasland suggested that there are an excess of cultural opportunities on the Prescott side of the county and not enough on the Verde side of the county, and should be addressed in capital projects.

Member Sigafoos moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 1.3, and believe that the interpretation of this policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with this policy. Therefore, I move that we accept the Monitoring Report for Policy 1.3. Motion passes with 4 yes votes and 1 no vote from Member McCasland.

23. Receipt of President's Monitoring Report - Executive Limitation 2.1 - Service to the Public - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 136-142)

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.

President reports compliance.

Member McCasland referenced her comments on the monitoring worksheet regarding compilation about emergency procedures. Dr. Wills assured the Board that campus safety is a personal and professional priority, and the College is committed to emergency preparedness. Dr. Wills reminded the Board that the residence hall have zero tolerance and campus police officers will intercede when the law requires.

Member Sigafoos has reservations regarding Title IX and the due process procedures; and suggests the Title IX policy be vetted by legal counsel. Dr. Wills responded that she shares his concerns regarding due process procedures. Dr. Wills added the College has assigned a Title IX coordinator who has participated in extensive training, and has a good understanding of YC's disciplinary process along with policy 4.01: Sexual Misconduct.

The Board requested a presentation on Emergency Operations Plan (EOC) and Title IX at a future meeting.

Member Sigafoos moved, seconded by Member Filardo, that we have read the President's Monitoring Report regarding Policy 2.1, and believe that the interpretation of this policy provided is reasonable, and we believe that

there is sufficient evidence to support the conclusion of compliance with this policy. Therefore, I move that we accept the Monitoring Report for Policy 2.1. Motion carried unanimously.

24. Receipt of President's Monitoring Report - Ends Statements - Executive Limitation 2.3 - Financial Management - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 143-148)

At the June 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.

President reports compliance.

Member Filardo suggest that the monitoring of this executive limitation be delayed until the multi-year strategic plan is completed. Dr. Wills responded that the presented monitoring report is presenting data and compliance for FY 2014-2015 which is not connected to the new 2015-2020 Strategic Plan.

Member Filardo clarified that he would expect long term, multi-year strategic plan be reflected in the financial monitoring reports. Member Filardo added the work that was been done to develop the 2015-2020 Strategic Plan was phenomenal.

Member Sigafoos commented that the College has adhered to 2.3 Executive Limitation and referenced the year's financial budgeting schedule from January through June 2015, along with 2014-2015 Strategic Plan.

Member McCasland proposes the capital improvements be reviewed by the Board before the budget is approved.

The Board requested a February Budget Workshop.

Member Sigafoos moved, seconded by Member Irwin, that we have read the President's Monitoring Report regarding Policy 2.3, and believe that the interpretation of this policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with this policy. Therefore, I move that we accept the Monitoring Report for Policy 2.3. Motion passes with 4 yes votes and 1 no vote from Member McCasland.

25. Board Self-Evaluation - Governing Board Policy 4.3 - Delegation to President - MONITORING, DISCUSSION, AND/OR DECISION (refer to Board agenda, pgs. 149-152)

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.

26. OWNERSHIP LINKAGE - HEADING

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

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

Chair McCarver announced that the Yavapai County Board of Supervisors are not requesting a meeting at this time.

28. 2015-2016 Ownership Linkage Plan- DISCUSSION AND/OR DECISION

The District Governing Board will develop the FY 2015-2016 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.

Member McCasland suggests the Board focus on critical two way dialog with open topic and recommended the regular Board meeting include an agenda item for two way dialog for ownership to board, and/or ownership to administration.

Member Irwin sees the benefits of two way dialog and suggests the town hall or two way dialog models are usually conducted by staff in order to address the operational questions. Member Irwin added that the regular board meeting is not the arena for open topic discussion and would overpower the meeting agenda.

Member Sigafoos suggested that a focus group and a Board meeting are not compatible or held for the same purpose. Member Sigafoos suggests the Board conduct a survey on a regular basis which provides good ownership feedback and added that his experience is open community meetings usually focuses on operations.

Chair McCarver described past focus groups being led by a facilitator with the Board members present to observe and gather information.

Member Filardo reminded the Board that the VVBAC will be conducting Town Hall meetings in various location in the East County and will provide ownership feedback from the Verde Valley area.

Member Irwin moved, Member Sigafoos seconded, that the FY 2015-2016 Ownership Linkage Plan include an Annual Report, surveys to be conducted every three years (2014/2017/2020), district wide focus group to be conducted by a facilitator with recommendations by the president of 3 or 4 locations based upon student enrollment and targeted participants. Motion passes with 4 yes votes and 1 abstention from Member McCasland.

Member McCasland moved, Member Filardo seconded, that future Board meetings include agenda item that will promote open communication with ownership and the Administration regarding a specific topic to include a presentation. The motion was withdrawn for discussion at a future meeting.

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

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

Member Irwin moved, Member Filardo seconded, to appoint Ray Sigafoos as the Yavapai College District Governing Board Voting Representative at the Association of Community College Trustee (ACCT) Annual Leadership Congress on October 13 - 17, 2015. Motion carried unanimously.

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

- Arizona Association for District Governing Boards (AADGB) – Member Sigafoos reported he will be attending the ACCT Annual Leadership Congress on October 14-17 and the AZ caucus will have a breakfast at the conference on Thursday, October 15th.
- Verde Valley Board Advisory Committee (VVBAC) - Member Filardo reported the committee has a new member Steve King from the Camp Verde. VVBAC will be conducting a Town Hall meeting at the Sedona Center on October 21, 2015.

The Board requested that the future of VVBAC be discussed at the November District Governing Board meeting.

- Yavapai College Foundation - Chair McCarver reported the next meeting will be October 14, 2015.

31. OTHER INFORMATION - HEADING

32. Correspondence to the Board – RECEIPT

Correspondence received included: Invitation for the Career & Technical Education Center Open House; Invitation for the Remembrance Day National Roll Call; Letter from the City of Sedona; ASU News: Most Innovative Schools; ACCT Voting Notification for Leadership Congress; Osher Lifelong Learning Institute Fall catalog; and Yavapai College Foundation Focus Magazine.

33. District Governing Board Dates and Places of Future Meetings for the Remainder of 2015 and Proposals for 2016 - DISCUSSION AND/OR DECISION (refer to Board agenda, pgs. 178-181)

The following changes were approved:

- November Regular meeting moved to Monday, November 9, 2015 - President out of state
- April Regular meeting moved to Tuesday, April 19, 2016 - Board member schedule conflict
- April Regular meeting location moved to the Sedona Center

The Board requested that the proposed February 8th Retreat and Budget Workshop be discussed at the November District Governing Board meeting.

34. ADJOURNMENT OF REGULAR MEETING - PROCEDURAL

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

Regular meeting adjourned at 4:17 p.m.

Respectfully submitted:

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

Date: November 9, 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 : 7/8/2015 **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 :** 20
Proposed : 7/8/2015 **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, 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 the allotted time limit.

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 1:28 PM

Item No : 8

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 7/8/2015

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 : 1:28 PM

Item No : 9

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 7/8/2015

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 October 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 fourth month of Fiscal Year 2015-2016 ending October 31, 2015 is attached. Expenditures are reported on the modified accrual basis of accounting.

Attachments :

Title	Created	Filename
Financial Update - Oct in Nov.pdf	Nov 03, 2015	Financial Update - Oct in Nov.pdf
YCFS Oct 2015 - Governing Board Budget Report.pdf	Nov 03, 2015	YCFS Oct 2015 - Governing Board Budget Report.pdf
YCFS Oct 2015_Summary.pdf	Nov 03, 2015	YCFS Oct 2015_Summary.pdf

YAVAPAI COLLEGE

FINANCIAL UPDATE

October 2015

FY2014-2015 Close and Audit

- The year-end close for FY2014-2015 is planned for November 2015.
- The auditors began 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 within 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 Four Months Ended October 31, 2015
Fiscal Year 2015-2016**

District Governing Board

Fiscal Year 2015-16 Budget:

\$ 169,084

		Year-to-Date	Encumbered	Total	
	Purpose	Expenditures	Obligations	Expenditures/ Encumbrances	
EXPENDITURES (note 1):					
Salary Expenses	Staff Support	\$ 12,500	\$ 19,748	\$ 32,248	
Assoc. of Community College Trustees	Membership Dues	5,585	-	5,585	
Assoc. of Community College Trustees	Conference Fees	4,810	-	4,810	
Deb McCasland	Travel	593	-	593	
Karen Jones	Travel	108	-	108	
Osborn Maledon PA	Legal Counsel	8,727	13,773	22,500	
Ourboardroom Technologies	Software Maintenance	6,250	6,250	12,500	
Patricia McCarver	Travel	902	-	902	
Penelope Wills	Travel	1,329	-	1,329	
Ray Sigafoos	Travel	1,417	-	1,417	
Sodexo Inc.	Food Supplies	830	4,170	5,000	
Steve Irwin	Travel	1,783	-	1,783	
Supplies/Other	Various Vendors	450	-	450	
The Governance Coach	Consulting	4,929	-	4,929	
Yavapai Broadcasting	Board Meeting Broadcasts	500	2,500	3,000	
YC Print Services	Printing	136	-	136	
				<u>97,290</u>	
<u>Verde Valley DGB Advisory Committee</u>					
Osborn Maledon PA	Legal Counsel	402	4,598	<u>5,000</u>	
				<u>5,000</u>	
Remaining Budget - October 31, 2015					<u>\$ 66,794</u>

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

YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

REPORT OF REVENUES AND EXPENDITURES

For the Four Months Ended October 31, 2015 - 33.3% 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	\$ 10,876,412		\$ 10,876,412	\$ 32,875,800	33.1%	\$ 32,744,297	\$ (131,503)
Tuition and Fees	7,202,492		7,202,492	12,273,000	58.7%	11,757,534	(515,466)
Tuition and Fees - Contingency	(183,333)		(183,333)	(550,000)	33.3%	(34,534)	515,466
State Appropriations	445,150		445,150	890,300	50.0%	890,300	-
Other Revenues	118,497		118,497	470,000	25.2%	470,000	-
Interest Income	19,164		19,164	50,000	38.3%	50,000	-
Fund Balance Applied to Budget	957,000		957,000	2,871,000	33.3%	2,871,000	-
General Fund Transfer Out	(1,773,367)		(1,773,367)	(5,320,100)	33.3%	(5,320,100)	-
TOTAL REVENUES	17,662,015		17,662,015	43,560,000	40.5%	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	\$ 4,802,815	\$ 6,402,887	\$ 6,094,852	\$ 5,110,850	\$ 17,829,000	28.7%	\$ 17,704,197	\$ (124,763)
Academic Support	1,507,366	1,662,774	1,529,620	1,640,520	4,874,000	33.7%	4,844,756	(29,244)
Institutional Support	3,179,811	3,736,047	2,950,246	3,965,612	8,672,000	45.7%	8,611,296	(60,704)
Student Services	1,431,669	1,780,821	1,656,719	1,555,771	4,751,000	32.7%	4,722,494	(28,506)
Operation/Maintenance of Plant	1,785,127	2,190,164	1,633,106	2,342,185	6,125,000	38.2%	6,088,250	(36,750)
Scholarships	447,240	17,286	-	464,526	826,000	56.2%	826,000	-
Public Service	56,526	63,518	63,518	56,526	83,000	68.1%	120,000	37,000
Operating Contingency	-	-	-	-	400,000	0.0%	-	(400,000)
TOTAL EXPENDITURES	13,210,554	15,853,497	13,928,061	15,135,990	43,560,000	34.7%	42,916,993	(642,967)
SURPLUS/(DEFICIT)				\$ 2,526,025	\$ -			

COMMENTS:

Second quarter State Aid was received in October 2015.

Tuition and Fees revenues above budget due to fall 2015 and spring 2016 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 56.2% of budget due to fall 2015 financial aid awards.

Public Service expenditures above budget due to a Career Coach position being moved from Instruction to Economic Development.

The Budget currently has a surplus of \$2,526,025.

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

REPORT OF REVENUES AND EXPENDITURES

For the Four Months Ended October 31, 2015 - 33.3% 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	\$ 4,724,901		\$ 4,724,901	\$ 13,073,000	36.1%
State Grants and Contracts	29,609		29,609	201,000	14.7%
Private Gifts, Grants and Contracts	304,646		304,646	635,000	48.0%
Proposition 301 Funds	315,773		315,773	650,000	48.6%
State Appropriation - STEM Workforce	402,850		402,850	805,700	50.0%
Fund Balance Applied to Budget	16,667		16,667	50,000	33.3%
Reimbursement Due	154,797		154,797	N/A	N/A
TOTAL REVENUES	5,949,243		5,949,243	15,414,700	38.6%

	<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	\$ 547,714	\$ 511,077	\$ 366,766	\$ 692,025	\$ 2,756,400	25.1%
Academic Support	-	-	-	-	4,000	0.0%
Student Services	376,179	409,856	399,370	386,665	1,107,800	34.9%
Scholarships	4,502,265	-	-	4,502,265	11,434,500	39.4%
Public Service	51,703	41,646	41,646	51,703	112,000	46.2%
TOTAL EXPENDITURES	5,477,861	962,579	807,782	5,632,658	15,414,700	36.5%
SURPLUS/(DEFICIT)				\$ 316,585		

COMMENTS:

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

Scholarships at 39.4% 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 Four Months Ended October 31, 2015 - 33.3% 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	\$ 1,643,548		\$ 1,643,548	\$ 4,967,900	33.1%
Investment Income	4,651		4,651	12,000	38.8%
General Fund Transfer In	479,667		479,667	1,439,000	33.3%
Auxiliary Fund Transfer In	134,600		134,600	403,800	33.3%
Fund Balance Applied to Budget	34,133		34,133	100,000	34.1%
TOTAL REVENUES	2,296,599		2,296,599	6,922,700	33.2%

	<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	\$ -	\$ 1,398,333	\$ -	\$ 1,398,333	\$ 4,195,000	33.3%
Interest Payments	-	283,633	-	283,633	850,900	33.3%
Pledged Revenue Obligations						
Principal Payments	-	328,333	-	328,333	985,000	33.3%
Interest Payments	-	151,333	-	151,333	454,000	33.3%
Revenue Bonds						
Principal Payments	-	98,333	-	98,333	295,000	33.3%
Interest Payments	-	36,267	-	36,267	108,800	33.3%
Bank Fees	300	-	-	300	4,000	7.5%
Property Tax Contingency	-	-	-	-	30,000	0.0%
TOTAL EXPENDITURES	300	2,296,232	-	2,296,532	6,922,700	33.2%
SURPLUS/(DEFICIT)				67	-	

COMMENTS:

Through the fourth month, 33.2% of budget has been committed (excluding labor encumbrances) compared to 33.2% of revenues received.

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

Presenter : Patricia McCarver

Start Time : 1:29 PM

Item No : 10

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 7/8/2015

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 - October 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_Oct in Nov.pdf	Nov 03, 2015	Monitoring Report Executive Limitations Policy 2 3 1_Oct in Nov.pdf

**Monitoring Report - Monthly
Executive Limitations Policy 2.3.1 – Budget Deviations
October 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 four months ended October 31, 2015, the General Fund has a surplus of \$2,526,000. This is primarily the result of tuition and fee revenues for the fall 2015 and spring 2016 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 \$643,000, resulting in a net surplus of \$511,500 — 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 four months ended October 31, 2015, the Unexpended Plant Fund has a deficit of \$176,900 due to a significant amount of Preventative Maintenance and Capital Improvement Projects (CIP) being encumbered for the fiscal year. The supporting revenues to cover this deficit will be received over the remaining fiscal year.

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

Restricted Fund



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

Debt Service Fund



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

President's Conclusion:

I report compliance.

Presenter : Patricia McCarver

Start Time : 1:30 PM

Item No : 11

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 7/8/2015

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 - October 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_Oct in Nov.pdf	Nov 03, 2015	Monitoring Report Executive Limitations Policy 2 3 2_Oct in Nov.pdf

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

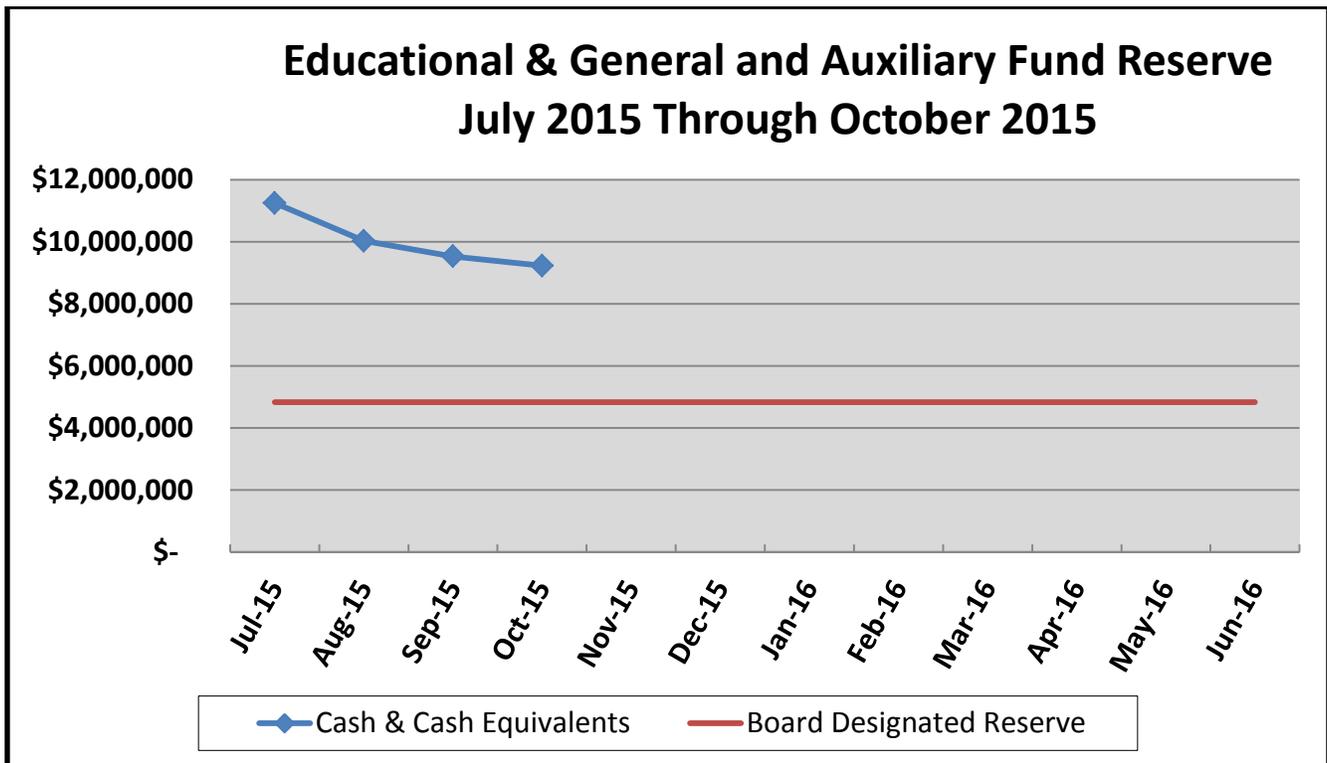
The President shall not allow the Current Fund Reserves to drop below ten percent (10%) of the operating budgets or Plant Fund Reserves to drop below \$1 million without specific Board authorization and a realistic recovery plan.

President’s Interpretation:

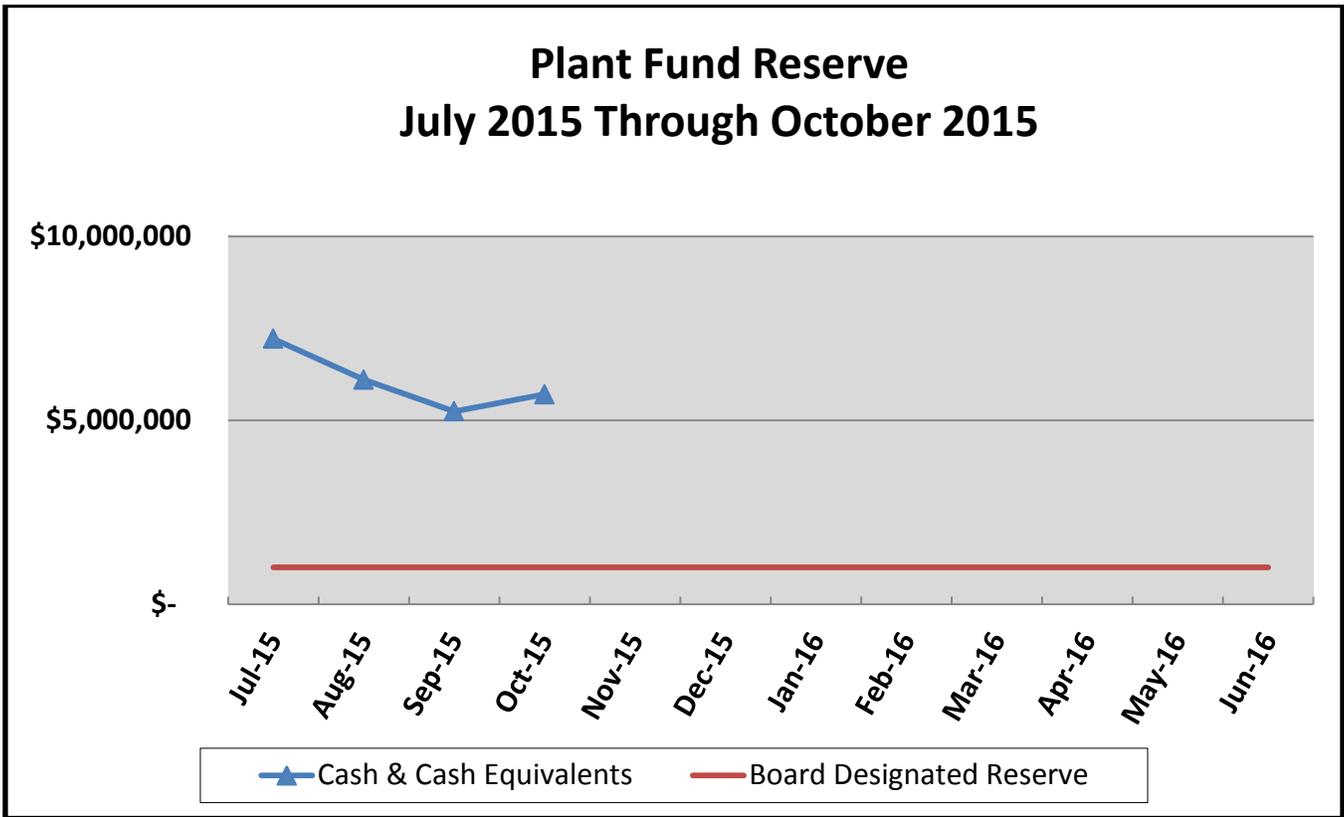
The Current Fund is a combination of the Operating Fund (Education and General) and the Auxiliary Fund. The budgets for these funds also include contingencies reserves to address unforeseen circumstances and seasonal revenues fluctuation. If the administration needs to adjust the Current Fund Reserves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



For the period July 1, 2015, through October 31, 2015, Plant Fund reserves have exceeded the Governing Board's designated reserve. As of October 31, 2015, Plant Fund reserves exceed the Governing Board's designated reserve amount by \$4,708,000.

President's Conclusion:

I report compliance.

Presenter : Patricia McCarver

Start Time : 1:31 PM

Item No : 12

Proposed By : Patricia McCarver

Time Req : 2

Proposed : 10/13/2015

Item Type : Consent Item

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

Description : For Consideration for Approval of the Second Amendment to the Intergovernmental Agreement Between Yavapai County Community Health Services and Yavapai College For Lease of Property - RECEIPT, DISCUSSION AND/OR DECISION

Details : For consideration for approval of the second amendment to the intergovernmental agreement between Yavapai County Community Health Services (YCCHS) and Yavapai College (YC). Attorneys for YCCHS and YC agreed this agreement should be termed a lease for an 800 square foot space in the CTEC building located at 220 Ruger Road, Prescott, AZ. The space will be for YCCHS to store and maintain a cache of regional Alternate Care Site (ACS) supplies. The space would also be used for temporary storage of any future post-disaster shipment of Federal Strategic national Stockpile (FSNS) supplies. The length of the lease is one year and will automatically renew unless either party notifies the other in writing sixty (60) days prior to the agreement's renewal date.

Attachments :

Title	Created	Filename
Amendment 2 to Lease 9 25 15.pdf	Oct 26, 2015	Amendment 2 to Lease 9 25 15.pdf
Amendment 1 to Original IGA.pdf	Oct 26, 2015	Amendment 1 to Original IGA.pdf
Original IGA.pdf	Oct 26, 2015	Original IGA.pdf

SECOND AMENDMENT
TO
ALTERNATE CARE SITE SUPPLIES STORAGE AGREEMENT
BETWEEN
YAVAPAI COUNTY COMMUNITY HEALTH SERVICES
AND
YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT

This Second Amendment to Alternate Care Site Supplies Storage Agreement (“Agreement”) effective the date of final signature by and between Yavapai County through Yavapai County Community Health Services (“YCCHS”) and Yavapai County Community College District (“YC”) is for the purpose of maintaining a warehouse storage facility for regional Alternate Care Site (“ACS”) supplies for Federal Strategic National Stockpile (“FSNS”) supplies.

WHEREAS, YCCHS and YC have previously entered into an Alternate Care Site Supplies Storage Intergovernmental Agreement (IGA) on May 12, 2009 as reflected in Book 4669, Page 338 of the Records of the Yavapai County Recorder and First Amended Alternate Care Site Supplies Storage Intergovernmental Agreement on March 9, 2010 as reflected in Book 4733, Page 328 of the Records of the Yavapai County Recorder;

WHEREAS, YCCHS and YC First Amended the IGA on March 9, 2010, providing YCCHS storage space for a cache of regional ACS supplies and whereas YC has a facility in which to store and maintain such supplies known as an 800 square foot space in the CTEC Building located at 220 Ruger Road, Prescott, Arizona (“Leased Premises”) and whereas, YCCHS is in need of a temporary storage space for any future post-disaster shipment of FSNS supplies and whereas YC has a facility in which to temporarily store such supplies on or near the Leased Premises;

WHEREAS, YC is authorized to enter into agreements and lease of real property pursuant to A.R.S. § 15-1444(B)(2) and (B)(4);

WHEREAS, YCCHS is authorized to enter into agreements and lease of real property pursuant to A.R.S. §§ 11-251(54);

WHEREAS, it is in the best interests of the citizens of Yavapai County and surrounding areas that a cache of regional Alternate Care Site supplies be stored in Yavapai County;

WHEREAS, it is in the best interests of the citizens of Yavapai County that a warehouse facility be available to temporarily receive and store FSNS supplies;

WHEREAS, YC desires to lease the Leased Premises to YCCHS, and YCCHS desires to lease the Leased Premises from YC for the term, at the rental and upon the covenants, conditions and provisions herein set forth;

NOW THEREFORE, the parties agree as follows:

1. YC agrees to lease the Leased Premises to YCCHS.

2. YCCHS shall pay YC an amount equal to \$300 per month for the Leased Premises for the storage of ACS supplies. This amount will be paid annually to YC by December 31 of any year the Lease is in effect.
3. YC agrees to make an interior area available on or near the Leased Premises, to YCCHS for temporary storage of FSNS supplies, conducting disaster drills and responding to real world disasters, at no cost. Access shall include use of available electrical outlets and tables located in the area.
4. The parties recognize and agree that YCCHS may access the Leased Premises upon two hours notice, twenty-four hours a day, seven days a week for the purposes of accessing the ACS supplies. The parties recognize and agree that YCCHS may access the area described in paragraph 3 above upon twelve hours notice, twenty-four hours a day, seven days a week for purposes other than accessing the ACS supplies. YC shall make all necessary arrangements to provide YCCHS with access and will provide YCCHS with sufficient names and contact phone numbers or keys, swipe cards and access codes to achieve such access. Access shall be made by YCCHS personnel including the Director, Assistant Director, Public Health Protection Section Manager, or Public Health Emergency Preparedness Unit Manager. The names and identities of the YCCHS personnel shall be submitted to YC Facilities Management. YC will issue the keys, swipe cards and access codes only to the identified individuals and the issuance thereof is non-transferable.
5. The length of this agreement is one year. Either party may cancel this agreement at any time upon sixty (60) days written notice to the other at the addresses below. This agreement will automatically renew unless either party notifies the other in writing at least sixty (60) days prior to the agreement's renewal date.
6. YCCHS shall not make or allow any alteration to the Leased Premises without written consent of YC.
7. YCCHS shall use the Leased Premises for only the regular storage of ACS supplies, pandemic emergency supplies, or other such emergency/pandemic outbreak supplies. YC shall make available to YCCHS a pallet jack for moving such supplies.
8. The Leased Premises shall not be occupied by any person or entity other than YCCHS and YCCHS agrees not to assign or sublet premises, or any part thereof, without first obtaining written permission from YC, except that YCCHS may use the area described in paragraph 3 for the receipt, temporary storage, and issuance of FSNS emergency supplies, conducting disaster drills and responding to real world disasters. When not used by YCCHS, the area described in paragraph 3 may be occupied or used by any person or entity other than YCCHS, but must be made available to YCCHS within twelve hours notice as set out in paragraph 4 above.
9. YC, at its own expense, shall maintain a policy or policies of comprehensive general liability insurance or self insurance with respect to the Leased Premises and such insurance shall afford minimum protection of not less than \$100,000 combined single limit coverage for property damage or loss.

10. This agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

11. This agreement is subject to the cancellation provisions of A.R.S. § 38-511.

Notices under this agreement shall be sent to:

Yavapai County Community Health Services
Attn: Health Officer
1090 Commerce Drive
Prescott, AZ 86305

Yavapai College
Purchasing & Contracting Department
1100 E. Sheldon Street
Prescott, AZ 86301

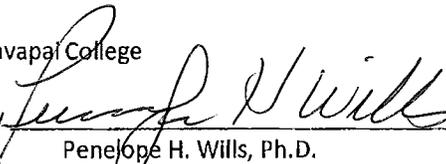
IN WITNESS WHEREOF the parties have executed this Amended Agreement as of the day and year first written above.

Yavapai County

By _____
Craig Brown
Chairman, Board of Supervisors

Date _____

Yavapai College

By 
Penelope H. Wills, Ph.D.
President, Yavapai College

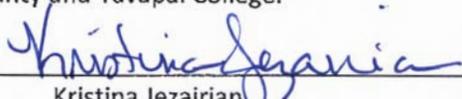
Date 10-26-15

By _____
Dr. Patricia McCarver
Chair, Yavapai College Governing Board

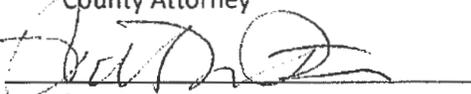
Date _____

Determination of Counsel

This Agreement has been reviewed by the undersigned legal counsel who has determined that this contract is in an appropriate form and within the powers and authority granted to Yavapai County and Yavapai College.

By 
Kristina Jezairian,
County Attorney

Date 9/24/15

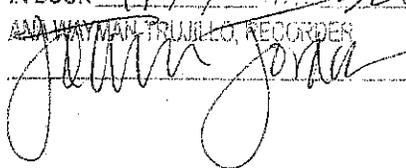
By 
Don Peters,
College Attorney

Date 9/24/15

Recorded at the Request of:

Board of Supervisors
Folder

When Recorded, Mail to:

THIS IS A CONFORMED COPY OF INSTRUMENT
RECORDED ON DATE 4/17/10 TIME 8:16
IN BOOK 4733 PAGE 328
AAA WAYMAN TRUJILLO, RECORDER
 DEPUTY

1ST AMENDED INTERGOVERNMENTAL AGREEMENT BETWEEN YAVAPAI COUNTY
& YAVAPAI COLLEGE FOR ALTERNATE CARE SITE SUPPLIES STORAGE
ORIGINAL IGA RECORDED - BOOK 4669; PAGE 338

FIRST AMENDED
ALTERNATE CARE SITE SUPPLIES STORAGE
INTERGOVERNMENTAL AGREEMENT
BETWEEN
YAVAPAI COUNTY COMMUNITY HEALTH SERVICES
AND
YAVAPAI COLLEGE

This First Amended Alternate Care Site Supplies Storage Agreement ("Agreement") entered into this 9th day of March, 200~~9~~¹⁰, by and between Yavapai County through Yavapai County Community Health Services ("YCCHS") and Yavapai College for the purpose of maintaining a warehouse storage facility for regional Alternate Care Site (ACS) supplies and for Federal Strategic National Stockpile (FSNS) supplies.

WHEREAS, Yavapai County and Yavapai College have previously entered into an Alternate Care Site Supplies Storage Intergovernmental Agreement on May 12, 2009 as reflected in Book 4669, Page 338 of the Records of the Yavapai County Recorder and the parties now intend to amend that agreement;

WHEREAS, YCCHS is in need of a storage space for a cache of regional ACS supplies and whereas Yavapai College has a facility in which to store and maintain such supplies known as an 800 square foot space in the CTEC Building located at 220 Rugar Road, Prescott Arizona ("Leased Premises");

WHEREAS, YCCHS is in need of a temporary storage space for any future post-disaster shipment of FSNS supplies and whereas Yavapai College has a facility in which to temporarily store such supplies in or near the Leased Premises;

WHEREAS, Yavapai College is authorized to enter into intergovernmental agreements and to lease real property pursuant to A.R.S. §§ 15-1444(B)(2), 15-1444(B)(4) and 11-952;

WHEREAS, Yavapai County is authorized to enter into intergovernmental agreements and lease of real property pursuant to A.R.S. §§ 11-251(54) and 11-952;

WHEREAS, it is in the best interests of the citizens of Yavapai County and surrounding areas that a cache of regional Alternate Care Site supplies be stored in Yavapai County;

WHEREAS, it is in the best interests of the citizens of Yavapai County that a warehouse facility be available to temporarily receive and store FSNS supplies;

WHEREAS, Yavapai College desires to lease the Leased Premises to YCCHS, and YCCHS desires to lease the Leased Premises from Yavapai College for the term, at the rental and upon the covenants, conditions and provisions herein set forth;

NOW THEREFORE, the parties agree as follows:

1. Yavapai College agrees to lease the Leased Premises to YCCHS.
2. YCCHS shall pay Yavapai College an amount equal to \$300 per month for the Lease Premises for the storage of ACS supplies. This amount will be paid annually to Yavapai College.
3. Yavapai College agrees to make an area available on or near the Leased Premises, specifically, the large, interior open space immediately adjacent to the loading dock doors, to YCCHS for temporary storage of FSNS supplies, conducting disaster drills and responding to real world disasters, at no cost. Access shall include use of available electrical outlets and tables located in the area.
4. The parties recognize and agree that YCCHS may access the leased premise upon two hours notice, twenty-four hours a day, seven days a week for the purposes of accessing the ACS supplies. The parties recognize and agree that YCCHS may access the area described in paragraph 3 above upon twelve hours notice, twenty-four hours a day, seven days a week. Yavapai College shall make all necessary arrangements to provide YCCHS with such access and will provide YCCHS with sufficient names and contact phone numbers or keys, swipe cards and access codes to achieve such access. Written requests from YCCHS for keys, swipe cards and access codes shall be made by the YCCHS Director, Assistant Director or Public Health Protection Section Manager and be submitted to Yavapai College Facilities Management. Yavapai College will issue such keys, swipe cards and access codes only to individuals and the issuance thereof is non-transferable.
5. This length of this agreement is one year. Either party may cancel this agreement at any time upon sixty days written notice to the other at the address below. This agreement will automatically renew unless either party notifies the other in writing at least sixty days prior to the agreement's renewal date.
6. YCCHS shall not make or allow any alteration to the Lease Premises without the written consent of Yavapai College.
7. YCCHS shall use the Lease Premises for only the regular storage of Alternate Care Site supplies, pandemic emergency supplies, or other such emergency/pandemic outbreak supplies. Yavapai College shall make available to YCCHS a pallet jack for moving such supplies.
8. The Leased Premises shall not be occupied by any person or entity other than YCCHS and YCCHS agrees not to assign or sublet the premises, or any part thereof, without first obtaining written permission from Yavapai College, except that YCCHS may use the area described in paragraph 3 for the receipt, temporary storage, and issuance of FSNS emergency supplies, conducting disaster drills and responding to real world disasters. Yavapai College shall make available to YCCHS a pallet jack for moving such supplies. When not used by YCCHS, this area described in paragraph 3 may be occupied or used

by any person or entity other than YCCHS but must be made available to YCCHS within the twelve hours notice as set out in paragraph 4 above.

9. Yavapai College, at its own expense, shall maintain a policy or policies of comprehensive general liability insurance or self insurance with respect to the Leased Premises such insurance to afford minimum protection of not less than \$100,000 combined single limit coverage for property damage or loss.

10. This agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

11. This agreement is subject to the cancellation provisions of A.R.S. § 38-511.

Notices under this agreement shall be sent to:

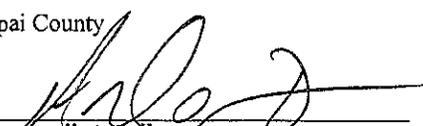
Yavapai County Community Health Services
Attn: Health Officer
1090 Commerce Drive
Prescott, AZ 86305

Yavapai College
Facilities Management
1100 E. Sheldon St.
Prescott, AZ 86301

IN WITNESS WHEREOF the parties have executed this Amended Agreement as of the day and year first written above.

Yavapai County

By

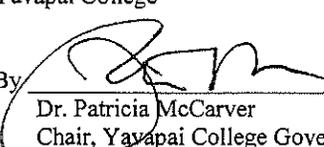

A.G. "Chip" Davis
Chairman, Board of Supervisors

Date

4/6/10

Yavapai College

By

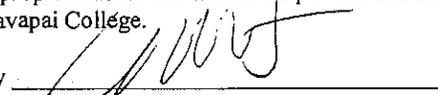

Dr. Patricia McCarver
Chair, Yavapai College Governing Board

Date

3/9/2010

Determination of Counsel

In accordance with A.R.S. § 11-952 this Intergovernmental Agreement has been reviewed by the undersigned legal counsel who has determined that this contract is in an appropriate form and within the powers and authority granted to Yavapai County and Yavapai College.

By  Date 3/09/12
Dave Hunt

ALTERNATE CARE SITE SUPPLIES STORAGE
INTERGOVERNMENTAL AGREEMENT
BETWEEN
YAVAPAI COUNTY COMMUNITY HEALTH SERVICES
AND
YAVAPAI COLLEGE

This Alternate Care Site Supplies Storage Agreement ("Agreement") entered into this 12 day of May, 2009, by and between Yavapai County through Yavapai County Community Health Services ("YCCHS") and Yavapai College for the purpose of maintaining a warehouse storage facility for regional Alternate Care Site supplies.

WHEREAS, YCCHS is in need of a storage space for a cache of regional Alternate Care Site supplies and whereas Yavapai College has a facility in which to store and maintain such supplies known as an 800 square foot space in the CTEC Building located at 220 Rugar Road, Prescott Arizona ("Leased Premises");

WHEREAS, Yavapai College is authorized to enter into intergovernmental agreements and to lease real property pursuant to A.R.S. §§ 15-1444(B)(2), 15-1444(B)(4) and 11-952;

WHEREAS, Yavapai County is authorized to enter into intergovernmental agreements and lease of real property pursuant to A.R.S. §§ 11-251(54) and 11-952;

WHEREAS, it is in the best interests of the citizens of Yavapai County and surrounding areas that a cache of regional Alternate Care Site supplies be stored in Yavapai County;

WHEREAS, Yavapai College desires to lease the Leased Premises to YCCHS, and YCCHS desires to lease the Leased Premises from Yavapai College for the term, at the rental and upon the covenants, conditions and provisions herein set forth;

NOW THEREFORE, the parties agree as follows:

1. Yavapai College agrees to lease the Leased Premises to YCCHS.
2. YCCHS shall pay Yavapai College an amount equal to \$300 per month for the Lease Premises. This amount will to be paid annually to Yavapai College.
3. The parties recognize and agree that YCCHS may access the leased premise upon two hours notice, twenty-four hours a day, seven days a week. Yavapai College shall make all necessary arrangements to provide YCCHS with such access and will provide YCCHS with sufficient names and contact phone numbers or keys, swipe cards and access codes to achieve such access. Written requests from YCCHS for keys, swipe cards and access codes shall be made by the YCCHS Director, Assistant Director or Public Health

Protection Section Manager and be submitted to Yavapai College Facilities Management. Yavapai College will issue such keys, swipe cards and access codes only to individuals and the issuance thereof is non-transferable.

4. This length of this agreement is one year. Either party may cancel this agreement at any time upon sixty days written notice to the other at the address below. This agreement will automatically renew unless either party notifies the other in writing at least sixty days prior to the agreement's renewal date.

5. YCCHS shall not make or allow any alteration to the Lease Premises without the written consent of Yavapai College.

6. YCCHS shall use the Lease Premises for only the storage of Alternate Care Site supplies, pandemic emergency supplies, or other such emergency/pandemic outbreak supplies. Yavapai College shall make available to YCCHS a pallet jack for moving such supplies.

7. The premises shall not be occupied by any person or entity other than YCCHS and YCCHS agrees not to assign or sublet the premises, or any part thereof, without first obtaining written permission from Yavapai College.

8. Yavapai College, at its own expense, shall maintain a policy or policies of comprehensive general liability insurance or self insurance with respect to the Leased Premises such insurance to afford minimum protection of not less than \$100,000 combined single limit coverage for property damage or loss.

9. This agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

10. This agreement is subject to the cancellation provisions of A.R.S. § 38-511.

Notices under this agreement shall be sent to:

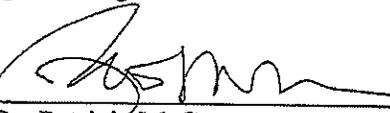
Yavapai County Community Health Services
Attn: Health Officer
1090 Commerce Drive
Prescott, AZ 86305

Yavapai College
Facilities Management
1100 E. Sheldon St.
Prescott, AZ 86301

Yavapai County

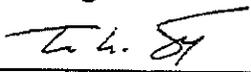
By  Date 5-4-09
Thomas Thurman
Chairman, Board of Supervisors

Yavapai College

By  Date 5/12/09
Dr. Patricia McCarver
Chair, Yavapai College Governing Board

Determination of Counsel

In accordance with A.R.S. § 11-952 this Intergovernmental Agreement has been reviewed by the undersigned legal counsel who has determined that this contract is in an appropriate form and within the powers and authority granted to Yavapai County and Yavapai College.

By  Date 4/17/09
Thomas M. Stoxen

Presenter : Patricia McCarver

Start Time : 1:33 PM

Item No : 13

Proposed By : Patricia McCarver

Time Req : 2

Proposed : 10/27/2015

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 : For Consideration for Approval of an Intergovernmental Agreement Between Maricopa County Community College and Yavapai College District - RECEIPT, DISCUSSION AND/OR DECISION

Details : For consideration for approval of an intergovernmental agreement between Maricopa County Community College District (MCCCD) and Yavapai College for MCCCD to provide a police officer on an interim basis.

Attachments :

Title	Created	Filename
Maricopa IGA.pdf	Nov 04, 2015	Maricopa IGA.pdf

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
AND
THE YAVAPAI COUNTY COMMUNITY COLLEGE DISTRICT**

This intergovernmental agreement ("Agreement") is between the Maricopa County Community College District ("MCCCD") and the Yavapai County Community College District ("Yavapai"), both political subdivisions of the State of Arizona, for certain services.

BACKGROUND

- A. Yavapai is currently without a chief of police and has requested that MCCCD provide one of MCCCD's police officers to serve in that position on an interim basis.
- B. MCCCD has the resources to provide the officer that Yavapai has requested.
- C. The parties are authorized under Arizona Revised Statutes §§15-1444 A-10, 15-1444-B-4 and 11-952 to enter into this Agreement.

AGREEMENT

The parties agree as follows:

- 1. **Term.** The term of this Agreement will start on November 10, 2015 and will end 12 weeks later or on the date that Yavapai no longer needs the services of the MCCCD officer, whichever occurs earlier ("Term"). The parties may extend the Term in writing that sets forth a new expiration date.
- 2. **Services.** MCCCD agrees to assign an MCCCD officer, qualified in MCCCD's sole discretion, on a full-time basis as the interim chief of police for Yavapai ("Interim Chief"). The Interim Chief will perform the duties of the Yavapai chief of police according to MCCCD and Yavapai's directives and state and federal law. The Interim Chief will report to the Yavapai Vice President of Finance and Administrative Services. The Interim Chief will be subject to oversight by MCCCD's Department of Public Safety ("Department") in order for the Department to provide resources to Yavapai during the Term. During the Term, MCCCD and Yavapai agree that the Interim Chief will continue to be an MCCCD employee. MCCCD will provide to the Interim Chief all benefits, rights and privileges to which the Interim Chief, as an MCCCD employee, is entitled. The Interim Chief will be required to abide by all Department directives and will be subject to MCCCD's disciplinary process.
- 3. **Procedures and Directives.** The Interim Chief may promulgate written operational procedures, general orders, and directives deemed necessary for the operation of the Yavapai police force during the Term, provided that the procedures and directives are acceptable to the Yavapai representative identified in Paragraph 2 as they affect Yavapai. The procedures, general orders and directives may detail duties and responsibilities of Yavapai law enforcement operations and will be effective on signing by the Interim Chief.
- 4. **Yavapai Reimbursement.** On the dates that MCCCD pays its employees (based on 26 payments per calendar year), MCCCD will invoice Yavapai in arrears for the salary and benefits paid to the Interim

Chief as an MCCCDC employee. MCCCDC intends to increase the Interim Chief's regular salary by 10 percent to compensate for this special assignment and the salary invoiced to Yavapai will include that adjustment. The dollar amount invoice for each complete two-week pay period will be \$4,859.87. MCCCDC will also invoice Yavapai at the same time for the Interim Chief's mileage and per diem expenses at MCCCDC's rates, excluding housing, which is addressed in Paragraph 5. MCCCDC has adopted the State of Arizona's travel reimbursement rates. If the Term starts or expires between during an MCCCDC pay period, MCCCDC will invoice the pro-rata amount owed. Yavapai agrees to pay MCCCDC no later than 15 days after the date of the invoice. MCCCDC may terminate this Agreement if Yavapai fails to pay an invoice as required under this Paragraph.

5. **Housing.** Yavapai agrees to contract and pay directly for comfortable and safe housing for the Interim Chief.

6. **Vehicle.** Yavapai will provide a vehicle to the Interim Chief for work related use, or reimburse for use of his own vehicle for the work related to this Agreement. If the latter, MCCCDC will include that mileage in its invoices under Paragraph 4.

7. **Responsibility and Indemnity.** Yavapai will be solely responsible and liable for claims, demands or judgments (including costs, expenses and attorney's fees) related to bodily injury, death, or damage to or loss of property arising out of the performance of the Interim Chief. Additionally, Yavapai (as 'indemnitor') agrees to indemnify, defend, and hold harmless MCCCDC (as 'indemnitee') from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as 'claims') arising out of bodily injury, or any person (including death) or property damage, but only to the extent that such claims which resulting vicarious/derivative liability to the indemnitee, are caused by the act, omission, negligence, misconduct, or other fault of Yavapai, its officers, officials, agents, employees, or volunteers.

8. **Workers' Compensation.** As specified under Arizona Revised Statutes §23-1022-D, the Interim Chief will be deemed an employee of both MCCCDC and Yavapai; and MCCCDC will be solely liable for the payment of workers' compensation.

9. **Termination/Cancellation.** Either party may terminate this Agreement by providing the other party with 10 days written notice. Each party acknowledges that a party may cancel this Agreement under the provisions of Arizona Revised Statutes §38-511.

10. **Nondiscrimination.** Each party will comply with all applicable state and federal law, rules, regulations and executive orders governing equal employment opportunity, immigration, and nondiscrimination, including the Americans With Disabilities Act. If applicable, the parties will abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, age, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national original, protected veteran status or disability.

11. **Notices.** Any notices required by this Agreement will be sent by certified mail, return receipt requested, to:

MCCCD:

Chief Mikel Longman
Maricopa Community Colleges
2411 W. 14th Street
Tempe, Arizona 85281

Yavapai:

Dr. Clint Ewell
Vice President
Yavapai College
1100 E. Sheldon St., PMB 6901
Prescott, AZ 86301-3297

12. **Property.** The parties do not contemplate the joint purchase of any property under this Agreement. MCCCD will retain ownership to any property that it provides to Yavapai pursuant to this Agreement.

13. **Applicable Law.** The law of the State of Arizona applies to all aspects of this Agreement.

FOR MCCCD:

By: Margaret E. McConnell
Margaret E. McConnell
Assistant General Counsel

Date: 10-28-15

FOR YAVAPAI:

By: _____

Name: Dr. Patricia McCarver

Title: District Governing Board, Chair

Date: 11/9/15

In accordance with Arizona Revised Statutes §11-952, the undersigned attorneys have reviewed this Agreement and have determined that it is in an appropriate form and within the powers and authority granted to each respective public body.

FOR MCCCD:

By: Lee Combs
Lee Combs
General Counsel

FOR YAVAPAI:

By: Donald M. Peters

Name: Donald M. Peters

Title: Attorney

Presenter : Patricia McCarver

Start Time : 1:35 PM

Item No : 14

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 7/8/2015

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 : 1:35 PM

Item No : 15

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 7/8/2015

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 : Sabbatical Reports From Joani Fisher, Professor of English, Foundation Studies - INFORMATION AND/OR DISCUSSION

Details : Joani Fisher, Professor of English in the Foundation Studies Division, was awarded a sabbatical during Fall 2014 and Spring Semester 2015 for continuing education toward a PhD in Instructional Design and Technology and supplementary advanced coursework in Shakespeare and English Literature.

Her sabbatical presentation will includes:

- Advancement towards a PhD in Instructional Design and Technology
- Developing Online Curriculum in English Composition and Literature courses
- Attending a Shakespeare Institute at Clare College, Cambridge England

Attachments :

Title	Created	Filename
Joani's Sabbatical Presentation.pdf	Oct 12, 2015	Joani's Sabbatical Presentation.pdf

Joani's Sabbatical

2014-2015





The Ideal.

VAGUENESS
TIMOTHY WILLIAMSON



ALM

MIND

USED
SAVES

Textbook
SAVES
HUNDREDS

BERR and
McNEWARD

Case Studies in
ENVIRONMENTAL ETHICS

USED

Brazell

The Real.

USED
SAVES

Textbook
SAVES
HUNDREDS

HITLER AND
THE POWER OF
AESTHETICS

FREDERIC
SPOTTS

USED

USED

ENVIRONMENTAL ETHICS

USED

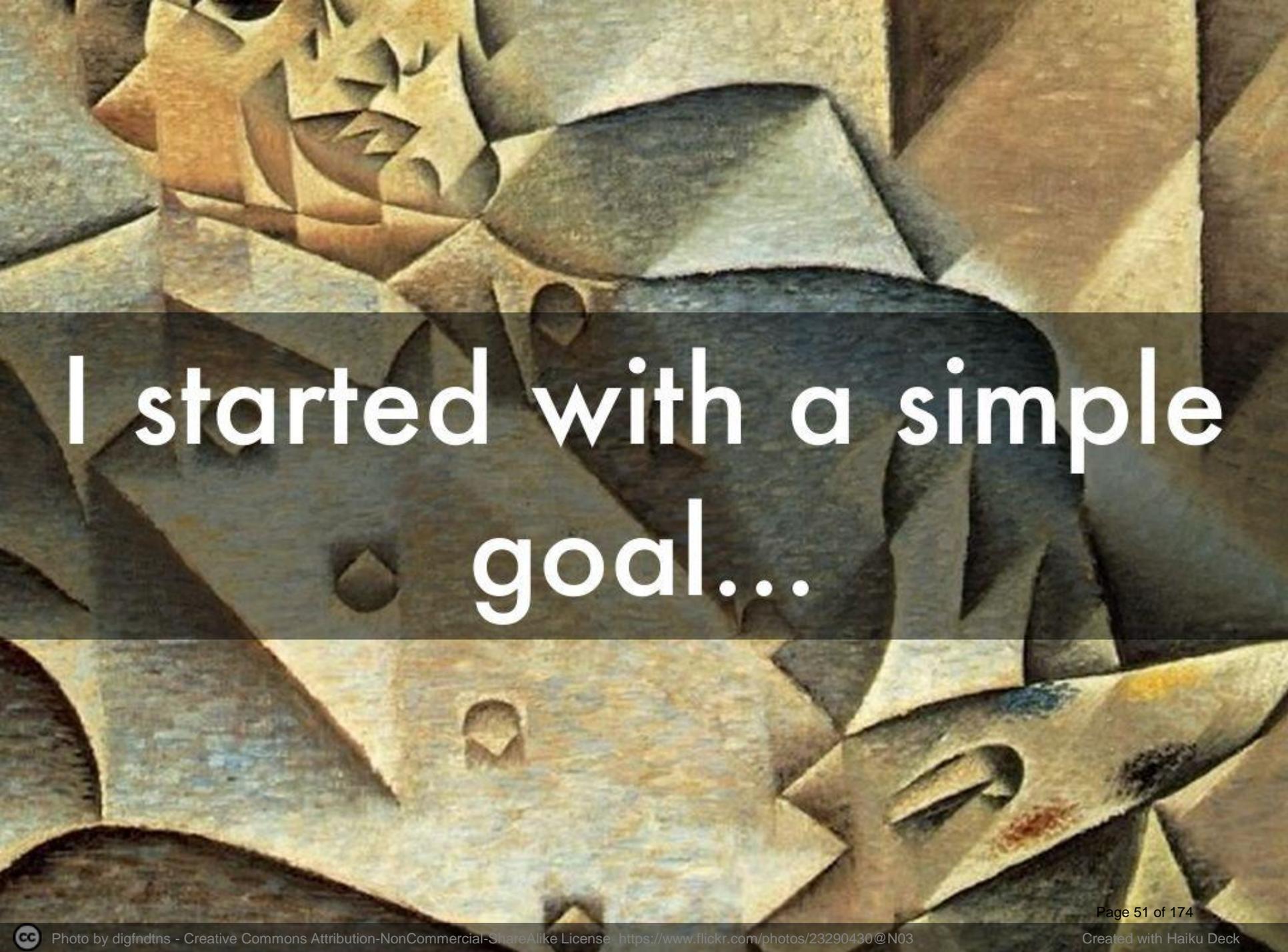
Edwin and McConnell-Gruet

Language and Gender

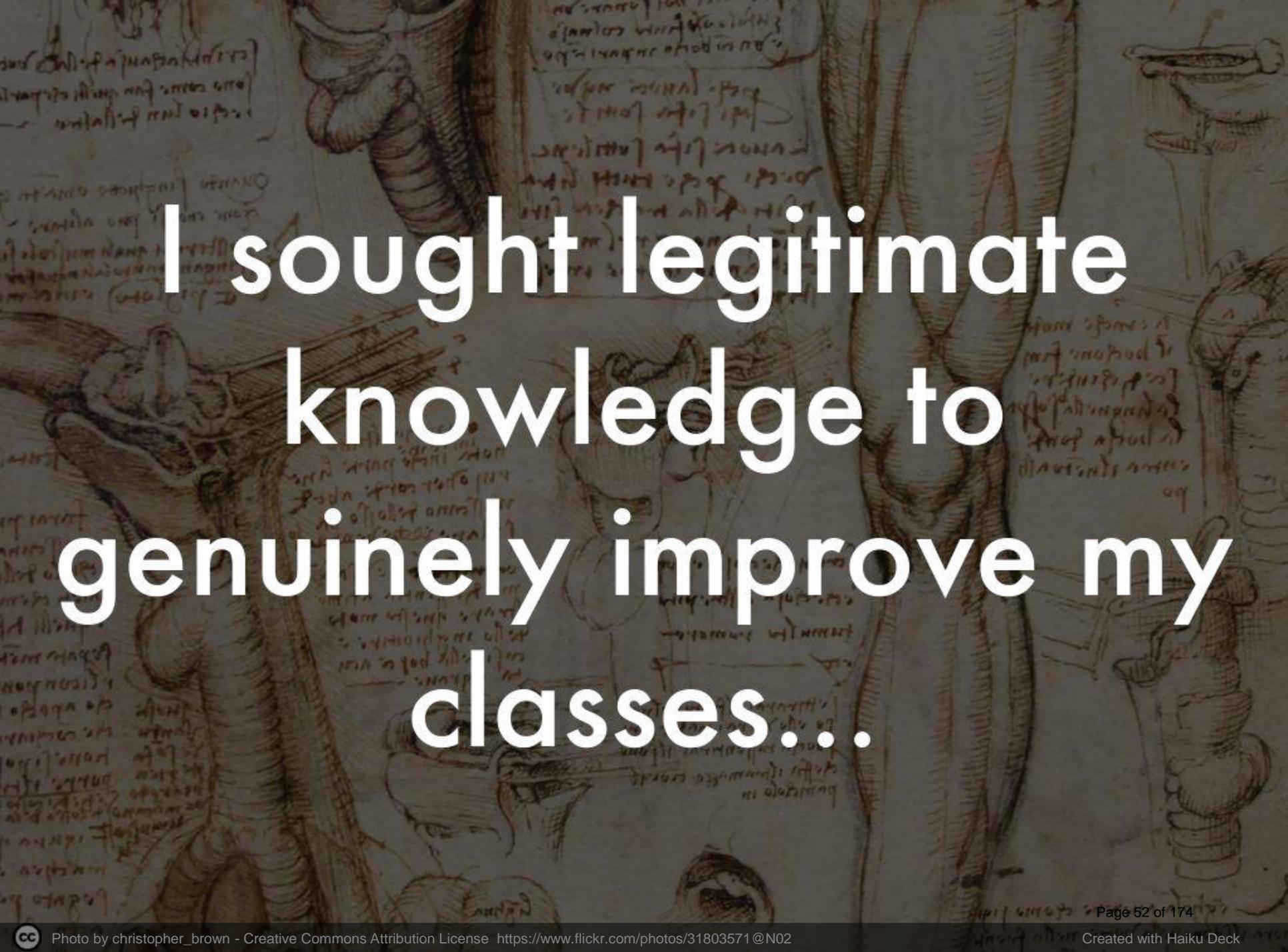
USED
SAVES

Textbook
SAVES
HUNDREDS

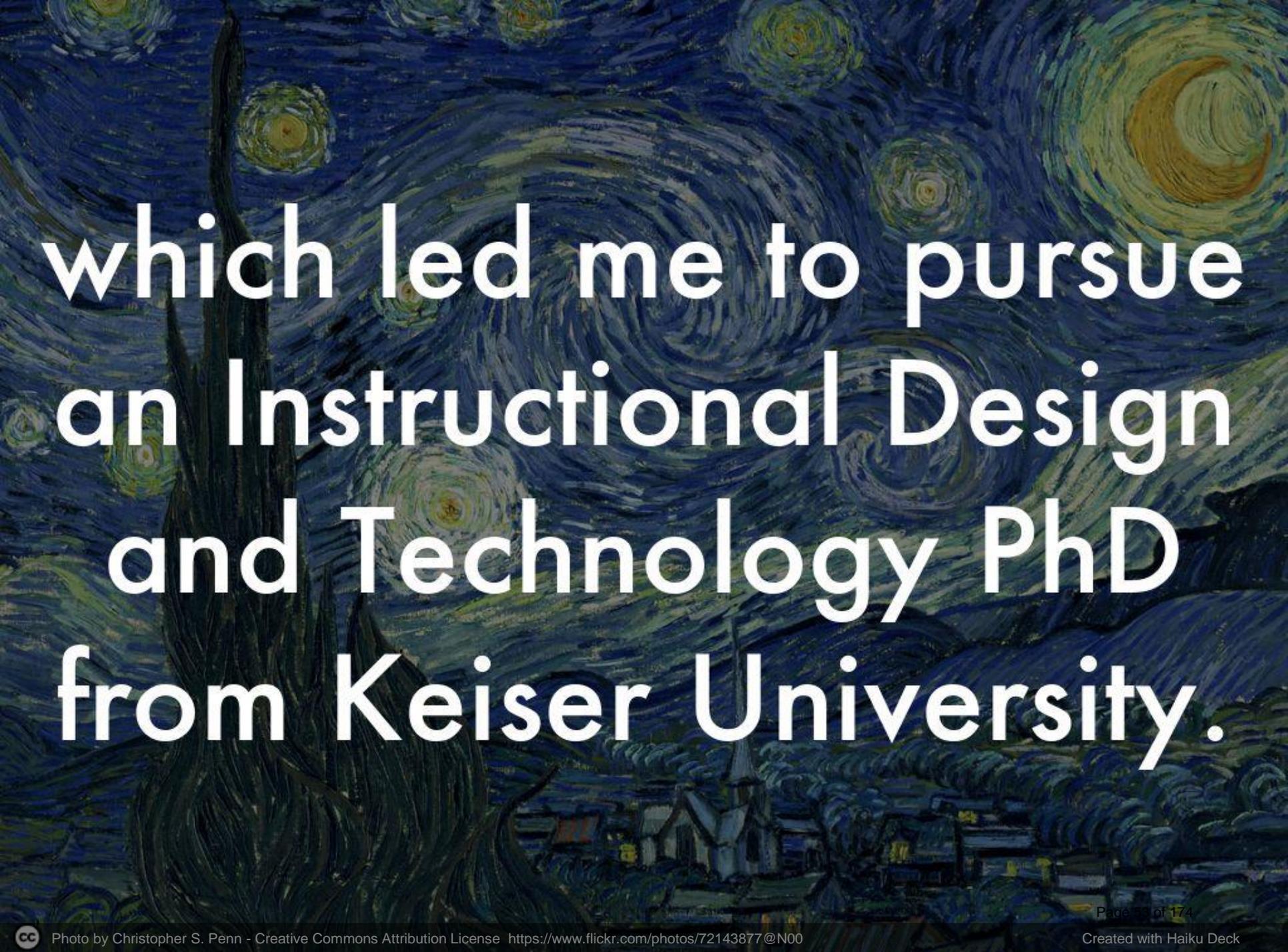




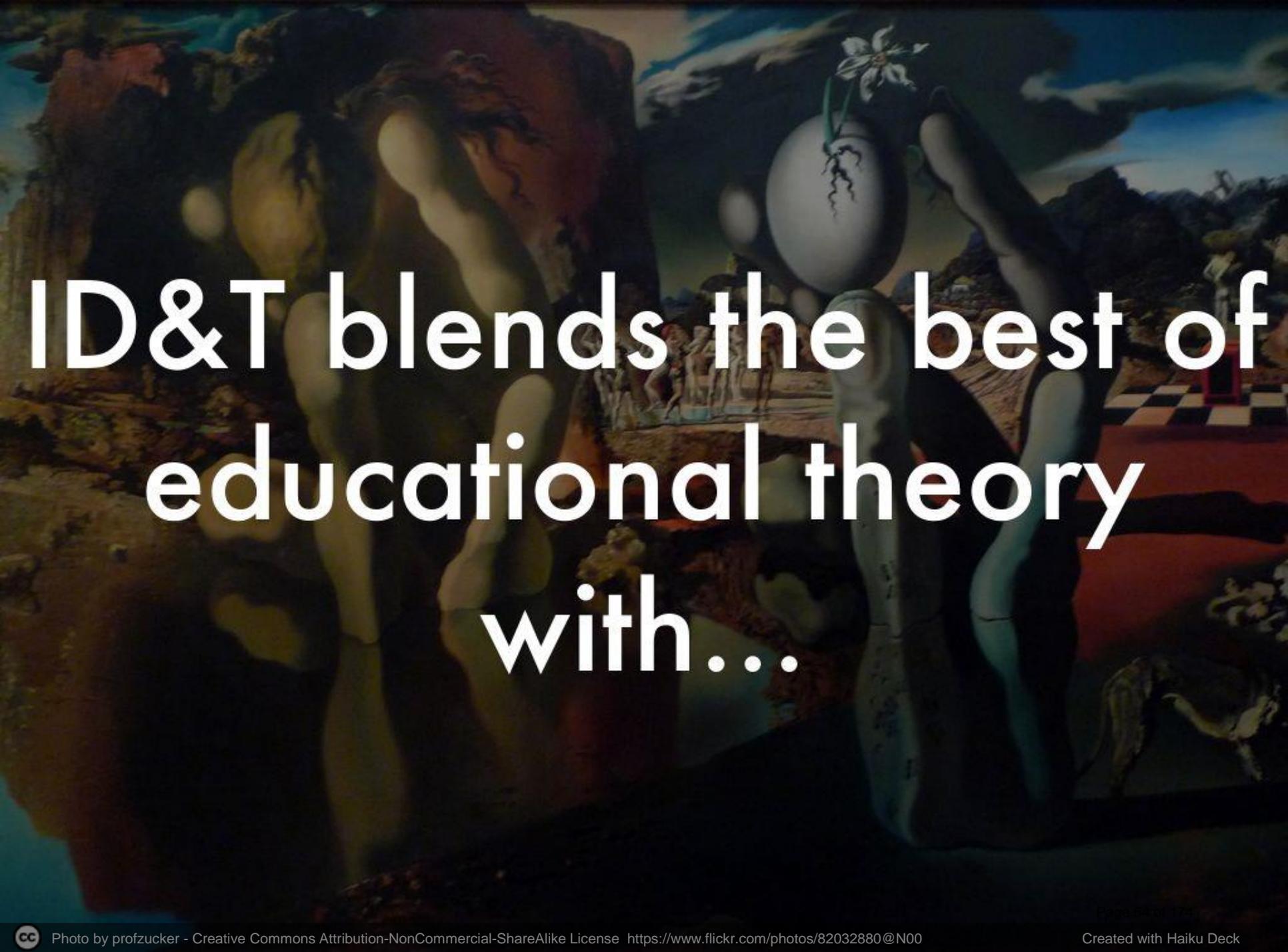
I started with a simple
goal...

The background of the slide is a collage of Leonardo da Vinci's anatomical sketches. It features detailed drawings of human muscles, bones, and internal organs, such as the heart and lungs, rendered in his characteristic fine-line style. The sketches are arranged in a way that they appear to be part of a larger study, with some showing the dissection of a human figure. The overall tone is sepia and historical.

I sought legitimate
knowledge to
genuinely improve my
classes...

The background of the slide is a reproduction of the painting 'The Starry Night' by Vincent van Gogh. It features a dark, swirling blue sky filled with numerous bright, circular stars and a large, glowing yellow moon. Below the sky, a dark, silhouetted landscape shows a small town with a prominent church spire and a large, dark, leafless tree in the foreground on the left.

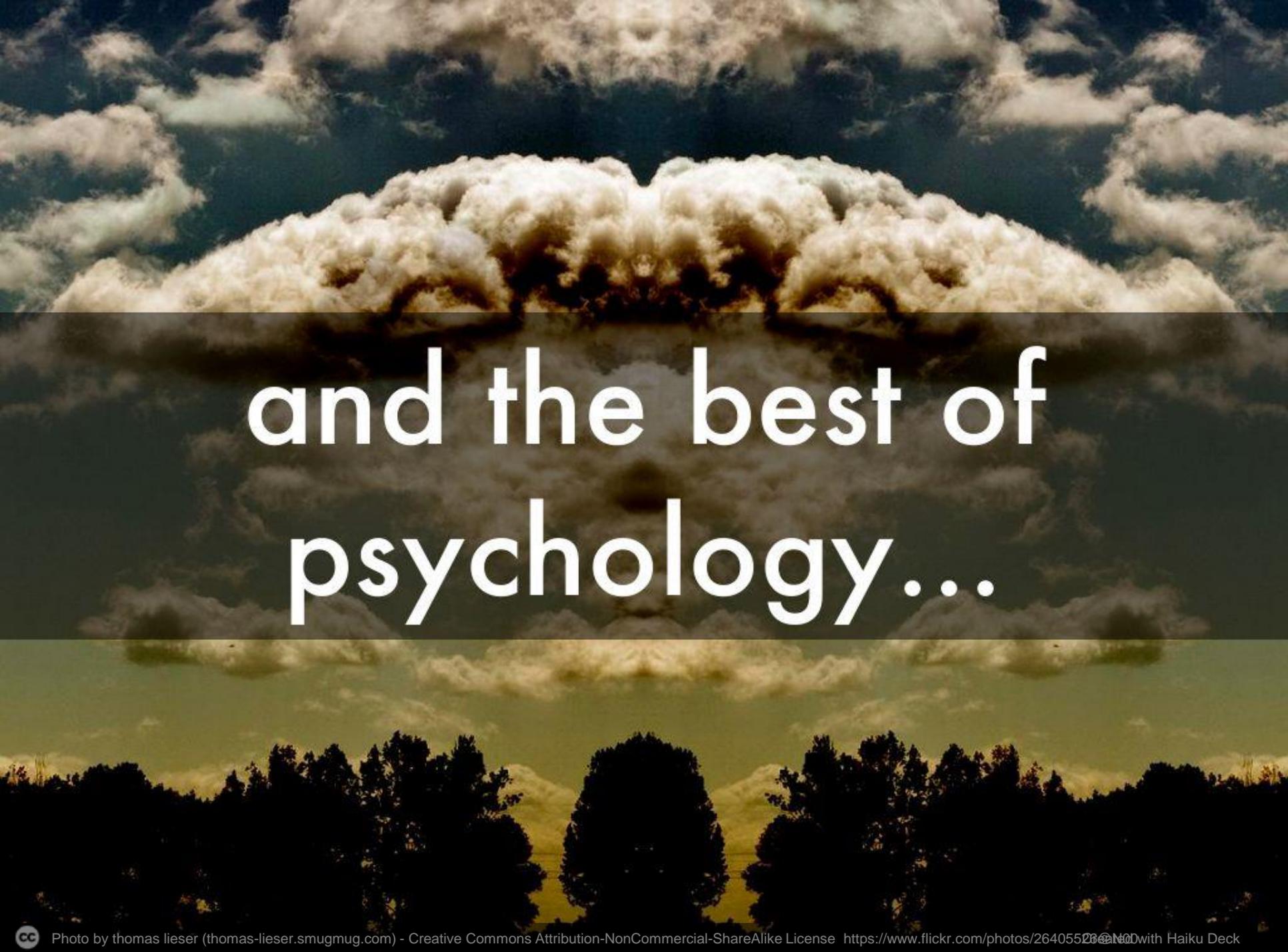
which led me to pursue
an Instructional Design
and Technology PhD
from Keiser University.

The background is a surrealist painting by Salvador Dalí, 'The Persistence of Memory'. It depicts a landscape with melting pocket watches, a cracked egg with a flower growing from it, and a checkered floor. The scene is set in a desolate, rocky environment under a cloudy sky.

**ID&T blends the best of
educational theory
with...**



the best of
communication
techniques...



and the best of
psychology...

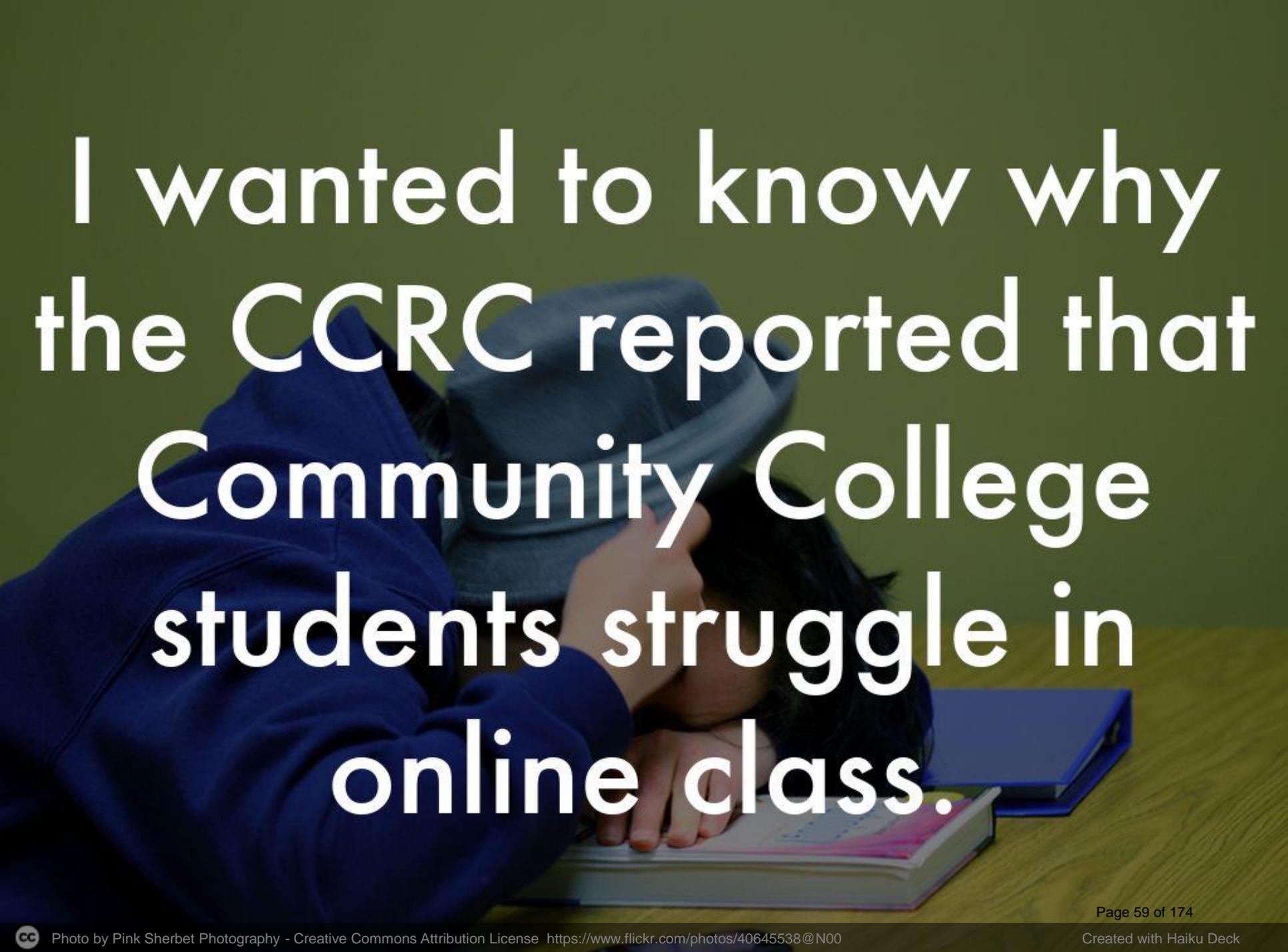


to design "magical"
learning events!

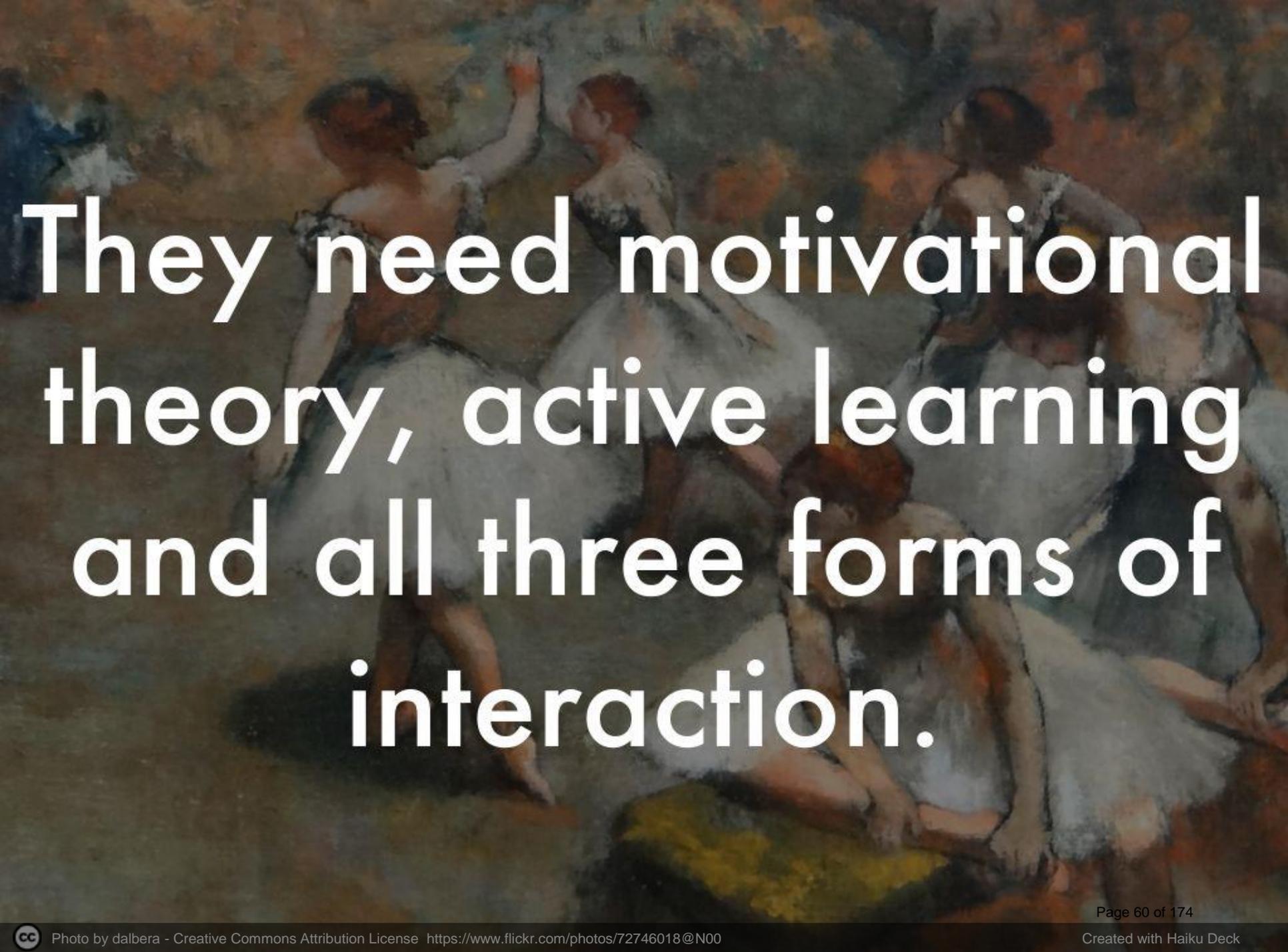


**My studies have answered many
of my educational questions**



A student wearing a blue hoodie is resting their head on their hand, which is placed on a stack of books on a wooden desk. The background is a solid green color. The text is overlaid in white, bold font.

I wanted to know why
the CCRC reported that
Community College
students struggle in
online class.

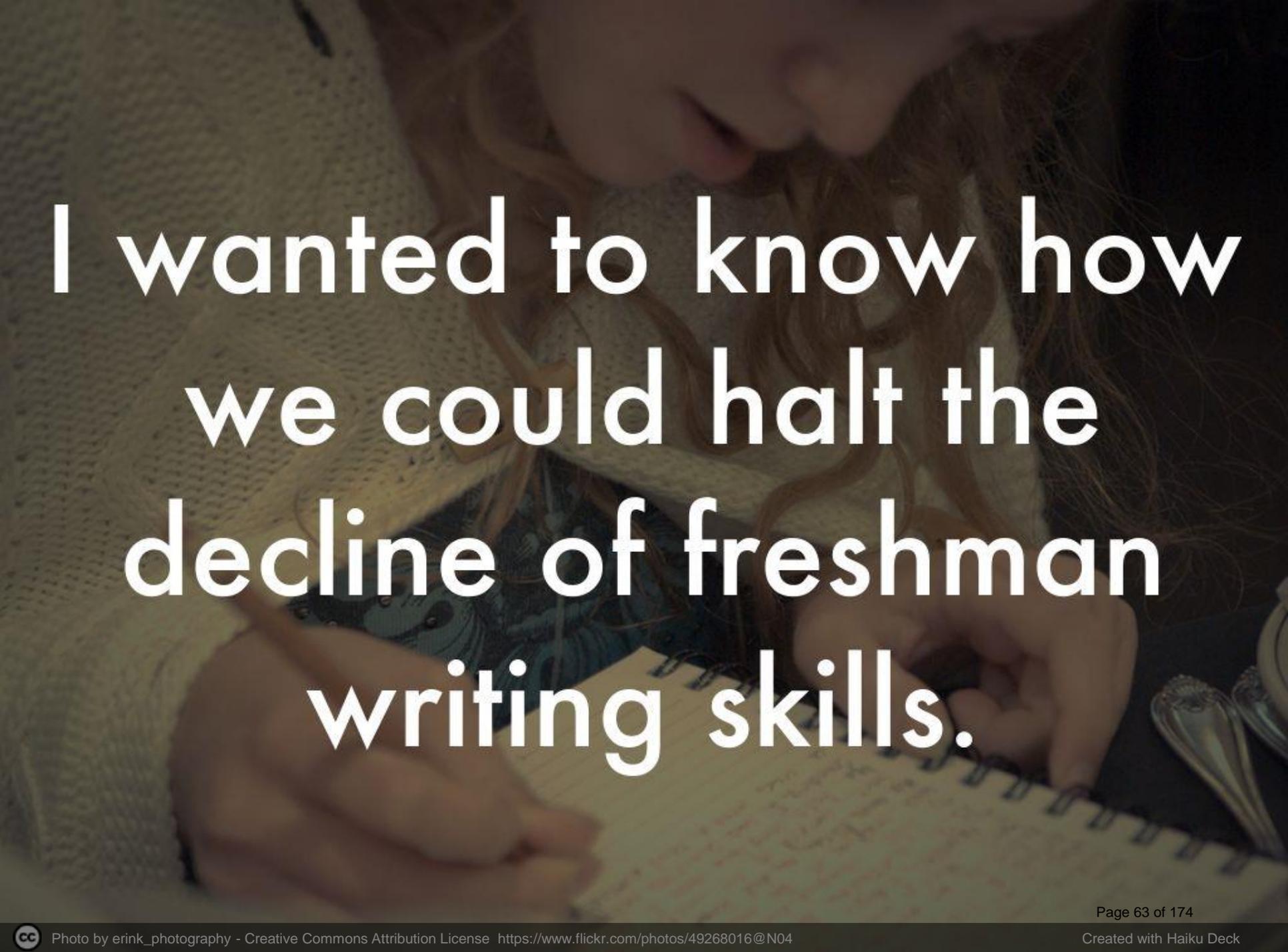
A painting of several ballerinas in white tutus performing on stage. The scene is captured in a dynamic, slightly blurred style, suggesting movement. The ballerinas are in various poses, some standing and some kneeling or sitting on the floor. The background is a mix of warm and cool tones, creating a sense of depth and atmosphere.

They need motivational theory, active learning and all three forms of interaction.

I wanted to know why
the inclusion of
"enticing stories" in a
lesson engages the
learner but leads to less
learning.

A large, grey sculpture of a human brain is the central focus. The brain is covered in red spiral patterns, resembling a target or a signal. Several bright yellow lightning bolts are striking the top of the brain, symbolizing cognitive overload or intense mental activity. The sculpture is set outdoors on a grassy area with a stone wall and trees in the background.

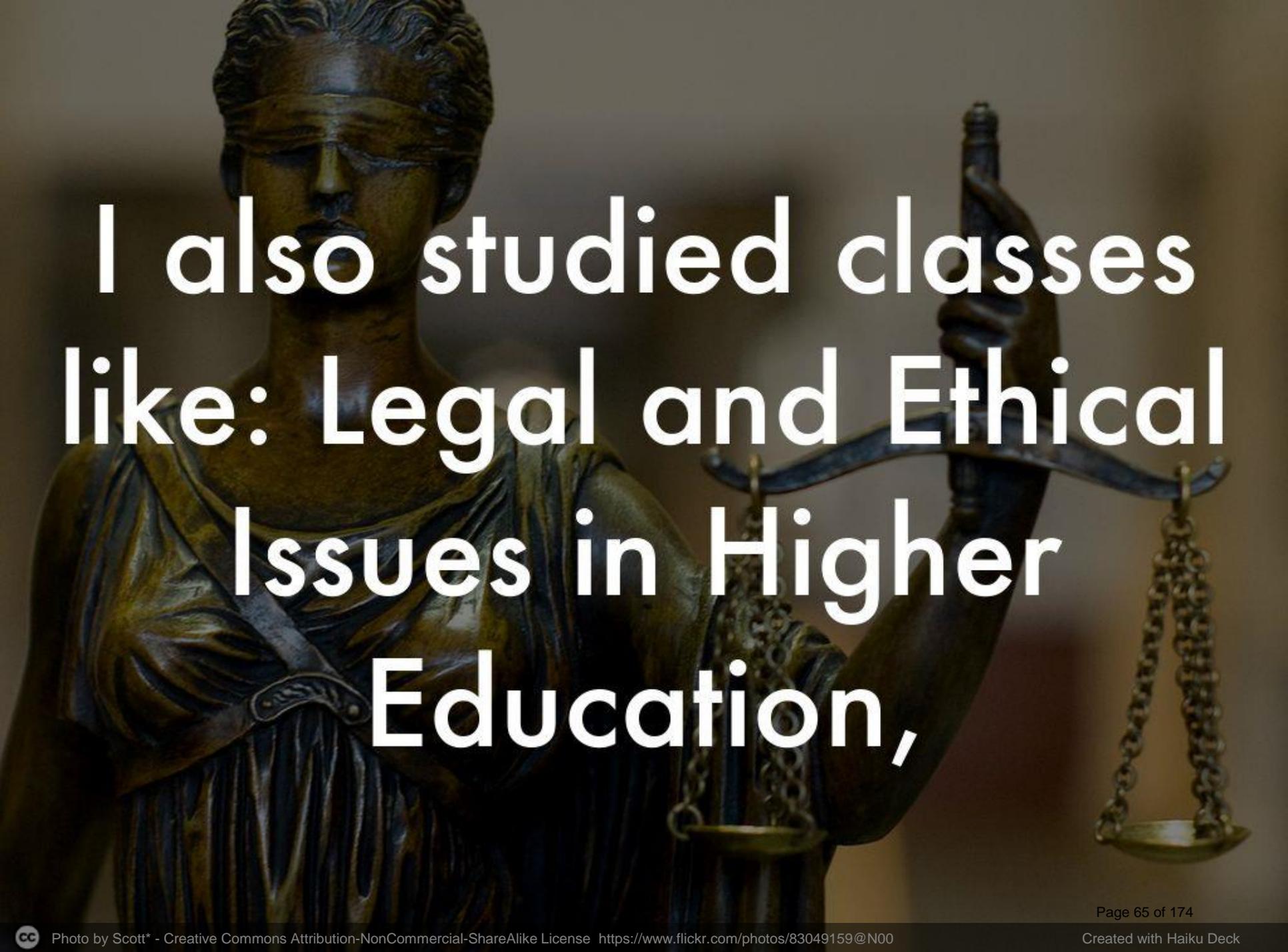
The learner faces
cognitive overload.

A close-up, slightly blurred photograph of a person with long, wavy brown hair writing in a spiral-bound notebook. The person's face is partially visible at the top, looking down at the page. The background is dark and out of focus. The text is overlaid in a large, white, sans-serif font.

I wanted to know how
we could halt the
decline of freshman
writing skills.

A close-up, high-angle shot of a man's face looking down. The man has dark hair and is looking directly at the camera with a serious expression. The background is blurred, showing a person in a light blue shirt walking past. The text "I now know." is overlaid in white on a dark horizontal band across the middle of the image.

I now know.



I also studied classes
like: Legal and Ethical
Issues in Higher
Education,

Policy, Politics and Community Relations,

Comment from a teacher at a learning cycle meeting:

“Teachers talk about
going back to the

Curriculum Design,

we should have
never left it.”



Managing Distance Learning Programs and everybody's favorite...

A close-up photograph of a hand holding a fan of several US twenty-dollar bills. The bills are fanned out, showing the top portion of each bill. The hand is positioned on the left side of the frame, and the bills extend towards the right. The background is a textured, light-colored surface, possibly a wall or a piece of fabric. A semi-transparent dark horizontal band is overlaid across the middle of the image, containing the title text in white.

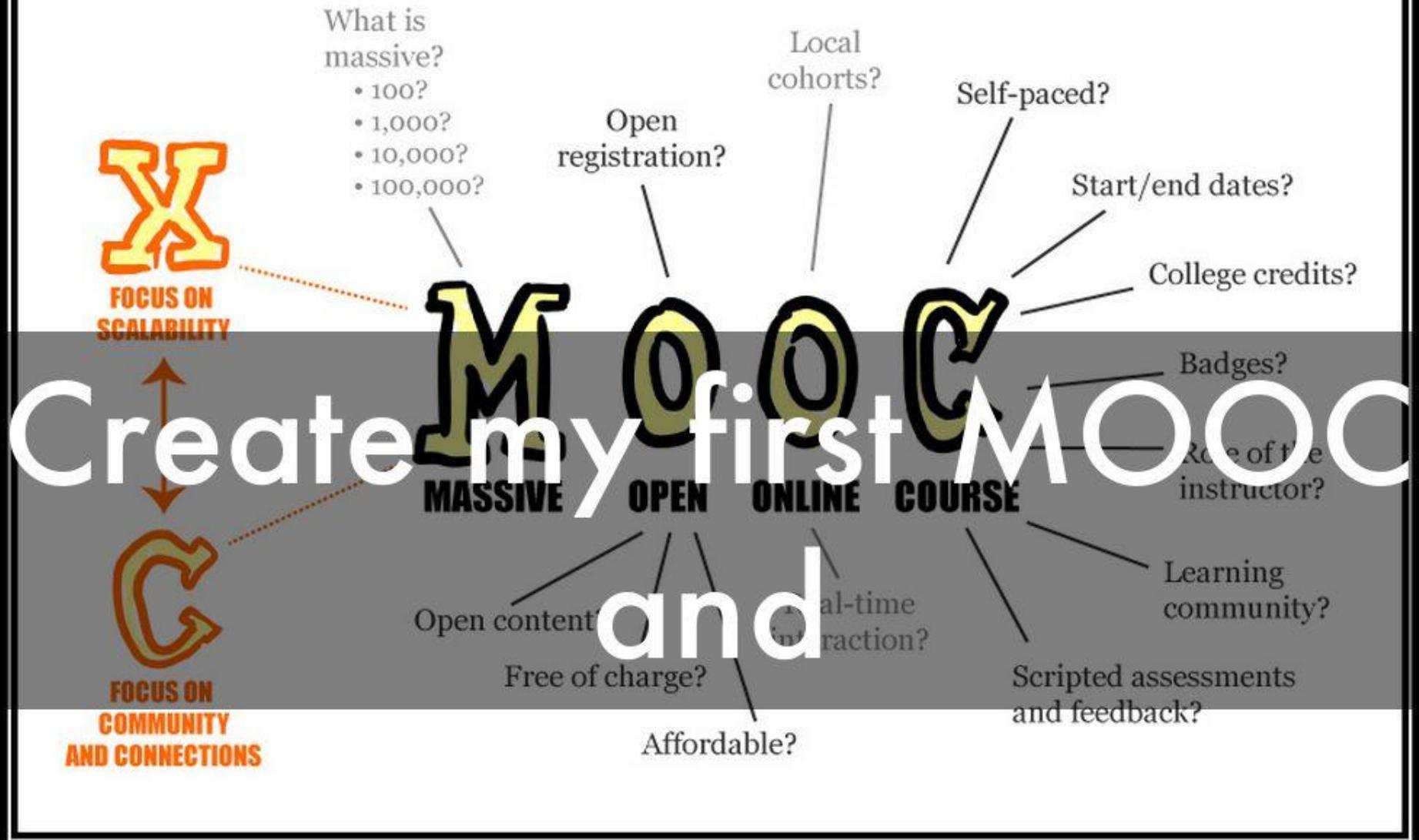
Managing Institutional Budgets.



36 credits!

I was able to complete

Every class was directly
applicable to my work
at YC...but the year
from teaching also
allowed me to



M ♦ O ♦ O ♦ C

Every letter is negotiable.



attend a Shakespeare
Institute in Cambridge,
England, at Clare
College.



Thank You for the opportunity!

Joani

Presenter : Patricia McCarver

Start Time : 1:45 PM

Item No : 16

Proposed By : Patricia McCarver

Time Req : 10

Proposed : 10/30/2015

Item Type : Information Item

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

Description : Joint Sabbatical Reports From Dr. Jennifer Jacobson, Professor of Sociology, and Nichole Wilson, Professor of Psychology - INFORMATION AND/OR DISCUSSION

Details : - Dr. Jennifer Jacobson, Professor of Sociology in the Business, Education and Social Sciences Division, was awarded a sabbatical during the Fall 2014 Semester to conduct research and enhance her knowledge of on Early Childhood Development.

- Nichole Wilson, Professor of Psychology in the Business, Education and Social Sciences Division, was awarded a sabbatical during Spring 2015 Semester to conduct research and enhance her knowledge on Early Childhood Development.

Their joint sabbatical presentation regarding delayed gratification in early childhood of will include:

- Research Conducted
- Results and Publications

Attachments :

Title	Created	Filename
Jacobson and Wilson.pdf	Nov 05, 2015	Jacobson and Wilson.pdf

Replication of the Famous Marshmallow Experiment

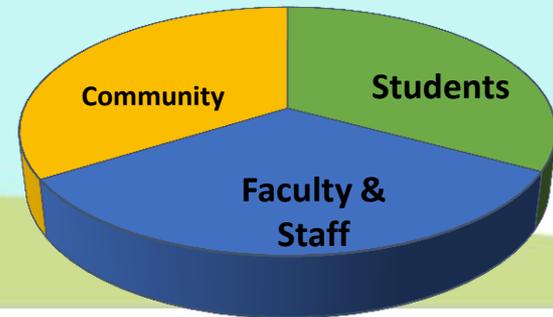


Jennifer Jacobson, Ph.D.



Nichole Wilson, MS

Del E. Webb Family Enrichment Center (FEC)

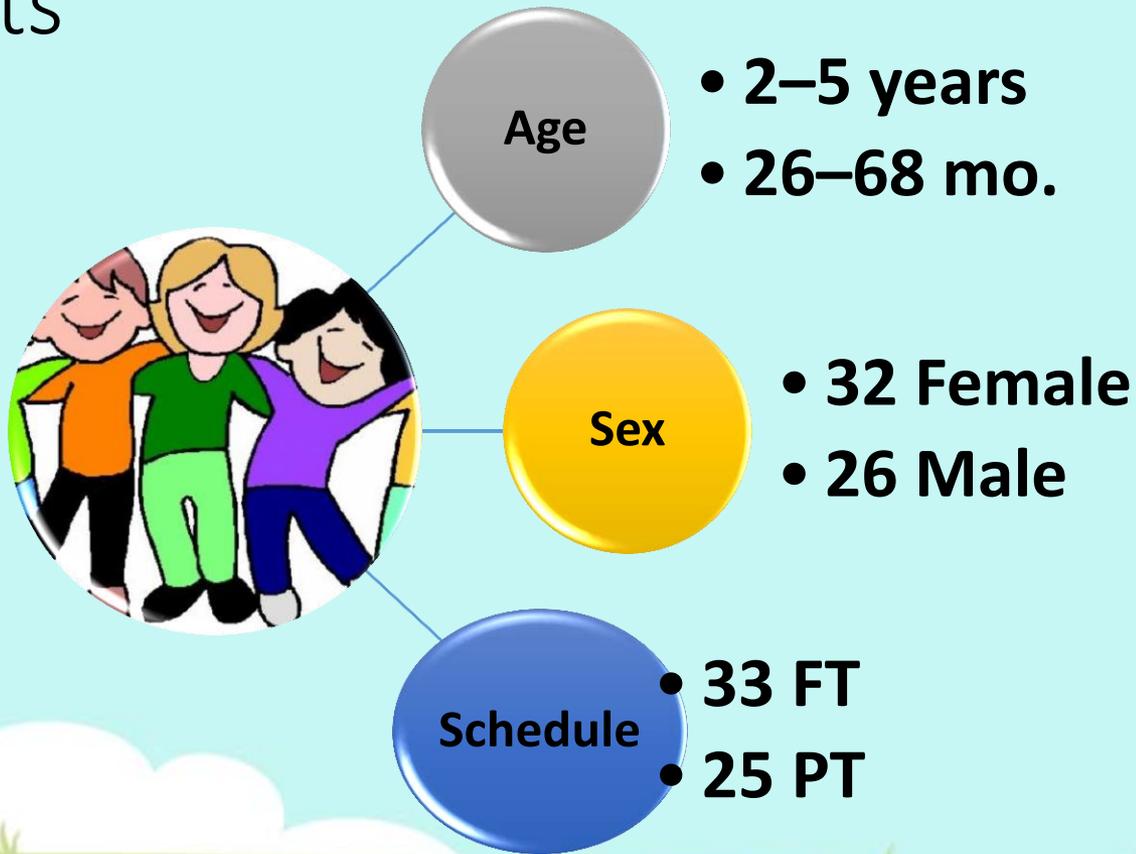


The Question

Does a high-quality preschool create a sense of trust in children to the point that those children are more likely to wait for the second marshmallow than children who have not had extensive high-quality schooling?



Participants



Method



Coping Behaviors Recorded

Played with clothing (A,B,N)	Played with marshmallow in wrapper (A,B,N)
Played with jewelry (A,B,N)	Played with marshmallow on table (A,B,N)
Played with a body part (A,B,N)	Picked up marshmallow (A,B,N)
Put head on hands or table (P,C,N)	Smelled marshmallow (A,B,N)
Put hands up or pounded table in exasperation (A,B,N)	Licked marshmallow (A,B,N)
Began to fall asleep (P,C,N)	Picked bits off of marshmallow (A,B,N)
Stood up (A,B,N)	Ate tiny bits of marshmallow (A,B,N)
Walked around (A,B,N)	Hid the marshmallow (A,B,N)
Walked out of view of the camera (A,B,N)	Looked toward wall, window or door (P,C,N)
Left the table and got a book / toy (A,B,N)	Looked away from marshmallow (P,C,N)
Left the table and found something to do (A,B,N)	Talked to the camera (A,B,V)
Left the table and chose a new place to sit / lie (P,B,N)	Made faces to the camera (A,B,N)
Counted things in room / on walls (A,C,V)	Sang (A,B,V)
Stared at the marshmallow (P,C,N)	Glanced at marshmallow (P,C,N)
Touched the marshmallow (A,C,V)	Talked to self; not to camera (A,B,V)

How long did they wait?

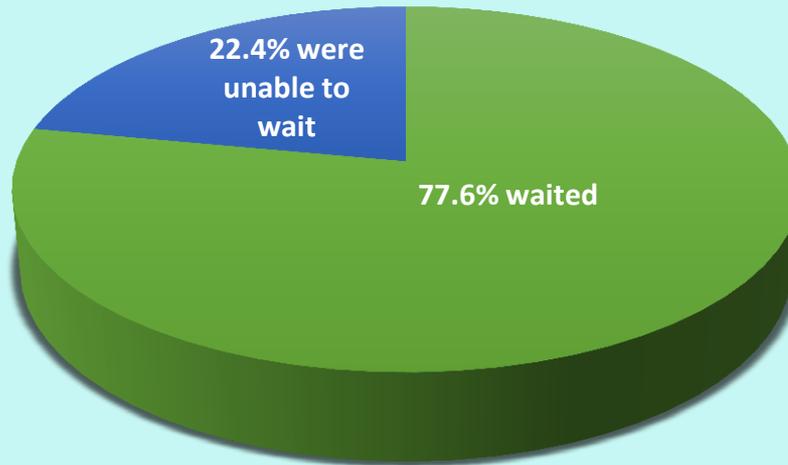
Of the 58 children at the FEC that participated, the average wait time was 461.40 seconds (about 7.5 minutes).

Over 3 times as many children waited (45) the entire time than those who did not (13).

The average wait time for those who failed to wait was 155.54 seconds (2.5 minutes) while the average of those who did wait was 549.76 seconds (the full 9 minutes).



How long did they wait?



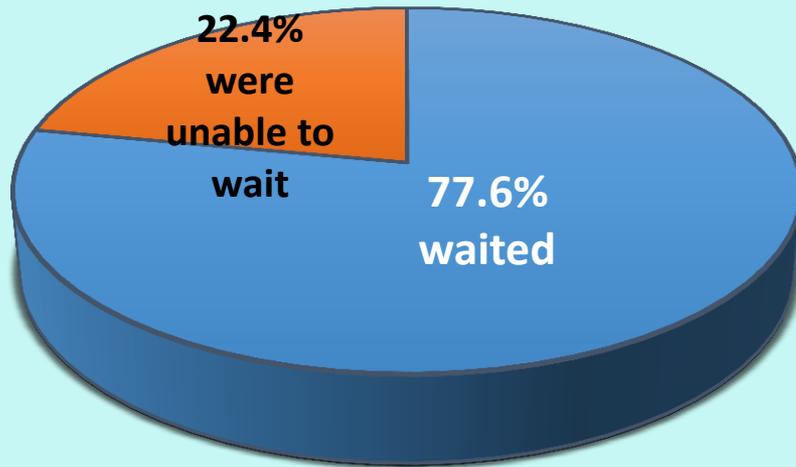
Mischel and Ebbsen (1970)



- Compared to the original marshmallow studies, significantly more children in this study waited the full time to receive the 2nd marshmallow, $x^2(1)=53.29, p=0.00$.

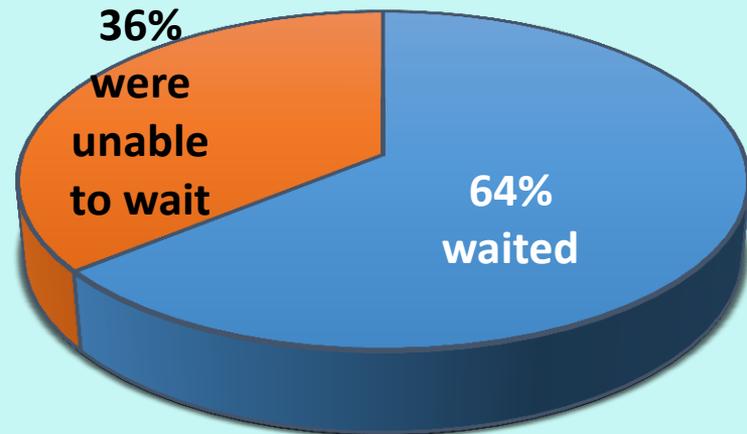


How long did they wait?



Kidd, Palmeri & Aslin (2013)

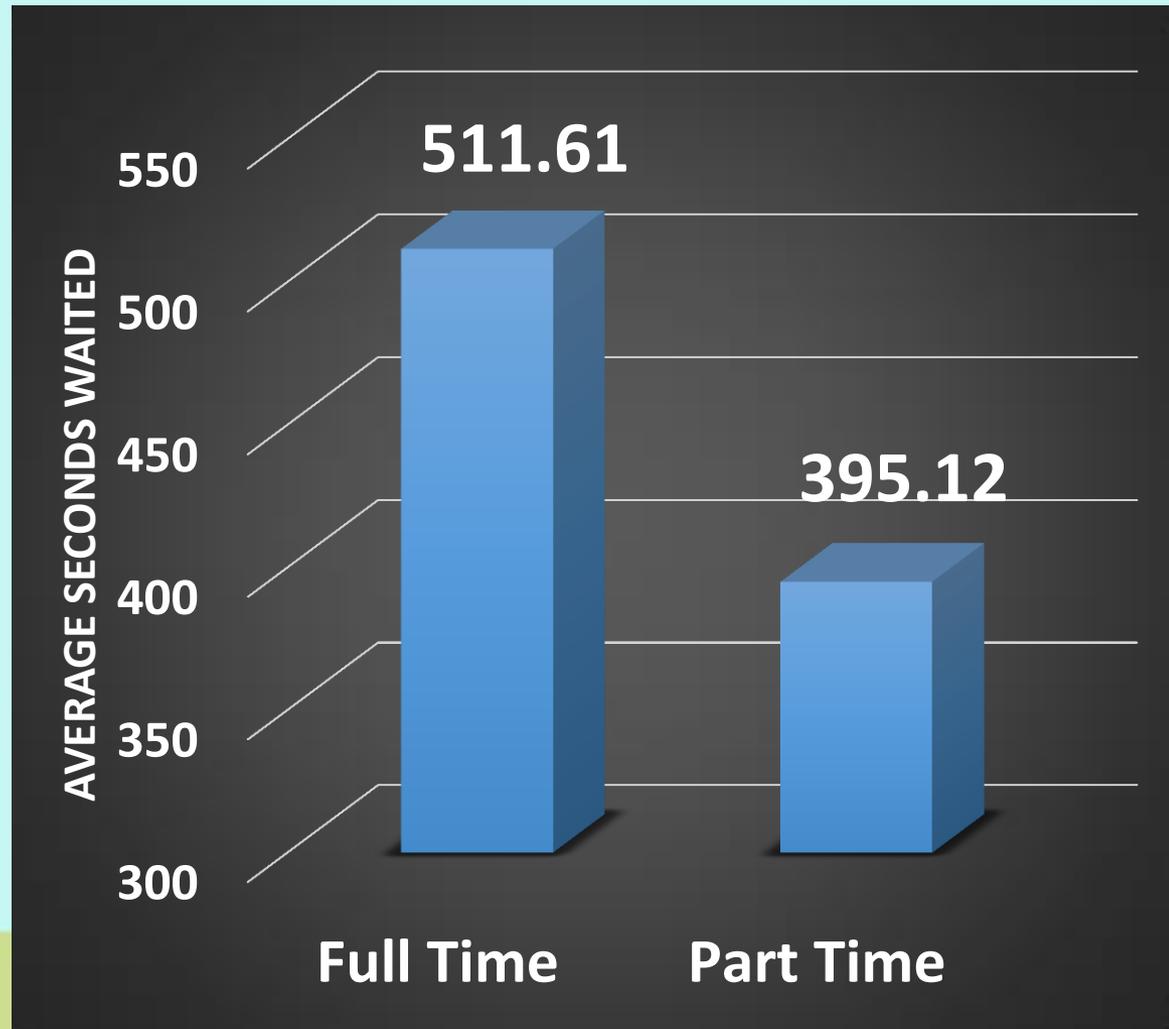
Reliable Environment Condition



- There is no significant difference in the percentages between the FEC 2014 findings and the *Reliable Environment Condition* in the Kidd, Palmeri & Aslin (2013) study, $\chi^2(1)=53.29, p > 0.05$.

Schedule Comparison

- The full-time children at the FEC waited significantly longer than the part-time children, $t(56) = 2.35, p = 0.03$.



Presentations

- **February, 2015: Family Enrichment Center**
- **February, 2015: Dr. Shelley's Statistics for the Behavioral Sciences Class**
- **March, 2015: 20th Annual Early Childhood Education Conference**
- **March, 2015: National Association for the Education of Young Children (NAEYC Future Teachers Club)**
- **August, 2015: First Things First Early Childhood Summit**

Video

Presenter : Patricia McCarver

Start Time : 1:55 PM

Item No : 17

Proposed By : Patricia McCarver

Time Req : 20

Proposed : 7/8/2015

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

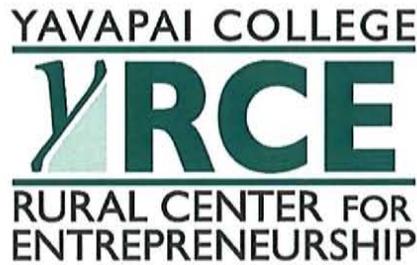
Description : Information from the President to Include: Rural Center for Entrepreneurship (RCE); Article From American Association of Community Colleges; Verde Valley Executive Dean's Advisory Committee; Emergency Procedures Overview; Yavapai Combined Trust Quarterly Update; Association of General Contractors of America Award; Facilities Management News; College Highlights, and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Rural Center for Entrepreneurship (RCE) - October 23, 2015
- Article from American Association of Community Colleges
- Verde Valley Executive Dean's Advisory Committee Update - Dr. James Perey
- Overview of Emergency Procedures at Yavapai College - Pete Oppenheim, Risk Manager
- Yavapai Combined Trust Quarterly Update
- Association of General Contractors of America Award Recognizing Yavapai College Tennis Complex - Attached - Information Only
- Facilities Management News - November 2015 - Attached - Information Only
- College Highlights - November 2015 - Attached - Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
RCE.pdf	Oct 23, 2015	RCE.pdf
Yielding more than just money.pdf	Nov 03, 2015	Yielding more than just money.pdf
Exec Dean 11915.pdf	Nov 04, 2015	Exec Dean 11915.pdf
Emergency Preparedness Update.pdf	Nov 05, 2015	Emergency Preparedness Update.pdf
YCT Aug 2015 Report.pdf	Nov 05, 2015	YCT Aug 2015 Report.pdf
Award.pdf	Nov 05, 2015	Award.pdf
November 2015 YAVAPAI COLLEGE Facilities Management News.pdf	Nov 05, 2015	November 2015 YAVAPAI COLLEGE Facilities Management News.pdf
November 2015 College Highlights.pdf	Nov 05, 2015	November 2015 College Highlights.pdf



WHERE INNOVATION & TECHNOLOGY MEET

Vision

To nurture the innovative and creative spirit in our community and develop an entrepreneurial ecosystem that will generate economic vitality in the region.

Mission

To foster an entrepreneurial ecosystem by providing technical expertise through a structured, focused support system for invention and commercialization of companies that support high-quality jobs.

Priority Technical Services

Intellectual Property Rights
Commercialization of Goods and Services
Contracting –Public and Private
Export Trade
Lean Canvas Business Model



FabLab Fields

Machining
Robotics
Welding
Microelectronics
Mill Right
Gunsmithing

Mentoring

Mentors offer at least 2 hours of their services on a pro-bon basis for active RCE clients within their field. All RCE mentors are required to sign non-disclosure agreements which will be kept on file at RCE.

<http://ccdaily.com/Pages/Campus-Issues/Yielding-more-than-just-money.aspx>

<https://www.luminafoundation.org/files/resources/its-not-just-the-money.pdf> - Full Lumina Foundation study

Yielding more than just money

By Daily Staff, Published October 15, 2015

When it comes to illustrating the benefits of a higher education, earning more money gets the spotlight. But a [new report](#) from [Lumina Foundation](#) highlights other benefits, from improved health to better health insurance, as well as benefits to society, such as a broader tax base and lower incarceration rates.

The presented information may seem like common sense, but much of it is difficult to quantify and harder to demonstrate, says the report, which was produced for Lumina by the [Center and School of Economics](#) at the [University of Maine](#).

“Consequently, these frequently unmeasured benefits are often ignored in policy discussions,” it says.

Yet, illustrating these vast benefits of higher education can be critical in winning public backing to support higher education.

Start with the basics

The report differs from previous similar studies in that it addresses the benefits of different levels of postsecondary education, including associate degrees, and not just higher education in **general or just bachelor’s** degrees.

The study opens with what is generally the focus when discussing the benefits of higher ed: earnings. **Individuals who take “some college” earn on average of \$31,565 a year, while those who earn an associate degree make about \$36,178 annually.** That amounts to earning about \$12,000 more than those with just a high school diploma. The study also includes lifetime earnings for the various levels of higher education, which follow a similar pattern, with associate degree earners making an estimated \$246,000 more than those who just graduate high school.

“Although there are legitimate concerns about rising tuition and student debt discouraging potential students from a college education, it is still the case that college is a very worthwhile investment **even in just purely financial terms,**” the report says.



Fringe benefits

The study then delves into fringe benefits, such as health insurance provided through employment, employer contributions for health insurance and retirement plans through employment. All yielded better results with more education.

The study also examines benefits that were more difficult to capture. For example, it looks at self-reporting health status, health behaviors (such as smoking) and disabilities, all corresponding to higher education attainment. Not surprisingly, those with more education fared better.

The report also **addresses “financial savvy” based on educational attainment by looking at** financial literacy, earning income from assets (such as investments and rent) and minimizing financial charges. The same trend followed.

On a larger scale

Community and societal benefits were also examined, from taxes and philanthropy, to marriage and civic engagement. The incarceration rate yielded one of the more apparent differences among education levels. The incarceration rate of high school dropouts was a whopping 4 percent, according to the report. That drops to 0.75 percent for those with a high school diploma, and further to 0.44 percent with some college and/or an associate degree.

The dramatic correlation between education attainment and the probability of incarceration appears to have an important role in explaining the large racial disparities in imprisonment rates, the report says, especially among African-Americans and Native Americans.

“An initial exploration into the data suggests that about half of these racial differences in imprisonment rates can be explained by differences in education attainment,” it adds.

Yavapai College Verde Valley 2015-2020 Strategic Plan

Dr. James Perey Executive Dean Verde Valley
Campus

Planning Actions

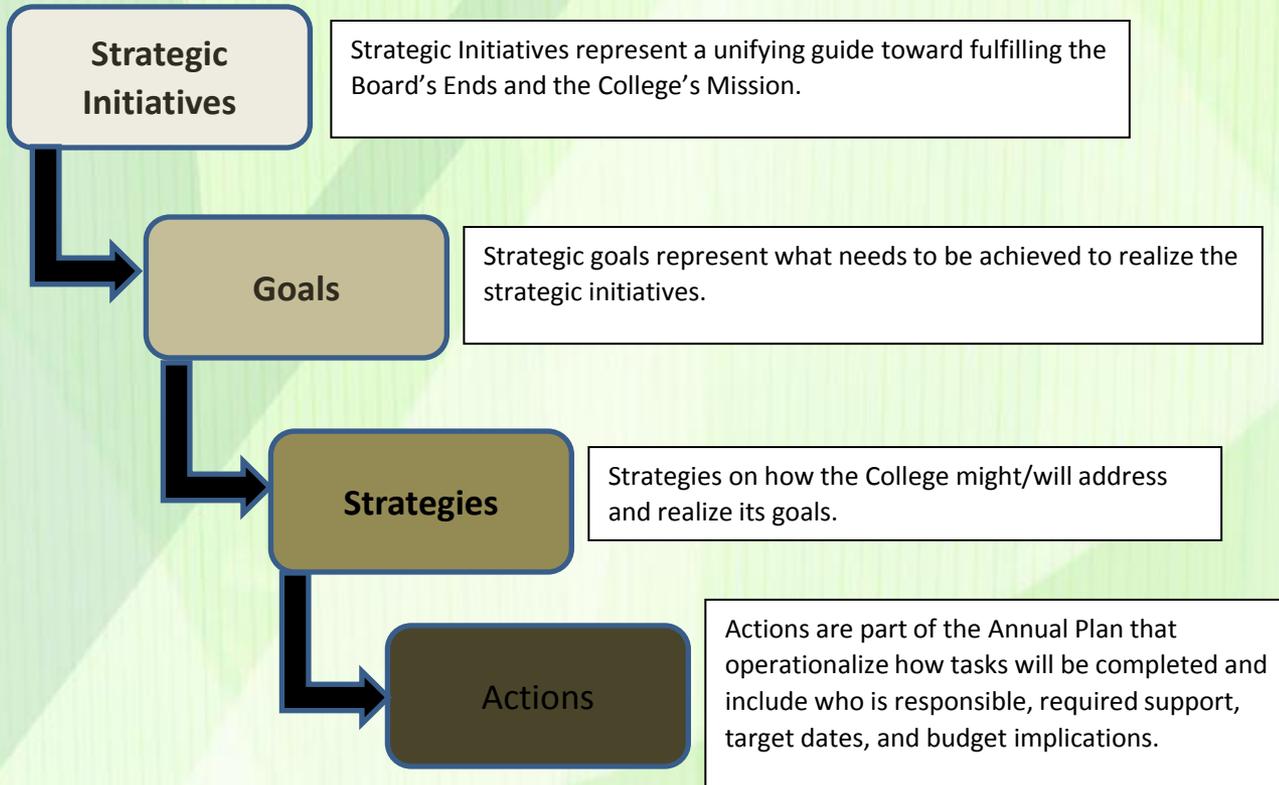
- Environmental Scan
- Strength, Weakness, Opportunities, and Threats (SWOT) assessments
- Input from VVBAC Committee
- Executive Dean's Advisory Committee

Yavapai College Verde Valley 2015-2020 Strategic Plan



<i>Student Success</i>	<i>Economic Responsiveness</i>	<i>Engaged Community</i>	<i>Organizational Development</i>	<i>Fiscal Stewardship</i>
<p>Goal:</p> <p>1. Increase student completion rates without sacrificing academic quality (1.1.1, 1.1.2, 1.1.3).</p> <p>Target(s):</p> <ul style="list-style-type: none"> • Total awards (cert/degrees) will increase 20% 2020 • Total graduates will increase 20% by 2020 	<p>Goal:</p> <p>1. Increase Career and Technical Education opportunities for YC students in the Verde Valley (1.1.1, 1.2)</p> <p>Target(s):</p> <ul style="list-style-type: none"> • 20% increase of Career and Technical Education opportunities in the Verde Valley by 2020 	<p>Goal:</p> <p>1. Increase credit enrollment (1.1.1, 1.1.2).</p> <p>2. Increase non-credit enrollment (1.1.3).</p> <p>Target(s):</p> <ul style="list-style-type: none"> • Student credit hour enrollment will increase 5% by 2020 • Non-credit enrollment will increase 10% by 2020 	<p>Goal:</p> <p>1. Improve employee engagement and satisfaction on the Verde Campus (1.1).</p> <p>Target(s):</p> <ul style="list-style-type: none"> • Employee satisfaction and engagement will be 80% or higher • Yavapai College will rank in the 75th percentile or higher for satisfied employees in the Noel-Levitz College Employee Satisfaction Survey (CESS) 	<p>Goal:</p> <p>1. Model fiscal stewardship in the Verde Valley (1.2).</p> <p>Target(s):</p> <ul style="list-style-type: none"> • Unqualified Fiscal Audit report annually • Operating Cost per FTSE +/- 10% of national average • Facility Condition Index greater than .90
	<p>Goal:</p> <p>2. Create job placement process for YC graduates (1.1.1, 1.1.2, 1.2)</p> <p>Target(s):</p> <ul style="list-style-type: none"> • 100% of Career and Technical degree and certificate completers will have access to job placement services <p>75% of graduates seeking employment will be employed within 12 months of graduation</p>	<p>Goal:</p> <p>2. Improve East County satisfaction with cultural programming (1.3).</p> <p>Target(s):</p> <ul style="list-style-type: none"> • Increase East County residents satisfaction with cultural programming from 60% to 75% <p>Learning opportunities in the arts that may include: performances, lectures, master classes, workshops, and off-campus programs.</p>		<p>Goal:</p> <p>2. Evaluate and revise the Capital Improvement Plan (1.1, 1.2).</p> <p>Target(s):</p> <ul style="list-style-type: none"> • 75% or higher employee satisfaction with Capital Improvement Plan
	<p>Goal:</p> <p>3. Improve district-wide awareness of Yavapai College Education and Training opportunities (1.1.1, 1.1.2, 1.2).</p> <p>Target(s):</p> <p>75% of business surveyed will report high awareness of relevant YC programs</p>	<p>Goal:</p> <p>4. Improve community engagement (1.3).</p> <p>Target(s):</p> <ul style="list-style-type: none"> • Overall satisfaction with YC will be 80% or higher • YC's credit market penetration will increase from 5.3% to 6.3% by 2020 • YC's non-credit market penetration will increase from 2.3% to 4.0% by 2020 		

Strategic Planning Update



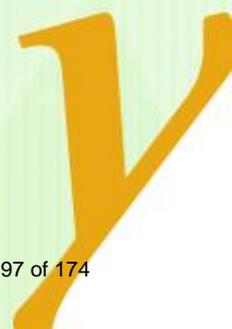
Strategic Initiative: Economic Responsiveness

Goal: Increase Career and Technical Education opportunities in the Verde Valley

Strategies:

- Conduct market/job analysis to determine CTE needs in the Verde Valley
- Explore feasibility of brick and mortar and or centralized CTE programs
- Leverage resources (partnerships/existing facilities for courses and programs)

Questions



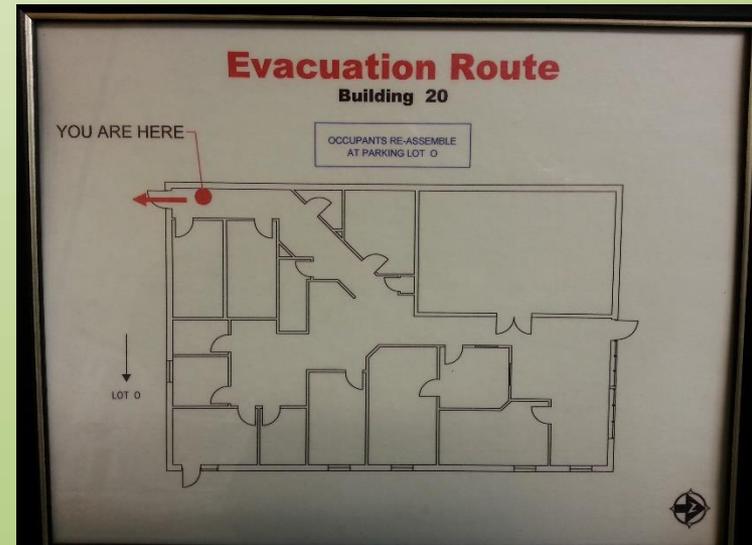
Emergency Preparedness Update at Yavapai College

Risk and
Emergency
Management
Program
Elements



Everyone Must Know

- Evacuate
 - Fire
 - Gas Leak
- Shelter in Place
 - Weather
 - Hazardous Material Spill
- Lockdown
 - Active Shooter
 - Hostile Intruder
- Police
 - Prescott x2185 or 311
 - Verde x6599 or 311
 - Local 911



People Here to Help You

- Police
- Manager of Risk & Emergency Management
- Building Captains
- Emergency Operations Committee
- Safety Committee
- CARE Team 928-776-2273 (CARE)



Yavapai College Risk and Emergency Management

Our goal is to collaborate and engage the Yavapai College community in areas related to the protection, health and safety of students, faculty, staff and visitors while safeguarding College assets.

Risk Management Safety Tips

- **Don't chock doors open with rocks.** It's a trip hazard and it reduces HVAC effectiveness.
- **Don't daisy chain surge protectors,** it's a fire hazard.
- **Don't allow technology to make you unaware of your surroundings.** Turn down the music, don't stare at your phone.



[Unsafe Condition / Behavior Reporting Form](#)

Risk Management Safety Resources & Training

- [Monsoon Safety](#) - pdf
- [How to Prepare for a Wildfire](#) - pdf
- [Blue-Light Emergency Phone Locations - Prescott](#) - pdf
- [Blue-Light Emergency Phone Locations - Verde Valley](#) - pdf
- [AED Locations Prescott](#) - pdf
- [Workstation Ergonomics Ideal Set-Up](#) - pdf
- [Keys to Loading Dock Safety](#) - pdf



Facilities

- Home of Facilities Management
- FAQ
- Sustainability at YC
- Financial & Administrative Services
- [Risk Management](#)

Contact Us

Emergencies After Hours

Call College Police at 928-776-2185

Mon-Fri 11:30pm - 7am and All Day Sat & Sun

Main Office:

831 E. Sheldon St.,
Prescott AZ 86301

Monday - Friday: 7am - 4:30pm

Front Desk: (928) 776-2180

Fax: (928) 717-7853

facility@yc.edu



Yavapai Combined Trust

Monthly Report

Reporting Period: July 2015 through June 2016

(Updated August 2015)

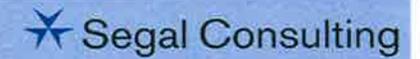
 Segal Consulting

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Yavapai Combined Trust Monthly Contributions vs. Expense Report



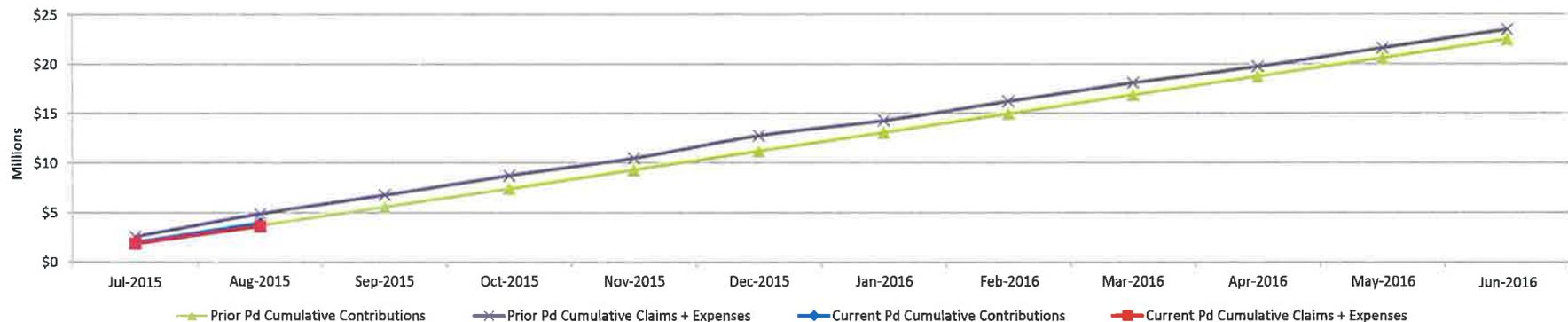
Paid claims during the period July 2015 through August 2015 are 29.6% less than total paid claims during the same period in the prior plan year.

The overall paid loss ratio is 91.1% for the current plan year to date.



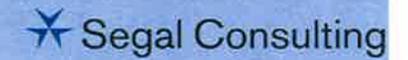
	Medical Enrollment	Contributions ⁽¹⁾	Paid Claims					Total Claims	Expenses	Net Surplus/(Loss)	Loss Ratio
			Medical	Pharmacy	Dental	Vision	STD				
Jul-2015	2,342	\$1,967,638	\$1,166,182	\$222,972	\$185,851	\$67,403	\$18,003	\$1,660,411	\$198,860	\$108,367	94.5%
Aug-2015	2,355	\$1,975,331	\$1,041,475	\$267,743	\$175,892	\$50,918	\$12,775	\$1,548,803	\$182,553	\$243,975	87.6%
Sep-2015											
Oct-2015											
Nov-2015											
Dec-2015											
Jan-2016											
Feb-2016											
Mar-2016											
Apr-2016											
May-2016											
Jun-2016											
TOTAL	4,697	\$3,942,970	\$2,207,658	\$490,715	\$361,744	\$118,321	\$30,778	\$3,209,215	\$381,413	\$352,342	91.1%
Average	2,349	\$1,971,485	\$1,103,829	\$245,357	\$180,872	\$59,160	\$15,389	\$1,604,607	\$190,707	\$176,171	91.1%
Prior Pd (2 month) Avg	2,293	\$1,856,160	\$1,737,931	\$296,594	\$176,862	\$59,413	\$8,989	\$2,279,790	\$163,449	(\$587,079)	131.6%
Change from Prior Pd	2.4%	6.2%	-36.5%	-17.3%	2.3%	-0.4%	71.2%	-29.6%	16.7%	n/a	n/a
Prior Plan Year Avg	2,323	\$1,875,676	\$1,221,014	\$346,113	\$134,807	\$32,163	\$10,814	\$1,744,911	\$212,150	(\$61,385)	104.3%
Change from Prior PY Avg	1.1%	5.1%	-9.6%	-29.1%	34.2%	83.9%	42.3%	-8.0%	-10.1%	n/a	n/a

(1) Includes COBRA contributions

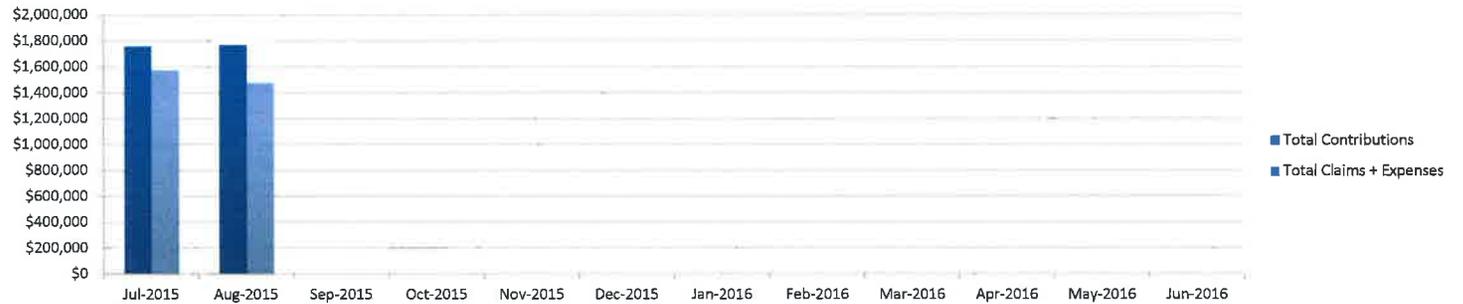




Yavapai Combined Trust Monthly Contributions vs. Expense Report - Medical/Rx

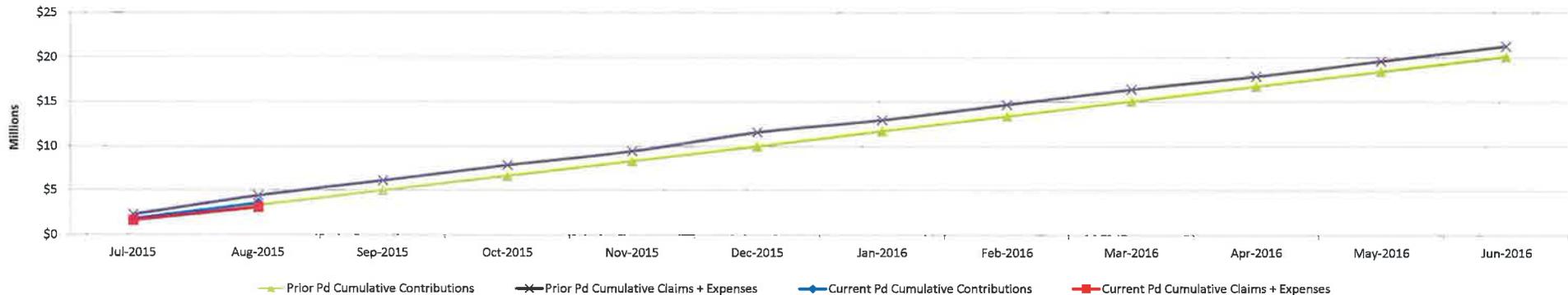


Medical claims during the current plan year to date have been 35.8% below the Medical/Rx claims of the same period in the prior plan year, and Rx claims have been 17.3% below that of the prior plan year.



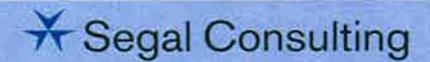
	Enrollment	Contributions ⁽¹⁾	Paid Claims					Stop Loss Refunds	Rx Rebates	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Premier	Basic Plus	HDHP	Medical	Rx						
Jul-2015	2,342	\$1,766,631	\$680,304	\$428,357	\$57,522	\$1,166,182	\$222,972	\$0	\$0	\$192,019	\$1,581,173	\$185,458	89.5%
Aug-2015	2,355	\$1,773,152	\$691,387	\$317,644	\$59,282	\$1,068,314	\$267,743	(\$26,838)	\$0	\$175,672	\$1,484,890	\$288,262	83.7%
Sep-2015													
Oct-2015													
Nov-2015													
Dec-2015													
Jan-2016													
Feb-2016													
Mar-2016													
Apr-2016													
May-2016													
Jun-2016													
TOTAL	4,697	\$3,539,783	\$1,371,691	\$746,001	\$116,804	\$2,234,496	\$490,715	(\$26,838)	\$0	\$367,890	\$3,066,063	\$473,720	86.6%
Average	2,349	\$1,769,891	\$685,845	\$373,000	\$58,402	\$1,117,248	\$245,357	(\$13,419)	\$0	\$183,845	\$1,533,031	\$236,860	86.6%
Prior Pd (2 month) Avg	2,293	\$1,658,494	\$807,776	\$911,520	\$20,302	\$1,739,598	\$296,694	(\$1,667)	\$0	\$156,667	\$2,191,193	(\$532,699)	132.1%
Change from Prior Pd	2.4%	6.7%	-15.1%	-59.1%	187.7%	-35.8%	-17.3%	705.2%	n/a	17.3%	-30.0%	n/a	n/a
Prior Plan Year Avg	2,323	\$1,675,621	\$707,744	\$534,369	\$46,105	\$1,288,218	\$346,113	(\$67,204)	\$0	\$205,291	\$1,772,418	\$1,470,330	105.8%
Change from Prior PY Avg	1.1%	5.6%	-3.1%	-30.2%	26.7%	-13.3%	-29.1%	-80.0%	n/a	-10.4%	-13.5%	n/a	n/a

(1) Includes COBRA contributions

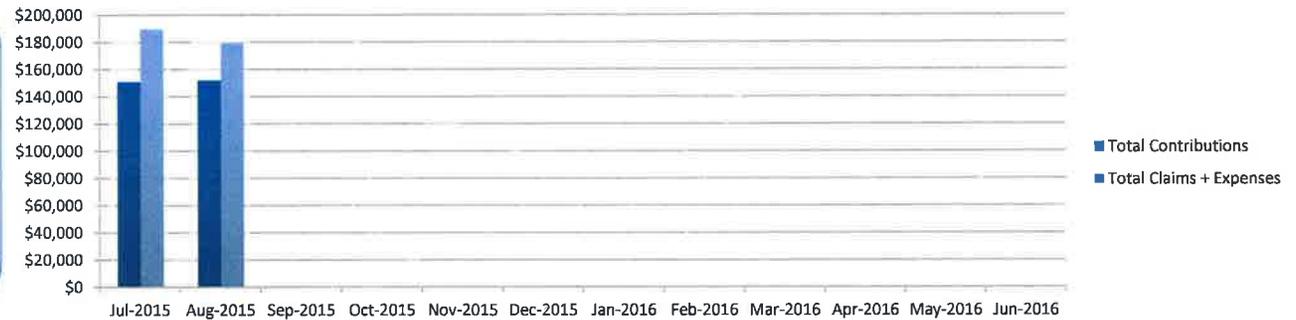




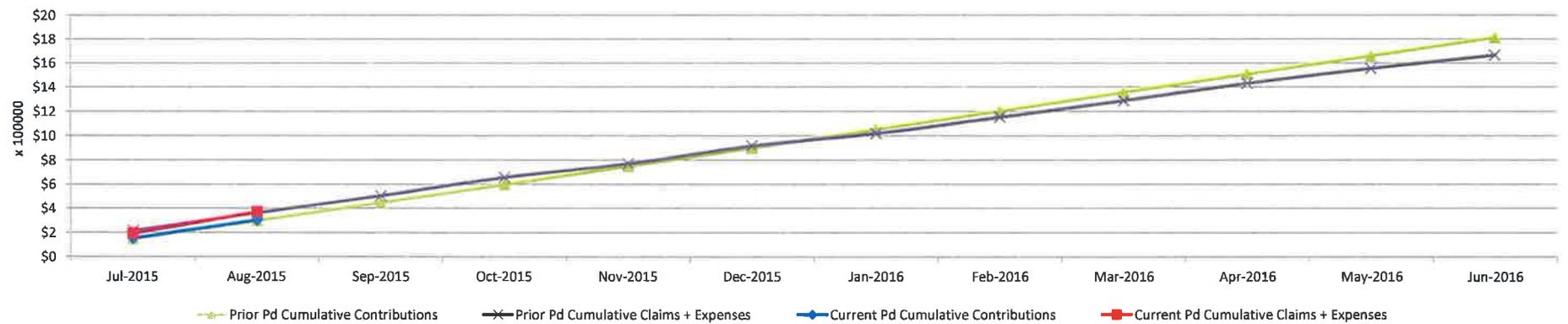
Yavapai Combined Trust Monthly Contributions vs. Expense Report - Dental



Total Dental claims during the period July 2015 through August 2015 have increased 2.3% compared to total dental claims of the same period in the prior plan year, and increased 34.2% over the average during the 2014-2015 plan year.
The loss ratio for the first two months of the current plan year is 121.8%.



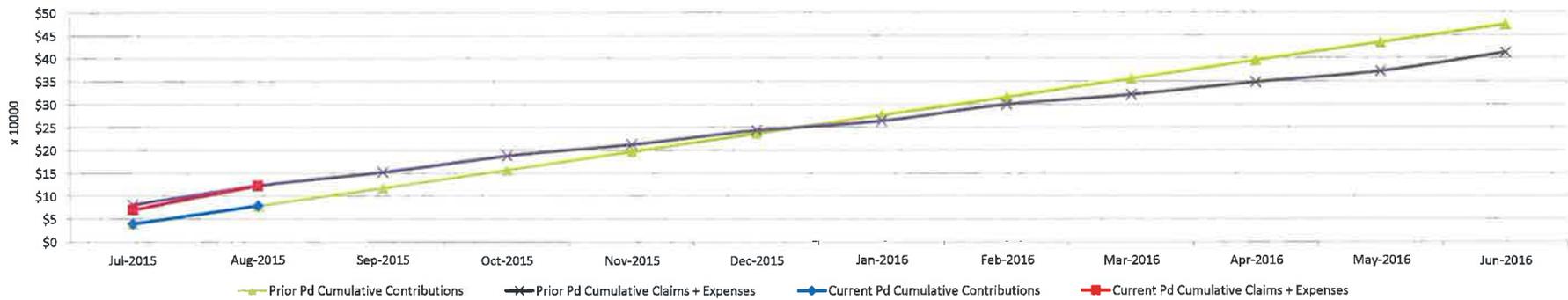
	Enrollment	Contributions	Paid Claims			Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
			Comprehensive	Preventive	Total Dental				
Jul-2015	2,294	\$151,373	\$180,405	\$5,446	\$185,851	\$4,015	\$189,866	(\$38,493)	125.4%
Aug-2015	2,307	\$152,350	\$169,377	\$6,515	\$175,892	\$4,037	\$179,930	(\$27,580)	118.1%
Sep-2015									
Oct-2015									
Nov-2015									
Dec-2015									
Jan-2016									
Feb-2016									
Mar-2016									
Apr-2016									
May-2016									
Jun-2016									
TOTAL	4,601	\$303,723	\$349,783	\$11,961	\$361,744	\$8,052	\$369,795	(\$66,072)	121.8%
Average	2,301	\$151,862	\$174,891	\$5,981	\$180,872	\$4,026	\$184,898	(\$33,036)	121.8%
Prior Pd (2 month) Avg	2,267	\$148,921	\$171,057	\$5,805	\$176,862	\$3,967	\$180,830	(\$31,909)	121.4%
Change from Prior Pd	1.5%	2.0%	2.2%	1.5%	2.3%	1.5%	2.2%	n/a	n/a
Prior Plan Year Avg	2,300	\$160,950	\$129,744	\$5,063	\$134,807	\$4,024	\$138,831	\$12,118	92.0%
Change from Prior PY Avg	0.0%	0.6%	34.8%	18.1%	34.2%	0.0%	33.2%	n/a	n/a



The loss ratio for the first two months of the current year is 154.8%, compared to 156.8% for the same period during the prior plan year.



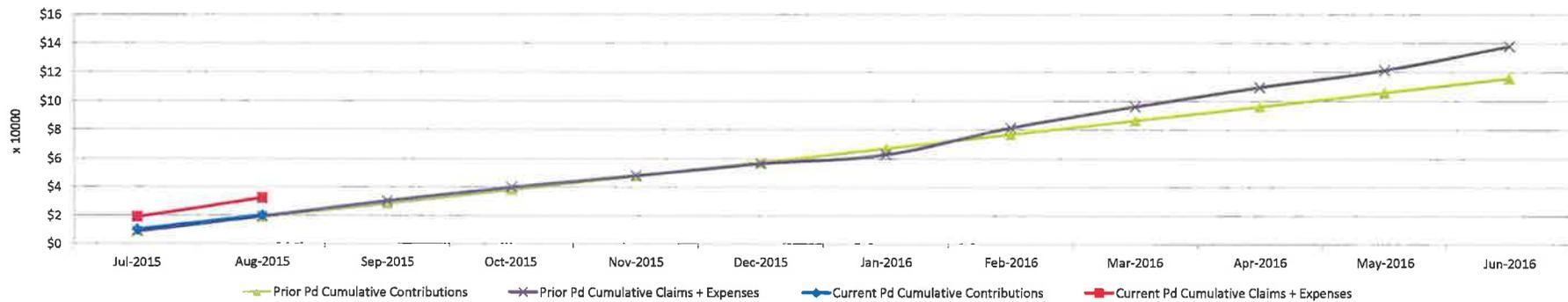
	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Net Surplus/(Loss)	Loss Ratio
Jul-2015	1,716	\$39,495	\$67,403	\$2,145	\$69,548	(\$30,053)	176.1%
Aug-2015	1,727	\$39,723	\$50,918	\$2,159	\$53,077	(\$13,354)	133.6%
Sep-2015							
Oct-2015							
Nov-2015							
Dec-2015							
Jan-2016							
Feb-2016							
Mar-2016							
Apr-2016							
May-2016							
Jun-2016							
TOTAL	3,443	\$79,218	\$118,321	\$4,304	\$122,625	(\$43,407)	154.8%
Average	1,722	\$39,609	\$59,160	\$2,152	\$61,312	(\$21,703)	154.8%
Prior Pd (2 month) Avg	1,716	\$39,264	\$59,413	\$2,145	\$61,558	(\$22,294)	156.8%
Change from Prior Pd	0.3%	0.9%	-0.4%	0.3%	-0.4%	n/a	n/a
Prior Plan Year Avg	1,724	\$39,462	\$32,163	\$2,155	\$34,318	\$5,144	87.0%
Change from Prior PY Avg	-0.1%	0.4%	83.9%	-0.1%	78.7%	n/a	n/a



In the current plan year to date, STD claims increased 71.2% over the same period during the prior plan year compared to 42.3% increase from 2014-2015 plan year. Expenses have also increased 2.1% over the same period during the prior plan resulting in a loss ratio of 158.8%.

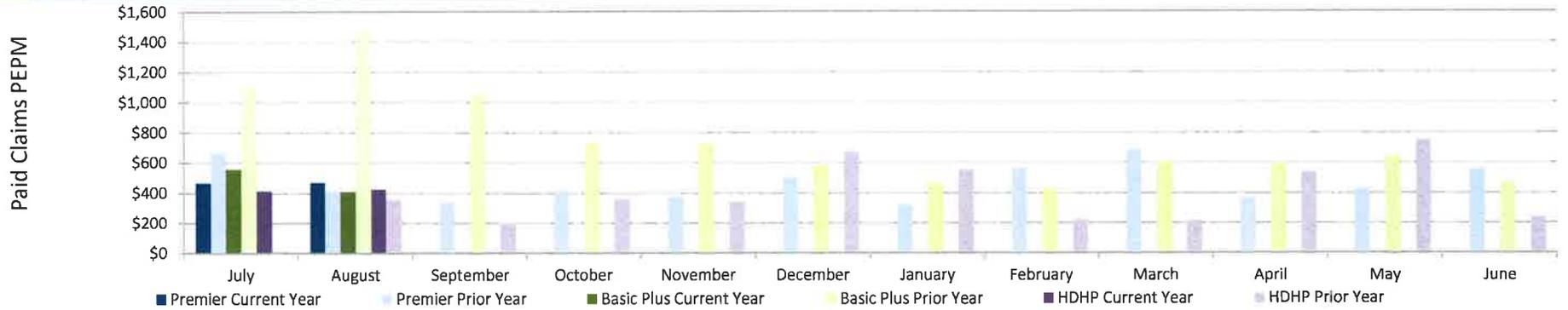
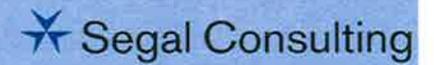


	Enrollment	Contributions	Paid Claims	Plan Expenses	Total Cost	Not Surplus/(Loss)	Loss Ratio
Jul-2015	2,273	\$10,139	\$18,003	\$682	\$18,685	(\$8,546)	184.3%
Aug-2015	2,285	\$10,107	\$12,775	\$686	\$13,460	(\$3,354)	133.2%
Sep-2015							
Oct-2015							
Nov-2015							
Dec-2015							
Jan-2016							
Feb-2016							
Mar-2016							
Apr-2016							
May-2016							
Jun-2016							
TOTAL	4,558	\$20,246	\$30,778	\$1,367	\$32,145	(\$11,900)	158.8%
Average	2,279	\$10,123	\$15,389	\$684	\$16,073	(\$5,950)	158.8%
Prior Pd (2 month) Avg	2,233	\$9,482	\$8,989	\$670	\$9,659	(\$173)	101.9%
Change from Prior Pd	2.1%	6.8%	71.2%	2.1%	66.4%	n/a	n/a
Prior Plan Year Avg	2,267	\$9,644	\$10,814	\$680	\$11,494	(\$1,851)	119.2%
Change from Prior PY Avg	0.5%	5.0%	42.3%	0.5%	39.8%	n/a	n/a



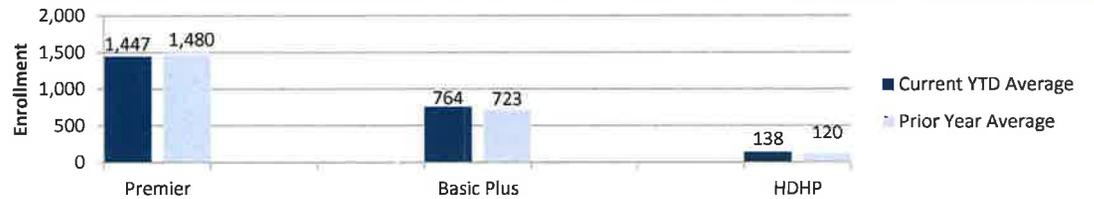


Yavapai Combined Trust Medical Paid Claims and Enrollment by Plan



	Premier	Basic Plus	HDHP
Current YTD PEPM	\$473.98	\$488.22	\$424.74
Prior Average PEPM	\$478.34	\$739.10	\$384.21
% Change	-0.9%	-33.9%	10.5%

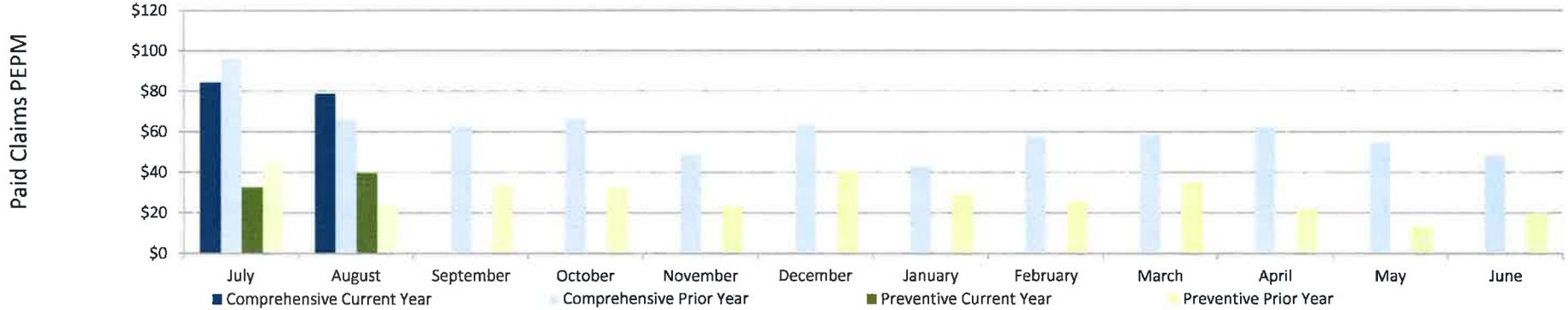
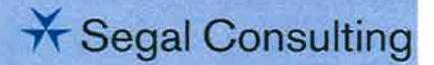
Paid claims PEPM for the Basic Plus plan for the current plan year to date are 33.9% lower than during the prior plan year. Claims for the new HDHP option continue to be lower than for the other two plans on a PEPM basis.



	Premier	TOTAL Basic Plus	HDHP
Jul-2015	1,443	762	137
Aug-2015	1,451	766	138
Sep-2015			
Oct-2015			
Nov-2015			
Dec-2015			
Jan-2016			
Feb-2016			
Mar-2016			
Apr-2016			
May-2016			
Jun-2016			
Average	1,447	764	138
% of Total	61.6%	32.5%	5.9%
Prior Year Average	1,480	723	120
Change	-2.2%	5.7%	14.6%

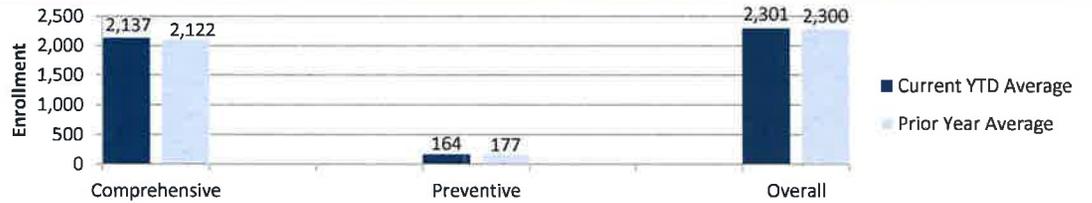


Yavapai Combined Trust Dental Paid Claims and Enrollment by Plan



	Comprehensive	Preventive	Overall
Current YTD PEPM	\$81.86	\$36.47	\$78.62
Prior Average PEPM	\$61.13	\$28.58	\$58.62
% Change	33.9%	27.6%	34.1%

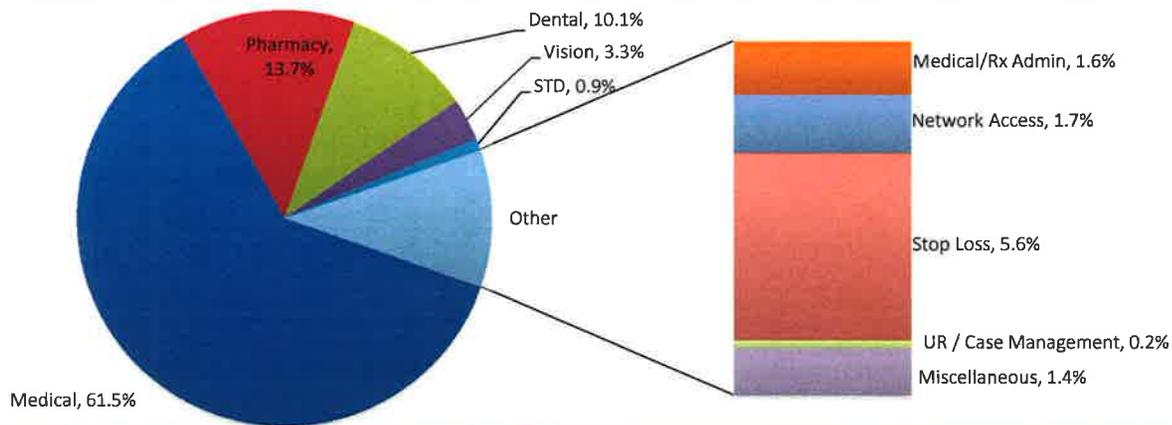
Consistent with the prior plan year, most dental participants are enrolled in the Comprehensive plan option. The paid claims PEPM for this plan during the current plan year to date are \$81.86, an increase of 33.9% over the prior plan year average.



	Comprehensive	Preventive	Overall
Jul-2015	2,130	164	2,294
Aug-2015	2,143	164	2,307
Sep-2015			
Oct-2015			
Nov-2015			
Dec-2015			
Jan-2016			
Feb-2016			
Mar-2016			
Apr-2016			
May-2016			
Jun-2016			
Average	2,137	164	2,301
% of Total	46.4%	3.6%	50.0%
Prior Year Average	2,122	177	2,300
Change	0.7%	-7.4%	0.0%



Yavapai Combined Trust Claims and Non-Claim Expenses

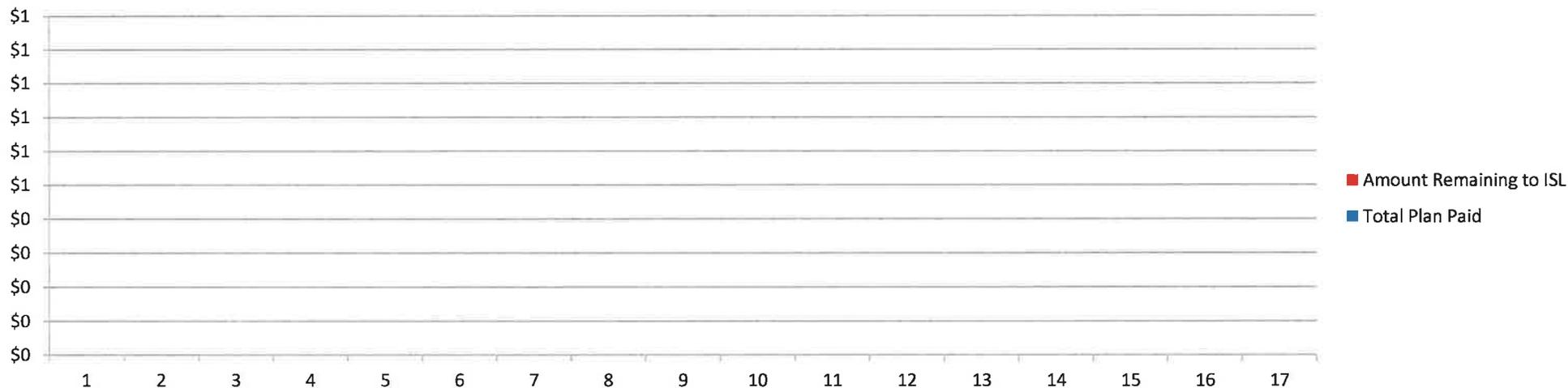


Changes to non-claim expenses from the prior plan year are consistent with renewals for the 2015-2016 plan year.

	Medical Enrollment	Paid Claims					Non-Claim Expenses				
		Medical	Pharmacy	Dental	Vision	STD	Medical/Rx Admin	Network Access	Stop Loss	UR / Case Management	Miscellaneous
Jul-2015	2,342	\$1,166,182	\$222,972	\$185,851	\$67,403	\$18,003	\$37,501	\$31,124	\$100,708	\$4,463	\$25,064
Aug-2015	2,355	\$1,041,475	\$267,743	\$175,892	\$50,918	\$12,775	\$21,007	\$31,100	\$100,682	\$4,461	\$25,302
Sep-2015											
Oct-2015											
Nov-2015											
Dec-2015											
Jan-2016											
Feb-2016											
Mar-2016											
Apr-2016											
May-2016											
Jun-2016											
Average	2,349	\$1,103,829	\$245,357	\$180,872	\$59,160	\$15,389	\$29,254	\$31,112	\$100,695	\$4,462	\$25,183
PEPM Avg		\$470.01	\$104.47	\$77.02	\$25.19	\$6.55	\$12.46	\$13.25	\$42.88	\$1.90	\$10.72
Prior Plan Year Avg	2,323	\$1,221,014	\$346,113	\$134,807	\$32,163	\$10,814	\$34,071	\$30,276	\$86,662	\$4,308	\$56,833
PEPM Avg		\$525.71	\$149.02	\$58.04	\$13.85	\$4.66	\$14.67	\$13.04	\$37.31	\$1.86	\$24.47
% Change	1.1%	-10.6%	-29.9%	32.7%	81.9%	40.7%	-15.1%	1.6%	14.9%	2.4%	-56.2%



Yavapai Combined Trust Claimants over \$125,000 through August 2015

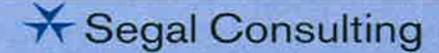


No claimants have exceeded the \$250,000 Individual Stop Loss deductible during the current plan year through August.

Claimant #	Status	Major Diagnosis	Medical Paid	Rx Paid	Total Plan Paid
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
Total			\$0	\$0	\$0
% of Medical/Rx Claims			0.0%	0.0%	0.0%



Yavapai Combined Trust Estimated Fund Balance



Calculation as of August 31, 2015

	Recommended Funding Policy	Fund Balance as of 8/31/15 ⁽⁴⁾
Estimated Expenses/Claims For One Month ⁽¹⁾	\$1,849,000	
	+	
Estimated Risk Corridor ⁽²⁾	<u>\$4,897,000</u>	
	=	
Total Estimated Fund Balance	<u>\$6,746,000</u>	
Total Equity		<u>\$11,877,985</u>
	+	+
Estimated Recommended Reserve for Incurred But Not Reported (IBNR) ⁽³⁾	\$2,119,000	
IBNR Liability		\$1,985,000
	+	+
Current Liabilities Other Than IBNR		<u>\$401,813</u>
	=	=
Total Recommended Reserves	<u>\$8,865,000</u>	
Total Liabilities and Equity		<u>\$14,264,798</u>
Reserve Surplus/(Shortage)	<u>\$5,399,798</u>	

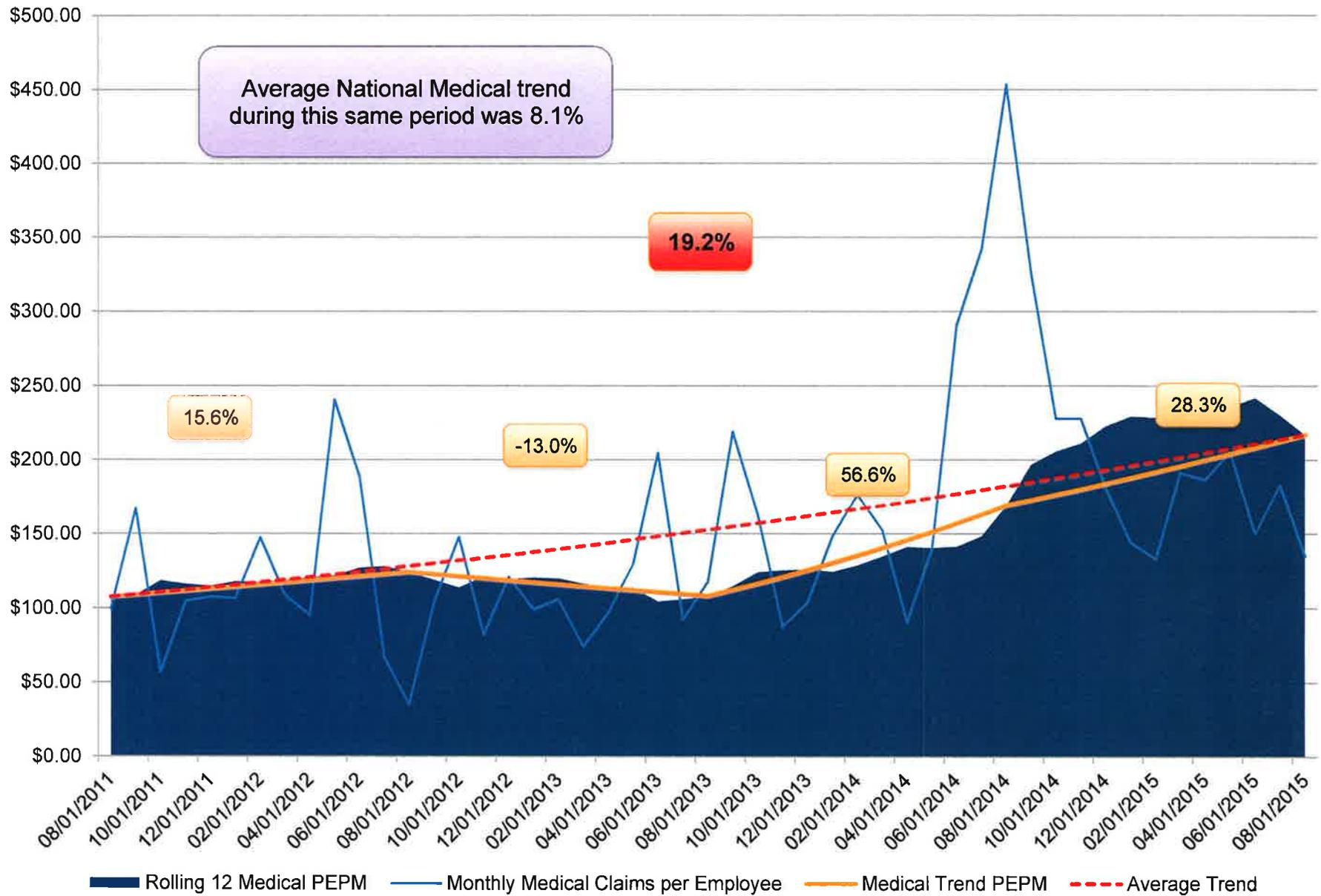
(1) One month average claims and expenses based on 12 month period ending August 31, 2015.

(2) Based on 25% of total paid claims for the past 12 months (excluding stop loss refunds).

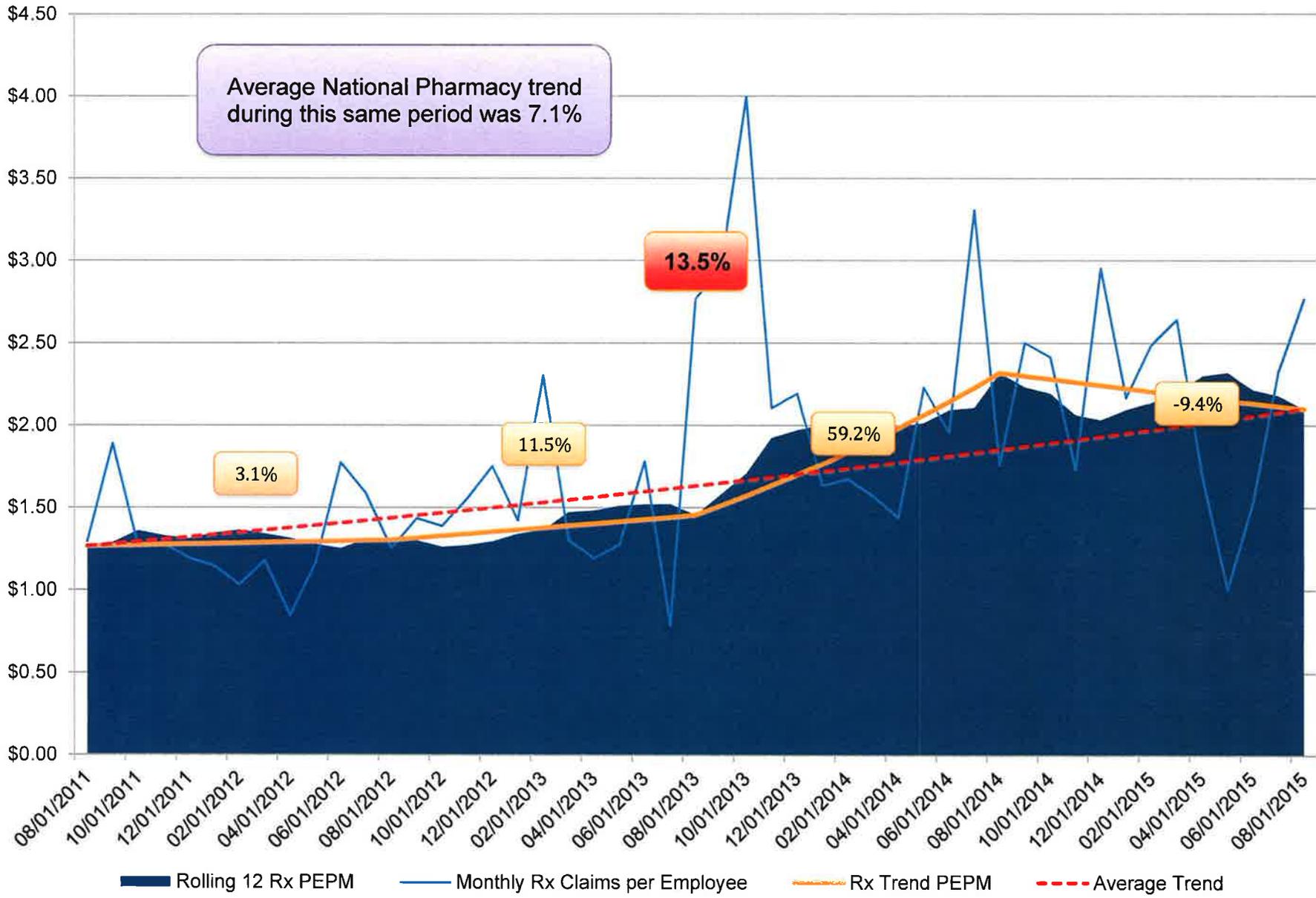
(3) IBNR calculation based on IBNR Reserve as a % of prior 12 months paid claims from June 30, 2014 certification and paid claims during the 12 month period ending August 31, 2015.

(4) 'Total Equity' and 'Total Liabilities and Equity' reflect Balance Sheet provided by Summit.

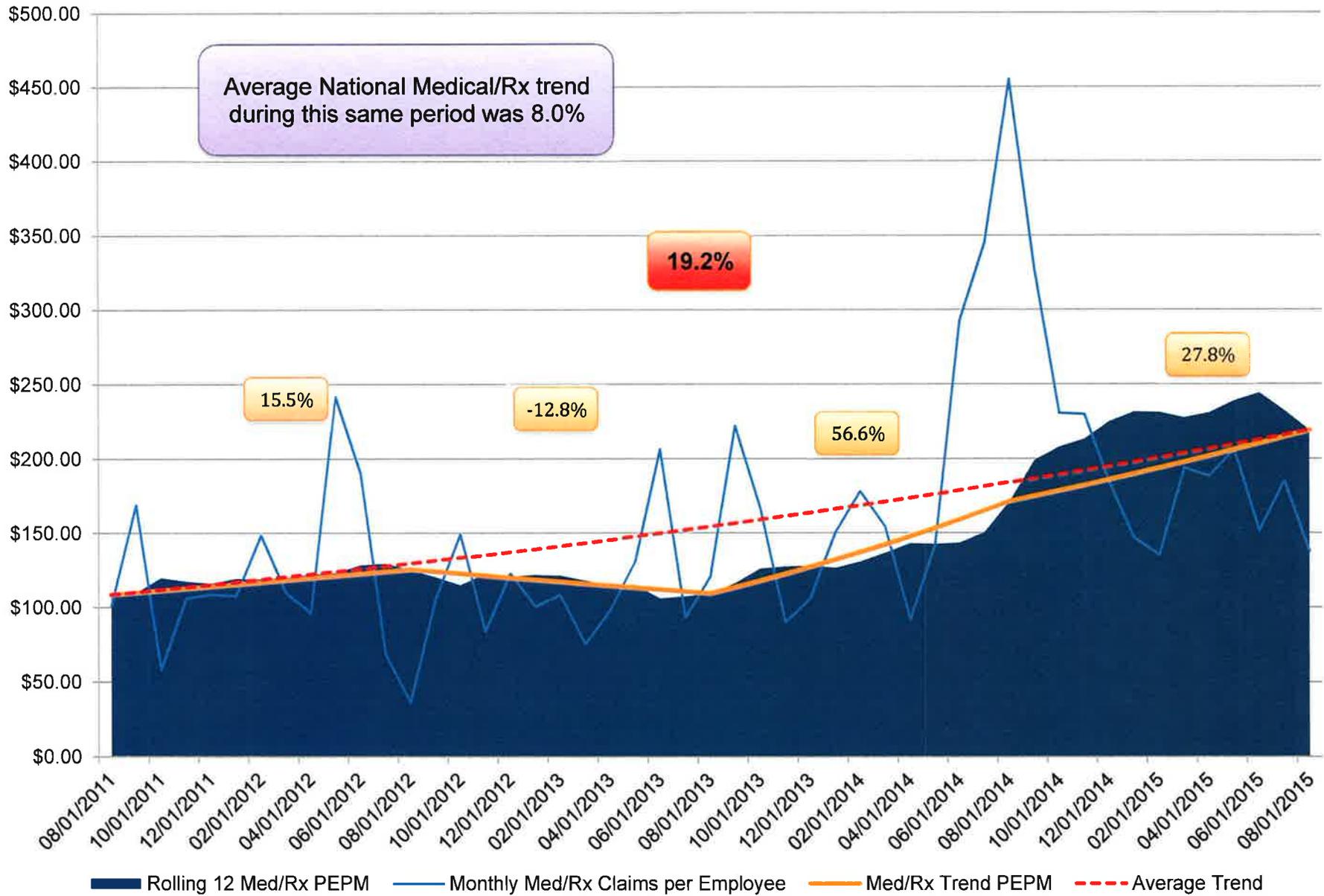
Medical Paid Trend PEPM



Pharmacy Paid Trend PEPM



Medical/Rx Paid Trend PEPM





Under \$10 Million
Private - Reconstruction
Municipal Utilities
Asphalt Paving & Supply Inc.
Yavapai College Tennis Courts
& Low Water Crossing



YAVAPAI COLLEGE FACILITIES MANAGEMENT NEWS

November 2015

Greetings from Facilities!

The November 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 1b

Schematic design is underway for the renovation of Building 29, Regional Economic Development Center, and the renovation of Building 31 for Lifelong Learning. REDC personnel will be moving to CTEC in early November while construction occurs.

Lifelong Learning personnel will be temporarily residing on the second floor of Building 1 beginning early December. The plan is to start renovating both buildings in late December.

Programming continues for college-wide way finding along with open space improvements for the Prescott and Verde Valley Campus. Thank you to those who participated in the recent survey. As part of the open space improvements, Chino, CTEC and Prescott Valley will be receiving ramadas for use as outdoor seating. Work is underway to construct the foundations for these units with assembly expected to be complete and ramadas ready for use by mid-December.

Programming of Building 15 is scheduled to kick-off in March of 2016.



Grounds Team Members Sam Johnson and Mark Misemer - Chino Ramada Footings



Completed Ramada at Prescott Campus

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/Project Updates

Chino Valley Agribusiness Center Projects

A new sign is being fabricated for the Chino campus. The new sign will be in place by the middle of December.



Location of New Chino Valley Agribusiness and Science Technology Center Sign



Crews recently completed the mowing of the 80 acres at the Chino site.

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:

Sedona Site Stucco Repair/ Painting – Completion November 13

Roof Replacement – November 16 through December 15

ADA Parking Lot Modifications at the Verde Valley Campus – In design

Buildings 29/30/31 Pavement Rehabilitation – In design



Sedona Site Exterior Painting

Michael Taylor Architects, Inc.

Haley Construction

Project Manager: Bruce Hustedt

RISK MANAGEMENT/SAFETY/EMERGENCY MANAGEMENT

Yavapai College Risk and Emergency Management expanded our outreach in October with additional resources on our webpage www.yc.edu/risk and with presentations to groups throughout the district.



We kicked off the month with a First Friday session entitled “*Stuff Happens – A Lighthearted but Informative Look at Preparing Your Family for Disaster*”, which will be repeated soon by popular demand.

An update of the College’s emergency preparedness status and a review of “active shooter” procedures are being presented to each division and includes a video highlighting the three primary response options titled *Run, Hide, Fight!* If you haven’t seen it yet, or just want to view it again, the video is available on our webpage mentioned above.



Don’t forget about our other resources on the webpage which now include CARE Team, Safety Committee, Building Captain, Emergency Operations Committee and flood safety information to name just a few.

Special thanks to our RA’s and Residence Hall Directors for their efforts to keep resident students safe and their work with this month’s evacuation drills. Other buildings will have their own drills in the coming weeks led by our building captains now in training.



Safety is everyone’s responsibility. If you see a hazardous condition or behavior, tell us about it using the new [Unsafe Condition/Behavior Reporting Form](#) by clicking the link or by visiting the Risk webpage.

FACILITIES MANAGEMENT NEW TEAM MEMBERS

Facilities would like to welcome Anthony Nixon to the custodial team. Anthony comes to us from the Mail Center and is working on the Prescott campus. Welcome Anthony!

Facilities would also like to welcome Robert Hinson. Robert is filling a recently vacated position. Robert comes to Yavapai College with an Associate’s Degree in Air Conditioning and was employed by Salt River Materials in Clarkdale. Welcome Robert!

We are still looking to fill 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.

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

November 2015 College Highlights

Computer Technologies and Instructional Support

- Assessment Day 2015 took place on the Prescott Campus on September 18th. It was a very successful faculty work-day that allowed faculty throughout the district to work together on the next steps of our program assessment process. In the morning, Gen Ed was the focus and consisted of break-out sessions to create assessment outcomes for some of the GECCO categories. Other groups had already been assessing outcomes for the past year, so they met to discuss the data that had been received. After lunch, faculty met up with their specific divisions to work on reviewing and updating program outcomes, curriculum maps and rubrics for their specific degrees and certificates. **Dr. Wills** spoke to the faculty during the event, and stated that she was very pleased at the great strides that SLOA and the faculty have made in program assessment, and also about the importance of assessment to Yavapai College.
- The TeLS Department will be hosting an Online Open House (<http://www.telswebletter.com/openhouse/>) from November 1st - December 1st. Often faculty do not have the opportunity to see how their colleagues are structuring their online courses. This Online Open House allows faculty to collaborate and get ideas on how to make their own classes have more “curb” appeal. For the last three semesters TeLS staff, along with faculty, have been online course tour guides for our college president, and the experience has been productive and fun for everyone involved. The Online Open House idea allows this experience to be shared with a wider audience.
- TeLS is also currently hosting the 3rd annual 9x9x25 blogging challenge (<http://www.telswebletter.com/tag/9x9x25/>). Faculty pledge to write one 25-sentence blog post a week for nine weeks. They will be rewarded for their writing efforts with books, cookies, and other incentives as they go, culminating in a brunch to celebrate and talk about the experience. Writing and other forms of expressive creative products such as video, collage and music are ways to integrate teaching experiences on a deeper level. The Internet allows an incredible chance to not just create such artifacts but to share them with a community large or small, and get feedback from practitioners in similar places. The idea has caught on nationwide, where many institutions of higher learning have created their own versions of the challenge based on the one created by the YC TeLS Department.
- On September 17th, **Shelly Gilliam**, **James Rider** and **Barb Churchill** gave a presentation at the Amigo’s national online conference, *Open Source Software and Tools for the Library and Archive*. They presented their experience using Collective Access in creating the college’s digital archives.

Business, Education and Social Sciences

- **Le Anne Lawhead**, Early Childhood Education Faculty and Program Coordinator, reports that on October 3rd, the Yavapai College Early Childhood Department hosted a conference for over 130 area early childhood educators on the Prescott Campus. She also served as one of 14 presenters. Other breakout sessions were led by statewide ECE leaders along with trainers from the Arizona Department of Education. **Vickey La Motte**, Director of the Del E. Webb Family Enrichment Center (FEC), facilitated two breakout sessions for attendees to tour and learn about our own FEC. The Yavapai College ECE department will host their spring conference on the Verde Campus on February 27, 2016.

Professor Lawhead also reports that **Martha Brubaker**, Yavapai College Early Childhood Education student, has been selected by the Arizona Association for the Education of Young Children, a statewide affiliate of the National Association for the Education of Young Children, to receive a \$500 scholarship to assist her in completing her Associate's degree in the spring of 2016. Ms. Brubaker was recognized at the organization's annual meeting in Tucson on October 16th.

- **Dr. Jennifer Jacobson**, Professor of Sociology, reports that last semester she had 75 students participate in Service Learning and this fall that number has grown to 96 students. Most volunteer in the Prescott Unified School District, but one student is in Cottonwood, one volunteers in Ash Fork, and approximately seven are in the Humboldt Unified School District. Of the students in PUSD, some are at Discovery Gardens Preschool, Abia Judd, Lincoln, Taylor Hicks, Granite Mountain Middle School and Mile High. The Yavapai College Soccer Team is running a soccer clinic for 7th and 8th grade girls at Mile High for some of their service hours. Three students have already informed Dr. Jacobson that they'll complete more than the 10 required hours. Student, **Liz Ravetto**, said she has started seeing "her kids" out and about in the community and that's been pretty cool. Dr. Jacobson is a strong supporter of Service Learning as it, "Allows us to give back to our community while helping the college students become more embedded within our community."

Dr. Jacobson also reports that she's making a concerted effort this fall to bring in guest speakers and arrange (optional) field trips, so students can get a sense of the careers that often start with a sociology degree. So far, they have toured the Juvenile Detention Center in Prescott along with students from two Administration of Justice classes: **Professor Mike Davis'** class and Prescott Police Chief Monahan's class. Over 30 YC students were given a tour of the facility by director Scott Mabery. Students left inspired by the idea that our community is focused on rehabilitation; not just incarcerating children. Last semester, Professor Jacobson's students toured to the Verde Jail, and later this semester, two public defenders and a police lieutenant will come speak.

- **Jan McFarland**, Adjunct Psychology Faculty, reports that she recently participated in textbook publisher McGraw-Hill's webinar to learn how to incorporate games, so-called gamification strategies, into online classes as an extra credit option. She continues to be active in the mental health professional community recently participating in the Community Conversation on Mental Health held at the Sedona YC center.

- **Robert Church**, Administration of Justice and Emergency Management Adjunct Faculty, was recently promoted to Emergency Preparedness Administrator with the Arizona Department of Corrections. In July the International Association of Emergency Managers upgraded his Associate Emergency Manager credential to Certified Emergency Manager. More information on the IAEM's CEM program may be found at: <http://www.iaem.com/page.cfm?p=certification/history-of-cem>.
- **Tara O'Neill**, Education Faculty, reports that on September 14th and 21st, sixteen students from Education courses completed Service Learning hours by volunteering at the 5th grade Granite Mountain School "Biz Town" Day in Tempe. "Biz Town" is a curriculum that helps students understand how businesses work in a mock town full of student-run businesses. Pre-service teachers helped students run their assigned businesses, fulfill their job duties, keep track of funds using a debit card and check book, and understand the concept of supply and demand. YC students learned about the Biz Town curriculum while observing and supporting 10 and 11 year-olds engrossed in learning complicated concepts – all outside a classroom setting.

Sciences, Health & Public Services

- **Fire Science**

Fire Science recently began teaching the Firefighter Certification Academy and Hazardous Materials certification course on the PV campus. This has opened doors for partnerships with CYFD amongst other potential groups. Also, YC recently received Perkins Grant funding for radios, tablets and propane props. We acquired a gently used fire apparatus from Clarkdale Fire District.

- **EMS**

EMS enrollment for the paramedic cohort and refresher was low and ultimately the refresher course was canceled. The director is looking at restructuring the refresher course to include an online component to better meet the needs of students. The dates of class are also being analyzed to ensure they meet the needs of the paramedic community.

Instructors in the EMT-Basic course have introduced a new patient care documentation component to the program to improve student preparedness for the field.

Based on information from the national certification board (NREMT) and the National Association of EMS Educators regarding future requirements, our programs have begun instituting tighter documentation guidelines as well as skills tracking at the EMT level to better prepare students not only for the field but also to move on as paramedics. While these tighter regulations haven't become a standard as of yet, they will become mandatory in 2016. Our programs are instituting the changes now to best prepare our students for their field experience as well as to be prepared for the upcoming curriculum changes mandated by NREMT.

- **Soccer and Volleyball**

The Roughrider soccer team won their 25th ACCAC championship by winning their final four matches including three in consecutive days. The victory secured a bye in the first

round of the NJCAA Region I Playoffs and a home playoff match in the second and, possibly, championship match.

Four players were named to the ACCAC All-Conference Team and NJCAA All-Region Team. Since the program's inception in 1989, 128 Yavapai players have been selected to the all-region team. In addition, Yavapai College Head Coach Michael Pantalione was named Region Coach of the Year for the 17th time.

The volleyball team clinched their first playoff berth since 2009 and the first time since 1996 that they will host the playoffs. On November 6th, Yavapai will host the NJCAA Region/District Championship Match with the winner advancing to the NJCAA National Championship in Casper, Wyoming.

- **Nursing**

Letters of acceptance have been sent to 43 students for Spring 2016 Nursing Cohort; 29 for the Prescott campus and 14 for the Verde campus (of which six chose to study on the Prescott campus).

Presenter : Patricia McCarver

Start Time : 2:15 PM

Item No : 18

Proposed By : Patricia McCarver

Time Req : 35

Proposed : 7/8/2015

Item Type : Information Item

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

Description : Update from Instruction and Student Development to Include: Faculty Senate Update; Chino Valley Agribusiness Center Update; Adjunct Faculty; and Other Related Issues - INFORMATION AND/OR DISCUSSION

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

- Faculty Senate Update - Dr. Selina Bliss, Faculty Senate Secretary
- Chino Valley Agribusiness Center Update - Karla Phillips, Associate Dean of the Chino Valley Agribusiness Center
- Adjunct Faculty Update, November - Attached - Information Only
- Other Related Issues

Attachments :

Title	Created	Filename
Chino Valley.pdf	Nov 03, 2015	Chino Valley.pdf
AA_Vol_5_Issue_4_November_2015-Revised.pdf	Nov 05, 2015	AA_Vol_5_Issue_4_November_2015-Revised.pdf

Yavapai College Chino Valley; The Little Gem at Old Home Manor



Karla Phillips, Associate Dean CTE
Chino Valley Agribusiness Center
Yavapai College

Old Home Manor Road-80 Acres



23 Year History of Yavapai College at Chino Valley

- **1992 Chino Valley Education Center dedication on HWY 89**
- **1999 YC leased 80 Acres from town at Old Home Manor**
- **2004 Grand Opening Chino Valley Agribusiness & Science Tech Center**
- **2008 30 acres owned by college, 50 leased**



The YC Chino Valley Center

- Bond funded, 2.5 million . Total 6 million invested included:
 - 16,000 ft² Leeds Silver Certified green building (houses classrooms, science lab, offices, student commons)
 - 7,200 ft² greenhouse
 - Wetlands and pond
 - T1 cable (2)
 - Complete well retrofit
 - Fire suppression storage tank
 - Equestrian arena
 - ITV classroom
 - 480 Volt three phase power with switch gear





YC Chino Valley Learning Opportunities

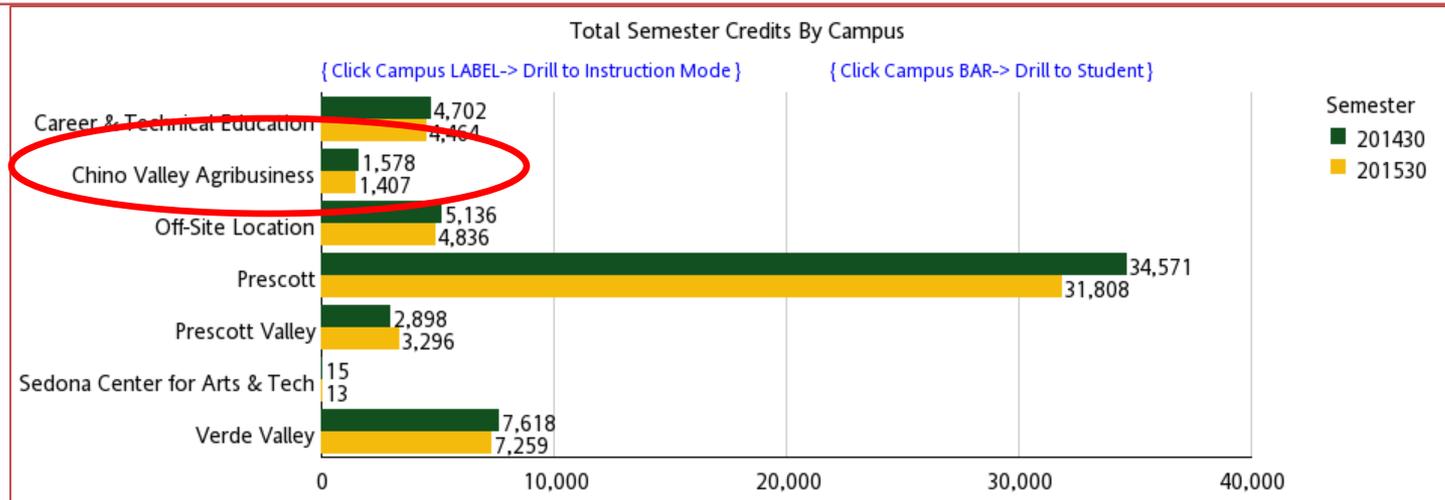
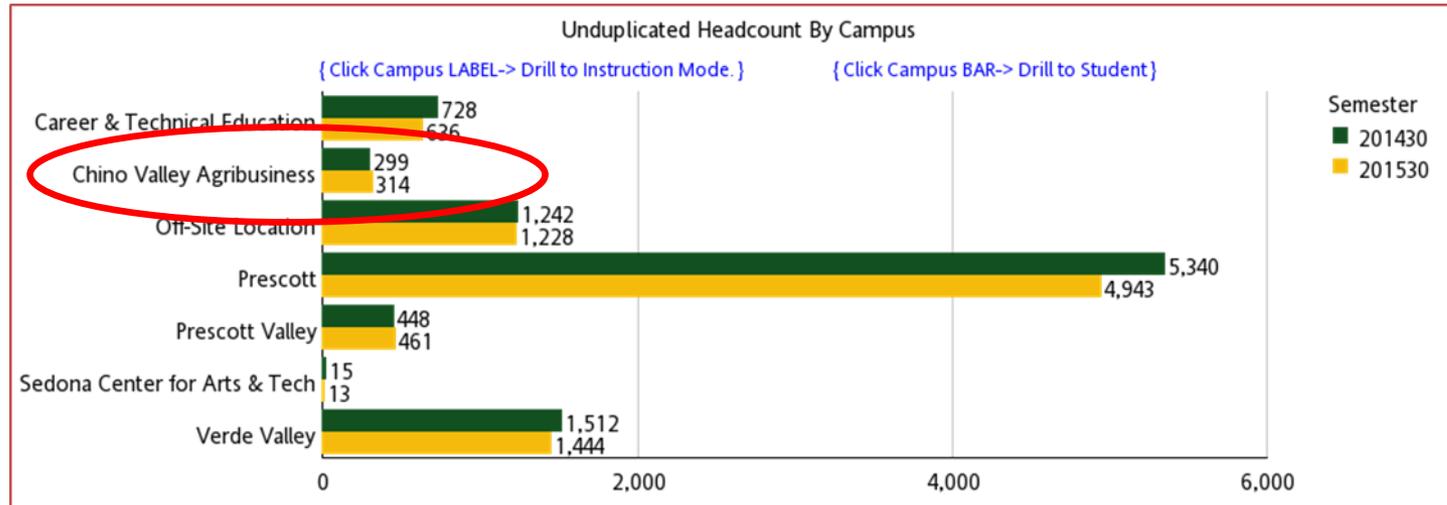
- **AAS Agricultural Technology Management (horticulture, aquaculture, and animal care)**
- **Animal Care & Handling Certificate**
- **Canine Care & Handling Certificate**
- **Electric Utility Technology Certificate**
- **Equine Practitioner Certificate**
- **Production Horticulture Certificate**
- **Therapy & Service Dog Team Skills Certificate**
- **PHE, BIO, ENV, MAT, CHM**
- **High School Dual Enrollment Agriculture, Equine, and Linework**

YC Verde Campus Opportunities



- **Online:** Intro to Viticulture, Soils, Entomology, Organic Home Gardening
- **ITV:** Horticulture I & II, Water Management, Intro to Canine health Care, Canine Businesses
- **In-Person:** Horticulture, Canine Behavior & Psych I & II, Canine Public Skills
- Dual Enrollment support, school tours/presentations, job fairs
- Upgrades to greenhouse, added storage shed

Enrollment



Agriculture Program Revenues

	2012-13	2013-14	2014-15
YC Grown		\$ 3,790.10	\$ 513.87
Farmers Market	\$ 60.00	\$ 705.00	\$ 3,070.25
Dec. Poinsettia Sales	\$ 360.00	\$ 210.00	\$ 1184.50
Spring Plant Sale		\$ 5,642.50	\$ 5,853.00
TOTAL	\$ 420.00	\$10,347.60	\$10,621.62



Recent Student Scheduling Survey

Class	Modality					
	Online	%	In Person	%	Hybrid	%
CPD104	1	7.14%	1	7.14%	12	85.71%
AGE100	2	15.38%	5	38.46%	8	61.54%
AGS103	1	3.85%	7	26.92%	18	69.23%
AGS215	0	0%	3	37.50%	5	62.50%
AGS180	0	0%	16	84.21%	3	15.79%
AGS101		0%		25%		75%
AGS261		0%		30%		70%
AGS282		14%		21%		64%
AGS250	0	0%	2	25.00%	6	75%

Class	Time							
	6-10 am	%	11-1 pm	%	1-5 pm	%	5-9 pm	%
CPD104	11	78.57%	2	14.29%	1	7.14%	0	0.00%
AGE100	2	15.38%	4	30.77%	6	46.15%	8	61.54%
AGS103	9	26.47%	2	5.88%	8	23.53%	15	44.12%
AGS215	1	10.00%	1	10.00%	5	50.00%	3	30.00%
AGS180	5	26.32%	1	5.26%	2	10.53%	16	84.21%
AGS101		0%		25%		38%		38.00%
AGS261		10%		0%		30%		60%
AGS282		7%		21%		29%		43%
AGS250	1	11.11%	0	0%	2	22%	6	67%

Most current students prefer one day/week, evening, hybrid classes.

Class	Frequency					
	class/w	%	2/week	%	1 Sat	%
CPD104	13	92.86%	1	7.14%	0	0.00%
AGE100	9	69.23%	4	30.77%	0	0.00%
AGS103	11	45.83%	10	41.67%	3	12.50%
AGS215	4	50.00%	2	25.00%	1	12.50%
AGS180	13	68.42%	7	36.84%	0	0%
AGS101		88%		13%		0%
AGS261		90%		10%		0%
AGS282		50%		43%		0%
AGS250	3	37.50%	5	62.50%	1	12.50%

Recent Community Service



School
Children
& Boy Scout
Tours



Container
Gardening
with Senior
Citizens



Aquaculture Student Successes



Harley Ough AZ Game & Fish

Kamryn Michel Heritage
Park Zoo

Jenny Andress Wildlife
World Zoo and Aquarium

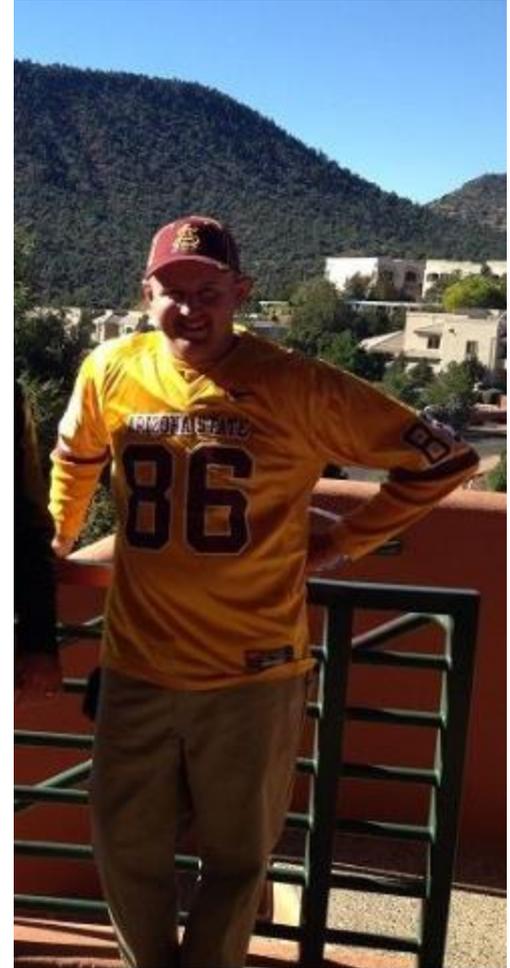


Horticulture Student Successes



Jennifer Kelley started her own Heirloom tomato business

Nick Colquitt Asst. Superintendent Sedona Golf Resort



James Dufour Manager at Mortimer's Garden

Viticulture/Enology Successes

AARON WEISS

Vineyard & Tasting Room

**Employers: Merkin
Vineyards &
Four Eight Wineworks**



Employer: Arizona Stronghold Vineyards



BREE NATION

**Asst. Wine Club Mgr.
& Tasting Room**

NOAH HARKEY
Asst. Winemaker



Employers: W.H. Smith Wines, Napa
(moving to New Zealand to work in wine industry)

Arizona Sun Corridor – Get Into Energy Consortium Grant (ASC-GIEC)

- 1.8 million awarded Oct 2012, grant end Sept 30, 2015
- Granted 6 month extension to spend remaining funds
- Additional \$200,000 reallocated from Chandler Gilbert CC to YC
- AT Chino Valley, Grant funded personnel, travel, heavy equipment, pole training field, tools , trainers, supplies, gear, and remodel of parking yard
- Personnel includes full time Linework and Electrical Instructors, two part time Lab Techs, Recruitment Specialist, and Career Coach

Questions?





Upcoming Adjunct Faculty Events:

- November 5, Thursday; Noon - 1:30 pm; **Prescott AF** Small Group Meeting; GIFT Center 3-105
- November 6, Friday - **First Friday Events** 9:00 am - 3:00 pm - Variety of trainings; check out [YC Training site](#) for offerings
- November 13, Friday; Noon-1:30 pm; **Verde** /Sedona Adjunct Faculty Meeting; M-203.
- November 18, Wednesday - 5:30 pm - **Prescott Area** Full AF Meeting; Bldg. 1, Rm. 200
- November 20, Friday - 7:00 pm; **Literary Southwest**; Prescott Campus; Bldg. 19 - Free!
- December 2, Wednesday; 3:00 - 4:30 pm; **Prescott AF** Small Group Meeting; GIFT Center 3-105
- December 12, Classes End
- December 15 & 16— Winter Institute - See page 3

UPCOMING ACADEMIC CALENDAR ITEMS:

- 11/2 - Open Registration Begins
- 11/11 Veterans Day Holiday. All campuses closed- **KISS A Veteran!**
- 11/20 - Literary Southwest- 6 pm Prescott FREE See page 2
- 11/25 thru 11/28 Thanksgiving Holiday No classes. All offices closed.
- 12/12 - **Semester Ends**
- 12/15 & 16 - Winter Institute - See page 3
- 12/16 - **Final Grades Due at Noon**
- 12/21- /1/ 2015 -Winter Break-All campuses

A Newsletter for & about Yavapai College Adjunct Faculty

From the Registrar ... Sheila Jarrell, M.Ed., 928.776.2107

Dear Faculty,

Please note the chart below - the deadline to withdraw students: **December 3.**

Final grading will be available shortly after Thanksgiving, and final grades are due on Sunday, **December 16.**

If you have any questions about final grading, posting grades, accessing rosters, assigning incomplete grades or resolving grading issues, please contact me as soon as possible. I'm happy to help!

Thank you for a great first half of the semester!

Sheila

Part of Term	Faculty Withdraw Deadline	Grading Opens	Final Grades Due
POT 1	Thursday, December 3	December 4	Sunday, December 16 Noon
POT 3	Thursday, December 3	December 4	Sunday, December 16-Noon
POT 53	Thursday, December 3	December 4	Sunday, December 16-Noon
POT 72	Thursday, December 3	December 4	Sunday, December 16-Noon

How to withdraw students:

Log into www.yc.edu with your username/password
Go to My Services/Faculty/Faculty Withdraw

Questions? registrar@yc.edu or 928.776.2107 or Office: I-111 Prescott Campus.
Let me know how I can help you!

Updates from the Library

~ Finals Week ~

The Prescott Campus Library will be ready to **revive** your students during finals week! Library staff - and maybe a secret guest - will be making the rounds, offering free water and snacks to students studying and preparing for their final projects **December 7 thru 10.**



Study rooms will be available for group collaboration & study carrels with outlets ready for those in need of a quiet area. Just what the 'Doctors' ordered?!

The *De-stress Room* will also be open and filled with board games, puzzles, soothing music, and snacks.

Do your students look like this...?



Homeland:
VETERANS DAY SALUTE CONCERT

featuring COMMUNITY CHORALE, WOMEN'S CHORALE, AND SYMPHONIC BAND

VERDE VALLEY - Thursday, November 5 • 7:00 PM
VV Campus: Community Room • FREE

PRESCOTT - Wednesday, November 11 • 3:00 PM • YC Performing Arts Center
Tickets: www.ycpac.com, (928) 776-2000, or day of performance

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)

Be sure to VOTE
November 3rd!



Financial Aid Update ... Diana Dowling,

Assistant Director of Financial Aid - 928-776-2391

Spring registration has begun and students already have their spring financial aid posted, if eligible. If students are also needing a loan for spring (we only want students to borrow when absolutely necessary) the loan applications are available online in their student portal.

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 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 campuses, Building I at the Verde Campus and Building #1 at the Prescott campus and soon we will have representatives at the Prescott Valley and CTEC campuses! Students can also call 776-2149.

Thanks for all you do!

Don't Forget!

Spring 2016 Open Registration

Begins **Monday, November 2.**

Please Remind Your Students!

SPRING 2016 Registration Opens!



The Literary Southwest

Friday, November 20, 2015, 7 p.m.

Iraq War Poet Brian Turner & Ilyse Kusnetz Share Writing and Memoirs

Literary couple Brian Turner and Ilyse Kusnetz will visit Yavapai College and The Literary Southwest on **Friday, November 20 at 7 p.m.** in the Yavapai College Library's Susan N. Webb Community Room (Bldg. 19, Room 147) on the Prescott campus. An audience Q & A session and a book signing follow their reading. All Literary Southwest programs are free and open to all.



Brian Turner is the author of a recent memoir, *My Life as a Foreign Country*, and the poetry collection, *Phantom Noise*. His first poetry book, *Here, Bullet*, won the 2005 Beatrice Hawley Award, *The New York Times* "Editor's Choice" selection, the 2006 PEN Center USA "Best in the West" award, and the 2007 Poets Prize, among others. He served seven years in the US Army, including one year as an infantry team leader in Iraq. Prior to that, he was deployed in Bosnia-Herzegovina with the 10th Mountain Division. His work has been published in *National Geographic*, *The New York Times*, *Poetry Daily*, *Harper's Magazine*, and other journals, as well as in the *Voices in Wartime Anthology* published in conjunction with the feature-length documentary film of the same name. He and his work also were featured in the Academy Award-nominated documentary *Operation Homecoming*. He has been awarded a United States Artists Fellowship and a Lannan Foundation Fellowship, and his poems have been translated into Arabic, Chinese, Hebrew, and many European languages.

Poet and journalist **Ilyse Kusnetz** is the author of two poetry collections, *Small Hours*, which won the 2014 T.S. Eliot prize from Truman State University Press, and *The Gravity of Falling*. She earned her M.A. in Creative Writing from Syracuse University and her Ph.D in Feminist and Postcolonial British Literature from the University of Edinburgh. Her poetry has appeared in *Crab Orchard Review*, *The Cincinnati Review*, *Crazyhorse*, *Stone Canoe*, *Rattle*, and other journals and anthologies. She has published numerous reviews and essays about contemporary American and Scottish poetry, both in the US and abroad. She teaches at Valencia College and lives in Orlando, Florida.



The Hassayampa Institute presents The Literary Southwest, and is made possible by Yavapai College, and the Yavapai College Foundation, with additional support provided by Peregrine Book Company. For complete author and series information, visit: www.yc.edu/hassayampa or contact Series Director Jim Natal through Yavapai College at 928-776-2035.



You are cordially invited to our ~

Day of Remembrance Roll Call - in honor of service members who have given the ultimate sacrifice in the Iraq and Afghanistan conflicts.
Tuesday, November 10, 2015

- **Prescott Campus**, Room 19-147, 1100 E. Sheldon St.
- **Verde Valley Campus**, Room M-137, 601 Black Hills Dr.

7:30 a.m. Color Guard

11:00 a.m. Moment of Silence, Gun Salute and Playing of Taps

5:00 p.m. (time approx.) *God Bless the USA*

For more information, contact Karen Leja 928.776.2270 (Prescott) or Patti Shelton 928.634.6518 (Verde).

WINTER INSTITUTE

Our 10th Annual Winter Institute December 15h and 16th, 2015!

Over the past 10 years, **Teaching & eLearning Support (TeLS)**, in collaboration with **Great Ideas for Teaching (GIFT) Center** has organized the Summer and Winter Institutes.

The Teaching & eLearning Support department, in collaboration with the Great Ideas for Teaching (GIFT) committee have focused the institute around Canvas, Panopto, Turnitin and Quality Matters. We have reached out to faculty and have heard you discuss more training in these new programs. This two-day event has many faculty already set in place to facilitate sessions.

Winter Institute 2015 Call for Proposals ~There are currently 50-minute sessions open in facilitating a topic such as Integrating apps you have found useful in Canvas, Conversation options, or using rubrics. Please complete the short form linked below if you interested in presenting a session to your colleagues. https://docs.google.com/forms/d/1OJdAvvARPtajagcUq_J4wK-5vTDkOeBYu2abpaljv7I/viewform

We hope to see you at the Institute!

TeLS and The GIFT Center



Questions? Contact Todd Conaway, TeLS

Todd.Conaway@yc.edu - or call:
Prescott Office 928-771-6184
Clarkdale Office 928-34-6580
Skype@ todd.conaway

\$\$ 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 11.

Strategic Planning at YC... Tom Hughes, Director

The Yavapai College 2015-2020 Strategic Plan is now available!

The Strategic Planning Committee (SPC) is establishing planning priorities for the next two years and will be soliciting feedback in building the College's annual plans.

For more information, please visit the [Strategic Planning website:](http://www.yc.edu/v5content/strategic-planning/)

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

On the website, you will find:

- * The full 2015-2020 report
- * Day of Conversation
- * Opportunities to provide input
- * And more...

Questions? Call or Visit Us:

Institutional Effectiveness & Research ~

Building 30 Room 119 • Tel: (928) 776-2205
tom.hughes@yc.edu

Focus on Adjunct Faculty: Karissa Lockard Foundation Studies Division - FYE



Karissa Lockard graduated as valedictorian from Mingus Union High School in 2004. By 2008, she had completed her B.A. and M.A. in English and an additional M.A. certificate in Technical Writing, all from Northern Arizona University. Shortly thereafter she moved back to the Verde Valley and began working for an online tutoring company that allowed her to work with writing students around the world.

In 2012, Yavapai College offered her the opportunity to teach English classes as an adjunct faculty member. It was in the classroom at Yavapai College that she felt that her education gave birth to purpose. She says, "I found that teaching was something I loved because it was more than providing information; it was building relationships with people. Those first few semesters teaching English showed me many students' deep need for training in how to be successful, not just as a student but as a person."

When the opportunity came to train for teaching FYE 103, a course designed to help students be successful in college, career, and life, she knew it was something she wanted to do. She explains: "I want to equip students to do better than "satisfactory" in everything. I want them to be high achievers in their classes, in their jobs, in their relationships. I want them to be physically, emotionally, and mentally healthy. My goal is to instill each student I have, whether in English or in FYE, with purpose and confidence and hope, and then give them the tools to make positive changes in every aspect of their worlds. Teaching at Yavapai College allows me the opportunity to make positive change in this community, one life at a time."

Way to go, Karissa!

Have a Warm &
Wonderful Thanksgiving!



Presenter : Patricia McCarver **Start Time :** 2:50 PM **Item No :** 19
Proposed By : Patricia McCarver **Time Req :** 10
Proposed : 7/8/2015 **Item Type :** Procedure Item

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

Description : SHORT RECESS - PROCEDURAL

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver **Start Time :** 3:00 PM **Item No :** 20
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 7/8/2015 **Item Type :** Heading

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

Description : MONITORING REPORTS - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver **Start Time :** 3:00 PM **Item No :** 21
Proposed By : Patricia McCarver **Time Req :** 5
Proposed : 7/8/2015 **Item Type :** Monitoring & Decision

Policy No.	Description	Ref No
2.4	The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.	344138

Description : Receipt of President's Monitoring Report - Executive Limitation 2.4 - Asset Protection - MONITORING, DISCUSSION AND/OR DECISION

Details :

Executive Limitation 2.4 - Asset Protection

The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.

MOTION OPTIONS:

1. If Board intends to accept Monitoring Report:

We have read the President's Monitoring Report regarding Policy 2.4, we believe that the interpretation of the policy provided is reasonable, and we believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we accept the Monitoring Report for Policy 2.4.

2. If Board intends to not accept Monitoring Report:

If for unreasonable Interpretation:

We have read the President's Monitoring Report regarding Policy 2.4 and we believe that the interpretation of the policy provided is not reasonable. Therefore, I move that we not accept the Monitoring Report for Policy 2.4. I move that the President provide the Board with a new Monitoring Report for Policy 2.4 [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 2.4 and we believe that the interpretation of the policy provided is reasonable, but we do not believe that there is sufficient evidence to support the conclusion of compliance with the policy. Therefore, I move that we not accept the Monitoring Report for Policy 2.4 I move that the President provide the Board with a new Monitoring Report for Policy 2.4 [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 4 Asset Protection 11-15.pdf	Nov 04, 2015	2 4 Asset Protection 11-15.pdf
2.4 Compilation.pdf	Nov 05, 2015	2.4 Compilation.pdf

**President's Monitoring Report
Executive Limitations 2.4 – Asset Protection
November 2015**

Executive Limitations 2.4 – Asset Protection

The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.

President's Interpretation:

As stewards of public funds, it is imperative that the college maintains and strengthens **the public's trust. One of the key avenues to do that is to ensure that our assets are** legally and effectively expended, wisely invested, and sufficiently insured. These assets are not limited to structural facilities, but rather include such matters as intellectual **property, copyrights and trademarks, operating capital, and the college's reputation.** Examples of such safeguards include but are not limited to: 1) Adequate insurance against fire, theft, and casualty losses to the full extent of replacement value and against liability losses incurred by the college itself, its Board members, and its employees, consultants, and agents in an amount usually carried by comparable organizations. 2) Protecting intellectual property, information, and files from loss, significant damage, or willfully violating the individual rights of others. 3) Deposit and/or invest operating funds in only secured instruments or bonds through high-quality, low-risk mechanisms (approved by AZ statutes). 4) All college employees, through their actions, will respect the **College's public image and credibility by not acting in any way to hinder the progress of the Board's Ends or Strategic Initiatives.**

Sources of Data to Support President's Interpretation:

1. Insurance:

The District is a member of the Arizona School Risk Retention Trust, Inc., (the Trust). The Trust provides high quality, professionally managed, affordable property and casualty indemnity protection services to over 250 school districts and community colleges in the state. The District has various other supplemental insurance policies including cyber liability insurance to further minimize its financial risk.

Summary of Current Coverage:

General Liability including Governing Board and Professional Liability - \$10M/occurrence
Excess Liability coverage - \$50M aggregate limit
Property Insurance – Aggregate limit - \$143,557,000, replacement value/like kind.

2. Information Asset Protection:

The District has a multifaceted strategy in place to protect information from lost or potential misuse. The Information Technology Services (ITS) department is tasked with developing this strategy and the corresponding tasks associated. In addition, all employees are required to take computer security awareness training.

The College has developed Policy 2.07 Intellectual Property Rights that defines and protects employee and College interests. The College follows FERPA requirements and supports employees with training on handling of confidential information.

Yavapai College Policy 2.28 Copyright Use states that the College will follow US Copyright Law, respect the fair use doctrine, and designate staff as liaisons. The copyright committee and the liaisons have created an educational program to assure that faculty and staff members have a working knowledge of copyright law and how it impacts the field of education. All materials copied by the College print contractor (Ricoh) are copyright checked.

[Policy 2.07 Intellectual Property Rights](#)
[Policy 2.28 Copyright Use Policy](#)

Summary of Data Protection Practices:

- The College has a comprehensive disaster recovery plan for its information assets that is checked during the audit process. This plan is tested bi-annually.
- Critical systems are replicated to our secondary data center on the Verde Campus on a continuous basis. These systems and the data which resides on these systems can be quickly recovered in the event of a disaster.
- Important databases and files are backed up on a routine schedule. Back-up snapshots are taken frequently for quick recovery of data. Long-term storage of information is completed via a backup solution and stored on physical disk arrays at our secondary data center site on the Verde Campus.
- Redundant disk arrays are utilized to reduce the risk of data loss associated with hardware failures.
- Server rooms are protected by uninterruptible power supply (UPS) systems. The primary and secondary data centers also have backup generators and redundant cooling. Generators are tested on a weekly basis.
- File-level, database, and physical security are managed by the ITS Department according to best practices. An access management system is utilized to request access to resources, audit access, and remove access when necessary. Physical access to server facilities is limited to critical staff via key cards and passwords.
- Multi-tiered virus/malware scanning and security vulnerability testing are employed to protect data. Vulnerability tests on critical systems are performed on a routine basis. Additionally, many network security devices and practices are in place to mitigate risks to College-owned data.
- The ITS Department manages and maintains all district-wide software licensing agreements. All employees and students must adhere to the Technology Resource Standards policy that prohibits individuals from installing and using unlicensed software on College computers. All employees and students must agree to abide by the terms of the policy. These acknowledgments are digitally recorded. In addition, access rights are limited on personal computers to reduce the risk of unauthorized software or malware installations.
- **The ITS Department has established an "IT Information Security and Privacy Incident Management Procedure" for assessing, responding to, and managing information security and privacy incidents.** In addition, the College has purchased additional cyber liability insurance should any of our systems be compromised. Furthermore, the College employs software that scans our environment for

personally identifiable information (PII). That software allows the College to identify and remediate issues related to the storage of PII.

- Security equipment is in place that automatically blocks any connections from known cyber attackers and organized crime syndicates throughout the world. Presently, over three million known hosts are blocked before they can attempt to access the YC network. The College utilizes a multi-tiered approach using different technologies to combat cyber-attacks.
- An external network penetration test was conducted by a 3rd party firm in March 2015. Some issues were identified and were remediated. Another test is scheduled for December 2015 from a different 3rd party firm that specializes in vulnerability scanning/testing.
- **A comprehensive IT audit was performed by the State Auditor General's Office** as part of our 2013-2014 annual financial audit. The audit findings were received in late 2014. The audit yielded several areas for improvement and work was completed to remediate all of the findings. The 2014-2015 audit is still ongoing.

3. Deposits and Investments:

The District's primary objective in investing available cash is the preservation of capital and the protection of investment principal while earning the best reasonable relative rate of return.

The District's operating funds are invested in insured or collateralized interest bearing deposit accounts and the County Treasurer's Investment pool.

The District's deposits at September 30, 2015, were as follows:

<u>Investment Type</u>	<u>Amount</u>
Wells Fargo operating account	\$4,937,500
Wells Fargo capital accumulation savings account	1,708,900
County Treasurer's investment pool	12,810,220

4. Public Image:

The College maintains several policies and procedures that require employees to **respect the College's image and credibility by not acting in any way to hinder the progress of the Board's Ends or the College's Strategic Initiatives:**

- [Policy 2.19: Code of Ethics](#)
- [Policy 2.20: Conflict of Interest](#)
- [Policy 2.25: Reporting Dishonest or Fraudulent Conduct](#)
- [Policy 2.26: Zero Tolerance for Threats or Disruptive Behavior](#)
- [Oath of Office required from all employees – as per Arizona Statue 38.231](#)

The College produced the first 2014 District Governing Board Annual Report **highlighting the College's positive contributions to Yavapai County.** The College continues to provide the community with information about the College's many positive accomplishments, academic programs, inspirational individual stories and athletic

achievements via various channels including, but not limited to, social media, newspaper articles, radio, YouTube videos and paid advertising.

5. Physical Assets

The College practices the philosophy that well-maintained assets lead to the lowest Total Cost of Ownership. In our FY2014-15 financial statements, the College had \$127M of net depreciable assets (buildings and site improvements). Using standard depreciation assumptions of 40 years for buildings and 15 years for site improvements, the College should be reinvesting approximately \$3.5M per year in maintenance activities. In actuality, the College budgets \$3M for preventative maintenance and \$.5M for unplanned maintenance. In FY 2011-12, the College retained architectural firm GLHN to conduct a Facility Condition Assessment, and the College facilities were rated 95% as good as new. **This indicates that the College's methodology is working.**

In regards to equipment, the College invests an average of \$1.6M per year to replace aging, often obsolete, and fully depreciated equipment. Using an assumption of a seven year average useful life for equipment, the College should be reinvesting approximately this same amount.

6. Relation to Strategic Plan

The College's 2015-2020 Strategic Plan – Fiscal Stewardship initiative addresses Executive Limitation Policy 2.4. The aforementioned processes contribute to how the College models best practices in fiscal stewardship by safeguarding our tangible and non-tangible assets.

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

**Presidential Monitoring Worksheet for Executive Limitations Policies
Policy 2.4 – Asset Protection**

Compilation - November 2015

Executive Limitation 2.4	Asset Protection The President shall not allow College assets, including intellectual property and operating capital to be unprotected, inadequately maintained, or inadequately insured.	
Is the interpretation reasonable?	YES 4	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: McCasland: In regards to fiscal stewardship, I would like to have budget reports that include information by project specifically capital improvements, maintenance and new initiatives that were identified to be paid for by the tax increase.		

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver

Start Time : 3:05 PM

Item No : 22

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 7/8/2015

Item Type : Monitoring & Decision

Policy No.	Description	Ref No
4.2	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly:	558885

Description : Board Evaluation of Policies - Board-President Linkage Policy 4.2 - Accountability of the President - MONITORING, DISCUSSION AND/OR DECISION

Details : Policy 4.2 - Accountability of the President - The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President.

Attachments :

Title	Created	Filename
4.2 Compilation.pdf	Nov 05, 2015	4.2 Compilation.pdf

**District Governing Board Policy Review
Evaluation of Board-President Policies
Policy 4.2 Accountability of the President**

Compilation - November 2015

4.2 Accountability of the President	The President shall be the Board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, shall be considered the authority and accountability of the President. Accordingly:	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with this Board-President Linkage Policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO
Comments:		
4.2.1 Delegation of Employment Contract Authority	Pursuant to A.R.S. 15-1444(A)(6) & (B)(4), the Board hereby delegates to the College President all of its authority to employ; specifically, it delegates all of its authority to enter into, amend, or terminate all employment contracts on behalf of the College, without the need for the Board to approve such actions before they are effective, except for any actions taken with regard to a contract of employment for the position of College President. The College President may designate others serving under the President to assist with this duty; however, the College President shall continue to be responsible to the Board for the satisfactory execution of the delegated duty. This delegation may be rescinded in whole or in part at any time by the Board.	
Interpretation		
Is the interpretation reasonable?	YES 4	NO
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with this Board-President Linkage Policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO
Comments: McCasland: I believe the Board should be able to advise and consent on the selection of Vice Presidents and Deans.		
4.2.2 President Performance	The Board shall view the President's performance as identical to organizational performance, so that organizational accomplishment of Board stated Ends and avoidance of Board proscribed means shall be viewed as successful President performance.	
Interpretation		
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 this Board-President Linkage Policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO

Comments:

McCasland: The Board should set measurable goals and behaviors for the President to review in assessing the President's performance.

**4.2.3
Other Staff
Performance**

The Board shall not evaluate, either formally or informally, any staff other than the President.

Interpretation

Is the interpretation reasonable?	YES 3	NO 1
Does the data show accomplishment of the interpretation?	YES 3	NO
Is there sufficient evidence to indicate compliance with this Board-President Linkage Policy?	YES 3	NO
Is this policy still relevant or useful to the Board?	YES 3	NO

Comments:

McCasland: The President's leadership and standards set for the staff should be part of the President's evaluation.

SHADED ITEMS should be raised for discussion at the meeting.

Presenter : Patricia McCarver **Start Time :** 3:10 PM **Item No :** 23
Proposed By : Patricia McCarver **Time Req :** 0
Proposed : 7/8/2015 **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 :** 3:10 PM **Item No :** 24
Proposed By : Patricia McCarver **Time Req :** 20
Proposed : 10/7/2015 **Item Type :** Decision Item

Policy No.	Description	Ref No
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 - INFORMATION, DICUSSION AND/OR DECISION

Details : During the October 6, 2015 District Governing Board meeting, the Board adopted the attached 2015-2016 Ownership Linkage Plan that will include:

- Annual Report
- Focus group - proposal
- Update on the DGB Webpage Feedback/Input
- Verde Valley Board Advisory Committee (VVBAC) - Response to recommendations and Board direction for 2015-2016
- Survey to be conducted every three years (2014/2017/2020)

Attachments :

Title	Created	Filename
2015-2016 Ownership Linkage Plan.pdf	Nov 04, 2015	2015-2016 Ownership Linkage Plan.pdf
Focus Group Proposal.pdf	Nov 04, 2015	Focus Group Proposal.pdf

The Approved 2015-2016 Ownership Linkage Plan

Ownership linkage is an on-going connection with the owners’ changing values and perspectives.

2015-2016 Ownership Linkage Tools/Techniques consist of:

2015-2016 Annual Plan	Ownership Linkage Tools/Techniques
	News Releases
	Monthly Meetings (various locations) Open Call Educational Presentations Video Recordings on Channel 13 and the Website
	Website – Minutes and agendas Online comments News and Information
	Verde Valley Board Advisory Committee
	Community Outreach Communication (bi-annual)
	“How the Board Works” brochure
	Annual Report
	Board Liaisons for AADGB, ACCT, VVBAC, YC Foundation
	Budget process
	Election process
	Focus groups
	Future

Yavapai College District Governing Board

Focus Groups Proposal

Ownership Linkage Plan

OVERVIEW

Focus Groups are a tool the Yavapai College District Governing Board will employ to link with the owners of Yavapai College for feedback and comments in the development of the Ends Statements and the evaluations of the institution's advancement towards Ends.

The President submits the following proposal to the Yavapai College District Governing Board to conduct ownership linkage input sessions that will provide purposeful ownership connection, seek perspective, identify missing voices, and gather long term, greater good expectations and values of the College.

Proposal

Focus Groups will engage 6 to 8 participants for each 90 minute session led by a professional facilitator to learn the participants' preferences, recommendations, and insights related to the long term expectations and values of Yavapai College.

Steps to a successful focus group:

- Before the Focus Group
 - Establish the timeline
 - One focus session per month beginning in January 2016
 - Identify the participants
 - Students
 - Superintendents
 - Mayors
 - Town Managers
 - Business leaders
 - Chamber of Commerce Representatives
 - Economic Development Representatives
 - Choose the 3 to 4 locations based on student enrollment
 - District 1 (Prescott) - 2620
 - District 5 (Prescott Valley) - 1581
 - District 3 (Cottonwood) - 1033
 - District 4 (Chino Valley) - 836
 - District 2 (Dewey) - 689
 - Select a facilitator
 - Develop the questions
 - What do you value about YC?
 - How does YC meet the educational, economic, and cultural needs of our communities?
 - What do you believe will be the most significant challenges facing YC (higher education) in the next 5 years?
 - Are there particular needs/issues you would like YC to address?
- Conduct the Focus Group
 - Set the tone; participants should feel relaxed and good about attending
 - Make sure every participant is heard
 - Get full and clear answers
 - Monitor time closely
 - Keep discussion on track
 - Head off personal conflicts
- After the Focus Group
 - Compile a summary
 - Analyze the summary
 - Implement action items

Presenter : Patricia McCarver

Start Time : 3:30 PM

Item No : 25

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 7/8/2015

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 Liaison2) AADGB Representative3) Board Spokesperson	560681

Description : Reports from Board Liaisons - Arizona Association for District Governing Boards (AADGB); Association of Community Colleges Trustees (ACCT); Yavapai College Foundation; Verde Valley Board Advisory Committee (VVBAC); Board Spokesperson - INFORMATION, DISCUSSION, AND/OR DECISION

Details : Arizona Association for District Governing Boards (AADGB) - Mr. Ray Sigafoos
Association of Community Colleges Trustees (ACCT) - Mr. Ray Sigafoos
Yavapai College Foundation - Dr. Patricia McCarver
Verde Valley Board Advisory Committee (VVBAC) - Al Filardo

Attachments :

Title	Created	Filename
VVBAC 2015 Sep 16 Approved.pdf	Oct 07, 2015	VVBAC 2015 Sep 16 Approved.pdf
VVBAC 2015 Oct 7 Approved.pdf	Nov 03, 2015	VVBAC 2015 Oct 7 Approved.pdf

Verde Valley Board Advisory Committee

Verde Valley Campus Building M- 137

Approved Minutes September 16, 2015

VVBAC Members present: Chairman Paul Chevalier; Vice Chairman Bill Regner; Carolyn Fisher; Randy Garrison; Steve King; Janet Aniol

VVBAC Members absent: Leona Wathogoma

DGB Members present: Al Filardo, VVBAC Liaison to DGB

College employees present: Craig Ralston, Dean of Arts & Humanities; Linda Buchanan, Community Education Coordinator

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

Approval of Meeting Minutes: **On a motion by Regner, with second by King, Minutes of September 16, 2015 are approved with corrections noted.**

Member updates: Chevalier calls for Committee input regarding recent YC media. Member Aniol states that Verde Independent and Bugle published numerous statements from community members, and gives special shout-out to Beaver Creek Superintendent who took 3 hours out of her business day to speak for two minutes. Vice Chair Regner shares information from conversation he had recently with NACOG Executive Director Teri Drew. Regner states that Drew receives frequent requests for financial support related to College access. Regner reads examples into record (attached as supplement to Minutes). Chair Chevalier circulates Opinion Polls from Red Rock News which he perceives as positive feedback from community. Chair Chevalier urges Committee members to vote in polling. Member Fisher is not comfortable assuming the poll reflects only the VVBAC, as Executive Dean Perey's Verde Valley Campus planning group is also called Verde Advisory Committee. Vice Chair Regner surmises that opinion polls could simply be perceived as positive feedback in general for College advisory committees. Member Fisher recently published an article in monthly "Villager." Member Aniol recommends submitting Committee information to print media with progress report. Vice Chair Regner suggests Fisher submit her recent Villager editorial as local "My Turn." Chair Chevalier calls for Committee to circulate articles individually Committee discusses nuances of timelines, fact-checking, and live interviews vs. prepared questions. DGB Filardo cites example of misquote of Chip Davis in Verde Independent, subsequently corrected in DGB correspondence. DGB Filardo attended recent S-OC School District Board meeting.

Ownership Linkage. Chair Chevalier calls for feedback on Interim VP Farnsworth's Sep 2 presentation. DGB Filardo states that Interim VP Farnsworth is best spokesperson he has met for Yavapai College. Fisher says Farnsworth was "very forthcoming." Regner questions correlation between economy and College enrollment. Regner wants to further investigate class schedules, subjects, locations, costs, etc. as relevant factors so that "it's the economy" isn't

simply a “fallback answer.” Member Garrison states frustration with “chicken and egg” dilemma of assuming that Verde doesn’t support higher education based on lack of “tails in seats.” Garrison cites Farnsworth as “perfect candidate to share historical data.” Garrison continues to experience frustration with College focus on secondary to post-secondary (high school to college or university) certificates, degree or transfer. Garrison believes that everything else is shuffled off to OLLI, which isn’t appropriate. Garrison doesn’t believe College needs to be certificate-driven, and that focus on FAFSA funding requirements leads College administration in wrong direction that isn’t serving community well. Garrison believes taxpayer funding could be used to greater advantage for the 25 – 65 year old population. Vice Chair Regner appreciates Garrison’s clarification, and wants to talk further about entire spectrum from traditional secondary transition to retirement. Regner wants more research into property tax dollars being utilized for capital projects. Regner believes that the College is hesitant to go out to public for bonding because efforts haven’t been successful County-wide in the past.

Chair Chevalier calls for report from Member Fisher regarding higher education needs of Hispanics. Member Fisher has made two preliminary contacts, which haven’t yet provided direct results. Fisher is working with a Village of Oak Creek employer contact, and will report at subsequent Committee meeting. Vice Chair Regner questions how “Hispanic need” is defined, and how the Hispanic community will be represented, since there is not an official governing body. Member Fisher bases her understanding that the Hispanic community has different needs based on her volunteer work with K-12 Literacy. Member Aniol would like to see Hispanic population and youth represented on the Committee, and suggests Yavapai County Schools Superintendent Tim Carter call for additional nominations. Staff Buchanan reminds Committee to not call themselves a “Board” for public clarity. Chair Chevalier notes that Committee is not empowered to change structure of Committee without Board consent.

Chair Chevalier requests Regner report on opportunity for presentation at Town of Clarkdale. Regner states he gives monthly report to Clarkdale Council; with help of Clarkdale Town Manager, Regner will determine if Council interest dictates a Committee presentation.

DGB Liaison Filardo states importance of using correct process to test whether Committee recommendations are being addressed by Board. Filardo gives Webster dictionary definition of “liaison,” and his role as liaison to the DGB. Filardo states he was recently approached by a prominent politician who objects to the Committee process, because this politician perceives Filardo is attempting to drive Committee outcomes. Filardo circulates Board Policy 1 regarding “Potential Interpretations for Strategic Planning Policies.” Filardo further defines Board 1.1, Educational Ends; 1.2, Economic Ends; and 1.3 Community Ends. Filardo explains how “Reasonable Interpretation” factors into execution of Board directives to College administration.

Chair Chevalier states that DGB Irwin recently recommended Committee suggest Ends; Filardo concurs that Ends are already in place. Chair Chevalier wants to see 16 recommendations from Committee to DGB (June 2015) addressed by Board at future agenda. Filardo cites past corporate experience with College President Doreen Daily (1999) “when College was buzzing; it’s not now.” Vice Chair Regner questions what will guide Board in forming reasonable interpretation. Filardo clarifies that strategic plan is an element that allows administration to communicate the interpretation. Vice Chair Regner questions what other elements drive reasonable interpretation; Filardo believes Board discussion will be significant factor in future.

Member Aniol states the current Board set-up is dysfunctional and will not change until Board process changes. Member Aniol states DGB is not involved in what's happening with College budget and education; Aniol prefers Yavapai County and/or Lake Montezuma/Rimrock Fire District governing model. She states that Board will continue to "tread water and continue downward cycle." Member Aniol states that Dean Perey didn't provide much information at recent strategic planning presentation; she prefers local decision making in the VerdeChair Chevalier states that Dean Perey has advised Chair that no more than 5 elements from Committee will be included in Campus strategic plan. Member Garrison questions how Board provision of "Ends" gives guidance to College in creating strategic plan. Member Garrison states Committee feedback is intended to provide meaningful input to DGB, and then be implemented through College operations. Garrison states that Committee is intended to provide input from community to DGB in an effort to provide additional direction to the President. Garrison is concerned that the community perception is that the Committee is "anti-college," when they are in fact attempting to provide support. Garrison states that the Board becomes a dead-end for the Committee input. Member King states that systemic approach will alleviate "echo chamber" effect of Committee recommendations stopping at Board level. Chair Chevalier believes Committee-led Town Halls will improve communication, but there is no magic bullet when the Verde has two out of five Board votes. DGB Liaison Filardo reminds members that Committee advises the Board, not the administration, and the strategic planning process belongs with the administration.

Chair Chevalier suspects that Sedona Town Hall (Oct 20 or 21) will be packed, beginning at 5:30 p.m. Chevalier will convert PowerPoint presentation for County Board of Supervisors into Keynote presentation. Chevalier will seek advertising/marketing opportunities through Mayor. Town Hall will function as follows: 1) Keynote by Chevalier; 2) Mayoral address/welcome; 3) Council to provide speaker cards to community members; 4) seek prominent members of community to help facilitate (possibly Pat Schweiss); 5) speakers will face audience, with Committee in first row of audience, Chevalier will require specific talking points (9:52); 6) each subsequent week to feature Town Hall in other Verde Valley communities; 7) Chevalier will request Steve Devol to produce DVDs of Town Halls for permanent record.

Member Garrison prefers panel format allowing for more robust discussion between Committee and community. DGB Liaison Filardo knows from discussion with YC President that Committee will be included in dialog regarding Sedona Center strategic planning, which will materialize fairly soon. Vice Chair Regner suggests hybrid model of community panel filtering public comments. Filardo wants to ensure purpose of Town Hall is specifically defined in announcement. Member Aniol suggests comment cards for people who don't want to speak. Chair Chevalier believes VOC should have its own Town Hall. Member Garrison wants format to ensure community members "come with questions, but leave with some answers," through moderated panel process. Member Fisher questions how Committee can provide "answers" when the Committee simply makes recommendations. Member Garrison reiterates importance of "dialog," as opposed to just listening. DGB Liaison reads Mission statement to Committee, reminding members of importance community input. Member Fisher notes that Committee has been meeting for 10 months, without significant community input. Chair Chevalier states importance of input to Committee from YC presenters, school superintendents, and other specialty groups. Garrison values the importance of people being able to have dialog with Committee. Vice

Chair Regner notes that Committee is evolving, needs to solidify its existence, and sees the Town Hall format as logical next step. Member Fisher is uncomfortable with generating false impression of Committee's capacity to create change. Chair Chevalier cites his understanding that Committee prevented the sale of Sedona Center from Campus Master Plan. Member Aniol believes that she has done significant outreach to community to seek input, and that others may have, as well. After Committee fails to reach consensus on Town Hall format, Member Fisher suggests each Committee member design Town Hall in their community according to individual preferences. Progression of Town Hall scheduling as follows: 1) Sedona, week of Oct 19; 2) Cottonwood, week of Oct 26; 3) Beaver Creek to possibly coincide with PTO; 4) Camp Verde (less formal/individualized input); 5) Clarkdale TBD after Regner investigates community calendar; 6) Village of Oak Creek (2nd week of January). Member Fisher states importance of including Verde Village and Verde Santa Fe in Cottonwood.

Chair Chevalier calls for input on planning and development. Member Garrison suggests inviting NACOG panel to participate in Nov 4 Committee meeting, to include Senator Steve Pierce, Teri Drew, CEDC Chair, VVREO representative. Aniol comments on her desire to cut property taxes, and make recommendation on dual enrollment, and would like have these items on next agenda. Vice Chair Regner recommends not deriving monthly recommendations; instead, building into a future schedule to evaluate and aggregate recommendations into Q1 2016 Report.

Future Meeting Schedule

- 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/NACOG (Garrison contact re: Workforce Development)
- Nov 18 8:30 a.m. Review past recommendations
- Dec 3 8:30 a.m. w/YC Film Media Arts Director
- Dec 13 TBD Social at Chevalier residence

Adjournment. Motion by Member Regner, second by Garrison to adjourn. Motion carries unanimously. Meeting adjourns at 10:35 a.m.

Verde Valley Board Advisory Committee

Sedona Center Room #12

Approved Minutes October 7, 2015

VVBAC Members present: Chairman Paul Chevalier; Vice Chairman Bill Regner; Carolyn Fisher; Randy Garrison; Steve King; Leona Wathogoma (8:40)

VVBAC Members absent: Janet Aniol

DGB Members present: Al Filardo, DGB D3, VVBAC Liaison to DGB; DGB D2 Deb McCasland

College employees present: Vice President of Finance and Administrative Services, Dr. Clint Ewell; Linda Buchanan, Community Education Coordinator

Call to Order: Meeting called to order at 8:30 a.m. with Chair Chevalier presiding. Committee would like to receive meeting Minutes as ready (preferably prior to Agenda packet).

Approval of Meeting Minutes: On a motion by Regner, with second by King, Minutes of September 16, 2015 are unanimously approved with corrections noted.

Member updates: Chevalier calls for Committee input. Member Fisher continues to seek connections in the Hispanic community, and has a possible contact through Sedona Public Library. Steve King is making contacts with Camp Verde Council members, and has meeting set with CVUSD Superintendent. Vice Chair Regner reports that a VVBAC presentation at Sedona Chamber of Commerce was declined, as there is no appropriate forum; Cottonwood Chamber of Commerce has not replied. Vice Chair Regner states the Town Manager of Clarkdale polled the Council members, who do not desire a presentation at this time. Regner reports Committee action monthly to the Clarkdale Council. Chairman Chevalier reads editorial statement from Red Rock News, stating that Verde secession from the College taxing district may be gaining ground, or alternatively, recommending removal of the entire administrative structure and creating new, locally responsive College culture. Vice Chair Regner raises point that continuation of the Verde Valley Board Advisory Committee will be on the next DGB agenda. DGB Filardo states that DGB Irwin requested this agenda item, and that Filardo requested any such vote be taken at a DGB meeting in the Verde Valley. Filardo additionally suggests that VVBAC Mission may need to be changed. DGB Irwin is reported to have stated that he believes the Committee should report directly to College President. DGB McCasland states she would like the topic deferred until April 2016 when DGB may meet at Sedona Center. DGB Filardo states he wants to give DGB Irwin more background about how/why the VVBAC was formed. Chair Chevalier offers a guesstimate of the results of a Red Rock News poll regarding advisory committees working with the College in the Verde Valley. DGB Filardo states that the DGB expects Committee members be "kinder and gentler" while questioning presenters. Member Fisher states that she has difficulty streaming the DGB meetings.

Ownership Linkage. Chair Chevalier calls for additional review of Interim V.P. Farnsworth's Sep 2 presentation to Committee. Member Garrison states he is trying to get his head around the College's attack on providing educational opportunities in the Verde Valley, primarily driven

by FAFSA funding formulas. Garrison requests that Dr. Ewell respond to Garrison's cited example of a community education wine tasting course converted to a credit-bearing course, with standard tuition and lab pricing. Dr. Ewell explains the difference in rigor and scope of content, and contact hours, to determine credit vs. non-credit. Dr. Ewell further states YC students currently receive approximately \$11 million dollars annually in FAFSA tuition support. Dr. Ewell states the administration is currently considering "audit" options to allow non-credit seeking students to attend credit-bearing courses.

Chair Chevalier calls for financial presentation from Vice President of Finance and Administrative Service, and compliments Dr. Ewell for his collaborative attitude and leadership in preparing requested financial data. All present confirm their intent to have a frank dialog, while maintaining a respectful demeanor.

Vice Chair Regner questions a portion of Dr. Ewell's summary, which indicated that some committee members expect "every dollar to be spent in the tax area code from whence it came." Vice Chair Regner pointed out that Committee report to DGB (June 2015) calls for a "far greater percentage" of financial resources generated in the Verde be spent in the Verde.

Member Garrison questions capital expenses from FY 2011-12 and 2012-13 as to whether they came from 2000 Bond Issue, or other revenue sources. Dr. Ewell states that Verde buildings L & M (renovation and construction, respectively) and additional land for the Sedona Center for Arts & Technology were funded by the G.O. Bonds, with an estimate that \$11 million was spent in the Verde Valley. Vice Chair Regner states that secondary property tax revenues of approximately \$1.6 million annually are allocated to payoff G.O. Bonds, exceeding the capital investment. Dr. Ewell states that the ballot language was generic, referencing projects rather than allocation of funds, and that the voters agreed to pay for that list of projects.

Dr. Ewell briefly explains College accounting practices per Arizona Revised Statutes, and moves through Verde Valley Estimated Revenue & Actual Expenses, showing the past 5 years' data. The 5-Year Average shows that approximately 87% of revenue from Verde Valley is allocated to supporting the Verde Valley. Vice Chair Regner poses an alternate formula premised on the recent past 5-years' data as atypical. Member Fisher suggests a 10-year review might be more telling. Member Garrison states that investments on Verde Campus have provided beautification more than improving educational situation or expanding programs. Garrison states that Verde lost classroom space to administrative space, and Verde didn't gain any programs. Garrison states that this perspective of "capital investment" skews the real results of diminished opportunity in the Verde Valley. Dr. Ewell presents a differing perspective, stating that the removal of temporary buildings, classroom renovations, technology upgrades, and creation of the Southwest Wine Center all reflect enhanced student experiences and learning opportunities. Four million was spent on the Southwest Wine Center and vineyard on the Verde Valley Campus. Dr. Ewell acknowledges that Verde campus renovations were very challenging for students, faculty, and staff. Dr. Ewell states that Verde enrollment is more stable than other district entities.

Vice Chair Regner suggests projected excess revenue (from Verde) of approximately \$5.5 million annually may fund \$55 million of \$103 million 10-year plan (as originally proposed), and questions whether 3% is a fair allocation in the Verde Valley. Chair Chevalier states his appreciation for the

flexibility of the 10-year College Master Plan, and requests the College make a commitment to maintain an 87% return of tax money to the Verde.

Dr. Ewell further explains the allocation (by functional category) of direct expenses, and indirect expense assumptions based on square footage, FTSE, and/or percentage of students/staff/faculty supported. Chair Chevalier states appreciation for the financial transparency, and encourages this style of reporting continue. Member Fisher concurs with Chair Chevalier's statement.

Chair Chevalier provides update on Oct 21 Sedona Town Hall. Capacity in YC Sedona Room #34 is 140, and the room will be set for full capacity. Chair Chevalier anticipates a full house. A press release has been submitted to the Sedona Red Rock News, and information is available through City of Sedona social media, and the Sedona Biz site. Arrangements have been made with Sedona Biz to videotape the meeting, edited to organize comments around thematic topics (e.g. Sedona Film School). Chair Chevalier is specifically inviting Sedona Red Rock High School students to speak. Sedona Mayor Moriarty will open the meeting. Podium will be facing audience, with Committee seated in front row. The Keynote will run 6 -10 minutes. Additional introductions will be made. Patrick Schweiss, director of Sedona International Film Festival, will moderate, and a timekeeper will assist. Chair Chevalier suggests delaying additional Town Hall presentations pending feedback from this first effort. Chair Chevalier requests that Committee members arrive by at Sedona Center by 5 p.m.

Vice Chair Regner suggests leadership review and preparation of officer elections as a component of the November 18 meeting, with elections held in December.

Member King expresses appreciation to V.P. Ewell for the College financial disclosure, and the Committee shows their appreciation with applause.

Future Meeting Schedule

- Oct 21 8:30 a.m. Verde Campus w/ Dick Dahl of VV Forum for Public Affairs (April 2016)
- Oct 21 5:30 VVBAC hosts open forum "Town Hall" at Sedona Center
- Nov 4 8:30 a.m. w/NACOG (Garrison contact re: Workforce Development)
- Nov 18 8:30 a.m. Review past recommendations
- Dec 2 8:30 a.m.
- Dec 13 TBD Social at Chevalier residence

Adjournment. Motion by Member Fisher, second by Garrison to adjourn. Motion carries unanimously. Meeting adjourns at 10:00 a.m.

Presenter : Patricia McCarver

Start Time : 3:35 PM

Item No : 26

Proposed By : Patricia McCarver

Time Req : 0

Proposed : 7/8/2015

Item Type : Heading

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

Description : OTHER INFORMATION - HEADING

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:35 PM

Item No : 27

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 7/8/2015

Item Type : Information Item

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

Description : Correspondence to the Board - RECEIPT

Details :

Attachments :

No Attachments

Presenter : Patricia McCarver

Start Time : 3:40 PM

Item No : 28

Proposed By : Patricia McCarver

Time Req : 5

Proposed : 7/8/2015

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

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

- Addition of February 9, 2016 Morning Budget Workshop

Attachments :

Title	Created	Filename
FY15-16- Proposed Dates and Places of Future Meetings.pdf	Nov 04, 2015	FY15-16- Proposed Dates and Places of Future Meetings.pdf
FY16-17- Proposed Dates and Places of Future Meetings.pdf	Nov 04, 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 9, 2015, Monday, 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
Board Budget Workshop	February 9, 2016, Tuesday, 9:00 a.m. 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: Sedona Center, Room 34
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 EVENT	DATE/DAY/TIME/LOCATION
CTEC Tour	October 6, 2015, Tuesday, 4:30 p.m. Location: CTEC
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
Sculpture Garden Dedication	November 4, 2015, Wednesday – 2:00 p.m. – Prescott Campus
Northern Arizona Regional Training Academy (NARTA) Commencement	December 3, 2015, Thursday – 11:00 a.m. Location: Prescott Campus – Performing Arts Center
Nursing Pinning Ceremony	December 11, 2015, Friday – 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 : 3:45 PM

Item No : 29

Proposed By : Patricia McCarver

Time Req : 1

Proposed : 7/8/2015

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